Providing innovative and effective safety and health training to improve safety culture and performance in the workplace
The Fourth "E" of Workplace Safety: 25 Years Later

The Occupational Safety and Health Act of 1970 states "To help assure a safe and healthful workplace, OSHA provides workers with the right to receive information and training about hazards, methods to prevent harm, and the OSHA standards that apply to their workplace."

Hence from day one, OSHA recognized the need for education and training of workers, supervisors, and employers. One of the most effective ways to reduce workplace hazards and injuries is through a comprehensive, proactive safety and health management system - a proactive, collaborative process to find and fix workplace hazards before employees are injured or become ill. The benefits of implementing safety and health management systems include protecting workers, saving money, and making all your hazard-specific programs more effective. Education and training was identified as one of the five key elements when OSHA published the first Safety and Health Program Management Guidelines in 1989, and reiterated in updates and regulatory requirements since.

In the war on occupational injury and illness, safety and health practitioners speak of the three "E"s of safety: Engineering, Enforcement, and Education. These three components are not separate, but interdependent and part of a continuum, and no one alone can do the job.

In 1992, OSHA responded to increasing private industry demands for more occupational health and safety training by establishing the OTI Education Centers initiative. OSHA sought proposals from non-profit academic institutions with existing safety expertise, to establish regional OSHA Education Centers to serve the private sector and non-OSHA employees. Keene State College was originally authorized in 1994 as the New England (Region 1) OSHA Education Center, and through exemplary performance of OSHA’s goals for the program, and reapplication every five (5) years, Keene has remained the sole OSHA Education Center serving the New England workforce, currently authorized through September 2022. Today the OTI Education Center program is overseen by the Directorate of Training and Education/OSHA in Arlington Heights IL and Keene’s Department of Continuing Education.

When I was contacted to join the staff of Keene’s OSHA Education Center in 1994, I was ready to become the lead instructor for OSHA’s Introduction to Industrial Hygiene. In rapid succession I attended meetings with OSHA officials, enrolled in the OSHA #521 Guide to Industrial Hygiene course at OTI Des Plaines IL, and found myself standing in front of the first group of students seeking industrial hygiene education at UNH/Manchester Mill Building in downtown Manchester NH, Keene’s first OSHA Education Center location.

The Fourth "E" is Excellence. Students attending OTI Education Center courses expect excellence from authorized OTI Education Center instructors. Our excellence in part comes from meeting OSHA’s learning objectives and taking to heart course evaluations each student completes. I want to thank my students for teaching me what excellence in workplace health and safety education is, and for demanding it from us. It means we are specialists in respective disciplines, possessing comprehensive and authoritative knowledge, current in regulations, experienced in practical applications of what we teach, and effective at communicating with each student we encounter. We make an effort to learn what each student is seeking in OSHA’s courses and make that happen.

Stephen Larson, M.S., CSP, CH, RBP, RRPT
OTI Education Center, Region 1 Instructor
Keene State College 1994 - 2019

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2019/20 Course Locations and Supporting Organizations in New England:

★ New Locations

Southern New England:

CONNECTICUT:

CT Business & Industry Association
350 Church St. • Hartford, CT

CT Construction Industries Association
912 Silas Deane Hwy • Wethersfield, CT

Joseph S. Elias Training Center
205 Richard White Way • Fairfield CT
Formerly 205 One Rod Hwy

Public Safety Building MPTN
101 Pequot Trail • Mashantucket, CT

Public Safety Building
49 Sandy Desert Rd. • Uncasville, CT

MASSACHUSETTS:

Associated General Contractors of MA
888 Worcester St. • Wellesley, MA

Baystate Education Center
361 Whitney Ave. • Holyoke, MA

Fitchburg State University
150B Main St. • Fitchburg, MA

Gould Construction Institute / ABC
100 Unicorn Park, Suite 2 • Woburn, MA

Northeast Public Power Assn (NEPPA)
200 New Estate Rd. • Littleton, MA

Richard Alden Training Center / MWPCA
7 Nippnap Trail • Millbury, MA

Safety Council of Western New England
59 Interstate Dr. • W. Springfield, MA

The New England Consortium/UMASS
Lowell 600 Suffolk St. • Lowell, MA

★ Tri-County Regional Vocational Technical High School / MAVA
147 Pond St. • Franklin, MA

RHODE ISLAND:

Narragansett Bay Commission
2 Ernest St. • Providence, RI

New England Institute of Technology
2480 Post Rd. • Warwick, RI

Rhode Island Resource Recovery Corp.
65 Shun Pike • Johnston, RI

Northern New England:

MAINE:

★ Reed & Reed, Inc.
275 River Rd. • Woolwich, ME

SafetyWorks!, Maine Dept. of Labor
45 Commerce Dr. • Augusta, ME

Southern Maine Community College
2 Fort Rd. • South Portland, ME

NEW HAMPSHIRE:

OSHA Education Center, Region 1
1050 Perimeter Rd., Suite. 202 • Manchester, NH

Technology Design & Safety Center
Keene State College
Winchester St • Keene, NH

VERMONT:

Associated General Contractors of VT
1 Graves St. • Montpelier, VT

Windjammer Conference Center
1076 Williston Rd. • So. Burlington, VT
### OSHA Standards Courses

#### OSHA #510: Occupational Safety & Health Standards for Construction

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#### Course Description:
This course covers the scope and application of OSHA construction standards, as well as construction site safety and health principles with special emphasis on areas most hazardous using OSHA standards as a guide. Upon course completion students will have the ability to define construction safety and health terms found in the Standards and Subparts, identify hazards which occur on construction sites, locate appropriate subparts, interpretations and resources, and describe the use of OSHA Standards and regulations to supplement an ongoing safety and health program. Participants learn through facilitated discussion, exercises, and activities. Covered are the effects of workplace injuries and illnesses, the mission and importance of OSHA in the workplace, organization, origin, codification of OSHA Standards, processes and rules for OSHA inspections, citations, penalties and policies, with an orientation to OSHA recordkeeping requirements for injuries and illnesses, OSHA safety and health management programs, and an understanding ‘how to’ use the 29 CFR 1926 Construction Standards Code of Federal Regulations. Participants must attend all modules and pass a multiple choice examination for successful course completion.

#### CEUs, BCSP points, ABIH CM points, Training Contact Hours (TCH) may apply. OSHA #510 satisfies one of the prerequisite requirements to enroll in OSHA #500 Trainer Course in Occupational Safety and Health Standards for Construction.

#### OSHA #511: Occupational Safety & Health Standards for General Industry

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#### Course Description:
This course covers the scope and application of OSHA general industry standards, as well as general industry safety and health principles with special emphasis on areas most hazardous using OSHA standards as a guide. Upon course completion students will have the ability to define general industry terms found in the Standards and Subparts, identify hazards which occur in general industry, locate appropriate subparts, interpretations and resources, and describe the use of OSHA Standards and regulations to supplement an ongoing safety and health program. Participants learn through facilitated discussion, exercises, and activities. Covered are the effects of workplace injuries and illnesses, the mission and importance of OSHA in the workplace, organization, origin, codification of OSHA Standards, processes and rules for OSHA inspections, citations, penalties and policies, with an orientation to OSHA recordkeeping requirements for injuries and illnesses, OSHA safety and health management programs, and an understanding ‘how to’ use the 29 CFR 1910 General Industry Standards Code of Federal Regulations. Participants must attend all modules and pass a multiple choice examination for successful course completion.

#### CEUs, BCSP points, ABIH CM points, Training Contact Hours (TCH) may apply. OSHA #511 satisfies one of the prerequisite requirements to enroll in OSHA #500 Trainer Course in Occupational Safety and Health Standards for General Industry.

#### OSHA #521: OSHA Guide to Industrial Hygiene*

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#### Course Description:
This course addresses industrial hygiene practices and related OSHA regulations and procedures.

#### Topics include:
- Permissible exposure limits, OSHA health standards, respiratory protection, engineering controls, hazard communication, OSHA sampling procedures and strategy, workplace health program elements, and other industrial hygiene topics.

The course features workshops in health hazard recognition, OSHA health standards, and a safety and health program workshop. Basic IH instrumentation is demonstrated. A discussion of the services of the Industrial Hygiene Analytical Laboratory is included.

* Suggested Value Added Training: NCSH 449 Workplace Air Contaminant Sampling & Analysis. The NCOS 521 is a prerequisite to taking the NCSH 449. Visit page 22 for details on NCSH 449.
OSHA Standards Courses
Pre-registration required. Class hours are 8:00am-4:30pm daily unless otherwise specified on your course confirmation letter.

OSHA #2015 Hazardous Materials
Course Description: This course covers OSHA General Industry Standards and other consensus and proprietary standards that relate to the use of hazardous materials. In this course, the functionality and interrelations of the laws, regulations and standards related to hazardous materials and the strategies for eliminating or reducing hazards associated with hazardous materials will be presented. In addition, the following topics relating to hazardous materials management and compliance will be discussed: compressed gases, acetylene, nitrous oxide, welding (and related operations), liquefied petroleum gases, flammable liquids, spray finishing, dipping and coating, cryogenics and refrigerated liquids, anhydrous ammonia, and high-risk operations (process safety, emergency response). Upon course completion, students will have the ability to assess compliance with OSHA hazardous materials standards, determine hazardous (classified) locations, and proper moving, storing, and handling of hazardous materials.

Note: Once enrolled, you will be notified if a field trip is a planned part of the course and what personal protective equipment you will need to bring with you.

OSHA #2045 Machinery & Machine Guarding Standards
Course Description: This class familiarizes the student with various types of common machinery and their related safety standards, and the control of hazardous energy sources (lockout/tagout). The course presents an approach to machinery inspection that enables participants to recognize hazards and to provide options to achieve abatement, including those for mechanical motions and actions created by points of operation and other machinery processes. Includes practice on identifying and mitigating machinery hazards.

OSHA #2055 Cranes in Construction
Course Description: This course covers the best practices in crane and derrick operation using the OSHA Cranes and Derricks in Construction Rule as a guide. Topics include: hazards associated with crane assembly and disassembly; types of cranes; lifting concepts; rigging and wire rope; signaling; employee qualifications and training; and maintenance, repair, and inspection requirements. Students will participate in workshops to reinforce concepts of safe crane operation. Upon course completion students will have the ability to identify the types of cranes and their components and attachments, determine safe operating conditions, and recognize common violations of OSHA Standards.

OSHA #2225 Respiratory Protection
Course Description: This course covers the requirements for the establishment, maintenance, and monitoring of a respiratory protection program. Topics include: terminology, OSHA Respiratory Protection Standards, NIOSH certification, respiratory protection programs, and medical evaluation requirements. Program highlights include workshops on respirator selection, qualitative and quantitative fit testing, and the use of respiratory protection and support equipment. Upon course completion students will have the ability to identify and describe the elements of a respiratory protection program; the proper selection, use, and inspection of respiratory protection and protection factors; and evaluate compliance with OSHA Standards. This course provides basic foundation and training in respiratory protection, so that participants with facility safety and health experience, might fill the role of respirator program administrator (RPA) at their employer's discretion.

