



Registration Information

Preregistration is required for all workshops.

There are three convenient ways to register: online, mail, or fax. See the registration form for details.

Online at www.orshea.org

Click on the "Education" link

Visit our online registration system on the Education page at www.orshea.org. The first time you register for a class using this system, you will receive an online confirmation. You also will receive a follow-up letter that includes your personal identification number (PIN). Next time you register using your new PIN, you will receive online confirmation only.

Students can use their PIN to do the following:

- Register for workshops online
- Preview workshop schedules by topic, date, or location
- Read workshop descriptions
- Review personal workshop attendance history
- Check schedule for future classes
- Cancel a workshop registration
- Maintain personal account information
- Adjust mailing list information

Businesses can do the following:

- Establish a business account to easily manage employee training
- Register groups of employees for workshops
- Add and remove employees from account
- Update account information
- Add and remove employees from mailing lists

Fee

Oregon OSHA does NOT charge a fee for workshops, online courses, or on-site education. These services are funded in part by Oregon employer workers' compensation premium assessments.

Workshop Accessibility

All workshop sites are wheelchair accessible. If you need other accommodations, please inform us when you register.

Cancellations

To cancel a class registration, you can use our online registration system or call our Salem office at **503-947-7443**, or toll-free in Oregon **888-292-5247, option 2**.

We may cancel workshops due to lack of attendance, instructor illness, or emergencies. Those who are registered will be notified.

See inside pages for the 3-month workshop schedule and registration form.

Workshops fill up fast, so register early!

Note: If you need additional information, please call the registration office, in Salem 503-947-7443, or toll-free in Oregon, 888-292-5247, option 2, or visit www.orshea.org and click on the "Education" link.

100 Safety and Health Management - the Basics

Beaverton	3/18/09	8 a.m.
Bend	1/15/09	8 a.m.
Gresham	2/18/09	8 a.m.
Lincoln City	1/21/09	8 a.m.
Medford	1/7/09	8 a.m.
Salem	2/26/09	8 a.m.

101 Safety Committee Basic Training

Beaverton	1/14/09	8 a.m.
Bend	2/24/09	8 a.m.
Eugene	2/11/09	8 a.m.
Eugene	3/18/09	8 a.m.
Gresham	1/7/09	8 a.m.
Klamath Falls	2/25/09	8 a.m.
Medford	1/6/09	8 a.m.
North Bend	3/4/09	8 a.m.
Ontario	3/25/09	8 a.m.
Pendleton	2/4/09	8 a.m.
Salem	1/21/09	8 a.m.
Salem	3/26/09	8 a.m.
Seaside	1/28/09	8 a.m.
Winston	1/13/09	8 a.m.

102 Conducting an Accident Investigation

Beaverton	2/4/09	8 a.m.
Bend	1/14/09	8 a.m.
Eugene	1/29/09	8 a.m.
North Bend	1/21/09	8 a.m.
Pendleton	3/5/09	8 a.m.
Salem	3/25/09	8 a.m.
The Dalles	2/11/09	8 a.m.

103 Conducting a Job Hazard Analysis (JHA)

Beaverton	1/28/09	1 p.m.
Bend	2/25/09	8 a.m.
Gresham	3/4/09	8 a.m.
Seaside	3/26/09	1 p.m.
Winston	3/3/09	8 a.m.

104 Identifying and Controlling Hazards

Beaverton	1/28/09	8 a.m.
Eugene	1/6/09	8 a.m.
Medford	3/17/09	8 a.m.
Salem	2/5/09	8 a.m.
Seaside	3/26/09	8 a.m.

105 Introduction to Safety Training

Beaverton	3/18/09	1 p.m.
Eugene	1/7/09	8 a.m.
Gresham	2/19/09	8 a.m.

106 What to Expect from an OR-OSHA Inspection

Beaverton	2/25/09	8 a.m.
Bend	1/14/09	1 p.m.
North Bend	1/22/09	8 a.m.
Salem	1/21/09	1 p.m.

108 OSHA 300 Recordkeeping

Beaverton	1/13/09	8 a.m.
Eugene	1/28/09	8 a.m.
Salem	3/26/09	1 p.m.
Winston	3/4/09	8 a.m.

112 Safety and the Supervisor

Bend	1/15/09	1 p.m.
Ontario	3/26/09	8 a.m.
Salem	2/25/09	8 a.m.
Seaside	3/25/09	8 a.m.

