



## COURSES OFFERED

### Bloodborne Pathogens

Instructor: Ken Blaser

**Monday, October 18, 2010**

1:00 p.m. — 2:00 p.m.

Overview: A review of the occupational exposures experienced by Public Entity employees from Hepatitis and HIV, along with protective measures, which should be used for exposure situations.

Learning Objectives:

- Understand the different types of Bloodborne Pathogens;
- Understand their routes of infection; and
- Understand preventative measures that need to be used when confronting possible exposure situations.

Participant Profile: Any Public Entity employee.

### Confined Spaces

Instructor: Larry Lieman

**Monday, October 18, 2010**

3:00 p.m. — 5:00 p.m.

### CPR/First Aid/AED

Instructor: Rudy Miranda

**Tuesday, October 19, 2010**

9:00 a.m. — 4:30 p.m.

Overview: This class equips the individual to perform the basic CPR/First Aid/AED functions. Participants will receive their CPR/AED one year certification and/or First Aid two-year certification.

### Learning Objectives

- Hands on CPR training with manikin and first aid training scenarios handling splints, wounds, heat related illnesses, allergic reaction, asthma, etc.; and
- Participants will also be able to properly use an AED (training model) when necessary upon a cardiac arrest.

Participant Profile: Participants **must** be 18 years of age or older.

### **Crash Reduction - General Audience - CANCELLED**

Instructor: Bud Stanley

**Thursday, October 21, 2010** -11:30 a.m. — 1:20 p.m.

### **Crash Reduction Law Enforcement - CANCELLED**

Instructor: Bud Stanley

**Thursday, October 21, 2010** - 1:30 p.m. — 3:30 p.m.

### **DDC-4/Defensive Driving Course**

Instructor: Rudy Miranda

**Monday, October 18, 2010**

12:00 — 4:00

Overview: Tools, tips, and techniques are provided to offer positive choices with regard to driving decisions. Motivation is provided to drivers so they can embrace personal change in driving behaviors and attitudes. Three driving related factors are covered: (1) the driver, (2) the conditions and (3) the vehicles. Knowledge and safety driving techniques are provided to prevent collisions and violations. Responsible behaviors are indicated throughout the course.

### Learning Objectives:

- Providing participants with knowledge and techniques to avoid collisions; and
- Providing influence and challenge to each participant to change their behind-the-wheel behaviors and attitudes so they will choose to drive safely, responsibly and lawfully.

Participant Profile: Any public entity employee, with a valid driver's license.

### **Ergonomics Field (for Public Works Employees)**

Instructor : Ken Blaser

**Tuesday, October 19, 2010**

9:00 a.m. — 10:45 a.m.

Overview: With overexertion and strain-related injuries representing both the frequency and severity problem, this program educates employees on the physical limitations of manual material handling, as well as practical solutions to material handling situations.

Learning objectives:

- Understanding the physiology of the human body in relation to material handling;
- Practical solutions to material handling problems; and
- Preventative measures for ergonomic exposures.

Participant profile: Public Works, Parks and Recreation, Maintenance, Sanitary, Water and Sewer employees.

### **Ergonomics – Office**

Instructor: Ken Blaser

**Tuesday, October 19, 2010**

10:45 a.m. — 11:45 a.m.

Overview: The program reviews the types of repetitive motion injuries possible with office operations along with practical solutions that the office employee can use to reduce their exposure.

Learning Objectives:

- Understanding of common repetitive motion injuries and their possible cause;
- Effective and practical workstation design; and
- Methods to reduce repetitive motion stresses to the wrists, neck, shoulders and back.

Participant Profile: Anyone who works in an office or is on the computer.

### **Excavation**

Instructor: Ron Peters

**Thursday, October 21, 2010**

2:00 p.m. — 3:00 p.m.

Overview: This program covers OSHA requirements for safe operations for excavation and trenching.

Learning Objectives:

- Ability to classify soils;
- Shoring requirements;
- Checking atmospheres;
- Required Personal Protective Equipment; and

- Determine the difference between an excavation and a trench.

Participant Profile: Anyone who works in and around trenches and excavations; also competent persons.

