

**RISK MANAGEMENT AND SAFETY**  
**COURSE DESCRIPTION CATALOG &**  
**CONTACT INFORMATION**



**Revised July 2015**



**OHIO**  
UNIVERSITY

## **COURSE INFORMATION**

This course description catalog describes courses offered by or through the Department of Risk Management & Safety (RMS). RMS keeps a record of all employees attending RMS-sponsored training. Some courses are open enrollment; however, many are required only of certain employees to meet regulatory requirements. Some courses are required annually, and others are offered only upon request.

Register for RMS courses by calling or emailing the instructor listed for each class. RMS does not notify supervisors individually of their employee's training requirements. Supervisors may contact the RMS with questions or to request employee training data.

### **SUPERVISORS:**

- **Supervisors are responsible for being aware of training required by law for their employees and to keep appropriate records.**
- **Supervisors are responsible to make arrangements for their employees to register for and attend required training.**
- **Supervisors are responsible to make sure your employees attend courses that they are registered for. Some courses are mandatory, and employees who miss required training can cause regulatory liability for the University and their supervisor.**

## EHS COURSE INSTRUCTORS

<b>COURSE</b>	<b>Instructor</b>	<b>Phone</b>	<b>Email</b>
Asbestos Awareness for Custodians & Housekeepers	Nathan Rath	593-1685	<a href="mailto:rathn@ohio.edu">rathn@ohio.edu</a>
Asbestos Awareness for Maintenance Workers	Nathan Rath	593-1685	<a href="mailto:rathn@ohio.edu">rathn@ohio.edu</a>
Asbestos Class II & III - Initial	Nathan Rath	593-1685	<a href="mailto:rathn@ohio.edu">rathn@ohio.edu</a>
Asbestos Class II & III- Annual	Nathan Rath	593-1685	<a href="mailto:rathn@ohio.edu">rathn@ohio.edu</a>
Biosafety Primer	David Schleter	593-1662	<a href="mailto:schleted@ohio.edu">schleted@ohio.edu</a>
Bloodborne Pathogens - Initial	David Schleter	593-1662	<a href="mailto:schleted@ohio.edu">schleted@ohio.edu</a>
Bloodborne Pathogens - Annual	David Schleter	593-1662	<a href="mailto:schleted@ohio.edu">schleted@ohio.edu</a>
Chemical Hygiene (Lab Standard)	David Schleter	593-1662	<a href="mailto:schleted@ohio.edu">schleted@ohio.edu</a>
Confined Space	Jeff Campbell	593-1664	<a href="mailto:campbell@ohio.edu">campbell@ohio.edu</a>
DOT Hazardous Materials Training	Alan Watts	593-4176	<a href="mailto:wattsa@ohio.edu">wattsa@ohio.edu</a>
EHS Aspects of Property Purchase, Renovation, and Demolition	Cliff Hamilton	593-1663	<a href="mailto:hamiltoc@ohio.edu">hamiltoc@ohio.edu</a>
Ergonomics for (your department)	Marty Dagostino	597-9035	<a href="mailto:dagostin@ohio.edu">dagostin@ohio.edu</a>
Fall Hazard Recognition & Prevention	Jeff Campbell	593-1664	<a href="mailto:campbell@ohio.edu">campbell@ohio.edu</a>
Fire Safety	Doug Miller	593-1665	<a href="mailto:milled11@ohio.edu">milled11@ohio.edu</a>
Fire Extinguisher Training	Doug Miller	593-1665	<a href="mailto:milled1@ohio.edu">milled1@ohio.edu</a>
Hazard Communication	Nathan Rath	593-1685	<a href="mailto:rathn@ohio.edu">rathn@ohio.edu</a>
Hazwoper	Cliff Hamilton	593-1685	<a href="mailto:hamiltoc@ohio.edu">hamiltoc@ohio.edu</a>
Hearing Conservation & Noise Control – Initial	Nathan Rath	593-1685	<a href="mailto:rathn@ohio.edu">rathn@ohio.edu</a>

