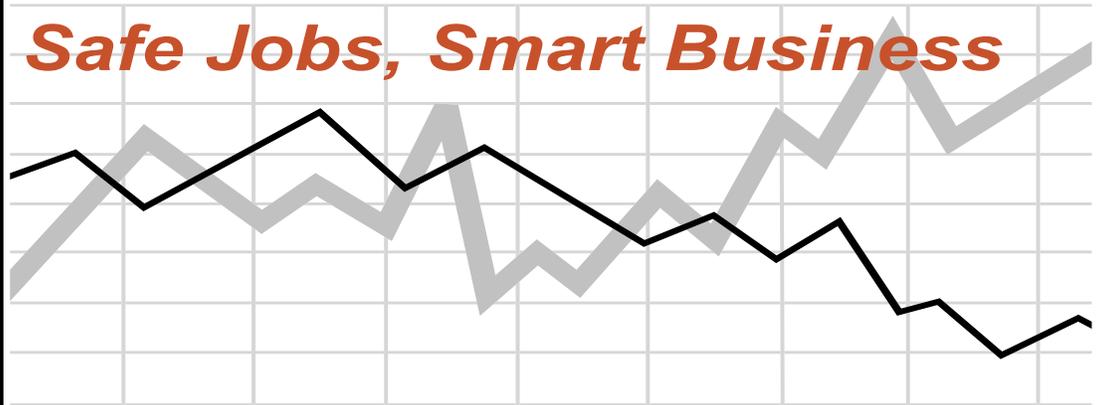


Oregon OSHA

Public Education Workshop Catalog

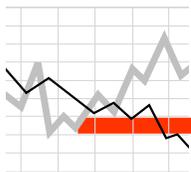


Safe Jobs, Smart Business



Yearly Schedule

September 2004 – October 2005



On-line Registration Available!

Oregon OSHA offers more than 30 NO-COST safety and health workshops, and now, signing up is even easier through the Internet.



As a student, you can use your unique personal identification number (PIN) to do the following:

- Register for workshops on-line
- Preview workshop schedules by topic, date, or location
- Read workshop descriptions
- Review your personal workshop attendance history
- Check your schedule for future classes
- Maintain your personal account information

As a business, you can do the following:

- Register groups of your employees into workshops
- Add and remove employees from your company account
- Update your account information

New!

E-mail Notification

If you are interested in receiving e-mail notifications of Oregon OSHA training opportunities, please select the new Training and Education e-mail list from the link below. You will then be notified of all FREE workshops, small business programs, and special training sessions delivered by Oregon OSHA.

<http://webboard.cbs.state.or.us:8080/~orosha>

If you wish to receive e-mail notifications only, please call the number below, and we will be happy to remove you from our "hard copies" mailing list.

www.orosha.org

click on the "Education" link

For more information, go to www.orosha.org and select "Education," or call toll-free, (888) 292-5247, Option 2.

Registration Instructions

Workshops Oregon OSHA offers training throughout the state to help employers and employees implement effective safety and health management programs. The workshops introduce managers, supervisors, safety committee members, and others to occupational safety and health management concepts and technical-program requirements in Oregon.

Registration information *Preregistration is required for all workshops.* There are three convenient ways to register: by mail, fax, or on-line.

Mail or fax

Simply complete the registration form in this brochure and mail or fax it to the number provided. We will send a confirmation letter to you, listing the workshops for which you are registered. Directions to the workshop will be included with the confirmation letter.

On-line

Visit our new on-line registration system on the Education page at www.orosha.org. The first time you register for a class using this new system, you will receive an on-line confirmation. You will also receive a follow-up letter that includes your confidential personal identification number (PIN). Next time you register using your new PIN, you will receive on-line confirmation only.

Start time and workshop length

The workshop start times are listed next to each workshop date on Pages 6-11. All workshops are four hours, unless otherwise specified.

Accessibility to workshops

All workshop locations are wheelchair accessible. If you need other accommodations, please inform us when you register.

Cost

None.

Mailing list

When you register for any OR-OSHA workshop, your name is placed on our education mailing list. If you want to add names to our mailing list, call (888) 292-5247, choose option 2, and leave name, company name, address, and phone number in voice mail.

Cancellations

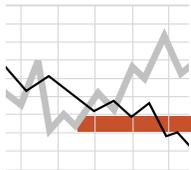
Workshops will be canceled for lack of attendance, trainer illness, and emergencies. Those who are registered will be notified. If you need to cancel your registration to a class, call the number below.

Workshops fill up fast, so register early!

Note: If you need additional information, please call the registration coordinator, (503) 947-7443, or toll-free in Oregon, (888) 292-5247, option 2, or visit www.orosha.org.

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• Public Education Workshop Shedule Poster.....	center pull-out



Registration Form

(Read instructions on Page 3, first.)

Duplicate this form as needed – Use one form per person – Complete all information.

(Please print or type)

Name: _____
First Last

Company: _____

Mailing address: _____

City: _____ State: _____ ZIP: _____

Phone: (_____) _____ Fax: (_____) _____

E-mail address: _____

If you require special accommodations for a disability, please call us at (503) 947-7443.
 Please send your registration only once, by mail, fax, or Internet.

Courses desired

Course #	Date	Location
<i>Example:</i> 999	6/28/05	Salem
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Completing this registration form puts you on the OR-OSHA Public Education mailing list for future yearly workshop brochures, OR choose one of the following options:

- I DO NOT wish to be added to the mailing list.
- I wish to receive multiple copies. Total copies to send: _____

Directions to the workshops will be sent with your workshop confirmation.

Mail or fax registration

Mail:

Oregon OSHA Education Section
 PO Box 14480
 Salem, OR 97309-0405

Fax: (503) 947-7462

On-line registration

www.orosha.org



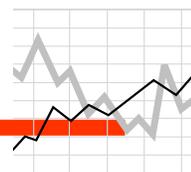
click on the "Education" link

Questions or cancellations

Call:

(503) 947-7443
 or toll-free in Oregon
 (888) 292-5247, option 2

Workshops by Category



Safety Committee Workshops

- 101 Safety Committee Operations
- 102 Accident Investigation
- 104 Hazard Identification and Control
- 107 Selling Safety to Management
- 122 Safety Committee Meeting Management
- 199 Safety Committee Basic Training (8 hrs.)

Safety Management Workshops

- 100 Safety and Health Management
- 106 What to Expect from an OR-OSHA Inspection
- 108 OSHA 300 Recordkeeping
- 112 Safety and the Supervisor
- 116 Safety and Health Program Evaluation
- 118 Safety Leadership
- 119 Safety Accountability
- 126 Recognition and Incentive Programs

Safety Trainer Workshops

- 105 Safety Training Basics
- 499 Safety Training and your Hispanic Workforce
- 600 Two-Day Train the Trainer

Technical Workshops

- 117 Industrial Hygiene for the Non-IH
- 201 Ergonomics Awareness
- 202 Ergonomics — Before and After (2 hrs.)
- 204 Lockout/Tagout and Machine Safeguarding
- 205 Hazard Communication Program
- 212 Workplace Emergency Action Plan
- 215 Confined Space Safety
- 216 Exposure Control/Bloodborne Pathogens
- 217 Hearing Conservation Program
- 220 Managing your Vehicle Safety Program
- 221 Forklift Safety
- 301 Fall Protection
- 302 Excavation Safety
- 401 Worker Protection Standard

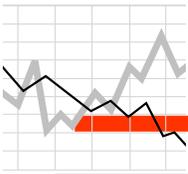
On-Line Courses

- 100 Safety and Health Management
- 101 Safety Committee Operations
- 102 Accident Investigation
- 104 Hazard Identification and Control
- 112 Safety and the Supervisor
- 120 Developing a Violence Prevention Program
- 200 Developing an Effective Ergonomics Program
- 201 Ergonomics Awareness
- 203 Personal Protective Equipment
- 205 Hazard Communication Program



**Refer to Pages 12-17
for workshop descriptions.**

**All workshops are 4 hours,
unless otherwise specified.**



Workshop Schedule by City

Baker City

Blue Mountain Community College
3275 Baker Street

6/7/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
6/8/05 8 a.m. 301 Fall Protection
6/8/05 1 p.m. 302 Excavation Safety

