

2025 SAFETY TRAINING CATALOG

**Courtesy of the
Somerset County Board of
County Commissioners**

Training Course Recommendations for Employee Participation

<u>Course</u>	<u>Who should attend</u>	<u>Initial Training</u>	<u>Required Refresher</u>
Asbestos Awareness	Employees who perform housekeeping tasks that could expose them to asbestos, and their supervisors	Before assignment	Annual
Bloodborne Pathogens	Employees who may be exposed to blood as part of their job duties, and their supervisors	Before assignment	Annual
Boat Safety Certification	Employees who operate powered boats	Before assignment	
Bucket Truck Safety	Employees who operate or work in or around bucket trucks	Before assignment	
Chain Saw & Tree Trimming Safety	Employees who use chain saws and perform tree-trimming tasks, and their supervisors	Before assignment	
Confined Space Safety	Employees who work around confined spaces, and their supervisors	Before assignment	
Confined Space Safety (Entrant, Attendant, Supervisor)	Employees who enter, act as the outside monitor (attendant), or sign permits for entry (supervisors) to confined spaces	Before assignment	Annual
Defensive Driving - Auto	Encouraged for all employees	When able	
Defensive Driving - Truck	All employees who drive trucks, and their supervisors	As soon as feasible	
Fire Extinguisher Safety	All employees who are authorized to use fire extinguishers	Before authorization	Annual
First Aid & CPR	Encouraged for all employees	As soon as feasible	
Flagger Safety	All employees who are assigned as flaggers, and their supervisors	Before assignment	
Forklift Safety	Employees who are authorized to operated forklifts	Before assignment	every 3 years
Hand & Portable Power Tool Safety	All employees who use hand and portable power tools (gas or electric), and their supervisors	As soon as feasible	
Hazard Communication/Right to Know	All employees who work with chemicals	Before assignment	Every 2 years
Hazard Identification	All supervisors	As soon as feasible	
Hearing Conservation	All employees who are included in the Hearing Conservation Program (exposed to high noise levels), and their supervisors	As soon as feasible	Annual
Hearing Tests*	All employees who are included in the Hearing Conservation Program (exposed to high noise levels), and their supervisors	Within 6 months of assignment	Annual
Highway Work Zone Safety	All employees who work in areas in or adjacent to passing traffic, and their supervisors	As soon as feasible	
Lockout/Tagout	All employees who perform equipment maintenance duties, and their supervisors	Before assignment	
Personal Protective Equipment	All employees who are required to use PPE on the job, and their supervisors	Before assignment	
Public Health Emergency Preparedness for Families	All employees	When able	
Respirator Medical Evaluation*	All employees who use respirators	Before assignment	
Respirator Training & Fit Testing	All employees who use respirators	Before assignment	Annual
Slips, Trips, and Falls	All supervisors	As soon as feasible	
The Supervisor & Safety	All supervisors	As soon as feasible	
Tick & Lyme Disease	All employees who work in outdoor areas with brush	As soon as feasible	
Tractor, Mower & Grounds Keeping Safety	All employees who operate tractors or mowers or perform groundskeeping duties	Before assignment	

TRAINING SITE LOCATION

Somerset County Emergency Services Training Academy
402 Roycefield Road, Hillsborough Township

Contact information:

Emergency Services Training Academy

Phone 908-725-5070

Fax 908-725-5077

Email: TrainingAcademy@co.somerset.nj.us

To Register for a Class...

If you would like to attend a Class, the following process must be followed:

For Municipality Employees

- Obtain appropriate approvals as designated within your organization.
- Contact your local Training Liaison and inform them of the following information:
 - *Attendee name,*
 - *Class name, date, time, and location*
 - *Email for attendee notification in case of changes*
- If class description states that an Indemnification Agreement is required, the fully executed agreement and Proof of Insurability must be submitted, prior to Class attendance.

All Class registrations must be submitted via Email and must include all the information specified above.

CLASS COSTS & WITHDRAWING FROM A CLASS

Many of the Classes offered through this Training Catalog do not have an associated cost, however, some do. The following procedures apply:

❖ For Municipality Employees:

The respective Municipality will be invoiced for each Class Registration with costs, regardless of whether the individual attends or not. To avoid a charge, you must notify the Emergency Services Training Academy of any cancellations prior to the Class start.

❖ The Sign In Sheet:

The Sign In Sheet for each Class will serve as “proof of attendance”. If the attendee does not “sign in”, a chargeback will be incurred for Classes with costs.

