



# OSHA TRAINING CAMP™

**A 5-Day Course to Improve Your Safety Program & Minimize Your Risks with OSHA**

**This in-depth five-day event delivers the fundamentals you need to improve your safety program and increases your knowledge of:**

- Your Obligations – as an employer to provide a safe and healthy work environment
- OSHA's Priorities – the standards OSHA currently focuses on and how they impact you
- Hazard Communication – your obligations under one of OSHA's most frequently cited standards
- The OSHA Inspection – learn the details of strategic planning for an inspection
- The Future of OSHA – find out what to expect in the months to come regarding ergonomics, health and safety programs, forklift safety and more.

**This program covers:**

- CPL – the documents used by OSHA compliance officers
- Letters of interpretation
- Most frequently cited standards
- Training requirements
- Written program requirements
- Compliance strategies for auditing and training programs

**Can You Afford to Miss This Training?**

According to OSHA statistics, there were nearly \$135 MILLION in fines and penalties handed out in 2007 during approximately 100,000 inspections.

**The OSHA Training Camp is just a small price to pay to avoid these fines. Enroll today and save you and your company hundreds of thousands of dollars!**

## **CONTINUING EDUCATION CREDITS**

At the end of the week-long course, you will receive an OSHA Training Camp Certificate of Completion.

The OSHA Training Camp is accredited for the following Continuing Education Credits: CIH (4.5 CM points), CSP (3.05 COC points), PHR & SPHR (31.25 CE points), CLPs (30 hours) and 3.05 points for CSHMs. This is an OSHA-30 General Safety Outreach Training Program.



\*CLE credits available upon request and subject to state approval.

**www.oshatrainingcamp.com • 800-431-7571**



# PROGRAM AGENDA

\*Schedule subject to change/All subjects will be covered.

## DAY 1

7:30 am **Registration Open**

8:15 am **Opening Remarks**

8:30 am **OSHA Background – Who Must Comply**

Learn who is covered by OSHA and who is not, the purposes of the OSHA Act, state plans, and how administrative responsibilities are split within the federal government. You will also learn the differences between coverage under different sets of OSHA Standards: General Industry, Construction, Agriculture and Maritime Standards.

9:30 am **The Role of Employees in OSHA Compliance**

Understand the role of employees in complying with standards and their ability to trigger inspections, as well as their role in the conduct of inspections. Also learn the limited nature of the employee's role in enforcement proceedings initiated before the OSHA Review Commission.

10:00 am **Break**

10:15 am **OSHA Standards Development and Employer Duties**

Learn the employer's principal duty under OSHA to comply with occupational safety and health standards. Distinguish between national consensus standards and established federal standards. Understand differences between specification and performance standards. Examine the employer's obligation to comply with general duty obligations and understand the significance of a recognized hazard.

11:15 am **OSHA Inspection and Enforcement Priority**

Current OSHA inspection and enforcement priorities will be discussed in this session, including OSHA special emphasis programs, such as amputations and those in the petrochemical industries. You will also learn some special considerations that prompt inspections, such as lockout/tagout and accidents resulting in fatalities.

12:00 pm **Lunch on Your Own**

1:15 pm **Inspection: Evidence Gathering Process**

Learn who has the authority to inspect and which on-site inspection procedures are appropriate. Cover the differences between requiring a warrant and requiring a subpoena for documents. Learn what OSHA does when it conducts an inspection, how an inspection is an evidence gathering exercise, and how the things you say during an inspection can be used against you. Focus on pre-inspection planning, the inspection process, and controlling the inspection.

2:15 pm **Inspection: Video and Hands-on exercise**

Review the video of an actual OSHA inspection, then apply what you have learned to a hypothetical situation. Group discussion and evaluation will follow.

3:00 pm **Break**

3:15 pm **OSHA Violations and Penalties**

Learn the various categories of civil and criminal violations, as well as the penalties that can be assessed. OSHA's compliance directive for assessing these penalties will be discussed, as well as the "egregious" citation policy. Also included is the important information on the liability of employers and managers, from operations staff to the CEO.

