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ACCIDENT REPORTING AND RECORDKEEPING (AR 385-40, FSH Reg 385-10, CSFS Form 96-E)

SUMMARY: Describes the basic principles of accident causation, fact gathering, the importance of not placing blame on individuals, surface and root causes.

WHO SHOULD ATTEND: Collateral Duty Safety Officers (CDSOs), Supervisors, others interested.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access PowerPoint Presentation.](#) OR [Click to access the regulation.](#)

ASBESTOS AWARENESS (CFR 1910.1001 1926.1101, FSH Reg 385-16)

SUMMARY: Covers health effects, protection, methods of control, regulations (EPA, OSHA, TDH, DA), and hazards to building occupants.

WHO SHOULD ATTEND: Employees and their supervisors who have the potential to disturb asbestos-containing materials during routine work activities, building managers, and occupants in buildings where asbestos abatement activities are taking place.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access PowerPoint Presentation.](#)

BACK INJURY PREVENTION – MANUAL MATERIAL HANDLING (FSH Reg 385-10)

SUMMARY: Includes descriptions of proper methods and realistic approaches to handling and moving materials

correctly to prevent injury to back, shoulders and wrists. This course can be tailored to departmental needs.

WHO SHOULD ATTEND: Employees who regularly handle, move, or lift materials.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access computer based training.](#)

BLOODBORNE PATHOGENS TRAINING (CFR 29 1910.1030, FSH Memo 385-29)

SUMMARY: Potential exposures, routes of entry, personal protective equipment, and notification of exposure requirements. Not intended for medical personnel.

WHO SHOULD ATTEND: Employees "reasonably anticipated" to come into bodily contact with human blood or other potentially infectious materials.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access the memorandum.](#)

COLLATERAL DUTY SAFETY OFFICER TRAINING (FSH Reg 385-10, CSFS Forms 96-E and 98-E)

SUMMARY: Provides department safety representatives with an overview of the FSH safety program, and to assist them with their responsibilities. Course covers a description of the services provided by safety office, safety training requirements, brief review of the major OSHA standards, personal protective equipment, safety self-inspections, accident investigation and reporting. (Two-day course available)

WHO SHOULD ATTEND: Personnel who have been designated as the CDSO for their respective organization.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access training calendar.](#)

CONFINED SPACE TRAINING (CFR 1910.146, FSH Memo 385-6)

SUMMARY: This course covers the hazards of confined spaces, air monitoring, entry protocol, confined space entry form and duties of entrants and attendants. This program provides compliance training for OSHA 29 CFR 1910.146, and covers OSHA's confined space training requirements for personnel who must enter permit required and non-permit required confined spaces.

WHO SHOULD ATTEND: This course is mandatory for personnel who enter confined spaces including supervisors responsible for entries into permitted spaces. Includes such areas as sewers, manholes, tunnels, and tanks.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access Powerpoint Presentation](#) OR [Click to access FSH memorandum.](#)

CONTRACTOR SAFETY (FSH Reg 385-10, FSH Memo 385-1)

SUMMARY: Provides training to identify and interpret OSHA standards and apply those standards to a construction site. General overview of safety, explanation of CSFS Form 102-E, and accident/incident/near misses notifications.

WHO SHOULD ATTEND For contractors prior to working at FSH Project (construction, maintenance, and service) initiators of contracts, CORs, and CDSOs.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access Contractor Online Orientation.](#)

ELECTRICAL SAFETY TRAINING (CFR 29 1910.331-335, AMEDDC&S & FSH Memo 385-7)

SUMMARY: This course is designed to instruct employees about electricity, the hazards of electrical shock, and teaches them how to work safely around electricity.

WHO SHOULD ATTEND: Electricians and staff who work with or around electricity must attend this course, before assignment to the workplace and annually thereafter.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access FSH Memo.](#)

NEW EMPLOYEE ORIENTATION TO FSH SAFETY (FSH Reg 385-10)

SUMMARY: General overview of the FSH Safety Program. To be conducted during organizational safety meetings for existing employees. Used to give newly hired employees a basic knowledge in the most commonly encountered safety and health hazards. Initial arrival at FSH.

WHO SHOULD ATTEND: Required for all new and existing employees.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: Currently not available.

INTRODUCTION TO ERGONOMICS (DoDI 6055.1, AMEDDC&S & FSH Memo 385-10)

SUMMARY: This course introduces students to the application of ergonomic principles to prevent musculoskeletal disorders. Topics include work physiology, anthropometry, musculoskeletal disorders, video display terminals, and risk factors such as vibration, temperature, manual handling, back injury prevention, repetition, and continuous keyboard use.

