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# Education & Training Programs

Risk Management,  
Environmental, Safety & Loss  
Prevention Services



# Capabilities & Solutions

What differentiates our company is the depth of internal resources we have to assist our clients in the successful management of their programs.

Rizikon brings an unparalleled level of expertise in the field. One important distinction in our product delivery system is that our team is available to meet with their clients “face to face” as often as necessary. We believe it is important to understand our clients’ expectations and business philosophy in order to serve them effectively.

Rizikon’s Risk Management, Environmental, and Safety & Loss Control Programs are tailored to your business’ individual needs, with onsite services coordinated with your time schedule in mind. We are here for you in your time of need - 24 hours a day, 7 days a week.

When you hire a Rizikon Professional, you are accessing a family of organizations who specialize in safety, loss control, risk management, case management and medical management. A network of experts working together in support of our customers’ goal of a safe & healthful work environment for their employees.



Rizikon is not a service provider...

but rather a partner who shares your goal of providing a Productive & Safe Work Environment.

## Education & Training

Rizikon offers a wide array of Environmental, Health & Safety, and Emergency Management courses. The courses outlined in this catalog represent the most commonly requested classes. However, the following list represents twenty-five percent (25%) of the total number of courses we offer.

If you are looking for a specific class not listed below, give us a call at (877) 591-0300.

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# General Safety

## Accident Investigation

This program is designed to provide participants with the skills necessary to thoroughly investigate an accident scene and identify all of the contributing factors.

### Objectives

At the completion of the class, students will be able to effectively identify all contributing factors of an accident or injury. Witness statements and evidence will be gathered in such a manner as to be capable of being used in the court of law. The overall objective is to be able to identify and implement a corrective action to ensure that a similar incident will not occur in the future.

### Course Topics

- Secure the Incident Scene
- Preserve the incident scene
- Evaluate and analyze the situation
- Gather information and documentation
- Release incident scene

- Perform a root cause analysis
- Complete the twelve (12) section report
- Process report findings

## Basic Principles of Ergonomics

This course covers the use of ergonomic principles to recognize, evaluate, and control work place conditions that cause or contribute to musculoskeletal and nerve disorders. Topics include work physiology, anthropometry, musculoskeletal disorders, use of video display terminals, and risk factors such as vibration, temperature, material handling, repetition, and lifting and transfers in health care.

Course emphasis is on industrial case studies covering analysis and design of work stations and equipment, laboratory sessions in manual lifting, and coverage of current OSHA compliance policies.

### Course Topics

- Resources
- Ergonomic health hazards
- Risk factors
- Materials handling
- Evaluation of tasks
- NIOSH findings
- Upper-limb disorders
- Evaluation of upper-limb tasks
- Office ergonomics
- Work/tools
- Risk-factor analysis
- Case study
- Ergonomic program
- Guidelines

# Accident Report

Personal Information

Other Names

Forename

Code:



## Ladder Safety

This course is designed to provide employees a basic understanding of the safe work practices for ladder use. This program is designed in the skills of proper selection, care and safe use of all ladders, including stepladders, single and extension ladders. Equally as important, the course includes procedures for inspecting and maintaining ladders.

### Topics Covered:

- Types of portable ladders
- Selecting the proper ladder
- Understanding maximum ladder lengths and duty ratings
- Portable ladder storage, inspection and maintenance
- Setting up a straight ladder
- Ascending and descending ladders
- Working on a ladder
- Prohibited uses and modifications of ladders
- Using step ladders

## Fall Protection & Competent Person Training

This course is designed for everyone who works on job sites where fall hazards exist. The objective is to provide workers who climb with continuous and effective protection from falls. Practical methods for using varied safety equipment will prepare the student to also function as a competent person.

The Competent Person training enables the attendee to be responsible for the immediate supervision, implementation and monitoring of a managed fall protection program. This program complies with OSHA and State compliance guidelines as well as ANSI standards.

### Course Topics

- Personal fall arrest systems
- Fall protection rescue
- Competent person
- Inspections
- Evaluation of your protection preparedness

## Lock Out Tag Out

This course provides information regarding the control of hazardous energy and work under the protection of a lockout/ tagout permit. The intent of the course is to provide basic information on lockout/tagout practices and the significance of lockout/tagout devices that help identify and control hazardous energy sources.

### Objectives:

- Define lockout/tagout terms
- Identify the purpose and use of the lockout/tagout program
- Identify the general requirements of lockout/tagout
- Identify the limitations of tags used in the lockout/tagout program
- Identify the hazards and consequences of operating machines or equipment that have been locked out or tagged out

## Personal Protective Equipment Training

Personal Protective Equipment Standard states that employees are required to conduct a hazard assessment, provide the appropriate equipment and then train the employees on the use of that protective equipment.

