

Florida League of Cities, Inc.
Administrators of the Florida Municipal Insurance Trust
Presents:

RISK CONTROL TRAINING CLASSES



Available Now to FMIT Members:

- Onsite training
- Regional training sessions
- Online computer-based training

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FMIT RISK CONTROL TRAINING CLASSES (Instructor-Lead Classroom Training)

Accident Investigation for Supervisors • S 001

Duration: 90 Minutes

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; and
- 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.

Accident Investigation Wastewater Treatment Plant • S 002

Duration: 90 Minutes

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

- Investigation of the accident scene
- How to interview witnesses
- 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.

Arc Flash Safety • S 003

Duration: 60 Minutes

Overview: An overview of the dangers associated with Arc Flash incidents as well as preventative measures that should be employed based on National Electrical Code Standards. This program does not qualify participants for working on equipment susceptible to arc flash, it is only a basic review of the procedures that need to be in place. The program includes:

- A review of an actual arc flash incident and its consequences to the employee
- A review of the responsibilities of the qualified personnel performing the work
- The personal protection equipment that should be worn while performing maintenance on arc flash potential equipment.

Learning Objectives: After completion of the program, the participants will have an understanding of the safety precautions that need to be followed. This is more to educate employees that they ARE NOT qualified to do the work and should leave such work to qualified electricians.

Participant Profile: Those attending this class should work around electrical equipment but do not perform any actual electrical maintenance.

Assessing the Work Site • S 004

Duration: 1 hour

Overview:

- Public entity/employee commitment to safety;
- Employee Safety Training and Safety Committee Meetings;
- Employee involvement and commitment to safety process;
- Employee adherence to safety program rules and regulations — 25% workers' compensation claims reduction;
- Reporting city-wide hazards and unsafe conditions/inspection process;
- Assessing job-site prior to work to ensure that all related safety protocol is in place, etc.;
- Proper types of PPE, chaps, eye wear, equipment, parameter of job site, traffic controls, etc.;
- Financial impact of claims to insurance premiums;
- City-wide liability concerns and responsibility to take due care; and
- Employee training regarding SDS.

Learning Objectives:

- To ensure management and employees move forward in a proactive manner to implement and enact a successful safety program;
- Encourage ongoing employee safety training; and
- Implement a proactive safety culture through employee safety training.

Participant Profile: All public entity employees.

Behavior Based Safety for Managers and Supervisors • S 005

Duration: 1 - 2 Hours

Overview: The program reviews the differences between an unsafe condition and an unsafe act in a way for supervisory personnel to understand the behavior factors, which result in an employee's failure to follow prescribed safety procedures. Using the information presented, supervisory personnel can better motivate employees to make safe choices.

Learning Objectives:

- Understand the motivation behind an unsafe act;
- Understand the different types of personalities and how to adjust supervisory methods to match the employee type; and
- Understand how to affect an employee's behavior to make safe choices.

Participant Profile: Managers, Supervisors and Foremen.

Bloodborne Pathogens: All Public Entity Employees • S 006

Duration: 1 Hour

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.

Bloodborne Pathogens: Custodian • S 007

Duration: 1 Hour

Overview: A review of the occupational exposures experienced by Custodians cleaning public entity buildings such as City Hall or Schools. The program reviews potential exposures from MRSA, 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 including infection control of commonly used items such as door handles, railings and elevator buttons.

Participant Profile: Any Public Entity employee whose responsibilities include housekeeping at a public facility.

Bloodborne Pathogens: Law Enforcement • S 008

Duration: 1 Hour

Overview: A review of the occupational exposures experienced by law enforcement personnel from MRSA, Hepatitis and HIV, along with protective measures and procedures that should be used for exposure situations.

Learning Objectives:

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

Participant Profile: All ranks of Law Enforcement.

Note: A copy of this program is also available for Department Training Officers who wish to conduct the program themselves.

Bucket Truck/Aerial Lift Procedures • S 009

Duration: 1-4 Hours

Overview: The course provides an overview of the safety procedures that should be employed when working with bucket trucks/aerial lifts including common hazards associated with their operation. The course includes a review of the pertinent OSHA Standards, pre-Job inspection/preparation procedures, Maintenance of Traffic for sites using this equipment, utility protection, required personal protection equipment and basic rescue procedures. NOTE: This is a classroom only course reviewing SAFETY procedures. It does not review actual operation of bucket trucks or aerial lifts.

Learning Objectives:

- Participants will obtain knowledge on working safely with and around bucket trucks/aerial lifts, along with recognizing and controlling the associated hazards.

Participant Profile: Management designing Safety Procedures for Bucket Trucks/Aerial Lifts, Supervision overseeing Bucket truck/Aerial Lift operations, any employee who operates or works in the vicinity of a Bucket Truck/Aerial Lift.

Coaching the Experienced Driver • S 010

Duration: 2-1/2 hours maximum

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.

Coaching the Experienced Van Driver II • S 011

Duration: 3 Hours

Overview: Coaching the Van Driver II is designed for drivers who transport cargo or passengers as part of the job.

Learning Objectives: The objective of the course is to help one improve their ability to read and respond safely to potential collision-producing situations. Since this is not a lecture course, participation and contributions will be the keys for success. By watching video presentations, applying the information to exercises in the response book, interacting with others in the class, and incorporating the skills into daily driving, one will reduce the chances of becoming involved in a collision. A course guide and completion certificate is provided.

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

Confined Space Guidelines (Classroom Only) • S 012

Duration: 1 hour

Overview: A classroom review of the Confined Space Standard including definitions of confined space and the responsibilities of affected parties. NOTE: This is a classroom instruction only; the program does not involve actual confined space entry or rescue.

Learning Objectives:

- Understanding the differences between a confined space and a permit required confined space;
- Procedures for completing a Confined Space Permit; and
- Pre-planning for rescue procedures

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

CPR/First Aid/AED • S 013

Duration: FA/CPR/AED.....5 hours
FA/CPR.....4 hours
FA.....3 hours
CPR.....2 hours
AED.....45 minutes

Overview: This class equips the individual to perform the basic CPR/First Aid/AED functions. Participants will receive their CPR/AED two (2) year certification and/or First Aid two (2) 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 12 years of age or older.

DDC-4/Defensive Driving Course • S 014

Duration: 4 Hours

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.

EAP/Drug Free Workplace • S 016

Duration: 1 Hour, 30 Minutes

Overview: To send a clear message that alcohol and drug use in the workplace is prohibited. This course also encourages employees who have problems with alcohol and other drugs to voluntarily seek help.

Learning Objectives:

- To protect the health and safety of all employees, customers and the public;
- To safeguard the employer's assets from theft and destruction;
- To maintain product quality and company integrity and reputation; and
- To comply with the Drug-Free Workplace Act of 1988 or any other applicable laws.

Participant Profile: All public entity employees.

Ergonomics: EMS • S 017

Duration: 1 Hour

Overview: Geared for Emergency Medical Responders, the program educates the participants on the physiology of the low back when performing material handling maneuvers as well as practical solutions for every day ergonomic situations experienced by EMS personnel.

Learning Objectives:

- Understand the physiology of the low back in relation to lifting practices;
- Review of common material handling practices inherent with EMS operations, (treatment, carrying equipment, stretchers, chairs, riding in vehicles) and methods to reduce the exposure to low back injury.

Participant Profile: EMS personnel and supervisors.

Ergonomics: Office • S 018

Duration: 1 Hour

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: Public Works Employees • S 019

Duration: 1 Hour

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: Sanitation Workers • S 020

Duration: 1 Hour

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

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: Sanitation Department employees of all levels.