Pre-registration required. Class hours are 8:00am-4:30pm daily unless otherwise specified on your course confirmation letter.
### OSHA Standards Courses

#### OSHA #2255: Principles of Ergonomics

**Course Description:** This course covers use of ergonomic principles to recognize, evaluate, and control workplace conditions that cause or contribute to musculoskeletal and nerve disorders. **Topics include:** work physiology, anthropometry, musculoskeletal disorders, use of video display terminals, and risk factors such as vibration, temperature, material handling, repetition and lifting and transfers in health care. Course emphasis is on industrial case studies covering analysis and design of workstations and equipment workshops in manual lifting, and current OSHA compliance policies. It will be useful to bring a calculator to class. Upon successful completion of this course, students will have the ability to recognize work-related musculoskeletal and nerve disorders, assess employer's ergonomic programs, and conduct ergonomic evaluations.

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#### OSHA #2264: Permit Required Confined Space Entry

**Course Description:** Increase knowledge of hazards associated with permit-required confined space entry in general industry and construction. **Topics include:** OSHA standards for confined space entry and the implementation in general industry 1910 and construction 1926; hazards associated with confined space entry; permits, procedures and written programs; roles and responsibilities of entrants, attendants and supervisors; personal protective equipment; ventilation and purging; appropriate atmospheric testing equipment and limitations; functional use and application of metering devices; and emergency procedures and confined space rescue requirements. Participants explore the use and limitations of explosion meters, oxygen meters and other test equipment, and learn the operation and calibration of gas monitoring equipment. This course includes confined space entry exercises and demonstrations. Expanded curriculum to include Subpart AA Confined Spaces in Construction.

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#### OSHA #3015: Excavation, Trenching, & Soil Mechanics

**Course Description:** This course covers the OSHA Excavation standards and safety and health aspects of excavation and trenching. Course topics include practical soil mechanics and its relationship to the stability of shored and unshored slopes and walls of excavations, introduction of various types of shoring (wood timbers and hydraulic), soil classification, and use of protective systems. Testing methods are demonstrated and students participate in workshops in the use of instruments such as penetrometers, torvane shears, and engineering rods. Upon successful completion of this course, students will have the ability to assess employers' compliance with the OSHA Excavation standard, utilize soil testing methods to classify soil types, protective systems for excavation operations, and training requirements.

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#### OSHA #3085: Principles of Scaffolding

**Course Description:** This course covers the requirements for construction and the safe construction and use of scaffolding using the OSHA construction scaffold standard as a guide. **Topics include:** hazards associated with scaffold design, assembly, use, and disassembly, and recognize common violations of OSHA Standards.

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OSHA #3095  Electrical Standards

Course Description: This course covers OSHA Electrical Standards and the hazards associated with electrical installations and equipment.

Topics include: single- and three-phase systems, cord and plug-connected and fixed equipment, grounding, ground fault circuit interrupters, and safety-related work practices. Emphasis is placed on electrical hazard recognition and OSHA Standards, policies, and procedures and applicable portions of the National Electrical Code (NEC). Students will participate in workshops on the safe and correct use of electrical testing equipment. Upon course completion, students will have the ability to understand the severity of electrical current on the human body, recognize and evaluate actual and potential electrical hazards and reference the applicable OSHA Standard, determine hazard abatement measures, and understand the proper use of electrical testing equipment.

OSHA #3115  Fall Protection**

Course Description: OSHA’s course on fall protection/fall prevention covers OSHA’s fall protection standards, and policies in construction and non-construction, plus an overview of fall protection methods and best practices.

Topics include: principles of fall protection, components and limitations of fall arrest systems, workshops demonstrating the inspection and usage of fall protection equipment, residential construction fall protection, training requirements and the process and risk strategies involved in creating and evaluating a fall protection program. Students participate in lively discussion and exercises/small group workshops. Upon successful completion, students have the ability to assess compliance with OSHA Fall Protection standards, evaluate installed passive systems and fall arrest systems, and develop and implement fall protection plans. Additional Topics include: 29 CFR 1926 Subpart M, Sample Fall Protection plans, consensus standards and summaries, fall hazard analysis, fall accidents and fatalities, litigation decisions, “What’s NEW in OSHA” relative to fall protection. Pre and Post knowledge inventories and exercises.

OSHA #5410  Standards for the Maritime Industry

Course Description: Designed for people working in the Maritime Industry, who want to learn more about workplace safety and health hazard recognition and control. Special emphasis has been placed on areas in the Maritime Industry that are the most hazardous, using the OSHA 29 CFR 1915, 1917 and 1918 Standards as a resource. Upon completion of this course, participants will be able to define Maritime terms found in the OSHA Maritime Standards, identify hazards that occur in the Maritime Industry, locate OSHA Maritime Safety and Health Standards, policies and procedures, and describe the use of the Maritime Standards and Regulations to supplement an on-going safety and health program. Given OSHA standards and current industry information, participants will be able to demonstrate ability to interpret federal standards for the maritime industry – Shipyard, Marine Terminals, and Longshoring. Successful completion of the Maritime Standards course meets a portion of the prerequisite requirements for attending OSHA 5400 Trainer Course.

OSHA #6005  OSHA Collateral Duty Course for Other Federal Agencies

Course Description: Covers the OSH Act, Executive Order 12196, and the OSHA General Industry Standards. This course is intended for federal agency collateral duty safety and health personnel. With use of the OSHA General Industry Standards, special emphasis is placed on areas in general industry which are most hazardous. Upon course completion students will have the ability to define general industry terms, identify hazards that occur in general industry, determine appropriate standards and regulations for federal agencies, locate OSHA General Industry Standards, policies, and procedures, and describe the use of the OSHA General Industry Standards and regulations to effectively assist agency safety and health officers with inspection and abatement efforts.

Pre-registration required. Class hours are 8:00am-4:30pm daily unless otherwise specified on your course confirmation letter.
## OSHA Short-Term Technical Courses

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* Suggested Value Added Training: For supplemental education on ergonomics, see OSHA #2255 Principles of Ergonomics course on page 4.

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On-site training is effective: OSHA’s 7100 Machine Guarding one day course is suited for rank and file employees in a machining environment. In-plant, on-site training is an effective fundamental orientation to machine motions and actions, safeguarding methods, and an overview of the Subpart O standards, so employees can better apply rudimentary techniques and understanding as well as understanding OSHA’s enforcement parameters for safeguarding.

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<th>OSHA #7105:</th>
<th>1 Day</th>
<th>0.7 CEUs</th>
<th>$255</th>
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<tr>
<td>NCOS-7105-N5C</td>
<td>May 10, 2019</td>
<td>May 10, 2019</td>
<td>Millbury, MA</td>
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<table>
<thead>
<tr>
<th>OSHA #7000</th>
<th>OSHA Training Guidelines for Safe Patient Handling*</th>
</tr>
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<tbody>
<tr>
<td>Course Description:</td>
<td>The focus of this one-day course is to use “OSHA’s Ergonomics Guidelines for Nursing Homes” document as a basis for any healthcare facility to develop a process to protect workers and their patients. The course will focus on Recognizing, Assessing and Controlling ergonomic hazards in a healthcare setting. Featured topics include: developing an ergonomics process, risk factors inherent in patient handling, identifying problem jobs including protocols for patient assessment, and implementing solutions including work practices and engineering solutions.</td>
</tr>
<tr>
<td>Intended Audience:</td>
<td>The target audience is the healthcare facility administrator and/or human resource personnel designated with the responsibility to develop an ergonomics process.</td>
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<table>
<thead>
<tr>
<th>OSHA #7005</th>
<th>Public Warehousing &amp; Storage</th>
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</thead>
<tbody>
<tr>
<td>Course Description:</td>
<td>The course is designed as a training course for warehouse workers, focusing on many hazards and injuries that are likely to be encountered in warehouse operations. Warehousing has become an increasingly hazardous area in which to work. OSHA identifies public storage and warehousing as one of several industries with a high lost time claims rate. Injuries may occur (and be prevented) related to forklifts/PITs, materials handling, warehouse distribution issues, slips, trips, falls/walking and working surfaces, improper lifting, ergonomics, insufficient hazard communication (new GHS), guarding floor and wall openings, exit routes, emergency action and fire prevention plans.</td>
</tr>
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<table>
<thead>
<tr>
<th>OSHA #7100</th>
<th>Introduction to Machinery &amp; Machine Safeguarding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Description:</td>
<td>OSHA 7100 explains the process to identify, select and properly safeguard machinery, to protect employees and others in the work area and deliver appropriate training in safe work practices. Intended as an overview course for employees in a machining environment and allied safety professionals who can benefit from attending to enhance on-site machine guarding applications.</td>
</tr>
<tr>
<td>Topics include:</td>
<td>machine motion, machine actions, common hazards of machinery, the areas of machines most associated with the hazards, an overview of the OSHA standards requiring safeguarding certain types of machinery, and an overview of effective control methods that may be used to better protect employees from these hazards. Upon course completion students will be able to explain machine motions and actions, identify common types of machinery, identify common machine hazards and locations of those hazards, identify basic methods of safeguarding, and be familiar with commonly applicable OSHA Machinery and Machine Guarding Standards to help reduce the potential for accidents and injuries. (Minimum student contact hours 7.) Advanced training is available by attending OSHA 2045: Machinery and Machine Guarding.</td>
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<thead>
<tr>
<th>OSHA #7105</th>
<th>Introduction to Evacuation &amp; Emergency Planning</th>
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</thead>
<tbody>
<tr>
<td>Course Description:</td>
<td>Evacuation and emergency planning focuses on OSHA requirements for emergency action plans and fire protection plans. Preparing for emergencies is a basic principle of workplace safety and health. Participants will learn: (1) reasons for emergency action plans and fire prevention plans and when they are required for a workplace; (2) elements of a good evacuation plan; and (3) features of design and maintenance of good exit routes. The optional session for this course will focus on assessment of risk for terrorist attack and how to utilize OSHA’s two matrices, Evacuation Planning and Fire and Explosion, as tools in planning for emergencies.</td>
</tr>
</tbody>
</table>

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* Suggested Value Added Training: For supplemental education on ergonomics, see OSHA #2255 Principles of Ergonomics course on page 4.
Do you have a group of employees at your work site and want to arrange on-site training at your convenience? Let us come train your workers on-site.

For details email OSHAed@keene.edu | call 800.449.6742 | Visit OSHAedNE.com/group

Pre-registration required. Class hours are 8:00am-4:30pm daily unless otherwise specified on your course confirmation letter.
OSHA Short-Term Technical Courses

OSHA #7125  Seminar on Combustible Dust Hazards

Course Description: The focus of this one-day seminar is to provide businesses within general industry with an opportunity to enhance their awareness of the hazards posed by combustible dust. This seminar will help these industry leaders to gain the knowledge and strategies that can help them to assure employee safety while using or producing materials that generate combustible dust. The course will focus on recognizing the hazards and risks associated with combustible dust, as well as developing the controls and strategies that can help them prevent or mitigate combustible dust fires and explosions.