116 Safety and Health Program Evaluation

Beaverton	2/25/09	1 p.m.
Bend	2/24/09	1 p.m.
North Bend	3/3/09	8 a.m.

119 Safety Accountability

Beaverton	2/26/09	1 p.m.
Bend	3/25/09	8 a.m.
Eugene	2/10/09	8 a.m.
Gresham	1/8/09	8 a.m.
North Bend	1/22/09	1 p.m.

201 Introduction to Ergonomics

Beaverton	1/27/09	1 p.m.
Gresham	1/7/09	1 p.m.

204 Lockout/Tagout and Machine Safeguarding

Beaverton	2/5/09	8 a.m.
Bend	2/25/09	1 p.m.
Eugene	1/6/09	1 p.m.
Klamath Falls	2/26/09	1 p.m.
Salem	2/4/09	1 p.m.

205 Hazard Communication Program

Beaverton	2/4/09	1 p.m.
Bend	3/25/09	1 p.m.
Pendleton	3/4/09	8 a.m.
Seaside	1/28/09	1 p.m.

206 Ergonomics of Manual Material Handling

Beaverton	3/19/09	1 p.m.
Bend	3/24/09	1 p.m.
Pendleton	2/4/09	1 p.m.

207 Ergonomics in the Office

Beaverton	2/5/09	1 p.m.
Eugene	2/11/09	1 p.m.
Klamath Falls	2/26/09	8 a.m.
Winston	3/3/09	1 p.m.

212 Workplace Emergency Action Plan

Beaverton	1/27/09	8 a.m.
Eugene	2/10/09	1 p.m.
Salem	2/26/09	1 p.m.
Winston	1/13/09	1 p.m.

215 Confined Space Safety

Gresham	3/3/09	8 a.m.
Lincoln City	1/21/09	1 p.m.
The Dalles	2/11/09	1 p.m.
Winston	1/14/09	8 a.m.

216 Exposure Control/Bloodborne Pathogens

Beaverton	3/19/09	8 a.m.
Gresham	1/8/09	1 p.m.
Pendleton	2/5/09	1 p.m.
Winston	3/4/09	1 p.m.

217 Hearing Conservation Program

Eugene	1/28/09	1 p.m.
Salem	1/22/09	1 p.m.
Seaside	1/29/09	1 p.m.

220 Motor Vehicles: Planning and Safe Practices

Gresham	2/18/09	1 p.m.
North Bend	3/3/09	1 p.m.
Ontario	3/26/09	1 p.m.
Pendleton	3/4/09	1 p.m.
Salem	3/25/09	1 p.m.

221 Forklift Safety

Bend	3/24/09	8 a.m.
Eugene	1/7/09	1 p.m.
Gresham	3/4/09	1 p.m.
Salem	2/25/09	1 p.m.
Seaside	3/25/09	1 p.m.

PESO - en Español

281 PESO – Ergonomía

Gresham	2/11/09	8 a.m.
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282 PESO – Protección Contra Caídas

Salem	1/8/09	8 a.m.
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285 PESO – Comunicación de Riesgo

Eugene	2/19/09	8 a.m.
Gresham	2/11/09	1 p.m.

286 PESO – Liderazgo en la Seguridad

Eugene	2/18/09	1 p.m.
Gresham	2/10/09	1 p.m.
Salem	1/7/09	1 p.m.

PESO - in English

287 PESO – Safety Training and your Multicultural Workforce

Eugene	2/18/09	8 a.m.
Gresham	2/10/09	8 a.m.
Salem	1/7/09	8 a.m.

301 Fall Protection

Beaverton	1/13/09	1 p.m.
Lincoln City	1/22/09	8 a.m.
Medford	1/6/09	1 p.m.
North Bend	1/21/09	1 p.m.
Pendleton	2/5/09	8 a.m.

302 Excavation Safety

Beaverton	2/26/09	8 a.m.
Eugene	3/17/09	8 a.m.
Klamath Falls	2/25/09	1 p.m.
Salem	2/4/09	8 a.m.

305 Traffic Control Safety

Beaverton	1/14/09	1 p.m.
Eugene	3/17/09	1 p.m.
Medford	1/7/09	1 p.m.
Ontario	3/25/09	1 p.m.
Salem	2/5/09	1 p.m.
The Dalles	2/12/09	8 a.m.

