

Training Topics Offered by IAMU

Asbestos --Awareness

Approx. 2 Hours

Who should attend: **Everyone, but especially** Maintenance and custodial personnel who perform assigned work around asbestos containing materials, but who (1) are not engaged in asbestos abatement or clean-up activities, asbestos manufacturing processes or automotive brake and clutch repair, (2) do not handle or use asbestos containing materials and/or (3) are not exposed to airborne asbestos levels at or above exposure limits promulgated by the Occupational Safety and Health Administration.

CEU's not available

Required: As needed

Backhoe Safety

2 Hours

Who should attend: Those employees that work around or operate a Backhoe. This session will review and discuss the use of backhoe safe practices and procedures to eliminate and control hazards. Discussion will include inspection, moving and operating, excavating and loading procedures, as well as working around a backhoe.

.2 CEU's available (*Good for WD and WW only*)

Required: Every 2 years

Bloodborne Pathogens -- Basic

2 Hours

Who should attend: All employees. This session addresses the dangers of Bloodborne Pathogens.

.2 CEU's available (*Good for WW only*)

Required: Annually

Bucket Truck Rescue

Approx. 4 Hours

Who should attend: Required annually for city crews and personnel that use a bucket truck for changing street lights or setting seasonal decorations / banners on utility poles or other structures. This session will provide hands-on practice regarding the rescue of an injured person from a bucket truck, setting outriggers, fall protection and surrounding hazard recognition. Limit: 20 people

CEU's not available

This class is required: Annually

Chain Saw / Brush Cutter Safety

Approx. 2 Hours

Who should attend: Those employees working with or around Chain Saws or Brush Cutters. Participants will gain an increased awareness of the hazards and regulations associated with Chain Saw operation. Also covered will be grounds keeping, tree trimming, bugs & critters.

CEU's not available

Required: Every 2 years

CLASS TITLE**LENGTH****Chains, Slings, Wire Rope, Lifting Devices**

2 Hours

Who should attend: Employees handling material with a lifting device. This course includes specific criteria to evaluate chains, slings and wire ropes. If available, on-site material will be inspected and participants will be given the opportunity to practice evaluation skills.

.2 CEU's available (*Good for WT, WD and WW*)

Required: Every 2 years

Chlorine Safety

2 Hours

Who should attend: Those employees handling gaseous or liquid chlorine.

.2 CEU's available (*Good for WT, WD and WW*)

Required: Every 2 years

Confined Space -- Basic

2 Hours

Who should attend: Employees working in or around confined spaces. This session will address identifying, assessing and controlling the hazards found in confined spaces.

.2 CEU's available (*Good for WT, WD and WW*)

Required: Annually

CPR – AED / First Aid

Approx. 4 Hours

Who should attend: Everyone needing to be certified for first aid or CPR as part of his/her work responsibilities. IAMU trains only **Workplace CPR and First Aid** (no child or infant). First 3 hours cover CPR and AED / Last 1 hour covers First-Aid

CEU's not available

CPR and First Aid required every 2 years

Defensive Driving

Approx. 2 Hours

Who should attend: Employees who operate a city/utility vehicle or drive a personal vehicle. This session will emphasize what to look for while you are driving and review important defensive driving procedures.

CEU's not available

Required: As needed

Developing or Auditing a Written Program

(per two programs)

Approx. 6 Hours

Who should attend: Those people supervising and developing these safety programs. This session will “walk you through” developing a written program.

CEU's not available

Required: As needed

CLASS TITLE**LENGTH****Diversity in the Workplace**

Approx. 2 Hours

Who should attend: Managers, supervisors and foremen--but good for all employees. This session will address the unique skills and abilities of all people within the workplace. Diversity enhances teamwork.

CEU's not available**Required: As needed****Drug & Alcohol Employee/Supervisor Training**

Approx. 2 Hours

Who should attend: Supervisors, managers, safety coordinators, CDL operators, plan administrators and gas employees but good for all employees. This session will address the effects of drugs and alcohol on the body, how to know if someone is on drugs, and give suggestions as to what an individual can do about it.

CEU's not available**Required: Annually for gas utilities and CDL's; as needed for all others****Electric Power Generation, Transmission & Distribution**

Approx. 6 - 8 Hours

Who should attend: Good for all employees working for an electric utility. This is a very good session for the General Manager. This session outlines the OSHA 269 STANDARDS and will inform you on all the written programs that are needed to comply with this standard.