### Course Topics

- The Hazard Assessment Program
- Correct selection of the PPE
- The usage of head, eye and face protection
- Arm and hand protection
- Foot and leg protection
- Hearing protection
- Body Protection
- Electrical and Fall protection
- Limitations of the PPE
- Maintenance of the PPE's

## Right-To-Know Global Harmonization System

This course is designed to provide the learner with an understanding of the requirements of the 2012 MIOSHA Hazard Communication Standards for Construction Safety and Health, General Industry Safety, and Occupational Health, (Parts 42, 92, and 430) as well as Right-To-Know Requirements in Act 154. This includes the new requirements related to the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

Upon completion of this class, participants will be able to evaluate an existing hazard communication program and/or create and Implement a hazard communication program that is compliant with the 2012 changes. The goal of the class will be to protect employees by

increasing employer compliance with the requirements of this standard.

### Course Topics

- Understanding the Regulation
- Chemical Inventory
- Classification of Hazardous Chemicals
- Written Hazard Communication Program
- Labeling of Hazardous Chemicals
- Maintaining Safety Data Sheets (SDS)
- Posting Requirements
- Employee Training Requirements



## OSHA 10 Hour General Industry

This course covers OSHA Standards, policies, and procedures in general industry. Topics include scope and application of the OSHA General Industry Standards, general industry principles and special emphasis on those areas in general industry which are most hazardous. Upon course completion students will have the ability to define general industry terms found in the OSHA General Industry Standards, identify hazards which occur in general industry, locate and determine appropriate OSHA General Industry Standards, policies, and procedures, and describe the use of OSHA General Industry Standards and regulations to supplement an ongoing safety and health program. The minimum topic requirements are as follows:

### Mandatory - 7 hours:

- Introduction to OSHA - 2 hours
- Walking and Working Surfaces, including fall protection - 1 hour
- Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection - 1
- Electrical - 1 hour
- Personal Protective Equipment - 1 hour
- Hazard Communication - 1 hour
- Recognize measures for preventing injuries related to cold temperature exposure

**Elective - 2 hours: Must present at least two hours of training on the following topics. At least two topics must be presented.**

**The minimum length of any topic is one-half hour.**

- Hazardous Materials
- Materials Handling
- Machine Guarding
- Introduction to Industrial Hygiene
- Bloodborne Pathogens
- Ergonomics
- Safety and Health Program
- Fall Protection

## OSHA 30 Hour General Industry

This course covers OSHA Standards, policies, and procedures in general industry. Topics include scope and application of the OSHA General Industry Standards, general industry principles and special emphasis on those areas in general industry which are most hazardous. Upon course completion students will have the ability to define general industry terms found in the OSHA General Industry Standards, identify hazards which occur in general industry, locate and determine appropriate OSHA General Industry Standards,

policies, and procedures, and describe the use of OSHA General Industry Standards and regulations to supplement an ongoing safety and health program. The minimum topic requirements are as follows:

### Mandatory - 12 hours:

- Managing Safety and Health - 2 Hours
- Introduction to OSHA - 1 Hour
- Walking Working Surfaces - 1 Hour
- Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire protection - 2 Hours
- Electrical - 2 Hours
- Personal Protective Equipment - 1 Hour
- Material Handling - 2 Hours
- Hazard Communication/ GHS - 1 Hour

**Elective - 10 hours or 30 Minutes on each topic.**

- Hazardous Materials
- Materials Handling
- Machine Guarding
- Introduction to Industrial Hygiene
- Bloodborne Pathogens
- Ergonomics
- Safety and Health Program
- Fall Protection
- Powered Industrial Trucks
- Optional - 8 hours of instruction on other general industry Hazards or Policies and/or expand on the Mandatory or Elective Classes

## Forklift

Forklifts can expose workers to hazards of bodily harm. This safety-training course shows a worker the procedures that need to be in place to maximize forklift safety in the workplace.

### Course Topics

- Introduction
- Know Your Lift Truck
- Fork Lift Physics
- Lift Truck Operation
- Lift Truck Safety
- Maintenance
- Refueling and Recharging
- Course Test and Permit Issuance

## Respirable Crystalline Silica Safety

You will learn about the basics of Silica and Respirable Crystalline Silica Dust encountered during construction activities. This course will identify the basic health hazards associated with exposure to silica and respirable crystalline silica dust, some of the common construction tasks that could result in exposure to respirable crystalline, and typical control measures employers may implement to protect workers from exposure to silica and respirable crystalline silica including engineering controls, work practices and respirators.

### Course Topics

- Introduction to Silica and Respirable Crystalline Silica (Background, Definitions)
- Common Construction Activities with the Greatest Potential for Exposure
- Common Hazards, Evaluation and Control Techniques of Silica and Respirable Crystalline Silica
- Importance of Signs and Labels, Housekeeping, Written Exposure Control Plan
- Silica and Respirable Crystalline Silica in Construction Summary



# General Environmental and Transportation

the Clean Air Act, including the establishment of Operating Permit Program, Title V permit program requirements, and the revised emission standards

→ Explain the purpose of the Clear Skies Legislation

→ Industrial Stormwater

→ Concentrated Animal Feeding Operations (CAFOs)

→ Municipal Stormwater

→ Wetlands (Section 404)

→ Wastewater Trading Program

## Clean Air Act Regulations

This course discusses the goals and importance of the Clean Air Act through its legislative history. This course also covers how the Clean Air Act is designed to protect people and how well that goal has been accomplished.

