

SAFETY TRAINING DESCRIPTIONS

Accident Investigation for Supervisors

This class is designed to provide the basic skills necessary for supervisors, department heads or any other person responsible for determining the cause of accidents or “near misses” in the workplace. Accident investigations are crucial to identify potential problem areas and specific trends. This allows a pro-active approach to be taken in order to reduce the possibility of a recurrence.

The class will focus on basic investigation skills, securing the accident scene, collecting facts and evidence, interviewing victims and witnesses and applying the information to reduce future accidents. The training will stress the professional approach to completing the investigation, while eliminating the pitfalls that are prevalent in traditional investigations.

Approximate class time: 90 minutes

Aerial Lift Safety

This seminar is designed to provide general safety information to employees that work on or around aerial lifts (elevated work platforms). The class will consist of discussions of common types of lifts, hazards of aerial lifts, proper lift selection, pre-operational considerations, working safely on the lift and post-operational considerations.

This class is strictly designed for safety informational purposes to assist districts in meeting the safety requirements under OSHA regulations. It is not meant to qualify any person as an authorized operator. Every lift is unique and requires equipment-specific training by an authorized operator. There will be no “hands-on” training with lifts during this class. This seminar is specifically designed for employees that work on aerial lifts or assist others that are working on the lift.

**Approximate class time: 1 hour (lecture only)
2 hours with hands on evaluation**

Asbestos Awareness

This class is designed to meet the awareness requirements under AHERA, EPA and OSHA for employees that may come into contact with asbestos containing materials during the course of their work. The class will discuss the characteristics of asbestos, effects of asbestos exposure, locations where asbestos may be located and what to do if you encounter suspected asbestos products while working.

Approximate class time: 2 hours

Boiler Safety: Compliance Obligations

This class is Module I of the full Boiler Safety Course. Participants will obtain a deeper understanding of N.J.S.A. 34:7-1 to 34:7-36 and N.J.A.C. 12-90.1-1 to 12-90.10-3 (Boiler, Pressure Vessels and Refrigeration Plants Act). The class will cover definitions, explanation of terms, what triggers the need

for a licensed operator, logbook requirements and recorded information, definition of an “occupied” building and penalties for non-compliance.

Approximate class time: 1 hour

Boiler Safety: Boiler System & Components

This class is Module II of the full Boiler Safety Course. This class is designed to provide participants with information on common types of boilers and systems found in school facilities. A detailed review of system components and their functions within the overall system will be discussed. The various system safety features and their critical role in preventing a catastrophic failure will be emphasized.

The class is designed as lecture format instruction; however, an optional “hands-on” element is available that would provide a tour of the school boiler room to identify the various key system components and reinforce the information discussed in the classroom. This will add additional time to the class. Larger classes may need to be broken into smaller groups to facilitate the walk-through portion.

**Approximate class time: 1 hour (lecture only)
1.5-2 hours with walk-through depending on group**

Boiler Safety: Best Practices & Emergency Response

This class is Module III of the full Boiler Safety Course. This class will focus on best practices and recommendations that can be implemented to ensure boiler systems and boiler rooms are operating with minimal risk to students, staff and property. Items covered will include proper housekeeping, fire prevention and custodial/maintenance understanding of normal boiler room sights, sounds and smells.

Emergency response communications and actions will be discussed to assist with understanding what to do when there is a component or system failure. Proper documentation of events, examples of system failures and steps necessary to avoid failures will be highlighted.

This module can also include an optional walk-through of the school boiler room to reinforce the classroom instruction.

**Approximate class time: 1 hour (lecture only)
1.5-2 hours with walk-through depending on group**

Boiler Safety: Full Course

This is the full Boiler Safety Course, combining all 3 modules described above. It closely replicates many discussions held in the annual JIF Boiler Operator Safety Seminar. Participants will be provided with critical regulatory, general safety, operational, maintenance and emergency response information. Ample opportunity will exist for questions and interactive discussion. The optional boiler room walk through is also available upon request.

Approximate class time: 3-3.5 hours

Burn Safety for Food Service Workers

This program is designed to increase awareness and reduce injuries to food service workers as a result of burns such as scalds, contact burns, chemical burns and electrical burns. It includes information on the degrees of burns, types of burns, prevention methods and basic first aid treatment.

