



**To: Safety Coordinators, Fund Commissioners, RMC's, Exec. Directors**  
**From: Susan Kopec, Training and Administration Associate Director**  
**Date: August 31, 2017**  
**Re: 2018 MSI Class Requests – TO BE SCHEDULED FOR JANUARY THROUGH DECEMBER**  
***Request Deadline Extended to September 29, 2017***

We are pleased to present the 2018 MEL Safety Institute Course Catalog and request form.

Please review the attached 2018 Course Catalog.

The Catalog includes a list of individual classes that you can request to host at your site. We remind you that host locations must guarantee at least **15 participants who must be pre-registered through the Learning Management System at least 15 working days prior to the date of the class.** Classes with fewer than 15 registered participants seven days before the scheduled training date are subject to cancellation. **Host classrooms must comfortably seat at least 50 students** (some classes require tables and chairs), accommodate audio-visual presentations, and have adequate parking nearby.

**Submit requests for the classes you would like to host in 2018 on the attached Class Request Form. Fax all requests to 856-552-4741 prior to September 29, 2017.** If you are not interested in hosting classes, no further action is needed. Should you need assistance or to confirm receipt, contact Andrea Felip at 856-552-4740. Submitting a request does not guarantee that the class will be scheduled at your location. We try to accommodate requests by offering a good distribution of classes throughout the State to maximize the available MSI resources.

To help you decide what training is needed for your employees, visit the MEL homepage at <http://njmel.org/> and click on the MSI symbol at the top of the page. You will find the **Training Needs Assessment Guide**, in a simple question and answer format. You can also review the course descriptions under the Work Place Colleges or review the attached Course Catalog. If you need help, please contact your Safety Consultant or the MSI Help Line at: (866) 661-5120.

The MEL Safety Institute recognizes the need to provide assistance for individuals with disabilities. If you have employees who may need special assistance such as sign interpretative services employers may requests assistance when the courses are confirmed. The MSI will work with your municipality / entity to make reasonable accommodations for training sessions.

	Course Description	Target Audience
<b>Accident Investigation</b>	<b>2 hours</b> - This course leads the student through the three step process of 1) collecting good information of the incident, 2) identifying the root cause and contributing factors and 3) creating an action plan to incorporate what was learned from the investigation. .	<b>Recommended upon initial assignment</b> This course is strongly recommended for persons involved with incident investigation and analysis, including supervisors, managers and safety coordinators, accident review committee members, and those in safety leadership roles.  Continuing Educational Approvals: CPWM - 2.0 Management CEU Credits Water/Wastewater - 1.5 Hrs. Safety TCH
<b>Asbestos, Lead and Silica Industrial Health Overview</b>  <b>REVISED</b> to include OSHA's new Silica rule.	<b>1 hour</b> - This course is a primer on the regulations and restrictions for workers who perform tasks that could potentially expose them to asbestos, silica, or lead.  Please note:, there are specific requirements for persons who perform housekeeping operations in areas that contain or presumed to contain asbestos. This class does not meet the OSHA Asbestos Awareness training requirement.	<b>Recommended upon initial assignment and refresher training as needed</b> for employees and supervisors who perform housekeeping or maintenance in areas which may have asbestos containing materials (ACM) or presumed asbestos containing materials (PACM), and products that may contain silica or lead.  Continuing Education Approvals: CPWM 1.0 Technical CEU Credits CPWM 1.0 Government CEU Credits RMC 1.0 Professional Development CEU Credits Water/Wastewater 1.0 Safety TCH
<b>Back Safety / Material Handling</b>  <b>Also available through MSI On-line learning</b>	<b>1 hour</b> - This course reviews the structure of the spine and common back injury mechanisms. Students will be given the opportunity to discuss common manual labor tasks and best practices to minimize stress on the body.	<b>Recommended upon initial assignment and refresher training as needed</b> for employees and supervisors who are involved in manual material handling.  Continuing Education Approvals: Water/Wastewater - 1.0 Safety TCH CPWM - 1.0 Technical CEU Credit
<b>Bloodborne Pathogens</b>  <b>Also available through MSI On-line learning, and "Fast Track to Safety" days</b>	<b>1 hour</b> - This course reviews the requirements of OSHA's Bloodborne Pathogen Standard and common applications to tasks performed by public employees.  Course requires follow up action by employers. Employers must explain safeguards specific to the individual work places to complete annual training.	<b>Required upon initial assignment and annual retraining</b> for those employees who come into contact with blood or bodily fluids. This typically includes staff that collects trash, clean restrooms, handles raw sewage, and <u>must</u> perform first aid as part of their job duties.  Continuing Education Approvals: CPWM - 1.0 Government CEU Credits RMC - 1.0 Professional Development Water/Wastewater - 1.0 Safety TCH

