

Safety and Health Courses

October 2008 - September 2009



KSC
100
1909-2009

KEENE STATE COLLEGE

Celebrating a Century of Academic Community

OSHA OUTREACH TRAINING

- CONSTRUCTION
- GENERAL INDUSTRY
- MARITIME

SAFETY AND HEALTH CERTIFICATE PROGRAMS

INDUSTRIAL HYGIENE COURSES

HEALTHCARE SPECIALIST COURSES

TRAINING INSTITUTE
EDUCATION CENTER

OSHA

NEW ENGLAND



David Buck, Ed.D, professor emeritus, founder Region 1 OSHA Training Institute Education Center, OTIEC Outreach trainer, 25 years' teaching and promoting Undergraduate Safety and Health Programs, Safety Graduate Program director, Graduate Certificate in Safety and Health Management, Keene State College.

100 Years of Service and Education

The OSHA Training Institute Education Center (OTIEC) joins with Keene State College in celebrating the College's centennial year, acknowledging 100 years of service and education.

The College community, of which OTIEC students are a part, recognizes and celebrates the institution's many contributions to the local and regional economy and the safety and health of its workforce. Commitment to professional development and lifelong learning are pivotal to the OSHA Education Center's success here in Region 1. Graduates of the Occupational Safety and Health Degree program, and those responsible for safety and health in the workplace, have access to the finest education and training, both through traditional college programs and short-term technical courses offered at OTIEC.

The OSHA Education Center opened its doors in 1994 when Keene State College formed a cooperative venture with the U.S. Department of Labor OSHA. After close to 15 years, OTIEC's mission remains unchanged: to provide OSHA outreach training for the six New England states, conveniently, affordably, and accessibly. Headquartered in Manchester, New Hampshire, the center coordinates regional training at sponsor facilities, hosts more than 30 OSHA courses, and supports KSC Safety Center programs including Health and Safety Specialist Certificate Programs in General Industry, Construction, Industrial Hygiene and Health Care (new in 2008).

OTIEC, Region 1, recently renewed its commitment with OSHA to provide industry-specific outreach training to employers and employees through 2012.

This brochure details courses available through OTIEC, Region 1, now through September 30, 2009.

We welcome both old friends and new friends to celebrate Keene State College's centennial achievement throughout the coming year.



Hal Berntsen

Bienvenue! Welcome to New Hampshire

Students attending courses at Keene State College or in Manchester will find combining training with personal time spent in the Granite State enjoyable and rewarding.

The city of Keene, with its population of 23,000, is located in the Currier and Ives corner of New Hampshire – the Monadnock region. Keene is geographically located in the heart of New England. Keene's location offers easy access to and from popular metropolitan areas, including Boston, Hartford-Springfield, Montreal, Portland, and New York.

For information about Keene, check www.keene.edu/aboutksc/aboutkeene.cfm.

Manchester, New Hampshire, nicknamed "Queen City," is the largest city in New Hampshire and the largest city in northern New England, made up of Maine, New Hampshire, and Vermont. Manchester, in Hillsborough County, is on the banks of the Merrimack River.

Visit www.visitnewengland.com/ for travel and tourism information about the New England States

OTIEC students may also enjoy spending personal time as well as attending training in:

Connecticut – The Constitution State
Maine – The Pine Tree State/Vacation State
Massachusetts – The Bay State
New Hampshire – The Granite State
Rhode Island – The Ocean State
Vermont – The Green Mountain State

For additional information about travel and tourism in each of our OTIEC states, please visit www.keene.edu/conted/osha.cfm.

Course Locations by State

Connecticut

Construction Education Center, 2138 Silas Deane Highway, Rocky Hill, CT 06067

Survival Systems USA Inc., 144 Tower Avenue, Groton, CT 05340

Maine

Central Maine Community College (CMCC), 1250 Turner Street, Auburn, ME 04210

Maine Department of Transportation Safety and Performance Training Center, 10 Mountain Avenue, Fairfield, ME 04937

Associated General Contractors of Maine, 188 Whitten Road, Augusta, ME 04332

Massachusetts

Associated General Contractors of Massachusetts, 888 Worcester Street, Wellesley, MA 02482

Janus Training Center, 160 Winthrop Avenue, Lawrence, MA 01840

Western Massachusetts/Berkshires – location to be determined.

Safety Council of Western New England, 1000 Wilbraham Road, Springfield, MA 01109

New Hampshire

Keene State College Safety Center, Ammon Center/Manchester Airport, 175 Ammon Drive, Manchester, NH 03103-3308

Keene State College, 229 Main Street, Keene, NH 03435

Rhode Island

New England Institute of Technology, Warwick Campus, Post Road, Warwick, RI 02886

Vermont

Associated General Contractors of Vermont, 148 State Street, Montpelier, VT 05601

Champlain College Conference & Event Center, 163 South Willard Street, Burlington VT 05402

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Contact Hours and CEUs

OTIEC course participants may be interested in obtaining CEUs, training contact hours (TCH), or ABIH maintenance points for attending training at the OSHA Training Institute Education Center. Many OTIEC and Keene State College Safety Center courses in this catalog have continuing education credits attached to completing the hourly and course requirements.

Safety – We'll Give You a Hand

Qualify to work in areas of construction, maritime, and general industry through voluntary and state-mandated training.

Access the most updated regulatory guidance and compliance information. Recent state legislation enacted in the Northeast requires construction standards training for contractors on publicly funded projects of various sizes.

Purchase training texts and CD-ROMS plus obtain up-to-date web-based training tools and presentation resources (may be included in tuition).

Enhance your résumé with safety and health specialist certificate programs in construction, general industry, industrial hygiene, health care, and maritime disciplines.

Boost your confidence and credibility in the field of safety and health compliance and become a well-rounded, competent safety professional.

Meet and network with some of the finest instructors, compliance professionals, agencies, companies, and organizations in the country.



Training at Your Convenience

On-site at your facility: customized facility/employee-specific training at group rates. Save time and commuting costs by contracting for your OTIEC training on-site today.

Open enrollment prescheduled classes are held throughout New England.

AFFILIATED SPONSORS host OSHA and other noncredit Keene State College safety courses listed in this brochure.

SPONSOR OTIEC COURSES! Learn HOW: 800-449-OSHA (6742).



Keene State College/OTIEC Website Links and Files

www.keene.edu/conted/osha.cfm

BOOK/CD ORDER FORM

Order CFRs and Supervisor Books online at www.keene.edu/conted/osha.cfm.

OSHA WEBSITES and LINKS

- OSHA's website: www.osha.gov
- Directorate of Training and Education: OSHA's Outreach Training Programs
www.osha.gov/fso/ote/training/outreach/training_program.html
This website provides helpful and current information on:
 - ♦ how to become an authorized trainer
 - ♦ program guidelines
 - ♦ how to get OSHA student course completion cards
 - ♦ teaching aids
 - ♦ frequently asked questions
- OSHA Directorate of Training and Education Resources
www.osha.gov/dcsp/ote/index.html

The OSHA Directorate of Training and Education develops, directs, oversees, manages, and ensures implementation of OSHA's national training and education policies and procedures.

Construction Industry – OSHA OUTREACH Courses

510 Occupational Safety and Health Standards for the Construction Industry

4 days, 8:30 a.m.-4:30 p.m.

\$855

PREREQUISITE for Course 500

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student receives an OSHA construction safety and health 30-hour course completion card. 3.0 CEUs

Course Section	Date(s)	Day(s)	Location
NCOS-510-N10C	Oct. 14-17, 2008	Tues.-Fri.	Warwick, RI
NCOS-510-N11C	Nov. 4-7, 2008	Tues.-Fri.	Groton, CT
NCOS-510-N12C	Dec. 9-12, 2008	Tues.-Fri.	Manchester, NH
NCOS-510-N1C	Jan. 5-8, 2009	Mon.-Thurs	Groton, CT
NCOS-510-N2C	Feb. 16-19, 2009	Mon.-Thurs.	Augusta, ME
NCOS-510-N3C	Mar. 2-5, 2009	Mon.-Thurs.	Western MA/Berkshires
NCOS-510-N4C	Mar. 16-19, 2009	Mon.-Thurs.	Warwick, RI
NCOS-510-N5C	Apr. 6-9, 2009	Mon.-Thurs.	Manchester, NH
NCOS-510-N6C	May 4-7, 2009	Mon.-Thurs.	Burlington, VT
NCOS-510-N7C	June 1-4, 2009	Mon.-Thurs.	Rocky Hill, CT
NCOS-510-N8C	July 13-16, 2009	Mon.-Thurs.	Manchester, NH
NCOS-510-N9C	Aug. 10-13, 2009	Mon.-Thurs.	Warwick, RI
NCOS-510-N10C	Sept. 8-11, 2009	Tues.-Fri.	Manchester, NH
NCOS-510-N11C	Oct. 19-22, 2009	Mon.-Thurs.	Western MA/Berkshires

500 Trainer Course in Occupational Safety and Health Standards for the Construction Industry

4 days, 8:30 a.m.-4:30 p.m.

\$885

PREREQUISITES: Course 510, or equivalent, and five years of construction safety experience. In order to register, please submit a resumé documenting specific construction related experience and copy of your 30-hour/510 course documentation along with your registration form prior to the course start date.

This course is designed for personnel in the private sector interested in teaching the 10-hour and 30-hour construction safety and health outreach programs to their employees and other interested groups. Special emphasis is placed on topics required in the 10-hour and 30-hour programs, as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants learn effective instructional approaches and use of visual aids and handouts. This course allows students to become trainers in the Outreach Training Program and to conduct both 10-hour and 30-hour construction safety and health outreach courses and to issue cards to participants verifying course completion. 3.0 CEUs; TCH

NOTE: Students in Course 500 who wish to participate as authorized trainers in the outreach program must successfully pass a written examination at the end of the course. Outreach trainers are **REQUIRED** to attend Course 502 at least once every four years to maintain their outreach program trainer status.

Course Section	Date(s)	Days(s)	Location
NCOS-500-N12C	Oct. 20-23, 2008	Mon.-Thurs.	Warwick, RI
NCOS-500-N14C	Nov. 17-20, 2008	Mon.-Thurs.	Groton, CT
NCOS-500-N15C	Dec. 15-18, 2008	Mon.-Thurs.	Manchester, NH
NCOS-500-N1C	Jan. 20-23, 2009	Tues.-Fri.	Wellesley, MA
NCOS-500-N2C	Feb. 23-26, 2009	Mon.-Thurs.	Warwick, RI
NCOS-500-N3C	Mar. 23-26, 2009	Mon.-Thurs	Manchester, NH
NCOS-500-N4C	Mar. 6, 13, 20 & 27, 2009	Fridays	Augusta, ME
NCOS-500-N5C	Apr. 6-9, 2009	Mon.-Thurs.	Western MA/Berkshires
NCOS-500-N6C	May 18-21, 2009	Mon.-Thurs.	Burlington, VT
NCOS-500-N7C	June 1-4, 2009	Mon.-Thurs	Manchester, NH
NCOS-500-N8C	June 29-July 2, 2009	Mon.-Thurs.	Rocky Hill, CT
NCOS-500-N9C	July 20-23, 2009	Mon.-Thurs.	Manchester, NH
NCOS-500-N10C	Aug. 17-20, 2009	Mon.-Thurs.	Warwick, RI
NCOS-500-N11C	Sept. 14-17, 2009	Mon.-Thurs.	Manchester, NH
NCOS-500-N12C	Oct. 26-29, 2009	Mon.-Thurs.	Western MA/Berkshires

502 Update for Construction Industry Outreach Trainers

2.5 days

\$785

Mon.-Tues. 8:30 a.m.-4:30 p.m. and Wed. 8:30 a.m.-noon or *Wed. 1- 4:30 p.m. and Thurs.-Fri. 8:30 a.m.-4:30 p.m.