350 Forest Activities

Eugene	1/29/09	1 p.m.
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401 Worker Protection Standard

Gresham	2/19/09	1 p.m.
Medford	3/17/09	1 p.m.
Salem	1/22/09	8 a.m.
Seaside	1/29/09	8 a.m.

Safety for Small Business

700 Safety for Small Business (2 hours)

Eugene	3/18/09	1 p.m.
Gresham	3/3/09	1 p.m.
Lincoln City	1/22/09	1 p.m.
North Bend	3/4/09	1 p.m.
Pendleton	3/5/09	1 p.m.
The Dalles	2/12/09	1 p.m.
Winston	1/14/09	1 p.m.

Workshop Registration Form

Duplicate this form as needed • Use one form per person • Complete all information

(Please print or type)

Name: _____
First Last

Company: _____

Mailing address: _____

City: _____ State: _____ ZIP: _____

Phone: (_____) _____ Fax: (_____) _____

E-mail address: _____

If you require special accommodations, see contact information below.
 Please submit your registration only once, either online, by mail, or fax.

Class #	Date	Location
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Example: 999	3/17/09	Salem
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Completing this registration form puts you on the Oregon OSHA Public Education mailing list for future workshop information, OR choose one of the following options:

- I DO NOT wish to be added to the mailing list.
- I wish to receive multiple copies. Total copies to send: _____
- I would like more information about free on-site *CONSULTATIONS*. (A confidential service from Oregon OSHA)

Directions to the workshops will be sent with your confirmation.

Online registration

www.orosha.org

click on the "Education" link



Mail or fax registration

Mail:

Oregon OSHA Public Education
 P.O. Box 14480
 Salem, OR 97309-0405

Fax: 503-947-7462

Questions or cancellations

Call:

Salem office
 503-947-7443

or toll-free in Oregon
 888-292-5247, option 2

Workshop Descriptions

All classes are approximately 4 hours, unless otherwise specified.

100 Safety and Health Management — the Basics

You will learn about: the *seven* elements of an effective safety and health management program; best practices in managing safety systems; and overcoming obstacles to safety management.

101 Safety Committee Basic Training

You will learn about: the role and purpose of the safety committee; employer and employee responsibilities; and safety committee training requirements.

102 Conducting an Accident Investigation

You will learn about: why accident and incident investigations are important; and the seven-step process for conducting an accident investigation. This how-to workshop builds on the basic introduction in class 101 - Safety Committee Basic Training.

103 Conducting a Job Hazard Analysis (JHA)

You will learn how to: determine which jobs need a JHA; prioritize hazardous tasks; develop the steps of a task; analyze steps for hazards; write an effective safe job procedure; use the JHA to improve safety programs; and use the JHA as a training tool. Conducting JHAs is required for all companies intending to achieve Safety and Health Achievement Recognition Program (SHARP) certification.

104 Identifying and Controlling Hazards

You will learn about: the types of workplace hazards; prioritizing hazard correction; developing a safety inspection checklist; the walk-around safety inspection; engineering and management controls; and writing an effective safety inspection report. This workshop builds on the introduction in class 101 - Safety Committee Basic Training.

105 Introduction to Safety Training

You will learn about: the nine-step process in developing and presenting safety training; and developing lesson plans and safety training documentation. More than 100 Oregon OSHA standards specifically require some form of training.

106 What to Expect from an OR-OSHA Inspection

You will learn about: Oregon OSHA services; employee/employer rights and responsibili-

ties; compliance officer rights and responsibilities; inspection priorities; how inspections are conducted; and penalty determination. Helps take the mystery out of the Oregon OSHA compliance inspection process.

108 OSHA 300 Recordkeeping

You will learn about: who is exempt; the location and retention of records; access provisions; reporting requirements; how to fill out the OSHA Form 300 and OSHA Form 300A Summary; determine if an injury or illness should be recorded; calculate days away, restricted, and transferred (DART); and evaluate the form and recognize injury trends and root causes.

112 Safety and the Supervisor

You will learn about: costs and benefits of taking corrective action; the five general safety supervision responsibilities outlined in OAR 437-001-0760(1) – Employer Responsibilities – demonstrating leadership, providing resources, training, oversight, and accountability. Through class discussion and group exercises, you learn about leadership that supports safe behaviors and conditions.

116 Safety and Health Program Evaluation

You will learn about: the four-step evaluation process; conducting a successful evaluation and using it to improve your safety-management system; best practices in safety management for identification, analysis, and evaluation; and SHARP and VPP. Builds on the principles in class 100 – Safety and Health Management – The Basics. Helps you meet safety committee requirements in OAR 437-001-0765(6)(d), to evaluate the employer's accident and illness prevention program.

