



**FLORIDA LEAGUE OF CITIES, INC.**  
ADMINISTRATORS OF THE FLORIDA MUNICIPAL INSURANCE TRUST

**SAFETY PROFESSIONAL DEVELOPMENT CONFERENCE**  
SEPTEMBER 27, 28 AND 29, 2011

**COURSE LISTING**

- minor details may be subject to change -

**Accident Investigation**

Thursday, September 29, 2011  
9:00 a.m. to 10:00 a.m.

Overview: Presentation to supervisory personnel on how to properly investigate an accident within their organization. Information to be presented includes:

- What happened?
- Why did it happen?
- What can be done to help prevent a similar type claim from occurring again?

Learning Objectives: After completion of this presentation, the supervisor should be able to look at a loss whether WC, GL, Auto, or property and review the facts by asking the following questions:

- What happened?
- Why did it happen?
- What can be done in the future to help prevent a similar type of loss from occurring again?

Participant Profile: Those attending this class should be supervisory personnel only:

- Who are aware of the loss;
- Who are able to determine what happened; and,
- Whether the loss was due to an unsafe act or an unsafe condition -- or a combination of the two.

Most importantly, the supervisor should be able to come up with corrective action so this type of loss does not occur again.

**Blood Borne Pathogens**

Thursday, September 29, 2011  
10:00 a.m. to 11:00 a.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.

### **Bucket Truck Training Course**

Wednesday, September 28, 2011

8:00 a.m. to 12:00 p.m.

### **Coaching the Experienced Driver**

Thursday, September 29, 2011

8:00 a.m. to 12:00 p.m.

Overview: The class is designed for drivers who are experienced driving in today's traffic environment. Regardless of where one lives, one will be able to relate to many of the traffic situations presented in the class.

Learning Objectives: Help improve the ability of a driver to observe and respond safely to potential collision-producing situations. By watching the video and participating in the exercises in the Response Book, one will be able to reduce the chances of becoming involved in a collision.

Participant Profile: All licensed drivers working for a given government entity.

### **CPR/First Aid/AED**

Tuesday, September 27, 2011

8:00 a.m. to 3:00 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.

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

Thursday, September 29, 2011

1:00 p.m. to 5:00 p.m.

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: Office**  
**Wednesday, September 28, 2011**  
**3:00 p.m. to 4:00 p.m.**

### **Ergonomics – Office**

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.

**Ergonomics: Field**  
**Wednesday, September 28, 2011**  
**4:00 p.m. to 5:00 p.m.**

### **Ergonomics for Public Works Employees**

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.

### **Fit Responder Train the Trainer Course**

**\* There is a \$50 surcharge for persons enrolling in the Fit Responder Course.**

September 29, 2011  
9:00 a.m. to 4:00 p.m.

Overview: This 6 hour course is designed to teach training officers, risk managers and Peer Fitness Trainers how to follow the concepts of the fit responder program. This is a train the trainer session. Participants should bring or wear shorts and tee shirt.

Topics Covered:

- Lecture Series/Injury Prevention Class
- Field Training Officer/Peer Fitness Trainer Technique Enhancement Class and Station Design (Fire and Law Enforcement Only)
- Hands on and physical involvement.

Participant Profile:

Risk Managers, Training Officers and Peer Fitness Trainers.

### **Forklift Training**

Wednesday, September 28, 2011

1:00 p.m. to 3:00 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(l), anyone operating a forklift must have an up-to-date Forklift Training Card.

### **Hazard Communication**

Thursday, September 29, 2011

11:00 a.m. to 12:00 p.m.

Overview: The standard is based on a simple concept, that employees have both a need and a right to know the hazards and identities of the chemicals they are exposed to in the workplace. They also need to know what protective measures can be taken.

Learning Objectives:

- Becoming familiar with the rule;
- Identifying responsible staff;
- Identifying hazardous chemicals in the workplace;
- Preparing and implementing the program;
- Labels & Warnings;
- MSDS; and
- Training.

Participant Profile: All workers.

### **Heat Stress**

Thursday, September 29, 2011

4:00 p.m. to 5:00 p.m.

**Overview:** Designed to educate the employee on the stresses applied to their body as a result of working in high temperature/ high humidity situations, along with the protective and preventative measures, which should be used during this exposure period.

**Learning Objectives:**

- The physical effects of high temperatures and high humidity;
- How to recognize heat stress-related ailments in the employee and their co-workers;
- Treatment procedures of heat overexposure situations;
- The importance of proper hydration; and
- Other biological and health factors that can contribute to heat stress.

**Participant Profile:** Any employee who works outside during high temperature seasons.

### **Hidden Costs of Accidents**

Thursday, September 29, 2011

8:00 a.m. to 9:00 a.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.

### **MOT Intermediate**

Tuesday, September 27, 2011 and Wednesday, September 28, 2011

**Attendance is Mandatory September 27, 2011 and September 28, 2011**

**\* There is a \$25 surcharge for persons enrolling in the MOT Intermediate Course.**

8:00 a.m. to 5:00 p.m.

**Overview:** To insure every person involved with work zone traffic control understands the standards with regard to planning, designing, supervising, implementing, and maintaining work zone traffic control.

**Learning Objectives:**

- Explain the five areas of a work zone and the traffic control devices used in each;
- Understand the requirements for national and state of Florida standards for work zone traffic safety;
- Interpret and apply the Roadway and Traffic Design Standards (RTDS) typical applications to varying work zone situations; and
- Inspect the placement and/or operational function of work zone traffic control devices as defined by RTDS.

**Participant Profile:** All work zone workers.

### **MOT Refresher**

Thursday, September 29, 2011

8:00 a.m. to 5:00 p.m.

*All persons enrolled in the IMOT Refresher Course must provide the MOT instructor a government-issued identification and a copy of their current MOT Intermediate (or Intermediate Refresher) Certification.*

Learning Objectives:

- Teach participants the required knowledge to create safe work zones on public roads and highways.
- Classroom and field demonstration of the MUTCD, Index 600 series design standards.
- Workshop exercises selecting and setting up a number of sample work zones.

Participant Profile: Anyone who works on or near roadways.

### **Municipal Safety Self Inspections**

Thursday, September 29, 2011

1:00 p.m. to 3:00 p.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**

Wednesday, September 28, 2011 - 1:00 p.m. to 5:00 p.m.

Thursday, September 29, 2011 – 8:00 a.m. to 5:00 p.m.

**Attendance is Mandatory September 28, 2011 and September 29, 2011**

Duration: 10 hours

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
- Personal Protective Equipment
- Material Handling
- Tools Hand & Power
- Scaffolds
- Cranes
- Excavations
- Stairways and Ladders

Participants will receive their OSHA 10 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**

Tuesday, September 27, 2011 - 8:00 a.m. to 5:00 p.m.

Wednesday, September 28, 2011 – 8:00 a.m. to 12:00 p.m.

**Attendance is Mandatory September 27, 2011 and September 28, 2011**

Duration: 10 Hours

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**

Tuesday, September 27, 2011

3:00 p.m. to 5:00 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.

### **Risk Management 101**

Wednesday, September 28, 2011

8:00 a.m. to 5:00 p.m.

### **Slips, Trips and Falls**

Thursday, September 29, 2011

3:00 p.m. to 4:00 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.