<b>COURSE</b>	<b>Instructor</b>	<b>Phone</b>	<b>Email</b>
Hearing Conservation & Noise Control – Annual	Nathan Rath	593-1685	<a href="mailto:rathn@ohio.edu">rathn@ohio.edu</a>
Hot Work Permit	Jeff Campbell	593-1664	<a href="mailto:campbell@ohio.edu">campbell@ohio.edu</a>
Incident Investigation & Analysis	Jeff Campbell	593-1664	<a href="mailto:campbell@ohio.edu">campbell@ohio.edu</a>
Inorganic Arsenic (Power Plant Staff)	Nathan Rath	593-1685	<a href="mailto:rathn@ohio.edu">rathn@ohio.edu</a>
Lead – Initial	Nathan Rath	593-1685	<a href="mailto:rathn@ohio.edu">rathn@ohio.edu</a>
Lead – Annual	Nathan Rath	593-1685	<a href="mailto:rathn@ohio.edu">rathn@ohio.edu</a>
Lock Out/Tag Out	Jeff Campbell	593-1664	<a href="mailto:campbell@ohio.edu">campbell@ohio.edu</a>
Radiation Safety Orientation	Alan Watts	593-4176	<a href="mailto:wattsa@ohio.edu">wattsa@ohio.edu</a>
Respiratory Protection - Initial	Nathan Rath	593-1685	<a href="mailto:rathn@ohio.edu">rathn@ohio.edu</a>
Respiratory Protection - Annual	Nathan Rath	593-1685	<a href="mailto:rathn@ohio.edu">rathn@ohio.edu</a>
Scaffolding	Jeff Campbell	593-1664	<a href="mailto:campbell@ohio.edu">campbell@ohio.edu</a>
Summer Student General Safety Awareness	Jeff Campbell	593-1664	<a href="mailto:campbell@ohio.edu">campbell@ohio.edu</a>
Trenching & Excavation	Jeff Campbell	593-1664	<a href="mailto:campbell@ohio.edu">campbell@ohio.edu</a>

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## **ASBESTOS AWARENESS FOR CUSTODIANS AND HOUSEKEEPERS**

Asbestos awareness training for custodians and housekeepers working in buildings that have asbestos-containing building materials in them. Required annually.

WHO MAY/MUST TAKE: Custodians and housekeepers with asbestos in their buildings and their supervisors.

PREREQUISITE: Must be in Custodial or Housekeeping

REGULATORY REFERENCE: 29 CFR 1910.1001 – General Industry

ANNUAL REQUIREMENT?: Yes

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## **ASBESTOS AWARENESS FOR MAINTENANCE WORKERS**

Asbestos awareness training for maintenance workers in buildings that have asbestos-containing building materials in them. *NOT FOR ASBESTOS ABATEMENT WORK.*

WHO MAY/MUST TAKE: Maintenance workers with asbestos in their buildings and their supervisors.

PREREQUISITE: Must be in maintenance departments

REGULATORY REFERENCE: 29 CFR 1926.1101

ANNUAL REQUIREMENT?: No

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## **ASBESTOS CLASS II & III - INITIAL**

Required for employees doing occasional work with non-friable, Class II Asbestos materials like floor tile, ceiling tile, transite panels and the like and Class III maintenance on acm.

WHO MAY/MUST TAKE: Any employees approved to disturb Class II & III Asbestos materials.

PREREQUISITE: Supervisor and RMS permission.

REGULATORY REFERENCE: 29 CFR 1926.1101 – Construction

ANNUAL REFRESHER REQUIREMENT?: Yes

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## **ASBESTOS CLASS II & III- ANNUAL**

Required annual review for Asbestos Class II & III certified employees.

WHO MAY/MUST TAKE: Employees approved to do Class II Asbestos work.

PREREQUISITE: Supervisor permission, Asbestos Class II & III- Initial course

REGULATORY REFERENCE: 29 CFR 1926.1101 - Construction

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## **BIOSAFETY PRIMER**

A basic course on principles of biosafety. Introduction to CDC/NIH biosafety levels 1-4, related agents and lab requirements, containment concepts. Introduction to NIH rDNA guidelines, Agent Transfer Law, Packaging, Ohio Infectious Waste Regulations, and related topics.