In addition, the course describes the purpose and requirements of the New Source Review (NSR) permitting program and the Title V permit program. The course ends with the Clear Skies Legislation which was proposed to reduce power plant emissions of sulfur dioxide (SO<sub>2</sub>), nitrogen oxides (NO<sub>x</sub>), and mercury.

### Topics Covered:

- Discuss the history, importance, and amendments to the Air Pollution Control Act and the Clean Air Act
- Describe how the Clean Air Act protects human health and public welfare
- Discuss the purpose and requirements of the three types of New Source Review (NSR) permitting program, including permits of Prevention of Significant Deterioration (PSD), Non-Attainment, and Minor Source
- Discuss the 1990 Amendments to

## Clean Water Act Regulations

This course broadly covers the historical background, purpose, and scope of the Clean Water Act. It also provides information about the Pollution Control Programs under the CWA, such as National Pollutant Discharge Elimination System (NPDES) permits, protecting watersheds and sources of drinking water, control of polluted runoff, and providing support for municipal wastewater treatment plants. In addition, this course discusses the monitoring, reporting, and recordkeeping under the Clean Water Act.

### Topics Covered:

Clean Water Act: The Law

- History Amendments
- Water Quality Standards
- Water Quality Monitoring
- Roles and Responsibilities

### CWA: Compliance and Monitoring

- National Pollutant Discharge Elimination System (NPDES)
- Pretreatment of Wastewater (Industrial Users)
- Biosolids (POTW sludge)
- Oil Spill Prevention

## HazMat Ground Shipper Training

This course is designed to satisfy the US DOT's three-year training requirement for hazmat employees and includes "general awareness," "security awareness," and "function-specific" training required by 49 CFR. Employees who complete this course are prepared to package, mark, label, load, unload, and document hazmat shipments; identify and respond to security threats; and offer placards for ground transport.

### Topics Covered:

- 49 CFR General and Security Awareness
- US DOT's packaging requirements for hazmat shippers
- Marking and labeling hazmat packages
- Loading, unloading, and segregation rules
- Reporting hazmat incidents
- Requirements for offering hazmat placards
- Preparing US DOT shipping papers and manifests
- Verifying carrier credentials

## Hazardous Material Handling & Storage

This course is designed to help meet the U.S. EPA's training mandates for small quantity generators (40 CFR 262.34(d)) and universal waste handlers (40 CFR 273.36). Students who complete this course will know how to correctly store RCRA hazardous waste, universal waste, and used oil.

### Topics Covered:

- Applicability, enforcement, and liability
- What is a RCRA hazardous waste
- How to manage waste in 180 day and satellite accumulation areas
- Universal waste and used oil management
- RCRA emergency response and reporting requirements

## RCRA - Storing & Shipping Hazardous Waste

This operations-level course is designed to help meet the EPA training mandates for small quantity generators and universal waste handlers. It will also help meet the DOT general and security awareness and function-specific training mandate for hazardous waste shippers.

Upon completion, students will know how to correctly store RCRA hazardous waste, universal waste, and used oil. They will also learn how to prepare RCRA hazardous waste shipments for transportation.

### Topics Covered:

- Regulated activities, enforcement, and liability
- What is a RCRA hazardous waste
- How to manage waste in 180 day and satellite accumulation areas



- Universal waste and used oil management
- RCRA emergency response and reporting requirements
- Recognizing and responding to security threats
- General packaging requirements
- Filling and closing
- Marking and labeling packages
- Placarding requirements
- Loading, unloading, and segregation rules
- Reporting hazmat incidents and emergencies
- Hazardous materials offering checklist
- Preparing shipping papers and manifests
- Working with carriers

## Spill Prevention, Control, and Countermeasure

This course provides an in-depth review of the federal requirements for SPCC plans and a complete analysis of the development of SPCC rules and regulations. Development of SPCC plans requires detailed knowledge of the facility and the potential effects of any oil spill. This course provides information about the current SPCC regulations, contingency plans, facility response plans, and reporting requirements to help prevent oil spills that could reach navigable waters of the United States or adjoining shorelines.

### Topics Covered:

- Spill Prevention and Release Reporting
- Pollution Prevention
- SPCC Amendments
- SPCC Rule
- The SPCC Plan
- Secondary Containment Requirements
- CWA: Compliance and Monitoring
- Facility Inspections
- Security Requirements
- Emergency Management
- Discharge Response

## TSCA Regulations: Chemical Reporting and Record Keeping

This two-hour class details what you must collect, report, and keep on file to remain in compliance with all TSCA regulations. The class covers the updated Chemical Data Reporting rule, the latest EPA regulatory initiatives, and how to prepare your facility to comply.