Approximate class time: 1 hour

Cardiopulmonary Resuscitation (CPR)

This class is the Emergency Care & Safety Institute (ECSI) certified CPR/AED class (nationally recognized certification program approved by the NJ Department of Health). Participants will learn the proper basic life support techniques for applying CPR to cardiac arrest victims until advanced life support can be administered.

Participants will through classroom instruction and hands on practice, learn basic heart and circulatory information, proper CPR procedures (adult) and use of automated external defibrillators (AED). Many schools, public buildings and businesses are installing AEDs and this class will make the participants familiar with their operation. Participants will also learn response techniques for foreign body airway obstruction (choking). Certification cards will be issued to all successful participants. Certifications are valid for two years.

Approximate class time: 3.0 hours

Note: Professional Level CPR is available, covering adult/child/infant CPR, two-person CPR, AED use and adult/infant foreign body airway obstruction. Class time is approximately 4.5 hours.

Chain Saw Safety

This class teaches the fundamentals in safe chain saw use. Topics include selecting the correct chain saw, proper maintenance and inspection, required personal protective equipment, preventing accidents, planning the job, reviewing the worksite and basic tree felling safety.

Approximate class time: 1 hour

Classroom Safety for Teachers

This class is specifically designed for teachers and classroom assistants in order to provide an overview of various classroom safety issues. The class helps teachers identify potential hazards within the classroom and allows them to be proactive to ensure a safe learning and working environment. The class is broken into five subsections including Electrical Safety, Chemical Safety, Fire Safety, General Classroom Safety and Housekeeping Issues. A sample classroom inspection checklist is provided.

Approximate class time: 1 hour

Confined Space Entry Safety

This class is designed to provide safety information to custodial and maintenance employees that may be required to work within a permit-required confined space. This may include entry into crawl spaces, wet wells, dry wells, meter pits, underground equipment stations, etc. Participants will learn the requirements of the OSHA regulations, the definition of a permit space, hazards associated with confined spaces, duties of an entrant and attendant, use of air monitoring equipment, use of confined space entry equipment and

personal protective equipment requirements. Hands-on training will be done if the district has the proper entry equipment and a suitable space for the exercise.

Approximate class time: 4.0 hours

Confined Space Entry Awareness

This class is designed to provide an overview of confined space locations on school property for personnel that may encounter confined spaces but are not required to work within these spaces. Participants will learn the differences between a confined space and permit-required space, how to recognize permit spaces, potential hazards within confined spaces and requirements for entry. This class does not certify a person to perform work as an attendant or entrant into regulated confined spaces.

Approximate class time: 1 hour

Custodial & Maintenance Safety

This class is designed specifically for custodial and maintenance employees. Participants will learn basic safety information on a variety of topics, including power & hand tool safety, basic chemical safety, fire extinguisher safety, trip and fall awareness, asbestos awareness and basic personal protective equipment. The class can be teamed with addendum topics including safe lifting and ladder safety to provide a more in depth and complete training session.

Approximate class time: 1 hour

Defensive Driving

This is the NJ State Safety Council defensive driving program, designed to provide all vehicle operators with information to improve their driving skills. The course covers a variety of topics, including dealing with aggressive drivers, effects of drugs and alcohol, driving under various environmental conditions and personal responsibilities when driving. Please note, at the present time the NJ State Safety Council has ceased operations (as of 2021), therefore we can longer obtain certification materials to allow for insurance discounts and/or point reduction.

Approximate class time: 6 hours

Defensive Driving Basics

This class is designed for those districts that wish to provide vehicle operators with basic defensive driving knowledge, but do not have the time available to dedicate the six hours need for the NJ State Safety Council Defensive Driving Course. This class will discuss the basics of good defensive driving skills including recognition of hazards, proper response procedures, collision avoidance, mental and physical conditions that can affect driving and personal choices that can make you a better driver.

Approximate class time: 90 minutes

Ergonomic Safety (office) and Ergonomic Safety for Custodians

This training class is designed primarily for administrative and department supervisors. The class will introduce the participant to basic ergonomic awareness. Types of repetitive motion disorders, and their impact on the workplace, will be discussed. Attendees will learn how to identify problem areas and develop solutions to minimize ergonomic exposures. This will include tool and equipment selection,

body positioning and preventative exercises. A second track geared towards custodians, maintenance workers and ground personnel is also available This class focuses more on personal risk factors, proper body mechanics, safe lifting and use of tools.