INDEMNIFICATION AGREEMENT

PROCEDURES FOR

MUNICIPALITY EMPLOYEES

Municipality employees who request to attend certain Safety Training Classes listed in this Catalog must sign an Indemnification Agreement (IA) and provide Proof of Insurability prior to attending. ***Please note that members of the Joint Insurance Fund (JIF) do not need to submit Proof of Insurability.*** Classes requiring an Agreement are noted within individual Class overviews.

Indemnification Agreement processing as follows:

- ✓ If a Class requires a signed IA, obtain this Agreement from your Municipality Training Coordinator.
- ✓ Each Class has its own specific IA.
- ✓ All requested signatures must be obtained on the IA to be considered valid.
- ✓ The Emergency Services Training Academy must have received the original signed IA prior to the Municipality employee attending the Class.
- ✓ If a Municipality will be sending multiple attendees to a certain Class, please attach the completed and signed “Multiple Attendee Form” to the specific IA.
- ✓ In addition to the IA, a copy of your Proof of Insurability must be attached.
- ✓ ***If the above process is not followed, attendees will not be permitted to attend designated Classes.***

All questions regarding Indemnification Agreements are to be directed to the Emergency Services Training Academy at the phone number above.

INDEMNIFICATION AGREEMENT

Fire Extinguisher

THIS INDEMNIFICATION AGREEMENT made this _____ day of _____, 20____, by the COUNTY OF SOMERSET, whose address is County Administration Building, 20 Grove Street, Post Office Box 3000, Somerville, New Jersey 08876 (hereinafter referred to as “County”) and _____ and whose address is _____ (Municipality) _____ (Municipality Address) and _____ (hereinafter referred to as “Fire Extinguisher Attendee”).

WHEREAS, the Fire Extinguisher Attendee is desirous of participating in the Somerset County Training Course entitled “Fire Extinguisher Safety” which is designed to instruct on the different types of fires and each type requires a corresponding Fire Extinguisher to put out the fire and awareness training and hands on by putting out a controlled fire; and

WHEREAS, the County is willing to extend the opportunity for the Fire Extinguisher Attendee to the Fire Extinguisher Safety Course and provide permission to participate in that Course so long as the Municipality and Fire Extinguisher Attendee agree to hold the County harmless from any injuries or property damage sustained or caused by or doing the awareness course.

NOW, THEREFORE, IT IS AGREED as follows:

1. The County agrees to permit the Fire Extinguisher Attendee to participate in the County Fire Extinguisher Safety Course, the course outline is listed in the Training Catalog.
2. The Fire Extinguisher Attendee agrees to hold the County harmless from any and all claims for personal injuries or property damage caused or occurring during the Fire Extinguisher Safety Course, including but not limited to, any claim for personal injuries or property damage that may be brought against the County as a result of the actions of the Fire Extinguisher Attendee during the course. This indemnity shall include any costs incurred by the County, including but not limited to, legal fees and court costs.

3. The _____ agrees to hold the County harmless
(Municipality)
from any and all claims for personal injuries or property damage caused or occurring during the Fire Extinguisher Safety Course, including but not limited to, any claim for personal injuries or property damage that may be brought against the County as a result of the actions of the Fire Extinguisher Attendee during the course. This indemnity shall include any costs incurred by the County, including but not limited to, legal fees and court costs.

4. The _____ shall provide the County with a Certificate of
(Municipality)
Insurability.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of
the day and year first above written.

Attest:

Attendee

Municipal Clerk

By: _____
Municipal Mayor

Attest:

Kelly Mager, Clerk of the Board

By: _____
Shanel Y. Robinson, Commissioner Director

INDEMNIFICATION AGREEMENT

Forklift Safety

THIS INDEMNIFICATION AGREEMENT made this _____ day of _____, 20____, by the COUNTY OF SOMERSET, whose address is County Administration Building, 20 Grove Street, Post Office Box 3000, Somerville, New Jersey 08876 (hereinafter referred to as "County") and _____ and whose address is _____ (Municipality) _____ (Municipality Address) and _____ (Municipality Employee) (hereinafter referred to as "Forklift Attendee").

WHEREAS, the Forklift Attendee is desirous of participating in the Somerset County Training course entitled "Forklift Safety" which is designed to instruct on all safety procedures regarding forklift safety including parking, fueling, balance, lifting techniques, safe and unsafe loads, proper speeds, proper heights for loading and unloading and awareness training and hands on ; and

WHEREAS, the County is willing to extend the opportunity for the Forklift Attendee to the Forklift Safety Course and provide permission to participate in that course so long as the Municipality and Forklift Attendee agree to hold the County harmless from any injuries or property damage sustained or caused by or doing the awareness course.