Fall Protection: Wastewater Treatment Plant • S 021

Duration: 45 minutes

Overview: Fall Hazard Prevention related to the specific hazards of wastewater treatment plants.

Learning Objectives:

- Provide examples of fall hazard recognition process;
- The proper donning and installation of fall protection systems; and
- Fall protection issues related to the proper use of stairs and ladders.

Participant Profile: Workers exposed to falls and supervisors.

Flagging Operations (non-certified) • S 022

Duration: 1-2 Hours

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 required for all persons flagging traffic. Participants should be able to meet the basic requirements and physical demands of the Flagger position.

FLC Public Entity Safety and Health 10 Hour Training Course • S 023

Duration: 10 Hours

Overview: This is customized training for public works personnel. The public entity employer selects 10 of the following topics to be covered, which best suit the entity's training needs:

1. Bloodborne Pathogens
2. Electrical
3. Ergonomics Public Works
4. Excavations
5. Exit Routes, Emergency Action Plans, Fire Prevention Plans & Fire Protection
6. Fall Protection: All Employees
7. Fall Protection: Wastewater Treatment Plant
8. GHS – Hazard Communication
9. Hazardous Communication: Understanding The New Safety Data Sheet
10. Hazardous Materials (Flammable & Combustible Liquids)
11. Heat Stress
12. Material Handling
13. PPE: Personal Protective Equipment
14. Safety & Health Programs
15. Scaffolds
16. Stairways and Ladders
17. Tools: Hand & Power
18. Walking Working Surfaces

Learning Objectives:

- Ensuring public works personnel receive relevant training in the areas which pertain directly to their job duties;
- Identifying how to control hazards in the public works environment; and,
- Encouraging continued on-the-job safety and health through utilizing recommended practices and procedures.

Participant Profile: All public works employees.

Participants of this training session will receive a Florida League of Cities completion wallet card.

Forklift Competency Certification • S 024

Duration: Varies depending upon class size.

This is a two-level training session. First, a supervisor/team leader is trained as a competent person. Secondly, after the supervisor/team leader is deemed competent, the supervisor/team leader will observe and evaluate the competency of participating team personnel. The supervisor/team leader will sign certification cards for all team personnel determined to be competent.

Overview: A supervisor/team leader competency assessment, followed by staff certification. Training includes: 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.

This course assumes the participant has basic operating knowledge of the forklift equipment itself.

Participant Profile: Under OSHA 1910.178(I), anyone operating a forklift must have an up-to-date Forklift Training Card. One participant in this course is required to accept the role and responsibility of In-House-Trainer.

GHS: Hazard Communication • S 025

Duration: 30 Minutes

Overview: The Safety Data Sheet, or SDS, along with changes to container labeling, including the development of universal hazard pictograms, have been created by the GHS to upgrade the Hazard Communication standard.

Learning Objectives: The main objective of this session is to describe the purpose of the GHS and introduce you to the SDS. By the time the session is over, you should be able to:

- Understand the GHS and how it affects hazard communication in the workplace;
- Recognize how the SDS and new labeling requirements improves your access to vital safety, health, and environmental information about chemicals used in the workplace;
- Identify the 16 sections of the SDS and the information contained in each section; and
- Identify and interpret the Hazard Communication pictograms.

Participant Profile: All public entity employees.

Hand and Power Tool Safety • S 026

Duration: 30 min.

Overview: Basic safety procedures and safeguards associated with hand and portable power tools.

Learning Objectives:

- What are the hazards of hand tools;
- What are the hazards of power tools;
- Guards;
- PPE;
- Ergonomics; and
- Maintenance.

Participant Profile: All workers using hand and power tools.

Handling Glass • S 027

Duration: 30 Minutes

Overview: A review of the practices for handling glass (broken windows, bottles, etc.) during cleanup operations as well as during replacement of glass fixtures.

Learning Objectives:

- Understanding the hazards of glass beyond just cuts including possible bloodborne pathogens;
- Proper handling of the glass, when gloves should and should not be used;
- Proper disposal methods; and
- Personal protection equipment which should be used.

Participant Profile: DPW, Maintenance, Custodial, anyone coming in contact with glass.

Hearing Conservation • S 028

Duration: 1 Hour

Overview: An overview of the Hearing Conservation Standard along with an explanation of how employees can damage their hearing on the job and at home. The presentation also discusses engineering, administrative and personal protection processes that can be used to reduce the employee's exposure to noise.

Learning Objectives:

- Understanding how we hear and how loud noises can be detrimental to hearing;
- The physiology of hearing loss;
- An example of tinnitus and its impact on quality of life;
- How to incorporate engineering and administrative measures for controlling noise generation;
- Examples of noise levels for common employment tasks;
- Selection and verification of proper personal hearing protection devices; and
- How to use hearing PPE.

Participant Profile: Any employee subject to high noise levels.

Heat Stress • S 029

Duration: 45 Minutes

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.

Heavy Equipment: Spotter Training • S 030

Duration: 1 Hour

Overview: The presentation is key for heavy equipment operators and crew members that work with and around heavy equipment and work areas where heavy equipment may be used.

Learning Objectives: After completion, attendees should have the necessary information to be able to know the following:

- Why and when a spotter is needed;
- Spotter responsibilities;
- Blind Spots;
- Maneuvering Vehicles – Backing and Forward movement;
- Lifting and/or moving materials; and
- Working near overhead utility lines.

Participant Profile:

Heavy Equipment Operators
Emergency Response/Ambulance/Fire Truck Drivers
All employees who work around heavy equipment.

Hidden Costs of Accidents • S 031

Duration: 45 Minutes

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 Prevention • Preventing Discrimination • Unlawful Harassment & Retaliation • S 032

Duration: 2 Hours

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 • S 033

Duration: 45 Minutes

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.

Hurricane Preparation and Recovery • S 034

Duration: 1 Hour 30 Minutes

Overview: A review of the safety methods to employ before, during and after a weather-related emergency. The program is a basic outline on the types of potential weather-related situations, their hazards, pre-planning for employee safety and safety methods to use during clean up following the event.

Learning Objectives:

- A review of the different types of weather related exposures, (wind, flood, storm surge);
- Individual planning for the employee working in the field;
- A review of the hazards during the event;
- A review of the hazards following an event; and
- Safety practices to employ during cleanup operations.

Participant Profile: DPW, Water, Sewer, Recreation.

Inspections: How to Conduct a Job Site Inspection • S 035

Duration: 1 Hour

Overview: Utilizing OSHA Standards as a guide, this program walks supervisory and safety committee personnel through typical public entity operations and jobs while educating the participants on how to recognize potential loss producing conditions and behaviors.

Learning Objectives:

- Understanding how to schedule a job site inspection
- A review of hazard identification
- Follow up procedures, and
- Developing corrective actions

Participant Profile: Supervisory personnel, Safety Committee Members and any other employee with the responsibility for conducting safety inspections.

Inspections: Municipal Safety/Self-Inspections • S 036

Duration: 1-2 hours

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.

Job Descriptions: Writing Effective Job Descriptions • S 037

Duration: 1-2 Hours

Overview: Presentation for Human Resources Personnel and Supervisors on how to properly create job descriptions.

Learning Objectives: Participants will learn how to write effective job descriptions, which assist you in reducing employment practice claims, improve employee training and assist in improving employee evaluations.

Participant Profile: Human Resources Personnel and Supervisors.

