

Department of Public Works / Utility: May includes Public Works' drivers, laborers, equipment operators, Building Maintenance, Water & Sewer Operations, Parks & Recreation, Road Departments, and Solid Waste & Sanitation

REGULATORY TRAINING GUIDE

Public Works / Utilities	Y / N	If you answer yes to questions, employees will typically need the training.
Asbestos, Lead, and Silica Industrial Safety Overview		Does staff perform housekeeping or maintenance in buildings which may contain asbestos containing materials? Does staff work with lead paint or solder, or masonry building components such as pavers, concrete, or bricks? <ul style="list-style-type: none"> <i>This course does not fulfill Asbestos Awareness training for those workers who may be exposed to asbestos fibers above permissible levels</i>
Bloodborne Pathogens <i>Available online and in "Fast Track"</i>		Could staff come in contact with used syringes (such as mixed in trash)? Does staff clean restrooms and other areas which may have been dirtied with blood or other body fluids? Is staff required to provide medical care under OSHA regulations or departmental policy?
BBP Administrator Training <i>(Limited Offering - Schedule to be announced)</i>		NJPEOSH requires every public agency with a potential exposure to blood or other bodily fluid to have a written Exposure Control (Bloodborne Pathogen) Program and identify a Program Administrator. Would your agency's Administrator benefit from a review of the requirements of the OSHA Standard and their roles and responsibilities?
CDL – Drivers' Safety Regulations		Do you have vehicles that require a Commercial Driver's license to operate? Have CDL drivers and supervisors received refresher training on CDL safety requirements in the past 3 years?
CDL- Supervisors Reasonable Suspicion		Do you have vehicle(s) that require a Commercial Driver's License to operate? Supervisors of those CDL drivers must receive this training every three years.
Confined Space - Awareness		Do you have confined spaces, including manholes, pits, large pipes, deep trenches, or vehicle hoppers, and . . . Do you prohibit employees from entering confined spaces under the control of your agency? NJPEOSH requires refresher training on the hazards of confined spaces and the policy to not enter them.
Confined Space Entry Training for Permit-Required Spaces		Does staff enter subgrade manholes, storm water catch basins, pump stations, wet or dry wells, or trenches? Does staff enter vehicle hoppers / tanks / containers to inspect, maintain or make repairs? <ul style="list-style-type: none"> <i>This class may not fulfill all the training requirements for agencies that make permit-required confined space entries. Annual drills with rescue agency may be needed.</i>
Excavation, Trenching and Shoring		Does staff excavate or trench? Do workers enter the excavation or trench? <ul style="list-style-type: none"> <i>This class does not fulfill Competent Person training.</i>
Fall Protection Awareness		Do you have employees working at elevations over 4 feet high, such as on roofs or in bucket trucks? <ul style="list-style-type: none"> <i>This class does not fulfill Competent Person training.</i>
Fire Extinguishers		Have you designated any employees who may use a fire extinguisher to fight small fires?
Fire Safety <i>Available online and in "Fast Track"</i>	YES	All employees are required to receive annual training on their duties under the Emergency Action Standard.
Flagger and Workzone Safety		Do workers set up work zones or detours to divert traffic around workers on a roadway? Do workers act as flaggers to direct traffic during road operations? New Jersey requires periodic "training" for these workers.

