

Brand-new!

For safety-minded professionals who are serious about OSHA compliance and employee safety and health



30-hour Outreach Training Compliance Course

A 5-day course with enormous benefits for you, your employees and your organization:

- ✓ Earn your 30-hour training card—proof of your commitment to employee safety and health
- ✓ Identify, avoid, control and prevent hazards that are accidents in the making
- ✓ Understand and comply with OSHA's existing and new rules and regulations
- ✓ Assess your safety program and improve your level of OSHA compliance
- ✓ Comply with OSHA's record-keeping standards
- ✓ Learn how to prepare now to pass an OSHA inspection

To enroll, call toll free 1-800-601-4636, on-line at www.skillpath.com or fax us at 1-913-362-4241

**WE'RE
COMING
TO YOUR
AREA ...**

10

ways your employees and organization will benefit

- 1 Healthier, safer workplace
- 2 Improved accident and injury record
- 3 Lower insurance rates
- 4 Lower workers' comp premiums
- 5 Reduced medical costs
- 6 Less absenteeism and downtime
- 7 Increase in productivity
- 8 Greater job satisfaction
- 9 More enthusiasm about safety initiatives
- 10 A new sense of security and safety on the job

30-hour Compliance Course Q&A

Why five days?

We've got a lot of information to cover! Everything from hazard identification and prevention ... to the latest changes in OSHA regulations and standards ... to self-inspections and more. This is a one-of-a-kind opportunity to gain in-depth knowledge and experience the highest level of occupational safety and health training around.

Does my trainer have special qualifications?

Your course will be led by an OSHA Authorized Outreach Trainer who has completed OSHA's required Trainer Course in Occupational Safety and Health Standards for General Industry. This OSHA safety and compliance expert has "been there" and will give you a real-world perspective on OSHA compliance in today's regulatory environment.

Your organization is committed to the highest level of safety. Now show it.

Is safety an uphill battle in your organization? Do employees lack enthusiasm for safety initiatives? Are you ready to show just how serious you are about OSHA and safety training? It's for safety-minded professionals like you that this serious OSHA safety training was created. Attend and, in five days, you'll learn how to identify, avoid, control and prevent hazards in your workplace; build safety awareness throughout your organization; and more successfully get every employee behind your safety efforts.

Why do you need to attend this OSHA safety training course?

This five-day course is the fastest and most effective way to gain the critical knowledge you need to keep your employees safe, healthy and productive. Learn how to raise the bar on safety and lessen the likelihood of costly fines and penalties for your organization. Here's a preview of just some of all you'll learn:

- How OSHA operates
- What constitutes an OSHA violation
- How OSHA takes employee complaints very seriously
- OSHA's latest regulatory changes and how to comply
- How to reduce accidents and injuries in your workplace, assess your existing level of compliance and close any gaps
- Where to turn when you need answers on OSHA's rules and regulations

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Earn your 30-hour training card from OSHA

Complete this training and you'll receive your 30-hour training card from OSHA—a sign of the highest level of commitment to safety and health in your organization. Show your employees, your organization—and OSHA inspectors—you mean business when it comes to safety.



Forget jargon and legal-speak—get strategies that are easy to understand and apply

“OSHA is way too complicated.” Sound familiar? That’s no excuse! In this course, we’ll present the tools and techniques you need to know in language anyone can understand. No pie-in-the-sky theories. No government jargon. No legal double talk. Just solid, field-tested solutions that have been proven effective in workplaces just like yours.

These five days will fly by

Some OSHA training is boring—but not ours! You’ll enjoy this fast-paced learning experience from start to finish. Your trainer is not only an OSHA and safety expert but a seasoned trainer who’ll bring vital OSHA information to life with hands-on exercises, lots of interaction and meaningful real-world examples. You’ll *learn* and *do* all week long and be pumped by the time the training ends—we promise!

Lessen risk for employees and employer

There’s no doubt that in today’s regulatory environment, managers are under tremendous pressure to get safety right. Why risk costly mistakes—and employee injuries—when the compliance answers you need are just one course away? You owe it to your employees, to your organization—and to yourself—to attend this powerful training.

This course is for you if you need the latest information on:

- Managing safety and health
- Walking and working surfaces
- Spotting hazards
- OSHA regulations
- Safety programs
- OSHA inspections
- Challenging OSHA
- Fire protection and prevention
- Lockout/tagout
- Bloodborne pathogens
- Hazard communication
- Ergonomics
- Confined spaces
- Personal protective equipment
- Materials handling
- Welding, cutting and brazing
- Machine guarding
- Record keeping and reporting

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Program hours: 9:00 a.m. to 4:00 p.m. each day

Your Comprehensive Five-day Agenda

DAY ONE

- Understanding today's OSHA
- Rights and responsibilities—yours and your employees'
- How to file a complaint
- Resources to help you stay in compliance
- OSHA's "catch-all" regulation: The General Duty Clause
- The many benefits of a job hazard analysis
- The link between management commitment and employee involvement
- Creating your injury/illness prevention program
- Conducting job site inspections
- What a thorough worksite analysis is—and what it can reveal
- Investigating and preventing accidents
- Action steps for hazard prevention and control
- Why safety meetings are worth it
- How good supervisory communication improves safety
- Industrial hygiene and OSHA compliance