Ladder Safety • S 038

Duration: 1-2 Hours

Overview: To identify hazards and potential hazards related to ladder usage within municipal operations. Class will focus on safe operating procedures for all types of ladders and will address improper usage, storage, care, etc.

Learning Objectives:

- Discuss the hazards associated with ladders and most common accidents;
- Proper usage of ladders; and
- Training and operational tips.

Participant Profile: All Public Works Personnel, General Building Maintenance, Administration/Office Staff, HR and Risk Personnel.

Landscaping Tool Safety • S 039

Duration: 45 Minutes

Overview: An overview of the different types of common landscaping tools, their exposures and safe practices.

Learning Objectives:

- Understand the hazards associated with improper use of landscaping tools;
- Selection and use of personal protective equipment; and
- Proper maintenance, use, storage of landscaping tools.

Participant Profile: Any employees who work with landscaping tools.

Lock-Out/Tag-Out • S 040

Duration: 45 Minutes

Overview: A review of OSHA's Control of Hazardous Energy Program, including the procedures for performing a Lock-out/Tag-out operation for small to large equipment.

Learning Objectives:

- When Lock-out/Tag-out should be incorporated;
- Procedures for small to large equipment;
- Training needed for affected employees and those performing the work; and
- Types of Lock-out/Tag-out devices available.

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

Maintenance of Traffic (MOT) Intermediate • S 041

Duration: 16 hours

Pre-requisite: None

Overview: Provides Work Zone Traffic Control personnel with constant and consistent education ensuring Department standards are followed in the planning, designing, supervising, implementing and maintaining of Work Zone Traffic Control. Attendees will learn through classroom training and problem solving, followed by a written test.

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 (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. Each attendee must bring their valid driver's license or photo ID to this training session.

Per Sections 20.23(4)(a) and 334.048(3), Florida Statutes (F.S.): This course is required for all persons with duties that include any of the following activities:

- Direct responsibility for placement of work zone traffic control devices;
- Direct responsibility for field maintenance of work zone traffic control devices;
- Inspection of the placement or operational function of work zone traffic control devices;
- Drafting or electronic generation of work zone traffic control plans.

MOT certification wallet cards, which are valid for four [4] years from the date of the exam, will be issued by the MOT Administrator to individuals who successfully complete this course.

MOT Intermediate or MOT Refresher Courses are required every four years for all persons to continue to be qualified to perform their assigned duties. Persons who have maintained current certification from an approved Provider may take a training or refresher course to comply with this procedure.

MOT Refresher • S 042

Duration: 8 Hours

Pre-Requisite: This course is designed for persons who currently hold a valid and verifiable wallet card and are near their re-certification due date. Training or refresher courses are required every four [4] years for all persons in order to maintain certification. In addition to their valid driver's license or photo ID, each attendee must bring their current/valid MOT Wallet Card to the training session.

Overview: Course curriculum covers Maintenance of Traffic principles and procedures to include classroom training, problem solving and a written test.

Learning Objectives:

- To ensure course participants are knowledgeable of Maintenance of Traffic Intermediate principles and procedures, specifically to ensure every person involved with work zone traffic control understands the standards with regard to planning, designing, supervising, implementing, and maintaining Work Zone Traffic Control.

Participant Profile: Persons who hold a current valid and verifiable wallet card and are near their re-certification due date.

MOT certification wallet cards, which are valid for four [4] years from the date of the exam, will be issued by the MOT Administrator to individuals who successfully complete this course.

MOT Intermediate or MOT Refresher Courses are required every four years for all persons to continue to be qualified to perform their assigned duties. Persons who have maintained current certification from an approved Provider may take a training or refresher course to comply with this procedure.

MRSA [Methicillin-Resistant Staphylococcus Aureus] • S 043

Duration: 30 Minutes

Overview: An overview of the hazards associated with contacting Methicillin-Resistant Staphylococcus Aureus as well as the protective/prevention methods.

Learning Objectives:

- An understanding of Methicillin-Resistant Staphylococcus Aureus;
- How Methicillin-Resistant Staphylococcus Aureus is transmitted; and
- Protective and prevention methods.

Participant Profile: All employees.

OSHA 10 Hour General Industry • S 044

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 and Working Surfaces
- Electrical
- Hazard Communication
- Exit Routes, Emergency Action Plans, Fire Prevention Plan & Fire Protection
- Personal Protective Equipment
- Hazardous Materials (Flammable & Combustible Liquids)
- Bloodborne Pathogens
- Ergonomics for City Workers
- Safety and Health Programs
- Tools - Hand and Power

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.

OSHA 30 Hour General Industry • S 045

Duration: 30 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
- Confined Space Entry
- Electrical
- Exit Routes
- Fire Protection
- Hand and Power Tools
- Hazardous Communications
- Lock-Out/Tag-Out
- Machine Guarding
- Material Handling
- Person Protective Equipment
- Powered Industrial Trucks
- Recordkeeping
- Walking and Working Surfaces
- Flammable and Combustibles
- Bloodborne Pathogens
- Safety and Health Programs

Participants will receive their OSHA 30 General Industry Certification.

Learning Objectives:

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

Participant Profile: All employees.

OSHA 10 Hour Construction • S 046

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 30 Hour Construction • S 047

Duration: 30 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 – 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
- Lock-Out/Tag-Out
- 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.

Parks and Recreation: Liability Hazards and Controls • S 048

Duration: 1-4 hours

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.

PPE: Personal Protective Equipment • S 049

Duration: 90 Minutes

Overview: A review of the typical types of PPE used by municipal employees including eye, hearing, head, hand respiratory and foot protection. This includes the proper selection, use and maintenance of the PPE along with a review of the equipment's limitations and the employee screening processes that need to be in place when PPE is used.

Learning objectives:

- How to select the proper PPE for the exposure;
- How to properly wear or use the PPE for maximum designed protection
- The limitations of PPE
- How to properly clean, maintain and store PPE when not in use

Participant Profile: All Public Entity employees who use PPE.

Respiratory Procedures • S 050

Duration: 1 Hour

Overview: A review of the OSHA Respiratory Standard including the hazards of airborne exposures, the proper selection, use, maintenance, cleaning and storage of respirators. The program also reviews the medical and fit test requirements for effective respirator use.

Learning Objectives:

- Understanding of the OSHA Standard for Respiratory Protection;
- The hazards of airborne particulates, vapors and fumes;
- A review of the different types of respirators;
- Proper selection, use, maintenance, cleaning and storage of respirators;
- Medical testing/questionnaire; and
- Fit testing.

Participant Profile: Any employee who needs to wear a respirator.

Roofing Safety • S 051

Duration: 2 Hours

Overview: A review of the hazards and safe practices associated with roofing operations. The program is geared for those employees who perform small repairs or install small sections of roofing on one-story buildings, including flat or angled.

Learning Objectives:

- Identification of the different types of hazards with roofing operations;
- The importance of pre-planning;
- Personal Protection Equipment needed;
- Fall Protection requirements;
- Material handling and clean up;
- Access to elevated areas;
- Fire Protection when using heated tools; and
- Heat Stress exposures and preventative measures.

Participant Profile: Any employee who performs minor roof repair or installation.

Safety Teamwork: Professional Teamwork Communication • S 052

Duration: 45 Minutes

Overview: Understanding the pitfalls of a dysfunctional team of employees and how that can lead to morale, production and safety problems. The program describes how to overcome these pitfalls and develop genuine team efforts by the crews:

Learning Objectives:

- Understanding the dysfunction of work crews that don't work as a team.
- Methods to combat the dysfunction and develop crew members into a team concept with common goals.