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Public Works / Utility	Y / N	If you answer yes to questions, employees will typically need the training.
Hazard Communication / Global Harmonization System (GHS) <i>Available online and in "Fast Track"</i>		Do employees work with chemicals other than domestic cleaners at residential cleaning amounts? Have workers received initial GHS training as required by December 2013?
Hazardous Materials Awareness with Hazard (combined course)		Can it be reasonably anticipated that staff may witness or discover a hazardous material spill? Do employees respond to hazardous material incidents in a supporting role? Typically includes police, DPW, or EMS <ul style="list-style-type: none"> • <i>Fire departments often need Operations-Level training.</i> • <i>Public works that take actions to control chemical releases may also need Operations-Level training.</i>
Hearing Conservation		Are employees exposed to loud noises from equipment such as chippers, jack hammers, or ride-on mowers; and Are employees enrolled in a Hearing Conservation Program?
Heavy Equipment Safety		Does staff operate and need refresher training in heavy equipment such as backhoes, loaders, and dump trucks?
Hoists, Cranes, and Rigging <i>(Limited Offering - schedule to be announced)</i>		Does staff use hoists, auto cranes, or davits to lift heavy objects?
Jetter Safety Awareness		Does staff use a jetter, vacuum truck, or rodder for cleaning or clearing sewers and catch basins?
Ladder Safety / Walking & Working Surfaces		Does staff use fixed or portable ladders or scaffolds?
Landscape Safety		Does staff operate lawn mowers, chainsaws, chippers, or stump grinders? Does staff maintain athletic fields?
Leaf Collection Safety Awareness		Does staff conduct leaf collection activities with vacuum equipment? Does staff collect leaves using claw or clam-shell attachments on loaders?
Lock Out / Tag Out (Control of Hazardous Energy) <i>Also included in "Fast Track"</i>		Are electrical, hydraulic or pneumatic machines / equipment used in your facility / operations? Does staff service, maintain, clear jams, change bits or blades, or repair that equipment?
Personal Protective Equipment		Does staff perform tasks that require wearing hard hats, safety shoes, gloves, glasses, and other protective gear? Do you have a voluntary Respiratory Protection Program? Does staff know what personal protective equipment should be worn and how it is to be inspected & maintained? <ul style="list-style-type: none"> • <i>This class does not meet training requirements for workers who are included in a Hearing Conservation Program or a full Respiratory Protection Program.</i>
Sanitation and Recycling Safety		Does staff conduct solid waste, recyclables and/or bulk waste pick up operations?
Shop and Tool Safety		Does staff use grinders, drill presses, band saws, chop saws, table saws, etc.?
Snow Plow / Snow Removal Safety		Does staff plow snow during winter storms? Snow blowers and shoveling are also included in class.

RECOMMENDED TRAINING GUIDE

Public Works / Utility	Y / N	
Back Safety/ Material Handling <i>Also available online!</i>		Does staff lift or move heavy objects? Have employees sustained back injuries, or material handling related injuries?
CMVO (Coaching the Maintenance Vehicle Operator)		Have drivers received training on the safe operation of maintenance vehicles? Has department had vehicle accidents and would staff benefit from refresher training on driving safety?
Employee Conduct and Violence Prevention		Do employees need training in acceptable conduct in the workplace including sexual harassment and other civil rights issues? Do they come in contact with confrontational situations at work?
Defensive Driving - 6 hr. NJSSC course		Do employees drive motor vehicles on work-related business or errands?
Driving Safety Awareness		Would employees who drive passenger vehicles or light trucks benefit from an awareness class which covers such topics as following distances, distracted driving, and hydroplaning? This class would be an excellent refresher for those drivers involved in a minor motor vehicle accident.
Playground Safety Inspections		Does your staff inspect and / or maintain playground equipment, and other recreation equipment?
Seasonal (Summer) Employee Training		New and young workers are at a higher risk of injuries. Do you have summer seasonal hires that need to receive safety orientation?
Seasonal (Autumn/Winter) Employees <i>(Combined leaf vacs and snow plows)</i>		Are employees involved with leaf collection using vacuum machines and snow removal operations?

Safety Leadership Training	Y / N	
Accident Investigation		Would members of the accident review team (from first-line supervisors, to department managers, to members of the Safety Committee) benefit from a comprehensive review of the accident review process in order to create a positive action plan to prevent similar occurrences?
Hazard Identification - Making Your Observations Count		Identifying hazards before an accident or incident is a critical component of a strong safety culture. Would lead members or supervisory personnel benefit from a review of some of the most common hazards in work places?
Special Event Management		Would department leaders benefit from a workshop to strengthen coordination and communication between departments when planning special events?
Safety Committee Best Practices		Would members of your organization's Safety Committee benefit from a discussion on practices to increase the effectiveness of the Committee?
Safety Coordinators' Skills Training <i>(Limited Offering - Schedule to be announced)</i>		Would your new or experienced Safety Coordinator benefit from a comprehensive overview of key components of a successful safety program?
Shift Briefing Essentials (Formerly Toolox Talks Essentials)		Would lead members of your department benefit from a discussion on how to prepare and deliver safety lessons?

Public Safety (Police, Fire, EMS, and OEM): This classification includes paid and volunteer personnel.