WHO SHOULD ATTEND: Employees in jobs that require repeating the same task, (e.g., extensive typing, pipetting, or using hand tools) as well as supervisors and interested staff.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access PowerPoint Presentation.](#) OR [Click to access computer based training.](#)

EXCAVATION AND TRENCHING (1926.650-652, FSH Memo 385-30)

SUMMARY: Overview of the OSHA excavation and trenching standard. Upon assignment to this function. Includes onsite visit.

WHO SHOULD ATTEND: Required for employees and their supervisors who work in an excavated area (any area, cavity, trench, or depression formed by deliberate earth removal).

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click here to access FSH Memo.](#)

FALL PROTECTION TRAINING (CFR 1910.66, 1910.67, FSH Memo 385-15)

SUMMARY: Outlines procedures employees must use to provide a system that will prevent employees from falling from elevated surfaces, through the use of guardrail systems, safety net systems or personal fall arrest systems.

WHO SHOULD ATTEND: For employees and their supervisors who work six (6) feet above a walking/working surface with an unprotected edge. Examples of activities that would warrant this training include working around leading edges, skylights, excavations, low-slope and steep roofs.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click here to access PowerPoint Presentation.](#)

FORKLIFT SAFETY (1910.178, FSH Memo 385-3)

SUMMARY: Use, operation, inspection and driver testing. Course includes both classroom and hands on evaluation. Required upon assignment as operator and supervisors and as an annual refresher. Supervisors are required to observe each driver at least annually and document the results.

WHO SHOULD ATTEND: Employees that operate powered industrial trucks, and supervisors of operators in order to obtain certification required by OSHA.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access Memo.](#)

HAZARD COMMUNICATION TRAINING (CFR 29 1910.1200, AMEDDC&S & FSH Memo 385-33)

SUMMARY: Covers MSDSs, target organs, labeling, PPE, spill clean-up and control, engineering and administrative controls. At the end of this training, employees should be aware of all hazardous chemicals in their workplace, and to understand what safety precautions they need to take for protection. Training must be provided at the time of initial assignment, and whenever a new hazard is introduced into the workplace.

WHO SHOULD ATTEND: Employees exposed to chemical hazards or other hazardous substances.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access PowerPoint Presentation](#). OR [Click to access Hazard Communication computer based training](#).

(Spanish Version of this Course)

Online training source: [Click to access PowerPoint Presentation](#).

HEAT STRESS AWARENESS (General Duty Clause)

SUMMARY: Course on heat stress conditions, self-awareness and preventive measures.

WHO SHOULD ATTEND: Supervisors and/or employees who work outdoors or in heat stress conditions.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access PowerPoint Presentation](#).

IONIZING RADIATION SAFETY (CFR 1910.96, FSH Memo 385-11)

SUMMARY: Overview of the FSH radiation protection program and basic radiation safety principles. Achieves OSHA compliance requirements, does not include Medical Radiation Protection.

WHO SHOULD ATTEND: Employees who work with radioactive materials or radiation producing machines. Required upon assignment and every 2 years.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access FSH Memo](#).

JOB HAZARD ANALYSIS (FSH Reg 385-10, CSFS Form 97-E)

SUMMARY: CDSOs, supervisors and interested employees, How to conduct a JHA – tasks, potential hazards and

controls. Will be available for group/ organizational classes.

WHO SHOULD ATTEND:

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: Click to access [Fundamentals of Risk Management ppt.](#)

LABORATORY SAFETY TRAINING (CFR 29 1910.1450, AMEDDC&S & FSH Memo 385-8)

SUMMARY: HAZCOM and Chemical Laboratory compliance training for lab employees. Overview of HAZCOM, laboratory hood ventilation, chemical storage, labeling, engineering controls, and personal protective equipment. Required upon assignment to a laboratory and when a new chemical is introduced to the workplace. Conducted by the Laboratory Supervisor or Chemical Hygiene Officer.

WHO SHOULD ATTEND: All employees who work in laboratories covered under the OSHA Laboratory Standard.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: Currently not available.

LADDER SAFETY TRAINING (CFR 29 1910 subpart D, FSH Memo 385-9)

SUMMARY: This course covers the common ladder types, how to set them up and common hazards to look for during inspection of ladders. Procedures for safe mounting and working on ladders safely, to include load limits and proper positioning of portable ladders.