CEU's not available**Required: As needed****Electrical Safety (Basic)**

2 Hours

Who should attend: Employees working around electricity. (This class not intended for electrical personnel.) This session will address how electricity works and how to stay safe around it. It does not address high voltage systems, but instead deals with the "plug-in" voltage people encounter every day.

.2 CEU's available (*Good for WT, WD and WW*)**Required: Every 2 years****ELECTRIC SAFETY: High Voltage Personal Protective Equipment**

Approx. 4 Hours

Who should attend: All electrical personnel repairing or working with voltage above 600 volts. This session will emphasize high voltage hazards and required PPE for electrical personnel. It will cover the selection, care, inspection and maintenance of applicable PPE.

CEU's not available**Recommended: Annually**

CLASS TITLE**LENGTH****ELECTRIC SAFETY: High Voltage Lockout-Tagout and Switching Procedures**

Approx. 4 Hours

Who should attend: All employees repairing or working with voltage above 600 volts. This session will cover working on energized equipment with live line tools. It will also cover load break elbow operation, approved tools, underground & overhead switching procedures and air brake switch maintenance. The session will also cover an explanation of Arc Flash categories and review the requirements of the 2007 NESC-required arc hazard assessment to determine employee exposure and proper clothing systems.

CEU's not available**Recommended: Annually****ELECTRIC SAFETY: Safe Wooden Pole Handling and Hazards of Cell Phone Usage**

Approx. 4 Hours

Who should attend: Employees involved in pole changeouts. This session will teach the proper method to safely load, transport and install new poles. Loading techniques will also include the removal of old poles onto a trailer. Class will also demonstrate the dangers of cell phone usage and the importance of complete concentration while working under certain conditions.

CEU's not available**Recommended: Annually****Emergency Preparedness**

2 Hours

Who should attend: All employees responsible for the care of people in public buildings. This session will discuss how to plan for the disasters that might occur.

.2 CEU's available (*Good for WT, WD and WW*)**Required: Every 3 years****Ergonomics (Back Power, Strains and Sprains)**

Approx. 2 Hours

Who should attend: Good for all employees and a must for those that do lifting, data entry and extensive keyboarding. This session will deal with the problems of over-exertion and other injuries caused by repetitive motion. The course will focus on proper field and office ergonomics, as well as musculoskeletal disorders that occur in the workplace.

CEU's not available**Required: As needed****Fall Protection, Manlifts and Scissor Lifts**

Approx. 2 Hours

Who should attend: Employees working on roofs while performing building maintenance and using equipment which is part of a powered platform installation, such as platforms, stabilizing components, carriages, outriggers, davits and hoisting machines. It will also cover the "Six-Foot Fall Rule."

CEU's not available**Required: Annually**

CLASS TITLE**LENGTH****Fire Extinguisher Safety & Fire Protection**

Approx. 2 Hours

Who should attend: Good for all employees. This session will address the proper use and selection of the fire extinguisher as well as the elements required for a fire to occur.

CEU's not available**Required: Annually****Flagger Safety**

Approx. 2 Hours

Who should attend: Required for all employees controlling vehicle movement near or within the traffic control work zone on DOT highways, streets or roads.

CEU's not available**Required: Annually****Forklift Operator Training**

Approx. 3 Hours

Who should attend: All employees operating forklifts. New employees must have this training before operating a forklift without supervision. Subsequent training is required for cause. At least every three years an annual practical skill evaluation is required for operators of power industrial trucks with loading / lifting devices. This class will review appropriate operating procedures and other safety measures that will protect employees and meet current OSHA requirements. This site specific Forklift training consists of classroom and practical evaluation.

CEU's not available**Required for new employees and for cause; recommended every 3 years for all operators****Gas Safety -- Basic**

Approx. 2 Hours

Who should attend: All employees working in a building heated by natural or propane gas. The content of this course has been deemed important for gas operator qualification. The basic hazards of natural gas are presented and discussed. Although this class is good for all employees, it is especially appropriate for those people who field incoming calls regarding natural gas leaks or gas system problems.

CEU's not available**Required: As needed****Harassment (Sexual and Other)**

Approx. 2 Hours

Who should attend: All Employees. This session will address proper communication between genders in the workplace. Harassment is not just about sex anymore and this class will instruct participants how to protect themselves from all harassment situations and proper ways to report incidents.