Topics Include: Combustible dust explosions as a national problem, recognized control and mitigation methods, and control of electrical installation hazards for combustible dust areas. In addition, the seminar will offer information on the National Emphasis Program (NEP) for combustible dust inspections and OSHA and consensus standards that impact industries that generate combustible dust.

OSHA #7200  Bloodborne Pathogens Exposure Control

Course Description: Using a step by step approach this one day workshop will review a Bloodborne Pathogens Exposure Control Plan. The target audience is the program administrator, manager, or other personnel designated with the responsibility to develop a Bloodborne Pathogens Exposure Control Plan. Topics include: Bloodborne Pathogens Standard, Exposure Control Plan, Exposure Determination, Methods of Control, Vaccinations, and Evaluations.

OSHA #7205  Health Hazard Awareness

Course Description: This course covers common health hazards that are encountered in the workplace. These health hazards include exposure to chemicals, asbestos, silica, and lead. Course topics include recognition and evaluation of health hazards and their sources of exposure, and engineering and work practice controls. Students participate in workshops on evaluation and abatement of workplace health hazards. Upon course completion students will have the ability to understand common health hazards in the workplace, methods for controlling and abatement of these hazards, and where to find additional resources.

OSHA #7215  Silica in Construction, Maritime, and General Industries

Course Description: This course covers the development and implementation of controls and strategies to prevent or mitigate silica exposures in construction, maritime, and general industries. Course topics include describing the requirements of OSHA's Respirable Crystalline Silica standards and recognizing the hazards and risks, assessment options, and exposure control measures associated with silica exposure.
OSHA #7225 Course provides participants with a proactive approach to reduce use of hazardous chemicals in the workplace by furnishing information about, and hands-on experience with, the process for transitioning to safer chemicals.

OSHA #7225 Transitioning to Safer Chemicals*

Course Description: This course covers a proactive approach to reducing the use of hazardous chemicals in the workplace by transitioning to safer alternatives.

Topics include: identification, evaluation, assessment, and implementation of safer chemical alternatives. In particular, participants will use OSHA’s seven-step substitution planning process. The course features workshops and hands-on activities with the use of various online chemical databases and tools. The target audience is purchasing staff, maintenance supervisors, facility managers, and workers who utilize hazardous chemicals at their worksites, along with occupational safety and health professionals who provide technical assistance on the control of chemical hazards. Upon course completion participants will have the ability to recognize and evaluate hazardous chemicals in their workplace, assess safer alternatives, and implement those alternatives.

What are the Benefits?

1. Collaboration with other participants
2. Learning a systems approach for chemical use
3. Learning how to build a Safer alternatives team
4. Learning about the chemical use of assessment process
5. Learning about new available assessment tools

OSHA #7300 Understanding OSHA’s Permit-Required Confined Space Standards

Course Description: This course covers the requirements of the OSHA Permit-Required Confined Space Standards with a comparison and contrast between 29 CFR 1910.146 (General Industry) and Subpart AA (Construction). Course topics include safety and health hazards associated with confined space entry, and the evaluation, prevention, and abatement of these hazards. The course covers OSHA requirements; it does not feature workshops (instrumentation, control methods and testing) which are included in the OSHA course #2264 Permit-Required Confined Space Entry. OSHA 7300 is designed for small employers or a designated representative with the responsibility to develop a permit-required confined space program and for their workers to understand the concepts. Upon course completion students will have a basic understanding of confined space hazards, evaluating and abatement of the hazards, and determining when a confined space shall be classified as a permit-required confined space.

Suggested Value Added Training:

For advanced education on Permit Required Confined Spaces, refer to OSHA #2264 on page 4.
### OSHA #7400: Noise Hazards and Hearing Protection in Construction & General Industries

**Course Description:** In this course we present OSHA’s noise standards, properties of sound, noise-induced hearing loss, noise exposure control, selection and use of hearing protection, concepts of conducting sound level surveys and worker training. An effective written hearing protection program includes policies and procedures which the course participant will become familiar. Also covered are basic physics of sound and vibration, anatomy and physiology of the ear and the hearing process, effects of noise on hearing, monitoring, noise control engineering, selection and demonstration of hearing protective devices and the role of audiometric testing. At the conclusion of the course, the participant will understand properties of sound and its relationship to noise-induced hearing loss, hearing loss prevention, hearing protection policies.

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<tr>
<th>Course Section</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>NCOS-7400-N12C</td>
<td>Dec. 17, 2019</td>
<td>Dec. 17, 2019</td>
<td>Providence, RI</td>
</tr>
<tr>
<td>NCOS-7400-N5C</td>
<td>May 12, 2020</td>
<td>May 12, 2020</td>
<td>Manchester, NH</td>
</tr>
</tbody>
</table>

### OSHA #7405: Fall Hazard Awareness for the Construction Industry

**Course Description:** The focus of this one-day course is to identify, evaluate, and prevent or control fall hazards. The course focuses on falls to a lower level, not falls to the same level resulting from slips and falls. The target audience is the small construction employer, business owner, or manager, who would like to obtain information about fall hazards found in the workplace. The training is also suitable for employees and employee representatives.

**Topics include:** identifying fall hazards, analyzing and preventing fall hazards, as well as OSHA resources addressing fall hazards. Advanced training on Fall Protection and Fall Arrest Systems is available by registering for OSHA Course 3115.

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<th>End Date</th>
<th>Location</th>
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<tr>
<td>NCOS-7405-N8C</td>
<td>Aug. 13, 2019</td>
<td>Aug. 13, 2019</td>
<td>Manchester, NH</td>
</tr>
<tr>
<td>NCOS-7405-N12C</td>
<td>Dec. 18, 2019</td>
<td>Dec. 18, 2019</td>
<td>Providence, RI</td>
</tr>
</tbody>
</table>

7405 is available in Spanish for on-site contract training.

### OSHA #7410: Managing Excavation Hazards

**Course Description:** This one-day course is designed as a training program to inform employers and employees of the best practices in trenching and excavation safety. The participant will learn about the role and responsibility of the employer to assign a “competent person” to the excavation site and provide that person with the knowledge of key excavation hazards.

**Topics include:** understanding and application of definitions related to OSHA’s excavation standard; excavation hazards and control measures; soil analysis techniques; protection system requirements, and emergency response. The program is a facilitated interactive session.

**Who should attend?** Construction employers, manager, employee, or employee representative who, as part of a safety and health program, needs to understand the requirements of a “competent person” for excavation work as described in the OSHA construction safety standards for excavations (29 CFR 1926, Subpart P). Advanced training beyond the scope of OSHA Course 7410 is available by attending the 3.0 day OSHA 3015 Course: Excavation, Trenching and Soil Mechanics.

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<tbody>
<tr>
<td>NCOS-7410-N8C</td>
<td>Aug. 15, 2019</td>
<td>Aug. 15, 2019</td>
<td>Manchester, NH</td>
</tr>
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**OSHA Short-Term Technical Courses**

**OSHA #7400: Noise Hazards and Hearing Protection in Construction & General Industries**

**OSHA #7405: Fall Hazard Awareness for the Construction Industry**

**OSHA #7410: Managing Excavation Hazards**

All courses in our catalog can be customized and brought on-site to your company with CEUs provided by Keene State College. Just tell us which courses fit your operation’s specific needs then we’ll coordinate the details and deliver the training to your site.

**On-site Training = Savings,** both in terms of discounted group tuition, as well as no/limited travel and related expenses for your employees.

**On-site Training** added benefits may include hands-on training and demonstrations using your facility’s equipment, vendors, tools and more!

**Where? Anywhere!** Corporate headquarters, branch office, meetings, conferences, hotel or local area association.

To arrange for on-site training at your facility, email OSHAed@keene.edu or call 800.449.6742.
OSHA #7500 Introduction to Safety & Health Management

**Course Description:** This one-day course covers the effective implementation of a company's safety and health management system. Learning objectives address the seven core elements of an effective safety and health program and issues critical to each element's proper management.

**Core elements include:** Management leadership; worker participation; hazard identification and assessment; hazard prevention and control; education and training; program evaluation and improvement; communication and coordination for host employers, contractors and staffing agencies. Class environment is interactive and facilitated by the lead instructor focusing on discussions, activities and workshops. Upon course completion, students will possess the knowledge to evaluate, develop and implement an effective safety and health management system for their employer.

**Who should attend:** Designed for the employer, business owner or manager designated with the responsibility to develop and maintain a safety and health program or system. Suitable for employees, employee representatives, safety leaders/committee members, HR and safety professionals responsible for improving the safety and health culture and best practices in the work place.

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OSHA #7505 Introduction to Incident (Accident) Investigation

**Course Description:** This one-day course covers an introduction to basic incident investigation procedures and describes analysis techniques.

**Topics include:** reasons for conducting incident investigations, employer responsibilities related to workplace incident investigations, and a four step incident investigation procedure.

**Who should attend:** The target audience is the employer, manager, employee or employee representative who is involved in conducting incident and/or near-miss investigations. Upon course completion students will have the basic skills necessary to conduct an effective incident investigation at the workplace.

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OSHA #7845 Recordkeeping Rule Seminar

**Course Description:** This course is designed to help employers identify and fulfill their responsibilities for recording certain illnesses and injuries, reporting specific cases to OSHA, posting certain records annually, and submitting records electronically. This course is for employees of companies who have responsibilities under OSHA's revised Recordkeeping Rule 29 CFR 1904. Improve the quality and consistency of injury and illness data, while simplifying the system for your employer using OSHA's recordkeeping rule. The 29 CFR 1904 regulation is designed to improve employee involvement in safety and health, and to protect the privacy of an injured or ill worker.

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**OSHA #7500:**

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<td>June 24, 2019</td>
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<td>NCOS-7500-N7C</td>
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<td>Holyoke, MA</td>
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<td>Sept. 10, 2019</td>
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<td>Nov. 25, 2019</td>
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<td>NCOS-7500-N3C</td>
<td>March 3, 2020</td>
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Beneficial for initial or refresher training
How to Become an OSHA Outreach Trainer

Become an OSHA Authorized Outreach Trainer

THE GOAL: Select and enroll only applicants who can be considered experienced, credible, and competent to deliver the 10 and 30 hour outreach learning objectives.

THE METHOD: The OSHA Outreach Trainer course prerequisite verification process requires a prospective student to document at least five (5) years of occupational (workplace) safety and health experience in a respective industry (General Industry, Construction or Maritime). It is the responsibility of the OTI Education Center to evaluate information submitted on the form to determine if an individual should be enrolled in an Outreach Trainer course, and has met all the prerequisite requirements set forth by the Directorate of Training and Education/OSHA. It’s expected that the workplace experience noted on the form is detailed in such a way that it is sufficiently broad in scope and application, that an OTI Education Center may consider the applicant to possess the potential to be effective, i.e. teaching a wide variety of safety and health hazards, prevention and mitigation methods to entry level workers and/or workers and supervisors with some safety responsibilities. Safety and health experience need not be full time, but it must be clear that a fair percentage of work time is spent on safety related activities that support the control or elimination of recognized workplace hazards, and enhances well-being of self and co-workers.

