

Division of Public Safety &
Occupational Safety & Health


OCCUPATIONAL
SAFETY TRAINING

COURSE CATALOG



The background image shows a welder wearing a helmet and mask, working in a dark, industrial setting. Bright sparks are visible from the welding process. The image is decorated with several thick, horizontal yellow brushstroke-like accents. The word "MISSION" is written in large, white, bold, sans-serif capital letters.

MISSION

A decorative element consisting of a series of white diagonal stripes, slanted from the bottom-left to the top-right, positioned below the word "MISSION".

Our mission is to protect the public and foster safe and healthful working conditions for New Jersey workers through enforcement of workplace safety regulations, oversight of licensing and permitting for hazardous occupations, and delivery of occupational safety and health consultation and training.



This catalog contains information on free, confidential, and collaborative resources offered by the New Jersey Department of Labor and Workforce Development (NJDL). These resources include voluntary workplace inspections, occupational safety and health training classes, and a listing of safety training DVDs available for loan. All activities take place at your facility and can be customized to meet the specific nature of your workplace. There is no cost associated with any of these services.

Consultation visits are confidential, no-cost opportunities for employers to have a safety and health professional assist them to find and fix hazards, develop safety and health programs, and train employees. Prior to training, public employers are required to have a consultation or enforcement visit that covers the employees they wish to have trained. See page 10 for info about the consultation. Private-sector employers are also encouraged to utilize this service to better inform and target the training we can provide.

Training is intended to teach both employers and employees how to maintain a work environment that is free of recognized safety hazards, and to comply with applicable Occupational Safety and Health Administration (OSHA) or Public Employees Occupational Safety and Health (PEOSH) standards.

To prepare for your class(es), our consultants and trainers gather information about your workplace operation and procedures. With this information we can customize the training so that employees can better understand how it relates to their job duties.

These classes are available to all public- and private-sector employers in New Jersey. We prioritize small employers as well as those involved in high-hazard industries as defined by OSHA and PEOSH strategic plans.

For more information about our services, please use the contact information below:

PHONE: 609-633-2587

EMAIL: safetytraining@dol.nj.gov

WEB: nj.gov/labor/safetyandhealth





NOTE: All times listed are approximate. Actual class length may vary based on site-specific conditions, number of students, and the nature and extent of training provided.

AN INTRODUCTION TO PUBLIC EMPLOYEES' OCCUPATIONAL SAFETY & HEALTH ACT

Course #138

1.5 hours

New Jersey has an OSHA-approved State Plan for Public Employers. Learn about the history of the Public Employees' Occupational Safety and Health Act (PEOSHA) in New Jersey, the rights of public employers and employees, and how this Act is enforced.

COMPACTOR TRUCK SAFETY

Course #102

2 hours

In recent history, there has been an increase in serious injuries and deaths to employees while working on and around compactor trucks. The class addresses common issues surrounding safety devices, warning signage, correct driving and riding procedures, and other safe work practices.

CONFINED SPACE AWARENESS

Course #103

2 hours

This class defines a confined space for all employees, and covers typical procedures associated with safe entry, completion and issuance of entry permits, and the recognition of hazards associated with permit-required confined spaces. Training is in compliance with 29 CFR 1910.146 but does not train employees to enter, attend, or supervise permit entry.



COURSES

CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

Course #104

2 hours

This customized training program uses the agency's lockout/tagout program. Both authorized and affected employees should attend. Training of authorized employees includes hands-on demonstrations. Training is in compliance with 29 CFR 1910.147.

ELECTRICAL SAFE WORK PRACTICES

Course #105

2 hours

Designed to improve the safety practices of employees responsible for working with electrical systems, the class is centered around 29 CFR 1910.331-335 and includes applicable safe work practices found in Subpart S of the Standard.

EXCAVATING AND TRENCHING AWARENESS

Course #108

2 hours

This class is designed for employees who do not have direct responsibilities of setting up, maintaining and working in trenches, who may occasionally work around trenches and excavations.

FLAGGER TRAINING FOR CONSTRUCTION, MAINTENANCE AND UTILITIES

Course #111

3 hours

On a highway worksite, the flagger is often the newest employee — but the flagger position is an essential one, with the safety of other employees in their hands. The flagger is the gatekeeper of the worksite, and needs training to do the job to the best of their ability. This interactive training emphasizes practical experience, and is a standard program developed by the Institute for Transportation Research and Education of North Carolina State University.