Beaverton

Portland Community College – Capital Center
18624 NW Walker Road

10/13/04 8 a.m. 600 2-Day Train the Trainer
11/2/04 8 a.m. 201 Ergonomics Awareness
11/2/04 1 p.m. 202 Ergonomics — Before and After (2 hrs.)
11/3/04 8 a.m. 212 Workplace Emergency Action Plan
11/3/04 1 p.m. 217 Hearing Conservation Program
11/17/04 8 a.m. 215 Confined Space Safety
11/17/04 1 p.m. 221 Forklift Safety
11/18/04 8 a.m. 220 Managing your Vehicle Safety Program
12/1/04 8 a.m. 401 Worker Protection Standard
12/1/04 1 p.m. 499 Safety Training and your Hispanic Workforce
12/2/04 8 a.m. 205 Hazard Communication Program
12/14/04 8 a.m. 105 Safety Training Basics
12/14/04 1 p.m. 106 What to Expect from an OR-OSHA Inspection
12/15/04 8 a.m. 100 Safety and Health Management
12/15/04 1 p.m. 107 Selling Safety to Management
1/11/05 8 a.m. 108 OSHA 300 Recordkeeping
1/11/05 1 p.m. 118 Safety Leadership
1/12/05 8 a.m. 112 Safety and the Supervisor
1/12/05 1 p.m. 116 Safety and Health Program Evaluation
1/25/05 8 a.m. 117 Industrial Hygiene for the Non-IH
1/25/05 1 p.m. 216 Exposure Control/Bloodborne Pathogens
1/26/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
2/16/05 8 a.m. 119 Safety Accountability
2/16/05 1 p.m. 204 Lockout/Tagout and Machine Safeguarding
2/17/05 8 a.m. 122 Safety Committee Meeting Management
2/17/05 1 p.m. 102 Accident Investigation
3/8/05 8 a.m. 201 Ergonomics Awareness
3/8/05 1 p.m. 202 Ergonomics — Before and After (2 hrs.)
3/9/05 8 a.m. 212 Workplace Emergency Action Plan
3/9/05 1 p.m. 217 Hearing Conservation Program
4/6/05 8 a.m. 215 Confined Space Safety
4/6/05 1 p.m. 220 Managing your Vehicle Safety Program
4/7/05 8 a.m. 301 Fall Protection
4/7/05 1 p.m. 302 Excavation Safety
4/19/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
4/20/05 8 a.m. 104 Hazard Identification and Control

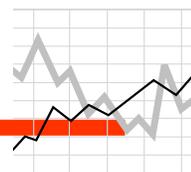
4/20/05 1 p.m. 106 What to Expect from an OR-OSHA Inspection
5/4/05 8 a.m. 102 Accident Investigation
5/5/05 8 a.m. 112 Safety and the Supervisor
5/5/05 1 p.m. 216 Exposure Control/Bloodborne Pathogens
5/18/05 8 a.m. 101 Safety Committee Operations
5/18/05 1 p.m. 105 Safety Training Basics
5/19/05 8 a.m. 108 OSHA 300 Recordkeeping
5/19/05 1 p.m. 118 Safety Leadership
6/1/05 1 p.m. 221 Forklift Safety
6/2/05 8 a.m. 117 Industrial Hygiene for the Non-IH
6/2/05 1 p.m. 126 Recognition and Incentive Programs
6/14/05 8 a.m. 119 Safety Accountability
6/14/05 1 p.m. 204 Lockout/Tagout and Machine Safeguarding
6/15/05 8 a.m. 122 Safety Committee Meeting Management
6/15/05 1 p.m. 104 Hazard Identification and Control
7/13/05 8 a.m. 401 Worker Protection Standard
7/14/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
7/26/05 8 a.m. 201 Ergonomics Awareness
7/26/05 1 p.m. 202 Ergonomics — Before and After (2 hrs.)
7/27/05 8 a.m. 101 Safety Committee Operations
7/27/05 1 p.m. 220 Managing your Vehicle Safety Program
8/10/05 8 a.m. 212 Workplace Emergency Action Plan
8/10/05 1 p.m. 217 Hearing Conservation Program
8/11/05 8 a.m. 301 Fall Protection
8/11/05 1 p.m. 302 Excavation Safety
8/23/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
8/24/05 8 a.m. 105 Safety Training Basics
8/24/05 1 p.m. 106 What to Expect from an OR-OSHA Inspection
9/7/05 8 a.m. 100 Safety and Health Management
9/7/05 1 p.m. 107 Selling Safety to Management
9/8/05 8 a.m. 108 OSHA 300 Recordkeeping
9/8/05 1 p.m. 118 Safety Leadership

Bend

National Guard Armory – Room 140 B
875 SW Simpson Avenue

5/10/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
5/11/05 8 a.m. 112 Safety and the Supervisor
5/11/05 1 p.m. 499 Safety Training and your Hispanic Workforce
5/12/05 8 a.m. 401 Worker Protection Standard
5/12/05 1 p.m. 205 Hazard Communication Program
7/12/05 8 a.m. 301 Fall Protection
7/12/05 1 p.m. 302 Excavation Safety
7/13/05 8 a.m. 119 Safety Accountability
7/13/05 1 p.m. 122 Safety Committee Meeting Management
7/14/05 8 a.m. 215 Confined Space Safety
7/14/05 1 p.m. 216 Exposure Control/Bloodborne Pathogens

Workshop Schedule by City



Coos Bay

Southwestern Oregon Community College

Newmark Center – Room 228

2110 Newmark

11/30/04	8 a.m.	199	Safety Committee Basic Training (8 hrs.)	2/19/05	8 a.m.	104	Hazard Identification and Control
12/1/04	8 a.m.	100	Safety and Health Management	2/19/05	1 p.m.	102	Accident Investigation
12/1/04	1 p.m.	105	Safety Training Basics	2/24/05	8 a.m.	220	Managing your Vehicle Safety Program
12/2/04	8 a.m.	107	Selling Safety to Management	3/9/05	8 a.m.	105	Safety Training Basics
12/2/04	1 p.m.	116	Safety and Health Program Evaluation	3/9/05	1 p.m.	106	What to Expect from an OR-OSHA Inspection
2/8/05	8 a.m.	117	Industrial Hygiene for the Non-IH	3/10/05	8 a.m.	100	Safety and Health Management
2/8/05	1 p.m.	205	Hazard Communication Program	3/10/05	1 p.m.	107	Selling Safety to Management
2/9/05	8 a.m.	119	Safety Accountability	3/22/05	8 a.m.	112	Safety and the Supervisor
2/9/05	1 p.m.	126	Recognition and Incentive Programs	3/22/05	1 p.m.	217	Hearing Conservation Program
2/10/05	8 a.m.	201	Ergonomics Awareness	3/23/05	8 a.m.	117	Industrial Hygiene for the Non-IH
2/10/05	1 p.m.	202	Ergonomics — Before and After (2 hrs.)	3/23/05	1 p.m.	216	Exposure Control/Bloodborne Pathogens
4/12/05	8 a.m.	600	2-Day Train the Trainer	4/13/05	8 a.m.	122	Safety Committee Meeting Management
				4/13/05	1 p.m.	126	Recognition and Incentive Programs
				4/14/05	8 a.m.	201	Ergonomics Awareness
				4/14/05	1 p.m.	202	Ergonomics — Before and After (2 hrs.)
				5/3/05	8 a.m.	401	Worker Protection Standard
				5/3/05	1 p.m.	499	Safety Training and your Hispanic Workforce
				5/4/05	8 a.m.	212	Workplace Emergency Action Plan
				5/4/05	1 p.m.	116	Safety and Health Program Evaluation
				5/18/05	8 a.m.	215	Confined Space Safety
				5/18/05	1 p.m.	221	Forklift Safety
				5/19/05	8 a.m.	301	Fall Protection
				5/19/05	1 p.m.	302	Excavation Safety
				6/1/05	8 a.m.	600	2-Day Train the Trainer
				6/15/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
				6/16/05	8 a.m.	105	Safety Training Basics
				6/16/05	1 p.m.	106	What to Expect from an OR-OSHA Inspection
				7/19/05	8 a.m.	100	Safety and Health Management
				7/19/05	1 p.m.	107	Selling Safety to Management
				7/20/05	8 a.m.	112	Safety and the Supervisor
				7/20/05	1 p.m.	116	Safety and Health Program Evaluation
				7/27/05	8 a.m.	117	Industrial Hygiene for the Non-IH
				7/27/05	1 p.m.	216	Exposure Control/Bloodborne Pathogens
				7/28/05	8 a.m.	119	Safety Accountability
				7/28/05	1 p.m.	204	Lockout/Tagout and Machine Safeguarding
				8/9/05	8 a.m.	122	Safety Committee Meeting Management
				8/9/05	1 p.m.	126	Recognition and Incentive Programs
				8/10/05	8 a.m.	201	Ergonomics Awareness
				8/10/05	1 p.m.	202	Ergonomics — Before and After (2 hrs.)
				8/24/05	8 a.m.	217	Hearing Conservation Program
				8/24/05	1 p.m.	101	Safety Committee Operations
				8/25/05	8 a.m.	215	Confined Space Safety
				8/25/05	1 p.m.	221	Forklift Safety
				9/6/05	8 a.m.	301	Fall Protection
				9/6/05	1 p.m.	302	Excavation Safety
				9/7/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)