Step 1:
OSHA Standards Course
Valid Government ID must be presented at class
Successfully complete the OSHA Standards course for the desired discipline (Construction 510, General Industry 511, Maritime 5410).
Visit OSHAedNE.com to find upcoming scheduled courses conveniently located near you. OSHA courses can be arranged for groups on-site by contacting the OSHA Education Center.

Standards courses survey OSHA policies, procedures and standards, as well as safety and health principles. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide.
Each student receives a Code of Federal Regulations and materials related to the curriculum. A 50 question, closed-book examination must be passed to earn a certificate of completion.

Step 2:
Document 5 years* occupational (workplace) safety activities demonstrating knowledge and use of OSHA standards
First read the instructions on the Prerequisite Verification Form prior to completing the document – found on pages 1, 6, 7 and 8 (pay particular attention to items 17, 18, and 19). Complete the Prerequisite Verification Form in DETAIL. This is a government form and every effort must be made to highlight your detailed information in the space provided. If you require additional space, you can attach a supplemental explanation, preferably on letterhead.

NOTE: A college degree in occupational safety and health, a Certified Safety Professional certification (CSP) or Certified Industrial Hygienist certification (CIH) may be substituted for two years of experience.

Step 3:
Scan and email or fax or mail ALL DOCUMENTS together
☐ registration form
☐ copy of certificate of completion from applicable OSHA standards course
☐ copy of official college transcripts if applicable
☐ Prerequisite Verification Form
Your registration and associated documentation will be reviewed, and you will receive notice if your experience and knowledge of OSHA standards satisfy the Directorate of Training and Education /OSHA criteria to be approved to attend the Outreach Trainer course of your choice

Step 4:
OSHA Outreach Trainer Course
Successfully complete the OSHA Trainer Course in Occupational Safety and Health Standards for the desired discipline (Construction 500, General Industry 501, Maritime 5400).

NOTE: Students in outreach trainer courses must prepare a presentation on an assigned OSHA Outreach topic and successfully pass a closed-book written examination.

For those who successfully become Outreach Trainers, an update course is required every four years (Construction 502, General Industry 503, Maritime 5402).

Requirements for reauthorizing as an OSHA Outreach Trainer (if lapsed)
To meet trainer eligibility requirements, the standards course (OSHA #510, OSHA #511, OSHA #5410 in the applicable discipline) must be completed not later than seven (7) calendar years before completing the Outreach Trainer course. OSHA Standards courses completed more than seven years before a Trainer course end date must be retaken. In addition, a Prerequisite Verification Form detailing safety and health activities and experience according to directions on the form must be submitted for review.

Elimination of 90-day Grace Period
* The Occupational Safety and Health Administration (OSHA) has eliminated the authorized trainer “90-day grace period” described in Sections III.B.1.,2, and 4 of the OSHA Outreach Training Program Requirements, effective January 1, 2019.
OSHA #500* Trainer Course in Occupational Safety and Health Standards for Construction

Course Description: This course is designed for those interested in teaching the 10- and 30-hour construction safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs, as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the Outreach Program and to conduct both a 10- and 30-hour construction safety and health course and to issue cards to participants verifying course completion.

NOTE: Students in Course 500, who wish to participate as authorized trainers in the Outreach Program, must prepare a presentation on an assigned OSHA construction Outreach topic and successfully pass a closed book written examination. Authorized Outreach Trainers are required to attend Course 502 at least once every four (4) years to maintain their trainer status.

Prerequisites: OSHA #510. (See Page 2)
See page 12 for details on becoming an OSHA Outreach Trainer.

OSHA #501* Trainer Course in Occupational Safety and Health Standards for General Industry

Course Description: This course is designed for those interested in teaching the 10- and 30-hour general industry safety and health outreach programs to their employees and other interested groups. Special emphasis is placed on those topics required in the 10- and 30-hour programs, as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the Outreach Training Program and to conduct both 10-hour and 30-hour general industry safety and health outreach courses and to issue cards to participants verifying course completion.

NOTE: Students in Course 501 who wish to participate as authorized trainers in the Outreach Program must prepare a presentation on an assigned OSHA General Industry topic and pass a closed book examination. Authorized Outreach Trainers are required to attend Course 502 at least once every four (4) years to maintain their outreach program trainer status.

Prerequisites: OSHA #511 (See Page 2)
See page 12 for details on becoming an OSHA Outreach Trainer.

OSHA #5400* Trainer Course in OSHA Standards for the Maritime Industry

Course Description: This course is designed for those interested in teaching the 10- and 30-hour maritime safety and health hazards outreach programs to their employees and other interested groups. Special emphasis is placed on those topics that are required and elective in the 10- and 30-hour Outreach program, as well as on those that are the most hazardous using OSHA standards as a guide. This course authorizes the attendee to become a trainer in the Outreach Program and to conduct 10- and 30-hour maritime outreach classes in Shipyard Employment, Marine Terminals, and Longshoring, and to issue Department of Labor OSHA Outreach cards.

OSHA #5600 Disaster Site Worker Trainer Course

4 Days | By Special Arrangement Only

Prerequisites include: Current OSHA Authorization as a Construction, Maritime or General Industry Outreach Trainer, three (3) years of safety training experience and at least one of the following: 40-hour HAZWOPER course completion certificate; or a journey-level building trade union credential.

More Information at: OSHAedNE.com/osha-5600
Call 800.449.6742 or email OSHAed@keene.edu to place your name on a waiting list to attend OSHA #5600.
The Disaster Site Worker Outreach Training Program is for disaster site workers who provide skilled support services, or site clean-up services, in response to natural and man-made disasters.

Disaster Site Worker Course/7.5 hr 1 Day | 0.7 CEUs | $295

The goal of OSHA's 7.5-hour Disaster Site Worker Course is a shortened version to the 15-hour Disaster Site Worker Course that provides disaster site workers awareness of the safety and health hazards they may encounter; the importance of respiratory and other personal protective equipment (PPE); and decontamination procedures that may be used to mitigate the hazards. Participants will support the use of an Incident Command System (ICS) through the safe performance of their job responsibilities. They'll be able to show awareness of effects of traumatic incident stress that can result from working conditions and measures to reduce this stress. Of primary importance is the participant's ability to perform the following specific tasks correctly: a) inspection of an air-purifying respirator; b) donning and doffing an air-purifying respirator; and c) respirator user seal check.

Intended audience: Disaster site workers who provide support services or site clean-up services in response to a disaster. These audiences are not necessarily members of the construction trades, but may be from volunteer community and State organizations, utility workers and public works employees who may not have a construction background.

Disaster Site Worker Course/15 hr 2 Days | 1.4 CEUs | On-Site

Program Purpose. The Occupational Safety and Health Administration (OSHA) Disaster Site Worker Outreach Training Program is intended to provide necessary training to workers who provide skilled support (e.g. utility, demolition, debris removal, or heavy equipment operation) or clean-up services in response to natural and man-made disasters. All workers at disaster sites need to be aware of the differences between disaster sites and regular construction or demolition worksites and be able to inspect, don, and doff air-purifying respirators. This training is also intended to raise awareness that pre-incident training is essential to ensure worker safety and health in response to disasters.

Prerequisite: 10 or 30 hour Outreach training/DOL card in Construction or General Industry.

Outreach Program Key Changes

Outreach Trainers are required to remain current with federal OSHA Outreach Program Requirements. Plan that the Program document will change again FY20.

View Key Changes and OSHA Outreach Program Requirements: oshaedne.com/outreachtrainers/program-requirements/ OR osha.gov/dte/outreach/

Take OSHA Outreach Training Online

Construction 10/30 Hour | General Industry 10 Hour

Connect ONLINE to earn your Department of Labor/OSHA Outreach card and learn to protect yourself and others from on-the-job hazards.

Get started now at www.OSHAedNE.com/online-training

Save $$$ and Order CFRs and Safety Manuals through the OSHA Education Center/Region 1

Order through OTI Education Center/Keene State College at a savings.
For a book order form:
download a pdf at OSHAedNE.com under “Registrations Forms and Policies”, or call 800.449.6742 or email OSHAed@keene.edu.
OSHA Outreach Trainer Update Courses

OSHA #502 Update for Construction Industry Outreach Trainers

Course Description: This course is the update required every four (4) years for OSHA Authorized Construction Outreach Trainers in order to remain an outreach trainer. If your card has expired more than 90 days, you must retake the OSHA 500 course, examination and performance critique to be reauthorized. Restrictions on length of expiration apply.

This trainer update provides professional development opportunity and education on new construction standards, Outreach Training Program Requirements and policies, provides a general overview of construction safety and best practices, training material resources, techniques used by other outreach trainers, and how to excel in conducting training on jobsite hazards. It is a training techniques focused program.

OSHA #503 Update for General Industry Outreach Trainers

Course Description: This course is the update required every four (4) years for OSHA Authorized General Industry Outreach Trainers in order to remain an outreach trainer. If your card has expired more than 90 days, you must retake the OSHA 501 course, examination and performance critique to be reauthorized. Restrictions on length of expiration apply.

This training update provides professional development opportunity and education on new general industry standards, Outreach Training Program Requirements and policies, provides a general overview of safety and best work practices, training material resources, techniques used by other outreach trainers, and how to excel in conducting training on job site hazards. It is a training techniques focused program.

OSHA #503: 2.5 Days | 1.8 CEUs | $795

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<td>April 27, 2020</td>
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<td>June 1, 2020</td>
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OSHA #504 Update for Maritime Industry Outreach Trainers

Course Description: This course is the update required every four years for all OSHA authorized Outreach Trainers for the Maritime Industry. Training provides timely information on OSHA Maritime Industry standards, policies, and regulations. Upon successful completion of hourly and course requirements, reauthorized Maritime Outreach Trainers receive a certificate and updated Department of Labor Maritime Trainer card. Maritime industry voluntary compliance outreach trainers must take this update every four years.

OSHA #504: 2.5 Days | 1.8 CEUs | $795

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OSHA #5602 Update for Disaster Site Worker Trainer Course

Course Description: This course is intended to update the authorized Disaster Site Worker Trainer with new technical and regulatory information related to disaster response and the role of OSHA in coordinating occupational safety and health in the National Response Framework.

Prerequisites: OSHA #5600 Disaster Site Worker Trainer Course. Authorized Outreach Training Program trainers are required to attend this course once every four (4) years to maintain their trainer status.

OSHA #5602: 1.0 Days | 0.7 CEUs | $345

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On-site training is available -- request a course at: OSHAedNE.com/contact-us/on-site-training-request/
How Outreach Trainers serve a diverse workforce population:

In our 25 years as an OSHA Training Institute Education Center, we have been honored to train and support thousands of OSHA authorized Outreach Trainers, distributing nearly 40,000 DOL/OSHA cards annually for Region 1 (1,066,000 FY18 nationwide for all OTI Education Centers). Outreach Trainers are the lifeblood of the OSHA Education Centers. They bring to life OSHA’s mission of workplace safety by training and engaging U.S. workers to recognize and mitigate hazards in their work environment.

It is important that trainers take the time to understand their student population, in order to effectively communicate an understanding of safety and health in the workplace. This takes dedication, so let us introduce seven of the over 1,700 Region 1 Outreach Trainers. These men and women are prolific trainers of very diverse populations, and are representative of the quality and commitment of the OTI Education Center Region 1 OSHA authorized Outreach Trainers.