<p><b>Bloodborne Pathogens Administrator Training</b></p> <p><b>Limited Offering</b>  <b>Please let us know if you would like to host</b></p>	<p><b>2 hours</b> - This course prepares the attendee to fulfill the role of the Bloodborne Pathogen Administrator for their organization. Course objectives are to discuss key elements of the OSHA Standard and the role of the local Program Administrator, including hazard determination, written policies, reporting potential exposures, and evaluating training programs.</p>	<p><b>Recommended upon initial assignment</b> for employees and supervisors who desire to conduct annual retraining.</p> <p>Continuing Education Approvals:  CPWM - 1.0 Technical CEU Credit  CPWM - 1.0 Management CEU Credit  Water/Wastewater - pending</p>
<p><b>CDL – Drivers’ Safety Regulations</b></p> <p><b>Members requesting this class are encouraged to invite their HR / Personnel representative to attend.</b></p>	<p><b>2 hours</b> - Drivers and mechanics of commercial motor vehicles face significant regulations which exceed those of drivers of passenger cars. The Federal Motor Carrier Safety Act requires employers to train Commercial Driver’s License holders on the regulations concerning drug and alcohol testing, driver and vehicle disqualification, and other safety issues. HR and Personnel representatives may benefit from this discussion</p> <p>This class will review the five types of drug and alcohol testing, medical qualification, and the effects of fatigue for drivers. Vehicle issues such as pre-trip inspection, licensing, and safe operation will also be covered.</p>	<p><b>Required (49 CFR Part 40) upon initial assignment and periodic retraining</b> for drivers who hold a Commercial Drivers License (CDL).</p> <p>Also, suggested for supervisors, Human Resource Officers, and truck mechanics.</p> <p>Continuing Education Approvals:  CPWM - 2.0 Government CEU Credits  Water/Wastewater - 2.0 Safety TCH</p>
<p><b>CDL – Supervisors’ Reasonable Suspicion</b></p> <p><b>This class is workbook based and requires a classroom with tables and chairs.</b></p>	<p><b>2 hours</b> - The Federal Motor Carrier Safety Act requires supervisors of Commercial Motor Vehicle drivers be trained on how to detect and approach a driver suspected of being under the influence of alcohol or controlled substances.</p> <p>This class will review the requirements of the Federal regulations, indicators of this misuse in the workplace, how to approach a driver, and the documentation needed.</p>	<p><b>Regulatory (49 CFR Part 40) upon initial assignment and periodic retraining</b> for immediate supervisors of drivers with Commercial drivers License (CDL).</p> <p>Also, suggested for department heads and Human Resources / Personnel representatives</p> <p>Continuing Education Approvals:  (Initial Training) CPWM- 2.0 Management CEU Credits  (Initial Training) Water/Wastewater 1.5 Safety TCH</p>
<p><b>Coaching the Emergency Vehicle Operator (CEVO) - Police, Fire or EMS</b></p> <p>Please indicate whether you are requesting CEVO for police officers, firefighters, or ambulance drivers.</p> <p><b>This class is workbook based and requires a classroom with tables and chairs.</b>  <b>**We ask that the host location provide TV and DVD player for the CEVO courses.</b></p>	<p><b>4 hours</b> - Driving an emergency vehicle, whether it’s a police car, fire truck or ambulance, is a dangerous activity. The CEVO programs are customized to each type of vehicle. The program addresses the unique hazards associated with emergency responses and the defensive measures to be used while operating these vehicles.</p> <p>The hazards include the use of emergency warning lights and sirens, along with the reactions of other drivers to the warning devices. Proper procedures and measures are presented for dealing with the various situations and conditions encountered on the road.</p>	<p><b>Recommended upon initial assignment and retraining as needed</b> for police, fire, and emergency medical personnel.</p>

<p><b>Coaching the Maintenance Vehicle Operator (CMVO)</b></p> <p><i>This class is workbook based and requires a classroom with tables and chairs.</i></p> <p><i>**We ask that the host location provide a TV and DVD player for this CMVO course.</i></p>	<p><b>4 hours</b> - This Coaching program is customized to address the unique hazards associated with larger maintenance vehicles, along with the safety considerations while operating these vehicles.</p> <p>These specific hazards deal directly with the large size and weight of the vehicles, traveling at slow speeds, and frequent stopping, as well as the use of warning lights and the reactions of other drivers to the warning devices. Proper procedures and measures are presented for dealing with the various situations and conditions encountered on the road.</p>	<p><b>Recommended upon initial assignment and retraining as needed</b> for personnel who operate large maintenance vehicles such sweepers, dump trucks, backhoes, and front-end loaders.</p> <p>Continuing Education Approvals:  CPWM - 2.0 Technical CEU Credits  CPWM - 2.0 Management CEU Credits</p>
<p><b>Coaching the School Bus Driver</b></p> <p><i>This class is workbook based and requires a classroom with tables and chairs.</i></p> <p><i>**We ask that the host location provide a TV and DVD player for this course.</i></p>	<p><b>4 hours</b> - Coaching The School Bus Driver encourages drivers to analyze and discuss safe driving issues, capitalizing and building on their driving experience.</p> <p>The program specifically focuses on defensive driving techniques related to school bus drivers.</p>	<p><b>Recommended upon initial assignment and retraining as needed</b> for personnel who drive school buses.</p>
<p><b>Confined Space Awareness Training</b></p>	<p><b>1 hour</b> - <u>This class is intended for workers who either do not enter confined spaces or who may only enter a non-permit confined space.</u> Confined spaces have the potential to contain hazardous atmospheres or other life threatening conditions.</p> <p>The class defines a confined space and discusses the application of the definition to typical conditions found in public work places. Students will be made aware of the potential hazards of entering a confined space.</p>	<p><b>Required upon initial assignment and retraining as needed</b> for personnel who are not authorized to enter confined spaces.</p> <p><i>This class is <u>not</u> intended to train workers who enter confined spaces as part of their job duties.</i></p> <p>Continuing Education Approvals:  CPWM - 1.0 Government CEU Credit  CPWM - 1.0 Technical CEU Credit  Water/Wastewater - 1.0 Safety TCH</p>
<p><b>Confined Space Entry with Equipment Demonstration in Classroom</b></p>	<p><b>4 hours</b> - <u>This class is intended for workers who enter permit-required and non-permit confined spaces.</u> A review of the OSHA standards that will have an impact on confined space entry. Discussion will include the definition of confined space, a thorough review of hazards and ways to identify and evaluate hazards, personal protective equipment, entry procedures and entry permits. Training includes an equipment demonstration.</p> <p>Host member must provide air monitoring equipment, ventilation equipment, harnesses &amp; tripod.</p> <p><b>*Maximum class size is 15 students.</b></p>	<p><b>Required upon initial assignment and retraining as needed</b> for personnel who enter non-permit or permit-required confined spaces.</p> <p><i>This class may <u>not</u> satisfy all the required training requirements of OSHA 1910.146. Additional performance and rescue operation evaluations may be required, depending on job duties of personnel who enter confined spaces.</i></p> <p>Continuing Education Approvals:  CPWM - 3.5 Technical CEU  Water/Wastewater - 3.5 Safety TCH</p>