Eugene

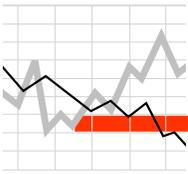
OSHA Field Office – Conference Room

1140 Willagillespie Road #42

10/19/04	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
10/20/04	8 a.m.	105	Safety Training Basics
10/20/04	1 p.m.	106	What to Expect from an OR-OSHA Inspection
11/2/04	8 a.m.	100	Safety and Health Management
11/2/04	1 p.m.	107	Selling Safety to Management
11/3/04	8 a.m.	108	OSHA 300 Recordkeeping
11/3/04	1 p.m.	118	Safety Leadership
11/17/04	8 a.m.	112	Safety and the Supervisor
11/17/04	1 p.m.	116	Safety and Health Program Evaluation
11/18/04	8 a.m.	117	Industrial Hygiene for the Non-IH
11/18/04	1 p.m.	126	Recognition and Incentive Programs
12/8/04	8 a.m.	122	Safety Committee Meeting Management
12/8/04	1 p.m.	102	Accident Investigation
12/14/04	8 a.m.	401	Worker Protection Standard
12/14/04	1 p.m.	205	Hazard Communication Program
1/5/05	8 a.m.	201	Ergonomics Awareness
1/5/05	1 p.m.	202	Ergonomics — Before and After (2 hrs.)
1/6/05	8 a.m.	217	Hearing Conservation Program
1/6/05	1 p.m.	212	Workplace Emergency Action Plan
1/19/05	8 a.m.	215	Confined Space Safety
1/19/05	1 p.m.	221	Forklift Safety
1/20/05	8 a.m.	119	Safety Accountability
1/20/05	1 p.m.	204	Lockout/Tagout and Machine Safeguarding
2/1/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)

Refer to Pages 12-17 for workshop descriptions

Workshop Schedule by City



Klamath Falls

Klamath Falls Community College – Room 310
7390 S 6th Street

4/5/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
4/6/05 8 a.m. 499 Safety Training and your Hispanic Workforce
4/6/05 1 p.m. 221 Forklift Safety
4/7/05 8 a.m. 201 Ergonomics Awareness
4/7/05 1 p.m. 202 Ergonomics — Before and After (2 hrs.)

Lakeview

Lake County Senior community Center
11 N “G” Street

8/23/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
8/24/05 8 a.m. 401 Worker Protection Standard
8/24/05 1 p.m. 205 Hazard Communication Program
8/25/05 8 a.m. 499 Safety Training and your Hispanic Workforce

McMinnville

National Guard Armory
333 Armory Way

12/7/04 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
12/8/04 8 a.m. 221 Forklift Safety
12/8/04 1 p.m. 499 Safety Training and your Hispanic Workforce
3/22/05 8 a.m. 301 Fall Protection
3/22/05 1 p.m. 302 Excavation Safety
3/23/05 8 a.m. 204 Lockout/Tagout and Machine Safeguarding
3/23/05 1 p.m. 205 Hazard Communication Program

Medford

Medford Education Resource Center
1001 Rogue Valley Mall

5/24/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
5/25/05 8 a.m. 221 Forklift Safety
5/25/05 1 p.m. 499 Safety Training and your Hispanic Workforce
5/26/05 8 a.m. 401 Worker Protection Standard
5/26/05 1 p.m. 205 Hazard Communication Program
7/12/05 8 a.m. 201 Ergonomics Awareness
7/12/05 1 p.m. 202 Ergonomics — Before and After (2 hrs.)
7/13/05 8 a.m. 112 Safety and the Supervisor
7/13/05 1 p.m. 126 Recognition and Incentive Programs
7/14/05 8 a.m. 122 Safety Committee Meeting Management

7/14/05 1 p.m. 108 OSHA 300 Recordkeeping
8/16/05 8 a.m. 119 Safety Accountability
8/16/05 1 p.m. 106 What to Expect from an OR-OSHA Inspection
8/17/05 8 a.m. 212 Workplace Emergency Action Plan
8/17/05 1 p.m. 204 Lockout/Tagout and Machine Safeguarding
8/18/05 8 a.m. 301 Fall Protection
8/18/05 1 p.m. 302 Excavation Safety

Newport

Hatfield Marine Science Center
Library Seminar Room
2030 SE Marine Science Drive

1/19/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
1/20/05 8 a.m. 301 Fall Protection
1/20/05 1 p.m. 302 Excavation Safety
3/8/05 8 a.m. 204 Lockout/Tagout and Machine Safeguarding
3/8/05 1 p.m. 221 Forklift Safety
3/9/05 8 a.m. 215 Confined Space Safety
3/9/05 1 p.m. 212 Workplace Emergency Action Plan

Ontario

Treasure Valley Community College
WEESE – Room 10
650 College Boulevard

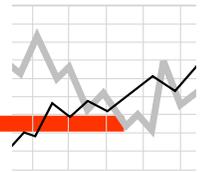
11/16/04 8 a.m. 401 Worker Protection Standard
11/16/04 1 p.m. 205 Hazard Communication Program
11/17/04 8 a.m. 499 Safety Training and your Hispanic Workforce

Pendleton

Blue Mountain Community College
Pioneer Hall – Room 132
2411 NW Carden

3/29/05 8 a.m. 600 2-Day Train the Trainer
4/19/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
4/20/05 8 a.m. 107 Selling Safety to Management
4/20/05 1 p.m. 112 Safety and the Supervisor
8/9/05 8 a.m. 116 Safety and Health Program Evaluation
8/9/05 1 p.m. 212 Workplace Emergency Action Plan
8/10/05 8 a.m. 117 Industrial Hygiene for the Non-IH
8/10/05 1 p.m. 217 Hearing Conservation Program
8/11/05 8 a.m. 499 Safety Training and your Hispanic Workforce