PREREQUISITE: Course 500. You must submit a copy of your current construction outreach trainer card with your registration form prior to the course start date.

This course is designed for personnel in the private sector who have completed the 500 Trainer Course in Occupational Safety and Health Standards for the Construction Industry and who are active trainers in the Outreach Training Program. It provides an update on such topics as OSHA construction standards, policies, and regulations. 1.7 CEUs

NOTE: Construction outreach trainers are **REQUIRED** to attend this course once every four years to maintain their trainer status.

Course Section	Date(s)	Day(s)	Location
NCOS-502-N14C	Oct. 8-10, 2008	Wed.-Fri.	Springfield, MA
NCOS-502-N15C	Oct. 22-24, 2008	Wed.-Fri.	Wellesley, MA
NCOS-502-N16C	Dec. 1-3, 2008	Mon.-Wed.	Manchester, NH
NCOS-502-N1C	Jan. 20-22, 2009	Tues.-Thurs.	Rocky Hill, CT
NCOS-502-N2C	Feb. 25-27, 2009	Wed.-Fri.	Manchester, NH
NCOS-502-N3C	Mar. 2-4, 2009	Mon.-Wed.	Burlington, VT
NCOS-502-N4C	Mar. 16-18, 2009	Mon.-Wed.	Warwick, RI
NCOS-502-N5C	Mar. 30-Apr. 1, 2009	Mon.-Wed.	Manchester, NH
NCOS-502-N6C	Apr. 7-9, 2009	Tues.-Thurs.	Augusta, ME
NCOS-502-N7C	Apr. 13-15, 2009	Mon.-Wed.	Wellesley, MA
NCOS-502-N8C	May 4-6, 2009	Mon.-Wed.	Manchester, NH
NCOS-502-N9C	May 13-15, 2009	Wed.-Fri.	Groton, CT
NCOS-502-N10C	June 22-24, 2009	Mon.-Wed.	Warwick, RI
NCOS-502-N11C	July 22-24, 2009	Mon.-Wed.	Manchester, NH
NCOS-502-N12C	Aug. 24-26, 2009	Mon.-Wed.	Manchester, NH
NCOS-502-N13C	Sept. 21-23, 2009	Mon.-Wed.	Rocky Hill, CT
NCOS-502-N14C	Oct. 21-23, 2009	Wed.-Fri.	Wellesley, MA



Public Service
of New Hampshire

OSHA ALLIANCE CONSTRUCTION SAFETY ROUNDTABLE

Meets last Tuesday of the month at 10 a.m.

Keene State College Safety Center
Ammon Center, Manchester, N.H.

Monthly ROUNDTABLE topics are available at:

www.keene.edu/conted/osha.cfm

Construction Industry – OSHA OUTREACH Courses

3010 Excavation, Trenching, and Soil Mechanics

3.5 days

\$855

PREREQUISITE: OSHA Course 510, 500, 511, or 501 or have equivalent construction training or experience.

This course focuses on OSHA standards and on the safety aspects of excavation and trenching. Participants are introduced to OSHA standards and safety aspects of excavation and trenching, practical soil mechanics, shielding, shoring, sloping, and installation of adequate protection systems. The soil mechanics segment focuses on identifying the different soil types and their relationship to the stability of shored and unshored slopes and walls of excavations. Types of shoring (timbers and hydraulic) and alternatives to timber shoring/trenching are covered. Testing methods are demonstrated and hands-on exercises are employed using instrumentation such as penetrometers and torvane shears. Field Exercise: A field exercise is conducted requiring participants to have safety shoes, safety vest, hard hat, safety glasses, and appropriate clothing for field work and weather. This OTIEC, Region 1, program is for people who want to learn the roles and responsibilities of a competently qualified individual on a worksite. Note: Only the employer can determine competency in their employees. 2.5 CEUs; TCH

Course Section	Date(s)	Day(s)	Location
NCOS-3010-N3C	Oct. 20-23, 2008	Mon.-Thurs.	Manchester, NH
NCOS-3010-N1C	Mar. 9-12, 2009	Mon.-Thurs.	Groton, CT
NCOS-3010-N2C	Apr. 13-16, 2009	Mon.-Thurs.	Manchester, NH
NCOS-3010-N3C	Oct. 19-22, 2009	Mon.-Thurs.	Manchester, NH

NEW! 5602 Disaster Site Worker Trainer Update

1 day, 8:30 a.m.-4:30 p.m.

\$245

The Disaster Site Worker Trainer Update #5602 is a one-day (eight-hour) course intended to update the Authorized Disaster Site Worker Trainer (5600) with new technical and regulatory information related to disaster response. Disaster Site Worker Trainers are required to take an update course every four years in order to maintain their authorization to teach the Disaster Site Worker Course #7600, a preincident training course for skilled support personnel in Construction and General Industry, consistent with the all-hazards concept put forth in the National Response Framework. Course 5602 learning objectives include coordination of occupational safety and health measures for responders through the Worker Safety and Health Support Annex; identifying the impact of new Federal Highway Administration regulations on disaster work zone safety; includes respiratory protection updates recommended for CBRNE incidents and pandemic influenza; new and improved communication; working conditions common to disaster response, psychological and physical wellness of responders; measures workers can take to mitigate the effects of adverse conditions; potential occupational safety and health hazards, response activities and decontamination methods for specific types of disasters. An opportunity to share "lessons learned."

PREREQUISITE: 5600 Disaster Site Worker Trainer Certificate/Card

Course Section	Date(s)	Day(s)	Location
NCOS-5602-N1C	Mar. 11, 2009	Wed.	Manchester, NH

The 7600 and 5600 Disaster Site Work courses are available as privately held contract courses for sponsoring associations and companies. Please inquire if you have 10-plus employees/association members interested in either of these courses.

7600 The Disaster Site Worker

2 days

This 16-hour course is for skilled trade workers at natural and man-made disaster sites. The course is designed to develop an awareness of incident command systems and special safety and health hazards, including chemical, biological, radiological, nuclear, and explosive (CBRNE) hazards that may be present at such sites. In addition, participants in this course will each complete a performance test demonstrating the ability to inspect, don, and doff a negative-pressure-air-purifying respiratory.

5600 Disaster Site Worker Train-the-Trainer

PREREQUISITES: Three years experience as an occupational safety and health trainer, completion of the OSHA 500 Construction Trainer Course, and completion of the 40-hour HAZWOPER Training.

The Disaster Site Worker Train-the-Trainer course prepares experienced trainers to present OSHA's 16-hour Disaster Site Worker course. Trainers for the course need to be able to apply the elements of successful adult training programs, along with specific knowledge, skills, and attitudes to awareness training about safety and health standards at natural and man-made disaster sites. Trainers are given the opportunity to practice knowledge, skills, and attitudes through discussion, planned exercises, demonstrations, and presentations. Participants receive lesson plans and training techniques and resources. Trainers will be expected to present a selected portion of the Disaster Site Worker course and to use a "presentation evaluation" sheet to evaluate other presenters.



Peter McDonough

[l-r]: Lance Gurney, OTIEC trainer; Michael Moretto, student; and Steve Campbell, OTIEC trainer.

3110 Fall Arrest Systems

3 days, 8:30 a.m.-4:30 p.m.

\$785

PREREQUISITE: OSHA Course 510, 500, 511, OR 501 or have equivalent training or experience.

This course provides an overview of state-of-the-art technology for fall protection and current OSHA requirements. Topics covered include principles of fall protection, components of fall arrest systems, limitations of fall arrest equipment, and OSHA policies regarding fall protection. Course features a one-day field exercise demonstrating fall protection equipment. 2.0 CEUs; TCH

Course Section	Date(s)	Day(s)	Location
NCOS-3110-N3C	Dec. 15-17, 2008	Mon.-Wed.	Warwick, RI
NCOS-3110-N4C	Apr. 27-29, 2009	Mon.-Wed.	Manchester, NH
NCOS-3110-N5C	Sept. 21-23, 2009	Mon.-Wed.	Manchester, NH



Peter McDonough, M.S., OTIEC Outreach instructor: Construction, General Industry, and Maritime.

General Industry – OSHA Outreach Courses

511 Occupational Safety and Health Standards for General Industry

4 days, 8:30 a.m.-4:30 p.m.

\$855

This course precedes Course 501.

The OSHA 511 course covers policies, procedures, and standards as well as general industry safety and health principles and applications. This entry-level standards course provides comprehensive exposure to safety and health knowledge and resources for General Industry. Topics include the scope and application of the OSHA General Industry Standards with special emphasis placed on those areas most hazardous using OSHA 29 CFR 1910 as a reference. In addition, the following OSHA Subparts D-E-I-L-J-N-O-S are explored along with pertinent recordkeeping requirements and up to date OSHA resources. Upon successful course completion, the student receives an OSHA general industry safety and health 30-hour course completion card. 3.0 CEUs; TCH

Course Section	Date(s)	Day(s)	Location
NCOS-511-N8C	Oct. 14-17, 2008	Tues.-Fri.	Manchester, NH
NCOS-511-N9C	Nov. 3-6, 2008	Mon.-Thurs.	Western MA/Berkshires
NCOS-511-N10C	Dec. 15-18, 2008	Mon.-Thurs.	Wethersfield, CT
NCOS-511-N1C	Jan. 20-23, 2009	Tues.-Fri.	Manchester, NH
NCOS-511-N2C	Feb. 23-26, 2009	Mon.-Thurs.	Montpelier, VT
NCOS-511-N3C	Mar. 24-27, 2009	Tues.-Fri.	Manchester, NH
NCOS-511-N4C	Apr. 20-23, 2009	Mon.-Thurs.	Groton, CT
NCOS-511-N5C	May 18-21, 2009	Mon.-Thurs.	Manchester, NH
NCOS-511-N6C	July 13-16, 2009	Mon.-Thurs.	Warwick, RI
NCOS-511-N7C	Aug. 17-20, 2009	Mon.-Thurs.	Springfield, MA
NCOS-511-N8C	Sept. 21-24, 2009	Mon.-Thurs.	Manchester, NH

501 Trainer Course in Occupational Safety and Health Standards for General Industry

4 days, 8:30 a.m.-4:30 p.m.

\$885

PREREQUISITES: You must submit your registration form with attached documentation that you have completed an OSHA 30-hour general industry outreach or OSHA Course 511 or equivalent training and a resumé demonstrating at least five years of general industry safety experience prior to the course start date.

This course is designed for personnel in the private sector interested in teaching the 10-hour and 30-hour general industry safety and health outreach programs to their employees and other interested groups. Special emphasis is placed on those topics required in the 10-hour and 30-hour programs, as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and use of visual aids and handouts. This course allows the student to become a trainer in the Outreach Training Program and to conduct both 10-hour and 30-hour general industry safety and health outreach courses and to issue cards to participants verifying course completion. 3.0 CEUs

NOTE: Students in Course 501 who wish to participate as authorized trainers in the outreach program must successfully pass a written exam at the end of the course. Outreach trainers are required to attend Course 503 at least once every four years to maintain their outreach program trainer status.