Approximate class time: 1 hour

Fire Extinguisher Safety

This class is designed to provide any employee with the necessary skills to safely attempt the use of a fire extinguisher. Basic fire anatomy, classes of fires and types of extinguishers will be discussed. Participants will learn how to use a fire extinguisher properly, the limitations of the extinguishers, general fire safety and fire extinguisher inspection procedures.

Approximate class time (classroom only): 1 hour

Hands-on using laser-based simulator: 2 hours

First Aid Basics

This class is a certified Basic First Aid training class. It is meant as a lecture-format to discuss emergency response procedures to a variety of minor injuries. The discussion will include response to minor wounds and bleeding, bites and stings, burns, sprains, strains, allergic reactions, fractures, heat stress, hypothermia and poisoning. Attendees will receive certification cards from the American Safety & Health Institute or Emergency Care & Safety Institute (ECSI) (Both nationally recognized agencies). Certifications are valid for two years.

Approximate class time: 3.5 hours

Flammable & Combustible Liquids Safety

This class is designed primarily for custodians, maintenance personnel, grounds personnel and mechanics that are exposed to flammable and combustible liquids in the workplace. Attendees learn the differences between a flammable liquid and combustible liquid, proper handling and storage procedures, relevant NJ Fire Code and OSHA regulations, use of proper personal protective equipment and basic safety procedures common to school use of these liquids.

Approximate class time: 1 hour

Food Service/Kitchen Safety

Designed specifically for food service workers, this class will discuss hazards within the kitchen environment and appropriate protective measures to minimize the chance of an accident. Information will include cut prevention while using knives, slicers, grinders, etc., burn prevention, back safety, slip and fall awareness and electrical/fire safety.

Approximate class time: 1 hour

Forklift Safety

The forklift safety class is designed to help meet the OSHA regulations for powered industrial truck (forklifts) operators. The participants will learn about classes/types of forklifts, how to perform pre-operational inspections, proper operating procedures with and without a load and workplace safety issues.

Practical exercises will be performed to evaluate each operator in a variety of situations, such as negotiating sharp turns, stacking and narrow aisle operation. Supervisors will still be required to cover specific workplace safety issues that are unique to their district.

Approximate class time: 3.5 to 4 hours depending on number of participants

Grounds Maintenance Safety

This class is designed for personnel assigned to provide grounds maintenance. Detailed information is provided on safe operation of mowers and tractors. Additional information covers safe use of various hand and power tools such as hedge clippers, trimmers and clippers. Some basic safety information is also provided for safe lifting, use of trailers and proper personal protective equipment.

Approximate class time: 1 hour

Hazard Communication/Right to Know

These classes meet the state and federal requirements for Hazard Communication (formerly Right to Know) safety training for employees that have potential exposure to hazardous chemicals in the workplace. The initial training class is required for all potentially exposed employees prior to initial assignment when working with chemicals.

The refresher class is required for all potentially exposed public employees in NJ every two years. The classes cover chemical hazard categories, basic toxicology, labeling requirements, Safety Data Sheets and Hazardous Substance Fact Sheets, personal protective equipment, minimizing exposure and general safety issues.

**Approximate class time: 2.5 hours (initial)
1.5 hours (refresher)**

Hearing Conservation Training

This class is designed to broaden awareness of noise-induced hearing loss and to comply with OSHA 1910.95, with regards to training employees that are exposed to high noise levels. Any employee that is exposed to an average of 85 decibels (dB) over an 8-hour day must be included in a hearing conservation program.

This class will provide employees with information on basic ear anatomy, how noise affects hearing, signs and symptoms of noise-induced hearing loss and protective measures to avoid prolonged exposure to high noise levels. A demonstration of various hearing protective devices will also be conducted. ***This class is meant primarily for those employees that are included in a Hearing Conservation program as required by OSHA due to excessive noise level exposures on the job.*** General hearing safety is covered under the Personal Protective Equipment Safety class.