Workshop Schedule by City



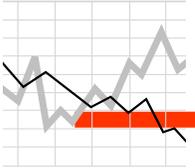
Portland

Sheet Metal Workers Training Center – Room 221
2379 NE 178th Avenue

10/5/04	8 a.m.	101	Safety Committee Operations	4/27/05	8 a.m.	201	Ergonomics Awareness
10/5/04	1 p.m.	104	Hazard Identification and Control	4/27/05	1 p.m.	202	Ergonomics — Before and After (2 hrs.)
10/6/04	8 a.m.	105	Safety Training Basics	4/28/05	8 a.m.	401	Worker Protection Standard
10/6/04	1 p.m.	106	What to Expect from an OR-OSHA Inspection	4/28/05	1 p.m.	205	Hazard Communication Program
10/7/04	8 a.m.	100	Safety and Health Management	5/10/05	8 a.m.	212	Workplace Emergency Action Plan
10/7/04	1 p.m.	107	Selling Safety to Management	5/10/05	1 p.m.	216	Exposure Control/Bloodborne Pathogens
10/26/04	8 a.m.	108	OSHA 300 Recordkeeping	5/11/05	8 a.m.	215	Confined Space Safety
10/26/04	1 p.m.	118	Safety Leadership	5/25/05	8 a.m.	301	Fall Protection
10/27/04	8 a.m.	112	Safety and the Supervisor	5/25/05	1 p.m.	302	Excavation Safety
10/27/04	1 p.m.	116	Safety and Health Program Evaluation	5/26/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
11/9/04	8 a.m.	117	Industrial Hygiene for the Non-IH	6/7/05	1 p.m.	106	What to Expect from an OR-OSHA Inspection
11/9/04	1 p.m.	102	Accident Investigation	6/8/05	8 a.m.	100	Safety and Health Management
11/10/04	8 a.m.	119	Safety Accountability	6/8/05	1 p.m.	107	Selling Safety to Management
11/10/04	1 p.m.	204	Lockout/Tagout and Machine Safeguarding	6/22/05	8 a.m.	112	Safety and the Supervisor
12/8/04	8 a.m.	122	Safety Committee Meeting Management	6/22/05	1 p.m.	116	Safety and Health Program Evaluation
12/8/04	1 p.m.	126	Recognition and Incentive Programs	6/23/05	8 a.m.	102	Accident Investigation
12/9/04	8 a.m.	201	Ergonomics Awareness	6/23/05	1 p.m.	217	Hearing Conservation Program
12/9/04	1 p.m.	202	Ergonomics — Before and After (2 hrs.)	7/19/05	8 a.m.	215	Confined Space Safety
1/5/05	8 a.m.	212	Workplace Emergency Action Plan	7/19/05	1 p.m.	221	Forklift Safety
1/5/05	1 p.m.	217	Hearing Conservation Program	7/20/05	8 a.m.	301	Fall Protection
1/6/05	8 a.m.	215	Confined Space Safety	7/20/05	1 p.m.	302	Excavation Safety
1/6/05	1 p.m.	221	Forklift Safety	8/3/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
1/19/05	8 a.m.	600	2-Day Train the Trainer	8/4/05	8 a.m.	220	Managing your Vehicle Safety Program
2/1/05	8 a.m.	301	Fall Protection	8/4/05	1 p.m.	102	Accident Investigation
2/1/05	1 p.m.	302	Excavation Safety	8/16/05	8 a.m.	216	Exposure Control/Bloodborne Pathogens
2/2/05	8 a.m.	105	Safety Training Basics	8/17/05	8 a.m.	112	Safety and the Supervisor
2/2/05	1 p.m.	106	What to Expect from an OR-OSHA Inspection	8/17/05	1 p.m.	116	Safety and Health Program Evaluation
2/3/05	8 a.m.	104	Hazard Identification and Control	8/31/05	8 a.m.	117	Industrial Hygiene for the Non-IH
2/3/05	1 p.m.	220	Managing your Vehicle Safety Program	8/31/05	1 p.m.	126	Recognition and Incentive Programs
2/23/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)	9/1/05	8 a.m.	119	Safety Accountability
2/24/05	8 a.m.	100	Safety and Health Management	9/1/05	1 p.m.	204	Lockout/Tagout and Machine Safeguarding
2/24/05	1 p.m.	107	Selling Safety to Management	9/13/05	8 a.m.	201	Ergonomics Awareness
3/16/05	8 a.m.	108	OSHA 300 Recordkeeping	9/13/05	1 p.m.	202	Ergonomics — Before and After (2 hrs.)
3/16/05	1 p.m.	118	Safety Leadership	9/14/05	8 a.m.	401	Worker Protection Standard
3/17/05	8 a.m.	101	Safety Committee Operations	9/14/05	1 p.m.	205	Hazard Communication Program
3/17/05	1 p.m.	116	Safety and Health Program Evaluation				
4/12/05	8 a.m.	117	Industrial Hygiene for the Non-IH				
4/12/05	1 p.m.	126	Recognition and Incentive Programs				
4/13/05	8 a.m.	119	Safety Accountability				
4/13/05	1 p.m.	204	Lockout/Tagout and Machine Safeguarding				

Refer to Pages 12-17 for workshop descriptions

Workshop Schedule by City



Roseburg

Umpqua Community College

Community Education – Indian and Timber Rooms

1140 College Road

6/7/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
6/8/05	8 a.m.	204	Lockout/Tagout and Machine Safeguarding
6/8/05	1 p.m.	302	Excavation Safety
6/9/05	8 a.m.	221	Forklift Safety
6/9/05	1 p.m.	301	Fall Protection
8/2/05	8 a.m.	600	2-Day Train the Trainer
9/20/05	8 a.m.	100	Safety and Health Management
9/20/05	1 p.m.	122	Safety Committee Meeting Management
9/21/05	8 a.m.	108	OSHA 300 Recordkeeping
9/21/05	1 p.m.	112	Safety and the Supervisor
9/22/05	8 a.m.	116	Safety and Health Program Evaluation
9/22/05	1 p.m.	212	Workplace Emergency Action Plan

1/27/05	8 a.m.	499	Safety Training and your Hispanic Workforce
1/27/05	1 p.m.	220	Managing your Vehicle Safety Program
2/8/05	8 a.m.	122	Safety Committee Meeting Management
2/8/05	1 p.m.	126	Recognition and Incentive Programs
2/9/05	8 a.m.	201	Ergonomics Awareness
2/9/05	1 p.m.	202	Ergonomics - Before and After (2 hrs.)
2/23/05	8 a.m.	401	Worker Protection Standard
2/23/05	1 p.m.	205	Hazard Communication Program
2/24/05	8 a.m.	212	Workplace Emergency Action Plan
2/24/05	1 p.m.	217	Hearing Conservation Program
3/15/05	8 a.m.	215	Confined Space Safety
3/15/05	1 p.m.	221	Forklift Safety
3/16/05	8 a.m.	301	Fall Protection
3/16/05	1 p.m.	302	Excavation Safety
3/17/05	8 a.m.	102	Accident Investigation
4/5/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
4/6/05	8 a.m.	105	Safety Training Basics
4/6/05	1 p.m.	106	What to Expect from an OR-OSHA Inspection
4/20/05	8 a.m.	100	Safety and Health Management
4/20/05	1 p.m.	107	Selling Safety to Management
4/21/05	8 a.m.	499	Safety Training and your Hispanic Workforce
4/21/05	1 p.m.	220	Managing your Vehicle Safety Program
5/10/05	8 a.m.	112	Safety and the Supervisor
5/10/05	1 p.m.	116	Safety and Health Program Evaluation
5/11/05	8 a.m.	117	Industrial Hygiene for the Non-IH
5/11/05	1 p.m.	216	Exposure Control/Bloodborne Pathogens
5/24/05	8 a.m.	119	Safety Accountability
5/24/05	1 p.m.	204	Lockout/Tagout and Machine Safeguarding
5/25/05	8 a.m.	122	Safety Committee Meeting Management
5/25/05	1 p.m.	126	Recognition and Incentive Programs
6/8/05	8 a.m.	201	Ergonomics Awareness
6/8/05	1 p.m.	202	Ergonomics - Before and After (2 hrs.)
6/9/05	8 a.m.	118	Safety Leadership
6/9/05	1 p.m.	217	Hearing Conservation Program
6/21/05	8 a.m.	215	Confined Space Safety
6/21/05	1 p.m.	221	Forklift Safety
6/22/05	8 a.m.	301	Fall Protection
6/22/05	1 p.m.	302	Excavation Safety
7/20/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
7/21/05	8 a.m.	105	Safety Training Basics
7/21/05	1 p.m.	106	What to Expect from an OR-OSHA Inspection
8/2/05	8 a.m.	499	Safety Training and your Hispanic Workforce
8/2/05	1 p.m.	108	OSHA 300 Recordkeeping
8/3/05	8 a.m.	212	Workplace Emergency Action Plan
8/3/05	1 p.m.	205	Hazard Communication Program
8/17/05	8 a.m.	600	2-Day Train the Trainer
8/30/05	8 a.m.	100	Safety and Health Management
8/30/05	1 p.m.	104	Hazard Identification and Control