WHO MAY/MUST TAKE: Interested parties, recommended for biological and biomedical faculty, graduate students, and research associates.

PREREQUISITE: None

REGULATORY REFERENCE: CDC/NIH guidelines, NIH rDNA guidelines

ANNUAL REQUIREMENT?: No

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## **BLOODBORNE PATHOGENS - INITIAL**

Initial training for employees who have not previously taken any bloodborne pathogens courses. Review of OSHA Bloodborne Pathogens Standard, universal precautions, needle requirement changes, and related topics.

WHO MAY/MUST TAKE: Any employee with potential occupational exposure to blood or other potential infectious body fluids. Employees designated in the department's Exposure Control Plan or in department's Bloodborne Pathogens Program.

REGULATORY REFERENCE: 29 CFR 1910.1030

ANNUAL REQUIREMENT?: Yes

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## **BLOODBORNE PATHOGENS - ANNUAL**

Annual refresher and update class required for all employees in bloodborne pathogens program. Required annually.

WHO MAY/MUST TAKE: Any employee with potential occupational exposure to blood or other potential infectious body fluids. Employees designated in the department's Exposure Control Plan or in department's Bloodborne Pathogens Program.

REGULATORY REFERENCE: 29 CFR 1910.1030

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## **CHEMICAL HYGIENE (LAB STANDARD)**

All employees with occupational exposure to hazardous chemicals in the laboratory setting. Required review of OSHA Chemical Hygiene Standard and related lab safety information.

**WHO MAY/MUST TAKE:** All employees with occupational exposure to hazardous chemicals in the laboratory setting (faculty, lab technicians, grad. students, stockroom workers, etc)

**REGULATORY REFERENCE:** 29 CFR 1910.1450

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## **CONFINED SPACE**

Employees who are involved in entering confined spaces and have been designated with confined space entry duties *and* have been authorized by their supervisor and EHS should take this course.

**WHO MUST TAKE IT:** All employees who have been designated as confined space supervisors, attendants, monitors, or entrants.

**PREREQUISITE:** Supervisor and RMS permission

**REGULATORY REFERENCE:** 29 CFR 1910.146

**ANNUAL REQUIREMENT?:** No

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## **D.O.T. HAZARDOUS MATERIALS AND SECURITY MODULE TRAINING**

Training for employees who deliver, sign for, or prepare for shipping packages containing hazardous materials. Also for employees who sign infectious waste manifests for pick up on campus.

**WHO MAY/MUST TAKE:** Any employee transporting hazardous materials in inter- and intrastate commerce.

**PREREQUISITE:** Supervisor permission

**REGULATORY REFERENCE:** DOT HM-126F

**ANNUAL REQUIREMENT?:** Yes (every 2 years)

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## **ENVIRONMENTAL HEALTH AND SAFETY ASPECTS OF PROPERTY PURCHASE, RENOVATION, AND DEMOLITION**

Designed to familiarize planners, project managers, housing administrators, and purchasing agents with the regulatory requirements related to environmental health and safety for the purchase of property and the renovation and demolition of existing structures. Covers residential and commercial property concerns, Phase 1, 2, and 3 environmental audits, asbestos, lead paint, radon, mold, hazardous materials, and related topics. Also covers EPA/HUD lead paint disclosure laws.

WHO MAY/MUST TAKE: Facilities planners, project designers, housing personnel, purchasing agents, health & safety professionals.

PREREQUISITE: None

REGULATORY REFERENCE: OSHA, EPA, HUD, ODH, and others

ANNUAL REQUIREMENT?: No

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## **ERGONOMICS FOR (your department)**

Basic ergonomic training tailored to your department's job tasks and tools, as part of workplace ergonomic assessment of the department.

WHO MAY/MUST TAKE: Determined by department with Professional Ergonomist.

PREREQUISITE: None

REGULATORY REFERENCE: None

ANNUAL REQUIREMENT?: No

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## **FALL RECOGNITION AND PREVENTION**

Basic fall hazard recognition will be presented. Fall prevention techniques such as guarding, fall harnesses, lanyards, and arrest devices, proper use of ladders and other devices will be discussed.