FORKLIFT SAFETY

Course #112

**4 hours (classroom)
plus 15 hands-on minutes per operator**

The National Safety Council's Coaching the Lift Truck Operator program is used to teach forklift safety. This nationally recognized certification program meets both formal and practical training requirements found in 29 CFR 1910.178. Students must complete both the formal and practical training requirements to receive an Operator Card from the New Jersey Department of Labor and Workforce Development.

GROUNDS MAINTENANCE

Course #113

2 hours

The primary goal of this class is to give employees an awareness of the hazards associated with the equipment and work practices used in grounds maintenance. The class can be customized to your groundskeeping equipment.

HAND AND PORTABLE POWER TOOL SAFETY

Course #114

1.5 hours

Both powered and non-powered hand tools are presented during this class, which emphasizes tool maintenance, power tool guards, and the safe handling of explosive actuated fastening tools.

HAND INJURY PREVENTION

Course #115

1.5 hours

This class aims to increase employees' awareness of the many hazards to their hands in the workplace. Topics include hand anatomy, effects of injuries, techniques for avoiding injuries, and how to select personal protective equipment.



HAZARD COMMUNICATION*

Course #117

2 hours

This class covers the requirements of 29 CFR 1910.1200. Specific substances used on site will be used as examples. Students will learn how to read Safety Data Sheets (SDS) using actual SDSs from their workplace. Rounding out the class, we'll cover the proper handling of chemicals, emergency procedures and personal protective equipment.

- * The New Jersey Department of Health provides assistance to public employers with PEOSH health standards and related training.

New Jersey Department of Health/PEOSH Consultation and Training

P.O. Box 360, Trenton, NJ 08625-0360

Telephone: 609-984-1863 | **Fax:** 609-984-2779

Web: nj.gov/health/workplacehealthandsafety/peosh | **Email:** peosh@doh.nj.gov

LADDER SAFETY

Course #120

1.5 hours

Conducted in accordance with 29 CFR 1910.25, this class covers types, selection, inspection, placement and safe use of ladders.

MACHINE GUARDING AND OPERATION

Course #121

2 hours

This highly customized class addresses the guarding and safe operation of non-portable machinery. Topics include:

- Principles and methods of machine guarding
- Procedures for guard removal and the release of hazardous energy
- Safe operating practices

MATERIAL HANDLING, BACK SAFETY & LIFTING TECHNIQUES

Course #122

2 hours

This interactive class gives employees the knowledge necessary to prevent injuries caused by improperly handling materials. The course includes material from 29 CFR 1910 Subpart N, specifically when and how mechanical lifting means can be utilized to reduce risk of injuries.



COURSES

OSHA RECORDKEEPING

Course #123

2 hours

This class is recommended for managers and employees who are responsible for completing and submitting OSHA injury and illness recordkeeping forms.

OVERHEAD AND GANTRY CRANES

Course #124

2 hours

Centered around the requirements of 29 CFR 1910.179, this class is customized to the equipment used in your workplace.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Course #125

2 hours

This customized training program is conducted in accordance with the provisions of 29 CFR 1910 Subpart I. The training includes:

- Recognition of hazards requiring the use of PPE
- Selection techniques
- Proper use and fitting
- Consequences of not using the correct PPE
- Management responsibilities
- Preparing a Workplace PPE Hazard Assessment

SLIPS, TRIPS, AND FALLS

Course #131

2 hours

Slips, trips, and falls are the leading cause of occupational injury. Topics included are housekeeping, use of ladders, scaffolding and other potential causes of slips, trips, and falls. We customize this class to your working environment.

SUPERVISORS AND SAFETY

Course #132

2 hours

This class, recommended for front-line supervisors and middle managers, explains the legal responsibilities and liabilities managers face on the job. We cover the supervisor's responsibilities, accident costs, hazard identification and accident investigation.



COURSES

TREE TRIMMING

Course #133

2 hours

In addition to discussing the common tools used in tree trimming, such as chain saws and axes, we also cover the use of elevated work platforms. The special precautions required while working close to power lines and the use of personal protective equipment is emphasized.

VEHICLE-MOUNTED WORK PLATFORMS

Course #134

2 hours

This customized training program addresses the safety requirements and features of equipment used at your place of business. A practical session will be included in the training.

WALKING AND WORKING SURFACES

Course #135

1.5 hours

This training emphasizes the importance of maintaining all walking and working surfaces in a safe condition. We discuss work environments such as floors, entrances, landings, stairs, fixed ladders, scaffolding and mobile scaffolding towers, giving special attention to the guarding of floor and wall openings.