<p><b>DDC-6 Defensive Driving</b></p> <p><i>This class is workbook based and requires a classroom with tables and chairs.</i></p> <p><i>**We ask that the host location provide a TV and DVD player for this Defensive Driving course.</i></p>	<p><b>6 hours</b> - This course created by the NJ State Safety Council will review the hazards encountered on the road by drivers every day, including those created by road conditions, weather, traffic, and the actions of other drivers. Defensive driving training can greatly reduce the likelihood of your drivers being involved in a collision, by providing them with the knowledge needed to recognize hazardous conditions and take actions to avoid collisions. Successful completion of this course may entitle the driver to a discount on the base rate for their liability and collision coverage's on their personal auto insurance.</p> <p><b>*Strict maximum class size of 35 students.</b></p>	<p><b>Recommended upon initial assignment and retraining as needed</b> for personnel who drive both municipal and their own vehicles to perform work tasks.</p> <p>Continuing Education Approvals: Water/Wastewater - 5.5 Safety TCH</p>
<p><b>Driving Safety Awareness</b></p>	<p><b>1.5 hours</b> - This class is directed at employees who drive cars or light trucks on behalf of an employer. The tremendous loss potential of motor vehicle accidents is explained including property damage, auto liability and employee injury.</p> <p>Topics include hydroplaning, the effects of excessive speed, and inclement weather. Distracted driving, the effects of fatigue and alcohol on driver performance and the practice of defensive driving are discussed. Through class participation, the concept of reaction time and stopping distances are presented.</p>	<p><b>Recommended upon initial assignment and retraining as needed</b></p> <p>Continuing Education Approvals: CPWM - 1.5 Technical CEU Credits Water/Wastewater - 1.5 Safety TCH</p>
<p><b>Employee Conduct and Violence Prevention in the Workplace</b></p>	<p><b>1.5 hours</b> - This course describes basic employee conduct in the work place. It reviews what is and is not acceptable conduct in the workplace. It also addresses violence in the work place. Specifically, the four types of work place violence, how to recognize the warning signs, and presents coping strategies including de-escalation methods.</p>	<p><b>Recommended upon initial assignment and retraining as needed</b></p> <p>The course is excellent training for those who deal with the public.</p> <p>Continuing Education Approvals: CPWM - 1.5 Ethics CEU Credits RMC - 1.5 Ethics CEU Credits CTC - 1.5 Ethics CEU Credits CMFO/CCFO - 1.5 Ethics CEU Credits QPA - 1.5 Ethics CEU Credits</p>

<p><b>Excavation, Trenching and Shoring</b></p> <p><i>This class requires a classroom with tables and chairs.</i></p>	<p><b>4 hours</b> - The types and hazards of excavation and trenches will be reviewed. Topics include an employer assigned Competent Person, soil analysis and the types and characteristics of soil. Equipment and protective systems such as trench boxes and built-in-place shoring will be discussed. This standard applies to all open excavations made in the earth's surface, including trenches that create a hazard to near-by workers.</p>	<p><b>Required upon initial assignment and retraining as needed</b> for workers with the potential to enter excavations and trenches, including Building &amp; Grounds, Public Works, or Water / Wastewater Utility staffs.</p> <p>Continuing Education Approvals:  CPWM - 2.0 Technical CEU Credits  CPWM - 2.0 Management CEU Credits  Water/Wastewater- 4.0 Safety TCH</p>
<p><b>Fall Protection Awareness</b></p>	<p><b>2 hours</b> - This course discusses where fall protection is needed and presents the different options for safeguarding workers. The focus is on specific fall hazards in common operations and how employees should protect themselves from falls. The course emphasizes rules for working safely at heights and various types of fall protection systems.</p>	<p><b>Required upon initial assignment and retraining as needed</b> for workers who are exposed to falls of 4 feet or more. This may include Public Works and Utilities (falls into pits).</p> <p>Continuing Education Approvals:  Water/Wastewater - 2.0. Safety TCH</p>
<p><b>Fast Track to Safety</b></p> <p><b>Limited Offering</b></p> <p><b>Please let us know if you would like to host. Host town must provide facility that holds a minimum of 75 attendees.</b></p>	<p><b>5 hours</b> - Fast Track to Safety is a full day session that includes five topics created to meet many of your regulatory training needs in one day. Sessions include refresher training in BBP, Hazard Communication / RTK, Fire Safety, PPE and Workplace Violence Awareness.</p> <p>Full day participation is required to receive certificate of completion.</p>	<p><b>Required annual retraining</b> for Public Works, Recreation, or Utility workers who are potentially exposed to bodily fluids, chemicals, and have fire safety responsibilities</p> <p>Continuing Education Approvals:  CPWM - 4.0 Technical CEU Credits  Water/Wastewater - 5.0 Safety TCH</p>
<p><b>Fire Extinguisher Safety</b></p>	<p><b>1 hour</b> - Employers who designate employees fight small incipient fires must provide fire extinguisher training. Topics include matching the fire extinguishers to the 5 classes of fires, the limitations of fire extinguishers, and the proper use and inspection of extinguishers.</p>	<p><b>Required upon initial assignment and annual refresher</b> for Public Works, Utility and others who have been designated by the employer to use an extinguisher.</p> <p>Continuing Education Approvals:  CPWM – 1.0 Technical CEU Credits  Water/Wastewater - 1.0 Safety TCH</p>
<p><b>Fire Safety</b></p> <p><i>Also available through MSI On-line learning, and "Fast Track to Safety" days</i></p>	<p><b>1 hour</b> - This class discusses the fire triangle as a visual representation of control measures to prevent fires. This class will also cover worker's responses to fire and other workplace emergencies.</p> <p>Employers will need to explain safeguards specific to the individual work places.</p>	<p><b>Required for all workers upon initial assignment and annual refresher</b> Training must reflect only the duties and responsibilities of the employee.</p> <p>Continuing Education Approvals:  CPWM – 0.5 Technical &amp; 0.5 Governmental CEU Credits  Water/Wastewater - 1.0 Safety TCH</p>