### **Flagging Operations**

Instructor: Ron Peters

**Wednesday, October 20, 2010**

3:00 p.m. — 4:00 p.m.

Overview: This course will cover the proper Flagger methods for work zone safety. Since flaggers are responsible for the safety of work crews and the general public and interact directly with motorists and pedestrians, it is important that only qualified personnel be selected.

*Note: This course does not in any way qualify one to perform any other function of an MOT other than Flagger Control.*

Learning Objectives:

- Flagger Preparation;
- Flagger Stations;
- Flagger operations; and
- Flagger Training (hands on).

Participant Profile: This course is for those who can meet the basic requirements and physical demands of the Flagger position.

### **Forklift Training – English**

Instructor: Rudy Miranda

**Friday, October 22, 2010**

9:00 a.m. — 10:30 a.m.

Overview: Forklift basics (from inspecting a forklift to parking a forklift, turning radius, center of gravity, and the stability triangle). This course will ensure that participants will have met all the requirements to safely operate a forklift according to the OSHA Standard. Licensing, performance evaluations, and refresher training are also addressed.

Learning Objectives

- To be considered competent to operate a forklift.

Participant Profile: Under OSHA 1910.178(I), anyone operating a forklift must have a up-to-date Forklift Training Card.

### **Forklift Training - Spanish**

Instructor: Rudy Miranda

**Friday, October 22, 2010**

10:45 a.m. — 12:15 p.m.

Overview: Forklift basics (from inspecting a forklift to parking a forklift, turning radius, center of gravity, and the stability triangle). This course will ensure that participants will have met all the requirements to safely operate a forklift according to the OSHA Standard. Licensing, performance evaluations, and refresher training are also addressed.

Learning Objectives

- To be considered competent to operate a forklift.

Participant Profile: Under OSHA 1910.178(I), anyone operating a forklift must have a up-to-date Forklift Training Card.

### **HAZWOPER – 8 HOUR - CANCELLED**

Instructor: Pete DeJesse, National Safety Council

**Tuesday, October 19, 2010**

8:00 a.m. — 5:00 p.m.

Overview: An awareness course for hazardous materials, which is also required annually for those who have completed Hazwoper 24 hour or Hazwoper 40 hour. **Note:** The Hazwoper 24 Hour or Hazwoper 40 Hour is a prerequisite to receive the Hazwoper 8 Hour certificate. For students that do not have the Hazwoper 24 Hour or Hazwoper 40 Hour, you will receive a Hazmat Awareness 8 Hour Certificate.

### **Hidden Costs/Accident Investigation**

**There are 2 opportunities to take this course - 10/21/10 or 10/22/10**

Instructors: Ken Blaser/Rudy Miranda

**Thursday, October 21, 2010**

11:15 a.m. 4:00 p.m.

**Friday, October 22, 2010**

11:15 a.m. 2:00 p.m.

Overview: Accidents result in hidden costs that sometimes the employer does not realize. This program reviews the Hidden Costs that must be absorbed by the employer that can have detrimental effects on the Public Entity's budget.

Learning Objectives:

- Understand the difference between Direct Costs and Indirect Costs;
- How Indirect Costs can have a negative impact on a public entity's budget; and
- Methods to reduce Indirect Costs effects.

Participant Profile: Management, Department Heads; Supervisory Personnel.

### **Hostile Workplace**

Instructor: Ken Blaser

**Tuesday, October 19, 2010**

1:00 p.m. — 3:00 p.m.

Overview: The program reviews the various situations that could involve a hostile work environment from unwanted attention to physical violence and what management must do to address these situations.

Learning Objectives:

- A review of the different forms of Hostile Work Environments;
- Management's responsibilities;
- The importance of communication;
- Pre-Planning for violent situations;
- Having a Hostile Workplace Program;
- Educational programs for employees;
- Reviewing visitor procedures to protect employees; and
- Communication with local Police.

Participant Profile: Management, Department Heads, Supervisory Employees.

### **Hot Work Permit**

Instructor: Ken Blaser

**Wednesday, October 20, 2010**

1:00 p.m. — 2:00 p.m.

Overview: A review of the procedures to be applied during hot work activities involving welding, the use of heat guns and other equipment producing heat levels sufficient to cause a fire or employee burns.