WORK ZONE SAFETY: STREETS, ROADS, AND HIGHWAYS

Course #137

3 hours

This class is a must-attend program for employees, supervisors and managers whose job duties place them on the open road. We emphasize the required placement of warning signs, barricades and other safety devices. This program is customized to your working environment.

The Occupational Safety Training Unit is able to develop and present customized safety training courses upon request. Please reach out via phone or email to discuss your needs.





PUBLIC EMPLOYEES OCCUPATIONAL SAFETY & HEALTH ON-SITE CONSULTATION PROGRAM AND TRAINING

THE BENEFITS

If you want to reduce absenteeism, lower workers' compensation costs, improve operations, retain employees, and boost job satisfaction, eliminating workplace hazards will help you reach those goals.

The free on-site consultation service offered by the New Jersey Department of Labor and Workforce Development helps public employers identify potential hazards at their worksites, improve management of their occupational safety and health systems, and even qualify for a safety recognition award. *The service is both free and convenient* — our professional consultant comes to your worksite at your invitation.

We can help you establish or strengthen your own safety and health program. We'll teach employees how to incorporate safety into daily procedure, thereby preventing hazards— rather than reacting to crisis situations.

To take advantage of this valuable service, employers must correct hazards in a timely manner and document corrective actions. We ask employers to commit to this before our initial visit.

Consultations are confidential. Any information you provide about your workplace, and any problems found, are not reported to PEOSH enforcement staff.

THE OPENING CONFERENCE

Before the walk-through, the consultant will meet with you briefly. At this opening conference, you'll go over the consultant's role and the employer's



obligations. Employee participation gives the process better results and is required in all site visits.

If employees are represented by one or more unions, employee representative(s) must have the opportunity to participate in the opening and closing conferences and the walk-through.

THE WALK-THROUGH

During the walk-through, you and the consultant will evaluate workplace conditions. Informed employees are better able to support workplace safety programs, so full employee participation is encouraged. Employee input helps the consultant accurately assess potential hazards.

The employer chooses which areas the consultant evaluates. For each area, the consultant will review any PEOSH standards that apply. Even hazards not covered by PEOSH standards could pose risks to your employees – the consultant will point out those, as well. To help you improve workplace safety, your consultant may suggest measures such as self-inspection and training.

THE CLOSING CONFERENCE

What are you doing well? How could safety be improved? At the closing conference, the consultant will review findings with you in detail. You'll have the opportunity to discuss areas of concern, potential solutions, and an abatement plan for any serious hazards.

In rare situations the consultation may reveal an "imminent danger." In such cases, employers must take immediate action to protect employees.

In situations that PEOSH criteria would deem a serious violation, the consultant will work with you to develop a reasonable schedule for correcting that hazard. The consultant will offer general options, and may suggest other sources for technical help.

Following the closing conference, you will receive a report detailing the findings and confirming your abatement agreement. The consultant may contact you from time to time to check your progress. Of course, you may always contact your consultant for assistance.

A comprehensive consultation includes:

- Appraisal of all mechanical and environmental hazards and physical work practices
- Appraisal of existing safety & health program, or recommendations for establishing one



- A closing conference to review findings
- A written report of recommendations and agreements, and
- Training and assistance with implementing recommendations.

TRAINING SERVICES

The Occupational Safety Training Program provides free training for public employees, following a PEOSH consultation or enforcement visit. Most training courses are based either on OSHA standards or on national standards such as American National Standards Institute (ANSI) and National Institute for Occupational Safety and Health (NIOSH).

Experienced consultants provide the training, customized as needed, at the employer's facility. Training is provided at no cost to the employer or employee.

We also have staff available to discuss our services at industry trade shows, and interagency meetings. Contact our office using the information below if you're interested in having us provide a presentation on our services to your group.

NEXT STEPS

Complete the "Request for On-Site Consultation/Training" on the following page and return it to our office. If you or your management team wish to discuss the program requirements with us, please use the contact information here to reach us.

VIDEO LENDING LIBRARY

While employees tell us they value our customized, in-person training, we realize that some employers need more flexibility. To accommodate those employers, we also offer a free lending library of safety and health training DVDs. You can borrow the DVDs for up to 2 weeks and view them at your convenience. The training DVDs are listed on the following pages. To request DVD(s), complete and return the "Video Lending Library Request" on page 18.