Participant Profile: Management & Supervisory Personnel

Slips, Trips and Falls • S 053

Duration: 1 Hour

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 footwear;
- Other related hazards; and
- Corrective actions.

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

Trenching and Excavation • S 054

Duration: 1 Hour

Overview: This course will address the requirements for working in and around trenches and excavations in a safe manner. The proper PPE, fall protection, and the roll of the supervisor/competent person will also be discussed.

Learning Objectives:

- Soil Classifications;
- The difference between a trench and an excavation;
- Slopping and benching;
- Atmospheres;
- Shoring;
- Barricades;
- What OSHA considers a spoil;
- Access; and
- Trenching by the numbers.

Participant Profile: Supervisors and any worker in and around open excavations.

FMIT/PATC ONLINE TRAINING - LAW ENFORCEMENT SPECIFIC

(Presented in Partnership with the Public Agency Training Council)

This Law Enforcement Webinar Training Series is conducted by Jack Ryan of the PATC Legal & Liability Risk Management Institute.

Arrest, Search & Seizure • E 122

Provides attendees w/legal updates & policy directives relative to arrest, search and seizure. Attendees provided w/analysis of Constitutional law, emerging trends & case law, along with scenario-based and real-life examples to help guide policy & procedure decisions.

Dealing with Mentally Ill & Persons of Diminished Capacity • E 123

Provides attendees w/legal updates & policy directives relative to dealing with the mentally ill & persons with diminished capacity. Attendees provided w/analysis of Constitutional law, emerging trends & case law, along with scenario-based & real-life examples to help guide policy & procedure decisions.

Emergency Vehicle Operations/Pursuit • E 124

Provides attendees w/legal updates & policy directives relative to vehicle operations & pursuit. Attendees provided w/analysis of Constitutional law, emerging trends & case law, along with scenario-based and real-life examples to help guide policy & procedure decisions.

Hiring, Selection and Retention • E 125

Provides attendees w/legal updates & policy directives relative to hiring, selection and employee retention within public safety agencies. Attendees provided w/analysis of Constitutional law, emerging trends and case law, along with scenario-based & real-life examples to help guide policy & procedure decisions.

Internal Affairs and Officer Misconduct • E 126

The purpose of this one hour webinar training is to provide the attendee with legal updates and policy directives relative to Internal Affairs operations, handling officer misconduct and administrative investigations.

Officer Involved Domestic Misconduct • E 128

The purpose of this training is to provide the attendee with legal updates and policy directives relative to officer involved domestic violence. Attendees will be provided with analysis of Constitutional law, emerging trends and case law, along with scenario-based and real-life examples to help guide policy and procedure decisions.

Off-Duty Action • E 127

The purpose of this training is to adopt safety directives and guidelines for dealing with the carrying of firearms while in an off-duty status for dealing with an officer's duty and responsibility to take action in response to criminal activity while in an off-duty status.

Prisoner Care, Custody, Restraint & Transport • E 129

Provides attendees with legal updates & policy directives relative to prisoner care, custody, restraint and transport. Attendees provided with analysis of Constitutional law, emerging trends & case law, along with scenario-based and real-life examples to help guide policy & procedure decisions.

Property and Evidence • E 130

Departments must provide for the reasonable safekeeping of all property that comes into their possession, maintain a proper chain of custody and secure such items in a manner that will ensure that the evidence is available to be admitted at trial. The purpose of this training is to provide the attendee with legal updates and best practices relative to forensically securing and preserving property and case evidence.

Sexual Harassment, Discrimination & Misconduct • E 131

Provides attendees w/legal updates & policy directives relative to sexual harassment, discrimination and misconduct. Attendees provided w/analysis of Constitutional law, emerging trends and case law, along with scenario-based & real-life examples to help guide policy & procedure decisions.

Special Operations, S.W.A.T., E.R.T. • E 132

Provides attendees w/legal updates & policy directives relative to S.W.A.T., Emergency Response Teams and other Special Operations. Attendees provided w/analysis of Constitutional law, emerging trends & case law, along with scenario-based & real-life examples to help guide policy and procedure decisions.

Use of Force • E 133

Provides attendees w/legal updates & policy directives relative to use of force. Attendees provided w/analysis of Constitutional law, emerging trends & case law, along with scenario-based & real-life examples to help guide policy & procedure decisions.

Vehicle Operations and Pursuit • E 134

This webinar discusses:

- Causes of Vehicle Related Officer Fatalities;
- Sacramento v. Lewis and 14th Amendment Due Process Liability;
- Vehicle Related Use of Force and 4th Amendment;
- Graham v. Conner and Use of Force in General;
- Scott v. Harris, Vehicle Pursuit and Use of Deadly Force;
- Sykes v. United States and Fleeing from Law Enforcement;
- State Laws for Vehicle Pursuit - General Guidelines;
- Vehicle Pursuit Policy Types - Discretionary, Restrictive and Prohibitive; and
- General guidelines for vehicle pursuit policies.

FMIT ONLINE TRAINING

Aerial Lift Safety Awareness • H 055

This 45-minute module provides important information needed for operators or aerial lifts including scissor and boom lifts. The topics discussed in this module include: Introduction to aerial lift requirements, incident reports, what to do before usage, preventing lift overturn, preventing falls, and avoiding contact with power lines. This interactive session is literally packed full of practical information which can benefit even the most experienced lift operator.

Arc Flash: Electrical Safety with Arc Flash Introduction • H 061

This 45-minute module provides practical information about the dangers and hazard controls of electricity. This course covers the following topics: Dangers of electrical shock, burns caused by electricity, recognizing electrical hazards, evaluating electrical hazards, controlling electrical hazards. When you have completed this module, you will know what to do to protect yourself from electrical injuries in the workplace.

Asbestos Awareness • H 056

This 45-minute module is part 1 of 2 asbestos-related modules. This first module provides crucial information needed to prevent exposure to asbestos at your worksite. The topics discussed in the module: Introduction to asbestos, a discussion on the health effects of asbestos exposure, a picture-based description of common asbestos-containing materials, a broad discussion of the regulations, policies and best practices that surround asbestos.

Asbestos Operations and Maintenance Introduction • H 057

This 45-minute module is part 2 of 2 asbestos-related modules. This second module provides crucial information needed to develop an Operations and Maintenance program in your workplace. The topics discussed in the module: Operations and Maintenance Program and its elements, training requirements, occupant notification/ monitoring requirements, jobsite controls and safe work practices, asbestos record keeping requirements.

Bloodborne Pathogen: Prevention • H 058

This 45-minute module provides crucial information needed to prevent infections at work. The topics discussed in the module include: Methods of disease transmission, in addition to exposure control techniques, which include work practice controls, engineering controls, universal precautions, and personal protective clothing and equipment. There is also a section specifically geared towards preventing exposure for law enforcement officers.

Confined Space Entry Awareness • H 059

This 60-minute module provides information needed to stay safe while working in confined spaces. This highly interactive course covers the following topics: Practical information about hazardous atmospheric conditions, atmospheric testing, atmospheric controls, confined space entry and exit requirements, roles and responsibilities of those entering confined spaces, and emergency procedures. Upon completion of this course, participants will have a much better understanding of what it takes to work safely in confined spaces.

Defensive Driving for the Experienced Driver • H 060

This 60-minute presentation provides crucial information needed to drive defensively on and off the job. This module is called Defensive Driving for the “Experienced Driver”. This course will not cover the painful basics such as “red means stop and green means go”; instead, this module is highly motivational and is designed to highlight the most common mistakes we make when driving at work.