CEU's not available**Required: As needed**

CLASS TITLE**LENGTH****Hazard Communication (Right to Know)**

2 Hours

Who should attend: Good for all employees. This session will address basic information you need to know about chemicals in the work place plus the hazardous effects of chemicals, how to handle them, and the first aid needed if you become over-exposed.

.2 CEU's available (*Good for WT, WD and WW*)

Required: Annually

Hearing Conservation – Awareness

Approx. 2 Hours

Who should attend: **ALL employees involved in a hearing conservation program (those working in environments above 85dB) need to attend this class EVERY year.** It is also good for all employees to help them understand the importance of protecting their hearing.

CEU's not available

Required annually for those in a hearing conservation program; every 2 years for others

Hearing Base Line or Annual Test

Varies

Who should attend: All employees needing a baseline or annual hearing test.

CEU's not available

Required annually for those in a hearing conservation program

Lab Safety -- Awareness

2 Hours

Who should attend: Employees working in labs. This session will explain how to work with lab chemicals safely.

.2 CEU's available (*Good for WT and WW only*)

Required: Every 2 years

Ladder Safety – Basic

2 Hours

Who should attend: Employees required to climb or make use of a ladder. This session will address the selection, care and use of a ladder.

.2 CEU's available (*Good for WT, WD and WW*)

Required: As needed

Leadership by Empowerment

Approx. 2 Hours

Who should attend: Good for all employees -- a must for Supervisors, Foremen and Managers. This course deals with important concepts of leadership and management. Participants will discuss the elements of good management, including organizational skills, prioritization of work, proper delegation, communication skills, effective discipline, and motivation of employees.

CEU's not available

Required: Every 3 years

Lockout/Tagout (Awareness)

2 Hours

Who should attend: All employees repairing or working around equipment with stored energy.

.2 CEU's available (*Good for WT, WD and WW*)

Required: Annually

CLASS TITLE**LENGTH****Material Handling and Storage**

Approx. 2 Hours

Who should attend: Good for all employees but especially for those people with jobs that require handling material—manually or otherwise. Importance of proper storage and critical injury risk factors will be addressed.

CEU's not available**Required: Every 2 – 3 years****Math for Water & Wastewater Operators**

2 Hours

This course deals with the many mathematical equations a water/wastewater employee must understand to be an effective operator.

.2 CEU's available (*Good for WT, WD and WW*)**Required: Every 2 years****Mock OSHA Walkthrough**

Approx. 2-4 Hours

Who should attend: A representative should be designated to accompany the instructor during the walkthrough of all facilities (as time allows). The instructor will make an informal inspection for possible safety issues and OSHA violations. The representative should prioritize the order in which facilities are evaluated to make best use of time. Following the walkthrough a written report will be generated and returned for your review.

CEU's not available. This is not an employee training.**New Employee / Seasonal Employee Orientation**

Approx. 6 Hours

Who should attend: All new and seasonal employees. This session will address basic OSHA regulations and safety rules.

CEU's not available**Required: As needed****OSHA Program Review**

Approx. 4 Hours

Who should attend: Only the employee(s) responsible for the development and upkeep of the written programs need attend. During the visit the instructor will review the programs for compliance and determine if additional programs are needed.

CEU's not available. This is not an employee training.**OSHA Record Keeping Audit**

Approx. 2 Hours

Who should attend: Only the designated employee(s) from the host city need attend. The visit will focus on the review of records and required regulatory programs.

CEU's not available. This is not an employee training.**OSHA Update**

Approx. 2 Hours

Who should attend: Good for all employees. This session will address critical OSHA updates and what OSHA is looking for during an inspection.

CEU's not available**Required: As needed**

CLASS TITLE**LENGTH****Personal Protective Equipment**

2 Hours

Who should attend: Good for all employees. This session will provide training and information on the selection, use, care and limitations of PPE.

.2 CEU's available (*Good for WT, WD and WW*)

Required: Every 2 years

Playground Safety & Playground Maintenance

Approx. 4 Hours

Who should attend: Those employees responsible for the care and placement of playground equipment in public parks or schools. This course will emphasize current safety issues, concerns and standards of care in playground safety. If available, playground equipment will be evaluated to determine if safety hazards exist (e.g. entrapment, impingement, surface deterioration, etc.)