**Jay Fitzpatrick**
E.D. Swett Bridge Construction
Concord, NH

Jay Fitzpatrick became an OSHA authorized construction Outreach Trainer in Des Plaines IL in 1989. That is the first generation of OSHA authorized Outreach Trainers! Jay has been a dedicated workplace safety champion since then, and joined the Region 1 OTI Education Center as an instructor in 1994. The population Jay serves, bridge construction workers, has evolved: “[our company] has attracted new, young talent ... by stressing teamwork, communication, a positive environment, respect, consistency, fairness and safety. Half my time is spent ‘in the trenches’ as a consultant. This makes me a better trainer, because I can suggest practical ways to implement all the standards of safety.” The core philosophy of Jay’s class facilitation is to be prepared, illustrate, make it personal and relevant, provide clarity, and be positive. Success is students implementing what they’ve learned. “Teaching is intellectually stimulating for me — I learn every time I teach... there is no end to the learning process for safety.”

**Lisa Brownson, CSP**
Safety Source Consultants, Inc.
Cicero, NY

Lisa Brownson spent 10 years as a site safety person at pipeline, communication tower, and new build projects, prior to becoming an outreach trainer. The experiences from this time are invaluable in connecting with her target population. Lisa works with construction tradespeople of all experience levels, from 18 to 60 years old, and mainly in upstate New York. Lisa has developed interactive exercises that call on the expertise and experiences of the class participants themselves. The goal is to identify major hazards and types of hazards, understand appropriate protections based on the hierarchy of controls, and recognize employer and employee rights and responsibilities. Lisa uses a mix of case studies, photos, table top exercises, site visits, inspections, tool and equipment demonstrations to reach these goals. “It is immensely gratifying to connect with trades people in a way that will help them enjoy healthy, happy work, AND their retirement years.”

**Joseph Gallo**
Hampden County Sheriff’s Department
Ludlow, MA

Joe Gallo serves a specific and very important population in working with incarcerated and Section 35 inmates (a MA law to civilly commit and treat involuntarily, for alcohol or substance abuse.) This is a pilot program to have these clients complete their OSHA 10-hour General Industry Outreach Training, and has been recognized by MA administrators as successful. Joe includes not only the OSHA 10-hour Safety course, but also employment and life measures to build self-esteem and make them leaders in safety. These clients are eager to learn safety rules and regulations and it assists in re-entry. They return to the working world with more of a sense of community, by being aware of the social component of a successful culture of safety — they learn that "knowledge replaces fear," so that each worker can take notice of safety and health hazards and see how their actions impact others. "I have enthusiastic clients, they strive to make safety a big part of their lives."
Jay Stone
NE Entertainment Safety
Salem, NH

Jay Stone explains "I am a professional vandal — burn it, break it, blow it up, and sometimes make it bleed." For forty-five years Jay has worked in the theater and film industry as a set designer and builder, and as a technical director in the theater. He is also a licensed special effects operator and pyrotechnician. Now he teaches General Industry and Construction safety and health to the entertainment industry (which includes professional stagehands, studio mechanics, and scenery production). Whether blowing up cars or burning down buildings, Jay's job is to do it safely, within the OSHA standards. It is clear this industry intertwines many different skill sets, so it is vital to explore the hazards associated with each craft. "We approach our [Outreach Training] as craft advancement. Knowing these codes, rules, and regulations allows a craftsman to feel more confident as a professional...It is inspiring and satisfying to train people who are interested in building their skill and awareness about how their work impacts other crafts, and the production as a whole."

Rony Jabour
United Safety Net
Woburn, MA

Rony Jabour serves mainly the Brazilian and Hispanic construction workers in Massachusetts, their age-range from 20 to 55 — about 70% are experienced and 30% new to construction. Speaking Spanish and Portuguese, as well as English, enables him to reach a population that would have difficulty internalizing safety standards. In addition, having worked in construction at one time, Rony can relate to the struggles facing immigrants in a construction setting in the U.S. Using a hands-on approach for all the topics, such as mini-scaffolds, ladders, or PPE equipment, is vital. For Rony, the main objective is that, once on the job, every student will go home each day in the same way they went to work in the morning, "I am very thankful that for the many years I worked in construction, I was able to stay safe and healthy... however, I have seen other construction workers who were not so fortunate. These sad stories touched me in a deep way, such that I chose to become a safety trainer."

Robert Lough, CSZO, NREMT-C
Rhode Island Resource Recovery Corporation
Johnston, RI

Rob Lough has a very diverse safety and health background that has served him well as an Outreach Trainer. He is a retired law-enforcement officer (Captain), and is currently a licensed Nationally Registered EMT-Cardiac and also trained in CPR/First Aid/AED and ACLS/PAL. In addition, he is authorized Outreach Trainer in Construction, General Industry, Maritime, and Disaster-Site. This creates a broad library of shared experiences with his students. Shared experiences mean mutual understanding, as he drives home the culture of workplace safety and health. Rob describes the population he trains as "everyone." So diversity is important. "Being able to make a difference in the lives of so many, as those who instructed me shaped my life, is why I engage in outreach training. I want them to understand that in the real world, a mistake or an act of complacency may not offer another chance."

Kimlee Lindgren, M.S., CHST
OTI Education Center Region 1
Manchester, NH

Kimlee Lindgren has been in the safety and health profession for 38 years and is the lead Maritime instructor for OTI Education Center Region 1. It is clear that her forte as an educator is adapting to changes in industry and technology, as well as truly caring about protecting our workforce one individual at a time. Kimlee continuously finds new ways to communicate proper means and method. For her, an important element in meeting the needs of students is good instructional design that enhances the student learning process. "Every topic I teach incorporates some type of hands-on activity or exercise such as role-playing, case-studies, games, scavenger hunts etc." According to Kimlee, a needs assessment of one's audience, and the tailoring of topics to their specific learning objectives, will create a more successful class. "In general, people believe it will never happen to them...Professing safety and health to this belief can be difficult. But when it works, you think 'This was a good day!'"
What's NEW with Keene's On-line Masters of Science in Safety and Occupational Health Applied Sciences?

Keene State College's Master of Science in Safety and Occupational Health Applied Sciences has been reviewed by the Board of Certified Safety Professionals (BCSP) and approved as a Graduate Safety Practitioner (GSP) Qualified Academic Program (QAP), providing the on-line program's graduates the opportunity apply with BCSP for the GSP designation after graduation.

Learn more here: https://www.keene.edu/academics/graduate/safe/

Contact Graduate Studies: 603-358-2290 | kscgraduatestudies@keene.edu

Accredited by New England Commission of Higher Education

2019 Construction Safety Boot Camp Schedule — 4th Annual
at the Technology Design & Safety Center, Keene State College

May 20 - 22, 2019 | Monday - Wednesday
OSHA #3015: Excavation Trenching and Soil Mechanics
3.0 Days | 2.0 CEUs

May 28-30, 2019 | Tuesday - Thursday
OSHA #2264: Permit Required Confined Space Entry
3 Days | 2.0 CEUs

June 3 - 6, 2019 | Monday - Thursday
OSHA #3095: Electrical Standards | 4 Days | 2.6 CEUs

June 10 - 12, 2019 | Monday - Wednesday
OSHA #2055: Cranes in Construction | 3 Days | 2.0 CEUs

June 17 - 19, 2019 | Monday - Wednesday
OSHA #3115: Fall Protection | 3 Days | 2.0 CEUs

June 20, 2019 | Thursday
NCSH 424: Hands-On Fall Protection | 1 Day | 0.7 CEUs

June 24 - 26, 2019 | Monday - Wednesday
OSHA #3085: Principles of Scaffolding | 3 Days | 2.0 CEUs

Keene State College is the first in the nation to offer a bachelor’s degree in construction safety sciences. The major prepares students for a variety of occupational safety and health program management positions in private and public construction.

2019 Construction Safety Boot Camp Schedule — 4th Annual
at the Technology Design & Safety Center, Keene State College

May 20 - 22, 2019 | Monday - Wednesday
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June 20, 2019 | Thursday
NCSH 424: Hands-On Fall Protection | 1 Day | 0.7 CEUs

June 24 - 26, 2019 | Monday - Wednesday
OSHA #3085: Principles of Scaffolding | 3 Days | 2.0 CEUs

Keene State College is the home of “WorkWISE NH”, OSHA’s Consultation Program for NH. www.keene.edu/workwisenh

CSBC 2018 students in the OSHA #3085 Principles of Scaffolding class students assemble a miniature scaffold.
Plan an event for the May 2019 Stand Down. Visit OSHA.gov/StopFallsStandDown.

Regional & National Conferences / Events

October 18, 2019
Vermont Safety & Health Council Expo
Trader Dukes | Burlington, VT
for info and registration: www.vshc.net

Sept. 6-12, 2019
National Safety Council Congress & Expo 2019
Congress: Sept. 7-13 | Expo: Sept. 9-11
San Diego Convention Center; San Diego, CA
for details: www.congress.nsc.org

October 15-17, 2019
92nd Annual Maine Safety & Health Conference
Augusta Civic Center | Augusta, ME
for details: www.nscnne.org | 888.396.2047

Oct. 3-9, 2020
National Safety Council Congress & Expo 2019
Congress: Oct. 3-9 | Expo: Oct. 5-7
Indianapolis, IN
for details: www.congress.nsc.org

Oct. 9-15, 2021
National Safety Council Congress & Expo 2019
Orlando, FL
for details: www.congress.nsc.org

May 20-22, 2019
2019 VPPPA Region 1 Conference & Exposition
Holiday Inn on the Bay | Portland, ME
www.vppregion1.com

August 27 - 30, 2019
35th Annual National VPPPA Conference
Morial Convention Center
New Orleans, LA
www.vpppa.org/conference

June 15-17, 2020
2020 VPPPA Region 1 Conference & Exposition
Killington, VT
www.vppregion1.com

National Safety Stand Down - May 6-10, 2019
To Prevent Falls in Construction
Fatalities caused by falls from elevation continue to be a leading cause of death for construction employees. Those deaths were preventable. The National Safety Stand-Down raises fall hazard awareness across the country in an effort to stop fall fatalities and injuries.

Plan an event for the May 2019 Stand Down. Visit OSHA.gov/StopFallsStandDown.

June 9-12, 2019
SAFETY 2019: ASSP National PDC & Exposition
New Orleans, LA
www.safety2019.org

November 12-13, 2019
ASSP Region 8 New England Area PDC & Expo
(Trade & Vendor Expo Nov. 13)
Southbridge Hotel & Conference Center
Southbridge, MA | Region8.asse.org

November 9-10, 2020
ASSP Region 8 New England Area PDC & Expo
(Trade & Vendor Expo Nov. 10)
Equinox Golf Resort & Spa
Manchester, VT | Region8.asse.org

May 20-22, 2019
American Industrial Hygiene Conference and Exposition
(PDC: May 18, 19, 23; Expo: May 20-22)
Minneapolis Convention Center
Minneapolis, MN | www.AIHA.org

June 19, 2019
Visit SCWNE.org to register
OR to become an OSHA Summer Summit Vendor.