Course Section	Date(s)	Day(s)	Location
NCOS-501-N9C	Oct. 20-23, 2008	Mon.-Thurs.	Manchester, NH
NCOS-501-N11C	Nov. 11-14, 2008	Tues.-Fri.	Western MA/Berkshires
NCOS-501-N10C	Dec. 8-11, 2008	Mon.-Thurs.	Manchester, NH
NCOS-501-N1C	Jan. 12-15, 2009	Mon.-Thurs.	Wethersfield, CT
NCOS-501-N2C	Feb. 2-5, 2009	Mon.-Thurs.	Manchester, NH
NCOS-501-N3C	Mar. 9-12, 2009	Mon.-Thurs.	Montpelier, VT
NCOS-501-N4C	Mar. 30-Apr. 2, 2009	Mon.-Thurs.	Manchester, NH
NCOS-501-N5C	Apr. 27-30, 2009	Mon.-Thurs.	Groton, CT
NCOS-501-N6C	May 11-14, 2009	Mon.-Thurs.	Fairfield, ME
NCOS-501-N7C	June 9-12, 2009	Tues.-Fri.	Manchester, NH
NCOS-501-N8C	July 20-23, 2009	Mon.-Thurs.	Warwick, RI
NCOS-501-N9C	Aug. 24-27, 2009	Mon.-Thurs.	Springfield, MA
NCOS-501-N10C	Sept. 28-Oct. 1, 2009	Mon.-Thurs.	Manchester, NH

503 Update for General Industry Outreach Trainers

2.5 days

\$785

Wed. 1 p.m.-4:30 p.m. and Thurs.-Fri. 8:30 a.m.-4:30 p.m. or *Mon.-Tues. 8:30 a.m.-4:30 p.m. and Wed. 8:30 a.m.-noon

PREREQUISITE: Course 501. You must submit a copy of your current general industry outreach trainer card with your registration form.

This course is designed for personnel in the private sector who completed the 501 Trainer Course in Occupational Safety and Health Standards for General Industry and are active trainers in the Outreach Training Program. It provides an update on OSHA general industry standards and OSHA policies. 1.7 CEUs

NOTE: General industry outreach trainers are required to attend this course once every four years to maintain their trainer status.

Course Section	Date(s)	Day(s)	Location
NCOS-503-N11C	Oct. 1-3, 2008	Wed.-Fri.	Springfield, MA
NCOS-503-N12C	Nov. 19-21, 2008	Wed.-Fri.	Manchester, NH
NCOS-503-N1C	Jan. 21-23, 2009	Wed.-Fri.	Manchester, NH
NCOS-503-N2C	Mar. 4-6, 2009	Wed.-Fri.	Burlington, VT
NCOS-503-N3C	Mar. 18-20, 2009	Wed.-Fri.	Warwick, RI
NCOS-503-N4C	Apr. 1-3, 2009	Wed.-Fri.	Manchester, NH
NCOS-503-N5C	May 11-13, 2009	Mon.-Wed.	Groton, CT
NCOS-503-N6C	June 8-10, 2009	Mon.-Wed.	Springfield, MA
NCOS-503-N7C	July 20-22, 2009	Mon.-Wed.	Manchester, NH
NCOS-503-N8C	Aug. 26-28, 2009	Wed.-Fri.	Manchester, NH
NCOS-503-N9C	Sep. 2-4, 2009	Wed.-Fri.	Warwick, RI
NCOS-503-N10C	Oct. 12-14, 2009	Mon.-Wed.	Rocky Hill, CT

521 OSHA Guide to Industrial Hygiene

4 days, 8:30 a.m.-4:30 p.m.

\$855

This course addresses industrial hygiene practices and related OSHA regulations and procedures. Topics include permissible exposure limits, OSHA health standards, respiratory protection, engineering controls, hazard communication, OSHA sampling procedures and strategy, workplace health program elements, and other industrial hygiene topics. The course features workshops in health hazard recognition, OSHA health standards, and a safety and health program workshop. Basic IH instrumentation is demonstrated. A discussion of the services of the Industrial Hygiene Analytical Laboratory is included. 3.0 CEUs; TCH

Course Section	Date(s)	Day(s)	Location
NCOS-521-N4C	Nov. 17-20, 2008	Mon.-Thurs.	Manchester, NH
NCOS-521-N1C	May 11-14, 2009	Mon.-Thurs.	Manchester, NH
NCOS-521-N2C	Sep. 14-17, 2009	Mon.-Thurs.	Groton, CT
NCOS-521-N3C	Dec. 1-4, 2009	Tues.-Fri.	Manchester, NH



Classroom of Stephen Larson, OTIEC trainer.

Peter McDonough

General Industry – OSHA Outreach Courses

2015 Hazardous Materials

4 days, 8:30 a.m.-4:30 p.m.

\$855

PREREQUISITE: One of the following courses: Course 510, an OSHA 30-hour construction outreach course, Course 511, an OSHA 30-hour general industry outreach course, Course 500, Course 501, or equivalent education and training.

This course covers OSHA general industry standards and integrates materials from other consensus and proprietary standards relating to hazardous materials. Included are flammable and combustible liquids, compressed gases, LP-gases, and cryogenic liquids. Related processes such as spraying and dipping are covered, as well as electrical equipment. 3.0 CEUs; TCH

Course Section	Date(s)	Day(s)	Location
NCOS-2015-N1C	Mar. 16-19, 2009	Mon.-Thurs.	Groton, CT
NCOS-2015-N2C	Sept. 21-24, 2009	Mon.-Thurs.	Manchester, NH

2045 Machinery and Machine Guarding Standards

4 days, 8:30 a.m.-4:30 p.m.

\$855

PREREQUISITE: One of the following courses: Course 510, an OSHA 30-hour construction outreach course, Course 511, an OSHA 30-hour general industry outreach course, Course 500, Course 501, or equivalent education and training.

This course familiarizes students with various types of common machinery and their related safety standards. Guidance is provided on hazards associated with various kinds of machinery and control of hazardous energy sources (lockout/tagout). The course presents an approach to machinery inspection that enables participants to recognize hazards and provide options to achieve abatement. These hazards include mechanical motions and actions created by points of operation and other machinery processes. Also included is hands-on training in the laboratories. 3.0 CEUs

Personal protective equipment required for field trip: safety shoes, safety glasses, and clothing appropriate for field exercise.

Course Section	Date(s)	Day(s)	Location
NCOS-2045-N3C	Nov. 17-20, 2008	Mon.-Thurs.	Warwick, RI
NCOS-2045-N1C	Jan. 13-16, 2009	Tues.-Fri.	Keene, NH
NCOS-2045-N2C	July 27-30, 2009	Mon.-Thurs.	Keene, NH

2225 Respiratory Protection

3 days, 8:30 a.m.-4:30 p.m.

\$785

This course covers requirements for establishment, maintenance, and monitoring of a respiratory protection program. Topics include terminology, OSHA standards, NIOSH certification, and medical evaluation recommendations. Program highlights include laboratories on respirator selection, qualitative fit testing, and use of a large array of respiratory and support equipment for hands-on training. 2.0 CEUs; TCH

Course Section	Date(s)	Day(s)	Location
NCOS-2225-N1C	Jan. 6-8, 2009	Tues.-Thurs.	Keene, NH
NCOS-2225-N2C	June 1-3, 2009	Mon.-Wed.	Keene, NH



Kathryn Sperry, business manager, and Leslie Singleton, Outreach coordinator, at the OTIEC Office.

2250 Ergonomics Applied to MSDs and Nerve Disorders

3 days, 8:30 a.m.-4:30 p.m.

\$785

PREREQUISITE: One of the following courses: Course 510, an OSHA 30-hour construction outreach course, Course 511, an OSHA 30-hour general industry outreach course, Course 500, Course 501, or equivalent education and training.

This course covers use of ergonomic principles to recognize, evaluate, and control workplace conditions causing or contributing 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 workstations and equipment, laboratory sessions in manual lifting, and current OSHA compliance policies. 2.0 CEUs; TCH

Course Section	Date(s)	Day(s)	Location
NCOS-2250-N1C	Jan. 26-28, 2009	Mon.-Wed.	Manchester, NH
NCOS-2250-N2C	Sept. 14-16, 2009	Mon.-Wed.	Manchester, NH

2264 Permit-Required Confined-Space Entry

3 days, 8:30 a.m.-4:30 p.m.

\$785

PREREQUISITE: Courses 510, 500, 511, or 501.

This course teaches students to recognize, evaluate, prevent, and abate safety and health hazards associated with confined-space entry. Technical topics include 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. 2.0 CEUs; TCH

Personal protective equipment REQUIRED for field trip: safety shoes, safety glasses, and clothing appropriate for field exercise.

Requirement to participate in optional confined space field exercise: Should students wish to participate in an "optional" field exercise, OTIEC/Region 1 requires respiratory clearance to use a Self-Contained Breathing Apparatus (SCBA) in a confined space. This document must be attached to the registration form and be from a licensed health care professional.

Course Section	Date(s)	Day(s)	Location
NCOS-2264-N1C	Mar. 4-6, 2009	Wed.-Fri.	Manchester, NH
NCOS-2264-N2C	Aug. 4-6, 2009	Tues.-Thurs.	Keene, NH

3095 Electrical Standards

4 days, 8:30 a.m.-4:30 p.m.

\$855

This course provides students with a survey of OSHA's electrical standards and hazards associated with electrical installations and equipment. Topics include single-phase and three-phase systems; cord-connected, plug-connected, and fixed equipment; grounding; ground fault circuit interrupters; and safety-related work practices. Emphasis is placed on electrical hazard recognition and OSHA policies and procedures. Students receive instruction on safe and correct use of their electrical testing equipment. 3.0 CEUs; TCH

Course Section	Date(s)	Day(s)	Location
NCOS-3095-N3C	Oct. 27-30, 2008	Mon.-Thurs.	Manchester, NH
NCOS-3095-N2C	May 11-14, 2009	Mon.-Thurs.	Manchester, NH
NCOS-3095-N3C	Aug. 10-13, 2009	Mon.-Thurs.	Fairfield, ME
NCOS-3095-N4C	Oct. 12-15, 2009	Mon.-Thurs.	Manchester, NH

7845 Record-Keeping Rule

Half day, 8 a.m.-noon

\$225

This course is designed to help 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 are able to identify OSHA requirements and complete new OSHA Forms 300, 300A, and 301. 0.4 CEU

Course Section	Date(s)	Day(s)	Location
NCOS-7845-N1C	Jan. 6, 2009	Tues.	Wellesley MA
NCOS-7845-N2C	May 8, 2009	Fri.	Manchester, NH
NCOS-7845-N3C	Sept. 18, 2009	Fri.	Manchester, NH

General Industry – OSHA Outreach Courses

7510 Introduction to OSHA for Small Businesses

Available as an on-site contract course.

This course introduces the Occupational Safety and Health Administration (OSHA) to owners and managers of small businesses. The goal is to help participants gain understanding of OSHA operations and procedures and learn how they can work with OSHA to prevent or reduce injuries and illnesses in their workplaces. Information on the background of OSHA standards, the inspection process, implementing a safety and health program, and assistance available to small businesses is included. Who should attend? Safety committee members and supervisory personnel/management interested in preventing/reducing workplace illness and injuries. The curriculum has its orientation in the OSHA standards of care, inspection processes, and implementation of a holistic safety and health management systems program, both on-site and in compliance with the requirements for OSHA small business entities. 0.4 CEU

7005 Public Warehousing and Storage

1 day, 8:30 a.m.-4:30 p.m. **\$245**

The course is designed as a training course for warehouse workers, focusing on many hazards and injuries that are likely to be encountered in warehouse operations. Warehousing has become an increasingly hazardous area in which to work. OSHA 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 discusses powered industrial trucks, material handling/lifting/ergonomics, hazard communication, walking and working surfaces, exit routes, and fire protection. 0.7 CEU

Course Section	Date(s)	Day(s)	Location
NCOS-7005-N1C	Mar. 27, 2009	Fri.	Manchester, NH

7100 Introduction to Machinery and Machine Safeguarding

1 day, 8:30 a.m.-4:30 p.m. **\$245**

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 safeguards 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. 0.7 CEU; TCH. Advanced Machine Guarding training is available by enrolling in the OSHA 2045 Course.