REGULATORY TRAINING GUIDE

Public Safety	Y / N	If you answer yes to questions, employees will typically need the training.
Bloodborne Pathogens <i>Available online and in "Fast Track" days!</i>		Does staff respond to motor vehicle accidents, emergency scenes or conduct other activities involving injured parties? Could staff come in contact with used syringes (such as searching trash)? Does staff clean vehicles, holding cells, or equipment which may have been dirtied with blood or other body fluids?
BBP Administrator Training <i>(Limited Offering - Schedule to be announced)</i>		NJPEOSH requires every public agency with a potential exposure to blood or other bodily fluid to have a written Exposure Control (Bloodborne Pathogen) Program and identify a Program Administrator. Would your agency's Administrator benefit from a review of the requirements of the OSHA Standard and their roles and responsibilities?
Confined Space - Awareness		Does your staff know what a confined space is? Do they know the hazards of entering a confined space? Does staff respond to emergencies that may involve confined spaces, <u>directed to not enter the space</u> , but support the technical rescue agency?
Fire Extinguishers		Have you designated any employees who may use a fire extinguisher on small fires?
Fire Safety <i>Available online and in "Fast Track" days!</i>	YES	All employees are required to receive annual training on their duties under the Emergency Action Plan Standard
Hazard Communication/Global Harmonization System (GHS) <i>Available online and in "Fast Track" days!</i>		Do your employees work with cleaning supplies or other chemicals such as solvents, paints, lubricants and fuels? Do your employees need to learn the new Global Harmonization System before the December 2013 deadline?
Hazardous Materials Awareness with Hazard Communication / Global Harmonization System (GHS) (combined course)		Can it be reasonably anticipated that your staff members may witness or discover a hazardous material spill? Do employees respond to hazardous material incidents in a supporting role; typically includes police, DPW, and EMS? Do employees work with chemicals other than domestic cleaners at domestic cleaning amounts? <ul style="list-style-type: none"> • <i>Fire departments often need Operations-Level training.</i> • <i>Public works that take actions to control chemical releases also need Operations-Level training.</i>
Lock Out/Tag Out (Control of Hazardous Energy)		Does staff perform maintenance or repair work on department's buildings or equipment? <ul style="list-style-type: none"> • <i>This class does not cover controlling energy at emergency incidents</i>

Public Safety (Police, Fire, EMS, and OEM): This classification includes paid and volunteer personnel.

RECOMMENDED TRAINING GUIDE

Public Safety	Y / N	
Back Safety/ Material Handling <i>Also available online!</i>		Does your staff lift or move heavy objects? Have your employees sustained back injuries?
Back Safety/Patient Handling for Emergency Responders		Would staff benefit from a review of the considerations and techniques of moving injured or ill patient?
CEVO (Coaching the Emergency Vehicle Operator) Police, Fire, or EMS		Would staff benefit from a review and discussion of emergency and non-emergency driving considerations?
Defensive Driving - 6 hr. NJSSC course		Do employees drive motor vehicles on work-related business or errands?
Driving Safety Awareness		Would employees who drive passenger vehicles or light trucks benefit from an awareness class which covers such topics as following distances, distracted driving, and hydroplaning? This class would be an excellent refresher for those drivers involved in a minor motor vehicle accident.
Employee Conduct and Violence Prevention in the Workplace		Do your employees need training in acceptable conduct in the workplace? Do they come in contact with confrontational situations at work?

Safety Leadership Training	Y / N	
Accident Investigation		Would members of the accident review team (from first-line supervisors, to department managers, to members of the Safety Committee) benefit from a comprehensive review of the accident review process in order to create a positive action plan to prevent similar occurrences?
Hazard Identification - Making Your Observations Count		Identifying hazards before an accident or incident is a critical component of a strong safety culture. Would lead members or supervisory personnel benefit from a review of some of the most common hazards in work places?
Safety Committee Best Practices		Would members of your organization's Safety Committee benefit from a discussion on practices to increase the effectiveness of the Committee?
Safety Coordinators' Skills Training <i>(Limited Offering - Schedule to be announced)</i>		Would your new or experienced Safety Coordinator benefit from a comprehensive overview of key components of a successful safety program?
Special Event Management		Special events require strong coordination and communication between the various municipal departments. Would department leaders benefit from a workshop to strengthen coordination between departments using the ICS framework?
Shift Briefing Essentials (Formerly Toolox Talks Essentials)		Would lead members of your department benefit from a discussion on how to prepare and deliver safety lessons?