### Topics Covered:

- TSCA programs: how many exist and who must comply
- Completing the Form U under the revised Chemical Data Reporting (CDR) rules
- Information on electronic reporting deadlines
- Import certifications and export notifications
- Which materials are subject to Pre-manufacture Notification (PMN)
- When materials are subject to a Significant New Use Rule (SNUR)
- Mandatory reporting and recordkeeping of Health & Safety Data
- Recordkeeping for allegations of Significant Adverse Reactions (SAR)
- How reporting relates to other TSCA programs

# Field Operations

## Roadside Vegetation Management Safety

Whether on a rural roadside or a town's streetscape, vegetation and trees must be maintained. This course covers safety standards relating to roadside safety measures, mowing equipment, brush-clearing equipment, and other tools commonly used in ground maintenance. Participants will also learn about equipment and herbicides used for vegetation management, including an overview of mechanical vegetation control and the environmental controls and precautions needed when using herbicides as part of a noxious weed control program.

### Topics Covered:

- Keeping workers safe while in or near vehicle right-of-way
- Utilizing signs and warning devices
- Equipment and vehicle staging
- Equipment safety and work methodology
- Pedestrian Safety

## Backhoe Safety & Operation

Backhoes are one of the most common types of construction equipment due to their versatility and maneuverability. No one should operate a backhoe unless specially trained and authorized by their employer. Students will need a few items for personal safety; safety shoes, hard hats, safety glasses, heavy gloves, and hearing protection.

### Topics Covered:

- Pre-inspection
- Start up hazards and how to handle them

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→ Safely loading, transporting and unloading trailers

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→ Safe crew work practices unloading trailers

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→ Safe crew work practices

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→ ROPs or Roll Over Protection

## Chainsaw Safety & Operation

This course is intended for those students with little to no chainsaw experience. Each student must come to class prepared to cut wood. This means wearing the proper PPE; which includes chain saw chaps/pants, hard hat with full visor and/or safety glasses, gloves, protective toe boots (cut resistant if available), and hearing protection, a chain saw in proper working order, and fuel / bar oil for the chain saw.

### Topics Covered:

- Personal protective equipment
- Chainsaw safety features
- Reactive forces of the chainsaw
- Identification and function of each part of the chain
- Safe use of the chain saw
- Introduction to daily maintenance demonstration
- The bore cut
- Hinge establishment and importance
- Open face notch
- Evaluation before felling
- Spring poles and (time permitting) limbing and bucking field demonstration

## Dump Truck Safety & Operation

Those driving dump trucks having to pay special consideration to safety processes and procedures. This Dump Truck Safety Training course will teach you the ins and outs of dump truck operation safety.

### Topics Covered:

- General safety
- Maintenance inspections
- Loading/unloading safely while operating a dump truck





# Road Workers and Construction

## Excavation, Trenching & Shoring

This class will cover the hazards and safety procedures for excavation and trenching work as required by United States Occupational Safety and Health Administration (OSHA) Excavations Regulations, 29CFR 1926.650 as well as any State specific requirements that may apply. Successful participants will meet the requirements for Qualified Person and Competent Person as required by OSHA.

### Topics Covered:

- Confined Spaces and Hazardous Atmospheres
- Record keeping requirements
- Identification of excavation hazards
- Conducting soil classification
- Visual Testing
- Manual Tests
- Forces Acting on a Trench
- Types of Protective Systems
- Using appropriate protective measures
- Differences between OSHA regulation and State Specific Requirements (if applicable)

## Work Zone Traffic Control Supervisor

The TCS course is designed to train those who will be actively involved in designing or setting up and maintaining temporary traffic control in a work zone. It moves from the concepts and techniques taught in the TCT course to the implementation of traffic control plans and techniques for installation and removal. Students are taught how to read and interpret plans and specifications and implement them in the field. Workshops included in the course are designed to provide real world examples in designing temporary traffic control setups and also recognizing, analyzing and correcting deficiencies. An additional, vital objective of this course is teaching students the skills necessary to become an effective supervisor, capable of leading a team in the field.

### Topics Covered:

- Traffic Control Supervisor (TCS):
- Establishing and maintaining traffic control devices in or near vehicle right-of-way
  - Keeping workers safe while in or near vehicle right-of-way
  - Recognizing blind spots and how to manage them

- Installing signs and warning devices
- Controlling traffic flow in construction, maintenance, or utility work zones
- Pedestrian Safety

## Flagger Safety

The flagger's role is to protect project personnel and provide safe, courteous, and authoritative directions to traffic seeking passage through the work area. This course will teach students standard flagger control references, proper flagging signals procedures, and standard flagger practices for various situations. Upon successful completion of the course, students will receive a Flagger Certification card.