WHO MAY/MUST TAKE: Any employees working more than 6' off the ground where fall hazards exist.

PREREQUISITE: None

REGULATORY REFERENCE: 29 CFR 1926. Subpart M and others

ANNUAL REQUIREMENT?: No. Renewed every 3 years



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## **FIRE SAFETY**

This is a basic course on fire safety. Topics to be discussed include, but are not limited to: Common fire hazards, exits, and fire safety equipment.

WHO MAY/MUST TAKE: Any Employee

PREREQUISITE: None

REGULATORY REFERENCE: 29CFR1910.38, NFPA 10

ANNUAL REQUIREMENT: No

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## **FIRE EXTINGUISHER TRAINING**

This is a general course on the different type of fire extinguishers and when and how to use them. Some basic fire principles will also be discussed. This is a hands-on training. Closed-toed shoes must be worn.

WHO MAY/MUST TAKE: Any Employee

PREREQUISITE: None

REGULATORY REFERENCE: OSHA 1910.157(g), NFPA 10 ANNUAL

REQUIREMENT: Yes

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## **HAZARD COMMUNICATION**

Required review of OSHA Hazard Communication Standard. Employee Right-to-Know training covering chemical hazards, labeling, SDS, emergencies and the like.

WHO MAY/MUST TAKE: Any employee who uses hazardous chemicals in the workplace (non-laboratory).

PREREQUISITE: Supervisor permission

REGULATORY REFERENCE: 29 CFR 1910.1200

ANNUAL REQUIREMENT?: No

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## **HAZWOPER (Hazardous Waste Operations & Emergency Response)**

Gain an understanding of what hazardous materials are, their risks in an incident, and the potential outcome of an emergency created when hazardous materials are present.

**WHO MAY/MUST TAKE:** Individuals who are likely to witness or discover a hazardous substance release, and who are responsible for initiating the emergency response sequence.

**PREREQUISITE:** Courses are done in a series. Contact course instructor to determine what level to begin.

**HOURS:** 24 hours for initial training—8 hours for annual refresher training

**REGULATORY REFERENCE:** 1910.120(9)

**ANNUAL REQUIREMENT:** Yes

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## **HEARING CONSERVATION AND NOISE CONTROL - INITIAL**

Training on causes and prevention of noise-induced hearing loss, hearing protection, and the OSHA Noise Standard.

**WHO MAY/MUST TAKE:** Any employee who works in areas with eight-hour time-weighted average noise exposure of 85 dBA or more who are enrolled in the Hearing Loss Prevention Program.

**PREREQUISITE:** Supervisor and RMS permission

**REGULATORY REFERENCE:** 29 CFR 1910.95

**ANNUAL REQUIREMENT?:** Yes

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## **HEARING CONSERVATION AND NOISE CONTROL - ANNUAL**

Annual refresher/update training for employees in the Hearing Conservation Program

**WHO MAY/MUST TAKE:** Any employees who are enrolled in the Hearing Loss Prevention Program.

**PREREQUISITE:** Supervisor permission, Noise Control and Hearing Loss Prevention - Initial course

**REGULATORY REFERENCE:** 29 CFR 1910.95

**ANNUAL REQUIREMENT:** Yes

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## **HOT WORK PERMIT**

WHO MAY/MUST TAKE: Anyone interested or who must perform hot work.

PREREQUISITE: None

REGULATORY REFERENCE: 29 CFR 1910

ANNUAL REQUIREMENT?: No

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## **INCIDENT INVESTIGATION & ANALYSIS**

Causation and prevention of injuries and incidents will be reviewed. Basic principle of incident investigation and analysis will be discussed. Finding the root causes, contributing factors, and seeking solutions will be highlighted. The OHIO Incident Report Form and investigation system will be reviewed.

WHO MAY/MUST TAKE: Anyone interested or who must investigate and sign accident reports.

