Public Sector Safety & Health Fundamentals Certificate Program for General Industry

Participants must complete a minimum of seven courses, comprised of required and elective courses, that include a minimum of 68 contact hours of training through OTI Education Center courses to earn the certificate in *Public Sector Safety & Health Fundamentals for General Industry*.

- Participants must complete the three Required Courses as listed below for a minimum of 39 contact hours of training.
- Participants must complete a minimum of four Elective Courses from the General Industry list below that include a minimum of 29 contact hours of training.

Required Courses		
Course Number and Title	Course Description	Minimum Contact Hours
OSHA #511 *Occupational Safety and Health Standards for General Industry*	This course covers OSHA policies, procedures, and standards, as well as general industry safety and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide.	26
OSHA #7500 *Introduction to Safety and Health Management*	Using interactive assignments and thought-provoking group projects, students of this one day workshop come away with a strong understanding of the benefits in implementing a safety and health management system in the workplace.	5.5
OSHA #7505 *Introduction to Accident Investigation*	Introduction to accident investigation provides an introduction to basic accident investigation procedures and describes accident analysis techniques. The goal of the course is to help participants gain the basic skills necessary to conduct an effective accident investigation at their workplace. The target audience is the employer, manager, employee or employee representative who, as part of a firm's safety and health system, would be involved in conducting accident and/or near-miss investigations.	7.5
Total Hours		39

Elective Courses for General Industry		
Course Number and Title	Course Description	Minimum Contact Hours
OSHA #3095 *Electrical Standards*	This course covers OSHA electrical standards and the hazards associated with electrical installations and equipment. Course topics include; single- and three-phase systems, cord- and plug-connected and fixed equipment, grounding, ground fault circuit interrupters, and safety-related work practices. Emphasis is placed on electrical hazard recognition and OSHA standards, policies, and procedures and applicable portions of the National Electrical Code (NEC). Students will participate in workshops on the safe and correct use of electrical testing equipment. Upon course completion, students will be able to; understand the severity of electrical current on the human body, detect electrical hazards and determine applicable OSHA standard, recognize actual and potential electrical hazards and determine hazard abatement, understand proper use of electrical testing equipment.	26
OSHA #7300 *OSHA's Permit-Required Confined Space Entry*	This one-day course discusses the requirements of OSHA's permit-required confined space standard, 29 CFR 1910.146. It is designed for small employers or a designated representative (line supervisor or manager) with the responsibility to develop a permit space program. It covers OSHA's requirements but does not feature hand-on sections.	7
OR		
OSHA #2264 *Permit-Required Confined Space Standard*	This course is designed to enable students to recognize, evaluate, prevent, and abate safety and health hazards associated with confined space entry. Technical topics include the recognition of confined space hazards, basic information about instrumentation used to evaluate atmospheric hazards, and ventilation techniques. This course features workshops on permit entry classification and program evaluation.	20
OSHA #7000 *OSHA Training Guidelines for Safe Patient Handling*	This course covers OSHA ergonomic guidelines for safe patient handling and methods to protect workers in healthcare settings, including facilities, home health care, and hospice. Course topics include developing an ergonomic program, risk factors in patient handling and transfers, identifying work processes with the potential for musculoskeletal injuries and illnesses, protocol for resident and patient assessment, and implementing solutions including work practices and engineering controls. Students will learn to analyze and identify ergonomic hazards and practical solutions to reduce musculoskeletal injuries and illnesses in their workplace.	7.5