### Topics Covered:

- Flagger Certification Training:
- Thorough understanding of flagging procedures and proper use of required equipment
  - Improved flagging skills from hands-on training, classroom activities and a flagging skills test
  - Increased ability to coordinate traffic movement through the work zone

# First Aid

## Automatic External Defibrillation (AED) Training

This course teaches the basics of Automatic External Defibrillation, including the rationale for early defibrillation and the role of CPR in cardiac arrest situations. This includes general steps for safety and precautions to take when using an AED, what defibrillation is, how it works, what special situations may arise and elements which should be considered when establishing an early defibrillation program.

Our Training program can be geared to meet the specific needs of:

- AED use in corporate and industrial settings
- AED use by coaches, teachers, and fitness center employees
- AED use by dental and medical professionals
- AED use by the general public

### Course Topics

- Preventing disease transmission
- SETUP
- BLS/CPR review
- ABCD's of patient care
- AED Operations
- Prepare chest
- AED algorithm
- One rescuer approach with AED
- Two rescuer approach with AED
- Scenarios and coaching guides
- Group practice

## Basic First Aid Training

Topics covered include burns, electrical injuries, bleeding, heat exhaustion, and four emergency

action principles to help in emergency situations, scene survey, moving the patient, checking consciousness, checking airway, breathing and circulation, head-to-toe survey, shock, bone injuries splinting, spine injuries, rescue breathing and chemical burns.

### Prerequisites/Participant Tools

All required tools and materials provided.

### Course Topics

- Review the secondary survey as a head-to-toe search for other injuries
- Control bleeding and prevention of the onset of shock plus identification of the sign of shock
- Identify the signs and symptoms of fractures, sprains, strains and dislocations
- Identification of the signs and symptoms of heat cramps, heat exhaustion, heat stroke, plus treatment
- Recognition of diabetic coma versus insulin shock and treatment of the conditions

## Bloodborne Pathogens

Standard 29 CFR 1910.1030 Occupational Exposure to Bloodborne Pathogens covers workers who, as part of their job, have the potential for exposure to human blood or other potentially infectious materials.

### Objectives

- Prevention from exposure to bloodborne diseases in the workplace
- Preventative steps that can be taken to minimize infection should an exposure occur

- Steps taken in the event that an employee is exposed

### Course Topics

- Nature and symptoms of bloodborne diseases
- How bloodborne pathogens are transmitted
- The meaning of Universal Precautions
- The meaning of biohazard warning labels and how they are used
- Actions to follow in an emergency involving blood or other potentially infectious materials
- Procedure to follow if you are exposed to blood or other potentially infectious material

## Cardiopulmonary Resuscitation Course (CPR)

The CPR Course teaches rescuer skills in CPR and relief of choking (foreign-body airway obstruction). It presents information about the Chain of Survival and signs of heart attack, cardiac arrest, stroke and choking in adults. The CPR program is a four-hour course that involves classroom studies as well as hands-on training. It is a tool for understanding and becoming efficient in the essential skills of patient care.

### Course Topics

- SETUP (Scene Assessment)
- Primary Assessment
- Rescue Breathing
- One rescuer CPR
- Two rescuer CPR
- Choking Management
- Control of bleeding
- Shock Management
- Continuing primary circle of care

# Confined Spaces

## Confined Space Entrant & Attendant

This course is for those who must enter and work in confined spaces. The purpose of the training is to safely help those who must enter, operate in and evaluate confined spaces.

- Communication to be used during confined space operations
- Entry and exit procedures
- Emergency response actions and rescue procedures
- Use and care of personal-protective equipment
- Air monitoring, detection and proper ventilation techniques
- Respiratory protection
- Lockout and energy source control

- Entry permit system
- Pre-entry briefing procedures
- Test instrument and safety equipment-calibration exercises
- Proper use of personal protective equipment

## Confined Space Rescue

This course is designed for those who are members of a confined space rescue team. It enables them to determine the safest emergency response actions, search procedures and rescue procedures. Our trainers are highly skilled professionals, who bring years of experience to the program. If you have or are planning a rescue team, this course is a must.

### Course Topics

- Characteristics of confined space hazards
- Special risks of confined spaces
- Confined space procedures; written plans and permits
- Use of test and safety equipment
- Personal protective equipment - use and limitations of rescue equipment
- Emergency response actions and rescue procedures
- Search procedures
- Incident command control and rescue management
- Termination of incident
- Emerging rescue techniques
- Past incident analysis
- Incident Prevention

## Confined Space Entry Supervisor

This course is intended for those who have overall responsibility for confined space operation. It enables them to assess the types and characteristics of confined spaces along with the chemical, mechanical and physical hazards; test instrument and safety equipment; and prepare an entry permit.