Approximate class time: 90 minutes

Incident Command System-Level 100

This training is designed to assist in complying with requirements under the National Incident Management System (NIMS). Incident Command System (ICS) training is designed to provide a systematic management approach to any incident, both emergency and non-emergency. The ICS 100

course is an introductory class that explains the basic principles and structure of the ICS system. It is meant for key school personnel such as administrators, crisis response team members, department heads and critical operational personnel.

Approximate class time: 2.5 hours

Incident Command System-Level 200

This second level course of the ICS system builds on the introductory information presented at the 100 level. The 200-level course is for Single Resources and Initial Action Incidents. It allows key personnel to better understand the ICS structure and respond effectively to incidents, as well as manage single resources within a command structure.

Participants will learn leadership and management, delegation of authority, functional areas, briefings, organizational flexibility and transfer of command. Emergency and non-emergency scenarios will be discussed. This training is meant for key school personnel that will play a critical role in emergency situations and personnel that may manage large-scale non-emergency events, such as graduation ceremonies, athletic events, public gatherings, etc.

Approximate class time: 2 hours

Indoor Environmental Quality

This training class is designed primarily for facilities personnel and supervisors that need to deal with indoor environmental quality issues, such as water intrusion, mold growth, strange odors and other potential contaminants that can affect building occupants. The class focuses on types of indoor environmental issues, common problems, HVAC issues, investigation techniques and potential solutions to minor problems.

Approximate class time: 2 hours

Interventional Strategies (verbal)

This class is designed for teachers and administrators that may need to deal with disruptive or aggressive behavior from students. General workplace violence issues are discussed, along with recognition of persons that may be prone to disruptive or violent outbursts. Non-physical intervention techniques will be reviewed, as well as preparing yourself for physical intervention if necessary. For actual physical interventional training and defensive maneuvers, please refer to Verbal & Physical Interventional Techniques class.

Approximate class time: 90 minutes

Interventional Strategies for Bus Drivers (verbal)

This class is very similar to the above class, except that the unique environmental conditions of a school bus and the challenges they present are emphasized.

Approximate class time: 90 minutes

Laboratory Safety

This seminar is designed to meet the training requirements of the OSHA Laboratory Safety Standard (29 CFR 1910.1450). This regulation requires training for any employee that works in a laboratory setting using hazardous chemicals. The training provides elements of Right to Know, such as chemical hazard information, chemical toxicology, Safety Data Sheet information and labeling requirements.

In addition, training will include purpose of a Chemical Hygiene Plan, laboratory hazard awareness, proper chemical storage, chemical disposal, engineering control measures and use of personal protective equipment. This training is primarily for Science Teachers and can be combined with Right to Know training.

Approximate class time: 90 minutes (approximately 45-60 minutes-when combined with RTK/HazCom)

Ladder Safety

Participants in this class will learn the hazards associated with portable ladder use, common causes of injury and how to use ladders safely. Topics will include ladder selection, ladder limitations, proper inspection procedures, how to carry a ladder, proper set up and proper climbing techniques. The use of step ladders and extension ladders will be discussed.

A hands-on module with exercises in handling extension ladders is also available (weather permitting).

**Approximate class time: 1 hour (classroom only)
2 hours (classroom and hands-on exercises)**

Lock-Out/Tag-Out Safety

Designed to help schools comply with OSHA 29 CFR 1910.147, "Control of Hazardous Energy", this seminar will provide employees with information pertaining to exposure to hazardous energy sources while performing service or maintenance work. The class is targeted to any employee that is required to perform work on equipment and machinery in which the unexpected start up or release of energy could cause injury.

Training is required for authorized employees (those performing the work) and affected employees (those that work with or around equipment being serviced). Attendees will learn the OSHA regulations, when lock-out is required, how to use various lock-out devices and detailed steps to perform lock-out safely.

Approximate class time: 1 hour

Office Safety

This class is targeted primarily to office and administrative personnel. Participants will learn the common causes of office injuries, how to avoid being injured and items to check in order to provide a safer working environment. Topics of discussion will include office equipment, general housekeeping, lifting, ergonomic considerations, fire safety, indoor air quality and slip/fall hazards.

Approximate class time: 1 hour

PEOSH Informational Class

This class is designed to provide an overview of various common regulations that may apply to school districts. Highlights of each regulation will include applicable exposures, training requirements, compliance program requirements and record keeping.