Free New England Roundtables
Find the free roundtables offered in your New England state by visiting OSHAedNE.com/roundtables.

August 12-18, 2019
OTI Education Centers partner with Safe & Sound Week Initiatives
OSHA.gov/safeandsoundweek
Safety & Health Specialist (SHS):

**Construction Industry**

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<tr>
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**ELECTIVES - Minimum 26 hours Required**

| 521 Guide to Industrial Hygiene (26) |
| 2015 Hazardous Materials (26) |
| 2055 Cranes in Construction (22) |
| 2225 Respiratory Protection (26) |
| 2264 Permit-Required Confined Space Entry (20) |
| 7005 Public Warehousing & Storage (7) |
| 7105 Introduction to Evacuation & Emergency Planning (7) |
| 7120 Intro to Combustible Dust Hazards (13) |
| 7205 Health Hazard Awareness (7) |
| 7215 Silica in Construction, Maritime, and General Industries (7) |
| 7225 Transitioning to Safer Chemicals (14) |
| 7400 Noise Hazards and Hearing Protection in Con. & G.I. (7) |
| 7300 Confined Space Standards (7) |
| 7845 Recordkeeping Rule (7) |
| 385 EM 385 OSHA Governmental S&H Health Requirements (35) |
| 406 Scaffold Hazard Awareness (7) |
| 424 Hands-On Fall Protection (7) |
| 461 Principles of Work Zone Safety (7) |
| 481 Process Safety Management (26) |

**General Industry**

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<td>2255 Principles of Ergonomics</td>
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| 2264 Permit-Required Confined Space Entry (20) |
| 3095 Electrical Standards (26) |
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| 7105 Introduction to Evacuation & Emergency Planning (7) |
| 7120 Intro to Combustible Dust Hazards (13) |
| 7205 Health Hazard Awareness (7) |
| 7215 Silica in Construction, Maritime, and General Industries (7) |
| 7225 Transitioning to Safer Chemicals (14) |
| 7400 Noise Hazards and Hearing Protection in Con. & G.I. (7) |
| 7300 Confined Space Standards (7) |
| 7400 Noise Hazards and Hearing Protection in Con. & G.I. (7) |
| 7845 Recordkeeping Rule (7) |
| 406 Scaffold Hazard Awareness (7) |
| 447 Conducting EHS Audits (21) |
| 470 Electrical Safe Work Practices NFPA 70E® Update (7) |
| 481 Process Safety Management (26) |

**Industrial Hygiene Technician**

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<td>449 Workplace Air Contaminant Sampling</td>
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**Fire Prevention & Life Safety**

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**ELECTIVES - Minimum 26 Hours Required**

| 521 Guide to Industrial Hygiene (26) |
| 7115 Lockout/Tagout (7) |
| 7200 Bloodborne Pathogen Exposure Control (7) |
| 7205 Health Hazard Awareness (7) |
| 7300 Confined Space Standards (7) |
| 7505 Intro. to Incident Investigation (7) |
| 7600 Disaster Site Worker (7 or 15) |
| 7845 Recordkeeping Rule (7) |
| 442 Industrial Ventilation (14) |
| 443 Radiation Protection (14) |
| 470 Electrical Safe Work Practices/ NFPA 70E® Update (7) |
| 481 Process Safety Management (26) |

Certificate program requirements are subject to change. Find Registration packets at OSHAedNE.com/certificates-programs.
Certified Safety & Health Official (CSHO)

**Construction**

*Required Core Courses (9)*

- 510 OSHA Standards for Construction
- 500 Trainer Course in OSHA Standards for Construction (or 502 Update)
- 511 OSHA Standards for General Industry
- 521 OSHA’s Guide to Industrial Hygiene
- 3015 Excavation, Trenching, & Soil Mechanics
- 3085 Principles of Scaffolding
- 3095 Electrical Standards
- 3115 Fall Protection
- 7845 Recordkeeping Rule Seminar

*3 Electives (at least 1 from this section required)*

- 2015 Hazardous Materials
- 2055 Cranes in Construction
- 2225 Respiratory Protection
- 2255 Principles of Ergonomics
- 2264 Permit-Required Confined Space Entry

*2 of the courses below count as one elective (4 max)*

- 7105 Introduction to Machinery & Machine Safeguarding
- 7105 Introduction to Evacuation & Emergency Planning
- 7115 Lockout/Tagout
- 7120 Introduction to Combustible Dust Hazards
- 7200 Bloodborne Pathogen Exposure Control
- 7205 Health Hazards Awareness
- 7215 Silica in Construction, Maritime, & General Industries
- 7225 Transitioning to Safer Chemicals
- 7300 Confined Space Standards
- 7400 Noise Hazards & Hearing Protection in Construction & General Industries
- 7500 Introduction to Safety & Health Management Systems
- 7505 Introduction to Incident/Accident Investigation

**General Industry**

*Required Core Courses (9)*

- 511 OSHA Standards for General Industry
- 501 Trainer Course in OSHA Standards for G.I. (or 503 Update)
- 510 OSHA Standards for the Construction Industry
- 521 OSHA’s Guide to Industrial Hygiene
- 2045 Machinery & Machine Guarding Standards
- 2255 Principles of Ergonomics
- 2264 Permit-Required Confined Space Entry
- 3095 Electrical Standards
- 7845 Recordkeeping Rule Seminar

*3 Electives (at least 1 from this section required)*

- 2015 Hazardous Materials
- 2225 Respiratory Protection
- 3115 Fall Protection

*2 of the courses below count as one elective (4 max)*

- 7105 Evacuation & Emergency Planning
- 7115 Lockout/Tagout
- 7120 Introduction to Combustible Dust Hazards
- 7200 Bloodborne Pathogen Exposure Control
- 7205 Health Hazards Awareness
- 7215 Silica in Construction, Maritime, & General Industries
- 7225 Transitioning to Safer Chemicals
- 7400 Noise Hazards & Hearing Protection in Construction & General Industries
- 7500 Introduction to Safety & Health Management Systems
- 7505 Introduction to Incident/Accident Investigation

Certificate program requirements are subject to change. Find Registration packets at OSHAedNE.com/certificates-programs.

**Public Sector Safety & Health Fundamentals**

*a federal certificate authorized by the Directorate of Training and Education (DTE)/OSHA*

**Construction**

*Required Core Courses (3)*

- 510 OSHA Standards for Construction
- 7500 Introduction to Safety & Health Management Systems
- 7505 Introduction to Incident/Accident Investigation

*4 Electives (equaling a minimum of 29 contact hours)*

- 521 OSHA’s Guide to Industrial Hygiene
- 2255 Principles of Ergonomics
- 2264 Permit-Required Confined Space Entry
- 3095 Electrical Standards
- 7405 Fall Hazard Awareness OR 3115 Fall Protection
- 7410 Managing Excavation Hazards OR 3015 Excavation, Trenching & Soil Mechanics
- 7105 Introduction to Evacuation & Emergency Planning
- 7110 Safety Bolting: Principles & Practices
- 7205 Health Hazard Awareness
- 7400 Noise Hazards and Hearing Protection in Con. & G.I
- 7845 Recordkeeping Rule Seminar

**General Industry**

*Required Core Courses (3)*

- 511 OSHA Standards for General Industry
- 7500 Introduction to Safety & Health Management Systems
- 7505 Introduction to Incident/Accident Investigation

*4 Electives (equaling a minimum of 29 contact hours)*

- 521 OSHA’s Guide to Industrial Hygiene
- 2255 Principles of Ergonomics
- 3095 Electrical Standards
- 7300 Confined Space Standards OR 2264 Permit-Required Confined Space Entry
- 7000 OSHA Training Guidelines for Safe Patient Handling
- 7005 Public Warehousing & Storage
- 7100 Introduction to Machinery & Machine Guarding OR 2045 Machinery & Machine Guarding Standards
- 7105 Introduction to Evacuation & Emergency Planning
- 7115 Lockout/Tagout
- 7200 Bloodborne Pathogen Exposure Control
- 7205 Health Hazard Awareness
- 7210 Pandemic Influenza and Workplace Preparedness
- 7845 Recordkeeping Rule Seminar
Industrial Hygiene Safety & Health Courses

NCSH 441  Introduction to Toxicology
2 Days | 1.4 CEUs | On-Site Available

Course Description: This course explores the science of toxicology and its workplace application. Basic concepts are described and historic examples of occupational disease occurrence are used to integrate these concepts. In addition, federal/state regulatory requirements resulting from these historic cases of occupational disease are examined, along with expectations and responsibilities for safety and health professionals in the industrial environment.

On-site training is available -- request a course at OSHAedNE.com/contact-us/on-site-training-request/

NCSH 442  Industrial Ventilation
2 Days | 1.4 CEUs | $595

Recommended: It is suggested that students take OSHA 521 OSHA Guide to Industrial Hygiene if you have little or no background in IH.

Course Description: Ventilation is the planned supply and removal of air from workplaces for the purpose of achieving healthful air quality and acceptable concentrations of air contaminants. This course identifies key factors in design and testing of mechanical and natural ventilation systems. History, standards, regulations and guidelines, test methods and equipment are emphasized. Laboratory demonstrations and the ACGIH textbook Industrial Ventilation: A Manual of Recommended Practice for Design are included. Please bring a basic calculator.

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NCSH 444  Legionella, Mold and Bioaerosols:
Managing Biological Hazards in the Workplace
1 Day | 0.7 CEUs | $295

Course Description: Biological safety is the application of basic industrial hygiene principles to the workplace to prevent occupational diseases caused by biological agents. These diseases include infections, allergies, intoxications and inflammation of the lungs as target organs and as a route of entrance into the body. This survey course will identify industries and jobs that expose workers to bioaerosols of bacteria, viruses, fungi, parasites, pollen and organic dusts such as grains, wood, flour, compost, wastewater and cotton. The student will learn to recognize industrial processes that produce bioaerosols e.g. high pressure washing or amplify infectious agents e.g. cooling towers and stagnant water sources. The student will learn how to identify bioagents, measure bioagents, conduct a risk assessment, determine occupational exposure levels and devise controls to reduce or eliminate exposures.

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NCSH 445  Laboratory Safety: Establishing a partnership with scientists to ensure safe work practices
2 Days | 1.4 CEUs | $595

Course Description: This two-day course will discuss the history of laboratory safety, design of safe laboratories, design of safe experiments, biological hazards, chemical hazards, physical hazards, biomechanical hazards, laboratory accident analysis and reporting, and assisting management in establishing a safety culture in the laboratory work environment. This is an industrial hygiene course which follows the IH model: anticipation recognition, evaluation, control and communication of hazards in the laboratory work environment. A training manual will include a current reference list as well as current laboratory safety documents available from OSHA, NIOSH and other research and regulatory agencies.

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NCSH 446  Indoor Air Quality
2.5 Days | 1.8 CEUs | $650

Course Description: Students at the conclusion of the training will learn how to apply in the field indoor air quality (IAQ) techniques to investigate building complaints, analyze building IAQ parameters, assess indoor air sampling results and to make recommendations for further corrective action. The training will include interactive class discussions, group exercises and hands on application of air sampling equipment.