Course Section	Date(s)	Day(s)	Location
NCOS-7100-N3C	Nov. 17, 2008	Mon.	Warwick, RI
NCOS-7100-N1C	Apr. 24, 2009	Fri.	Groton, CT
NCOS-7100-N2C	Aug. 3, 2009	Mon.	Keene, NH

7000 OSHA's Ergonomics Guidelines Training

Available as an on-site contract course.

The focus of this one-day course is to use OSHA's Ergonomics Guidelines for Nursing Homes to develop a process to protect workers in nursing homes. Featured topics include: developing an ergonomic process; risk factors in the nursing home guidelines; identifying problem jobs including protocol for resident assessment; and implementing solutions including work practices and engineering solutions. 0.7 CEU. Additional ergonomics training available by attending OTIEC Course #2250 Ergonomics Applied to MSDs and Nerve Disorders

7105 Evacuation and Emergency Planning

1 day, 8:30 a.m.-4:30 p.m. **\$245**

The focus is on OSHA requirements for emergency action plans and fire protection plans. Preparing for emergencies is a principle of workplace safety and health. Participants learn reasons for emergency action and fire prevention plans and elements of a good evacuation plan (when they are required for a workplace), and features of design and maintenance of good exit routes. The optional session for this course focuses on assessment of risk for terrorist attack and using OSHA's two matrices – evacuation planning and fire and explosion – as tools in planning for emergencies. 0.7 CEU; TCH

Course Section	Date(s)	Day(s)	Location
NCOS-7105-N1C	Jan. 12, 2009	Mon.	Manchester, NH

7200 Blood-Borne Pathogens Exposure Control

1 day, 8:30 a.m.-4:30 p.m. **\$245**

This course develops a Blood-borne Pathogens Exposure Plan for health care facilities using a step-by-step approach. Featured topics are an introduction to the Blood-borne Pathogens Standard, the Exposure Control Plan, Exposure Determination, Methods of Control, Vaccinations and Evaluations, Training and Information, and Record Keeping. Originally developed for health care applications, this training may be applicable to general industry, construction, maritime, and municipal requirements. This BBP course content can be customized and offered on a site-specific basis. 0.7 CEU; TCH

Course Section	Date(s)	Day(s)	Location
NCOS-7200-N1C	Mar. 10, 2009	Tues.	Manchester, NH

7205 Health Hazard Awareness

1 day, 8:30 a.m.-4:30 p.m. **\$245**

This course introduces common health hazards encountered in the workplace. These health hazards include exposure to chemicals, asbestos, silica, and lead. The course features identification of hazard, sources of exposure, health hazard information, evaluation of exposure, and engineering and work practice controls. Course materials include a student manual, workshops, group activities, and PowerPoint presentations. The course is designed as an awareness course for employers and employees. 0.7 CEU; TCH

Course Section	Date(s)	Day(s)	Location
NCOS-7205-N1C	Mar. 20, 2009	Fri.	Groton, CT
NCOS-7205-N2C	Sept. 25, 2009	Fri.	Manchester, NH

7300 OSHA's Permit-Required Confined-Space Standard

1 day, 8:30 a.m.-4:30 p.m. **\$245**

This one-day course discusses the requirements of OSHA's permit required confined space standard, 29 CFR 1910.146. It is designed for employers or a designated representative (line supervisor, manager, foreman) with the responsibility to develop and maintain a permit confined space program. Areas of instruction include regulatory scope, applications and definitions, general requirements, permit required confined space programs and permits, non-entry rescue, roles and responsibilities of entrants, attendants, supervisors and rescuers and training requirements. Course content covers OSHA requirements, but does not feature "hands-on" training (instrumentation, control methods and testing) included in OSHA Course #2264. 0.7 CEUs; TCH

Course Section	Date(s)	Day(s)	Location
NCOS-7300-N1C	Nov. 12, 2008	Wed.	Wellesley, MA
NCOS-7300-N2C	Jan. 9, 2009	Fri.	Groton, CT
NCOS-7300-N3C	June 12, 2009	Fri.	Manchester, NH



Dr. David Buck, OTIEC general industry course chairman and instructor at the OSHA Education Center, teaches permit-required confined space entry, accident investigation, machine guarding, respiratory protection, and the 511/501 OSHA Outreach courses.

General Industry – OSHA Outreach Courses

7405 Fall Hazard Awareness for the Construction Industry

1 day \$245

The focus of this one-day course is to identify, evaluate, prevent or control fall hazards at construction sites. Content addresses falls to a lower level not falls to the same level resulting from slips, trips and falls. The target audience is the small construction employer/employee, business owner, supervisor, manager, safety committee member, and employee representatives who would like to obtain up-to-date information about fall hazards in the workplace. Topics include identifying fall hazards, analyzing fall hazards and preventing fall hazards. 0.7 CEU; TCH

Course Section	Date(s)	Day(s)	Location
NCOS-7405-N7C	Nov. 8, 2008	Sat.	Warwick, RI
NCOS-7405-N1C	Mar. 27, 2009	Fri.	Manchester, NH
NCOS-7405-N2C	Aug. 7, 2009	Fri.	Keene, NH

7500 Safety and Health Management

1 day, 8:30 a.m.-4:30 p.m. \$245

This one-day training focuses on the effective implementation of a company's safety and health management system for new or experienced personnel, managers, supervisors, and safety committee members. Using interactive assignments and thought-provoking group projects, students of this one-day workshop come away with a strong understanding of the benefits of implementing a safety and health management system in the workplace. According to OSHA, the 2020 long-range focus is for every employer to have a functioning safety and health management program in place. 0.7 CEU; TCH

Course Section	Date(s)	Day(s)	Location
NCOS-7500-N2C	Dec. 10, 2008	Wed.	Manchester, NH
NCOS-7500-N1C	Mar. 2, 2009	Mon.	Manchester, NH
NCOS-7500-N2C	Sep. 18, 2009	Fri.	Manchester, NH

7505 Introduction to Accident Investigation

1 day, 8:30 a.m.-4:30 p.m. \$245

This course provides an overview of basic accident investigation procedures and describes accident analysis techniques. The objective of this course is to help participants gain the basic skills necessary to conduct an effective accident investigation at their workplace. The target audience is the small employer, manager, employee, or employee representative who, as part of a firm's safety and health system, is involved in conducting accident and/or near-miss investigations. .07 CEU; TCH

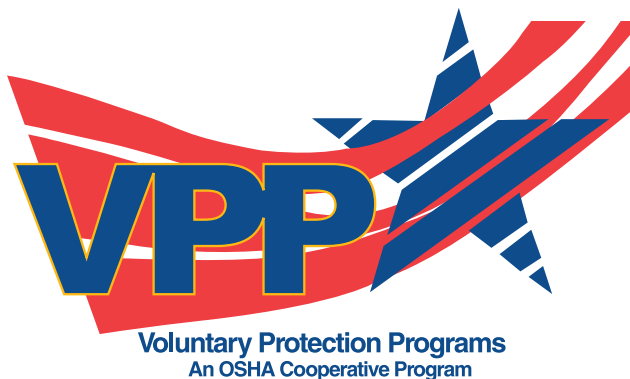
Course Section	Date(s)	Day(s)	Location
NCOS-7505-N3C	Dec. 11, 2008	Thurs.	Manchester, NH
NCOS-7505-N1C	Mar. 3, 2009	Tues.	Manchester, NH
NCOS-7505-N2C	Sept. 17, 2009	Thurs.	Manchester, NH

**ONLINE
TRAINING**



ONLINE OUTREACH and OSHA Compliance Oriented Training AVAILABLE

Online training is a convenient, affordable alternative to traditional OTIEC classroom training. For online course offerings, how-to directions, prices, and online payment options, visit the OTIEC/Keene State College website at www.keene.edu/conted/osha.cfm or call 800-449-6742.



Region 1 OSHA VPP and the OSHA Training Institute Education Center to host an orientation to the Voluntary Protection Program for interested companies:

Event: VPP Meet and Greet
 Date: Thursday, October 30, 2008
 Location: New England Institute of Technology
 Warwick, R.I.

Reservations requested by calling:
 800-449-OSHA (6742) (OTIEC) or 617-565-3075
 (Region 1 OSHA).

OSHA Maritime Industry Courses

OSHA Launches Voluntary Outreach Training Programs for the Maritime Trades!

5400 Trainer Course in OSHA Standards for the Maritime Industry

4 days, 8:30 a.m.-4:30 p.m.

\$885

This course is designed for personnel in the private sector interested in teaching the 10 and 30 hour maritime safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10 and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the Outreach Program and to conduct 10 and 30-hour maritime classes in Shipyard Employment, Marine Terminals, and Longshoring and to issue cards to participants verifying course completion.

Course Section	Date(s)	Day(s)	Location
NCOS-5400-N1C	Feb. 16-19, 2009	Mon.-Thurs	Warwick, RI
NCOS-5400-N2C	Aug. 17-20, 2009	Mon.-Thurs.	Manchester, NH

5400 PREREQUISITES: Two years industry experience in ship repairing, shipbuilding, ship breaking, marine terminals, or long shoring

And at least one of the following:

- Two years of occupational safety and health experience (with a broad focus) in any industry
- A degree in occupational safety and health from an accredited college or university
- Certification as an Associate Safety Professional (ASP), Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), or Certified Safety and Health Manager (CSHM)
- Submission of a résumé and completion of a Verification of Prerequisites Form required upon registration.

Student Courses. The 10- and 30-hour student courses are numbered and named as follows:

10-Hour

- Course #7615, Shipyard Employment, including ship repairing, shipbuilding, ship breaking
- Course #7617, Marine Terminals
- Course #7618, Long shoring

30-Hour

- Course #7635, Shipyard Employment, including ship repairing, shipbuilding, ship breaking
- Course #7637, Marine Terminals
- Course #7638, Longshoring



The following Maritime Outreach programs are available on-site at your facility – group rates available! Please contact the OSHA Education Center at 800-449-6742 for a proposal and quotation. For a complete listing of Maritime Outreach topics, visit the OTIEC/Keene State College website (www.keene.edu/conted/osha.cfm).

7615 10-Hour Maritime Outreach Course for Shipyard Employment

The 10-hour Maritime Outreach Course for Shipyard Employment is intended to provide entry-level safety and health-hazard information tailored to shipyard employees involved in ship repairing, shipbuilding, and ship breaking. This entry-level course focuses on identification, avoidance, control, and prevention – not OSHA standards. Students completing the hourly and course requirements obtain a Maritime Outreach Department of Labor Card.

7635 30-Hour Occupational Safety and Health Maritime Standards for Shipyard Employment

This 30-hour workplace safety and health course (29 CFR 1915) augments the introductory 10-hour outreach training by adding designated topics and hours germane to shipyard employment, including ship repairing, shipbuilding, and ship breaking. Applicable OSHA maritime safety standards and subparts are covered. This 30-hour shipyard OSHA outreach training program functions as a standards course for individuals with safety responsibilities at shipyards. Students completing the hourly and course requirements obtain a Maritime Outreach Department of Labor Card.

7617 10-Hour Maritime Outreach Course for Marine Terminal Employees

The 10-hour Maritime Outreach Course for Marine Terminal Employees is intended to provide entry-level safety and health training tailored specifically to marine terminal employees. The course focuses on hazard identification, avoidance, control, and prevention methods. Students completing the hourly and course requirements obtain a Maritime Outreach Department of Labor Card.

