# 2024 SAFETY TRAINING CATALOG

## Courtesy of the Somerset County Board of County Commissioners

NEW JERSEY RISK MANAGERS & CONSULTANTS Executive Director/Administrator/Third Party Administrator 750 US Highway 202, Suite 210, Bridgewater, NJ 08807 Ph: 908-231-8770 · Fx: 908-231-8769 · www.scjif.org

## **Safety in the Workplace**

- Bloodborne Pathogens Refresher
  - Confined Space Safety
  - Defensive Driving- Auto
    - First Aid & CPR
    - Forklift Certification
      - Forklift Testing
- Hazard Communication/Right to Know
  - Lock Out / Tag Out

NEW JERSEY RISK MANAGERS & CONSULTANTS Executive Director/Administrator/Third Party Administrator

Course	Who should attend	initial Training	Required Refresher
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 Ald & 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	1
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 Falts	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	

#### <u>Contact information:</u> 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,
  - o Class name, date, time, and location
  - o 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 an 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

### **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 \_\_\_\_\_\_(hereinafter referred to as "Forklift Attendee"). (Municipality Employee)

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 \_\_\_\_\_\_ agrees to hold the County harmless from (Municipality)

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: <u>Municipal Mayor</u>

Attest:

Kelly Mager, Clerk of the Board

### **INDEMNIFICATION AGREEMENT**

#### Multiple Attendee Form

Class Title:		· · · · · · · · · · · · · · · · · · ·		
Class Date:		Clas	ss Time:	
Municipality:				
Contact:				
Telephone:				
ATTENDEES:		r name as well a	as provide your signature. This information valid.	
Attest: <u>Attendee Name</u>	(Please Print)		Attendee Signature	
Attest:				
			By: Municipal Mayor	
Municipal Clerk			Municipal Mayor	
Attest:				
Kelly Mager, Cle	rk of the Board		By: Shanel Y. Robinson, Commissioner Dir	ector

COURSE #	152			
COURSE NAME	Bloodborne Pathogens Refresher			
DESCRIPTION	This is a refresher class for employees who may provide first aid or medical treatment, clean up blood or body fluids after an incident, or have other incidental exposure to blood or body fluid.			
	Key areas that will be covered include:			
	<ul> <li>How bloodborn</li> </ul>	How bloodborne diseases are transmitted		
		actice and engineerin		
		Protective Equipmer		
	• Clean up and di	sposal using Body Flu	iid Disposal Kits	
	Note: The PEOSH	I Bloodborne Pathoge	ens Standard requires Annual Refresher Training.	
COURSE TYPE	Workplace Safety	,		
TARGET AUDIENCE				
PREREQUISITE				
SCHEDULE	<u>Date</u>	<u>Time</u>	Location	
	3/20/2024	2:00pm-3:00pm	Emergency Services Training Academy, Classroom B	
	4/17/2024	2:00pm-3:00pm	Emergency Services Training Academy, Classroom B	
	5/9/2024	2:00pm-3:00pm	Emergency Services Training Academy, Classroom B	
	6/12/2024	2:00pm-3:00pm	Emergency Services Training Academy, Classroom A	
	7/10/2024	2:00pm-3:00pm	Emergency Services Training Academy, Classroom B	
	8/8/2024	2:00pm-3:00pm	Emergency Services Training Academy, Classroom B	
	9/18/2024	2:00pm-3:00pm	Emergency Services Training Academy, Classroom B	
	10/9/2024	2:00pm-3:00pm	Emergency Services Training Academy, Classroom C	

COURSE #	155		
COURSE NAME	Confined Space S	afety	
DESCRIPTION	confined space lo	cations. Key operat	ovided regarding critical information you need to know while working in ions that will be reviewed include: Reviewing safe practices in the work ecks and handling emergencies.
COURSE TYPE	Workplace Safety	,	
TARGET AUDIENCE			
PREREQUISITE			
SCHEDULE	<u>Date</u>	<u>Time</u>	Location
	2/21/2024	9:00am-2:00pm	Emergency Services Training Academy, Classroom B
	3/21/2024	9:00am-2:00pm	Emergency Services Training Academy, Classroom B
	10/8/2024	9:00am-2:00pm	Emergency Services Training Academy, Classroom C
	11/7/2024	9:00am-2:00pm	Emergency Services Training Academy, Classroom B