119 Safety Accountability

You will learn about: the essentials of effective accountability in the workplace; management's obligation to develop and communicate safety rules, provide resources and support, provide appropriate and effective discipline; and safety committee evaluation requirements. Helps you meet safety committee requirements in OAR 437-001-0765(6)(f), for evaluating the employer's accountability system.

201 Introductions to Ergonomics

You will learn about: identifying risk factors in the workplace; methods for reducing or eliminating risk factors; the components of an effective ergonomics program; and what an effective ergonomics program looks like.

204 Lockout/Tagout and Machine Safeguarding

This two-part workshop reviews the requirements in OR-OSHA Div 2/Sub J, 437-002-1910.147, The Control of Hazardous Energy (Lockout/Tagout), and OR-OSHA Div 2/Sub O, Machinery and Machine Guarding.

Lockout/Tagout

You will learn about: the purpose and scope of the lockout/tagout standard; lockout and tagout procedures; training criteria; and periodic inspection criteria.

Machine Safeguarding

You will learn about: Oregon OSHA machine guarding requirements; hazardous motions and actions; guards and devices; and training guidelines.

205 Hazard Communication Program

You will learn how to: write a hazard communication program; complete a chemicals list; conduct employee training; and analyze container labels and Material Safety Data Sheets (MSDS). This how-to workshop guides you through developing and implementing an effective hazard communication program. Provides three credits toward recertification of Oregon certified pesticide applicator licenses.

206 Ergonomics of Manual Material Handling

You will learn about: identification of ergonomic risk factors associated with manual material handling and methods to control those risks.

207 Ergonomics in the Office

You will learn about: health considerations; evaluation of the workstation; controls for cumulative trauma; and the basic principles of ergonomics in the office.

212 Workplace Emergency Action Plan

You will learn about: emergency action plans and fire prevention plans; best practices in creating and maintaining a comprehensive emergency action plan for your workplace; and how to complete a vulnerability analysis.

215 Confined Space Safety

You will learn about: the definition of a confined space and a permit-required confined space; hazards of a permit-required confined space; alternative procedures to control atmospheric hazards; the written program and entry permit system; rescue and emergency services; and training.

Workshop Descriptions

All classes are approximately 4 hours, unless otherwise specified.

216 Exposure Control/Bloodborne Pathogens

You will learn about: the structure of the written exposure-control program; basic information about disease processes and affected organs; examples of engineering, work-practices, and PPE controls; and training requirements.

217 Hearing Conservation Program

You will learn about: the elements of an effective hearing conservation program; how sound can damage hearing; what actions can be taken to prevent hearing loss; and signs that noise could be harming hearing. Introduces an effective approach to preserving hearing over a lifetime of work and play.

220 Motor Vehicles: Planning and Safe Practices

You will learn about: the main elements of managing both vehicle and driver safety; specific components of a driver safety program; and specific components of a vehicle safety program. Anyone who operates a motor vehicle, as part of his or her job, risks being involved in a roadway crash.

221 Forklift Safety

You will learn about: general requirements and design characteristics; stability; lifting personnel; traveling and loading; maintenance and fueling; and training. Helps attendees develop a forklift training program.

301 Fall Protection

You will learn about: the importance of fall prevention planning; fall prevention vs. fall protection; fall protection methods and systems; calculating fall distances using personal fall arrest; rescue planning; and training criteria.

302 Excavation Safety

You will learn about: the role of the “competent person”; planning considerations; specific hazards resulting from excavation work; requirements for protective systems; and Oregon OSHA’s soil-classification methods.

305 Traffic Control Safety

You will learn about: traffic control plans and fundamental principles; required signs and traffic control devices; and high-visibility clothing. An overview of Oregon OSHA’s expectations for traffic control for workers on or adjacent to a roadway during construction, maintenance, utility operations, and emergencies. Acceptable traffic control guidelines from Part 6 of the Federal Highway Administration’s (FHWA) Manual, Uniform Traffic Control Devices (MUTCD) and the Oregon Department of Transportation’s (ODOT) Traffic Control on State Highways for Short Term Work Zones, are emphasized.

350 Forest Activities

You will learn about: the forest activities code; how to involve management and employees in the safety process; the meaning of “competent” and “qualified” person; and the role training plays in forest safety. This workshop is an overview of Division 7 and how it is being addressed.

