OSHA 10/30 Hour Voluntary Compliance Course

(Lunch provided daily for 30-hour attendees; lunch on day one only for 10-hour attendees)

Day One

8:00 a.m. Registration and Continental Breakfast

8:30 a.m. Introduction to OSHA

- Review of OSHA Act, purpose, history and scope
- Fatalities and catastrophes
- Employee rights and employer responsibilities
- OSHA assistance and website
- Filing a complaint

Inspections and Most Cited Violations

- Inspections –priorities, process and penalties
- Most cited citations
- Inspection response procedures and options

Recordkeeping

- Review of records employers are required to keep
- Calculating TCR and DART rates
- Determining recordable injuries and illnesses
- Use of 300 log, 301 form, and 300A summary
- Reporting to OSHA and access to records
- Review of current interpretations
- "Is it Recordable" exercise

Exit Routes and Emergency Preparedness

- Permissible egress components
- Arrangement and access to exits
- Exit discharge
- Employee notification systems
- Emergency action written plan elements
- Training requirements

Fire Protection

- Identification of workplace fire hazards
- Requirements for portable fire extinguishers
- Fixed extinguishing systems
- Fire prevention written plan elements
- Training requirements

Walking/Working Surfaces

- Housekeeping and maintenance of aisle ways
- Fixed and portable ladders, stairs and scaffolding safety requirements
- Floor loading and floor/wall openings and holes
- Open-sided floors and platforms
- Slips, trips and falls

Electrical I

- Overview of electrical standards
- Electrical definitions
- Electrical power tool safety
- Electrical safe work practices – qualified vs. unqualified
- Training requirements

Personal Protective Equipment

- General requirements – employer responsibilities
- PPE hazard assessment
- Selection, use, maintenance, storage and limitations
- Training requirements

5:00 p.m. Adjourn for the Day

Day Two

8:00 a.m. Continental Breakfast

8:30 a.m. Hazard Communication

- Overview of Hazcom requirements
- Determination of physical and health hazards
- Routes of entry
- Labeling and MSDS
- GHS – globally harmonized system
- Hazardous communications program
- Training requirements

Safety and Health Programs I

- Management Leadership
- Worker Participation
- Hazard Identification and Assessment
- Hazard Prevention and Control
- Education and Training
- Program Evaluation and Improvement

Machine Guarding

- Requirements for all machines
- Types of machine hazards
- Methods of guarding
- Training requirements

Lockout / Tagout

- Scope of standard
- Energy control programs and procedures
- Exceptions to LOTO
- Authorized, affected and other training requirements
- LOTO hardware and devices
- Group LOTO, shift change and contractor procedures
- Periodic inspection

12:00 p.m. 10-Hour Course Adjourns

OSHA Standards and Hazard Search Workshop

- How to read the 29 CFR 1910
- What is considered a "recognized" hazard
- Small group exercise on hazard/violation search – finding the standards to address the hazard description in
- 29 CFR 1910

Respiratory Protection

- Overview of standard
- Selection, use and limitations
- Assigned protection factors and maximum use
- Medical evaluation, fitting and fit-testing
- Voluntary use requirements
- Respirator written program and administrator
- Training requirements

5:00 p.m. Adjourn for the Day

Day Three

8:00 a.m. Continental Breakfast

8:30 a.m. Material Handling I – Powered Industrial Trucks

- Powered industrial truck overview and requirements
- Applicable trucks, designations and safety guards
- Safe operations and inspection
- General material handling safety and lifting properly
- Training requirements

Hazardous Materials

- Scope, purpose and application
- Definitions – classification of materials
- Flammable and combustible liquids
- Storage requirements
- Paint spray booth safety requirements

Bloodborne Pathogens

- Scope of standard and general requirements
- Epidemiology of potential BBPs
- Methods of exposure and compliance
- BBP exposure incident requirements
- BBP exposure control written plan
- Training and record requirements
- Group exercise with BBP kits

Electrical II

- Common electrical violations and requirements
- Electrical standards exercise
- Arc Flash - NFPA 70E Overview

Hearing Conservation

- General requirements
- The effects of noise on hearing
- Noise survey – area and individual
- Hearing protection selection and calculation
- Hearing conservation written program
- Training requirements

Process Safety Management

- Overview of standard and scope
- Process hazard analysis
- Process safety management program
- Training requirements Welding, Cutting and Brazing
- Types of welding and definitions
- Fire hazards and protection
- Designated welding area and hotworks permit
- Atmosphere and health hazards

Introduction to Industrial Hygiene

- Industrial hygiene surveys
- Introduction to exposure criteria
- OSHA PELs
- Expanded health standards

5:00 p.m. Adjourn for the Day

Day Four

8:00 a.m. Continental Breakfast

8:30 a.m. Material Handling II – Cranes, Derricks, and Slings

- Overview of rigging techniques
- Types, safe operations and inspection of slings
- Types, safe operations and inspection of cranes and derricks
- Training requirements

Hazardous Communication II

- Chemical characteristics and properties
- Effective hazardous communication

Permit Required Confined Spaces

- Determination and definition of confined spaces and permit required confined space
- Procedures for re-classifying spaces
- Hazard identification and control for entry
- SOP for entry and permit
- Roles of supervisor, attendant, entrant and rescue
- Ventilation calculations exercise
- Confined space written program
- Training requirements

Fall Protection/Prevention

- Applicable standards
- Elevated work determination and assessment
- Methods of protection, positioning and prevention
- Fall equipment use, selection and inspection
- Calculating fall distances and forces
- Training requirements

Hazard Recognition and Prevention

- Hazard picture identification activity
- Best practices discussion

Ergonomics

- Ergonomic assessment techniques
- Types of ergonomic injuries
- Contributing factors
- Prevention and training

Safety and Health Programs II

- Safety cultures and safety culture small group exercise
- Motivating employees to work safely
- Safety leadership techniques
- Individual and small group safety leadership activity

Conclusion and Feedback

5:00 p.m. Course Adjourns