Major regulations include asbestos, right to know, bloodborne pathogens, personal protective equipment, lock-out/tag-out, fire safety, lab safety, forklifts, confined spaces, ladder safety and others. This class is designed for Business Administrators, Facilities Managers and other supervisory personnel responsible for regulatory compliance and/or safety. It is not meant for the general employee.

Approximate class time: 90 minutes

Personal Protective Equipment

This seminar assists the district in addressing the mandatory training requirements of OSHA 29 CFR 1910.132, which requires training for all employees that are required to wear Personal Protective Equipment (PPE). The seminar will focus on the major categories of PPE, including eye/face protection, hand protection, foot protection, head protection, hearing protection and respiratory protection. Participants will be provided with information on the various types of PPE, proper selection, use and limitations of PPE and proper cleaning and care. A variety of sample PPE will be available for demonstration purposes.

Approximate class time: 90 minutes

PPE-Workplace Hazard Assessment

OSHA mandates that every employer complete a Workplace Hazard Assessment (WHA), when there are employees that must wear PPE. This class is designed for supervisors, department heads or other responsible persons that will be required to complete the WHA. This will include information on the OSHA regulations, how to gather the necessary information to conduct the WHA and how to analyze specific job functions. Attendees will be shown how to properly complete the WHA forms and how to apply the information when completed.

Approximate class time: 90 minutes

Playground Safety & Inspection

Playground Safety training is designed for anyone responsible for oversight of playgrounds within the district. Participants will learn applicable Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) guidelines for safe playground.

Topics will include evaluation and inspection of existing equipment, common causes of playground injuries, proper fall zone installation, playground layout considerations and new equipment purchase considerations. Given time and weather conditions, attendees will conduct a playground safety audit, including use of probe and protrusion test equipment.

Approximate class time: 2 hours

Playground Supervision Safety

This class is designed specifically for teachers and playground aides responsible for monitoring children on the playground. The program utilizes behavioral and hazard recognition information developed by the National Program for Playground Safety. Employees will learn playground accident facts, proper supervision techniques, basic hazard recognition and behavioral control measures for children on the playground. Information will be provided on establishing a playground emergency action plan, communication issues and playground supervision safety kits.

Approximate class time: 90 minutes

Power & Hand Tool Safety

Over 90% of accidents involving tools are due to unsafe actions by the user. This class is designed to provide information in selecting the proper tools for the job, proper positioning to avoid strains, power tool and electrical safety, inspection and care of tools. Use of proper personal protective equipment will also be stressed. A variety of common hand and power tools will be discussed, with emphasis on proper selection, use and care of the tools.

Approximate class time: 1 hour

Respiratory Protection Training

This class is designed to provide the mandatory training required for employees that are subject to wearing respiratory protection equipment in the workplace. OSHA mandates that any employee required to wear air purifying or air supplied respirators, receive training in the proper selection, use and care of the equipment. Equipment limitations, regulatory information and health considerations will also be discussed. **This class is only for those that fall under the mandatory OSHA respirator regulations.**

Approximate class time: 90 minutes

Respirator Fit Testing

Personnel required to wear respiratory protection equipment must receive fit testing on at least an annual basis. Designed to be conducted in conjunction with a training class, participants will be subjected to a qualitative fit test using an approved test medium, such as irritant smoke or banana oil. Test documentation will be provided for each person, to be maintained on file.

Note: All test subjects must be medically cleared to wear a respirator prior to fit testing, in accordance with OSHA regulations. Employees must have their own respirator that they will be using in the workplace, available for the fit test. No one with a beard or sideburns that interferes with the mask seal will be tested.

Approximate class time: 15 minutes per person

Safe Lifting/Back Safety

One of the top causes of injury in both frequency and claims dollars is improper lifting. Anyone required to lift or move heavy items during the course of their work, will benefit from this training. The topics will focus on basic back anatomy, types of injuries, lifting properly, exercises and habits to keep your back healthy and use of back supports.

Approximate class time: 1 hour

Safe Lifting for Aides/Para-Professionals

This program is designed for educational professionals such as teachers, teacher's assistants and aides that may be required to lift, hold and transfer special needs children with physical disabilities. This program emphasizes back safety, proper transfer techniques and awkward lifting situations. Participants will learn general back safety and how to minimize stress on their back while caring for students that may need to be lifted.