401 Worker Protection Standard

You will learn about: the Worker Protection Standard; effective training and information for pesticide handlers and workers. This workshop provides four core credit hours toward recertification of Oregon certified pesticide applicator licenses.

New — PESO training

PESO - en Español

281 PESO – Ergonomics / Ergonomía

You will learn how to: identify ergonomic risks; prevent muscle and bone injuries with information on safe manual material handling, workplace design, and tools; and develop real solutions to common ergonomic problems.

Aprenderá como: identificar los riesgos ergonómicos; prevenir lesiones de los músculos y hueso con información sobre el manejo seguro de cargas, diseño del lugar de trabajo y herramienta.; desarrollar soluciones reales a problemas ergonómicos comunes.

282 PESO – Fall Protection / Protección Contra Caídas

You will learn about: the importance of fall prevention planning; fall prevention vs. fall protection; fall protection methods and systems; calculating fall distances using personal fall arrest systems; and rescue planning and training criteria.

Aprenderá sobre: la importancia de planeación para prevención de caídas; prevención de caídas vs. protección contra caídas; métodos y sistemas de protección contra caídas; calculando las distancias de las caídas utilizando sistemas individuales anti-caídas; planeación para rescate y criterio para adiestramiento

285 PESO – Hazard Communication / Comunicación de Riesgo

You will learn about: a hazard communication program; completing a chemicals list; conducting employee training; and labels and material safety data sheets (MSDS).

Aprenderá sobre: un programa de comunicación de riesgo; desarrollar una lista de químicos; llevar a cabo adiestramiento para los trabajadores; etiquetas y hojas de datos de seguridad de los materiales (MSDS).

286 PESO – Safety Leadership / Liderazgo en la Seguridad

You will learn about: the concept of leadership; leadership styles; applying effective recognition and discipline; developing trust and credibility; emphasis is on applying leadership to reduce or eliminate safety hazards.

Aprenderá sobre: el concepto de liderazgo; estilos de liderazgo; la aplicación efectiva de reconocimiento y disciplina; el desarrollo de la confianza y credibilidad; énfasis es la aplicación de liderazgo para reducir o eliminar peligros de seguridad.

PESO - in English

287 PESO – Safety Training and your Multicultural Workforce

You will learn how to: develop a safety culture with your multilingual and multicultural workforce; and overcome language and cultural barriers to form an effective training team to achieve safe work practices

Safety for Small Business

700 Safety for Small Business (2 hours)

You will receive: The program overview; employee training manual; guide to written requirements; instructor’s manual; 10 abbreviated training modules; and 16 master forms for copying.



Oregon Occupational Safety & Health Division
 P.O. Box 14480
 Salem, OR 97309-0405

ADDRESS SERVICE REQUESTED

If you have received this in error or want your address updated or to be removed from our mailing list, please call toll-free in Oregon 888-292-5247, option 2.

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Public Education Workshop Schedule

*3-month schedule
 January - March
 2009*

General Information

Oregon OSHA employee and employer education introduces managers, supervisors, safety committee members, and others to occupational safety and health requirements, technical programs, and safety and health management concepts.

Workshops – Oregon OSHA schedules workshops throughout the state to help employers and employees implement effective safety and health management programs.

Online courses – Many Oregon OSHA workshops are offered online for those unable to attend a workshop or for those who prefer to learn online in the convenience of their home or workplace.

On-site education requests – The goal of the Oregon OSHA Public Education section is to help employers become self-sufficient in safety and health training. The Oregon OSHA focus is to train the trainer, so employers can train their own employees in the future. Requests to Oregon OSHA for on-site education are met based on need, targeted audience, and available resources.

E-mail notification – You can receive e-mail notifications of Oregon OSHA educational opportunities by selecting the Education e-mail list from the “E-mail Notification” link on our Web site. If you wish to receive e-mail notification ONLY, sign up online, then call **503-947-7443** in Salem, or toll-free in Oregon **888-292-5247, option 2**, and we will promptly remove your name from our postal mailing list.

Information – Visit **www.orosha.org**, “Education” link, or call our office in Salem at **503-947-7443**, or toll-free in Oregon **888-292-5247, option 2**.



In compliance with the Americans with Disabilities Act (ADA), this publication is available in alternative formats. Call the Oregon OSHA public information officer, 503-378-3272



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