DAY TWO

- OSHA's new rules and how they impact you
- An inside look at an OSHA inspection
- 5 ways to trigger an OSHA inspection
- Types of OSHA citations/fines
- Your options should you disagree with OSHA's citation
- How Cal/OSHA is different from OSHA
- States with OSHA plans—is yours one?
- Self-inspection checklist
- Are you required to admit an OSHA inspector?
- Hot spots in your workplace the inspector will head straight for

DAY THREE

- OSHA's standards—basics you need to know
- OSHA's record-keeping requirements in plain English
- Why sloppy record keeping is so dangerous
- 7 common record-keeping mistakes
- Where to keep records and for how long
- How to correctly fill out Forms 300, 300A and 301
- OSHA's strict regulations on exit routes
- The minimum elements of a fire prevention plan
- Protecting employees from fire hazards
- Creating—and following—your emergency action plan
- How injury/illness records can be used against you in court
- What you must post and when
- BONUS: Samples of Forms 300, 300A and 301

DAY FOUR

- A guide to OSHA's often misunderstood Hazard Communication Standard
- Using and managing Material Safety Data Sheets
- Creating a chemical inventory
- Labeling your containers
- Making sure your Personal Protective Equipment practices measure up, including:
 - Safety glasses and hard hats
 - Gloves and hearing protection
 - Respirators
- 6 fall prevention best practices
- OSHA-compliant ladder and stair safety practices
- Walking and working surfaces, including:
 - Housekeeping and aiseways
 - Floor load protection, wall openings and holes
 - Stairways and platforms



We guarantee results!

If you're not happy, we're not happy. Go back to work and apply the new techniques you learned in our workshop. If you're not absolutely delighted with the results you achieve, write to us right away. We'll issue you a refund or arrange for you to attend another workshop without paying another penny. That's our guarantee!

- Effective exit management—what really works
- Bloodborne pathogens—do's and don'ts
- Sharps and needles: Mistakes you do NOT have to make
- Ways to prevent and control exposure to tuberculosis
- What qualifies as a “permit-required confined space”?
- Ergonomics: Where OSHA stands

DAY FIVE

- Making sense of the lockout/tagout standard
- Lockout/tagout compliance—are all your bases covered?
- Why employees who service/maintain machines get injured—assess your risk
- Get the scoop on machine guarding and what OSHA requires
- Avoiding machine safeguarding danger areas
- Understand the liability associated with electrical hazards
- Electrical, including:
 - Electrical flow
 - Shock, burns, grounding
 - Working clearance, hand tools, extension cords
 - Arc flash NFPA 70E
- Moving, handling and storing materials
- What OSHA's new emphasis on powered industrial vehicles means to you

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On-site training and keynote speaking ...

We can deliver this workshop right to your company's door or provide customized, you-pick-the-day training on any program pertinent to your organization's training goals. Or let our staff of professional trainers add sparkle to your next corporate or association meeting with a stimulating keynote speech designed just for you. Whether you have 3 or 300 people to train, Human Resources Council is the answer. For complete details and a no-obligation quote, call 1-800-601-4636 and ask for the on-site training department.

Brought to you by Human Resources Council—

for people serious about success

Human Resources Council trains thousands of achievement-oriented professionals like you every month, from organizations of all sizes and all types—business, government, health care, education and the military. Our workshop leaders are a select group of trainers at the top of their profession—skilled teachers with a tremendous depth of knowledge in their respective topic areas. Our commitment to providing you with the highest-quality learning experience possible has made Human Resources Council the fastest-growing training company in the world. Attend this workshop and experience for yourself the positive effect of powerful ideas, skillfully presented.

OSHA is cracking down on businesses. Don't become a statistic.

More fines ... higher dollar amounts. OSHA's aggressive moves to boost enforcement and nail businesses that violate workplace safety rules have sent employers scrambling. This course is an important step in minimizing your risk.

Who Should Attend?

This training is designed for every supervisor and worker with safety responsibilities, including:

- Health and safety managers
- Facility and building managers
- Plant managers
- Health care personnel
- HR personnel
- Warehouse managers
- Safety committee members
- Maintenance personnel
- Contracted employees

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Registration information

Your tuition is tax deductible. Even the government smiles on professional education. All expenses of Continuing Education (including registration fees, travel, meals and lodging) taken to maintain and improve professional skills are tax deductible according to Treasury Regulation 1.162-5 Coughlin vs. Commissioner, 203 F2d 307.

Continuing Education Credit: Human Resources Council offers Continuing Education Credits based on program length and completion in accordance with the National Task Force for Continuing Education guidelines for attendance at our seminars (save this brochure and your Certificate of Attendance). Please contact your professional licensing board or organization to verify specific requirements. You may also contact us at 1-800-601-4636 for additional assistance.