Salem

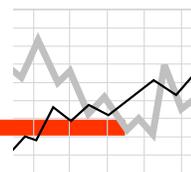
OR-OSHA Central Office

Labor & Industries Building – Basement Room C

350 Winter Street NE

10/6/04	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
10/7/04	8 a.m.	212	Workplace Emergency Action Plan
10/7/04	1 p.m.	217	Hearing Conservation Program
10/27/04	8 a.m.	215	Confined Space Safety
10/27/04	1 p.m.	221	Forklift Safety
10/28/04	8 a.m.	301	Fall Protection
10/28/04	1 p.m.	302	Excavation Safety
11/16/04	8 a.m.	600	2-Day Train the Trainer
12/1/04	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
12/2/04	8 a.m.	105	Safety Training Basics
12/2/04	1 p.m.	106	What to Expect from an OR-OSHA Inspection
12/15/04	8 a.m.	112	Safety and the Supervisor
12/15/04	1 p.m.	116	Safety and Health Program Evaluation
12/16/04	8 a.m.	108	OSHA 300 Recordkeeping
12/16/04	1 p.m.	118	Safety Leadership
1/12/05	8 a.m.	100	Safety and Health Management
1/12/05	1 p.m.	107	Selling Safety to Management
1/13/05	8 a.m.	117	Industrial Hygiene for the Non-IH
1/13/05	1 p.m.	101	Safety Committee Operations
1/19/05	8 a.m.	104	Hazard Identification and Control
1/19/05	1 p.m.	102	Accident Investigation
1/26/05	8 a.m.	119	Safety Accountability
1/26/05	1 p.m.	204	Lockout/Tagout and Machine Safeguarding

Workshop Schedule by City



Salem, continued

8/31/05	8 a.m.	112	Safety and the Supervisor
8/31/05	1 p.m.	116	Safety and Health Program Evaluation
9/14/05	8 a.m.	101	Safety Committee Operations
9/14/05	1 p.m.	118	Safety Leadership
9/15/05	8 a.m.	117	Industrial Hygiene for the Non-IH
9/15/05	1 p.m.	216	Exposure Control/Bloodborne Pathogens

Seaside

Clatsop CC South County Center
1761 N Holladay Drive

10/12/04	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
10/13/04	8 a.m.	201	Ergonomics Awareness
10/13/04	1 p.m.	202	Ergonomics — Before and After (2 hrs.)
4/5/05	8 a.m.	216	Exposure Control/Bloodborne Pathogens
4/5/05	1 p.m.	217	Hearing Conservation Program
4/6/05	8 a.m.	112	Safety and the Supervisor
4/6/05	1 p.m.	126	Recognition and Incentive Programs

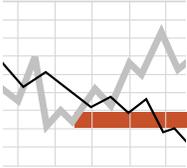
The Dalles

Columbia Gorge Community College
Lecture Hall – Room 2.384
400 E Scenic Drive

11/2/04	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
11/3/04	8 a.m.	100	Safety and Health Management
11/3/04	1 p.m.	499	Safety Training and your Hispanic Workforce
11/4/04	8 a.m.	401	Worker Protection Standard
11/4/04	1 p.m.	205	Hazard Communication Program

*Many courses are
available on-line
24 hours a day!*





Workshop Descriptions

— All classes are four hours long, unless otherwise indicated —

100 Safety and Health Management



Safety committees are required by OAR 437-001-0765(6)(d) to evaluate the employer's accident and incident prevention program. This workshop introduces participants to the seven elements of an effective safety and health management program. Through discussion and exercises, participants explore compliance and best practices in managing safety systems. Overcoming obstacles to safety management is also discussed.

Content: Top management commitment, employee involvement, accountability, hazard identification and control, accident investigation, education and training, and periodic plan evaluation.

101 Safety Committee Operations



Introduces participants to the OR-OSHA workplace safety committee rule and its related requirements. The contents of this workshop are fundamental to all members of workplace safety committees in Oregon. This workshop meets the requirements in 437-001-0765(7)(a) that safety committee members understand the committee purpose and operation. This class reviews the rules contained in 437-001-0765 and their application.

Content: Identifying and implementing Oregon Administrative Rule Chapter 437, Division 1, General Provisions: rules pertaining to safety committee duties, responsibilities, and procedures, and basic safety committee operations and activities.

102 Accident Investigation



Safety committee members are required by OAR 437-001-0765(6)(g) to establish procedures for investigating incidents and accidents. This workshop introduces participants to a six-step approach to incident/accident analysis that emphasizes interviewing, fact-finding, and root cause analysis to fix the safety management system.

Content: Securing the accident scene, gathering information, interviewing techniques, event analysis, determining surface and root causes, recommending corrective actions, and writing the report.

104 Hazard Identification and Control



Safety committee members are required by OAR 437-001-0765(6)(d) to help the employer assess and control hazards. This workshop helps participants to systematically uncover hazardous conditions and unsafe practices so that safe procedures can be developed. Emphasizes employee involvement.

Content: Identifying hazardous conditions and unsafe behaviors, surface symptoms and root causes, controlling hazards using engineering and management controls, prioritizing corrective actions, and using the hazard correction worksheet.

105 Safety Training Basics

(FORMERLY "Effective Safety Training")

Teaches trainers how to train workplace safety subjects. The workshop provides an overview of ANSI/ASSE Standard Z490.1-2001, Criteria for Accepted Practices in Safety, Health, and Environmental Training, including evaluation of training plans, course development, presentation skills, and the four-level training evaluation model.

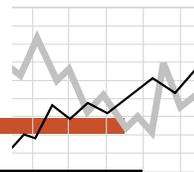
Content: Assessing training needs, writing behavioral objectives, designing curriculum, selecting training methods, determining training materials, delivering training programs, and evaluating outcomes and effectiveness.

106 What to Expect from an OR-OSHA Inspection

Takes the mystery out of the Oregon OSHA compliance inspection process by reviewing OR-OSHA's regulatory responsibilities, services, and the procedures used by safety and health compliance officers to conduct workplace inspections.

Content: OR-OSHA services, employee/employer rights and responsibilities, compliance officer rights and responsibilities, inspection priorities, how inspections are conducted, and penalty determination.

Workshop Descriptions



107 Selling Safety to Management

(FORMERLY "Effective Safety Recommendations")

Safety committee members are required by OAR 437-001-0765(6)(d) to submit written recommendations to improve safety programs. This workshop introduces participants to the principles and methods of writing and presenting effective recommendations as a selling tool to improve safety and health in the workplace.

Prerequisites: OR-OSHA 100.

Content: Determining direct/indirect costs of injuries, costs and benefits of taking corrective action, and determining return on investment, steps in an effective recommendation, and proven presentation techniques. Bring a calculator!

108 OSHA 300 Recordkeeping

Introduces participants to the recordkeeping standard and requirements that became effective 1/1/2000. If you are responsible for filling out OSHA Form 300 (Log and Summary of Occupational Injuries and Illnesses), if you supervise the person that completes the form, or if you are a safety committee member, this class is a must!

Content: Brief review of the use of Page 1 of DCBS Form 801 as it applies to OSHA Recordkeeping, who is exempt, location and retention of records, how to fill out the OSHA 300 log, determining recordability of injuries or illness, calculating DART — days away and restricted time, and evaluating the form to recognize injury trends, root causes, etc.

112 Safety and the Supervisor

(FORMERLY "Effective Safety Supervision")

This workshop introduces participants to five general safety supervision responsibilities outlined in OAR 437-001-0760: demonstrating leadership, providing resources, training, oversight and accountability. Emphasizes "tough-caring" leadership to effectively support safe behaviors and conditions.

Content: "Tough-controlling" vs "tough-caring" leadership, providing physical and psychosocial resources, providing effective safety education and training, effective oversight — detecting and correcting, evaluating performance, and administering effective discipline, hazard identification and control, accident investigation, and costs and benefits of taking corrective action.