Fall Protection: Introduction • H 062

This 60-minute module will guide you through the fall protection requirements in a very practical way. The module starts off with a hazard assessment activity designed to see how much you already know, then a review of the technical requirements for hole covers, guardrails, safety nets and the ABCD's of personal fall arrest equipment.

Fire Prevention Safety Awareness • H 063

This 30-minute module provides information needed to prevent fire and ensure life safety requirements are met at your workplace. Topics include an explanation of the various types of fires, extinguisher selection and mounting requirements, extinguisher usage principles. In addition, we will discuss the various fire prevention and emergency egress requirements.

Florida Specific: Mother Nature's Hazards • H 064

This 30-minute module covers heat stress and a discussion of a number dangerous animals, insects and plants found around the state. Upon completion of this module, participants will have a much better understanding and respect for the hazards posed by nature.

Hand and Power Tools Safety Awareness • H 065

This 45-minute module provides information needed to properly use hand and power tools. In Section 1 we will cover some general information that pertains to all tools. In Section 2 we will cover the specific safe work practices of various hand tools. Then, in Section 3 we will cover safe work practices of various portable power tools. Whether you are a new employee or you have years of experience with tools, this presentation will help remind you of the dangers and practical control measures needed to take when using tools.

HazCom: Hazard Communication with GHS Introduction • H 066

This 45-minute module provides information needed to protect you from chemical hazards. The Globally Harmonized System (or GHS for short) is an international system used to classify chemical hazards, labels and safety data sheets. The purpose of this module is to provide a basic orientation to the system. It is not intended to replace in-depth chemical safety training that you may need for your job.

Hazardous Waste (RCRA) Introduction • H 067

If you deal with hazardous materials you probably deal with hazardous waste. This 45-minute Hazardous Waste (RCRA) module will provide you with crucial information needed to manage hazardous wastes at your site. This module is designed to ensure that upon completion, you can identify, classify and manage various types of hazardous waste at your site. In addition, you will learn the basic requirements for onsite waste management, shipping and record keeping.

Ladder Safety Awareness • H 068

This 30-minute module provides some very practical information needed to prevent ladder-related injuries. We will start by reviewing the costs of ladder incidents, then cover how to inspect, store and maintain your ladders and how to set up and use various types of ladders including step ladders and extension ladders.

Lead Awareness • H 069

This 30-minute module provides crucial information needed to prevent exposure to lead in the workplace. In this session you will learn about lead including a description of the potential health effects. Afterwards, we will briefly cover the regulations, policies and best practices and hazard control methods needed to prevent exposure. If you have lead at your worksite this module is essential!

Lock-Out/Tag-Out Safety Awareness • H 070

This 45-minute module provides information needed control energy sources that could cause injury when working on equipment or electrical systems. In this module we will discuss an introduction to lock-out/ tag-out and the basic lock-out/ tag-out procedure. We will also show the various lock-out/ tag-out equipment.

Manual Material Handling Safety Awareness • H 071

This 30-minute module provides crucial information needed to prevent lifting injuries. Since back injuries are the nation's number one workplace safety problem, the first thing that is discussed in this module is how to prevent having to lift anything. We then look at the various manual material handling risk factors before discussing what things need to be done before you have to manually lift the load. Lastly, we will review the basic lifting procedure and offer some practical tips to make it work in real life.

Noise and Hearing Conservation Introduction • H 072

This 30- minute module provides crucial information needed to protect your hearing when working on and off the job. We start by reviewing the principles of noise before reviewing the “best practices” listed in the OSHA Noise Regulations. Afterwards, we look at various noise hazard control measures that should be considered before resorting to hearing protection. If all else fails, the last portion of this module covers the care, use and selection techniques for various types of hearing protection.

PPE: Personal Protective Equipment Introduction • H 073

This 45-minute module covers the fundamentals of eye protection, hand protection, foot protection, head protection, and other forms of protective clothing. This picture-based module will provide even the most experienced person with a better understanding and respect for their protective equipment. Personal Protective Equipment (PPE) is a commonly used safety control measure. Unfortunately, PPE is the last line of defense against the hazard; and, if it is not selected, worn, or maintained properly, it may fail to protect you.

Respirator Safety Awareness • H 074

This 60-minute provides information needed to effectively select, maintain and wear a respirator. The following questions will be addressed: What are the forms of air contaminants? What are the allowable exposure limits? How do you select a respirator? How should you use your respirator safely?

Slip-Trip and Fall Prevention • H 075

This 30-minute module provides crucial information needed to prevent slips, trips and falls at work. Slips, trips and falls account for 15% of all accidental deaths. This is approximately 12,000 deaths per year in the US, which is the second leading cause of accidental death behind motor vehicle collisions.

Trenching and Excavations Safety Awareness • H 076

This 45-minute module provides crucial information needed to stay safe while working in excavations. Although this module is not intended to replace the more in-depth hands-on training needed to become competent at trenching and excavation safety, it provides a comprehensive overview of the excavation safety requirements specific to Florida.

- Section 1 covers dangers of working in excavations.
- Section 2 covers soil classification.
- Section 3 covers specific excavation rule.
- Section 4 covers various protective systems available to prevent cave-ins.
- Section 5 covers inspection requirements.

Welding Safety Awareness • H 077

This 45-minute provides crucial safety information needed to prevent injuries when welding.

- Section 1 explains the types of welding.
- Section 2 describes some practical methods for fire prevention and protection.
- Section 3 covers various forms of protective equipment used when welding.
- Section 4 covers exposures to fumes and gases.
- Section 5 covers other welding hazards including gas cylinders, electrical, CSE, etc...

FMIT ONLINE TRAINING

(Presented in Partnership with LocalGovU)

Bloodborne Pathogens: All Public Entity Personnel • L 078

Duration: 30 minutes

Any employee who comes into contact with blood or other body fluids is at risk for acquiring a bloodborne pathogen such as HIV/AIDS, Hepatitis B Virus, and other infectious diseases. This course will help employees understand the dangers associated with bloodborne pathogens and the risk of potential exposure in the workplace. Employees taking this course will learn to identify ways to protect themselves and others from infection, in addition to learning safe clean-up and waste disposal requirements for potentially contaminated items.

Bloodborne Pathogens: First Responders • L 079

This 1 hour session provides the necessary training in accordance with Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard 29 CFR 1910.1030 for Firefighters. This course assists the firefighter in identifying the bodily fluids and viruses that pose a risk, the portals of entry, and what does and does not constitute an exposure. In addition, he/she will become acquainted with exposure prevention methods and universal precautions to prevent transmission as well as post exposure steps and considerations. At the end of this 1 hour training course, firefighters will be able to understand the following:

- General Guidelines;
- What are Bloodborne Pathogens;
- Occupational Exposures to Bloodborne Pathogens;
- Steps to Take if Exposed to Bloodborne Pathogens; and
- Reducing the Risk of Exposure to Bloodborne Pathogens.

Sources:

1. "OSHAcademy Course Study Guides." OSHAcademy PDF Course Study Guides. N.p., n.d. Web. 20 Feb. 2014.
2. "Bloodborne Pathogens. - 1910.1030." Bloodborne Pathogens. - 1910.1030. N.p., n.d. Web. 20 Feb. 2014.
3. "Safety and Health Topics | Bloodborne Pathogens and Needlestick Prevention." Safety and Health Topics | Bloodborne Pathogens and Needlestick Prevention. N.p., n.d. Web. 20 Feb. 2014.