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>	Location
	5/22/2024	9:00am-4:00pm	Emergency Services Training Academy, Classroom C
	9/20/2024	9:00am-4:00pm	Emergency Services Training Academy, Classroom B
	11/14/2024	9:00am-4:00pm	Emergency Services Training Academy, Classroom B

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>	Location
	6/18/2024	9:00am-3:30pm	Emergency Services Training Academy, Classroom A
	7/18/2024	9:00am-3:30pm	Emergency Services Training Academy, Classroom A
	9/6/2024	9:00am-3:30pm	Emergency Services Training Academy, Classroom A
	10/23/2024	9:00am-3:30pm	Emergency Services Training Academy, Classroom A
	11/6/2024	9:00am-3:30pm	Emergency Services Training Academy, Classroom A

Emergency Services Training Academy, Classroom A

12/4/2024 9:00am-3:30pm

COURSE #	170		
COURSE NAME	Forklift Certificati	ion	
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			
PREREQUISITE			
SCHEDULE	Date	<u>Time</u>	Location
	6/6/2024	9:00am-2:00pm	Emergency Services Training Academy, Classroom B
	9/17/2024	9:00am-2:00pm	Emergency Services Training Academy, Classroom B

COURSE #	171	
COURSE NAME	Forklift Testing	
DESCRIPTION	Testing day will consist of sched operate different forklifts.	uled testing every 20 minutes until each participant has had a chance to
COURSE TYPE	Workplace Safety	
TARGET AUDIENCE		
PREREQUISITE		
SCHEDULE	<u>Date</u> <u>Time</u>	Location
	10/8/2024 9:00am-2:00	Emergency Services Training Academy, Classroom C
	10/10/2024 9:00am-2:00	DM Emergency Services Training Academy, Classroom B

COURSE #	536		
COURSE NAME	Hazard Communication/Right to Know		
DESCRIPTION	Refresher training for employees who use chemicals at work. The program covers the required topics under the PEOSH (NJAC 12:100-7) and OSHA 29 CFR 1910.1200) Hazard Communication Standards (also known as "Right to Know"). The following information will be covered in this program: The OSHA/PEOSH Hazard Communication Standards and the NJ Worker and Community Right to Know Act, recognizing hazardous substances in the workplace, physical and health hazards of chemicals, measures to protect against exposure to chemicals, reading and understanding Safety Data Sheets (SDSs) and Hazardous Substance Fact Sheets (HSFSs), Written Hazard Communication Plans and the NJ Worker and Community Right to Program labeling, reporting, and employee notification requirements.		
COURSE TYPE	Workplace Safety		
TARGET AUDIENCE	NJ PEOSH regulations require refresher training at least every two years for public employees who use hazardous substances in the work place.		
PREREQUISITE			
SCHEDULE	<u>Date</u> <u>Time</u> <u>Lc</u>	ocation	
	3/20/2024 1:00pm-2:00pm Er	mergency Services Training Academy, Classroom B	

3/20/2024	1:00pm-2:00pm
4/17/2024	1:00pm-2:00pm
5/9/2024	1:00pm-2:00pm
6/12/2024	1:00pm-2:00pm
7/10/2024	1:00pm-2:00pm
8/7/2024	1:00pm-2:00pm
9/18/2024	1:00pm-2:00pm
10/9/2024	1:00pm-2:00pm

Emergency Services Training Academy, Classroom B Emergency Services Training Academy, Classroom B Emergency Services Training Academy, Classroom A Emergency Services Training Academy, Classroom B Emergency Services Training Academy, Classroom B Emergency Services Training Academy, Classroom B Emergency Services Training Academy, Classroom B

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>	Location
	2/27/2024	9:00am-12:00pm	Emergency Services Training Academy, Classroom B
	3/26/2024	9:00am-12:00pm	Emergency Services Training Academy, Classroom B
	10/16/2024	9:00am-12:00pm	Emergency Services Training Academy, Classroom C
	11/12/2024	9:00am-12:00pm	Emergency Services Training Academy, Classroom B