



## 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](http://www.orshea.org)

##### Click on the "Education" link

Visit our online registration system on the Education page at [www.orshea.org](http://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](http://www.orshea.org) and click on the "Education" link.**

*All classes are approximately 4 hours, unless otherwise specified.*

100 Safety and Health Management – The Basics		
Astoria	2/18/10	1 p.m.
Eugene	3/23/10	8 a.m.
Hillsboro	1/6/10	1 p.m.
Lincoln City	1/27/10	8 a.m.
Medford	1/13/10	8 a.m.
Salem	2/17/10	8 a.m.
101 Introduction to Safety Meetings and Committees		
Astoria	2/17/10	8 a.m.
Bend	2/18/10	8 a.m.
Eugene	1/6/10	8 a.m.
Hillsboro	2/9/10	8 a.m.
Klamath Falls	3/24/10	8 a.m.
Medford	2/4/10	8 a.m.
Ontario	3/25/10	8 a.m.
Roseburg	1/20/10	8 a.m.
Salem	3/9/10	8 a.m.
The Dalles	2/24/10	8 a.m.
Wilsonville	1/5/10	8 a.m.
102 Conducting an Accident Investigation		
Bend	3/11/10	8 a.m.
Eugene	1/5/10	8 a.m.
Gresham	3/3/10	8 a.m.
Klamath Falls	3/25/10	8 a.m.
North Bend	1/28/10	8 a.m.
Ontario	3/24/10	8 a.m.
Wilsonville	1/6/10	8 a.m.
103 Conducting a Job Hazard Analysis (JHA)		
Bend	1/13/10	8 a.m.
Eugene	3/24/10	8 a.m.
Hillsboro	3/11/10	8 a.m.
Salem	3/10/10	8 a.m.
The Dalles	2/25/10	8 a.m.
Wilsonville	2/24/10	1 p.m.
104 Identifying and Controlling Hazards		
Baker City	3/4/10	8 a.m.
Eugene	2/9/10	8 a.m.
Gresham	3/3/10	1 p.m.
Hillsboro	1/6/10	8 a.m.
North Bend	3/23/10	8 a.m.
Pendleton	2/3/10	8 a.m.
Wilsonville	3/10/10	8 a.m.
105 Introduction to Safety Training		
Eugene	3/2/10	1 p.m.
Gresham	1/13/10	1 p.m.
Hillsboro	2/10/10	1 p.m.
Roseburg	1/21/10	1 p.m.
Wilsonville	1/5/10	1 p.m.
106 What to Expect from an OR-OSHA Inspection		
Baker City	3/3/10	8 a.m.
Bend	1/14/10	1 p.m.
Hillsboro	2/9/10	1 p.m.
Pendleton	2/3/10	1 p.m.
Roseburg	2/24/10	1 p.m.
108 OSHA 300 Recordkeeping		
Hillsboro	1/7/10	1 p.m.
Roseburg	1/20/10	1 p.m.
Salem	3/9/10	1 p.m.
The Dalles	1/26/10	8 a.m.
Wilsonville	3/10/10	1 p.m.

112 Safety and the Supervisor		
Astoria	2/17/10	1 p.m.
Eugene	3/3/10	1 p.m.
Hillsboro	3/11/10	1 p.m.
North Bend	3/24/10	1 p.m.
Roseburg	2/25/10	1 p.m.
The Dalles	1/27/10	1 p.m.
116 Safety and Health Program Evaluation		
Eugene	3/2/10	8 a.m.
Hillsboro	2/10/10	8 a.m.
Medford	2/3/10	8 a.m.
The Dalles	2/25/10	1 p.m.
Wilsonville	1/6/10	1 p.m.
119 Safety Accountability		
Bend	2/17/10	8 a.m.
Eugene	2/10/10	1 p.m.
Gresham	3/4/10	8 a.m.
Salem	3/10/10	1 p.m.
The Dalles	1/26/10	1 p.m.
201 Introduction to Ergonomics		
Eugene	3/23/10	1 p.m.
Lincoln City	1/27/10	1 p.m.
Medford	1/14/10	1 p.m.
Pendleton	2/4/10	1 p.m.
204 Lockout/Tagout and Machine Safeguarding		
Bend	3/10/10	1 p.m.
Eugene	3/24/10	1 p.m.
Gresham	3/4/10	1 p.m.
Medford	1/14/10	8 a.m.
205 Hazard Communication Program		
Bend	2/17/10	1 p.m.
Gresham	1/12/10	1 p.m.
Medford	2/4/10	1 p.m.
North Bend	3/24/10	8 a.m.
Ontario	3/25/10	1 p.m.
212 Workplace Emergency Action Plan		
Bend	3/11/10	1 p.m.
Eugene	1/6/10	1 p.m.
Hillsboro	3/10/10	1 p.m.
Lincoln City	1/28/10	1 p.m.
The Dalles	2/24/10	1 p.m.
215 Confined Space Safety		
Baker City	3/4/10	1 p.m.
Bend	3/10/10	8 a.m.
Gresham	1/12/10	8 a.m.
Medford	2/3/10	1 p.m.
Wilsonville	2/23/10	8 a.m.
216 Bloodborne Pathogens		
Baker City	3/3/10	1 p.m.
Bend	2/18/10	1 p.m.
Lincoln City	1/28/10	8 a.m.
Roseburg	2/24/10	8 a.m.
Wilsonville	2/23/10	1 p.m.
217 Hearing Conservation Program		
Astoria	2/18/10	8 a.m.
Gresham	1/13/10	8 a.m.
Hillsboro	1/7/10	8 a.m.
Roseburg	2/25/10	8 a.m.
Wilsonville	2/24/10	8 a.m.