Bloodborne: Law Enforcement • L 080

This 2 hour course provides the necessary training in accordance with Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard 29 CFR 1910.1030 for law enforcement officers. At the end of this 2 hour training course, law enforcement officers will be able to understand the following:

- General Guidelines;
- What are Bloodborne Pathogens;
- Occupational Exposures to Bloodborne Pathogens;
- Steps to Take if Exposed to Bloodborne Pathogens; and
- Reducing the Risk of Exposure to Bloodborne Pathogens.

Bullying In The Workplace • L 081

Duration: 30 minutes

While most people are aware of the concept of school bullies, fewer recognize bullying as a problem in the workplace. In fact, over 1/3 of the American workforce has experienced bullying at some point in their careers. The legal safeguards that have been created to protect employees from issues like sexual harassment have yet to impact the problem of bullies at work. In this course, the learner will gain understanding of what constitutes workplace bullying and measures a victim can take to confront the bully.

Community Policing • L 082

Duration: 30 minutes

When the term “community policing” is mentioned, citizens will often think only in the narrowest of terms about the issues they know personally, like the D.A.R.E. officer who works at their child’s school or the new bike patrol working the streets of downtown. The reality is this limited perception of community policing only scratches the surface of what “community policing” actually is. In fact, community policing amounts to a total change in the way law enforcement does its job, moving from a “call and respond” approach to law enforcement to a problem solving style that relies heavily on the cooperation and commitment of community members. Using the COPPS model of community policing in conjunction with an investigative process known by the acronym S.A.R.A., officers will learn to become effective problem solvers in the communities they serve.

Confined Spaces • L 083

Duration: 30 minutes

Working for local government in any kind of Public Works capacity could potentially involve the need to work in a confined space. This can be a challenge because, not surprisingly, many people do not enjoy working in a confined space. They are usually awkward, uncomfortable and difficult to get in and out of. In addition to the discomfort, they can also be dangerous. Participants will gain knowledge of how to identify hazards related to working in confined spaces, recognize safety procedures related to confined spaces, understanding confined space permits and how special permits impact performing jobs in confined space work areas.

Conflict and Dispute Resolution (Law Enforcement Specific) • L 084

Duration: 30 minutes

Conflict is part of everyday life in law enforcement, so learning how to apply principles of conflict and dispute resolution to your job is critical to diffusing conflict before it can escalate to more dangerous levels. This course has been developed to help you understand conflicts and how you can effectively deal with them. In this course, you will learn about different types of conflict and how to identify and then cope with each different variety. You will also learn the importance of using communication skills effectively in the process.

Crisis Management • L 085

Duration: 30 minutes

Police, fire and emergency medical personnel have jobs that are very unique compared to most people. For that matter, elected officials, at all levels of government, the departments that make government function, and officers of the court share this similar characteristic. All do work that is specialized and, in many cases, without a counterpart in the private sector. Occasionally, however, an event or series of events will occur that puts even the most experienced officers, officials and administrators to the test. This course is designed to help all departments, organizations and agencies within the public sector prepare for just such an event.

Crisis Management for Law Enforcement • L 086

Duration: 30 minutes

Law enforcement personnel, without question, have jobs that are very different from most people outside of the field. They do work that is specialized, and in many cases, without a counterpart in the private sector. Despite that fact, although each day presents its own unique challenges, most officers and their administrative staffs would probably agree that they do have what they at least would consider to be “routine” days. Occasionally, however, an event or series of events will occur that puts even the most experienced officers, officials and administrators to the test. Whether it’s allegations of misconduct, sexual harassment or natural disaster, this course is designed to help all departments, organizations and agencies within the public sector prepare for just such an event.

Crowd Management • L 087

Duration: 30 minutes

Trying to second guess the mood of a crowd can be difficult. Good planning can make the difference between an event taking place with minimal police involvement or an event that is marred by incidents between crowd members, or law enforcement and crowd members, ultimately involving multiple arrests. Even good planning may not always be enough to prevent incidents from occurring. In this course, the learner will gain insight regarding the importance of planning and training for use of force and arrest situations during crowd control incidents, as well as an understanding of the role the use of force continuum plays in crowd control, and the value of the Incident Control System in ensuring a successful operation.

Designing and Maintaining Playgrounds • L 088

Duration: 30 minutes

Paying proper attention to the design, installation and maintenance of playground equipment can ensure safe and fun visits for the children who play there. Playground planners should identify potential hazards in order to design a safe and entertaining environment for children. Regular inspection, maintenance and repair can help keep a playground safe for generations of children to come. In this course, the learner will gain insights on how to design and maintain a safe playground by understanding the best materials to use and where risks are most likely to occur. This course explains how making good decisions up front can help avoid some risks altogether.

Disciplinary Action and Procedures for Local Government • L 089

Duration: 30 minutes

For any organization to be successful, work rules need to be followed and job performance has to meet acceptable levels. When this does not occur, steps need to be taken that will change behavior or performance to meet the organization's needs. This course will educate managers on the importance of rules and discipline in the workplace and will help them identify steps in the progressive disciplinary process.

Diversity In The Workplace • L 090

Duration: 30 minutes

How do you build strong networks within your company and among industry peers? How do you communicate effectively with different types of people in the workplace and get your point across clearly? This series will help you build bridges and improve your business relationships, understand the meaning of diversity, demonstrate knowledge of practical tools for applying principals of diversity in daily activities, and identify opportunities for individual growth by accepting and appreciating diversity in the workplace.

Emergency Preparedness and Egress • L 091

Duration: 30 minutes

Most people don't think logically during a crisis. For that reason, it is important to have a plan in place before an emergency occurs. This course will help your employees recognize how to prepare for and respond to an emergency in the workplace. It will also help them identify the components of an Emergency Action Plan and understand proper exit and assembly procedures.

Ergonomics: Workplace Ergonomics • L 092

Duration: 30 minutes

When you think of workplace injuries, factory and other industrial environments typically come to mind. The fact is employees can experience discomfort and injuries even in an office environment. As an employer, this course will show your employees that you care about their health and comfort. This course will help employees understand the definition of ergonomics and identify common workplace ergonomic problem areas and possible solutions.

Ethical Behavior for Local Government • L 093

Duration: 30 minutes

An understanding of ethical behavior is critical due to the fact that, regardless of what your role in local government may be, your work is done in the public eye. As a result, expectations regarding your job performance are held to a higher standard than your counterparts in the private sector. In this course, we define ethical behavior, provide examples of work situations where a thorough understanding of workplace ethics may be applied, and ways in which you can determine if your decisions and behavior are meeting the appropriate standards.

Ethics In Law Enforcement • L 094

Duration: 30 minutes

Part of the screening process that every law enforcement entity puts its applicants through involves matters of character. All departments want to be certain that they are hiring men and women of high moral fiber. Officers are expected to be the “good guys”, since their job is to catch the “bad guys.” Why is it then, that occasionally the line between the good guys and bad guys become blurred? What happens to the men and women who come into the profession with such high ideals, only to then compromise those ideals later? Participants will gain understanding of the importance of a strong ethical foundation, reinforce how to make good decisions based on this same ethical foundation, learn how some situations put an officer in a compromising situation and how to avoid those situations.

Fall Protection • L 095

Duration: 30 minutes

Nobody who works high above the ground wants to fall; and yet it is a very real risk for those who make their living in that environment, particularly in the construction industry. For this reason, the Occupational Health and Safety Administration (OSHA) has created fall protection standards which are designed to help minimize the risk. While these standards only apply specifically to construction, anyone who works above the ground will benefit from them. This course will discuss the standard and the practices addressed in it.