7637 30-Hour Occupational Safety and Health Maritime Standards for Marine Terminals

The OSHA 30-hour maritime outreach course specific to marine terminal operations builds upon the new OSHA 10-hour Outreach Training Program by adding additional topics relevant to marine terminal operation (and all related equipment). This course includes topics like specialized marine terminal operations "roll on/roll off," railroad facilities/operations at the marine terminal, safe slinging (using land-based cargo handling gear), and proper stacking; and includes advanced PIT/forklift training (including various forklift attachments unique to marine terminals). Also covered in this course are a variety of required and elective outreach topics that include OSHA's maritime standards specific to marine terminals (29 CFR 1917). Students completing the hourly and course requirements obtain a Maritime Outreach Department of Labor Card.

7618 10-Hour Maritime Outreach Course for Longshoring Operations

The OSHA 10-hour course is intended to provide entry-level safety and health-hazard information tailored specific to longshoring industry workers. The course focuses on specific hazard identification, avoidance, control, and prevention methods (not just OSHA's longshoring standards). Students completing the hourly and course requirements obtain a Maritime Outreach Department of Labor Card.

7638 30-Hour Occupational Safety and Health Maritime Standards for Longshoring Operations

This longshoring outreach course is designed for individuals working specifically in the maritime industry who have some safety responsibility relative to longshoring operations (29 CFR 1918). This course builds on the entry-level 10-hour 7618 course and includes both required and elective outreach topics, which include OSHA's maritime standards specific to the longshoring industry. Supplementary compliance and safety requirements are covered for gangways and hatch coverings, working surfaces, vessel cargo-handling gear, and the safe handling of cargo. Topics covered under 29 CFR 1919 (gear certification requirements) are covered. Students completing the hourly and course requirements obtain a Maritime Outreach Department of Labor Card.

Safety – We All Have a Hand in It!

OUTREACH TRAINER INSTRUCTIONS

Outreach trainers trained in Region 1 send card requests to:

OSHA Training Institute Education Center

Keene State College
175 Ammon Drive
Manchester, NH 03103

oshaed@keene.edu
FAX: 603-645-0080
Telephone: 800-449-OSHA (6742) or 603-645-0050

When requesting DOL Outreach cards, your documentation must include:

- an Outreach Training Program Report filled out completely, including your mailing address and your trainer ID #
- a legible roster/list of student names
- 10-hour class topics/hours indicated on the program report. (For 30-hour classes, include a separate topic list.)
- Send separate documentation for each class.

Upon receipt of Outreach cards from OTIEC Outreach coordinator:

- Print or type Outreach trainer name on each card to ensure legibility.
- Make copies of all completed cards for your records.
- Retain class participant records for five years minimum.
- Outreach trainer may replace a student's "lost" card one time only – save extra cards provided for this purpose.

UPDATED OUTREACH TRAINER GUIDELINES
AVAILABLE AT: www.keene.edu/conted/osha.cfm.



[l-r]: MaryAnn Medieros, Providence, R.I., CAS; Diane Malachowski, manager of the New England OSHA Education Center; Carol Bates, Methuen, Mass., CAS

Value Added to OTIEC Courses!

Thank you, OSHA New England Compliance Assistance Specialists (CAS), for sharing your expertise with OTIEC students through question and answer sessions.

NEW ENGLAND OTIEC AND SAFETY AND HEALTH COUNCIL OF NORTHERN NEW ENGLAND TEAM UP TO FOSTER GREATER PARTICIPATION IN SAFETY TRAINING AND CONFERENCES

38th Annual New Hampshire Safety and Health Conference and Exposition

April 7-8, 2009
Nashua, N.H.
Keynotes plus more than 30 workshops, vendors, networking, and more.
Call 800-834-6472 for details.

81st Annual Maine Safety Conference

Sept. 22-24, 2009
Augusta, Maine
Keynotes, professional development seminars, workshops, vendors, networking, and more.
Call 800-369-0040 for details.

NSC Congress and Expo

Sept. 23-30, 2009 • Orlando, Fla.
www.nsc.org



Region 1 New England OTIEC Instructors

William P. Brown, M.S., FACCP, CEM, CHS-IV	Holly Johnson, Cpea, Cpsi Daniel Knapik, CET
Dr. David S. Buck, Ed.D.	Stephen R. Larson, M.S., CSP, CIH
Steve Campbell, CSP	Dr. David C. May, CIH, PE
Martha Catevenis, B.S., OHST	Peter T. McDonough, M.S.
Patricia A. Cushman, M.B.A., M.S., CSP	Nick Pacalo, M.S., CSP
Chip Darius, B.S., M.A., EMT	Mark J. Pereira, MPH, CIH
Vicki Farer, M.Ed.	Michael J. Reilly, MPH, NREMT-P
Jay Fitzpatrick	Tom Ryan
James Goss	Jimmy Smith, M.Ed., CET
Michael S. Gross, B.S.	Dr. Melinda Treadwell
Lance Gurney	Michael Ziskin, CHCM, CHMM
Mark B. Haskins, M.S., CSP	

Instructor bios qualifications are listed at www.keene.edu/conted/osha.cfm.

In memoriam: We are saddened by the sudden passing of our friend and OSHA instructor, James "Hutch" Hutchinson. He will be greatly missed.
– the OSHA staff



TNEC/UMASS LOWELL Extends a Hand for Safety

OTIEC thanks The New England Consortium (TNEC)/UMass Lowell for a cooperative relationship spanning many years.

TNEC at University of Massachusetts Lowell – specialists in HAZWOPER and HAZMAT emergency responder training.

website: www.uml.edu/tnecc



Safety and Health Specialist Certificate Program

Continuing Professional Development and Certificate Programs

The Safety and Health Specialist Certificate Program, offered by OTIEC and Keene State College Safety Center, is designed for safety and health professionals who want additional knowledge and credentials in the field of safety and health. Participants enjoy a well-rounded learning experience and gain skills necessary to create solutions to workplace safety challenges. Students design their own flexible certificate program selecting courses from a variety of core and elective offerings. Many OTIEC/Keene State College students have received certificates in more than one discipline. Program participants may transfer up to three OTIEC courses from OSHA Education Centers across the Country.

By participating in a certificate program, you:

- Keep your knowledge of changing regulations, guidance documents, and regulatory interpretations up-to-date.
- Enhance your chances of advancement by demonstrating proficiency and ambition.
- Network with others who share similar concerns and objectives.
- Learn from nationally and internationally recognized instructors known for their expertise.
- Continue your professional development in a growing and changing field.
- Enjoy a self-paced program with no time limits for completion.

How the Program Works

Participants in the Safety and Health Specialist Certificate Program can design their own specific area of interest. A Safety and Health Specialist Certificate is awarded to candidates who successfully complete the core and elective requirements listed by area of specialty below. Courses listed under multiple certificates allow the participant to apply for and work on more than one certificate with each course completion.

Course transfers are accepted from any OSHA Training Institute Education Center in the United States. Up to three OTIEC transfer courses may be applied to this certificate program. The 500 and 501 courses or the associated update courses, 502 or 503, must have been completed within the past four years to be transferable.

Program Costs

In addition to individual course costs, there is a one-time nonrefundable \$35 application fee per certificate program. Application to a specific certificate program should be made before completion of the third course.

Note: Participants who do not want to teach the 10-hour and 30-hour Outreach training programs should enroll in either Course 510 for the Construction and Industrial Hygiene tracks or Course 511 for the General Industry and Industrial Hygiene tracks. Courses 500 and 501 require that participants have five years of safety experience in their field and have completed the respective Course 510 or Course 511 (or equivalent) before registering.

Certification and Professional Development

• **Continuing Education Units (CEUs)** may be available to participants in OTIEC courses in accordance with the administrative and program criteria guidelines established by Keene State College. CEUs may also meet the criteria of the American Board for Occupational Health Nurses, Inc. (ABOHN) for certification or recertification. Some states also accept these CEUs for licensure of nurses. The number of CEUs available for Region 1 courses are noted in each course description. The Continuing Education Unit is a non-credit designation, and does not necessarily correlate with college-level academic credit.

• **American Board of Industrial Hygiene (ABIH) Certification Maintenance (CM) Points** Certification Maintenance Points may be available to certified industrial hygienists who complete courses awarded points under the ABIH maintenance of certification program. Some OTI courses may qualify. For the most recent information check www.osha.gov/dcspl/ote/abih_cms.html. Industrial Hygienists seeking these CM points must apply on an individual basis. Region 1 OTIEC does not provide this certification service.

• **Board of Certified Safety Professionals (BCSP) Continuation of Certification (COC) Points** Continuation of Certification (COC) Points may be available to certified safety professionals who complete courses in which at least half of the content is devoted to safety, health, or environmental topics. Typically, the number of COC points available from the BCSP is the same as the number of CEUs listed in the course description. OTIEC participants seeking these points must apply on an individual basis. Region 1 does not provide this certification service.

Training Contact Hours: The Board of Certification of Wastewater Treatment Plant Operators, Commonwealth of Massachusetts DEP has approved certain OSHA Training Institute Education Center courses for training contact hours (TCH).

Construction Safety and Health Specialist Certificate

FOUR REQUIRED COURSES

510 Occupational Safety and Health Standards for the Construction Industry
or
500 Trainer Course in Occupational Safety and Health Standards
and
for the Construction Industry

3010 Excavation, Trenching, and Soil Mechanics

3095 Electrical Standards

3110 Fall Arrest Systems

plus CHOOSE THREE ELECTIVES

2225 Respiratory Protection

7600 Disaster Site Worker Course

5600 Disaster Site Train the Trainer

7205 Health Hazard Awareness

7400 Trainer Course in Construction Noise

7405 Fall Hazard Awareness for the Construction Industry

7500 Introduction to Safety and Health Management

7505 Introduction to Accident Investigation

7845 Record-Keeping Rule

NCSH 214 Mobile Crane Hazards: Training the Trainer

NCSH 406 Scaffold Users Course

NCSH 407 Advanced Scaffold Users Course

NCSH 424 Fall Prevention and Protection for Construction Employees

NCSH 461 Work Zone Traffic Control

NCSH 453 Lead, Silica, and Asbestos Awareness

Safety and Health Specialist Certificate Program

General Industry Safety and Health Specialist Certificate

FOUR REQUIRED COURSES

- 511** Occupational Safety and Health Standards for General Industry
or
501 Trainer course in Occupational Safety and Health Standards for General Industry
and
521 OSHA Guide to Industrial Hygiene
2045 Machinery and Machine Guarding Standards
2250 Ergonomics Applied to MSDs and Nerve Disorders

plus CHOOSE THREE (3) ELECTIVES

- 2015** Hazardous Materials
2225 Respiratory Protection
3095 Electrical Standards
7005 Public Warehousing and Storage
7205 Health Hazard Awareness
2264 Permit-Required Confined-Space Entry
7300 Introduction to OSHA's Permit-Required Confined-Space Standard
7500 Introduction to Safety and Health Management
7505 Introduction to Accident Investigation
7845 Record Keeping Rule

Industrial Hygiene Safety and Health Specialist Certificate

SEVEN CORE COURSES

- 521** OSHA Guide to Industrial Hygiene
2225 Respiratory Protection
2250 Ergonomics Applied to MSDs and Nerve Disorders
NCSH 441 Introduction to Toxicology
NCSH 443 Radiation Protection
NCSH 442 Industrial Ventilation
NCSH 444 Biohazards in the Workplace

and ONE (1) ELECTIVE

- 511** Occupational Safety and Health Standards for General Industry
or
501 Trainer Course in Occupational Safety and Health Standards for General Industry
or
510 Occupational Safety and Health Standards for the Construction Industry
or
500 Trainer Course in Occupational Safety and Health Standards for the Construction Industry

NEW Health Care Certificate

The Health Care Safety and Health Specialist Certificate program is designed for health care professionals who are responsible for their organization's emergency operation functions or safety committee members. With increasing Joint Commission, National Fire Protection Administration (NFPA), and OSHA standards to improve health care safety and preparedness, this certificate demonstrates a level of proficiency for your employer and surveyors. CEUs available.

