



Please forward this to other workers in your agency who might want to participate in any of these classes.

Registration is available in the COV Learning Center. If you are having difficulty accessing the course in the COVLC, please contact your agency's COVLC administrator. If your agency does not participate in the COVLC or for more information about the course, contact Curtis Stacy at curtis.stacy@dhrm.virginia.gov. Non-participating agencies are welcome to take the course; however, completions will not be recorded on the official transcripts. DHRM-OWC cannot enroll users into courses in the COVLC from outside agencies. Certificates of completion can be obtained by requesting a certificate from Curtis. The deadline to register is 5:00 p.m. the day before the class date unless otherwise noted.

The training classes will be offered via a webinar format for anyone wishing to attend the class from outside Richmond (except the OSHA 10-hour and 30-hour courses, which must be attended in person). In the VLC, register for the classroom session of the course. You will receive an email a few days prior to the class date with the webinar link, along with an e-mail with slides and handouts. To participate in the webinar, you will need a computer with a high-speed internet connection and a telephone.

If you are coordinating or participating in a webinar as part of a group, each attendee must register for the webinar section of the course in the VLC in order to receive credit for attending the class.

VRCI

Regulatory Aspects of Safety and Risk Control - This course surveys federal and state laws, regulations, and standards that impact occupational safety and health and the environment. Emphasis will be given to OSHA (VOSH), EPA (DEQ), CPSC laws and regulations, and state building codes, as they affect workplace safety. If you are responsible for risk management, workers' compensation, or safety/loss-control management you will find this course useful.

September 8 & 9, October 6 & 7, October 27 & 28, and November 17 & 18.

[Register](#) for the Course

IDENTIFYING AND CORRECTING WORKPLACE HAZARDS

This course is designed to help participants identify hazards in the workplace and take necessary steps to correct the hazards through the use of tools such as Job Safety Analysis and accident investigation. Participants will learn how to conduct a facility inspection and develop corrective actions. Attendees will take away a facility inspection checklist to be used as a starting point for their facility-specific inspections.

July 8, 2021 9:00 am – 12:00 pm Richmond

[Register](#) for the course.

HAND TOOLS & MACHINE GUARDS: TAKE SAFETY INTO YOUR OWN HANDS

Does your agency have a shop or other maintenance facilities? Do you work with hand tools and other machines? If so, you may be at risk for injury, amputation, or even death. Hand and power tools, both floor mounted and hand or portable, are widely used in the agencies of the Commonwealth. Proper inspection, care, maintenance, and guarding of these tools along with up-to-date OSHA/VOSH programs can help reduce or prevent occurrences of machine malfunction or misuse. This course will cover elements of the OSHA/VOSH standards including machine guarding, Personal Protective Equipment requirements, inspections, maintenance, and safety policy.

July 8, 2021 1:00 pm – 4:00 pm Richmond

[Register](#) for the course.

INJURY / ILLNESS CLASSIFICATION AND ITS USEFULNESS

This class is designed to provide information about the importance of correctly classifying injuries and illnesses occurring in the Commonwealth of Virginia. Agency staff, loss control staff, and benefit coordinators depend on the accuracy of the information input into Visual Liquid Web (VLW) for a variety of reasons. Correct assignment of injury categories provides the opportunity for accurate injury analysis and the development of loss control and safety strategies to positively impact the appropriate categories of loss identified.

July 13, 2021 1:00 pm – 4:00 pm Richmond

[Register](#) for the course.

VIRGINIA TREE TRIMMING STANDARD “ARE YOU IN COMPLIANCE?”

On April 27, 2011 a new Virginia Unique standard took effect. This standard is based on the American National Standards institute (ANSI) Z133.1-2006-Safety Requirements for Arboricultural Operations (With Modifications) for Application to Tree Trimming operations. The standard addresses non-logging, tree-trimming and cutting operations on residential and commercial work sites. This class will cover general safety requirements; electrical hazards; safe use of vehicles and mobile equipment; portable power hand tools; hand tools and ladders; work procedures; training, how it applies to state agencies and resources on the VOSH website.

Who should attend: Maintenance and Building and Grounds employees; Forestry/Tree Trimming employees and employees who maintain wooded areas; Emergency Responders; Safety and Risk Managers; Safety and Health Coordinators; Managers and Supervisors

July 22, 2021 10:00 am – 12:00 pm Virginia Public Safety Training Center

[Register](#) for the course.

LABORATORY SAFETY

Commonwealth of Virginia agencies house a variety of laboratory environments, including educational, product testing, biohazard testing, and research. This class covers OSHA/VOSH requirements for laboratory operations including laboratory safety and chemical hygiene plans. Class discussion will include personal protective equipment, eyewashes and emergency showers, MSDSs, evacuation, and use and storage of consumables. Class participants will take away sample laboratory safety plans.