FMLA: Understanding The Family Medical Leave Act • L 096

Duration: 30 minutes.

Over a lifetime, a person may experience a number of “life-changing” events. Some can be joyful, such as a birth or an adoption. Others can be stressful or tragic, such as a catastrophic illness or devastating injury. For many years, people had to make serious life choices when events such as these occurred. They found themselves torn between taking care of themselves or loved ones and keeping their jobs.

In an attempt to help provide balance, Congress passed and President Bill Clinton signed The Family and Medical Leave Act which went into effect on August 5th, 1993. In this course, the learner will gain understanding of the Act’s basic provisions as well as the final rules issued by the Department of Labor that went into effect in January, 2009.

Handling Difficult Customers • L 097

Duration: 30 minutes

Our perceptions tend to define our reality. Nowhere is this more so the case than when we are working with difficult customers. See the situation as a confrontation and that's what it becomes. See it as an opportunity to be a problem solver and that's what you become. This course presents techniques for changing our perceptions, attitudes and practices toward our customers. The result is a positive outcome for all parties concerned. Participants will learn to recognize how perceptions affect customer service and learn communication skills for managing difficult customer service situations.

HazCom: Global SDS and the Hazard Communication Standard • L 098

Duration: 30 minutes

OSHA requires employers to provide their employees with detailed information and training on the chemicals they work with and to keep the information where it is easy to access. This is accomplished by means of the Safety Data Sheet (SDS). In this course, the learner will gain understanding regarding what an SDS is and how it is used, as well as knowledge of some of the dangers associated with chemicals and ways to be safe when using chemicals.

Heat Stress: Dealing With Heat Stress • L 099

Duration: 30 minutes

It can easily become a life or death matter if appropriate measures are not taken to minimize the effects of heat stress. This course will help employees understand the health risks associated with heat stress, identify methods for minimizing the effects of heat, and recognize the symptoms of heat stroke and heat exhaustion in themselves and others.

Investigating Incidents for Local Government • L 100

Duration: 30 minutes

While accidents can be minimized and sometimes prevented by proper safety training, they cannot be avoided entirely. When an incident occurs, it's important that employees understand the investigation and reporting process. This course will help employees recognize the importance of incident investigations and the roles that employees play in the process, as well as help them identify the types of information collected during an investigation.

K9 Operations • L 101

Duration: 30 minutes

Because of their powerful sense of smell, dogs serve law enforcement organizations by tracking suspects and serving in drug, bomb and cadaver detection. A K9 unit brings skills to your law enforcement organization that can't be duplicated by human officers. For patrol officers assisting K9 teams, you must understand how the dog and its handler work together and what your responsibilities are in assisting them. In this course, you will gain a greater understanding of how the dog's highly sensitive sense of smell functions, what jobs K9 units are best suited for and their limitations as well.

Ladder Safety • L 102

Duration: 30 minutes

Falls from height remain one of the leading causes of workplace fatalities, yet many people are of the opinion that risks exist only when one is on a ladder at great heights. In fact, a fall from even the smallest of step ladders can still result in significant injury--even death. While the statistics are alarming, the good news is that many ladder related accidents can be avoided by simply choosing the right equipment and then using it properly. This webinar discusses the different types of ladders available, their limitations and restrictions, and the appropriate techniques one should practice to ensure their safety while using them. Participants will learn how to identify the 4 different ladder classifications, understand the importance of proper ladder setup, and recognize how to choose the right sized ladder.

Law Enforcement Liability • L 103

Duration: 30 minutes

Law enforcement officers generally have a thorough working knowledge of criminal law. When it comes to tort law, their knowledge is often limited. When law enforcement officers don't follow established policies and procedures, they can leave themselves open to civil litigation, which makes them and their department subject to monetary damages if a preponderance of evidence proves that they have violated a citizen's rights. Knowledge of law enforcement liability is something that every officer needs to protect himself or herself from litigation. The learning objectives of this program are to provide law enforcement personnel with a proactive, easy-to-apply approach to protect against liability, determine how to protect law enforcement personnel against liability for alleged acts, and recognize the process for protection against liability for the acts or failures of fellow employees.

Litigation Procedures • L 104

Duration: 30 minutes

Law enforcement and corrections officers play important roles in the legal and judicial process. When laws have been broken, police are responsible for apprehending the alleged perpetrator, and corrections officers are responsible for securing them safely so that they can be tried for the crimes which they have allegedly committed. For those individuals found guilty of a crime, corrections officers will also be responsible for them for the period of time they are incarcerated as inmates. These are both significant roles to be sure, but there are other components to the legal and judicial process of which both law enforcement and corrections personnel need to be aware. In this course, the learner will gain understanding regarding how his or her role as a law enforcement or corrections professional interacts within the context of the judicial process as a whole. They will also learn the guidelines to follow while testifying in court and finally how his or her appearance or demeanor in the courtroom could impact a jury. The learning objectives of this program are: (1) understand how your role as a law enforcement or corrections officer interacts with the legal and judicial process as a whole; (2) identify the guidelines to follow when testifying in court; and (3) recognize the impact your testimony and demeanor in court can have on a jury.

Lock-Out/Tag-Out • L 105

Duration: 30 minutes

Dozens of workers are killed and more are injured every year because they did not de-energize and lock out equipment before working on it. Lock-out/Tag-out is a way to make sure electricity or other energy is not turned on (or released) while someone is working on machinery. This course will define the Lock-out/Tag-out (LO/TO) process, communicate risks of not using proper procedures and finally, define and emphasize proper procedures and responsibilities for the learner.

Off-Duty Conduct and Powers of Arrest • L 106

Duration: 30 minutes

Even while off-duty, law enforcement officers are still sworn to protect their communities. In addition, they remain responsible for representing their department or agency in a professional manner. These responsibilities mean that an officer will not only need to behave in a courteous manner while off-duty, but he or she may be required to take action to prevent a crime or arrest a suspect while off-duty. This course will provide learners with an understanding of ethical off-duty behavior and guidelines for engaging in law enforcement activities while off-duty. The learning objectives of this program are: (1) understand the difference between your role and responsibilities as an on-duty and off-duty officer; (2) identify the appropriate action to take when you witness a crime while off-duty; and (3) recognize the authority and limitations you have when making off-duty arrests.

Performance Management • L 107

Duration: 30 minutes

Managing employee performance through an annual review process may be common, but the best managers know that the performance appraisal process is ongoing and requires their attention throughout the year. This course will help your managers understand the importance of performance management, both in annual reviews as well as through an ongoing process.

Personal Protective Equipment • L 108

Duration: 30 minutes

Some people may consider personal protective equipment (PPE) such as safety glasses, gloves, steel-toed boots, ear plugs, respirators or hard hats an inconvenience. If you were advised of the potential loss of your ability to witness a sunset, hear a child's laughter, walk along a beach or breathe in a lungful of fresh air, would you be willing to take that "inconvenient" risk? Too often, we take our hands, feet, eyes, ears, lungs, and even our ability to think for granted. Fortunately, many injuries can be avoided by simply wearing the appropriate personal protective equipment for the job at hand. In this course, we examine some of the risks that can exist in the workplace and the types of PPE that can be used to prevent injuries.

Providing Effective Orientations • L 109

Duration: 30 minutes

Your employees are your most important asset! Bringing new employees on board with effective orientation greatly increases the likelihood that they will be productive long-term assets to your organization. You don't get a second chance to make a first impression! Participants will recognize the importance of proper employee orientations, identify problems that can arise from a poor orientation process, and learn how effective orientations can increase productivity.