FIVE CORE COURSES

Course #	Title	Day(s)
511 <i>or</i> 501	Occupational Safety and Health Standards for General Industry Trainer course in Occupational Safety and Health Standards for General Industry	4 4
2015	Hazardous Materials	4
2250	Ergonomics Applied to MSDs and Nerve Disorders	3
2225	Respiratory Protection	3
7500	Safety and Health Management Systems	1

plus CHOOSE FOUR (4) ELECTIVES

Course #	Title	Day(s)
521	OSHA Guide to Industrial Hygiene	4
7105	Evacuation and Emergency Planning	1
7200	Blood-Borne Pathogen Exposure Control for Health Care Facilities	1
7205	Health Hazard Awareness	1
7505	Introduction to Accident Investigation	1
7845	*Record-Keeping Rule	½
NCSH 430	*First Receiver Awareness	½
NCSH 431	First Receiver Operations	1
NCSH 432	Hazard Vulnerability Assessment for Health Care Facilities	1
NCSH 433	Developing an Effective Emergency Operations Plan	2
NCSH 434	Health Care Continuity of Operations Plan	1
NCSH 435	Establishing a Health Care Command Center	1
NCSH 444	Biohazards in the Workplace	1

* A half-day course counts as half of one elective course.

Keene State College Safety and Health Courses



Programs and courses listed on the following pages are part of the Keene State College Continuing Education Safety and Health curriculum.

Construction Safety and Health

NCSH 310 10-Hour Outreach Course in OSHA's Construction Safety and Health Standards

1 or 2 days. **\$295**

This interactive outreach course introduces construction managers and employees to construction hazard recognition and control and OSHA policies, procedures, and standards. Participants gain ability to evaluate construction sites for potential hazards and to understand the specific nature of corrective action to take to eliminate those hazards. Topics include OSHA Act, General Duty Clause, electrical safety, fall protection, excavations, cranes, material handling, hand and power tools, personal protective equipment, scaffolds, stairways, and ladders. After successfully completing the course, participants receive an OSHA Construction safety and health 10-hour outreach course completion card. 1.0 CEUs; TCH

Course Section	Date(s)	Time	Location
NCSH-310-N1C	Oct. 8, 2008	7 a.m.-5:30 p.m.	Wellesley, MA
NCSH-310-N2C	Oct. 11, 2008	7 a.m.-6 p.m.	Manchester, NH
NCSH-310-N94C	Oct. 21, 2008	7 a.m.-5:30 p.m.	Wellesley, MA
NCSH-310-N95C	Oct. 30 & 31, 2008	8 a.m.-4 p.m. & 8 a.m.-noon	Manchester, NH
NCSH-310-N3C	Nov. 3, 2008	7 a.m.-5:30 p.m.	Wellesley, MA
NCSH-310-N96C	Nov. 14, 2008	7 a.m.-6 p.m.	Manchester, NH
NCSH-310-N5C	Dec. 3-4, 2008	7 a.m.-noon daily	Wellesley, MA
NCSH-310-N6C	Dec. 16, 2008	7:00 a.m.-5:30 p.m.	Wellesley, MA
NCSH-310-N7C	Dec. 29-30, 2008	8 a.m.-4 p.m. & 8 a.m.-noon	Lawrence, MA
NCSH-310-N8C	Jan. 10, 2009	7 a.m.-5:30 p.m.	Wellesley, MA
NCSH-310-N9C	Jan. 27-28, 2009	7 a.m. - noon daily	Wellesley, MA
NCSH-310-N10C	Feb. 9-10, 2009	8 a.m.-4 p.m. & 8 a.m.-noon	Lawrence, MA
NCSH-310-N11C	Feb. 11, 2009	7 a.m.-5:30 p.m.	Wellesley, MA
NCSH-310-N12C	Feb. 12-13, 2009	7 a.m.-noon	Augusta, ME
NCSH-310-N13C	Feb. 24, 2009	7 a.m.-5:30 p.m.	Wellesley, MA
NCSH-310-N14C	Mar. 24, 2009	7 a.m.-5:30 p.m.	Wellesley, MA
NCSH-310-N15C	Mar. 30-31, 2009	8:30 a.m.-4:30 p.m. & 8:30 a.m.-12:30 p.m.	Rocky Hill, CT
NCSH-310-N16C	Apr. 7-8, 2009	7 a.m.-noon	Wellesley, MA
NCSH-310-N17C	Apr. 23-24, 2009	8 a.m.-4 p.m. & 8 a.m.-noon	Manchester NH
NCSH-310-N18C	Apr. 28, 2009	7 a.m.-5:30 p.m.	Wellesley, MA
NCSH-310-N19C	May 28-29, 2009	8 a.m. - 4 p.m. & 8 a.m.-noon	Lawrence MA
NCSH-310-N20C	June 6, 2009	7 a.m.-6 p.m.	Keene, NH
NCSH-310-N21C	June 25-26, 2009	8:30 a.m.-4:30 p.m. & 8:30 a.m.-12:30 p.m.	Groton, CT
NCSH-310-N22C	July 11, 2009	7 a.m.-6 p.m.	Manchester, NH
NCSH-310-N23C	Aug. 27-28, 2009	8 a.m.-4 p.m. & 8 a.m.-noon	Lawrence, MA
NCSH-310-N24C	Sept. 10-11, 2009	8 a.m.-4 p.m. & 8 a.m.-noon	Manchester, NH

NCSH 461 Work Zone Traffic Control

1 day, 8:30 a.m.-4:30 p.m.

\$245

Few work sites present the multitude of risks as road construction. Daily, workers who operate in the roadway work zone and road construction site environment face the potential for serious injury and even death. Overall workplace fatalities have generally declined but fatalities and injuries at work zone sites have not seen a similar decline. Based on the Manual on Uniform Traffic Control Devices (MUTCD), this workshop is for public or private agency personnel or contractors working in a public way. Road crews, utility workers, and contractors benefit from this workshop, which uses multi-media training, group activities, open discussions, hands-on and problem-solving activities. Topics include the latest minimum standards of the MUTCD, legal liability, proper uses of cones, signs, and flaggers; "parts" of a typical work zone; new standards on retro-reflective warning garments; common worksite problems and the dangers of complacency. 0.7 CEU; TCH

Course Section	Date(s)	Day(s)	Location
NCSH 461-N2C/	Oct. 7, 2008	Tues.	Wellesley, MA
NCSH-461-N1C	Feb. 11, 2009	Wed.	Manchester, NH
NCSH-461-N2C	Oct. 14, 2009	Wed.	Manchester, NH

NCSH 462 Flagger Training / Skills Course

Four hours, 8 a.m.-12:30 p.m.

\$225

The objectives of this half day training are to become familiar with, or refreshed on, Flagger requirements, qualifications, work zone methods and components, necessary flagging equipment, PPE, layout of the work zone and flagging station, positions, placement of flaggers on the jobsite, proper hand signals, use of paddles and flags, proper hand signals, procedures for single and multiple flaggers, setting up and handling one-lane traffic on a two-way road, placement of signs, nighttime operations, communication methods, handling emergency vehicles, emergency situations and hostile drivers in the work zone plus orientation to DOTs Traffic Control for Field Operations manual. 0.4 CEU

Course Section	Date(s)	Day(s)	Location
NCSH 462-N1C	Feb. 12, 2009	Thurs.	Manchester, NH
NCSH-462-N2C	Oct. 15, 2009	Thurs.	Manchester, NH

NCSH 406 Scaffold Users Course

1 day, 8:30 a.m.-4:30 p.m.

\$245

OSHA's scaffold safety standard requires employees who perform work while on a scaffold be trained to recognize hazards associated with the type of scaffolding used and to understand procedures to control or minimize hazards. This course is designed as a model training program to satisfy the standard's training requirements. Topics include hazards from falls, being struck by falling objects, electrical hazards, access, proper use of scaffolds, proper handling of materials on scaffolds, and maximum intended loads of scaffolds. 0.7 CEU

Course Section	Date(s)	Day(s)	Location
NCSH 406-N2C	Oct. 8, 2008	Wed.	Manchester, NH
NCSH-406-N1C	May 7, 2009	Thurs.	Manchester, NH

Post-Baccalaureate Safety Studies

Keene State College's new program, Graduate Certificate in Safety and Health Management, offers graduate study in the safety and health profession, which may lead to a Master of Science degree. Offered through KSC's Safety Program and the Division of Continuing Education and Extended Studies, this program combines classroom and online work/study. For information and post-baccalaureate requirements, please visit www.keene.edu/conted/gsc.cfm.

For program information, contact Dr. David S. Buck, Safety Graduate Program Director, Keene State College, 229 Main Street, Keene, NH 03435-1901; 603-358-2977; dbuck@keene.edu.

Keene State College Safety and Health Courses

NCSH 407 Advanced Scaffold Users Course

This course is offered only on a contract basis.

This multi-day Scaffold Safety course addresses OSHA's scaffold safety standard. The complex and encompassing regulations associated with scaffolds require that employees who erect and work on scaffolding be trained in procedures to use that scaffolding safely and to control or minimize the hazards associated with its use. This course is designed as a model training program to satisfy the standard's training requirements for companies and individuals who are interested in teaching scaffold safety to employees as well as for individuals who use scaffolds in their workplace. An overview of the course includes a substantial review of OSHA's scaffold (and associated) regulations, standards, and interpretations; scaffold erection - dismantling planning, PPE, proper procedures, fall protection, materials handling, access, working platforms, foundations, guys, ties and braces and electrical safety. Specifics related to the use of tubular welded frame scaffolds, tube and clamp scaffolds, and system scaffolds will be discussed. This course can be customized to specific applications and work sites. NCSH 214 Mobile Crane Hazards

NCSH 214 Mobile Crane Hazards

1 day, 8:30 a.m.-4:30 p.m. **\$245**

Focusing on managing mobile cranes on construction job sites, this course discusses management issues, including selection and sizing of cranes, daily inspections, communication between site management and crane operators, and supervision of operators. Learn OSHA's position as to who is responsible for crane activities, hazards associated with crane operations, and the OSHA and ANSI regulations addressing these hazards. This course is for general contractors, subcontractors, and all employees who work around cranes. 0.7 CEU

Course Section	Date(s)	Day(s)	Location
NCSH 214-N2C	Nov. 3, 2008	Mon.	Rocky Hill, CT
NCSH-214-N1C	Feb. 26, 2009	Thurs.	Wellesley, MA
NCSH-214-N2C	May 8, 2009	Fri.	Manchester, NH

NCSH 200 Subpart R – Steel Erection Course

1 day, 8:30 a.m.-4:30 p.m. **\$245**

This practical applications-based one-day training focuses on topics and requirements applicable to OSHA 29 CFR 1926.750-761 Subpart R of the Steel Erection Standard. Primary concepts addressed include those hazards encountered on a day-to-day basis in the steel erection industry. The hazards that are discussed have been identified as the major causes of injuries and fatalities in the steel erection industry. Case studies and discussions are presented and controlling contractor duties and responsibilities are covered.