NOW, THEREFORE, IT IS AGREED as follows:

1. The County agrees to permit the Forklift Attendee to participate in the County Forklift Safety Course, the course outline is listed in the Training Catalog.
2. The Forklift Attendee agrees to hold the County harmless from any and all claims for personal injuries or property damage caused or occurring during the Forklift Safety Course, including but not limited to, any claim for personal injuries or property damage that may be brought against the County as a result of the actions of the Forklift Attendee during the course. This indemnity shall include any costs incurred by the County, including but not limited to, legal fees and court costs.
3. The _____ (Municipality) agrees to hold the County harmless from

any and all claims for personal injuries or property damage caused or occurring during the Forklift Safety Course, including but not limited to, any claim for personal injuries or property damage that may be brought against the County as a result of the actions of the Forklift Attendee during the course. This indemnity shall include any costs incurred by the County, including but not limited to, legal fees and court costs.

4. The _____ shall provide the County with a Certificate of
(Municipality)
Insurability.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of
the day and year first above written.

Attest:

Attendee

Municipal Clerk

By: _____
Municipal Mayor

Attest:

Kelly Mager, Clerk of the Board

By: _____
Shanel Y. Robinson, Commissioner Director

INDEMNIFICATION AGREEMENT

Multiple Attendee Form

Class Title: _____

Class Date: _____ Class Time: _____

Municipality: _____

Contact: _____

Telephone: _____

ATTENDEES: Please print your name as well as provide your signature. This information must appear in order for the Indemnification Agreement to be valid.

Attest:

Attendee Name (Please Print)

Attendee Signature

Attest:

Municipal Clerk

By: _____
Municipal Mayor

Attest:

Kelly Mager, Clerk of the Board

By: _____
Shanel Y. Robinson, Commissioner Director

2025 SOMERSET COUNTY COURSE CATALOG

COURSE # 155
COURSE NAME Confined Space Safety
DESCRIPTION In-depth awareness training will be provided regarding critical information you need to know while working in confined space locations. Key operations that will be reviewed include: Reviewing safe practices in the work area, conducting equipment safety checks and handling emergencies.
COURSE TYPE Workplace Safety
TARGET AUDIENCE
PREREQUISITE

SCHEDULE	<u>Date</u>	<u>Time</u>	<u>Location</u>
	2/20/2025	9:00am-2:00pm	Emergency Services Training Academy, Classroom B
	2/26/2025	12:30PM-2:00PM	750 E Main
	3/20/2025	9:00am-2:00pm	Emergency Services Training Academy, Classroom B
	10/9/2025	9:00am-2:00pm	Emergency Services Training Academy, Classroom B
	11/6/2025	9:00am-2:00pm	Emergency Services Training Academy, Classroom B

2025 SOMERSET COUNTY COURSE CATALOG

COURSE # 156

COURSE NAME Defensive Driving - Auto

DESCRIPTION Defensive Driving-Automobiles is a certified “point reduction” class designed to reinforce safe driving rules and regulations to the driver. In order to receive a certificate for taking this class, you must successfully pass the written test. The certificate may be used for “point reduction” and/or insurance discounts (check with your insurance company). As stated in the Somerset County Motor Vehicle Policy, “All employees driving County vehicles must complete the County’s Defensive Driving training course.” Periodic refresher is required.

COURSE TYPE Workplace Safety

TARGET AUDIENCE

PREREQUISITE

SCHEDULE	<u>Date</u>	<u>Time</u>	<u>Location</u>
	5/21/2025	9:00am-4:00pm	Emergency Services Training Academy, Classroom A
	9/18/2025	9:00am-4:00pm	Emergency Services Training Academy, Classroom A
	11/13/2025	9:00am-4:00pm	Emergency Services Training Academy, Classroom A

2025 SOMERSET COUNTY COURSE CATALOG

COURSE # 167

COURSE NAME Fire Extinguisher Safety

DESCRIPTION There are several types of fires and each type requires a corresponding fire extinguisher to put the fire out safely. If you have fire extinguishers at home, are you sure you have the appropriate ones? This class will address multiple fire conditions and appropriate extinguishing. In addition to classroom awareness training, you will also participate in a "hands on" session. Prior to Class attendance, all Municipality employees MUST have submitted a completed and approved Indemnification Agreement, along with proof of Insurability.
vioft2nnt8|0000F9D6C209|CountyTraining|tblFireCourse|DESCRIPTION|D472BEB7-CB44-460E-9BA0-D9CDC75DBBCD

