



Course Syllabus

SUMMARY: Safety University (Safety U.!) will provide students with an in-depth exploration of the critical aspects of the Occupational Safety and Health Administration's General Industry Standards found at 29 CFR 1910.

REQUIREMENTS: Students will be required to log into a web-based meeting. A desktop computer with a webcam is required. Participating via smartphone is not recommended. Students will also be required to attend two in-person sessions being held in April and November of 2024. In order to graduate and receive a certificate, students must attend each monthly training and complete all assignments, so it is imperative for the student to set this time aside.

TOTAL TIME REQUIRED: approximately 20 hours on-line classroom time. An additional 5 hours for each in-person session will be required in April and November.

April 3 2024 – 5 hours (in-person - Agawam)

1. Introduction
 - a. Why Is Safety Important
 - b. What Will You Learn in the Course
 - c. Planning the Year in Advance (deadlines, and other important dates)
2. OSHA
 - a. OSHA's Mission
 - b. Safety and Health Standards
 - c. Employer Responsibilities
 - d. Worker Rights and Responsibilities
 - e. Recordkeeping
 - f. Access to Records
 - g. Whistleblower Protections
3. Recordkeeping
 - a. OSHA 300, 300A, and 301
 - b. Other Important Records (e.g., Industrial Hygiene, Medical Records, Safety Data Sheets, Hazardous Waste Manifests, etc.)

April 17, 2024 – 2 hours (virtual)

4. Subpart D: Walking Working Surfaces
 - a. General Requirements
 - b. Ladders
 - c. Stairways
 - d. Fall Protection

5. Subpart E: Exit Routes and Emergency Planning
 - a. Compliance with Alternate Exit Route Codes (NFPA: Life Safety Code 101)
 - b. Requirements for Exit Routes
 - c. Emergency Action Plans
 - d. Fire Prevention Plans
6. Subpart F: Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms

May 1, 2024 – 2 hours (virtual)

7. Subpart Z: Toxic and Hazardous Substances
 - a. Access to Employee Exposure and Medical Records
 - b. Bloodborne Pathogens
 - c. Hazard Communication
 - d. Retention of DOT Markings, Placards, and Labels
8. Subpart H: Hazardous Materials
 - a. General Requirements, Chemicals Covered by This Section
 - b. Process Safety Management (PSM)
 - c. HAZWOPER
9. Chemical Safety Workshop

May 15, 2024 – 2 hours (virtual)

10. Subpart J: General Environmental Controls
 - a. Specifications for Color Codes and Accident Prevention Signs
 - b. Permit Required Confined Spaces
 - c. Control of Hazardous Energy (Lockout/Tagout)

June 5, 2024 – 2 hours (virtual)

11. Subpart K: Medical and First Aid
12. Subpart L: Fire Protection
 - a. Portable Fire Extinguishers
 - b. Alarm Systems
13. Subpart M: Compressed Gas and Compressed Air Equipment

June 19, 2024 – 2 hours (virtual)

14. Subpart I: Personal Protective Equipment
 - a. Eye and Face Protection
 - b. Respiratory Protection
 - c. Head Protection
 - d. Foot Protection
 - e. Electrical Protective Equipment
 - f. Hand Protection
 - g. Personal Fall Protection Systems
15. PPE Assessment Workshop

September 4, 2024 – 2 hours (virtual)

16. Subpart N: Materials Handling and Storage
 - a. Powered Industrial Trucks
 - b. Overhead and Gantry Cranes
17. Subpart O: Machinery and Machine Guarding
18. Body Mechanics – proper lifting techniques and the benefits of stretching

September 18, 2024 – 2 hours (virtual)

19. Subpart P: Hand and Portable Powered Tools and Other Hand-Held Equipment
20. Subpart Q: Welding, Cutting, and Brazing
 - a. Hot Work Permits
21. Subpart S: Electrical Safety

October 2, 2024 – 2 hours (virtual)

22. Accidents/Incidents
 - a. Accident and Near Miss Reporting
 - b. Accident vs. Incident Mindset
 - c. Accident Investigation
23. Audits and Inspections
 - a. Forklift Inspection
 - b. General Facility Safety Inspection
24. Accident Investigation Workshop

October 16, 2024 – 2 hours (virtual)

25. Principles of Safety Management
 - a. Effective Management
 - b. Safety Leadership
26. Safety Leadership Case Study

November 6, 2024 – 2 hours (virtual)

27. Hazardous Waste
 - a. Collection and Storage
 - b. Marking and Labeling
 - c. Shipping
28. Other Environmental Issues
 - a. Air Emissions

November 20, 2024 – 5 hours (in person - Agawam)

29. Review/Final Exam
30. Graduation