4:00 pm **Appealing Citations -- When to Hold 'Em and When to Fold 'Em**

All about citations: nature, format, penalties, and procedural aspects. Learn how to negotiate informal settlement notices of contest, including complaints, discovery, and decisions as well as negotiation of formal settlements, abatement verification, and appeals.

5:00 pm **Adjourn**

## DAY 2

8:15 am **CFR Workshop/Vertical Standards/Break**

During this group exercise, your instructors will place you in teams to work through a series of questions using your CFR course texts.

10:00 am **Break**

10:15 am **Recordkeeping: Injuries and Illnesses and Exposure Records**

Learn the detailed requirements of the OSHA Form 300 and Form 301. Discuss privacy concerns, log entries, and special recording criteria for vertical standards. Learn about medical records access and retention of exposure records.

12:15 pm **Lunch on Your Own**

1:30 pm **Means of Egress/Fire Protection/Emergency Response**

Address the requirements for sprinkler systems and fire extinguishers, hazard classifications, training and inspections, fire brigades, training equipment, and registration.

2:45 pm **Break**

3:00 pm **Personal Protective Equipment (PPE)**

The PPE Standard includes requirements for a hazard assessment, equipment selection, and employee training. You will learn the significance of its connection to the Hazard Communication Standard and strategies for compliance. Understand how to improve your current application of this important standard.

3:45 pm **OSHA PELs and Exposure to Airborne Chemicals**

5:00 pm **Adjourn**

## DAY 3

8:15 am **Walking Working Surfaces**

There are many specific requirements regarding the physical working environment to ensure worker health and safety. This presentation will cover the requirements for floors, ladders, docks, stairways, guardrails, and toeboards.

9:30 am **HAZWOPER Standards**

Delve into compliance with HAZWOPER for emergency releases for general industry. Discuss the training requirements and organization of emergency response and determine when HAZWOPER training is required.

10:15 am **Break**

10:30 am **Ventilation & Noise**

You'll cover standards for controlling noise exposure and hearing loss, nonionizing source of radiation and ventilation for abrasive blasting, grinding tools, open surface (dip) tanks and spray-finishing operations. Learn how to use these standards to set design codes for new equipment, and what criteria to use to determine if existing installations meet current standards.

11:45 am **Lunch on Your Own**

1:00 pm **Respiratory Protection**

Respiratory protection is a specialized type of PPE and is covered by its own OSHA regulation. There are many specific requirements in the Respiratory Protection Standard, which often lead to confusion. Your instructor will help you understand the most effective application of these complex requirements. (Bring your specific questions and respirator to class for discussion.)

2:15 pm **Break**

2:30 pm **Hazard Communication/MSDS Workshop**

The Hazard Communication Standard, issued in 1988, continues to be the most frequently cited standard. More importantly, there are two other OSHA standards directly tied into the HAZCOM Program: the Personal Protection Equipment Standard and the Respiratory Protection Standard. Learn the importance of this close relationship and how to avoid multiple citations.

3:45 pm **Bloodborne Pathogens/First Aid**

The Bloodborne Pathogens Standard is much broader in scope than most people realize. This presentation will explain your medical requirements, training obligations, exposure counseling, and post-exposure HBV inoculations.

4:30 pm **Confined Spaces**

Distinguish between permit-required and non-permit-required confined space. Learn the techniques of testing for hazardous atmosphere, how to use the buddy system, and the elements of emergency rescue. (Includes interactive video presentation.)

5:15 pm **Adjourn**

## DAY 4

8:15 am **Ergonomics**

Understand one of today's hottest topics and how you can prevent occupational injuries and reduce associated costs. Get a timely update on current legislation, as well as tips for maintaining ergonomic standards.