Learning Objectives:

- Recognizing the various forms of Hot Work activities or tasks;
- Procedures for completing a Hot Work Permit, a check list of pre-activity procedures that should be followed before any hot work activity;

- Fire prevention methods to use when performing Hot Work; and
- Employee protection methods for Hot Work activities.

Participation Profile: Any employee engaged in welding or similar Hot Work activities.

### **Lock-Out Tag-Out**

Instructor: Ken Blaser

**Wednesday, October 20, 2010**

2:00 p.m. — 3:00 p.m.

Overview: A review of OSHA’s Control of Hazardous Energy Program, including the procedures for performing a Lockout/Tagout operation for small to large equipment.

Learning Objectives:

- When Lockout/Tagout should be incorporated;
- Procedures for small to large equipment;
- Training needed for Affected Employees and those performing the work; and
- Types of Lockout/Tagout devices available.

Participant Profile: Any Employee performing maintenance/repairs on powered tools or equipment.

### **16 Hour MOT Training Intermediate (Two-Day Course)**

**ENROLLMENT CLOSED**

Instructor: Ralph Kindig National Safety Council

**Wednesday, October 20, 2010**

8:00 a.m. — 5:00 p.m.

**Thursday, October 21, 2010**

8:00 a.m. — 5:00 p.m.

Overview: This two-day course will familiarize participants with the concepts of setting up a work zone in varying situations. Participants will gain knowledge and understanding of the equipment, techniques and procedures necessary to safely and correctly set up and maintain traffic flow using standards from the Manual on Uniform Traffic Control Devices (MUTCD) and the 600 Series Standard Indexes from the Roadway and Traffic Design Standards (RTDS) latest edition.

### **Municipal Safety/Self-Inspections**

**There are 2 opportunities to take this course - 10/21/10 or 10/22/10**

Instructor: Wayne Anderson

**Thursday, October 21, 2010**

9:00 a.m. — 11:00 a.m.

**Friday, October 22, 2010**

9:00 a.m. — 11:00 a.m.

Overview: To address and clarify municipal safety hazards and unsafe conditions through a proactive self-inspection program. Focus on all municipal operations/facilities to ensure that appropriate inspection items are in place.

Learning Objectives:

- Discuss most common hazards and incidents within municipalities;
- Frequency of inspections;
- Inspection Procedures to ensure correctives measures are implemented; and
- Hazard Identification Process

Participant Profile: Safety Committee Members, Supervisors/Department Heads from all Departments, HR and Risk Management Staff, Public Works/Utilities, Parks and Recreation.

### **OSHA 10-Hour – Construction (Two-Day Course)**

Instructors: Ron Peters/Rudy Miranda

**Wednesday, October 20, 2010**

8:00 a.m. — 2:00 p.m.

**Thursday, October 21, 2010**

8:00 a.m. — 2:00 p.m.

Overview – This class will provide fundamental safety and health education emphasizing identifying hazards, avoiding hazards, along with controls and prevention. Required topics include:

- Introduction to OSHA
- Electrical
- Fall Protection – Walking and Working Surfaces
- Personal Protective Equipment
- Material Handling
- Tools Hand & Power
- Scaffolds
- Cranes
- Excavations
- Stairways and Ladders
- Exit Routes, Emergency Action Plans Fire Prevention Plans and Fire Protection
- Hazard Communications
- Recordkeeping
- Powered Industrial Vehicles
- Safety & Health Programs
- Ergonomics

- Bloodborne Pathogens
- Welding, Cutting and Brazing
- Machine Guarding
- Lockout/Tagout
- Permit-Required Confined Space

Participants will receive their OSHA 30 Hour Construction Certification.

Learning objectives:

- Discussing the functions of OSHA and its priorities;
- Describing the rights and responsibilities of employers and employees; and
- Identifying how to control hazards in construction.

Participant Profile: All employees.

### **OSHA 10 Hour General Industry (Two-Day Course)**

Instructors: Wayne Anderson/Ron Peters

**Monday, October 18, 2010**

12:00 p.m. — 5:00 p.m.

**Tuesday, October 19, 2010**

8:00 a.m. — 2:00 p.m.