COURSE TYPE Workplace Safety

TARGET AUDIENCE

PREREQUISITE

SCHEDULE	<u>Date</u>	<u>Time</u>	<u>Location</u>
	6/11/2025	9:00am-12:00pm	Emergency Services Training Academy, Classroom B
	9/19/2025	9:00am-12:00pm	Emergency Services Training Academy, Classroom B

2025 SOMERSET COUNTY COURSE CATALOG

COURSE # 168

COURSE NAME First Aid & CPR

DESCRIPTION This class provides both awareness and hands-on training. Focus is placed on first responders to an emergency situation. This class will help you understand how to provide assistance to others in the event of a medical emergency. Upon successful completion of both the awareness and hands on portions of the class, you will be issued an American Safety & Health Institute, First Aid/ CPR certification, valid for two years. There will be a half hour lunch period. Feel free to bring a bagged lunch.

COURSE TYPE Workplace Safety

TARGET AUDIENCE

PREREQUISITE

SCHEDULE	<u>Date</u>	<u>Time</u>	<u>Location</u>
	6/17/2025	9:00am-4:00pm	Emergency Services Training Academy, Classroom A
	7/17/2025	9:00am-4:00pm	Emergency Services Training Academy, Classroom A
	9/5/2025	9:00am-4:00pm	Emergency Services Training Academy, Classroom A
	10/17/2025	9:00am-4:00pm	Emergency Services Training Academy, Classroom A
	11/5/2025	9:00am-2:00pm	Emergency Services Training Academy, Classroom A
	12/3/2025	9:00am-4:00pm	Emergency Services Training Academy, Classroom A

2025 SOMERSET COUNTY COURSE CATALOG

COURSE # 171
COURSE NAME Forklift Re-Certification Testing
DESCRIPTION Testing day will consist of scheduled testing every 20 minutes until each participant has had a chance to operate different forklifts.
COURSE TYPE Workplace Safety
TARGET AUDIENCE County Employee's that use a Forklift on a daily basis and need recertification.
PREREQUISITE

SCHEDULE	<u>Date</u>	<u>Time</u>	<u>Location</u>
	2/21/2025		750 E Main
	10/7/2025	9:00am-2:00pm	Emergency Services Training Academy, Classroom B
	10/15/2025	9:00am-2:00pm	Emergency Services Training Academy, Classroom B

2025 SOMERSET COUNTY COURSE CATALOG

COURSE # 170
COURSE NAME Initial Forklift Certification
DESCRIPTION This Certification Class will review all safety procedures regarding Forklift operation. The first part is Classroom Awareness Training followed by a hands on testing session. You must attend the awareness session and successfully pass the hands on session to receive Certification. Participants who need to recertify (still have an unexpired certificate) need only attend the testing session. Specific topics to be covered include: Parking, fueling, balance, lifting techniques, safe and unsafe loads, proper operating speeds and proper heights for loading and unloading. Notes: Prior to Class attendance, all Municipality employees MUST have submitted a completed and approved Indemnification Agreement, along with proof of Insurability.

COURSE TYPE Workplace Safety

TARGET AUDIENCE County Employee's that use a Forklift on a daily basis and have not yet been certified.

PREREQUISITE

SCHEDULE	<u>Date</u>	<u>Time</u>	<u>Location</u>
	2/21/2025	10:00am-2:00pm	750 E Main
	6/3/2025	9:00am-2:00pm	Emergency Services Training Academy, Classroom B
	9/16/2025	9:00am-2:00pm	Emergency Services Training Academy, Classroom B

2025 SOMERSET COUNTY COURSE CATALOG

COURSE # 177
COURSE NAME Lock Out/Tag Out
DESCRIPTION Working with any form of electrical system requires your full attention to completely understand safe procedures. Key areas to be reviewed include: Identifying and becoming familiar with various types of energy, becoming familiar with characteristics of various types of energy, knowledge reinforcement of what you already know, awareness of what to look for regarding your safety and what to do in certain situations.
COURSE TYPE Workplace Safety
TARGET AUDIENCE
PREREQUISITE

SCHEDULE	<u>Date</u>	<u>Time</u>	<u>Location</u>
	2/26/2025	9:00am-12:00pm	Emergency Services Training Academy, Classroom B
	2/26/2025	2:00PM-3:30PM	750 E Main
	3/25/2025	9:00am-12:00pm	Emergency Services Training Academy, Classroom B
	10/15/2025	9:00am-12:00pm	Emergency Services Training Academy, Classroom C
	11/12/2025	9:00am-12:00pm	Emergency Services Training Academy, Classroom B