<p><b>Flagger and Work Zone Safety</b></p> <p><i>This class is workbook based and requires a classroom with tables and chairs.</i></p>	<p><b>4 hours</b> - Students will review the requirements of the Manual on Uniform Traffic Control Devices and discuss how the requirements impact work zones that occur on or near roadways. Various scenarios will be discussed along with the proper traffic control measures for each situation.</p> <p><b>*Maximum class size is 25 students.</b></p>	<p><b>Required upon initial assignment and retraining as needed</b> for workers who plan, set-up, or work within roadway work zones.</p> <p>Continuing Education Approvals: CPWM - 2.0 Technical &amp; 2Management. CEU Credits Water/Wastewater - 2.0 Safety TCH</p>
<p><b>Fleet Mechanic Safety Awareness for Supervisors</b></p> <p><b>NEW for 2018</b></p> <p><b>Limited offerings</b></p> <p><b>Please let us know if you would like to host this program.</b></p>	<p><b>Half day program aimed at fleet supervisors and lead mechanics. Program will include</b> broad understanding of types of injuries and illnesses sustained by mechanics in municipal garages and an outline of safety and environmental topics that need to be covered with all shop employees.</p>	<p><b>Watch for course announcements</b></p> <p>Continuing Education Approvals: <b>To be determined</b></p>
<p><b>Forklift Operator Certification</b></p> <p><b>Certification for host employees only</b></p>	<p><b>Up to 6 hours – This program is intended for trained and experienced forklift operators.</b> This class is not an initial or remedial operator training program. A classroom session which reviews best practices for forklift operation will be followed by certification demonstration of skills.</p> <p>Host location must provide forklift in good operating condition and space for challenge course. Certification will be for a single operator on a single vehicle. <b>Maximum 10 students. Highly recommended that a supervisory representative also attend the Train- the Trainer program for subsequent refresher training.</b></p>	<p><b>Required for all workers upon initial assignment and 3-year re-certification.</b> OSHA requires employers ensure that each operator is competent to operate a powered industrial truck, documented by training and evaluation by a qualified person.</p> <p>Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Water/Wastewater -2.0 Safety TCH</p>
<p><b>Forklift Operator Evaluation Train-the-Trainer</b></p>	<p><b>3 hours</b> - Employers must provide evaluations for their forklift operators every 3 years. This class will prepare <u>experienced and qualified forklift operators</u> to conduct in-house evaluations for their forklift operators. Attendees will be provided with course materials necessary to run a refresher class and certify skill performance.</p> <p>Host location must provide forklift in good operating condition and space for challenge course. Visiting evaluators can not be certified on host's vehicles.</p>	<p><b>Required upon initial assignment as an employer evaluator.</b></p>

<p><b>Hazard Communication / Globally Harmonized System (GHS)</b></p> <p><i>Also available through MSI On-line learning, and "Fast Track to Safety" days</i></p>	<p><b>1.5 hours</b> - This course will meet the general training requirements for RTK, HazCom and GHS. Content includes understanding labels, using safety data sheets and basic chemical terminology. The rights and responsibilities of employees are also reviewed.</p> <p>Employers will need to explain safeguards specific to the individual work places.</p>	<p><b>Required upon initial assignment and retraining every second year</b> for workers who work with chemicals as part of their work assignments.</p> <p>Continuing Education Approvals:  CPWM - 1.0 Technical CEU Credits  CPWM - 1.0 Governmental CEU Credits  Water/Wastewater – 1.5 Safety TCH</p>
<p><b>HazMat Awareness with Hazard Communication / Globally Harmonized System (GHS)</b></p>	<p><b>3 hours</b> - This is a chemical safety course for employees who work with hazardous chemicals in their work place (HazCom), and may also discover or respond to chemical emergencies outside of their workplace (HazMat).</p> <p>This course reviews the definition of hazardous substances, the risks associated with them in the workplace and at an incident. Training will cover recognition and identification of hazardous substances in an emergency, the role of the first responder, &amp; HazCom / GHS / Right to Know rules.</p>	<p><b>Required for all workers upon initial assignment and annual refresher</b> for employees who can be reasonably expected to discover a chemical release and those who respond to chemical releases in a supporting role. This typically includes employees of Public Works, Utilities, Police, and EMS.</p> <p>Continuing Education Approvals:  CPWM - 3.0 Technical CEU Credits  Water/Wastewater - 3 Safety TCH</p>
<p><b>Hazard Identification - Making Your Observations Count</b></p>	<p><b>2 hours</b> - Department supervisors have the responsibility of monitoring the actions of their employees and work places for hazards that may cause injury or harm.</p> <p>This program discusses the self-evaluation process of work places for common hazards created by the building, machinery or processes, and employee activities. The class will also provide an overview of the workplace observation process, sample formats to record the observations and ways to document corrective actions.</p>	<p><b>Recommended upon initial assignment and retraining as needed</b> for employees who conduct facility inspections or Job Site Observations for their department or agency</p> <p>Continuing Education Approvals:  CPWM - 1.0. Technical CEU Credits  CPWM - 1.0 Management CEU Credits  Water/Wastewater - 1.5 Safety TCH  RMC - 2.0 Professional Development CEU Credits</p>
<p><b>Hearing Conservation</b></p>	<p><b>1 hour</b> - The Hearing Protection Standard will be reviewed, along with specific examples of what constitutes excessive noise exposures. Various types of hearing protective devices will be discussed, along with the advantages and disadvantages of each.</p>	<p><b>Required for all workers upon initial assignment and annual refresher</b> for employees who are part of the employer's Hearing Conservation Program.</p> <p><b>Recommended</b> for employees who are exposed to loud noises, but not in the Hearing Conservation Program.</p> <p>Continuing Education Approvals:  CPWM - 1.0 Government CEU Credits  CPWM - 1.0 Technical CEU Credit  Water/Wastewater - 1.0 Safety TCH</p>