Course Section	Date(s)	Day(s)	Location
NCSH-200-N1C	Nov. 6, 2008	Thurs.	Montpelier, VT
NCSH-200-N2C	Mar. 18, 2009	Wed.	Wellesley, MA
NCSH-200-N3C	May 7, 2009	Thurs.	Manchester, NH

NCSH 201 Rigging Techniques/Inspections Course

4 hours/half day, 8 a.m.-12:30 p.m. **\$225**

This half-day program can be tailored to the audience attending. The course addresses basic concepts in rigging and familiarity with OSHA regulations germane to rigging operations. Inspection procedures are covered.

Course Section	Date(s)	Day(s)	Location
NCSH-201-N1C	Apr. 29, 2009	Wed.	Wellesley, MA

NCSH 453 Lead, Silica, and Asbestos Awareness

6 hours, 8 a.m.-3:30 p.m. **\$245**

Law requires asbestos awareness training for employees who may come in contact with asbestos-containing materials even if they do not disturb it. Lead exposure training is required annually for most employees. Silica awareness is required under the HAZCOM standard. This course is an overview of regulations governing asbestos, lead, and silica in the workplace. Course discusses requirements for written safety programs, medical surveillance, and further training for each hazard. 0.6 CEU

Course Section	Date(s)	Day(s)	Location
NCSH-453-N1C	Feb. 24, 2009	Tues.	Manchester, NH

General Industry Safety and Health

NCSH 320 10-Hour Outreach Course in OSHA's General Industry Safety and Health Standards

2 days, Thurs. 8:30 a.m.-4:30 p.m. & Fri. 8:30 a.m.-12:30 p.m. **\$295**

This course is for supervisors and safety committee members having safety and health responsibility. It provides employees with general safety and health awareness. Topics include the OSH Act, General Duty Clause, blood borne pathogens, electrical standards, exit routes, emergency action plans, fire-prevention plans and fire protection, flammable and combustible liquids, personal protective equipment, hazard communication, safety and health programs, machine guarding, and walking-working surfaces. After successfully completing the course, participants receive an OSHA general industry safety and health 10-hour course completion card. 1.0 CEU; TCH

Course Section	Date(s)	Day(s)	Location
NCSH 320-N3C	Dec. 8-9, 2008	Mon.-Tues.	Manchester, NH
NCSH-320-N1C	Feb. 12-13, 2009	Thurs.-Fri.	Manchester, NH
NCSH-320-N2C	May 18-19, 2009	Mon.-Tues.	Groton, CT
NCSH-320-N2C	Sept. 15-16, 2009	Tues.-Wed.	Manchester, NH

NCSH 470 Electrical Safe Work Practices

1 day, 8:30 a.m.-4:30 p.m. **\$395**

Most of the electrical accidents and injuries in the workplace are the result of unsafe electrical work practices. Employers are required to provide a workplace safe from all recognized electrical hazards. To accomplish this goal an employer must incorporate OSHA 29 CFR 1910 and 1926 as well as best industry practices. This course covers hazards associated with working on or near exposed energized parts and possible safe work practices that could be implemented to reduce or eliminate these hazards. This course provides information from the OSHA regulations, NFPA 70E, and practical discussion of these issues. Student receives a copy of NFPA 70E. 0.7 CEU; TCH

Course Section	Date(s)	Day(s)	Location
NCSH 470-N2C	Dec. 12, 2008	Fri.	Manchester, NH
NCSH-470-N1C	Apr. 3, 2009	Fri.	Manchester, NH
NCSH-470-N2C	June 12, 2009	Fri.	Warwick, RI
NCSH-470-N3C	Oct. 23, 2009	Fri.	Manchester, NH

NCSH 471 Fundamentals of Electric Power Generation, Transmission, and Distribution

1 day (8 hours). **\$285**

This course is for supervisors, safety committee members and safety representatives working in electric utilities. It is based on the requirements found in OSHA standard 29 CFR 1910.269. Participants develop a comprehensive understanding of the OSHA standard and its application to various field activities related to electric generation transmission and distribution systems as well as equivalent industrial installations. The focus is on understanding, selecting and applying safe work practices in the field. In addition, participants learn what information and guidance to provide to employees and contractors that fall within their responsibility while working in electric utility operations. Topics include a brief overview of OSHA, training requirements, personal protective equipment, energy control, effective job briefings, enclosed spaces, excavation, towers and structures, overhead lines, and safe working distances.

Course Section	Date(s)	Day(s)	Location
NCSH-471-N1C	June 18, 2009	Thurs.	Groton, CT
NCSH-471-N2C	Oct. 2, 2009	Fri.	Manchester, NH

Keene State College Safety and Health Courses

NCSH 437 Eight-Hour HAZWOPER Refresher, per 29 CFR 1910.120

1 day, 8 a.m.-4:30 p.m. **\$245**

To maintain training verification under HAZWOPER, people who completed the 40-Hour Hazardous Waste Operations and Emergency Response Training course are required to have an annual eight-hour annual refresher course. This course satisfies OSHA 29 CFR 1910.120 requirements. Students are required to submit (with registration form) a valid certificate for the 40-Hour Hazardous Waste Operations and Emergency Response Training or Eight-Hour Annual Refresher for Hazardous Waste Operations and Emergency Response Personnel.

Course Section	Date(s)	Day(s)	Location
NCSH-437-NIC	Feb. 27, 2009	Fri.	Manchester NH
NCSH-437-N2C	Aug. 28, 2009	Fri.	Manchester NH

Industrial Hygiene

NCSH 441 Introduction to Toxicology

2 days, 8:30 a.m.-4:30 p.m. **\$495**

This course explores the science of toxicology and its workplace application. Basic concepts are described, historic examples of occupational disease occurrence are used to integrate these concepts, and federal/state regulatory requirements resulting from these historic cases of occupational disease are examined, along with expectations and responsibilities for safety and health professionals in the industrial environment. 1.4 CEUs; TCH

Course Section	Date(s)	Day(s)	Location
NCSH-441-N1C	July 20-21, 2009	Mon.-Tues.	Manchester, NH

NCSH 442 Industrial Ventilation

2.5 days, Mon.-Tues. 8:30 a.m.-4:30 p.m. & Wed. 8:30 a.m.-noon. **\$525**

Ventilation is the planned supply and removal of air from workplaces for the purpose of achieving healthful air quality and acceptable concentrations of air contaminants. This course identifies key factors in design and testing of mechanical and natural ventilation systems. History, standards, regulations, test methods, and test equipment are emphasized. Laboratory exercises are conducted. 1.7 CEUs

Course Section	Date(s)	Day(s)	Location
NCSH-442-N1C	Aug. 3-5, 2009	Mon.-Wed.	Keene, NH

NCSH 443 Radiation Protection

2.5 days, **\$525**
Wed. 1 p.m.-4:30 p.m. & Thurs.-Fri. 8:30 a.m.-4:30 p.m.

Radiation protection assesses and controls human health hazards associated with sources of ionizing radiation: radioactive materials, nuclear reactors and accelerators, and X-ray machines. Health hazards of non-ionizing radiation are discussed. History, standards, regulations, radiation measurement, and radiation control methods are emphasized. Scientific calculators are required for half-life and radiation shielding calculations. 1.7 CEUs; 2.5 Industrial Hygiene CM Points

Course Section	Date(s)	Day(s)	Location
NCSH-443-N1C	Aug. 5-7, 2009	Wed.-Fri.	Keene, NH

NCSH 444 Biohazards in the Workplace

1 day, 8:30 a.m.-4:30 p.m. **\$245**

This intensive introductory one day course is designed to provide information needed for an individual to anticipate, recognize, evaluate and control biological hazards in the workplace. Topics include: History of Bio-safety, Basics of Biological Safety, OSHA and Biological Safety, Laboratory Bio-safety, Production Bio-safety, Hospital Bio-safety, Decontamination and Sterilization, Disposal of biomedical and bio-hazardous wastes, Shipment of biological materials. Applicable to both Industrial Hygiene and Health Care disciplines.

Course Section	Date(s)	Day(s)	Location
NCSH-444-NIC	May 15, 2009	Fri.	Manchester, NH
NCSH-444-N2C	Nov. 30, 2009	Mon.	Manchester, NH

Health Care Specialist

NCSH 430 First Receiver Awareness-Level Training

Half day, 8 a.m.-noon (4 hours). **\$225**

A First Receiver is defined in the OSHA "Best Practices for the Protection of Hospital-Based First Receivers" as medical personnel responsible for dealing with victims arriving at a hospital or medical center with exposure to chemical, biological or radiation contamination. This initial 4-hour course is designed to provide health care personnel with an introduction to all hazard preparedness. The curriculum also provides an overview of natural, manmade, and technological disasters; recognition and response to weapons of mass destruction as a result of chemical, biological, radiation and explosive devices.

Target audiences include all allied health professionals & care staff from Security, Emergency Department clinicians, clerks, triage staff, and those that are expected to participate in an organization's emergency response plan. 0.4 CEU

Course Section	Date(s)	Day(s)	Location
NCSH 430-N1C	May 14, 2009	Thurs.	Manchester, NH

NCSH 431 First Receiver/Operations Level Responder • Initial Training or Annual Refresher

1 day, 8 a.m.-4:30 p.m. (8 hours). **\$285**

This course is designed build on the First Receiver Awareness course, and meets the OSHA 29 CFR 1910.120 (q)(6)(ii) eight-hour OSHA HAZMAT training standard for staff that may have the potential to respond in the event of an emergency. 0.7 CEUs

The eight-hour course itinerary allows for attendance by individuals seeking annual refresher training to the HAZMAT First Responder Operations Level. Initial and annual refresher training must be provided to all health care personnel who have been designated to provide treatment, triage, decontamination, or other services to contaminated individuals or who may reasonably be expected to come in contact with those individuals arriving at the hospital. In addition to information provided at the awareness level, operations-level response-training core elements must include:

- understanding the hospital emergency operations plan
- roles and responsibilities
- site safety, including risks to receiving personnel
- appropriate selection and use of personal protective equipment
- decontamination procedures
- group exercises, demonstrations, and hands-on training

Course Section	Date(s)	Day(s)	Location
NCSH 431-N1C	May 14, 2009	Thurs.	Manchester, NH

NCSH 432 Hazard Vulnerability Assessments for Health Care Facilities

1 day, 8:30 a.m.-4:30 p.m. **\$245**

PREREQUISITE: None

This course is designed for the health care professional responsible for completing and acting on the organizations Hazard Vulnerability Assessment. Using the most common healthcare templates, students will learn how to obtain relevant information to complete the assessment for natural, manmade, and technological disasters and develop an action plan to reduce the risk from the most likely threats. Learn the process to mitigate potential hazards through assessing the risk/impact, probability, consequence, and organizational preparedness and capabilities. At the completion of this course students should have acquired sufficient information to manage the hazard vulnerability assessment for their organization to reduce potential impact. 0.7 CEU

Course Section	Date(s)	Day(s)	Location
NCSH 432-N1C	Mar. 9, 2009	Mon.	Manchester, NH

Keene State College Safety and Health Courses

NCSH 433 Developing an Effective Emergency Operations Plan

2 days, 8:30 a.m.-4:30 p.m.

\$525

PREREQUISITE: None

This course is designed for the new or experienced health care emergency manager. OSHA requires your facility to have emergency preparedness and action plans (29 CFR 1910.38) and to communicate those plans in writing if you employ more than 10 workers. The plans must encompass any type of emergency: fire, weather, attack, threat, etc. The plan must include, at a minimum, the following:

- emergency escape procedures and escape routes
- procedures for employees who remain to perform or shut down critical office operations
- procedures to account for all employees after the completion of an emergency evacuation
- rescue and medical duties for those employees who are to perform them
- the preferred means for reporting fires and other emergencies
- the names or regular job titles of persons or departments you need to contact for further information or explanation of duties under the plan.