Approximate class time: 90 minutes

Safety Awareness & Hazard Recognition

This class is designed to provide awareness to employees in an effort to emphasize the importance of safety on the job and their responsibilities to themselves, their co-workers, students and the general public. The class combines lecture format-based instruction with a series of challenge events, including setting up a "Hazard Room" to allow participants to identify various hazards they may encounter. The class focuses on why safety is important and how to recognize common hazards in the workplace.

Approximate class time: 2.5-3 hours

Safety Awareness Overview

This class is the lecture portion of the Safety Awareness and Hazard Recognition class. It is meant to provide an overview of the impact of injuries to the employee, their family and co-workers. The importance and benefits of working safely and following established policies is emphasized. Rights and responsibilities of the employer and employee are reviewed along with recognition of hazardous situations and personal choices that can lead to injuries.

Approximate class time: 1 hour

School Bus-Adverse Weather Driving

This class is designed to reinforce safe driving practices in various inclement weather situations. Areas discussed include driving in fog, rain, icy conditions, snow, hail, high winds and sun glare. Safety of the vehicle and driver are also reviewed.

Approximate class time: 1 hour

School Bus-Bus Stop Safety

This class focuses on the dangers inherent with loading and unloading students at bus stops. This is an interactive class that relies on experiences of the bus drivers while discussing various situations that can

occur while picking up and dropping off students. Proper procedures for bus stop approaches and departures are covered, along with review of the bus “Danger Zone”, breakdown procedures and driver responsibilities during these times.

Approximate class time: 90 minutes

School Bus-Cushion of Safety

This class is designed to highlight proper driving procedures for bus drivers including traveling on highways, proper lane changes, proper turning and cornering, proper use of mirrors and safe backing procedures. Maintaining safe following distances, stopping distances and proper passing are also discussed.

Approximate class time: 90 minutes

School Bus Defensive Driving

Similar to regular defensive driving, this class is based on the National Safety Council School Bus Defensive Driving Class and National Highway Traffic Safety Administration safety programs. Participants will learn safe driving information specific to buses, including driving in traffic, highway driving, proper backing, adverse weather driving and inspection procedures.

Note: This full defensive driving class incorporates the following individual training modules: Bus Stop Safety, Cushion of Safety, Proper Backing and Adverse Weather Driving.

Approximate class time: 5-6 hours

School Bus Driver Safety Education Program

This program is designed to comply with the semi-annual training requirements for school bus drivers and aides under the NJ Student Transportation Code (**6A:27-11.3**). The class covers a variety of mandatory subjects including: Student management, accident and emergency procedures, loading and unloading procedures, bus stop safety, end of run procedures, RR crossing safety, basic defensive driving and student education record privacy requirements. There are site-specific rules, procedures and exit drill requirements that districts must complete internally, however this program will cover most of the required information.

Approximate class time: 3 hours

School Bus Emergency Evacuation Procedures

This class discusses various emergency situations that school bus drivers may encounter such as fire, accidents, serious weather threats, stalled vehicle and student injuries. Class discussion will include preparing contingencies for handling emergency situations, evacuation considerations, proper evacuation techniques, using multiple points of exit for evacuation, maintaining student control and special situation considerations.

Approximate class time: 1 hour

School Bus-Proper Backing

This class is designed to address one of the most dangerous maneuvers with a school bus and one of the most common school bus accident causes. The class summarizes proper methods of backing school buses, spotting techniques, when to avoid backing and using various defensive driving techniques to minimize accidents involving other vehicles, stationary objects and pedestrians.

Approximate class time: 1 hour

School Bus-Railroad Crossing Safety

In this class, drivers will learn about the different types of railroad crossings. This includes passive, active and signal-controlled. The proper approach to the crossings will be reviewed in addition to proper stopping and crossing procedures.

Approximate class time: 1 hour

School Bus Driver: Requirements & Responsibilities

This class was developed as an introduction for new drivers and a refresher for experienced drivers. The class covers a review of legal requirements for school bus drivers, the role the bus driver plays in the educational process, professional responsibilities as a driver and training that improves your skills as a driver. Discussions will include student management techniques, basic defensive driving skills and maintaining a safe school bus.