<b>Heavy Equipment Safety</b>	<b>3 hours</b> - The operation of dump trucks, loaders, backhoes, bucket trucks and other specialized equipment is a hazardous exposure for municipalities and public authorities. This program will provide the attendees with the knowledge and skills needed to understand the safe and effective operation of specialized equipment in the workplace, the proper use of the equipment, vehicle capacities and limitations, and procedures for safe operation.	<b>Recommended upon initial assignment and retraining as needed</b> for employees who operate construction and maintenance vehicles.  Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits CPWM - 1.0 Governmental CEU Credits Water/Wastewater - 3.0 Safety TCH
<b>Hoists, Cranes and Rigging</b>  <b>Limited Offering</b> <b>Please indicate if you would like to host this class.</b> <b>Dates and locations to be announced.</b>	<b>2 hours</b> - Moving heavy objects requires knowledge of hoisting and rigging. This session will cover DOT regulations on hoist equipment, sling types, and equipment inspection. Basic rigging techniques will be discussed with emphasis on operations such as moving pipe, moving road plates and lifting large or bulky equipment such as pumps or hydrants.	<b>Required for all workers upon initial assignment and refresher training every 3 years</b> for employees who use auto cranes, chain hoists, and similar lifting equipment.  Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Water/Wastewater - 2.0 Safety TCH
<b>Housing Authority Safety Awareness Training for Facility Maintenance Personnel</b>	<b>3 hours</b> - This class provides students with a discussion of the hazards and hazard control tactics associated with general housing maintenance, grounds keeping (from lawn maintenance to snow removal) and custodial tasks. The core class covers the fundamentals of Machinery, Tools and Equipment, Back Care and Safe Lifting, Slips and Falls, HazCom, Fire Safety and Blood Borne Pathogens. Additional classes may be needed for those whose work involves potential asbestos contact, electrical safety, Lock Out Tag Out and Confined Space Entry.	<b>Required for all workers upon initial assignment and annual refresher</b> for employees who are potentially exposed to blood or bodily fluids and hazardous chemicals and who play a role in the employer's fire prevention, LOTO, or confined space programs.  Continuing Education Approvals: CPWM - 3.0 Technical CEU Credits Water/Wastewater - 3.0 Safety TCH
<b>Housing Authority Sensibility #1 - Employee Conduct and Violence in the Workplace</b>	<b>1.5 hours</b> - This is the first of a three-part series on workplace violence, conflict resolution and stress management.  This course describes basic employee conduct in the work place. It reviews what is and is not acceptable conduct in the workplace regarding harassment and other civil rights issues. It also addresses violence in the work place. Specifically, the four types of work place violence, how to recognize the warning signs, and coping strategies including violence de-escalation methods.	<b>Recommended upon initial assignment and retraining as needed</b>  The course is excellent for those who deal with the public.

<b>Housing Authority Sensibility #2 - Conflict Resolution</b>	<b>2 hours</b> - In this course you will learn strategies for effectively resolving typical conflict situations you encounter on and off the job. Students will learn steps to de-escalate and resolve conflict, as well as how to use skills such as assertiveness and listening effectively. This course is interactive and there are skill building exercises included.	<b>Recommended upon initial assignment and retraining as needed</b>  The course is excellent for those who deal with the public.
<b>Housing Authority Sensibility #3 - Stress and Stress Management</b>	<b>1 hour</b> - This course presents an overview of the types of stress that we face at home and at work. This class gives advice on how to deal with stress in today's high speed world. This course is interactive and participants will have hands on experience in stress reduction techniques.  *Maximum 35 Attendees	<b>Recommended upon initial assignment and retraining as needed</b>
<b>Jetter / Vacuum Safety Awareness</b>	<b>2 hours</b> - The general hazards of working in and around wastewater and sewage will be reviewed. The hazards created by operating vacuum and jetting equipment will be discussed, as well as the safety considerations for each.  Employers will need to explain safeguards specific to their individual work places.	<b>Recommended upon initial assignment and retraining as needed</b> for employees who use vacuum or jetting equipment as part of their job duties.  Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Water/Wastewater - 2.0 Safety TCH
<b>Ladder Safety / Walking &amp; Working Surfaces</b>	<b>2 hours</b> - The objectives of the course are to familiarize participants with OSHA walking / working surface requirements. Requirements include how to safeguard openings and slip-fall prevention from walking areas such as stairs and skylights. The course shows the various types of ladders and scaffolds, and how to use them safely.	<b>Recommended upon initial assignment and retraining as needed</b> for employees who use ladders and portable scaffolds  Continuing Education Approvals: Water/Wastewater - 2.0. Safety TCH
<b>Landscape Safety</b>	<b>3 hours</b> - This course covers several of the most commonly used types of landscape equipment: mowers and tractors, chainsaws, chippers, stump grinders, and utility vehicles. The course objective is to present the safety considerations for landscape equipment, processes, and chemicals. <b><i>Content may be adapted to particular needs of participants.</i></b>	<b>Recommended upon initial assignment and retraining as needed</b> for employees who operate landscape equipment. This may include employees of Public Works, Building & Grounds, and Utilities.  Continuing Education Approvals: CPWM 2.0 Technical CEU Credits Water/Wastewater - 2.0 Safety TCH