Human Resources Council is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. Web site: www.nasba.org. This workshop qualifies for 36 CPEs. Previous work experience and/or background knowledge should be obtained before attending this workshop. Program level: Intermediate. For more information regarding administrative policies such as complaint and refund, please contact our offices at 1-800-601-4636.

Important information

Our registration table opens at 8:15 a.m. on the first day. When you arrive at the hotel, please check the directory for the exact location of the workshop. Our registrars will greet you, assist you with your registration (or collect your Express Admission Ticket), hand you your workshop materials and direct you toward your seat. You'll also want to take the opportunity to meet other professionals from your local area. Introduce yourself! You may meet a new friend. Plan to be registered and ready to go by 8:50 a.m.

We begin each day at 9:00 a.m. on the dot and wrap up at 4:00 p.m. Lunch is on your own from 11:45 a.m. to 1:00 p.m. Why not invite another participant to dine with you? You can share information, review the morning and make each day even more enjoyable.

Parking. We do our best to find workshop facilities that have all the pluses we look for: Convenient location, great meeting rooms, courteous staff and plenty of free parking. However, some facilities have paid parking only. You may want to check with the facility personnel to determine parking fees—often they can direct you to free parking just around the corner.

Audio/video recording. Our programs—both what you see and what you hear—are fully copyrighted by Human Resources Council. No audio or video recording, please.

Still haven't picked up the phone?

More good reasons you'll want to attend this program ...

- 1. Our trainers are the best ... period.** We choose only the pros who have a proven track record of training effectiveness, professionalism and expertise. And what's more, they're exciting communicators who'll provide you with the most interesting training days you've ever spent.
- 2. Practicality is emphasized.** You will leave this workshop with specifics you can apply immediately. And you won't go home empty-handed. You'll leave this workshop with a soundly researched, unabridged workbook and step-by-step guidelines for using the information you've just learned. We promise you'll get results your very next day back at work.
- 3. The value is unbeatable.** Not only is our enrollment fee among the lowest you'll find, when three or more enroll from the same organization, you'll enjoy a significant discount.
- 4. Our guarantee is unconditional, straightforward and the very best in the industry.** How can we be so confident? Because we work hard *before* the workshop to make sure you're happy *after* the workshop. Pertinent, up-to-date information you can really use, a convenient meeting location, workshop registrars who are courteous and helpful and a trainer who grabs your attention and takes you on an exciting journey full of fun and *facts*. We believe you'll love every minute of it. Millions of satisfied participants from around the country are sold on Human Resources Council workshops. Why not join them?

Yes, I can't wait to attend ...

A 5-day course with enormous benefits for you, your employees and your organization:



30-hour Outreach Training Compliance Course

- Earn your 30-hour training card—proof of your commitment to employee safety and health
- Identify, avoid, control and prevent hazards that are accidents in the making
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Locations & Dates ...

Check the box next to the city where you'll attend

Enroll now—limited space available!

BY PHONE: 1-800-601-4636 or 1-913-677-3200

BY FAX: 1-913-362-4241

ON-LINE: www.skillpath.com

BY MAIL:

Complete and mail enrollment form to:
Human Resources Council
P.O. Box 804441
Kansas City, MO 64180-4441

Cancellations and substitutions.

Cancellations received up to five working days before the workshop are refundable, minus a \$25 registration service charge. After that, cancellations are subject to the entire workshop fee, which you may apply toward a future workshop. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.

Registration information *Please note: If you've registered by phone and paid with a credit card, it's not necessary to return this form.*

Mr. _____ Title _____
Ms. _____

E-mail Address _____ (Program # _____)

Mr. _____ Title _____
Ms. _____

E-mail Address _____ (Program # _____)

Mr. _____ Title _____
Ms. _____

E-mail Address _____ (Program # _____)

Mr. _____ Title _____
Ms. _____

E-mail Address _____ (Program # _____)

Please list additional registrations on a separate sheet and attach.

Mr. _____ Title _____
Ms. _____

Approving Supervisor

Organization _____

Mailing Address _____

City, State, ZIP _____

Telephone _____ Ext. _____

Fax _____

Mailing information *Please fill in the spaces below with the information that appears on your mailing label.*

Your Preferred Customer Number: _____

Your VIP Number: _____

Payment information *(Please pay before the workshop):*

Please add applicable state and local tax to your payment for programs held in Hawaii, South Dakota and West Virginia.



- Confirming phone registration: # _____ Charge to: MasterCard Visa
 Check enclosed payable to: **HUMAN RESOURCES COUNCIL** Discover AmEx

Mail to: Human Resources Council, P.O. Box 804441, Kansas City, MO 64180-4441

Check # _____ Check amt. _____ Card number _____

Purchase order attached: # _____ Expiration date _____

Invoice my organization

Attention: _____ Signature _____



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Please fill in the city and date where you'll attend

Workshop city: _____

Workshop date: _____

Workshop city: _____

Workshop date: _____

Workshop city: _____

Workshop date: _____

Workshop city: _____

Workshop date: _____




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OSHA5 #03121 **A**

PLEASE ♻️ RECYCLE

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