### Who Should Attend

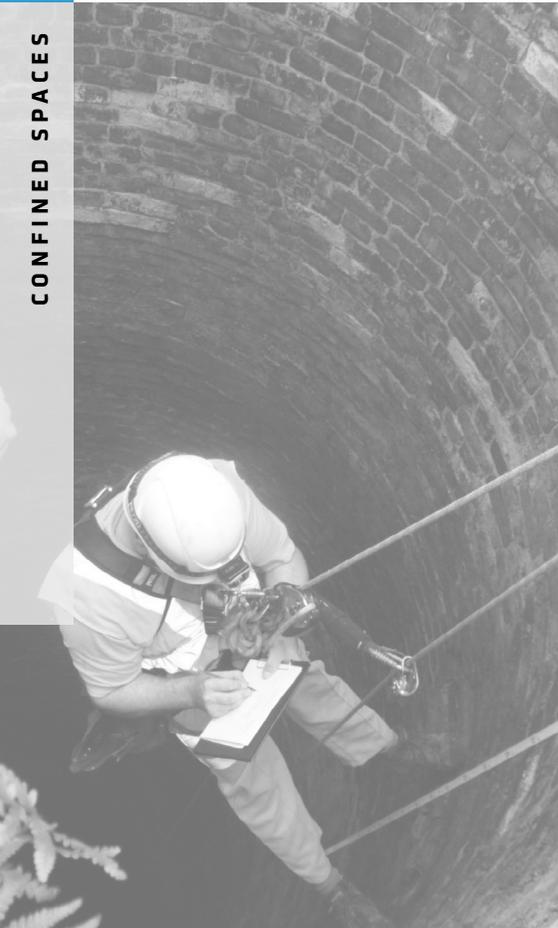
Safety engineers, health and safety representatives, HAZMAT and emergency response teams, industrial hygienists, environmental engineers, members of fire brigades, plant/facility engineers, supervisors and security.

### Course Topics

- Introduction to confined space hazards
- Roles and responsibilities of entry supervisor
- Responsibilities of entrant, attendants and rescue team
- How to prepare entry permit
- Types and characteristics of confined spaces
- Chemical, mechanical and physical hazards

### Course Topics

- Overview of confined space entry
- Roles and responsibilities of entrants and attendants
- Characteristics of typical confined spaces
- Hazards found in confined spaces
- Entry requirements
- Pre-entry briefings



# Hazardous Materials

## HAZWOPER Operations (8 Hours)

This course is designed to meet the training requirements for personnel who respond to releases or potential releases of hazardous substances for the purpose of protecting nearby persons, property or the environment from the effects of the release. These personnel operate in the “defense” mode to confine the release from a safe distance, keep it from spreading and prevent exposures.

### Course Topics

- Chemical characteristics and properties
- Hazardous materials information resources
- Rights and responsibilities
- Air monitoring
- Confined space awareness
- Respirators
- Levels of protection
- Decontamination procedures
- Incident command system
- Establishing isolation zones

## HAZWOPER Site Worker or Specialist (40 Hours)

This course is designed to meet the training requirements for site workers who may be exposed to hazardous substances, health hazards or safety hazards. Also required for site supervisors and management personnel. The course includes training for: safety and health hazards, use of PPE, work practices, engineering controls, medical surveillance, exposure standards, site-safety plans, hazard identification, containers, zoning monitoring, levels of protection, respirators and more.

### Who Should Attend

Site workers who may be exposed to hazardous substances, health hazards or safety hazards; site supervisors and management personnel.

### Course Topics

- Chemical characteristics and properties
- Toxicology
- Hazardous material information resources
- Record keeping
- Rights and responsibilities
- Sampling and air monitoring
- Selection and care of personal protective equipment
- Respirator selection and use
- Levels of protection
- Work practices

## HAZWOPER Technician (24 Hours)

This course is designed for individuals who respond to releases or potential releases of hazardous materials, for the purpose of stopping the release or cleaning up the release. These personnel assume a more aggressive role than operations-level personnel in that they approach the spill or release in order to plug, patch, repair, pick up or over pack. These personnel operate in the “offensive mode”. This course is also required for maintenance personnel who work at a TSD facility.

### Course Topics

- Spill Response
- Standard operating procedures
- Plugging, patching, over packing
- Drum handling

- Tabletop exercises
- Hands-on simulation response
- Assessment of HazMat response simulation

## Incident Command System

This four hour course discusses the management of available resources during emergency operations to provide safer environment for emergency responders to provide a safer environment for emergency responders to perform lifesaving functions and reduce injuries and property loss. Participants will be introduced to the Incident Command System as addressed by FEMA and the National Fire Academy, OSHA, NFPA and EPA regulations will be stressed.

### Objectives

- Saving lives and protecting property threatened by hazards
- Reducing duplication of efforts and resources
- Increasing jurisdictional flexibility in upgrading the capacity to handle potential hazards
- Building a better working relationship between emergency responders and industry and business

### Course Topics

The Incident Command System Components

- Common terminology
- Modular organization
- Integrated communications
- Unified command structure
- Consolidated action plans
- Manageable span of control
- Designated incident facilities



# Human Resources

## Workplace Discrimination Prevention

Preventing Discrimination provides supervisors and managers with relevant and useful information on employee rights in the workplace. A manager is directly responsible for maintaining a respectful and professional workplace environment. This course prepares a manager and supervisor for the responsibilities associated with preventing discrimination and harassment in the workplace. It covers pertinent federal laws on job discrimination and explains how to establish a company anti – discrimination policy. The material in the course provides the supervisor with a step – by – step process for handling discrimination complaints. Finally, the course provides numerous examples and scenarios, which aid in the retention of these concepts.