Administration / Clerical: This classification includes administrative and support staff.

REGULATORY TRAINING GUIDE

Administration	Y / N	If you answer yes to questions, employees will typically need the training.
Bloodborne Pathogens <i>Available online and in "Fast Track" days!</i>		Would staff benefit from a more comprehensive discussion of how to safely handle bodily fluids? Could staff come in contact with used syringes (such as mixed in trash)?
Fire Extinguishers		Are your employees permitted or designated to use fire extinguishers?
Fire Safety <i>Available online and in "Fast Track" days!</i>	YES	All employees are required to receive annual training on their duties under the Emergency Action Plan Standard

RECOMMENDED TRAINING GUIDE

Administration	Y / N	
Back Safety/ Material Handling <i>Also available online!</i>		Does your staff lift or move heavy objects? Have your employees sustained back injuries, or material handling related injuries?
Defensive Driving 6 hr. NJSSC Course		Do employees drive motor vehicles on work-related business or errands?
Driving Safety Awareness		Would employees who drive passenger vehicles or light trucks benefit from an awareness class which covers such topics as following distances, distracted driving, and hydroplaning? This class would be an excellent refresher for those drivers involved in a minor motor vehicle accident.
Employee Conduct and Violence in the Workplace		Do your employees need training in acceptable conduct in the workplace including sexual harassment and other civil rights issues? Do they come in contact with confrontational situations at work?
Office Safety <i>Also available online!</i>		Would your office staff benefit from learning more about safe work practices in an office environment? Is your staff interested in learning more about work station set-up and general safety practices in an office setting?
Playground Safety Inspections		Does your staff inspect and / or maintain playground equipment, and other recreation equipment?

Safety Leadership Training	Y / N	
Accident Investigation		Would members of the accident review team (first-line supervisors, department managers, Safety Committee) benefit from a review of the accident review process in order to create a positive action plan to prevent similar occurrences?
Hazard Identification - Making Your Observations Count		Identifying hazards before an accident or incident is a critical component of a strong safety culture. Would lead members or supervisory personnel benefit from a review of some of the most common hazards in work places?
Safety Committee Best Practices		Would members of your organization's Safety Committee benefit from a discussion on practices to increase the effectiveness of the Committee?
Safety Coordinators' Skills Training <i>(Limited Offering - Schedule to be announced)</i>		Would your new or experienced Safety Coordinator benefit from a comprehensive overview of key components of a successful safety program?
Special Event Management		Would department leaders benefit from a workshop to strengthen coordination communication between departments when planning special events?
Shift Briefing Essentials (Formerly Toolox Talks Essentials)		Would lead members of your department benefit from a discussion on how to prepare and deliver safety lessons?

Housing Authority Personnel

Available Training	Y / N	If you answer yes to questions, employees will typically need the training.
Asbestos, Lead, and Silica Industrial Safety Overview		Does staff perform housekeeping or maintenance in buildings which may contain asbestos containing materials? Does staff work with highly-bonded asbestos-containing products? Does staff work with lead paint or solder, or masonry building components such as pavers, concrete, or bricks? • <i>Course does not fulfill Asbestos Awareness training for workers who may be exposed to asbestos above PEL</i>
Back Safety/ Material Handling <i>Also available online!</i>		Does staff lift or move heavy objects? Have employees sustained back injuries, or material handling related injuries?
Bloodborne Pathogens <i>Available online and in "Fast Track" days!</i>		Could staff come in contact with used syringes (such as mixed in trash)? Does staff clean restrooms and other areas which may have been dirtied with blood or other body fluids? Is staff required to provide medical care under OSHA regulations or departmental policy?
BBP Administrator Training <i>(Limited Offering - Schedule to be announced)</i>		NJPEOSH requires every public agency with a potential exposure to blood or other bodily fluid to have a written Exposure Control (Bloodborne Pathogen) Program and identify a Program Administrator. Would your agency's Administrator benefit from a review of the requirements of the OSHA Standard and their roles and responsibilities?
Driving Safety Awareness		Would employees who drive passenger vehicles or light trucks benefit from an awareness class which covers such topics as following distances, distracted driving, and hydroplaning? This class would be an excellent refresher for those drivers involved in a minor motor vehicle accident.
Fire Extinguishers		Have you designated any employees who may use a fire extinguisher on small fires?
Fire Safety <i>Available online and in "Fast Track" days!</i>	YES	All employees are required to receive annual training on their duties under the Emergency Action Standard.
Hazard Communication / GHS <i>Available online and in "Fast Track" days!</i>		Do employees work with chemicals other than domestic cleaners at domestic cleaning amounts?
Housing Authority Safety Awareness		Do you have Housing Authority employees and supervisors that need an overview of applicable OSHA standards including HazCom, Bloodborne Pathogens, PPE and machine safeguarding issues?
Housing Authority Sensibility One-Employee Conduct and Violence in the Workplace		Do you have employees who are in contact with the public? Do your employees need refresher training in acceptable conduct in the workplace including sexual harassment and other civil rights issues?
Housing Authority Sensibility Two-Conflict Resolution		Do you have labor and management employees who need skills training on reducing violence, conflict and stress in the work place?
Housing Authority Sensibility Three-Stress and Stress Management		Do you have labor and management employees who need skills training stress coping strategies?
Ladder Safety / Walking & Working Surfaces		Does staff use fixed or portable ladders or scaffolds?