220 Motor Vehicles: Planning and Safe Practices		
Eugene	3/3/10	8 a.m.
Klamath Falls	3/25/10	1 p.m.
Ontario	3/24/10	1 p.m.
Wilsonville	3/11/10	1 p.m.
221 Forklift Safety		
Bend	1/14/10	8 a.m.
Eugene	2/10/10	8 a.m.
Medford	1/13/10	1 p.m.
North Bend	3/23/10	1 p.m.
Salem	2/18/10	8 a.m.
287 Safety Training and Your Multicultural Workforce		
Eugene	2/2/10	1 p.m.
Wilsonville	1/20/10	1 p.m.
301 Fall Protection		
Bend	1/13/10	1 p.m.
Hillsboro	3/10/10	8 a.m.
North Bend	1/27/10	8 a.m.
Pendleton	2/4/10	8 a.m.
Salem	2/17/10	1 p.m.
302 Excavation Safety		
Eugene	2/9/10	1 p.m.
North Bend	1/28/10	1 p.m.
Salem	2/18/10	1 p.m.
The Dalles	1/27/10	8 a.m.
Wilsonville	3/11/10	8 a.m.
350 Forest Activities		
North Bend	1/27/10	1 p.m.
401 Worker Protection Standard		
Eugene	1/5/10	1 p.m.
Klamath Falls	3/24/10	1 p.m.
Roseburg	1/21/10	8 a.m.
PESO - En Español		
281 Ergonomia/Ergonomics		
Gresham	2/17/10	1 p.m.
Medford	3/4/10	8 a.m.
Salem	1/13/10	8 a.m.
282 Proteccion Contra Caidas/ Fall Protection		
Eugene	2/3/10	8 a.m.
Gresham	2/18/10	8 a.m.
Hillsboro	3/17/10	8 a.m.
Wilsonville	1/21/10	8 a.m.
283 Comites de Seguridad y Reuniones de Seguridad/Safety Committees and Safety Meetings		
Eugene	2/2/10	8 a.m.
Gresham	2/17/10	8 a.m.
Hillsboro	3/16/10	8 a.m.
Medford	3/3/10	8 a.m.
Salem	1/12/10	1 p.m.
Wilsonville	1/20/10	8 a.m.
285 Comunicacion de Riesgo/ Hazard Communication		
Hillsboro	3/16/10	1 p.m.
Medford	3/3/10	1 p.m.
Salem	1/12/10	8 a.m.
286 Liderazgo en la Seguridad/ Safety Leadership		
Medford	3/4/10	1 p.m.
Salem	1/13/10	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	<b>Check here to:</b>
Example: 999	1/1/10	Salem	
_____	_____	_____	<input type="checkbox"/> be removed from our postal mailing list.
_____	_____	_____	<input type="checkbox"/> receive e-mail notification only. (must provide e-mail address above).
_____	_____	_____	<input type="checkbox"/> receive multiple postal copies of the workshop schedule. Total copies to be sent: _____
_____	_____	_____	<input type="checkbox"/> receive information about free on-site <b>consultations</b> (a confidential service from Oregon OSHA).
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

Directions to the workshops will be sent with your confirmation.

Online registration	Mail or fax registration	Questions or cancellations
<p><b>www.orosha.org</b></p> <p>click on the "Education" link</p> 	<p><b>Mail:</b></p> <p>Oregon OSHA Public Education                      P.O. Box 14480                      Salem, OR 97309-0405</p> <p><b>Fax:</b> 503-947-7462</p>	<p><b>Call:</b></p> <p>Salem office                      503-947-7443</p> <p>or toll-free in Oregon                      888-292-5247, option 2</p>

# 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 Introduction to Safety Meetings and Committees

**This introductory class discusses:** the role and purpose of the safety meetings and/or committees; 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 six-step process for conducting an accident investigation. This how-to workshop builds on the basic introduction in class *101 – Workplace Safety Meetings and Committees*

## 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 – Workplace Safety Meetings and Committees*.

## 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 responsibilities; 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 – 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, 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, 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.

## 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 Bloodborne Pathogens

**You will learn about:** the bloodborne pathogen rule and the written exposure control plan. Topics will include basic information about routes of exposure, disease processes, control measures, 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.

## 287 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

## 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.

## 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.

## Spanish Training

*En Español*

## 281 Ergonomía / Ergonomics

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

**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.

## 282 Protección Contra Caídas / Fall Protection

**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 antiácidas; planeación para rescate y criterio para adiestramiento

**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.

## 283 Comités de Seguridad y Reuniones de Seguridad / Safety Committees and Safety Meetings

**Aprenderá cómo** los comités de seguridad y reuniones de seguridad pueden ayudar al patrón a reducir o eliminar peligros laborales.

**You will learn** how safety committees and safety meetings can assist the employer to reduce or eliminate occupational hazards.



Oregon OSHA Occupational Safety and Health Program in Spanish

## 285 Comunicación de Riesgo / Hazard Communication

**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).

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

## 286 Liderazgo en la Seguridad / Safety Leadership

**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 en la aplicación de liderazgo para reducir o eliminar peligros de 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.



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.

PRSR STD  
US POSTAGE  
**PAID**  
SALEM OR  
PERMIT NO. 24

# Public Education Workshop Schedule

3-month schedule  
January-March  
2010

## 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**, 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



OR-OSHA 440-3447A (12/09)