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## 8:45 am When OSHA Requirements Conflict with Anti-Discrimination Laws

Understand the interplay between OSHA and anti-discrimination laws. What is an employer's obligation when an employee's religious- or race-based personal appearance interferes with compliance with OSHA personal protective equipment requirements?

## 9:30 am Break

## 9:45 am Lockout/Tagout/Electrical

Guided by your instructor, you will explore solutions that have worked for other industries. Learn compliance strategies for machine-specific procedures. (Bring a copy of your company's lockout/tagout program in order to compare it to the requirement of the standard.)

## 12:00 pm Lunch on Your Own

## 1:00 pm Machine Guarding

The existing machine-guarding standards have been unchanged since the inception of OSHA. However, with the addition of the Control of Hazardous Energy Standard (Lockout/Tagout), new attention has focused on this section of the regulations. (use digital pictures of your machines and equipment for class review.)

## 3:30 pm Break

## 3:45 pm Process Safety Management

## 4:15 pm Adjourn

## DAY 5

### 7:30 am Materials Handling and Storage

Is your facility properly equipped to comply with OSHA's storage requirements? Understand the requirements for forklifts and powered industrial truck operations.

### 8:30 am Safety and Health Programs

Discover the specific provisions and how OSHA expects to address issues such as: the nature of management commitment and employee involvement; how to measure effective programs; and what constitutes the minimum required activity.

### 9:15 am Break

### 9:30 am Hazardous Materials/Welding

Storage and handling of hazardous materials, like compressed gases, oxygen, ammonia systems, flammable and combustible liquids, and welding hazards are among the most common hazards in workplaces of all kinds. Specific OSHA regulations on these subjects are discussed in an overview of these requirements.

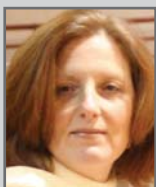
### 9:45 am Legislative Developments and New Directions

OSHA is developing standards that have a broad impact across industry lines and include provisions designed to involve management in day-to-day compliance efforts. Vehicle operations, ergonomics, health and safety programs, and other standards will be used to illustrate the new directions. You will also learn about pending bills in Congress, their status, and how they are likely to evolve.

### 10:30 am Course Adjourn

## FACULTY BIO:

\*Presenters subject to change.



### Alicia M. Dorsey, M.S.E., C.H.E.M.

Dorsey Health and Safety Consulting, The Human Factor, OSHA Compliance and Industrial Hygiene

In 1997, Alicia founded Dorsey Health and Safety Consulting / The Human Factor where she provides a comprehensive analysis of health & safety compliance for her clients. She has been employed as a compliance officer / industrial hygienist for the OSHA – NC. Alicia entered private industry and managed the health & safety programs at a hospital including compliance issues for 11 multi-specialty physician practices. She developed health & safety programs and conducted countless air monitoring studies.

Ms. Dorsey holds an undergraduate degree in biology with a chemistry minor as well as a master of science degree in Occupational Health and Safety Engineering from West Virginia University. She is currently a member of the Centre County Environmental Health and Safety Roundtable, AIHA, and JCAHO and has recently been appointed to the West Virginia University Industrial and Management Systems Engineering Advisory Organization.



“This course provides valuable information and reference sources for all aspects of occupational safety and health standards. If your job entails workplace inspection you cannot afford to be without this training.”

— G. Stepman, HCC, Inc.

“The OSHA Training Camp was an intensive and enjoyable overview of the entire OSHA standard. This course is a great refresher for those with experience and a great foundation for those new to the field of EHS.”

— J. Washington

“Very good training course in content and presentation. Best I've had in 20 years of training.”

— M. Smith, Conco Phillips

“It was refreshing to attend a class where the standards, guidelines, etc were not just recited to the attendees. All of the instructors had a wealth of personal experiences that made the class much more valuable.

This is a great course and should be required for all managers and engineers. Thank you for allowing me to attend. This has been very educational for me. I learned something from every section.”

— Terry B.—Master Foods, Mans Snack Food US