Email: safetytraining@dol.nj.gov

Phone: 609-633-2587

Mail: PEOSH Consultation & Training
New Jersey Department of Labor and Workforce Development
P.O. Box 953, Trenton, NJ 08625-0953

Web: nj.gov/labor/safetyandhealth

scan me



REQUEST FOR ON-SITE CONSULTATION/TRAINING

Select “public sector” or “private sector” depending on the nature of your workplace and follow the appropriate link to request a consultation. Multiple site locations can be included as long as they’re all within New Jersey.

PUBLIC SECTOR:

PEOSH covers all state and local government workers, which includes public boards, commissions, authorities, agencies, departments, and divisions at the state, county, and local levels. PEOSH also covers volunteer fire, rescue, medical, and law enforcement personnel affiliated with or providing service to any municipal, county, or state coverage area within its jurisdiction.



REQUIRED: Consultation

REQUEST A CONSULTATION:

nj.gov/labor/PeoshRequest

or, scan me →



ANY TRAINING REQUESTED BY THE EMPLOYER WILL BE SCHEDULED FOLLOWING A CONSULTATION VISIT.

NOTE: URLs are case sensitive.

PRIVATE SECTOR:

The private sector includes businesses, charities, and contractors that do work for public entities, trade unions, partnerships, corporations, and all entities who employ individuals who do not receive a paycheck from a government agency.



RECOMMENDED: Consultation

CONSULTATION AND TRAINING INFORMATION:

nj.gov/labor/safetyandhealth/consultations-trainings/private-sector-safety-health-consultations/index.shtml

or, scan me →





OSHA ON-SITE CONSULTATION PROGRAM SAFETY AND HEALTH VIDEO LENDING LIBRARY TITLES

CALL NUMBER / TITLE

- 1 **BAK** – Back Safety for Material Handlers
- 2 **BAK** – Back Safety Lift Well, Live Well
- 3 **BAK** – Back Safety Real Life
- 4 **BBP** – Bloodborne Pathogens Case Histories
- 5 **BBP** – Bloodborne Pathogens First Responder
- 6 **BBP** – Bloodborne Pathogens Take Precautions
- 7 **BUC** – Bucket Trucks Extending Your Safety
- 8 **COM** – Compressed Gas Safety Awareness
- 9 **CPS** – Process Safety Protecting Employees
- 10 **CRA** – Crane Inspection
- 11 **CRA** – Indoor Cranes Safe Lifting Operations
- 12 **CRA** – Working Around Cranes
- 13 **CSE** – Confined Space Case Histories
- 14 **CSE** – Confined Space Entry Inside Maneuvers
- 15 **CSE** – Confined Space Entry Permit Required!
- 16 **CSR** – Confined Space Non-Entry Rescue
- 17 **CSR** – Confined Space Rescue

CALL NUMBER / TITLE

- 18 CST – Trenching and Shoring Safety**
- 19 ELE – ARC Flash Safety Awareness**
- 20 ELE – Electrical Emergencies Proper Response**
- 21 ELE – Electrical Hazards Avoid the Risk**
- 22 ELE – Electrical Safety Basic Principles**
- 23 ELE – Electrical Safety Real Life**
- 24 ELE – Electrical Safety Working Around Live Circuits**
- 25 EME – Emergency Evacuation Getting Out Alive**
- 26 ERG – Ergonomics The 24-Hour Body**
- 27 EXT – Fire Extinguishers Your PASS to Safety**
- 28 FAC – Groundskeeping Safety Be a Pro!**
- 29 FAC – Groundskeeping Safety Dealing with Bugs and Critters**
- 30 FIR – Fire Safety Real Life**
- 31 FRK – Forklift Fundamentals Get the Facts**
- 32 FRK – Forklift Operations Carry the Load**
- 33 FRK – Forklift Safety Real Life**
- 34 FRK – Powered High-Lift Trucks Order Picker Safety**
- 35 FRK – Powered Low-Lift Trucks Walkie & Walkie/Rider Safety**
- 36 HAZ – Hazard Communication Elements of Safety**
- 37 HAZ – Hazard Communication Your Safety Net**
- 38 HEA – Heat Stress Don't Lose Your Cool**
- 39 HID – Pro-Active Safety The Self-Inspection**
- 40 HNT – Powered Hand Tool Safety Handle with Care**
- 41 HSK – Housekeeping It Ain't Like the Movies**
- 42 HTL – Give Safety a Hand, Hand Tool Safety Overview**
- 43 HTL – Give Safety a Hand, Hand Tool Safety Overview (VHS)**
- 44 HTL – Give Safety a Hand, Knife and Blade Safety**
- 45 HTL – Give Safety a Hand, Knife and Blade Safety (VHS)**
- 46 HTL – Give Safety a Hand, Socket & Accessory Safety**