Elective Courses for General Industry		
Course Number and Title	Course Description	Minimum Contact Hours
OSHA #7005 *Public Warehousing and Storage*	The course is designed as a training course for warehouse workers and will focus on many hazards and injuries that are likely to be encountered in warehouse operations. It has been shown that warehousing has become an increasingly hazardous area to work in. OSHA has identified Public Storage and Warehousing as one of seven industries with a high lost time claims rate. Injuries may occur from forklifts; material handling and lifting; exposure to hazardous substances; and slips, trips and falls. The course will discuss: powered industrial trucks; material handling/lifting/ergonomics; hazard communication; walking and working surfaces; and exit routes and fire protection.	7
OSHA #7100 *Introduction to Machinery and Machine Safeguarding*	The main focus of this course is to increase the participant's knowledge and skill in proper machine safeguarding techniques, and to highlight the benefits of guarding various types of machinery. It is the employer's responsibility to identify and select the safeguard necessary to protect employees and others in the work area, as well as provide appropriate training in safe work practices. Knowing when and how to properly safeguard machinery can reduce or eliminate the potential for accidents and injuries.	4
OR		
OSHA #2045 *Machinery & Machine Guarding Standards*	This course covers the various types of common machinery, machine safe guards, and related OSHA regulations and procedures. Guidance is provided on the hazards associated with various types of machinery and the determination of proper machine safe guards. Course topics include machinery processes, mechanical motions, points of operation, control of hazardous energy sources (lockout/tagout), guarding of portable powered tools, and common OSHA machine guarding violations.	26
OSHA #7105 *Evacuation and Emergency Planning*	Evacuation and emergency planning focuses on OSHA requirements for emergency action plans and fire protection plans. Preparing for emergencies is a basic principle of workplace safety and health. Participants will learn: (1) reasons for emergency action plans and fire prevention plans and when they are required for a workplace; (2) elements of a good evacuation plan; and (3) features of design and maintenance of good exit routes. The optional session for this course will focus on assessment of risk for terrorist attack and how to utilize OSHA's two matrices, evacuation planning and fire and explosion, as tools in planning for emergencies.	4

Elective Courses for General Industry		
Course Number and Title	Course Description	Minimum Contact Hours
OSHA #7115 *Lockout/Tagout*	Students will learn about the role and responsibility of the employer to develop and implement an energy control program, or lock-out/tag-out (LOTO) for the protection of workers while performing servicing and maintenance activities on machines and equipment. In addition, students will learn how to detect hazardous conditions and implement control measures as they relate to the control of hazardous energy. This course is also designed to assist students in the development and implementation of energy control programs, including written isolation procedures, training for authorized and affected employees, and periodic inspection of energy control procedures. Topics include the understanding and application of definitions relating to OSHA's Control of Hazardous Energy Standard, types of hazardous energy, energy isolation options, written program requirements, and training guidelines. At the conclusion of this course, the participant will be able to explain the importance of energy control programs, procedures, training, audits and methods of controlling hazardous energy, and will demonstrate the knowledge and skills required to safely perform servicing and maintenance activities.	7.5
OSHA #7200 *Bloodborne Pathogens Exposure Control for Healthcare Facilities*	The purpose of this course is to develop a Bloodborne Pathogens Exposure Plan for healthcare facilities using a step-by-step approach. Featured topics include an Introduction to Bloodborne Pathogens Standard, the Exposure Control Plan, Exposure Determination, Methods of Control, Vaccinations and Evaluations, Training and Information, and Record Keeping.	7
OSHA #7205 *Health Hazard Awareness*	This course provides an introduction to common health hazards that are encountered in the workplace. These health hazards will include exposure to chemicals, asbestos, silica and lead. The course will feature these topics: identification of hazard; sources of exposure; health hazard information; evaluation of exposure; and engineering and work practice controls. The course materials will include an instructor and student manual; workshops and group activities; and PowerPoint presentations. The course is designed as an awareness course for employers and employees.	6

Elective Courses for General Industry		
Course Number and Title	Course Description	Minimum Contact Hours
OSHA #7210 *Pandemic Influenza Preparedness*	The focus of this one-day course is to provide private businesses within general industry with an opportunity to enhance their awareness and preparation for a pandemic. This course will help these business leaders to gain the knowledge and strategies that can help them to assure business continuity and employee safety in the midst of a pandemic influenza event. The course will focus on recognizing the reality of the hazards and risks associated with a pandemic, as well as developing the strategies that can help a business, their community, and their family with realistic preparation for a pandemic. Key topics include: the potential impact of a pandemic influenza event on a business and community, the critical elements of a preparedness plan, and realistic, sound strategies for supporting continuity of a business their community and their family. In addition, the course will offer information on strategies that can be used to control the spread of the virus, to help minimize exposure for employees and family and increase the awareness of participants of the many valuable resources available particularly from OSHA and other government agencies.	5.5
OSHA #7845 *Recordkeeping Rule Seminar*	This course is designed to assist employers in identifying and fulfilling their responsibilities for posting certain records, maintaining records of illnesses and injuries and reporting specific cases to OSHA. Participants who successfully complete this course will be able to identify OSHA requirements and complete new OSHA's forms 300, 300A and 301.	4