### Objectives:

- Define discrimination
- Discuss the laws regulating workplace discrimination
- Recognize discriminatory behavior within the workplace
- Analyze the role a manager plays in detecting, dismantling, and preventing discrimination and harassment within the workplace

## Workplace Diversity Guidelines

Diversity in the workplace means having a group of employees with a wide range of different backgrounds in terms of race, age, gender, and other characteristics. This diversity training course will teach employees the importance of diversity in the organization. This course provides an overview of barriers to diversity and what can be done to create a more diverse workforce.

### Objectives:

- Identify the ways in which we are diverse;
- Understand both the challenges and the opportunities of a diverse workforce;
- Help avoid discrimination and harassment in the workplace; and
- Follow the laws and the organization's policy regarding workplace diversity and discrimination

## Family and Medical Leave Act (FMLA) Basics

The Family and Medical Leave Act of 1993 (FMLA) was signed into law by President Clinton on February 5, 1993. Both employers and employees need to know their rights and provisions of FMLA.

**Objectives:**

- Identify the purpose and benefits of FMLA;
- Recognize when and to whom it applies;
- Understand key provisions of the law;
- Assist employees in handling leaves appropriately; and
- Protect yourself and your organization from liability

## Sexual Harassment Prevention for Front Line Supervisors

This course has been designed to assist participants to quickly learn and apply the important elements of carefully and correctly handling sexual harassment issues and complaints. This course covers a detailed overview of what sexual harassment is, explains legal definitions, discusses sexual harassment prevention, and shows how to handle sexual harassment complaints and maintain a positive work environment.

Participants will learn to identify, take action and distinguish potential sexual harassment issues before they occur. This course focuses directly on improving skills to handle any sexual harassment issue or complaint with greater confidence.

**Objectives:**

- Identify sexual harassment behavior and issues and stop them
- Identify the difference between sexual harassment and discrimination
- Distinguish between the work and social environments and identify boundaries
- Minimize conflict and maximize the effectiveness of employees who handle sexual harassment complaints
- Recognize correct and incorrect behavior

## Sexual Harassment Prevention for Managers and Supervisors

This course provides information and guidance regarding state and Federal laws on prevention of sexual harassment, how to correct sexual harassment and the remedies available to persons subject to harassment. The program presents examples on how to recognize and prevent workplace sexual harassment, discrimination, and retaliation.

**Objectives:**

- Define the forms of sexual harassment
- Recognize examples of sexual harassment
- Skills to identify sexual harassment in the workplace
- Specify actions you can take to prevent and respond to sexual harassment in the workplace

## Supervisors Basics and Fundamentals

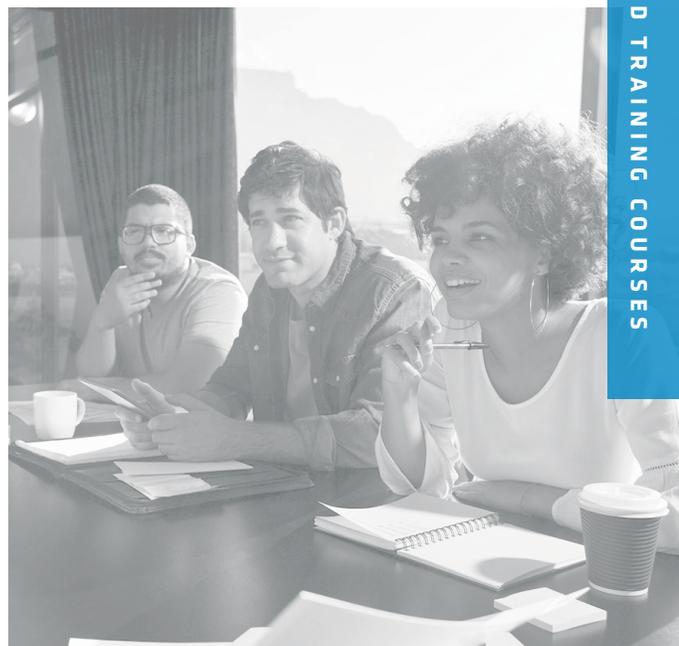
The course focuses on key areas in which supervisors must become fully competent in order to perform their jobs well and prepare for advancement.