Approximate class time: 2 hours

School Bus Security Issues

This class is designed for school bus drivers to assist in meeting directives from the Department of Homeland Security in recognizing and dealing with potential threats. The class will review various security threats pertaining to school buses, basic security procedures and school bus security inspection techniques.

Recognizing suspicious persons, vehicles and behavior will be discussed. There will also be a review of basic weapons, bombs and the proper response to these devices and suspicious packages. Dealing with various emergency incidents and managing the situation until assistance arrives will be discussed.

Approximate class time: 2 hours

School Bus-Transporting Students with Special Needs

Transporting and interacting with special needs children can be rewarding and challenging. Drivers must have the skills, knowledge and patience to handle a variety of issues. This class is an overview of how to deal with various situations you may encounter when providing these services.

The class will include a review of common physical and mental disabilities. Bus driver responsibilities will be discussed, including communicating with the student, staff and parents. Proper loading and unloading techniques, basic wheelchair loading and securing, and emergency situations are also covered.

Approximate class time: 2 hours

School Bus-Loading & Securing Students in Wheelchairs

Proper loading and securing of the wheelchair and student is essential for safety. This class focuses on ensuring the comfort and safety of the student through proper use of approved tie down and anchoring systems.

A review of general IEP issues, power lift operations, loading/unloading procedures and common tie downs is provided. Hands on training using the district tie downs will be provided (time permitting). Maximum class sizes must be adhered to in order to provide hands on training opportunities.

Approximate class time: 2 hours

Slip, Trip & Fall Awareness

This training program is designed for any employee, regardless of position. The class is designed to heighten employee awareness in order to minimize the potential for slips, trips and falls. The class covers topics such as maintaining the body's center of gravity, the differences between slips and trips, environmental conditions that can contribute to a fall, personal choices that increase fall potential and ways to avoid slip, trips and falls. The emphasis is on awareness and recognition in the workplace to reduce the potential for injury.

Approximate class time: 1 hour

Snow Plow Safety

This 90-minute class is designed to provide general safety information to employees that operate vehicles equipped with snow plows. The class covers information on driver safety, defensive driving techniques, equipment maintenance and proper plowing procedures. Plowing topics cover roads, bridges, parking lots and driveways in various snow and ice conditions. Use of various ice melt products and pre-treatment is also discussed.

Approximate class time: 90 minutes

Vehicle Repair Shop Safety

This class is designed to provide mechanics and assistants information on a variety of hazards associated with repairing motor vehicles. Safe practices and general safety concerns are reviewed in the areas of Personal Protective Equipment, tire servicing operations, battery charging, welding and cutting, use of oils and lubricants, jacks and hoists, vehicle lift safety, brake servicing, basic electrical safety and general fire safety.

Approximate class time: 90 minutes

Verbal and Physical Intervention Techniques

This class expands the Verbal Interventional Strategies Class by including basic physical restraint and defensive release techniques. The first part of the class details recognizing students that are in conflict and offering interventional techniques to reduce the crisis.

The next stage is dealing with conflicts verbally in an effort to de-escalate the situation without physical force. Finally, basic restraint and defensive release techniques are reviewed in detail. Participants will be

required to practice and demonstrate each technique effectively. A review of unacceptable techniques is also conducted.

THIS CLASS IS STRICTLY LIMITED TO 16 PARTICIPANTS.

Approximate class time: 4 hours (cannot be shortened)

Welding/Cutting Safety

This class provides safety information on hazards associated with welding and cutting equipment. Topics of discussion will include compressed gas cylinder safety, fire safety considerations, ventilation procedures, gas welding safety and arc welding safety. Use of proper personal protective equipment and mechanical ventilation will be stressed.

Approximate class time: 1 hour

Workplace Violence for Managers

Workplace violence is a growing concern for every employer. This training program has been developed to provide supervisory personnel with the information to recognize potentially violent situations, conflict resolution, dealing with aggressive employees, conducting termination interviews, crisis management and legal issues.

Approximate class time: 2 hours

Workplace Violence for Employees

This class is designed to provide employees with an overview of the skills necessary to recognize potentially dangerous situations, how to protect themselves in high risk situations, responding to verbal threats and actions to take when confronted by a person with a weapon.

Approximate class time: 90 minutes