<b>Leaf Collection Safety Awareness</b>	<b>2 hours</b> - A review of the hazards of collecting leaves, including working on roadways, noise, moving machinery, and muscle strains. The class covers various methods of leaf pick-up, including leaf vacuums, claw attachments, and bagged leaf collections. Students will review safeguards for each method.	<b>Recommended upon initial assignment and retraining as needed</b> for employees who collect leaves on roadways. This may include employees of Public Works, and Building & Ground.  Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Wastewater - 2.0 Safety TCH
<b>Lock Out / Tag Out (Control of Hazardous Energy)</b>	<b>2 hours</b> - The OSHA standard and the need to identify various types of energy, as well as the need to develop shutdown and lockout procedures for each piece of equipment will be reviewed. Examples of safety measures and the various types of lockout devices will also be discussed. This class will also review the basics of electrical safety and the hazards associated with electrical and other energy sources.  Employers will need to explain safeguards specific to their individual work places.	<b>Required upon initial assignment and retraining as needed</b> for workers who participate in the employer's Lock Out / Tag Out Program  Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Water/Wastewater - 2.0 Safety TCH
<b>Office Safety</b>  <i>Also available through MSI On-line learning</i>	<b>2 hours</b> - This course will review the main hazards that are faced in the office setting such as electrical hazards, workstation ergonomics, slips/trips & falls, emergencies and hazard communication as it pertains to office environments.	<b>Recommended upon initial assignment and retraining as needed</b> for employees who work in office settings.  Continuing Education Approvals: Water/Wastewater - 2.0 Safety TCH
<b>Personal Protective Equipment</b>  <i>Also available through "Fast Track to Safety" days</i>	<b>2 hours</b> - The OSHA hazard assessment process to identify the hazards associated with each type job will be reviewed to identify the need for PPE, and determine the type of PPE needed. Various types of PPE will be discussed, and how to choose the most appropriate style for protection.	<b>Recommended upon initial assignment and retraining as needed</b> for supervisors and employees who use or specify PPE  Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Water/Wastewater - 2.0 Safety TCH
<b>Playground Safety Inspections</b>  <i>Also available through MSI On-line learning</i>	<b>2 hours</b> - This class provides attendees with a survey of the playground environment, types of injuries, the nomenclature of the individual pieces of equipment and the application of the inspection criteria. Photos will illustrate the concerns or provide illustration of the criteria. Includes a brief description of the test kit tools and recommended action plan for compliance with NJ playground regulations.	<b>Recommended upon initial assignment and retraining as needed</b> for employees who inspect, maintain or repair public playgrounds.  Continuing Education Approvals: CPWM - 2.0 Technical CEU Credit

<p><b>Safety Committee Best Practices</b></p>	<p><b>1.5 hours</b> - The foundation of an effective safety program is involvement of both management and employees in an effective safety committee.</p> <p>This program will present the steps to develop and run an effective safety committee. Topics will include: designing and planning your committee, choosing members for your committee, the role of the committee members, effective meeting strategies, and establishing goals and objectives for the safety committee.</p>	<p><b>Recommended upon initial assignment to a Safety Committee</b></p> <p>Continuing Education Approvals:  CPWM - 1.5 Management CEU Credits  RMC – 1.5 Professional Development CEU Credits  Water/Wastewater - 1.5 Safety TCH</p>
<p><b>Safety Coordinators' Skills Training</b></p> <p><b>Limited Offering</b></p> <p><i>This class requires a classroom with tables and chairs.</i></p>	<p><b>6 hours</b> - This is a nuts and bolts primer for new Safety Coordinators, or experienced coordinators who wish to refresh their skills. Topics include: 1) team building and holding effective meetings, 2) conducting Job Site Observations and facility inspections, 3) accessing the MSI and other training resources, and 4) coordinating an accident / injury investigation process. Attendees will leave with a strong understanding of the MEL / JIF system and how each entity's safety program fits into the system.</p>	<p><b>Recommended upon initial assignment</b></p> <p>Continuing Education Approvals:  CPWM - 3.0 Management CEU  CPWM - 3.0 Government CEU Credits  RMC - 6.0 Professional Development CEU Credits  Water/Wastewater- 5 Safety TCH</p>
<p><b>Sanitation and Recycling Safety</b></p>	<p><b>2 hours</b> - This course will discuss various topics relating to Sanitation Safety for solid waste and recyclable collection crews including the review of appropriate personal protective equipment, safe operating procedures, proper lifting techniques, proper driving techniques, rider positions, effective route layout and relevant provisions of the MUTCD pertaining to traffic safety.</p>	<p><b>Recommended upon initial assignment and retraining as needed</b> for employees who collect solid waste (trash or recycling) on community streets.</p> <p>Continuing Education Approvals:  CPWM - 2.0 Technical CEU Credits</p>
<p><b>Schools: Chemical Lab Safety for Science Teachers</b></p>	<p><b>1 hour</b> - This program focuses on the exposures to both teachers and students from work in chemistry labs.</p> <p>Topics include a review of chemical safety, available emergency equipment such as showers, appropriate personal protective equipment, effective experiment planning and the vital importance of prudent chemical storage.</p>	<p><b>Required for all workers upon initial assignment and annual refresher</b> for employees who are potentially exposed to blood or bodily fluids and hazardous chemicals and who play a role in the employer's fire prevention, LOTO, or confined space programs.</p>

