

## COURSE DESCRIPTIONS

(Course hours are estimates to aid in scheduling)

### **1. Occupational Hazard Recognition and Control**

**(8hr)**

- This 8 hour course strives to teach the participant how to recognize unsafe actions and conditions. Through a variety of small group exercises, both specific and general hazards are discussed. OSHA and other regulatory policies, procedures, and standards are covered. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a best practice.

Topics include but are not limited to emergency action plans, electrical safety, fall protection, fire prevention, chemical safety, material handling, personal protective equipment, back injury prevention, and walking working surfaces.

#### Learning objectives:

1. Be able to identify the primary hazards that exist in state workplaces.
2. Understand the purpose and method to capture observed hazards.
3. Utilize the hierarchy of controls to minimize or eliminate exposures.

### **2. Workers' Compensation and Basic Claims Management**

**(6-8hr)**

- What do you need to know about workers' compensation? This course outlines basic workers' compensation principles and gives you an understanding of the financial implications of workers' compensation. This course will describe the State requirements and history of Workers' Compensation. It will also cover types of workers' compensation claims, their costs, benefits, exceptions, disputes, litigation, settlements and components of a return-to-work program.
- Learning objectives
  1. Understand the basics of the workers' compensation statutes and associated procedures
  2. Able to effectively manage a claim based on the participant's role
  3. Learn the legal requirements surrounding workers' compensation and claims management.

### **3. The Effective Safety Leader**

**(4hr)**

- Using interactive assignments and thought-provoking group projects, students of this half-day workshop come away with a strong understanding of the benefits in implementing a safety and health management system in the workplace.

Learning objectives

1. Understand the critical role of leadership and its impact on the actions and conditions around.
2. Influence behaviors so that safety is considered before “production,” and becomes a habit, a culture.
3. Build confidence in the leader’s ability to recognize hazards and effectively implement control measures to minimize workplace hazards.

**4. Conducting Incident Investigations (4hr)**

- Provides an introduction to basic injury-based incident investigation procedures and describes incident analysis techniques, including cause mapping, to determine the root causes that impact the organization’s goals.

Learning objectives

1. To understand the root causes of an incident through mapping.
2. Able to apply the skills and techniques to conduct an incident investigation
3. Able to evaluate causes and make effective recommendations to avoid future recurrence.

**5. Defensive Driving in the State of Colorado (DDISC) (4hr)**

- DDISC is a fast-paced driver improvement program that also makes an ideal refresher course. In just half a day, this course offers practical strategies to reduce collision-related injuries, fatalities, and costs. It addresses the importance of attitude in preventing motor vehicle collisions, and reinforces the good driving skills students already have. Most importantly, it shows students the consequences of the choices they make behind the wheel, and puts defensive driving in a personal context.

Learning objectives

1. Be able to identify risky driving attitudes and behaviors to prevent a violation or collision.
2. Understand the hazards associated with alcohol and drugs as well as fatigue and drowsiness.
3. Utilize driving skills and techniques to avoid violations and collisions in a variety of driving conditions.

**6. Job Safety Analysis and Ergonomics Systems (4hr)**

- A job hazard analysis is a technique that focuses on job tasks as a way to identify hazards before they occur. By identifying the specific steps in a job, the specific controls to all hazards can be identified. The analysis focuses on the relationship between the worker, the task, the tools, and the work environment. This course also covers the use of ergonomic principles to recognize, evaluate, and control workplace conditions that cause or contribute to musculoskeletal and nerve disorders. Course topics include musculoskeletal disorders, office safety, and risk factors such as vibration, temperature, material handling, and repetition.

Learning objectives

1. Effectively analyze a job or task and break it down into specific steps, associated hazards and control measures.
2. Be able to apply the principles to effectively set up an office ergonomically correct.
3. Understand the types of musculoskeletal and nerve disorders and how to prevent them.

## Electives course descriptions

(Course hours are estimates to aid in scheduling)

*Each participant must complete a minimum of three elective courses from the topics below. Each elective course is approximately two hours in length.*

### **1. Hostile Encounters (Live training by CSEAP, semi-annually) (3hr)**

- Inspectors, regulators, law enforcement officers, nurses, social workers, and others work in, on and around private facilities, lands, homes and businesses. Many times this interaction is met with confrontation; sometimes it is hostile.

#### Learning objectives

- Understand behaviors that are or may become hostile
- Be able to use strategies to handle encounters and deescalate them.
- Learn the resources available to employees surrounding hostile encounters.

## **Online-based course descriptions**

**(2hrs ea)**

(Course hours are estimates to aid in scheduling)

### **2. Confined Space Entry**

- This course is designed to enable students to recognize, evaluate, prevent, and abate safety and health hazards associated with confined space entry. Technical topics include the recognition of confined space hazards, basic information about instrumentation used to evaluate atmospheric hazards, and ventilation techniques.

#### Learning objectives

- Be able to identify a confined space without referring to definition
- Know the types of hazards that can cause a space to be a permit-required confined space
- Understand the procedures to enter a confined space

### **3. Personal Protective Equipment**

- The purpose of this course is to discuss the hierarchy used to control hazards and where personal protective lies. Too often, some type of equipment is purchased without exploring other types of controls as well as if the equipment meets the requirements to conduct work safely. Topics include specific personal protective equipment for the head, eyes, hands, body and feet.

#### Learning objectives

- To ensure participants know the hierarchy established to control hazards and to effectively use the hierarchy to control hazards.
- To be able to develop a comprehensive and effective PPE program.
- To understand the types, characteristics and use of PPE so that the participant can select the proper PPE based on potential exposures.