



# OSHA 10-Hour AND OSHA 30-Hour General Industry Voluntary Compliance Courses

Learn about the NEW Revised Hazard Communication Standard and GHS!

**10-hour | June 24-25, 2014**

Hilton Garden Inn Louisville Airport, Louisville, Ky.

**30-hour | June 24-27, 2014**

Hilton Garden Inn Louisville Airport, Louisville, Ky.



**Has it been more than three years since you last attended this course?**

Be aware that although the OSHA 10 & 30 cards don't have an explicit expiration date, Federal OSH no longer allows lost cards to be reissued after three years from the date of class completion.

**Is it time for you to take a refresher course? REGISTER TODAY!**



**Kentucky Chamber**  
*Uniting Business. Advancing Kentucky.*

# OSHA 10-Hour and 30-Hour General Industry Voluntary Compliance Courses

## federal osha authorizations

Participants who successfully complete either the OSHA 10-Hour or OSHA 30-Hour course will receive an official course completion card from Federal OSHA. The card currently does not expire and will be useful during an inspection, as it demonstrates your efforts and commitment to voluntary compliance with OSHA standards and regulations.

## why attend?

There is nothing simple about the 1910 General Industry Standards. Containing more than 17,000 safety laws, the standards are both massive and complex. Both courses are designed to give detailed information on how OSHA must be implemented in the workplace. There is, however, one simple fact associated with these laws – the more people in your company who know the laws, the easier compliance becomes. Better compliance leads to fewer violations and fewer violations result in less expense, fewer fines and fewer injuries. Bottom line – understanding the standards will save your company money.

## who should attend?

- Hospital maintenance personnel
- Industrial engineers
- Production engineers
- Safety directors
- Hospital supervisors
- Lead personnel
- Production managers
- Supervisors
- Human resource associates
- Maintenance personnel
- Safety associates
- Human resource professionals
- Plant managers
- Safety committee members



## about the speaker

**Bobbi K. Samples** is the owner and principal consultant of The Safety Firm, LLC. This is the fifth business she has successfully imagined, created, owned and operated. She received her business management degree from Indiana Wesleyan University and has worked at the executive level within Fortune 500 companies in the areas of human resources and safety. Besides directing the operations of The Safety Firm, Bobbi is a professional artist and innovative motivational speaker. She is consistently cited for her entrepreneurial approaches to training, professional growth and workforce solutions.

## OSHA 10-Hour Course

### about osha 10-hour

This OSHA Outreach Training Program gives a broad overview of the most significant OSHA topics and regulations. Taught by an experienced OSHA authorized instructor, the 10-Hour course will provide participants with one and a half days of intensive review of current OSHA requirements in the area of occupational safety and health. Attend this course and receive practical, proven safety information that you can implement at your facility, including:

- Understanding what regulations apply to your company
- Understanding what training is required and recommended for your company
- How to identify and eliminate potential hazards and violations
- How to handle an OSHA inspection like a professional
- How to effectively train employees
- How to maintain exceptional written programs, records and documentation for your safety program

### day one

#### 8 a.m. Registration and Continental Breakfast (provided)

#### 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
- Common electrical violations and requirements
- 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 p.m. Adjournment

### day two

#### 8:30 a.m. Hazard Communication I

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

#### Noon Adjournment

# OSHA 30-Hour Course

## about osha 30-hour

For a more comprehensive look at the OSHA 1910 general industry regulations you should attend this four-day course. It is designed to give you an in-depth look at many of the current occupational safety and health compliance topics. It will allow you to get a full understanding of what each of the OSHA required programs entail — we go beyond compliance topics and address safety business, culture, leadership and motivational techniques. OSHA 30-Hour is taught by an experienced OSHA authorized instructor, is three times longer than the 10-Hour course and is ideal for the safety professional who wants a complete understanding of the OSHA laws governing their business. It will provide an invaluable working knowledge of the regulations and give you an edge for developing an outstanding safety and health program.

## day one

### 8 a.m. Registration and Continental Breakfast (provided)

### 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 p.m. Adjournment

## day two

### 8:30 a.m. Hazard Communication

- Overview of Hazcom requirements
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### 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

### 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 p.m. Adjournment

## day three

### 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 p.m. Adjournment

## day four

### 7:30 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 spaces
- Procedures for re-classifying spaces
- Hazard identification and control for entry
- SOP for entry and permits
- 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

### 4:30 p.m. Adjournment

## our guarantee

If you are not 100 percent satisfied with your seminar experience, we will refund your money.

# Register

## OSHA 10-Hour AND 30-Hour General Industry Voluntary Compliance Courses

### registration fees

#### 10-Hour

\$495/Kentucky Chamber Member

\$595/Non-member

#### 30-Hour

\$895/Kentucky Chamber Member

\$1,095/Non-member

**Special Offer:** Send 3 and the 4th is FREE!

### cancellations/substitutions

Cancellations must be made no later than five business days prior to the program for a full refund. After this date, no cash refunds will be granted.

Substitutions are welcome. Special accommodations made upon request.

### how to register

#### web

www.kychamber.com/events

#### phone

Call Lori Jo Hill

502-695-4700, ext. 8727

#### e-mail

lhill@kychamber.com

#### fax

502-695-5051

#### mail

Send registration form to:

Kentucky Chamber

464 Chenault Road

Frankfort, KY 40601

### location and lodging

☐ 10-Hour June 24-25, 2014 (80941)

☐ 30-Hour June 24-27, 2014 (80942)

Hilton Garden Inn Louisville Airport

2735 Crittenden Drive

Louisville, KY 40209

Tel: 502-637-2424

Room Rate: \$109\*

Room Cutoff Date: June 3, 2014

*\*The advertised Kentucky Chamber room rate cannot be guaranteed after the cutoff date.*

When contacting hotel for lodging, please specify that you are with the Kentucky Chamber of Commerce's OSHA 10 or 30-Hour General Industry Voluntary Compliance Course to receive the discounted rate.

**to register, please complete** To process your order, the entire registration form must be complete.

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Principal Line of Business \_\_\_\_\_

Number of Employees \_\_\_\_\_

### complete for additional registrants

Registrants' Names \_\_\_\_\_

Titles \_\_\_\_\_

E-mail Addresses \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FREE**

\*I understand that by providing the phone, fax number and e-mail information above on behalf of the person/company/organization specified above, I am authorized to and hereby consent for the person/company/organization to receive communication by or on behalf of the Kentucky Chamber of Commerce.

### payment

\_\_\_ Course fee enclosed with check payable to the Kentucky Chamber. Check Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_

\_\_\_ Charge to: VISA \_\_\_ MC \_\_\_ American Express \_\_\_

Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_ Bill company PO# \_\_\_\_\_