Topics include: IAQ References, Indoor Air Quality Complaints, Data Collection, Monitoring instrumentation, Laboratory methods, Calibration of air sampling equipment, Air quality requirements, Ventilation, Duct cleaning and HVAC maintenance, Air Filtration; Exposure Limits and Air Quality Guidelines; IAQ Results; Preparing an IAQ Report.


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New courses added first at www.OSHAedNE.com. Check often for new course dates at OSHAedNE.com/ncsh-446.
NCSH 449 Workplace Air Contaminant Sampling and Analysis  2 Days | 1.4 CEUs | $595

**Prerequisites:** OSHA 521 Guide to Industrial Hygiene

The knowledge exchange in this two day Keene State College course is fundamental to controlling hazards in the workplace. Become a wiser consumer of occupational/industrial hygiene services, consider the parameters for prequalifying IH technicians and vendors and laboratories, and establishing a relationship with resources. Discussion of selection and calibration of equipment, including the many simple to very expensive options available today.

**Topics include:** Area and personal air sampling, source and emission sampling, biological chemical and radiological air contaminants, collecting air contaminants in the workplace, analyzing samples in the field or in the laboratory, selecting equipment and instrumentation, purchase and rental of instruments, sampling methodology and statistics, calibrating of air sampling and analysis devices.

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NCSH 480 Globally Harmonized System (GHS) Training: Hazard Communication for Employers and Employees

6 Hours | 0.6 CEUs | $255

On-site customized classes are available

Employee HAZCOM training must be kept updated, so that workers can recognize and understand new labels, pictograms, new hazard statements and precautions on SDS. This updated HAZCOM/GHS course is designed for the employee, employer, safety professional, manager, consultant, and trainer, who wish to receive an overview of the changes to OSHA’s Hazard Communication Standard (1910.120). In addition, participants gain helpful information, resources and materials on GHS vs. NFPA and HMIS labeling, the new classification of chemicals, changing from MSDS to SDS, new training requirements, and the comparison and contrasts between the former and the new standard. Current trainers will benefit from updated HAZCOM/GHS education for employees in your business, school or facility. Upon completion, the participant will receive a Certificate of Attendance and CEUs from Keene State College.

**NEW SITE HAZCOM/GHS update training is available, customized to the needs of your employees and facility. Call for additional information: 800.449.6742 or email: oshaed@keene.edu.**

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Construction & General Industry 
Safety & Health Courses

**NCSH 385  EM 385-1-1 Construction Hazard Awareness**

*Course Description:* Designed for personnel, contractors, military and government employees who are required to comply with, or who enforce, the EM 385-1-1 US Army Corps of Engineers safety and health requirements.

*Topics include:* Preparation of Site-Specific Accident Prevention Plan (APP); Introduction to OSHA; Site Safety Health Officer’s Qualifications & Responsibilities; Activity Hazard Analysis development; Hazard and Risk Assessment; personnel training; emergency response; job site auditing; confined space safety; fall protection; and hazard communication. Upon successful completion, participants will receive an EM 385-1-1 Certificate of Completion and an OSHA 30-Hour Outreach for Construction card from the course instructor (an OSHA-Authorized Outreach Trainer). Attendees also receive a current copy of the U.S. Army Corps of Engineers Safety and Health Requirements Manual. Includes the OSHA Outreach Construction 30-hour DOL card.

**NCSH 386  EM 385 Fall Protection 24-Hour Competent Person**

*Course Description:* This 24-hour (3-day) training course is designed for those individuals who will be or are responsible for being a Fall Protection Competent Person, Site Safety and Health Officer (SSHO), or are involved with working at heights on an Army Corps of Engineers project or facility as prescribed by EM385-1-1.

This course meets the requirements of the ANSI/ASSE Z359.2 Standard (Minimum Requirements for a Comprehensive Managed Fall Protection Program) as per EM 385-1-1. *Course topics include:* inspecting fall protection systems prior to use; installation of fall protection systems; fall protection component compatibility; estimating free fall distances; total required fall clearance; fall protection systems dismantling and storage; the common hazards associated with each system component; and fall protection rescue plan and procedures development. The training also includes physical demonstrations by the individual(s) trained on how to properly select, inspect, anchor, assemble, and use the fall protection equipment. Additionally, the training follows the ANSI/.

**NCSH 400  Fire Prevention & Life Safety Course**

*Course Description:* This 5 day training course is specifically intended for safety professionals, risk managers, safety committee members, EH&S managers, fire service professionals, vendors and those who wish to broaden their education to include fire prevention and life safety. The course will provide a comprehensive working knowledge of fire prevention and life safety in the workplace. Training covers aspects of fire anatomy and behavior, characteristics of flammable and combustible materials, fire protection in buildings, codes and regulations, fire extinguishing and detection systems, emergency planning, evacuation and emergency action plans. Tabletop exercises, demonstrations and scope of required plans and programs are included.

Also earned is a certificate from the FEMA Emergency Management Institute in Basic Incident Command (course ICS-100). The ICS-100 component will expose the student to the Incident Command System utilized during workplace emergencies and will educate participants who are industry personnel as to their function and position in the system.

**NCSH 406  Scaffold Hazard Awareness**

*Course Description:* This course identifies hazards and controls associated with scaffolds as well as the OSHA regulations and applicable consensus and proprietary standards. Subject matter will address various types of scaffolding including supported, suspended, and aerial lifts. *Topics of discussion include:* types of scaffolds; general hazard categories of physical, structural, mechanical, electrical and health; and training requirements. In addition to “open enrollment” dates, training may be conducted at your site and customized to the scaffolds utilized within the facility or on the job site.

*Who will benefit by attending:* anyone working on or near scaffolds; supervisors; safety professionals; and employee and employer representatives.

**NCSH 436  HAZWOPER Initial Training, per OSHA**

*Course Description:* This 5 day course is specifically designed for workers who are involved in clean-up operations, voluntary clean-up operations, storage, disposal, or treatment of hazardous substances or uncontrolled hazardous waste sites. *Topics include:* protection against hazardous chemicals, safety of workers and OSHA regulations. This course covers topics included in 29 CFR 1910.120 Classroom presentations, tabletop exercises, hands-on exercises in a variety of chemical protective clothing and respiratory protection, and live interactive drills offer practical, applicable knowledge. Curriculum includes, but is not limited to, chemical hazards, air monitoring, medical surveillance, respirators, and protective clothing and site control in an emergency.
NCSH 201 Rigging Techniques/Inspections Course

1 Day | 0.7 CEUs | $255

Course Description: This full day course addresses basic concepts in rigging and familiarity with OSHA regulations germane to rigging operations. Inspection procedures are covered. The training presentation covers the use, care, maintenance and inspection of a variety of below-the-hook lifting devices including allow chain slings, wire rope slings, nylon and synthetic web slings, clevis, eyebolts, hooks and plate grabs. Training includes both formal lecture and classroom exercises to assist students in the proper selection and use of lifting devices as well as the various types of hitches and configurations. Students will experience practical table top exercises consisting of dimensional load calculations, component selection and proper component use to demonstrate their application of the information learned. This awareness level training is intended for those engaged in rigging activities in a broad workplace application. 1926.1400 Subpart CC requires additional training and qualification.

Course Section | Start Date | End Date | Location
--- | --- | --- | ---
NCSH-201-N12C | Dec. 10, 2019 | Dec. 10, 2019 | Woolwich, ME

NCSH 424 Hands-On Fall Protection

1 Day | 0.7 CEUs | $285

Prerequisites: OSHA #3115

Course Description: This hands-on course provides in-depth practical training for fall protection on conventional and unconventional applications. When work is performed on elevated surfaces or during construction and service activities, protection against falls must be considered. Contractors are required to have and/or provide a training course for each employee who might be working with or on ladders and exposed to fall hazards. Training provides participants instruction on recognizing risks and hazards of using ladders in the work environment, and solutions to minimize risks and hazards. This course is a practical all hands-on course for the “Competent Person” who will be managing this problem area. This course incorporates extensive hands-on training and is based on the requirements of the US OSHA Regulations, and ANSI Z359.2 standard.

Students Will Learn:
- Selection, application and use of fall protection systems
- How to properly don fall protection equipment
- How to properly fit fall protection equipment
- Formal inspection procedure and documentation process
- Equipment cleaning, storage and disposal
- Identification of hazards impacting equipment integrity
- OSHA and ANSI inspection requirements

This course is for individuals that are responsible for the supervision, implementation and monitoring of a managed fall protection program.

Who Should Attend: Managers, immediate supervisors of authorized persons or individuals working at height and who could be considered the Competent Persons.

Course Section | Start Date | End Date | Location
--- | --- | --- | ---
NCSH-424-N6C | June 20, 2019 | June 20, 2019 | Keene, NH *

Electrical Transmission & Distribution Outreach Trainers

Electrical Transmission & Distribution Partnership with Federal OSHA and the Directorate of Training and Education (OSHA) authorizes OTC Education Center Region 1 Instructors to conduct ET&D Outreach Training customized to utility workers and contractors.

NCSH 475 Electrical Transmission & Distribution Partnership 10-Hour OSHA Outreach Training

2 Days | 1.2 CEUs | $295

Course Description: Training emphasizes electrical safety principles and hazard recognition. Emphasis will be placed on OSHA rules applicable to electric transmission and distribution (1910.269 and 1926 Subpart V). This course is conducted over a two-day classroom instructional period in which participants will receive, upon completion of the course, an OSHA 10 Hour Construction Card with an additional ET&D designation.

Additional topics include:
- Intro to OSHA module
- Electrical Safety
- Temporary Protective Grounding
- Lifting and Rigging
- PPE
- Job Briefings
- Trenching & Excavation
- Confined/Enclosed Spaces
- Fall Protection
- The Focus 4 Construction Modules: Caught In-between; Electrocution; Falls; and Struck-by

This two day customized outreach/utilities course provide awareness level training, and is intended to increase awareness of certain factors that may contribute to injuries among electric utility craft personnel and allied trades, and suggests practices that may reduce the risk of injury. Not intended to provide “competent person” or “qualified person” level training.

More ET&D courses:

NCSH 472 Utilities plus Construction Outreach Program (U+COP) 2 Days | 1.2 CEUs | On-Site Only
Look for details at OSHAedNE.com/ncsh-477

NCSH 476 Utilities Metering General Industries Outreach Training 2 Days | 1.4 CEUs | On-Site Only
Look for details at OSHAedNE.com/ncsh-476

NCSH 477 Utilities plus Construction Outreach Program (U+COP) Generation 2 Days | 1.4 CEUs | On-Site Only
Look for details at OSHAedNE.com/ncsh-477
NCSH 470 Electrical Safe Work Practices and Update to NFPA 70E®

Course Description: Most of the electrical accidents and injuries in the workplace are the result of unsafe electrical work practices. Employers are required to provide a workplace safe from all recognized electrical hazards. To accomplish this goal an employer must incorporate OSHA 29 CFR 1910 and 1926, as well as best industry practices. This course covers hazards associated with working on or near exposed energized parts and safe work practices that could be implemented to reduce or eliminate these hazards. This course provides information from the OSHA regulations, and Chapter 1 of NFPA 70E® with practical discussion of requirements for qualified electrical workers. NFPA 70E® is a registered trademark of the National Fire Protection Association, Quincy, MA.