**Objectives:**

- Identify key supervisory skills;
- Understand the benefits of effective workplace communication;
- Promote superior employee performance;
- Achieve goals and objectives;
- Motivating, coaching, and mentoring employees effectively

## Code of Ethics

Ethical conduct by all employees is essential for a business to succeed and prosper. The main objective of this session is to create awareness of ethical issues in business and ensure that you always know the ethical course of action to take on the job. By the time this session is over, you should be able to recognize the importance of business ethics, understand the requirements of the law and ethics policy, identify ethical



problems on the job, and make ethical decisions.

**Objectives:**

- How to describe the concept "business ethics"
- How to explain compliance, ethics and values
- Business ethics and how it impacts organizations
- How to understand the best business ethics models
- How to explain why managers should care about business ethics

# Emergency Management

## Crisis Intervention Recognition | De-escalation

The course provides participants with an understanding of: what defines a Critical Incident (CI); how to identify signs & symptoms that are leading to an eventual Critical Incident; how to de-escalate a developing situation and respond should an incident occur. Program includes awareness education, role-playing and video demonstrations. Participants will leave the session better prepared to recognize and respond to a critical incident with confidence.

- Understanding Precursors To Crisis
- Motivating Persons In Crisis
- Handling Passive Non-Compliance
- Professional Distancing
- Building Rapport
- Maintaining Your Calm During Crisis

- Recognizing Signs of Crisis & Escalation
- Recognizing When Violence Is Imminent

## Risk Based Security Governance

This program presents the key role that Security holds in support of the Risk Management System. Discussion includes methodology in recognizing inherent threats and thereby increasing the organizations ability to effectively identify, evaluate, control and mitigate risk.

- Business Drivers
- Governance
- Roles & Responsibilities
- Ethics
- Security Planning
- Security Administration
- Risk Management
- Litigation

## Surveillance Role in Safety & Risk Management

This program was specifically designed for Surveillance staff. This unique team of individuals has the ability to provide a significant level of support in improving workplace safety and organizational risk in addition to those duties commonly associated with the gaming industry.

- Unified Governance
- Benefits of Risk Based Surveillance
- Security Governance
- General Roles & Responsibilities
- Surveillance's Supporting Role
- Workplace Safety
- Accident Investigation
- Risk Management
- Litigation

## Active Shooter Response Training

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and other populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly.

All employees can help prevent and prepare for potential active shooter situations. This course provides guidance to individuals, including managers and employees, so that they can prepare to respond to an active shooter situation.

This course is not written for law enforcement officers, but for non-law enforcement employees. The material may provide law enforcement officers information on recommended actions for non-law enforcement employees to take should they be confronted with an active shooter situation.

### Objectives:

Upon completion, the participant will be able to:

- Describe actions to take when confronted with an active shooter and responding law enforcement officials.
- Recognize potential workplace violence indicators.
- Describe actions to take to prevent and prepare for potential active shooter incidents.
- Describe how to manage the consequences of an active shooter incident.

## Emergency Preparedness

The course has been designed to instruct employees how to deal with workplace disasters and other emergencies. At the end of this training course, employees will be able to identify different types of workplace disasters, understand the requirements of the emergency response plan, carry out emergency response assignments

effectively, and evacuate quickly and safely in an emergency.

### Objectives:

- Employee policies and notification.
- Emergency Response Procedures.
- Sheltering in Place and Special Needs
- Identify various means of egress
- Specify the physical requirements for exit routes to comply with OSHA standards
- Identify the components of an emergency action plan
- Specify actions to take in case of an emergency evacuation
- Disclosing suspicious or unusual activities
- Reporting incident details for further review

## Violence in the Workplace and Beyond: Awareness Level

Workplace violence is on the rise. It is affecting everyone from the traditional places of work extending into the American school systems. This course will provide the students with the skills to identify a potential problem and the basic measures in which to respond.

### Objective

At the completion of the class, students will be able to better recognize potential hazards that may lead to violence in the workplace and other public settings. Participants will be given the tools in how to respond in a manner to diffuse an impending hazard and steps that will significantly reduce the potential of violence.

### Course Topics

- Recognizing the early stages of stress
- Alcohol & Drug recognition
- Personal stress recognition
- Work related stressors in the labor force
- How co-workers, friends & family can help

- Plant Security
- Office Security
- Simple steps to protect yourself
- Problem solving and Affecting change

## Emergency Evacuation for Frontline

This course covers information for both employees and supervisors on safe egress. This training course provides information about planning for safe egress, communicating that plan to employees, and enforcing the plan. The course stresses the importance of preparation for evacuation situations. It includes the different responsibilities of each personnel level as it relates to ensuring proper egress in the facility.

### Objectives:

- Identify various means of egress
- Specify the physical requirements for exit routes to comply with OSHA standards
- Identify the components of an emergency action plan · Identify organizational training needs related to egress
- Distinguish between employee and employer responsibilities related to safe egress compliance
- Specify actions to take in case of an emergency evacuation
- Identify the components of a fire prevention plan
- Recognize egress hazards
- Apply safe housekeeping practices as they relate to egress



CAGE Code: **7CMF6**

**Public Sector  
Risk Management,  
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Safety & Loss  
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