PREREQUISITE: None

REGULATORY REFERENCE: 29 CFR 1910

ANNUAL REQUIREMENT?: No

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## **INORGANIC ARSENIC (Heating Plant Staff)**

Training required for workers that have potential exposure to inorganic arsenic in coal dust during cleaning of the boilers at the Lausche Heating Plant.

WHO MAY/MUST TAKE: Anyone who enters boilers at the power plant.

PREREQUISITE: None (but Confined Space training is a requirement for entry also)

REGULATORY REFERENCE: 29 CFR 1910.1018

ANNUAL REQUIREMENT?: Yes

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## **LEAD IN THE WORKPLACE - INITIAL**

Initial training for employees that work with lead in construction; demolition; paint and scraping lead paint; welding, etc,

WHO MAY/MUST TAKE: Any employee with occupational exposure to lead paint or other sources of lead in the workplace.

PREREQUISITE: Supervisor permission

REGULATORY REFERENCE: 29 CFR 1926.62, 29 CFR 1910.1025

ANNUAL REQUIREMENT?: Yes

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## **LEAD IN THE WORKPLACE - ANNUAL**

Required annual refresher/update for employees occupationally exposed to lead hazards in the workplace.

WHO MAY/MUST TAKE: Any employee with occupational exposure to lead hazards in the workplace.

PREREQUISITE: Supervisor permission, Lead In the Workplace - Initial course

REGULATORY REFERENCE: 29 CFR 1926.62, 29 CFR 1910.1025

ANNUAL REQUIREMENT: Yes

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## **LOCK OUT/TAG OUT**

This class covers the Ohio University procedure for specifying the minimum locking, tagging, clearing, and trying steps necessary to render machinery, equipment, and process in a safe condition for maintenance or service work to be performed.

WHO MAY/MUST TAKE: This procedure applies to Ohio University employees who are working on equipment at Ohio University.

PREREQUISITE: None

REGULATORY REFERENCE: 1910.147

ANNUAL REQUIREMENT: Every three years

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## **RADIATION SAFETY ORIENTATION**

Basic radiation safety training for all employees working with radiation materials in laboratories.

WHO MAY/MUST TAKE: All employees who will become “authorized radiation workers”

PREREQUISITE: None

WHEN OFFERED: As requested. Contact Radiation Safety Officer

REGULATORY REFERENCE: OAC 3701: 1-38

ANNUAL REQUIREMENT: No

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## **RESPIRATORY PROTECTION - INITIAL**

Training for employees on the proper use of respirators and requirements of the Ohio University Respiratory Protection Program.

WHO MAY/MUST TAKE: Any employee who must wear a respirator as a result of a workplace assessment by RMS.

PREREQUISITE: Supervisor and EHS permission

REGULATORY REFERENCE: 29 CFR 1910.134

ANNUAL REQUIREMENT?: Yes

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## **RESPIRATORY PROTECTION - ANNUAL**

Annual refresher for employees enrolled in the Ohio University Respiratory Protection Program.

WHO MAY/MUST TAKE: Any employee enrolled in the O.U. Respiratory Protection Program and who uses a respirator.

PREREQUISITE: Supervisor permission, Respiratory Protection - Initial course

REGULATORY REFERENCE: 29 CFR 1910.134

ANNUAL REQUIREMENT: Yes

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## **SCAFFOLDING**

Basic safety training for the safe erection and use of various types of scaffolding.

WHO MAY/MUST TAKE: Required for anyone that must erect, use, or work off scaffolding.

PREREQUISITE: None

REGULATORY REFERENCE: 29 CFR 1926.450-.454

ANNUAL REQUIREMENT?: No

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## **TRENCHING AND EXCAVATION**

Basic safe excavation of trenches and holes in soil is reviewed. Shoring, sloping, benching, and equipment uses is reviewed.

**WHO MAY/MUST TAKE:** Any employee required to dig or get into trenches or excavations. All heavy equipment operators.

**PREREQUISITE:** None

**WHEN OFFERED:** As needed, contact EHS

**REGULATORY REFERENCE:** 29 CFR 1926.650

**ANNUAL REQUIREMENT?:** No