<p><b>Schools: Safety Awareness Training for School Custodians / Facilities Management</b></p>	<p><b>3 hours</b> - This class provides attendees with a discussion of the hazards and hazard control tactics associated with general school maintenance, grounds keeping (from lawn maintenance to snow removal) and custodial tasks. The core class covers the fundamentals of Machinery, Tools and Equipment, Back Care and Safe Lifting, Slips and Falls, HazCom, Fire Safety and Blood Borne Pathogens. Additional classes may be needed for those whose work involves potential asbestos contact, electrical safety, Lock Out Tag Out and Confined Space Entry.</p>	<p><b>Required for all workers upon initial assignment and annual refresher</b> for employees who are potentially exposed to blood or bodily fluids and hazardous chemicals and who play a role in the employer's fire prevention, LOTO, or confined space programs.</p> <p>Continuing Education Approvals: CPWM - 3.0 Technical CEU Credits Water/Wastewater - 3.0 Safety TCH</p>
<p><b>Seasonal (Autumn/Winter) Public Works Operations</b></p> <p><i>(Combined Leaf Collection and Snow Plow Safety)</i></p>	<p><b>3 hours</b> - This course will discuss various topics related to both leaf collection and snow plowing. They are combined in this single class to encourage participation by both employees and supervisors.</p> <p>Topics include fatigue, noise, and hazards of machinery. Main topics including the review of: safe operating procedures, ergonomic considerations, proper driving techniques, review of the various types of equipment, appropriate personal protective equipment, effective route layout and relevant provisions of the MUTCD pertaining to mobile work zones.</p>	<p><b>Recommended upon initial assignment and retraining as needed</b> for employees who operate both leaf vacuums and snow plows.</p> <p>Continuing Education Approvals: CPWM - 3.0 Technical CEU Credits Water/Wastewater - 3.0 Safety TCH</p>
<p><b>Seasonal (Summer) Employee Orientation</b></p>	<p><b>4 hours</b> - This class is for seasonal/part-time workers employed by municipalities. Also good for supervisors responsible for training seasonal/ part time workers.</p> <p>Class will cover the exposures that employees may encounter, including an overview of outdoor safety, youth employment rules, heat stress, PPE, HazCom, bloodborne pathogens and employment practices. The presentation will also include videos on the various topics.</p>	<p><b>Recommended upon initial assignment</b> for new or returning seasonal employees.</p>
<p><b>Shop and Tool Safety</b></p>	<p><b>1 hour</b> - The OSHA standard relating to machine guarding will be reviewed. The emphasis of the class is on the safe use of common hand and power tools, ranging from chisels to circular saws to jack hammers.</p>	<p><b>Recommended upon initial assignment and retraining as needed</b> for employees who use hand &amp; power tools.</p> <p>Continuing Education Approvals: CPWM - 1.0 Technical CEU Credit Water/Wastewater - 1.0 Safety TCH</p>

<p><b>Snow Plow / Snow Removal Safety</b></p>	<p><b>2 hours</b> - The hazards of icy road surfaces, low visibility and objects being obstructed by snow can create a hazardous situation for the operators of snow plows.</p> <p>This program will review the hazards associated with the operation of snowplows, snow blowers and shoveling snow. Proper planning and safety measures are presented in this program.</p>	<p><b>Recommended upon initial assignment and retraining as needed</b> for supervisors and employees who plow snow on city streets</p> <p>Continuing Education Approvals:            CPWM - 2.0 Technical CEU Credits            Water/Wastewater - 2.0 Safety TCH</p>
<p><b>Special Event Management</b></p>	<p><b>2 hours</b> - This presentation will focus on issues and exposures created by special events. Proper planning procedures will be reviewed, and many hazard and liability considerations will be discussed.</p> <p>The goal of the program will be to allow the attendees to coordinate the planning process and preparations for special events.</p>	<p><b>Recommended upon initial assignment and retraining as needed</b> for employees who plan special events.</p> <p>Continuing Education Approvals:            CPWM - 2.0 Management CEU Credits            RMC - 2.0 Professional Development CEU Credits            Wastewater - 2.0 Safety TCH</p>
<p><b>Toolbox Talk Essentials</b></p>	<p><b>1.5 hours</b> - For staff members who present tool box talks as part of their department safety training program.</p>	<p>Suggested for safety coordinators, supervisors, managers and those in safety leadership roles.</p> <p>Continuing Education Approvals:            CPWM - 1 Management CEU Credit            Water/Wastewater -1.0 Safety TCH</p>

## MSI Online Courses

Online courses are also available. They can be completed on an individual employee basis or as department-level group training. Unless noted in the description, these self-directed courses are about ½ hour in length and are complete with a short quiz at the conclusion.

To access the classes, users must log in to the MSI website at <http://firstnetcampus.com/meljif/entities/mel/logon.htm>

1. If you have taken MSI classes in the past, enter your username and password. If you do not know your username/password, check with your Training Administrator or call the MSI Helpline listed below. If you are new, click "I am a new user." Complete the fields and you will receive a confirmation email with your username and password.
2. Once logged in, click on "MSI On-Line Training Courses."
3. Choose the course you would like to complete. Click enroll.
4. Choose "Click Here" to go to your authorized course list.
5. Click the program name to launch the course. Click Start to begin.
6. Upon completion of the course and questions you will navigate to the "Student Center" tab to print your Certificate of Completion. Learning Transcripts are automatically updated in the MSI Learning Management System.

Note: Please see MSI website instructions for running online training in a group setting, have group participation recorded in transcripts, and receive certificates.