Overview – This class will provide fundamental safety and health education emphasizing identifying hazards, avoiding hazards, along with controls and prevention. Required topics include:

- Introduction to OSHA
- Walking & Working Surfaces
- Exit Routes, Emergency Action Plans, Fire Prevention Plan & Fire Protection
- Electrical
- Flammable & Combustible Liquids
- Personal Protective Equipment
- Machine Guarding
- Hazard Communication
- Bloodborne Pathogens
- Ergonomics/Safety & Health Programs

Participants will receive their OSHA 10 General Industry Certification.

Learning objectives:

- Discussing the functions of OSHA and its priorities;
- Describing the rights and responsibilities of employers and employees; and
- Identifying how to control hazards in general industry.

Participant Profile: All employees.

## **Parks and Recreation: Liability Hazards and Controls**

Instructor: Wayne Anderson

**Wednesday, October 20, 2010**

9:00 a.m. — 1:00 p.m.

Overview: Liability hazards exist in every park & recreation facility. Efforts must be focused on identifying the hazards of all aspects of parks and recreation facilities. This class focuses on swimming pools, community centers, playgrounds, dog parks, tennis courts and other municipal recreational facilities. You will learn how to conduct applicable inspections of the items mentioned.

Learning objectives:

- Discuss the most severe liabilities associated with parks and recreation facilities;
- Identify the most common loss potential issues;
- Explain proper ways to inspect;
- Ensure appropriate items are listed on the inspection reports; and
- Review Consumer Product Safety Commission Playground Handbook.

Participant Profile: Parks and recreation employees, Risk Managers, Public Works, Human Resources Personnel and Volunteers.

## **Safety Culture**

Instructor: Ken Blaser

**Monday, October 18, 2010**

2:05 p.m. — 3:05 p.m.

Overview: A safety Culture is a process by which employees intrinsically perform their work in a safe manner consistent with the employer's Safety Program. This presentation explains how to create a Safety Culture at your location.

Learning Objectives:

- An explanation of the Safety Culture process;
- Utilizing Behavior-Based Safety to evolve your Safety Culture development;
- The importance of communication;
- Management's role in committing to the process;
- Supervision's role in the process; and

- How to motivate employees at all levels on the benefit from a Safety Culture.

Participant Profile: Management, Supervision, Department Heads, Safety Committees.

## **Safety Teamwork**

Instructor: Ken Blaser

**Monday, October 18, 2010**

3:10 p.m. — 4:10 p.m.

Overview: A motivational presentation designed to encourage employees to work together toward a common goal. Using sports analogies, the program relates how working as a team improves the overall work environment and improves safety for all employees.

Learning Objectives:

- How teamwork on the job improves working conditions;
- How to put aside personal differences in order to achieve a common goal;
- How sincere cooperation builds effective work environments; and
- The supervisor's role.

Participant Profile: All employees.

## **Slips, Trips and Falls**

Instructor: Wayne Anderson

**Thursday, October 21, 2010**

3:45 p.m. — 5:00 p.m.

Overview: Municipal hazards associated with slip, trips and falls are throughout. We will focus on injury prevention methods and identify potential hazards.

Learning Objectives:

- Definition of terms;
- Proper Foot wear;
- Other related hazards; and
- Corrective actions.

Participant Profile: All municipal employees should be exposed to this training.

The Florida League of Cities is holding this week-long Safety Professional Development Conference from October 18, 2010 through October 22, 2010 at the City of Sunrise, 10770 West Oakland Park Boulevard, Sunrise, FL 33351.

There is one flat rate charge to attend these classes for the week – you can pick and choose as many classes as you would like to attend! The flat rate cost per person to register is:

FMIT Members: FREE  
FMASH Members: \$75 per person  
FLC Members: \$100 per person  
Other Public Entities: \$150 per person  
Private Sector Participants: \$300 per person

To register, please contact Anita Wick by e-mail at [AWick@flicites.com](mailto:AWick@flicites.com) or by telephone at 1-800-445-6248 or local/direct at 407-367-1734. You can also mail your check to Anita Wick, Risk Control Department, Florida League of Cities, Inc., 125 East Colonial Drive, Orlando, FL 32801. Be sure to indicate which course(es) you will be taking.