Public Employee Safety In The Community • L 110

Duration: 30 minutes

Public employees whose work involves visiting the homes of citizens need awareness of the potential risks they might encounter in that process. Whether dog bites, slick sidewalks and pavements, or citizens themselves, employees should be prepared for anything. This course identifies some of the inherent risks and what you can do to minimize your physical risks.

Racial Profiling • L 111

Duration: 30 minutes

In this course, participants will gain understanding regarding the actions that define racial profiling, and how by engaging in self-analysis, practicing awareness and empathy in dealing with members of minority communities, and by taking personal responsibility for their own words and actions, they can eliminate the possibility of engaging in discriminatory practices. The learner will also gain an understanding of why data collection is necessary, the basics of a well-designed system and the benefits for both law enforcement and the community.

Learning Objectives:

- Recognize the impact racial profiling has on community relations;
- Recognize the need for self-analysis to determine if you are practicing racial profiling;
- Identify the differences between racial profiling and criminal profiling;
- Recognize why data collection is necessary to determine if or to what degree racial profiling is an issue in your community;
- Identify the basic elements that should be included in a well-designed data collection program; and
- Recognize the benefits for both the community and law enforcement officers of using a multi-copy, receipt-based data collection system.

Risk Management For Law Enforcement • L 112

Duration: 30 minutes

There are only three things you can do with a risk: avoid it, mitigate it or finance it. Law enforcement is somewhat unique in that it is an inherently risky endeavor where some risks can't be avoided, so the best way to manage risk is to reduce the frequency and severity of losses, and to have some type of risk finance mechanism in place for those inevitable incidents that will result in some type of financial loss for the entity. This course describes in detail how to apply the three keys to successful risk management in law enforcement - preparation, documentation and communication and to identify the areas of risk impacting law enforcement, understand the need for risk management planning and preparation, and recognize the difficulties of practicing risk management in law enforcement.

Sexual Harassment Training: Harassment Awareness • L 113

Duration: 30 minutes

Harassment is not only illegal, it can also create an uncomfortable, threatening and unpleasant environment for all people within an organization, not just those involved in a specific incident. All employees need to understand what harassment is and how it can affect individuals, their co-workers and the organization overall. Only by having a thorough understanding can employees help identify, report and eliminate harassment from the workplace. In this course, the learner will gain knowledge and understanding about what types of behavior can be considered harassment, as well as the remedies that exist for employees who feel like they've been a victim of harassment.

Sexual Harassment Training: Training for Managers • L 114

Duration: 30 minutes

Harassment is not only illegal, it can also create an uncomfortable, threatening and unpleasant environment for all people within an organization, not just those involved in a specific incident. All employees need to understand what harassment is and how it can affect individuals, their co-workers and the organization overall. Only by having a thorough understanding can employees help identify, report and eliminate harassment from the workplace. In this course, the learner will gain knowledge and understanding about what types of behavior can be considered harassment, as well as the remedies that exist for employees who feel like they've been a victim of harassment. This course will define the role perception plays in potential harassment situations, discuss the impact on your organization if not reporting incidents when employees see them and identify individual responsibilities in creating a zero-tolerance sexual harassment environment.

Social Media: The Risks of Social Media • L 115

Duration: 30 minutes

Social media, web-based sites which allow users to interact with one another, and email and texting systems, can improve communication among employees, boost productivity, increase employee engagement, and enhance marketplace reputation and penetration. However, social media can also have devastating financial and legal consequences when employees post materials either without appreciating the unintended consequences of their words, pictures and videos; or, when they purposely post to harm individuals, companies (including their own) or other entities. Employee posts of confidential information, using the same log-in codes at work and at home, acting out online, and similar actions can cause you irreparable harm. As Mark Twain once said, “A lie can travel halfway around the world while the truth is putting on its shoes.” This course will have you off and running before a lie or other improper use of social media can hurt you. What are your legal rights regarding a worker’s use of social media? Does an employee have any privacy rights regarding what they say or post on the internet? What are the courts saying about YOUR right to control what goes through your servers? What should your organization be doing right now — about the risks of social media? During this intensive, fast-paced session you’ll learn the answers to those and many other questions.

Stress Management for Dispatchers • L 116

Duration: 30 minutes

A dispatcher’s job is inherently stressful. You can’t avoid stress. You can, however, learn to manage it. You can lower your stress level by approaching your job with the right mindset. Excellence, not perfection should be your goal. This course will provide learners with an understanding of the mental and physical toll that stress can take on a person, as well as what they can do to manage their stress by focusing on the present and taking care of their physical and emotional health.

Trench Safety • L 117

Duration: 30 minutes

Some type of excavation will typically be involved in almost every construction project. Unfortunately, by its very nature, this can be an extremely hazardous activity. Trenches used to install or repair gas, sewer, water and utility lines are particularly dangerous. In this course, participants will learn how to recognize the hazards existing with trenching activities, gain understanding regarding the regulations governing activities tied to trenching and learn to identify safety procedures associated with trenching activities.

Use of Force: Law Enforcement • L 118

Duration: 30 minutes

A law enforcement officer’s job can turn deadly in a heartbeat. In dangerous situations, you must know your options for protecting yourself. In this course, you will learn to recognize the constitutional issues regarding use of force, understand the limitations that exist regarding the use of force and learn to identify the different levels of force available to you as a law enforcement officer. The learning objectives of this training program include recognizing when both deadly force and non-deadly force options are justified, understanding the concept of “reasonableness” as it relates to the 4th Amendment of the US Constitution, and recognizing why use of force continuums can make use of force decisions take longer.

Violence in the Workplace • L 119

Duration: 30 minutes

No workplace is immune from the possibility of violence, and yet many take no proactive measures to prevent it and protect their employees until after an incident occurs. In this course, we address steps employers can take to minimize their risks and signs and indicators that employees can learn which will help them from becoming victims.

Working With Minority Communities • L 120

Duration: 30 minutes

For law enforcement officers, the challenges of working with minority communities require officers to navigate differences of language, culture, religion, custom and perceptions. While it may not be practical to become experts on every country, culture and religious belief that may be part of a community, it is in officers' best interest to gain at least a rudimentary knowledge of the communities which they have vowed to protect and serve. In this course, participants will gain understanding regarding how empathy, understanding and communication will enhance their ability to work effectively within minority communities as well as some of the characteristics of the communities in which they will serve.

Workplace Harassment • L 121

Duration: 30 minutes

Harassment comes in many forms, but not every unpleasant interaction is harassment. Federal law prohibits workplace harassment that violates an individual's civil rights. Moreover, your organization can take steps to foster a "harassment-free workplace" to ensure that everyone has a safe and respectful working environment. This course will help you identify what is and isn't harassment, as well how you can help create a welcoming workplace for everyone. Participants will learn to define harassment, identify protected classes according to federal law, and recognize the elements of an effective anti-harassment policy.

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Most training sessions are FREE for FMIT members.

A nominal fee is charged for First Aid, CPR, NSC Defensive Driving (DDC-4), Coaching the Experienced Driver/Van Driver, Forklift, OSHA Series, and the FLC Public Entity Safety and Health 10 Hour to cover cost of printed materials.

There is a charge for the Intermediate Maintenance of Traffic (16 Hour) and the Intermediate Maintenance of Traffic Refresher (8 Hour) Courses.

Some training courses may be conducted in Spanish.

FOR MORE INFORMATION, CONTACT:

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