Emergency operations plan should address all potential emergencies that can occur in the workplace. This course will use the NFPA 1600 guidelines to meet the OSHA and Joint Commission (EC 4.12) standards for an effective Emergency Operations Plan. Students will work in groups to complete portions of the Emergency Operations Plan template that is included. 1.4 CEUs

Course Section	Date(s)	Day(s)	Location
NCSH 433-N1C	Jan. 13-14, 2009	Tues.-Wed.	Manchester, NH

NCSH 434 Health Care Continuity of Business Plan

1 day, 8:30 a.m.-4:30 p.m.

\$245

PREREQUISITE: Developing an Effective Emergency Operations Plan

Are you prepared for the Joint Commission 96-hour standard (EC.4.12.B6)? Designed as an annex to the Emergency Operations Plan, this course is designed to provide the framework for a functional continuity of business plan. Students work in groups to complete portions of the Health Care Continuity of Business Plan template that is included. Using actual events and simulations, students develop Memorandum of Understanding/Agreements with potential local vendors and develop the necessary resource directory to help sustain operations in the event of a disaster. 0.7 CEU

Course Section	Date(s)	Day(s)	Location
NCSH-434-N1C	Jan. 15, 2009	Thurs.	Manchester, NH

NCSH 435 Establishing a Health Care Command Center

1 day, 8:30 a.m.-4:30 p.m.

\$245

PREREQUISITE: None

Who should attend? Do you have a fully functional command center operating as part of the National Response Framework Emergency Support Function #8? This course familiarizes participants with requirements of a functional health care Command Center. If you completed ICS 100, NIMS training, and/or intermediate/advanced Incident Command Training, and need to establish a health care command center, this program may be for you. Students use Job Action Sheets and NIMS forms to work through simulated health care emergencies. Lively discussions and case studies are part of the course. 0.7CEU

Course Section	Date(s)	Day(s)	Location
NCSH 435-N1C	May 15, 2009	Fri.	Manchester, NH

The following health care course is available as a contract course. The training itinerary must be customized, based on the health care facility's hazard vulnerability analysis, and should use the same equipment available to facility personnel. Contact the OSHA Training Institute Education Center at 800-449-6742 for pricing and details.

NCSH 468 Respiratory Protection, PPE, and Decontamination Procedures First Receiver • Train-the-Trainer Course

40 hours

This course trains health care personnel how to use respiratory protection and PPE common to their facilities and perform patient and technical decontamination procedures. Students also learn principles for teaching adult learners. Students must demonstrate skill mastery and perform teach-backs to demonstrate their ability to teach skills. Attendees receive a CD with course materials and additional reference materials they can customize to meet their facility's training needs. 4.0 CEUs

NCSH 469 Hospital Emergency Response Training – A Train-the-Trainer Course

Region 1 OTIEC offers this program on a contract basis only by qualified instructor(s). Certificate of attendance comes from the OSHA Training Institute Education Center, Region 1.

Based on the FEMA Course Goal: This (HERT/MCI) Train-the-Trainer Course is designed to provide guidance to hospitals, emergency medical services, and health care facilities staff who may become involved in a mass casualty incident as a result of a hazardous materials incident or weapon of mass destruction (WMD) event. The HERT/MCI expands on an incident management system for hospitals during a response, provides training on chemical protective clothing and equipment requirements and presents guidance for hospital emergency response team design, development and training. The six core competencies for all public health workers, as recognized by the Healthcare Resources and Services Administrations (HRSA) are addressed in this training. This course prepares students to conduct safe and effective emergency response during an MCI. This is a hands-on course. Participants must be physically and psychologically fit to wear Chemical Protective Clothing & Equipment (CPC&E) (level C ensemble) during the training.

This four-day course focuses on the hospital's role outside the emergency department. Hospital administrators, doctors, nurses, physicians, security personnel, and other hospital staff who make up or manage their hospital response activities should attend this course. The course provides hospitals and health care facilities staff with the information and skills they need to return to their facilities to develop their own hospital emergency response training.

Internships



Is your company interested in providing internships to safety and health students? KSC safety and health undergraduate degree students are eager for work experience opportunities.

Contact Dr. Larry McDonald, Professor, Technology, Design & Safety, Keene State College, Butterfield Hall 219, MS 1901, Keene, NH 03435; 603-358-2976; lmcdonal@keene.edu; www.keenesafety.com



Registration Information

Send Registration Form

By fax: Credit card (VISA or MasterCard) or purchase order registrations may be faxed to the OSHA Training Institute Education Center at 603-645-0080.

By mail:

OSHA Training Institute Education Center
175 Ammon Drive
Manchester, NH 03103-3308

Registration Form

Please complete the registration form provided in this catalog and submit it to the New England OSHA Training Institute Education Center by fax, e-mail scan, or mail. The registration form must be legible and complete upon receipt. If you have questions, need help, or want clarification about preregistering into OTIEC training programs, please call our office and our registration specialists will be glad to speak with you.

Payment Information

Payment and registration must be received prior to the scheduled course start date to assure a place in class.

Keene State College accepts the following methods of payment:

Credit card (VISA or Mastercard)
Personal or business checks
Money orders
Company purchase orders.

Please make checks and purchase orders payable to **Keene State College**. We request that you attach purchase order(s) or checks to the registration form. Please print the student(s) name(s) and course number(s) on the P.O. or check.

NOTE: We cannot complete your registration or issue course documentation unless payment has been received in full. Thank you.

By fax: 603-645-0080

By mail: OSHA Training Institute Education Center
175 Ammon Drive
Manchester NH 03103-3308

Online: www.keene.edu/conted/osha.cfm

E-mail: oshaed@keene.edu

Withdrawal/Cancellation/ Refunds/Postponement

Withdrawal or cancellation notification must be in writing (fax and e-mail are acceptable) and received (not postmarked) five days prior to the course start date. Withdrawals or cancellations received in a timely manner will be 100% refunded. Those made within five days of the course start date will be assessed a 25% cancellation fee if not rescheduled. Nonpayment of fees does not constitute a withdrawal. No refund is granted for withdrawals after the course begins. No-shows will be charged the full fee. Substitution of another participant may be made, for no additional charge, prior to the start of the course.

In New England, we have occasional inclement weather emergencies, and classes may be postponed or rescheduled without notice. Keene State College (New England OTIEC) also reserves the right to cancel courses due to unforeseen circumstances, and the KSC OTIEC will return only the registration/course fee. Keene State College is not responsible for travel expenses incurred by the participant in case of cancellation. Open enrollment programs may also be cancelled or rescheduled due to underenrollment. You will be notified should a class be rescheduled or removed from the calendar.

Special Needs

If you have a disability requiring a specific academic accommodation, please call the OSHA Training Institute Education Center (800-449-6742) before your course starts.

Directions and Accommodations

Upon registration, course confirmation, directions, and local area accommodation information will be sent to you by mail, fax, or e-mail. Please tell our registration specialist if you will be traveling a distance to one of our facilities and require special assistance. Local area accommodations information and directions for each training venue appears at our website (www.keene.edu/conted/osha.cfm).

Frequently Asked Questions

How far ahead should I send my registration form?

Registrations are accepted on a first-come, first-served basis. Please register as soon as possible as enrollment may be limited. Please contact our office if you have a question or concern about the preregistration process.

What is the process for becoming an Outreach trainer?

I am registering for either Course 500, 501, or 5400. What additional paperwork is required?

- **Course 500.** Send a copy of your résumé plus one copy of the Construction Standards 510 training certificate or 30-hour card. A Verification of Prerequisites form is available by contacting 800-449-6742 or on the website: www.keene.edu/conted/osha.cfm.
- **Course 501.** Send a copy of your résumé plus one copy of the General Industry Standards 511 training certificate and/or 30-hour card. The Verification of Prerequisites form is available by contacting 800-449-6742 or on the website: www.keene.edu/conted/osha.cfm.
- **Course 502.** A copy of your unexpired trainer card (Construction)
- **Course 503.** A copy of your unexpired trainer card (General Industry)
- **Course 5400 (Maritime Trainer Course).** Send a copy of your résumé detailing related professional experience and complete the Verification of Prerequisites form available by contacting 800-449-6742 or on the website, www.keene.edu/conted/osha.cfm.

CFR/Text Books/CD-ROM Orders

Region 1 OSHA Training Institute Education Center makes training materials and texts available for purchase by outreach trainers and course participants wishing to order additional books or CDs for their workplace.

To place an order for books, please go to our website at www.keene.edu/conted/osha.cfm or e-mail OTIEC at oshaed@keene.edu for an order form.



Registration Form

Personal Data (Please type or print)

Last name First name Middle initial

Social security number (used as a unique identifier for academic records purposes) Date of birth

Home mailing address

City State Zip

Home phone number

Cell phone number

Business name

Business mailing address

City State Zip

Business phone number Business fax number

E-mail address

Name as you would like it to appear on card and certificate (please print legibly)

Join the Region 1 OTI Education Center Online Newsletter!

I wish to add my e-mail address (provided above) to receive important OTI Education Center course updates, OSHA news, and important announcements.

Gender: Female Male

U.S. citizen: Yes No If not a U.S. citizen, please specify:

Nonresident alien: Visa status _____

Resident alien: Country of citizenship _____

Ethnicity (choose one):

American Indian/Alaskan Native Hispanic

Black, non-Hispanic origin White, non-Hispanic origin

Asian/Pacific Island Other

Privacy Information Act

All registration information from students enrolled in courses at the OSHA Training Institute Education Center is held private and not released for printed or electronic directories. If you wish to further restrict information about your participation in courses, please check the box below. This choice not only restricts your information from directories, but also ensures that your presence at the Education Center is not acknowledged in routine inquiries, including those by employers or prospective employers.

I wish to further restrict information.

Signature

Date

Course Information

1. Course section Title Cost

Start and end dates _____

Location: Manchester Other site _____

2. Course section Title Cost

Start and end dates _____

Location: Manchester Other site _____

Safety and Health Certificate Program

I wish to participate in the Safety and Health Certificate Program.

Please add a one-time \$35 nonrefundable application fee [per certificate program](#).

Construction General Industry Industrial Hygiene Healthcare

Certificate fee \$ _____

Payment Information

Payment and registration must be received prior to the scheduled class start date to assure a place in the course. Please make checks or purchase orders payable to: **Keene State College**.

Enclosed is my check or purchase order for \$ _____

Purchase order number and/or check number _____

Purchase order MUST accompany registration

I understand my tuition charges are being deferred based on a statement from my employer agreeing to remit payment in full for my registration. My signature on this form confirms that, should my employer default on this agreement, I am responsible for any and all charges incurred by Keene State College, including any additional collection costs associated with the satisfactory conclusion of this debt.

Student signature Date

Keene State College, please charge \$ _____ to VISA or MasterCard (please circle one)

Card number Expiration date

Cardholder's signature Date

Name as it appears on credit card.

We cannot complete your registration or issue a certificate or card unless we have received payment in full.

Fax to: 603-645-0080

or

mail to:

OSHA Training Institute Education Center

175 Ammon Drive,

Manchester, NH 03103-3308



OSHA/OTIEC/KSC Master Course Schedule October 2008 through September 2009

- Safety and Health Specialist Certificate Programs
NEW Health Care Certificate, General Industry, Construction,
and Industrial Hygiene
- Certification and professional development
- Customized ON-SITE training at group rates
- OUTREACH TRAINER assistance
- Personal and professional support from our
Outreach training coordinator
- Get up-to-the-minute course information,
directions, and travel details:
www.keene.edu/conted/osha.cfm
- Subscribe to the NEW OSHA Training Institute
Education Center online newsletter!



We all have a hand in it!
Safety

175 Ammon Drive
Manchester NH 03103-3308