116 Safety and Health Program Evaluation

Safety committees are required by OAR 437-001-0765(6)(d) to evaluate the employer's accident and incident prevention program. This workshop will help you conduct a successful evaluation resulting in dramatic improvements to your safety management system. This workshop is also important if you want to become a SHARP or VPP participant. This is an advanced workshop. **Prerequisites:** OR-OSHA 100 or two or more years of safety and health experience.

Content: Identification, analysis and evaluation, best practices in safety management, four-step evaluation process, and background on SHARP and VPP.

117 Industrial Hygiene for the Non-IH

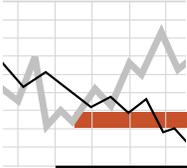
Introduces participants to the role of an industrial hygienist (IH) on the workplace safety and health team. Lecture format.

Content: What is an IH, what an IH knows so that you don't have to, role of the safety committee, and review of major hazard categories of special concern to the IH.

118 Safety Leadership

What is safety leadership and how do managers and employees demonstrate it? This workshop helps answer that question by introducing participants to the concept of effective leadership models and attributes. Through discussion and group exercise, the workshop focuses on methods and strategies for developing positive working relationships between employees and managers that result in appropriate safety behaviors at all levels of the organization.

Content: Defining leadership, controlling vs. caring leadership models, attributes of an effective safety leader, and leadership techniques and tools.



Workshop Descriptions

119 Safety Accountability

Safety committee members are required by OAR 437-001-0765(6)(f) to evaluate the employer's accountability system and make recommendations to implement supervisor and employee accountability for safety and health. This workshop introduces participants to the concepts and principles of establishing and maintaining an effective system of safety accountability. Through discussion and group exercise, participants learn about the importance of a balanced approach that includes recognition as well as discipline.

Content: Defining accountability – condition and system, establishing and communicating standards, providing physical and psychosocial resources, information and formal evaluation procedures, appropriate and effective discipline, and safety committee evaluation requirements.

120 Developing a Violence Prevention Program



The focus of this Internet course is prevention. Participants will be provided with tools to develop an effective violence prevention plan. Topics include assessment and de-escalation of potentially violent situations, the extent of the problem in the workplace, and employer responsibilities.

Contents: Definition of workplace violence, statistics that measure the problem, assessing situations, protecting yourself from violence, and prevention plans.

122 Safety Committee Meeting Management

Safety committee members are required by OAR 437-001-0765(7)(a) to be trained on methods of conducting safety committee meetings. This workshop helps participants develop skills in safety committee management, operations, and problem solving. Participants are introduced to the key concepts of an effective safety committee meeting and methods for getting and keeping committee members involved and responsible.

Content: Rule requirements for workplace safety committees, identifying the characteristics of functional and dysfunctional safety committee meetings, conducting a successful safety committee meeting, creating a dynamic agenda, establishing guidelines for meeting minutes, and several problem-solving processes.

126 Recognition and Incentive Programs

(FORMERLY "Effective Recognition Systems")

Is your safety culture fear-driven or success-driven? How do you get employees to do things because they want to, not because they have to? Effective safety recognition is more a function of leadership than management. This workshop discusses positive reinforcement to motivate employees. Through group exercise and guided discussion, participants in this workshop discover what they can do to improve their safety incentive and recognition program.

Content: Motivating beyond OSHA compliance, antecedents vs. consequences, recognition really rewards behavior — not results, public vs. private recognition, designing effective incentive/recognition programs.

199 Safety Committee Basic Training – 8 hours

New!

This one-day workshop helps safety committees fulfill all basic training requirements required in OAR 437-001-0765(7). Through group exercise and class discussion, participants will gain a greater understanding of the important benefits of a well-trained safety committee.

Content: Safety committee duties and responsibilities, meeting management, hazard identification and control, incident/accident investigation, and training requirements.

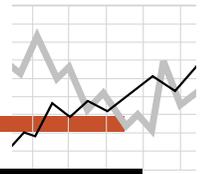
200 Developing an Effective Ergonomics Program



Developing an effective ergonomics program at your company can result in dramatic reductions in the number of claims associated with workplace musculoskeletal disorders. This Internet course will help you devise methods to evaluate the potential for workplace MSDs and formulate an effective written plan that provides clear guidance for applying strategies and best practices.

Content: Setting the stage for action, analyzing the workplace, identifying risk factors, ergonomics job hazard analysis, controlling risk factors, implementing controls, medical management, and ergonomics education and training.

Workshop Descriptions



201 Ergonomics Awareness



This workshop introduces participants to personal, task, and environmental risk factors associated with ergonomics. Participants discuss risks in manual material handling and office environments and devise methods for reducing or eliminating those risks. The course also overviews the components of an effective ergonomics program.

Content: Risk factors the person brings to the job, risk factors the task brings to the job, risk factors the environment brings to the job, methods to reduce risk factors, and what an effective ergonomics program looks like.

202 Ergonomics — Before and After – 2 hours

This interesting workshop includes extensive group exercises that identify poor ergonomic workstation and task design (before) and recommend innovative and practical ways to improve design to reduce risk factors (after). Emphasis will be on reducing back injuries, musculoskeletal disorders (MSDs), and cumulative trauma disorders (CTDs).

Prerequisites: OR-OSHA Course 201.

203 Personal Protective Equipment



The Internet course gives those who are new to safety and health a solid overview of the requirements for employers for using PPE.

Content: Protecting the head, face, hands, feet, and torso, how to do a hazard assessment of your workplace to determine PPE needs, and new training and certification requirements.

204 Lockout/Tagout and Machine Safeguarding

This two-part workshop covers the requirements in OAR 437, Div 2J, (1910.147), the control of hazardous energy (Lockout/Tagout), and the principles of machine safeguarding.

Lockout/Tagout Content: Purpose and scope, lockout and tagout procedures, training criteria, and periodic inspection criteria.

Machine Safeguarding Content: Review of OR-OSHA Div 2/Sub O Machinery and Machine Guarding, risk assessment, hazardous motions and actions, and guards and devices.

205 Hazard Communication Program



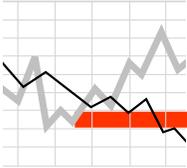
This “how-to” workshop guides participants through developing and implementing an effective Hazard Communication program as required by OAR-437, Div 2Z, (1910.1200).

Content: Writing a Hazard Communication program, completing a chemicals list, and conducting employee training.

212 Workplace Emergency Action Plan

Recognizing that any place of employment is subject to natural and manmade emergencies, Oregon OSHA requires all employers to do whatever is necessary to minimize the likelihood of such occurrences and requires a plan that will minimize harm to employees and property. This workshop provides an overview of emergency action plans, fire prevention plans, and employee alarm systems.

Content: OR-OSHA Div 2/Sub E Emergency Action Plans and Fire Prevention Plans, OR-OSHA Div 2/Sub L Employee Alarm Systems, step-by-step advice on how to create and maintain a comprehensive emergency action plan for your workplace, and an introduction to a vulnerability analysis.



Workshop Descriptions

215 Confined Space Safety

This workshop reviews the requirements and procedures involved with permit-required confined space entry as required by OAR 437, Div 2/J, (1910.146).

Contents: Definition of confined space and permit-required confined space, hazards of a permit-required confined space, alternative procedures to control atmospheric hazards, written program and entry permit system, rescue and emergency services, and training.

216 Exposure Control / Bloodborne Pathogens

This workshop introduces participants to the requirement in Oregon Administrative Rule 437, Division 2/Z, Bloodborne Pathogens. Emphasizes developing the knowledge and skills necessary to do program development, administration, and training as required by the rule.

Content: Describes the structure of the written exposure-control program, basic information about disease processes and affected organs, examples of engineering, work-practices, and PPE controls, and training requirements.

217 Hearing Conservation Program

This workshop introduces an effective approach to preserving one's hearing over a lifetime of work and play. It covers the elements of an effective hearing conservation program, how sound can damage hearing, and what actions can be taken to prevent hearing loss.

Content: How sound is created, how the ear receives and interprets sound, two types of sound-measuring instruments, and signs and symptoms that noise could be harming hearing.