WHO SHOULD ATTEND: Any employee who works with step, fixed, extension and straight ladders.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click here to access Fall Protection PowerPoint Presentation](#) OR [Click to access FSH Memo](#)

LEAD AWARENESS TRAINING (1910.1025, 1926.62 FSH Reg 385-10, FSH Memo 385-17)

SUMMARY: Employees who perform activities that may potentially disturb lead-based paint (LBP) must receive training prior to engaging in lead work. Attendees will learn about the health effects of lead exposure, contents of the OSHA Lead Standard, personal protection equipment and proper safety procedures for removing lead based paint and handling lead containing materials. This is not the HUD/EPA course but the OSHA required awareness.

WHO SHOULD ATTEND: Employees (painters, welders, carpenters, etc.) who may be exposed to lead, building coordinators, and occupants during lead abatement activities. Anyone involved in activities such as removal of lead-based paint (LBP) and dismantling building materials that contain LBP.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access PowerPoint Presentation.](#)

LOCKOUT/TAGOUT (1910.147, 145, FSH Reg 385-10, FSH Memo 385-2)

SUMMARY: In this class, employees learn the requirements for lockout/tagout during servicing and maintenance of machines or equipment. Also covered are the requirements of the OSHA Lockout/Tagout Standard, procedures for the application of locks and tags, and a discussion of the types of energy these procedures are designed to control.

WHO SHOULD ATTEND: This training is required for all employees who perform maintenance or service on machinery or equipment that could release energy by unexpected start-up or stored energy, and must be received before initial assignment and annually thereafter.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access FSH Memo.](#)

OFFICE ERGONOMICS (DoDI 6055.1, AMEDDC&S FSH Memo 385-10)

SUMMARY: Course emphasizes "low-budget" techniques and "how-to" tips to assist computer users in creating a "user-friendly" and ergonomically safe workstation. This can be tailored to office or department needs and can include an assessment of workstations. Do employees work at seated desk jobs for extended periods? Do they work at jobs that require using one set of muscles, repeating the same task, or using forceful movements (e.g., extensive typing, pipetting, using hand tools)? Causes of physical problems; Proper equipment set-up and use; Aids for comfort and injury prevention.

WHO SHOULD ATTEND: Suggested for those who work in an office environment, especially those who work at computer terminals. For employees and supervisors who wish to learn more about repetitive motion injuries and prevention.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access PowerPoint Presentation.](#) OR [Click to access computer based training.](#)

PERSONAL PROTECTIVE EQUIPMENT AND HAZARD ASSESSMENT (1910 Subpart I, FSH Reg 385-10, FSH Memo 385-20)

SUMMARY: Personal protection equipment (PPE) includes all types of equipment and devices used to increase individual safety while performing potentially hazardous tasks. This may include safety glasses or goggles, hard hats, gloves, foot protection and whole body protection. This class is designed to educate supervisors and employees on the requirements of the OSHA PPE standard and to teach them how to select the proper PPE for the job. It is required prior to initial assignment and annually thereafter.

WHO SHOULD ATTEND: Any employee who performs tasks requiring the use of PPE. Also, anyone who supervises employees who wear PPE on the job. CDSOs, and supervisors.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access FSH Memo.](#)

RESPIRATOR USER TRAINING (1910.134, FSH Reg 385-10, FSH Memo 385-5)

SUMMARY: An overview of the respirator protection factors, proper use and care of a respirator and cartridges, respirator inspection and maintenance, and respirator limitations. All trainees must first receive medical clearance to wear respirators, and will be fit-tested at this session.

WHO SHOULD ATTEND: Anyone who uses a respirator on the job.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access FSH Memo.](#)

RISK MANAGEMENT (AR 385-10, AMEDDC&S & FSH Memo-31)

SUMMARY: Introductory course for all employees and supervisors.

The five-step risk management process and tools for managing risks.

WHO SHOULD ATTEND:

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: [Click to access PowerPoint Presentation.](#) OR [Click to access Memo](#)

SUPERVISOR ORIENTATION TO OSH (FSH Reg 385-10, CSFS Forms 96-E, 97-E and 98-E)

SUMMARY: An overview of the FSH OSH program and management/supervisory responsibilities. Also provides an introduction into the use of the OSHA regulations (29 CFR 1910).

WHO SHOULD ATTEND: Supervisors, Building managers.

CONTACT: For more information, contact the Training Coordinator at 221-9872.

Online training source: Currently not available.