Landscape Safety		Does staff operate lawn mowers, chainsaws, chippers, or stump grinders? Does staff maintain athletic fields?
Lock Out/Tag Out (Control of Hazardous Energy)		Are electrical, hydraulic or pneumatic machines / equipment used in your facility / operations? Does staff service, maintain, clear jams, change bits or blades, or repair that equipment?
Shop and Tool Safety		Does staff use grinders, drill presses, band saws, chop saws, table saws, etc.?

Board of Education Personnel

Available Training	Y / N	If you answer yes to questions, employees will typically need the training.
Asbestos, Lead, and Silica Industrial Safety Overview		Does staff perform housekeeping or maintenance in buildings which may contain asbestos containing materials? Does staff work with highly-bonded asbestos-containing products? Does staff work with lead paint or solder, or masonry building components such as pavers, concrete, or bricks? <ul style="list-style-type: none"> <i>This course does not fulfill Asbestos Awareness training for those workers who may be exposed to asbestos fibers above permissible levels</i>
Back Safety/ Material Handling <i>Also available online!</i>		Does staff lift or move heavy objects? Have employees sustained back injuries, or material handling-related injuries?
Bloodborne Pathogens <i>Available online and in "Fast Track" days!</i>		Could staff come in contact with used syringes (such as mixed in trash)? Does staff clean restrooms and other areas which may have been dirtied with blood or other body fluids? Is staff required to provide medical care under OSHA regulations or departmental policy?
Chemical Lab Safety for Science Teachers		Do you have teachers or teacher's aid who are handling chemicals in a lab setting?
Coaching the School Bus Driver		Do you have people driving school busses?
Driving Safety Awareness		Would employees who drive passenger vehicles or light trucks benefit from an awareness class which covers such topics as following distances, distracted driving, and hydroplaning? This class would be an excellent refresher for those drivers involved in a minor motor vehicle accident.
Fire Extinguishers		Have you designated any employees who may use a fire extinguisher on small fires?
Fire Safety <i>Available online and in "Fast Track" days!</i>	YES	All employees are required to receive annual training on their duties under the Emergency Action Standard.
Hazard Communication / Global Harmonization System (GHS) <i>Available online and in "Fast Track" days!</i>		Do employees work with chemicals other than domestic cleaners at domestic cleaning amounts?
Ladder Safety/Walking & Working Surfaces		Does staff use fixed or portable ladders or scaffolds?
Landscape Safety		Does staff operate lawn mowers, chainsaws, chippers, or stump grinders? Does staff maintain athletic fields?
Lock Out/Tag Out (Control of Hazardous Energy)		Are electrical, hydraulic or pneumatic machines / equipment used in your facility / operations? Does staff service, maintain, clear jams, change bits or blades, or repair that equipment?
Schools: Safety Awareness Training for Custodians/Facilities Management		Do you have school maintenance, grounds keepers, and custodial staff that need an overview of applicable OSHA standards including HazCom, Bloodborne Pathogens, PPE and machine safeguarding issues?
Shop and Tool Safety		Does staff use grinders, drill presses, band saws, chop saws, table saws, etc.?