220 Managing your Vehicle Safety Program

New!

Roadway crashes are the leading cause of occupational fatalities in the U.S. Anyone who operates a motor vehicle as part of his or her job is at risk of being involved in a roadway crash. This workshop reviews OR-OSHA requirements for all motor vehicles used in employment (OAR 437-002-0223) in addition to describing the main elements of managing both vehicle and driver safety.

Content: Driver safety program, vehicle safety program, fleet safety, material handling, and accident investigation

221 Forklift Safety

(FORMERLY "Powered Industrial Truck Safety")

With more than one million forklifts operating in the U.S. today, safe operations and effective operator training are top priorities. This workshop introduces participants to OSHA's Powered Industrial Truck standard and includes an in-depth review of operator training. Discusses safe work practices and other topics not specifically addressed in the standard, including center of gravity, fulcrum point, and seat restraints. This session helps attendees develop an industrial truck training program.

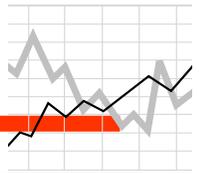
Content: General requirements/design characteristics, stability, truck operations/lifting personnel, traveling and loading, maintenance/fueling, and training.

301 Fall Protection

This workshop provides a comprehensive review of OR-OSHA's fall protection requirements for both general industry and construction. A ten-step process emphasizing effective planning is presented.

Content: Fall prevention vs. fall protection, fall protection requirements, fall protection methods and systems, calculating fall distances using personal fall arrest, rescue planning, and training criteria.

Workshop Descriptions



302 Excavation Safety

Many studies show that excavation work is the most hazardous type of work in the construction industry. This session delivers a thorough overview of the OR-OSHA Excavation safety standard (OR-OSHA Division 3/Sub P) including the role of the competent person.

Content: Planning considerations, specific hazards resulting from excavation work, requirements for protective systems, and OSHA's soil-classification methods.

401 Worker Protection Standard

Reviews the Worker Protection Standard. Emphasizes effective training and information for pesticide handlers and workers. The workshop underscores training employees whose primary language is not English.

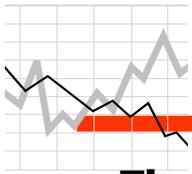
499 Safety Training and your Hispanic Workforce **New!**

Develop a safety culture with your Hispanic workforce. Learn how to overcome language and cultural barriers to form an effective training team to achieve safe work practices.

600 2-Day Train the Trainer – 16 hours

This advanced workshop teaches safety trainers how to develop and manage effective safety training programs. Emphasis is placed on designing a training program that meets the guideline requirements in ANSI/ASSE Standard Z490.1-2001, Criteria for Accepted Practices in Safety, Health, and Environmental Training. This workshop is suggested for all employers preparing for SHARP and VPP participation.

Content: An overview of Oregon OSHA training requirements, the nine-step training development plan, the two-level training model, adult learning principles, writing objectives, planning a training session, effective lesson plans, presentation methods, and the five-level training program evaluation model.



Small Business Programs

The Public Education Section offers five programs for small businesses. These FREE workshops are designed to help small business owners develop their safety and health programs.

Safety for Small Business Program

All businesses must have effective safety and health programs. However, the smaller the business, the harder it is to develop a program. If you are struggling to find the time, money, and resources to accomplish this task, this workshop will help you.

By attending two free one-hour noon meetings, you will receive:

- The program overview
- Employee training manual
- A guide to written requirements
- Instructor's manual
- 10 abbreviated training modules
- 16 master forms for copying

4-hour SAFETY COMMITTEE TRAINING workshop

Gives safety committee members insight into their duties and responsibilities and introduces them to the safety committee's purpose and operation. Addresses training requirements that apply to safety committee members in all workplaces.

- Safety committee operation, duties, function (OAR 437-001-0765)
- Safety meeting management, problem solving, and recommendation writing
- Rules for all workplaces (OAR 437-001-0760)
- Use of the Oregon OSHA CD-ROM and how to easily access codes, information, and publications

Note: This class meets the basic rule requirements for safety committees (hazard identification and accident investigation).

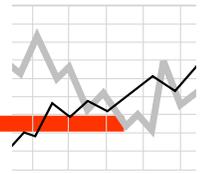
Three ONE-HOUR workshops

These three one-hour workshops are based on stakeholder and participant feedback. All three will be presented in one morning session. You can register for one, two, or all three.

- **BACK SAFETY** identifies ergonomic risk factors associated with back injuries and introduces methods to control those risks.
- **VIOLENCE IN THE WORKPLACE** includes topics regarding assessment, de-escalation of potentially violent situations in the workplace, and employer responsibilities.
- **PERSONAL PROTECTIVE EQUIPMENT (PPE)** gives an overview of requirements for employers for using PPE. Includes hazard assessment of the workplace to determine needed PPE and suggested methods of protecting the head, face, hands, feet, and torso.

*To learn more about our small business programs or dates and times of current classes, call toll-free (888) 292-5247, option 2, or visit our small business Web page at www.orosha.org, select the **Education** link, and scroll down to **Safety for Small Business**.*

Education Certificates and Credits



Safety and Health Training Certificates

Be recognized for completing a series of Oregon OSHA safety and health workshops. Oregon OSHA offers five safety and health training certificates for the following:

- 30-Hour Safety and Health Training Series
- Safety Committee Member Training Series
- Safety Committee Chairperson Training Series
- Supervisor Safety and Health Training Series
- Safety Manager/Director Training Series

Pick up a training record at your next workshop or print one from our Web page. As you complete each workshop, record the trainer's name, date, and total hours. For a certificate, simply make a copy of your training record, front and back, check the box next to the appropriate training certificate, and mail it to the address provided. Your certificate will be mailed to you.

Note: Completion of certificate program does not certify the recipient as a "competent person" or "qualified person" for the purposes of complying with Oregon law.

Continuing Education Units/Credits

Units

Oregon OSHA workshops can be used to obtain continuing education units (CEUs). Oregon OSHA has a cooperative agreement with several community colleges to issue the CEU, records of which are maintained in the college database for your future transcript requests. Forms for CEUs are available at the workshops. The community college charges a recording fee payable by the attendee. One hour of Oregon OSHA training equals 0.1 CEU. Acceptance of CEUs is at the discretion of the receiving institution. For more information on obtaining CEUs, please contact:

- Chemeketa Community College (503) 316-3230
- Portland Community College - Capital Center (503) 533-2897
- Southwestern Oregon Community College (541) 888-7415

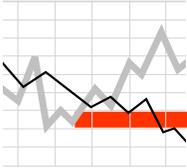
Credits

Plumbers — All Oregon OSHA workshops are approved for four hours of continuing education credits toward journeyman plumber and plumbing inspector recertification *except* the following workshops: **105 – Safety Training Basics, 106 – What to Expect From an Oregon OSHA Inspection, 107 – Selling Safety to Management, 117 – Industrial Hygiene for the Non-IH, and 600 – Two-Day Train the Trainer.** Simply make a copy of your class or Internet certificate and forward it, along with your license information, to the Building Codes Division, P.O. Box 14470, Salem, OR 97309-0404; Fax: (503) 378-2322.

Agriculture — The following workshops allow Oregon-certified pesticide applicators and consultants to obtain three recertification credit hours per class: **203 – Personal Protective Equipment, 205 – Hazard Communication Program, 405 – Agriculture Hazard Communication, and 401– Worker Protection Standard (four credit hours).** During a workshop the trainer will hand out a roster for you to sign, which will be forwarded to the Department of Agriculture. If you complete one of these as an Internet course, obtain your credit hours by mailing a copy of your certificate and your license information to the Department of Agriculture, Pesticides Division, 635 Capital St. NE, Salem, OR 97301.

Small-Farm Exemption

All Oregon OSHA workshops fulfill the annual four-hour instruction requirement of HB 3019 for agriculture safety rules and procedures.