Course Title	Course Description
<b>Aquatic Safety for Camp Counselors</b> <b>Part of Camp Counselor Suite</b>	As a counselor you have a crucially important role in protecting kids during swim time this summer. This pool safety training contains footage of an actual drowning and explains how counselors can work together to make swim time safe all summer long.
<b>Avoid Back Pain</b>	This course reviews the structure of the back and common mechanisms of injuries to the back. Course discusses common manual labor tasks and best practices to minimize stress on the body.
<b>Bloodborne Pathogens</b>	This course reviews the requirements of the OSHA Bloodborne Pathogen Standard and common applications to tasks performed by public employees. To complete training employers will need to review the local exposure control plan and identify local contacts and specific steps to be taken to in the event of an exposure incident.
<b>Bullying Prevent at Camp</b> <b>Part of Camp Counselor Suite</b>	This course will teach you what bullying is, what the consequences could be, and how to identify, stop and prevent bullying.
<b>Child Sexual Abuse Prevention at Camp</b> <b>Part of Camp Counselor Suite</b>	This course will teach you how to identify red flags warning signs of abuse and methods to protect campers from peer-to-peer sexual abuse and adult-to-child sexual abuse.

<b>Crossing Guard Training</b>	'Street Smart is Street Safe' discusses the basic principles School Crossing Guards need to protect children and themselves. The program is designed to be a part of an initial training program as well as a refresher course for experienced crossing guards.
<b>Crush Zone Training</b>	Too many accidents involve workers who are caught between moving and stationary objects and the results have been devastating. This course will raise awareness about some of the most common 'Crush Zone' hazards faced by public employees.
<b>Cyber Security</b>	Cyber Crime now poses a constant and serious threat to the security of government, corporations and individuals. The highly sophisticated, deceptive methods of cyber criminals put our confidential information, finances, and very ability to function at risk. Following the five simple steps presented in this program will go a long way to protecting you and the organizations so essential to our safety, financial security, and way of life.
<b>Driving – Emergencies &amp; Natural Disasters</b>	In this course, host and cartoonist Bruce Blitz will depict a variety of potentially dangerous situations while offering insights that just might save your life when driving in an emergency or natural disaster
<b>Driving – Urban Driving</b>	Join host Bruce Blitz as he “draws” you into an entertaining and educational look at driving in the urban environment. Topics include following distances and distracted driving.
<b>Fire Safety</b>	This class discusses common control measures to prevent fires and worker’s responses to fire and other workplace emergencies. Employers will need to explain safeguards specific to the individual work places to fulfill training requirements.
<b>Hazard Communication / Globally Harmonized System (GHS)</b>	This course will meet the general training requirements for RTK, HazCom and GHS. Content includes understanding labels, using safety data sheets and basic chemical terminology. The rights and responsibilities of employees are also reviewed. Employers will need to explain safeguards specific to their individual work place.
<b>New Employee Safety Orientation, Part 1</b>	This program discusses our commitment to the health and safety of all employees and the public served by local government. The presentation details the core values of trust, care, knowledge and communication as well as the ‘no tolerance’ policy towards harassment and discrimination.
<b>New Employee Safety Orientation, Part 2</b>	This program continues the discussion in Part 1 about the health and safety of public employees. In this presentation, employees are introduced to safety guidelines for working around blood, chemicals, and machinery. The course also includes safety lessons on two of the most common injuries to municipal employees: strains to the back and slip-trip & falls.
<b>Office Safety</b>	This course will review the main hazards that are faced in the office setting such as electrical hazards, workstation set up and design, slips/trips & falls, emergencies and hazard communication as it pertains to office environments
<b>Playground Safety for Camp Counselors Part of Camp Counselor Suite</b>	This course will teach you how most playgrounds injuries occur and the strategies you can use to prevent them from happening at your camp.
<b>Playground Safety Inspections for Public Works or Recreation Departments</b>	This 10 minute course will show how to identify potential hazards and how to correct them, ensuring that playgrounds are safe for all children.



<b>Safe Patient Lifting for Emergency Responders</b>	This class will discuss body mechanics and other considerations for police, fire, and emergency medical responders when they lift and carry patients.
<b>Smart Moves to Avoid Falling Down</b>	Falls come from a multitude of risks in the workplace and home. But whether the fall occurs at the workplace or home, the quality of life for the employee and their family will be impacted. This short training program discusses many of the factors that can lead to a fall and offers simple strategies to protect yourself.
<b>(The) Professional Lifeguard Part of Camp Counselor Suite</b>	The Professional Lifeguard training helps guards understand their responsibilities and the practical application of their skills on the pool deck. Guards will understand the following key lifeguard attributes upon completion: rescue ready, positioned to protect, singularly focused, aggressively scanning and protecting everyone.
<b>Trip and Transportation Safety Part of Camp Counselor Suite</b>	This 10 minute training will help you plan and prepare for all off site adventures to make them memorable, safe and fun.

**Questions? Contact the MSI Help Line (866) 661-5120**

# 2018 MSI Class Request

## For January 1, 2018 – December 31, 2018

**All requests to host classes MUST be received by September 29, 2017**

(Requests received after September 29, 2017 will be put on a waitlist for scheduling upon availability)

Member Name: \_\_\_\_\_  
 (Name of Municipality, Authority, School District, County, etc)

Name of JIF: \_\_\_\_\_  
 (Joint Insurance Fund)

County: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Fax Number: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Class Name	Desired Month	Other considerations <small>(Day of week, time of day preference - An attempt will be made to accommodate preferences as best we can)</small>	Number of Attendees
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In requesting a class, your Municipality, Authority, School District, County, etc. will be considered the Host member. With that you are agreeing to:

- **Enroll 15+ participants at least 15 working days prior to the date of the class.** You can enroll participants for any class as soon as the calendar is posted on the MSI Learning Management System.
- Provide a training room to accommodate the class. Typically, the maximum class size is 50. **We ask that the facility have a screen or blank wall suitable for projecting slides and a TV and VCR available for all Driver Safety classes.** The class will appear on the MSI calendar and open enrollments will be accepted to supplement enrollments up to the maximum class size.

**Fax all requests to 856-552-4741 and call to confirm receipt at 856-552-4740.**