CALL NUMBER / TITLE

- 47 HTL – Give Safety a Hand, Socket & Accessory Safety (VHS)**
- 48 HTL – Give Safety a Hand, Striking and Struck Tool Safety**
- 49 HTL – Give Safety a Hand, Striking and Struck Tool Safety (VHS)**
- 50 HTL – Give Safety a Hand, Wrench Safety**
- 51 HTL – Give Safety a Hand, Wrench Safety (VHS)**
- 52 HWZ – Flagging You’re the Director**
- 53 HWZ – Highway Work Zone Safety the Basics**
- 54 INF – MRSA Awareness**
- 55 LOT – Lockout for Life**
- 56 LOT – Lockout Tagout Real Life**
- 57 MAC – Machine Guarding**
- 58 MAC – Pinch Points and Safeguarding for Pulp and Paper**
- 59 MPP – Mechanical Power Press Safety Don’t Press Your Luck**
- 60 MTV – Defensive Driving Prepared for the Worst**
- 61 MTV – Driven to Distraction**
- 62 MTV – Safe Driving Real, Real-Life**
- 63 OFF – Office Safety it’s a Jungle in There**
- 64 OSH – OSHA an Introduction for Construction**
- 65 OSH – OSHA an Introduction**
- 66 PFP – Personal Fall Protection One Step Beyond**
- 67 PPE – Personal Protective Equipment Real, Real-Life**
- 68 PPE – PPE Don’t Start Work Without It**
- 69 RES – Respiratory Fit Testing Face It**
- 70 RES – Respiratory Fit Testing Face It (VHS)**
- 71 RES – Respiratory Protection A Breath of Fresh Air**
- 72 RIG – Rigging Equipment Basics**
- 73 RLT – Danger Zone Lockout Tragedy**
- 74 SAF – Safety Orientation It Takes a Winning Attitude**
- 75 SCA – Scaffolds Safety at All Levels**



CALL NUMBER / TITLE

- 76 SCO – Accident Investigation The Big Picture**
- 77 SCO – Coaching Safety Performance Job Safety Analysis**
- 78 SCO – OSHA Recordkeeping True to Form**
- 79 SCO – Safety Coach the 7 C's of Safety**
- 80 SFC – The Pro-Active Safety Committee a Team for Success**
- 81 SIL – Silicosis: A Preventable Disease**
- 82 STF – Slips, Trips, and Falls Taking the Right Steps**
- 83 STL – Stairways and Ladders The First Step**
- 84 TQM – Pro-Active Safety in Action Accidents Don't Have to Happen**
- 85 VCC – Landscape Power Tools**
- 86 VIO – Workplace Violence the Calm Before the Storm**
- 87 WEL – Confined Space Hotwork Checklist to Safety**
- 88 WEL – Oxyfuel Gas Cutting the Sure Cut**
- 89 WEL – Welding Safe Work with Hotwork**
- 90 WRH – Warehouse Safety Work with Hotwork**
- 91 WWS – Walking & Working Surfaces Watch Your Step!**



VIDEO LENDING LIBRARY REQUEST

Company/Organization _____

Contact person _____

Date _____

Shipping address _____

Phone # _____ Fax # _____

Requested date of delivery _____

DOL #	TITLE

All videos are loaned free of charge to New Jersey-based companies, organizations and businesses who provide safety and health training.

Videos are available for up to two weeks. It is the borrower’s responsibility to return the video(s) by the due date. Failure to return videos when due may result in the denial of future loan requests.

Signature of contact person	Title	Date
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RETURN COMPLETED FORM TO:

MAIL: New Jersey Department of Labor and Workforce Development
Division of Public Safety & Occupational Safety and Health
P.O. Box 953, Trenton, NJ 08625-0953

EMAIL: safetytraining@dol.nj.gov

You can download this form at nj.gov/labor/safetyandhealth

WHAT FACILITIES DO YOU HAVE THAT COULD BENEFIT FROM A CONSULTATION?

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WHAT SAFETY TRAINING CLASSES CAN LEAD TO A MORE EFFICIENT AND FULFILLED WORKFORCE?



Division of Public Safety & Occupational Safety & Health

OCCUPATIONAL SAFETY TRAINING COURSE CATALOG



To learn more about New Jersey's Occupational Safety Training Unit, including the free lending library of safety and health videos, scan this code with your smart phone.

Phone: 609-633-2587

Web: nj.gov/labor/safetyandhealth