Additional Training Resources

On-Site Training

It is the goal of the OR-OSHA Education Section to help employers become self-sufficient in teaching safety and health concepts and requirements to their employees. To assist employers in this regard, we provide no-cost on-site training that covers the contents of our regular safety and health workshops. Our focus is to train the trainer so employers can train their employees in the future. Designed for managers, safety committee members, and others responsible for providing safety and health training. Requests for on-site training will be evaluated based on need, targeted audience, and available resources. These four-hour workshops: Scaffolding, Traffic Control, Total Quality Safety Management, Ergonomics Awareness (SPANISH), Hazard Communication Program (SPANISH), Agriculture Safety, and Agriculture Hazard Communication, are offered only on-site.

Want to take an on-line class?

Unable to attend one of our workshops? You can now learn on-line in the convenience of your home, workplace, or other location. Ten of our safety and health programs are available on-line at www.orosha.org. To get started, just click on the "Education" link, scroll down to "Internet Classes," and select the desired course. No registration necessary!



Each on-line course consists of modules covering various topics in occupational safety and health. To receive a course-completion certificate, you'll be required to successfully complete assignments that will be reviewed by an Oregon OSHA trainer.

For a list of the on-line workshops, see Page 5 of this catalog.

(On-line courses are for Oregon residents only.)

**Visit the Oregon OSHA Web site:
www.orosha.org**

OR-OSHA Resource Center and Audiovisual Library

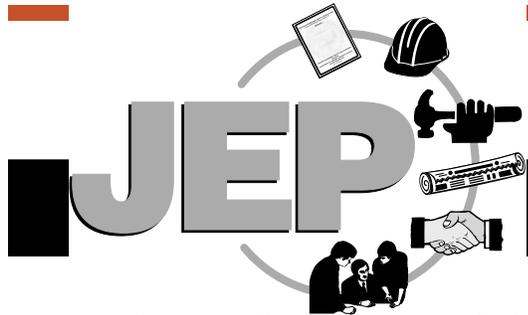
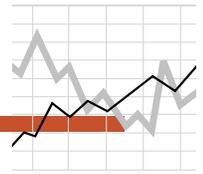
Whether you're dealing with forklifts or formaldehyde, we can help you find the information you need to keep your workplace safe. The Resource Center and AV Library maintain up-to-date safety standards and have more than 200 databases, more than 100,000 material safety data sheets, thousands of books, and more than 900 safety training videos.

Many of these resources are available for loan at no charge except for the cost of return shipping. Call us toll-free in Oregon at (888) 922-2689 or (503) 378-3272. You can visit us on the Internet and order on-line anytime: www.orosha.org.

Order the OR-OSHA CD-ROM!

*It contains all rules and publications offered by OR-OSHA
in a compact, inexpensive, and easy-to-read format.*

Joint Emphasis Programs



How to Develop Leaders

Supervisor Selection, Training, and Responsibilities

When you stop and think of all the things construction supervisors do on a day-to-day basis, it's no wonder they appear busy. They are. When you try to pinpoint the role they play on a jobsite, it's difficult, because there are many: evaluator, estimator, purchaser, mediator, and mentor, to name a few. And when it comes to performance expectations, those of supervisors are typically measured in time, cost, quality, and safety. Wow!

Along with the many roles and expectations, we also want these individuals to be effective leaders.

Due to the complex nature of supervisory positions and the need for supervisors to be adept at leadership, this three-hour workshop explores functions of effective supervisors and ways to help them become successful leaders.

Program contents:

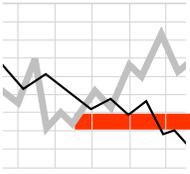
- Keys to selecting supervisors
- Establishing a training program for supervisors
- Training supervisors in their basic responsibilities
 - *People management skills*
 - *Job skill management*
- Responsibilities
 - *Jobsite safety and health inspections*
 - *OR-OSHA requirements*
 - *Employee training*
 - *Claims management*
- Leadership principles

10/20/04	Beaverton	8 a.m.-11 a.m.
11/17/04	Portland	8 a.m.-11 a.m.
12/15/04	Eugene	8 a.m.-11 a.m.
1/19/05	Beaverton	8 a.m.-11 a.m.
2/16/05	Salem	8 a.m.-11 a.m.

To register for this no-cost workshop, please click the "Joint Emphasis Program" link or the "Education" link at www.oroSHA.org. You can also complete the Registration Form found on Page 4 and fax to (503) 947-7462.

Related Training Resources

 <p>Oregon's Fed-OSHA Education Center at PCC Your Solution for Safety Training in Oregon.</p> <p>Whether you want convenient access to the latest Fed-OSHA training courses or need safety training customized for your company's unique needs, the Oregon Fed-OSHA Education Center can help. In affiliation with the University of Washington, the Oregon Fed-OSHA Education Center is proud to be the only authorized Fed-OSHA training provider in Oregon.</p> <p>For more information or to obtain a complete course calendar, please call 1-800-326-7568 or visit cwt.pcc.edu</p>	<p>Customized Safety Training</p> <p>In addition to Fed-OSHA courses, the Oregon Fed-OSHA Education Center offers customized safety training delivered right in your workplace.</p> <p>For a free consultation, call us today!</p> <p>The Oregon Fed-OSHA Education Center 18624 NW Walker Rd. Beaverton, OR 503.533.2821 cwt.pcc.edu</p>
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Other Resources

Consultative Services

Oregon OSHA offers the following consultation services:

- **Safety consultations** to help you identify and correct hazards associated with machinery, industrial vehicles, electrical devices, material handling equipment, walking/ working surfaces, and personal protective equipment.
- **Industrial hygiene consultations** to help you identify and monitor employee exposures to health hazards such as noise, respiratory hazards, and hazardous chemicals.
- **Ergonomic consultations** to help you evaluate your work environment and develop effective practical ways to reduce overexertion injuries such as carpal tunnel syndrome and lower back strains.

Oregon OSHA's Consultation Services will help you prevent injuries, reduce workers' compensation costs, increase productivity, and save money!

***If you're interested in a free workplace consultation *,
call toll-free in Oregon (800) 922-2689,
or visit www.orosha.org.***

* Use of consultative services will not result in a compliance inspection or other enforcement action.

Safety and Health Education Grant Program

OR-OSHA supports projects that help prevent illness and injury in the workplace. The Safety and Health Education Grant Program may provide up to \$40,000 for your project with no requirement for matching funds. Applicants submit proposals to a grant-review committee of business and labor representatives. The committee evaluates, screens, and recommends grant proposals to the director of the Department of Consumer and Business Services, who approves funding.

We seek proposals for innovative projects that will accomplish the following:

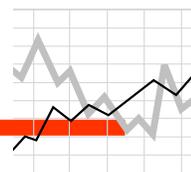
- Provide practical information, training materials, and methods to help teach employees and employers to reduce workplace hazards
- Develop and promote best practices for hazard control
- Address statewide priorities established by OR-OSHA regarding injury, illness, and fatality prevention in the healthcare, construction, agriculture, lumber and wood products, and food processing industries.

Non-profit organizations from whom we accept applications:

- Trade and business associations
- Employee organizations
- Labor unions
- Joint labor/management groups
- Educational institutions affiliated with a labor or employer group

For more information on our grant programs, visit our Web site — www.orosha.org

2004-2005 Conferences



Occupational Safety and Health Conferences

Central Oregon Occupational Safety & Health Conference

**Eagle Crest Resort • Redmond, Oregon
September 21-24, 2004**

Southern Oregon Occupational Safety & Health Conference

**Smullin Center • Medford, Oregon
October 20-21, 2004**

Western Pulp & Paper Workers Safety & Health Conference

**DoubleTree - Jantzen Beach Hotel • Portland, Oregon
November 30-December 3, 2004**

Oregon Governor's Occupational Safety & Health Conference

**Oregon Convention Center • Portland, Oregon
February 28-March 3, 2005**

VPPPA Region X Conference

**DoubleTree Hotel Riverside • Boise, Idaho
May 3-5, 2005**

**For registration information,
contact the Conference Section:
www.oroSHA.org**

**Call toll-free in Oregon (888) 292-5247, option 1
In Salem, call (503) 378-3272**

Send e-mail: oregon.conferences@state.or.us

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www.orosha.org



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Public Education
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Salem, OR 97309-0405***

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