Who should attend: Maintenance and Construction Electricians and associated decision-makers; personnel who work in facilities maintenance, HVAC, generators, UPS systems, infrared testing, assembly-type testing, electrical testing labs, engineering, and safety professionals.

Course Section | Start Date | End Date | Location
---|---|---|---
NCSH-470-N9C | Sept. 26, 2019 | Sept. 26, 2019 | Manchester, NH
NCSH-470-N4C | April 1, 2020 | April 1, 2020 | Manchester, NH

NCSH 474 Medium Voltage Electrical Safety for Qualified Workers

Prerequisite: NCSH 470 Electrical Safety Work Practices/NFPA 70E® or equivalent

Course description: This training is for those “qualified” individuals in the workplace who handle medium voltage (600 volts to 38,000 volts) electrical apparatus. Specialized one day supplemental training includes differences between low and medium voltage apparatus, de-energizing equipment, proper testing, using hot sticks, racking in/out breakers, grounding, and associated PPE requirements. In addition to “open enrollment” dates listed, training can be conducted on-site for groups of qualified employees, customized to the facilities where a variety of medium voltage equipment exposes workers to specific electrical hazards. References OSHA 1910.269 and National Electric Safety Code and NFPA where applicable.

Course Section | Start Date | End Date | Location
---|---|---|---
NCSH-474-N9C | Sept. 27, 2019 | Sept. 27, 2019 | Manchester, NH
NCSH-470-N4C | April 2, 2020 | April 2, 2020 | Manchester, NH

NCSH 461 Principles of Work Zone Safety

Course Description: This 7-hour class is intended for supervisors, crew leaders, inspectors, safety professionals and employees who will establish, oversee or work in temporary traffic control zones on roads, for utility/construction/maintenance work (from a few hours to a few days). This course focuses on field application of the 2009 Manual on Uniform Traffic Control Devices (MUTCD) Typical Applications (TAs) and related traffic control plans. Course participants will receive a printed copy of the 2009 MUTCD parts 1, 5, and 6 plus a pocket guide, course hand-outs and certificate of completion.

Topics include: anticipating needs and providing clear, positive guidance for safe passage through a work zone for drivers, pedestrians, bicyclists, motorcyclists and handicapped persons; MUTCD standards, guidelines and options; performing a work zone hazard assessment; setting up and removing temporary traffic control; advance warning signs; determining need for flaggers and proper deployment; inspecting stop/slow paddles, lighted wands, retro-reflective signs and related equipment; selecting proper ANSI/ISEA 107-compliant high visibility safety apparel based on lighting and weather conditions; working effectively with law enforcement personnel; cones, barrels and channelizing devices; minimum safe sight lines and stopping distances; identifying field conditions that require modifications of typical applications; interpreting a traffic control plan and adaptations(s); internal traffic control plans; creating a work zone inspection log.

NOTE: Training primarily focuses on roads in cities and towns.

Course Section | Start Date | End Date | Location
---|---|---|---
NCSH-461-N5C | May 21, 2020 | May 21, 2020 | Keene, NH

On-Site Training

Find our On-Site Training Request Form link at: OSHAedNE.com/contact-us/on-site-training-request
### OSHA Safety & Health Courses by Month — 2019

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<td>NC 400: 7/29-8/1</td>
<td>NC 7200: 8/30</td>
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The schedule of courses listed here includes blocks that are combined at the same facility in the same week. If you are looking to maximize your training time, this is a convenient way to do it. Take advantage by signing up for blocks of courses and complete multiple courses in one week or less!

Course additions and changes appear at OSHAedNE.com first.

MORE available 2019 dates can be viewed online:

- by month at OSHAedNE/course-schedule,
- by state at OSHAedNE/courses-by-state, or
- by course at OSHAedNE/courses-by-number

** Thank you Reed & Reed for hosting!
Registration and Tuition

Pre-registration is required for all courses at least five business days prior to the course start date. This allows us to prepare for your attendance and documentation efficiently. Thereafter, pending sufficient enrollment, a $25.00 late fee applies for all registrations received within five (5) business days of the course start date. Please visit OSHAedNE.com for registration and other applicable forms. Complete and submit by email scan, fax or mail, along with prerequisite documentation, if applicable. Published tuition fees may change without notice.

OSHA's Directorate of Training and Education requires OSHA Education Centers to verify valid government ID in class: The student's full and legal name must appear on the registration form. OTI Education Center instructors check student ID in the classroom by matching student name to a valid government ID. Examples of a valid government ID include: Driver's licenses, Passport, U.S. military ID (active duty or retired military and their dependents, and DoD civilians) or Permanent resident card. The certificate of completion, as well as College databases and transcripts, contain the student's correct full and legal name.

Courses may be cancelled 5 business days in advance if enrollment is not sufficient to conduct the course.

The course attendee is responsible for any and all tuition fees and charges associated with participation in Keene State College courses, and any fees as a result of collection associated with non-payment.

Keene State College accepts credits cards (MasterCard, VISA and DISCOVER), business or personal checks, money orders and company/organization purchase orders.

Withdrawal/Cancellation/ Refunds/Postponement

Refunds of tuition may be obtained in adherence to the following refund policy:

Check payments received by Keene State College are refunded by check only. Payments by credit card will be refunded to the original card used at time of registration. Allow 4-6 weeks processing time for refunds made by check at 2 weeks for refunds by credit card.

Withdrawal requests (in writing) will be accepted if received at least 5 business days prior to the course start date. In this event, students have the following options: Transfer to another course with no additional charge or have the funds held on the student's account for up to one year. Non-payment of fees or not showing up for a confirmed course does not constitute a "withdrawal." No shows will forfeit tuition paid or be charged the full tuition fee. No refund is granted for withdrawals after the course begins. Substitution of another participant may be made, for no additional fee, prior to the start of the course. Contact the OSHA Education Center promptly if substitution of participants is planned. Please contact the Center immediately if you experience an unexpected extenuating circumstance affecting your timely attendance.

In New England, we have occasional inclement weather, and courses may be postponed or rescheduled. Keene State College reserves the right to cancel or reschedule courses due to unforeseen circumstances. Safety of our students is important to us. If a course is cancelled by Keene State College, students have the option to transfer to another course, have their tuition held in escrow, or receive a refund.

Keene State College is not responsible for travel related expenses incurred by the student in the event of unforeseen delays, postponement and/or necessary cancellation or rescheduling. "Open enrollment" courses may be cancelled or rescheduled due to low enrollment within five business days. If you are registered, you will be notified should a course be delayed, rescheduled, postponed or removed from the master calendar.

Directions and Accommodations

Upon registration, course confirmation, directions, and local area accommodation information will be sent to you by mail, fax, or e-mail. Please tell our registration specialist if you will be traveling a distance to one of our facilities and require additional information. Local area accommodations information and directions for each training venue appears on our website www.OSHAedNE.com/locations.

Guidelines and Policies

Keene State College OSHA Training Institute Education Center Privacy Policy: The Keene State College is committed to protecting the privacy of all current and former students. Information collected is used solely for the purposes of course/program registration and maintenance of educational /training records. All information you provide is kept confidential in keeping with the Federal Educational Rights and Privacy Act (FERPA). For more information pertaining to FERPA and Student Records, please refer to the College Catalog at http://www.keene.edu/administration/policy/detail/student-records/.

We will never sell any information pertaining to your records to a third party. Encryption is used for the transfer of data, and we do not store credit card information in our files. Unfortunately, no data transmission over the internet is 100% secure. We urge you to take all practical and reasonable precautions.

Photographs, Images and Videos: By submitting a registration form, the registrant (or business entity) releases any photographs that may be incidentally taken of them during course hours to be used for any purpose. For specific individual photographs or videos, a photo/image release form will be provided for your use to permit or disallow use of your image in print and/or electronic media.

Special needs: If you have a disability requiring a specific academic accommodation, please call the OSHA Training Institute Education Center (800-449-6742) before your course starts.

Language Specific Training: Training required by OSHA Standards must be presented in a manner that employees understand. OTI Education Center Region 1 courses are presented verbally, visually and in written materials in English. If you are not conversant in English, please contact our office before registering to attend. This includes those individuals with low literacy skills and reading comprehension challenges. If there are ways we at OTI Education Center Region 1 can accommodate your language or literacy needs, we will assist you or will refer you to others who may be a resource for you. Group training by contract for non-English speaking audiences may be available, please inquire.

Dietary Limitations: Course lunches are obtained from a variety of sources, and in most cases special meal requests cannot be accommodated. Attendees with special dietary needs (diabetic, allergies, gluten-free, religious, vegetarian, etc.) should plan to bring their own suitable food and drink to OTI Education Center courses.
**COURSE REGISTRATION FORM**

**OSHA Training Institute Education Center**

Keene State College

FAX to: 603-645-0080 • Scan & email: oshaed@keene.edu

Mail to: OSHA Training Institute Education Center
1050 Perimeter Rd., Suite 202, Manchester, NH 03103

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**Check Appropriate Boxes**

- Resident of N.H.
- Not a resident of N.H.
- Male
- Female
- Yes
- No

**U.S. CITIZEN:**

- Yes
- No

If "No", currently a citizen of: _________________________

**ETHNICITY:**

- American Indian/Alaskan Native
- Black, Non-Hispanic Origin
- Asian/Pacific Island
- Hispanic
- White, Non-Hispanic Origin
- Other _________________________

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**TERMS AND CONDITIONS**

- Late fee of $25 will be assessed to cover administrative expenses, if registration is within 5 business days of the course start date.

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**Note to Student Registering:**

Provision of email and telephone contact information implies consent to be contacted for registration, attendance and transcript records use, and future communication for announcements and updates. Data collected for registration is confidential and is not publically released, rented or sold.

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**PAYMENT INFORMATION**

Confirmation will be emailed to the individual registering, unless otherwise informed.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>START DATE</th>
<th>END DATE</th>
<th>LOCATION</th>
<th>TUITION</th>
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</table>

**LATE REGISTRATION FEE:** A late fee of $25 will be assessed to cover administrative expenses, if registration is within 5 business days of the course start date.

**Purchase Orders or Checks:**

Please make checks or purchase orders payable to: Keene State College.

- Enclosed is my check or purchase order for $ ________
- Purchase order number and/or check number ________

Purchase order MUST accompany registration

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**Student Signature**

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**Contact Information**

- FAX to: 603-645-0080 • Scan & email: oshaed@keene.edu
- Mail to: OSHA Training Institute Education Center
  1050 Perimeter Rd., Suite 202, Manchester, NH 03103

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**Terms and Conditions of registration can be found at OSHAedNE.com (located with the Registration Forms).**
Keene State College's OSHA Training Institute Education Center is authorized by the Occupational Safety and Health Administration Directorate of Training and Education to provide innovative and effective safety and health training to improve safety culture and performance in the workplace.

Find courses on many occupational safety and health topics!

SAFETY: Strengthened through knowledge