August 3, 2021 9:00 am – 12:00 pm Richmond

[Register](#) for the course.

MATERIAL HANDLING

Material handling is one of the leading causes of employee injury for the Commonwealth of Virginia. This course is designed to educate employees on the proper lifting techniques in order to avoid back and shoulder injuries. This course will cover risk factors for back injuries, proper lifting techniques, and exercises to strengthen the back.

August 3, 2021 1:00 pm – 4:00 pm Richmond

[Register](#) for the course.



DHRM COMBINATION OSHA 10 AND 30 HOUR GENERAL INDUSTRY COURSE

We understand that it is difficult to get away from work for 4 full days of training. That is why we are offering a Combination course. For the people that can attend all 4 days, you will be able to complete an OSHA 30 Hour course. If you are unable to get away for all 4 days you can mcomplete the first day and the morning session of the second day you will be able to obtain the OSHA 10 Certification. Please see below for a course description for each program.

OSHA 10 Hour

This 1 1/2 day course provides a short version of the national curriculum developed by the OSHA training institute. Topics vary, depending on the needs of the attendees, but will include OSHA compliance and recordkeeping, personal protective equipment, hazcom, and emergency preparedness. (Note: You must attend the August 9 and the morning session of August 10 in order to complete the 10 hours required.)

OSHA 30 Hour

This course is based on a national curriculum developed by the U.S. Department of Labor - OSHA, and specially adapted for the needs of employees of the Commonwealth. Emphasis will be placed on learning how to interpret, understand, and implement OSHA requirements at the agency level. Topics range from a discussion of how the Virginia OSHA Program (VOSH) regulates state agencies to technical topics of interest in a variety of work situations. This will complete the rest of the schedule for the week. (Note: Must attend all 4 Days, August 9-12.)

OSHA 10 Hour

Location: Christopher Newport University

August 9, 2021 8:00 am – 5:00 pm
August 10, 2021 8:00 am – 12:00 pm

OSHA 30 Hour

Location: Christopher Newport University

August 9, 2021 8:00 am – 5:00 pm
August 10, 2021 8:00 am – 5:00 pm
August 11, 2021 8:00 am – 5:00 pm
August 12, 2021 8:00 am – 5:00 pm

[Register](#) for the course. Use this link to register for either of the courses. You will be contacted prior to the course date to confirm enrollment in the 10-hour or the 30-hour course. Registration for this course closes on August 2, 2021.

ESTABLISHING A WORKPLACE INJURY AND ILLNESS PROGRAM

An injury and illness prevention program is a proactive loss control measure that helps employers protect their employees and prevent job-related injuries and illnesses. Injury prevention programs are organized activities and systems that help to identify job-related hazards, implement proactive solutions and address new or unusual hazards in a timely and effective manner.

This is a way for employers to address management responsibilities, employee participation, education and training, and overall safety program evaluation and improvement. This program will provide an overview of the proposed OSHA rule that will require employers to implement injury and illness prevention programs and provide guidance on how to develop and implement an injury and illness prevention program for your agency and/or facility.

August 10, 2021 1:00 pm – 4:00 pm Richmond

[Register](#) for the course.

NEW SAFETY OFFICER TRAINING

This full-day course is designed to provide all the basic skill training needed by agency personnel newly assigned to the duties of Agency Safety Officer. Topics included will be the basics of safety, an introduction to the OSHA Act and how it affects state agencies, how to set priorities and goals using trend analysis, conducting safety audits, and accident investigations. Program participants will take away a variety of resources including OSHA program templates.

September 9, 2021 9:00 am – 4:00 pm Richmond

[Register](#) for the course.

GENERAL SAFETY TOPICS: “SAFETY IN THE UNKNOWN!”

This course covers topics, systems, and hazards that are specific to many agencies of the Commonwealth. These topics are rarely taught as a standalone course due to the limited amount of time needed. These topics, however, are very important for the safety officer to understand what standards and hazards that apply to these topics. Topics covered include dust hazards, pedestrian hazards, warehouse hazards, boiler plants, and working with contractors.

September 14, 2021 1:00 pm – 4:00 pm Richmond

[Register](#) for the course.

OFFICE SAFETY: IT’S A JUNGLE IN THERE!

Many snapshot surveys conducted by the Commonwealth of Virginia’s (COV) Loss Control consultants have identified some potential hazards in the COV state offices. This course is designed to give Commonwealth of Virginia employees strategies and solutions to create a safe office work environment.

October 5, 2021 9:00 am – 12:00 pm Richmond

[Register](#) for the course.

OSHA PROGRAM DEVELOPMENT

This session is designed to provide an overview of the key components of written programs and policies required by the OSHA - 1910 General Industry Standards. Topics include bloodborne pathogens, confined space entry, emergency action plans fire prevention plans, fire extinguisher use, hazard communication, hearing conservation, lockout-tagout, personal protective equipment, and respiratory protection. We will also review the Virginia Department of Labor and Industry's unique standards.

October 5, 2021 1:00 pm – 4:00 pm Richmond

[Register](#) for the course.

COLD WEATHER SAFETY AND WINTER PREPARATIONS

Winter weather has a way of sneaking up on you and staying far longer than most desire. While watching the snow on the outside may be fun, some must work on the outside to ensure the safety of employees and prospective patrons. As seen with the winter storms of 2014, some may even be caught in it for extended periods of time. This training class is designed to provide information, tools, and strategies to protect both people and equipment that may be exposed to all that winter has to offer. This program will also cover items one should have on hand in vehicles, at work or at home. Ideas for the contents of a "winter storm kit" will also be discussed.

October 12, 2021 1:00 pm – 4:00 pm Richmond

[Register](#) for the course.

OSHA REPORTING AND RECORDKEEPING

ARE YOU IN COMPLIANCE? This half-day course is designed for agency representatives who have responsibility for recording injuries and illnesses on the Occupational Safety and Health Administration's end-of-year summary. This course will address the latest OSHA standard update concerning the OSHA logs and summary and will discuss any future changes in reporting and recordkeeping.

November 9, 2021 1:00 pm – 4:00 pm Richmond

[Register](#) for the course.

ERGONOMIC TOOLS FOR ANY JOB

This training program is designed to introduce an overview of ergonomics and provide a broad understanding of how ergonomics plays a role in almost every daily work environment. Although ergonomics is often related to computer workstation setup, ergonomics also plays a role in other types of jobs. Any job task involving lifting, pushing, pulling, twisting, repetition, reaching, climbing, manual material handling, or other body movements can benefit from analysis of ergonomic factors as they affect the employee. This session will explore ergonomics in more detail and will prepare the participant to evaluate any type of work task for proper ergonomic design.

November 16, 2021 9:00 am – 12:00 pm Richmond

[Register](#) for the course.

DRIVER SAFETY: A CRASH COURSE IN ACCIDENT PREVENTION: TRAIN-THE-TRAINER

This "Train the Trainer" program is designed for agency personnel who are responsible for training and/or supervising employees who drive regularly for business reasons. The program is designed to be used at agency facilities to review strategies and tactics for safe drivers and provide tips on how to prevent vehicle crashes. In addition to safe driving techniques, the program also reviews how to safely handle various types of roadway emergencies and facilitates discussion about various driving dilemmas. Participants will be given copies of the training material for use within their facility. Remember, you might be a safe driver but you still have to share the road with plenty of unsafe drivers. We can all benefit from a review of driver safety and crash prevention strategies.

November 16, 2021 1:00 pm – 4:00 pm Richmond

[Register](#) for the course.

POWERED INDUSTRIAL TRUCKS: TRAIN-THE-TRAINER

This half-day course covers the classroom portion of powered industrial truck training for people who will be required to train agency employees to operate powered industrial trucks. The class focuses on OSHA requirements and the technical knowledge required for forklift training.

December 7, 2021 9:00 am – 12:00 pm Richmond

[Register](#) for the course.

PPE: ARE YOU MAKING THE BEST SELECTION?

Do you know what personal protective equipment is appropriate for your employees? What exactly will this equipment protect them from? Are there multiple hazards to be considered? How do you select what BEST protects employees? Even if you don't purchase PPE for employees, do you make recommendations to help them protect themselves from workplace hazards like slips? What factors should be considered when making PPE selections? If any of these questions have ever crossed your mind or if they've been asked within your agency, this class is for you. Cost-effective solutions that provide the best for your employees, while working within budget restrictions, is achievable.

December 7, 2021 1:00 pm – 4:00 pm Richmond

[Register](#) for the course.

LETTERS OF INTERPRETATION, SO THAT IS WHAT THAT MEANS

Ever read an OSHA standard only to become more confused than before you read the standard? Most of us have. OSHA has a solution to this confusion. And it is in the form of "Letters of Interpretation." Anyone who is covered by OSHA standards may submit a letter to

OSHA requesting clarification on a given standard. This course will teach the participant where to find, use, and submit questions to OSHA. This course will also cover 29 CFR 1910.6, Incorporated by Reference, and how this standard affects compliance within your agency.

December 14, 2021 1:00 pm – 4:00 pm Richmond

[Register](#) for the course.