CEU's not available

Required: As needed

Pole Top and Bucket Rescue

Approx. 6 Hours

Who should attend: **Electric Line personnel.** This session will provide hands-on practice regarding the rescue of an injured person off a pole or from the bucket truck. Limit: 15 people.

CEU's not available

Required: Annually

Pulmonary Function Test

Varies

Includes: Physician Review // In-depth Medical History // Pulmonary Function Testing

CEU's not available

Required: Every 3 years or as needed for new employees that will use respirators

Quality Customer Service in the Public Sector

Approx. 2 Hours

Who should attend: Employees dealing with customers. This session will address how to improve customer relations.

CEU's not available

Required: As needed

Recognition of Workplace Safety & Health Hazards

Approx. 2 Hours

Who should attend: Good for all employees. This session will address unsafe conditions and potential OSHA citations in your buildings.

CEU's not available

Required: Every 3 years

Respiratory Protection – Awareness

2 Hours

Who should attend: Employees using any type of respirator. This session will address proper selection and use of a respirator as well as when a respirator is needed.

.2 CEU's available (*Good for WT and WW only*)

Required: Annually for those wearing respirators

CLASS TITLE**LENGTH****Respiratory Clearance Fit Testing**

Varies

Who should attend: Employees needing to have their respirator(s) tested.

CEU's not available

Required: Annually for those wearing respirators

Scaffolding

Approx. 2 Hours

Who should attend: Employees that use or assemble scaffolding. This session will cover general scaffolding safety. It will include assembly of frame scaffolding, rolling scaffolding, tube and coupler scaffolding. Class will also cover OSHA training requirements for assembly and use.

CEU's not available

Required: As needed but recommended every 3 years

Skidloader / Endloader Operator Training

Approx. 2 Hours

Who should attend: All employees operating skidloader and endloaders. This class will review appropriate operating procedures and other safety measures that will protect employees and meet current OSHA requirements.

CEU's not available

Required: As needed

Slips, Trips and Falls

Approx. 2 Hours

Who should attend: All employees. This session addresses the importance of good housekeeping in the work place and the avoidance of slips, trips and falls.

CEU's not available

Required: Every 2 years

SPCC Oil Handlers

Approx. 2 Hours

Who should attend: Employees needing to know the proper techniques to prevent oil spills, hazards, and comply with SPCC requirements. With proper planning, any cleanup costs will be drastically reduced.

CEU's not available

Recommended every 2 – 3 years

Tool Safety – Hand & Power

Approx. 2 Hours

Who should attend: All employees whose responsibilities involve the use of hand & power tools. This session will teach employees important safety practices to reduce accidents and injuries on the job. Inspecting and maintaining the condition of your tools, personal protective equipment; proper guarding, hazards associated with each tool and power source will be covered. Numerous tools will be shown including hammers, wrenches, saws, hydraulic, pneumatic and electric tools.

CEU's not available

Required: As needed

CLASS TITLE**LENGTH****Trenching & Shoring – Awareness**

2 Hours

Who should attend: Those employees working at an excavation site *other than the Competent Person*.

.2 CEU's available (*Good for WD and WW only*)

Recommended: Annually

Trenching & Shoring -- Competent Person

6 Hours

Who should attend: The person who has the responsibility for the control of the excavation job. This session will address soil classification, protection systems and evaluating the dangers of the trench.

.6 CEU's available (*Good for WD and WW only*)

Recommended: Annually

Vulnerability & Security Considerations for Water & Wastewater Facilities

2 Hours

This course introduces the many vulnerability and security considerations that might be included in a basic assessment of water / wastewater plants.

.2 CEU's available (*Good for WT, WD and WW*)

Required: Every 2 years

Welding, Cutting & Brazing

Approx. 2 Hours

Who should attend: Those employees working with welding of any kind. This course will review the welding, cutting and brazing regulations of OSHA. Safe practices, safety rules and personnel protective equipment will be addressed.

CEU's not available

Required: Every 3 years

Winter Driving Review

Approx. 2 Hours

Who should attend: Employees who operate city/utility mobile equipment or drive a personal vehicle. This session will review important winter driving conditions including an opportunity for discussion about winter driving techniques, equipment readiness and response to weather extremes and road conditions.

CEU's not available

Required: As needed

Workers Comp Injuries

Approx. 2 Hours

Who should attend: Good for all employees. This session will address how municipal employees are being hurt on the job by focusing on the most recent Worker Comp claims. This feedback is very helpful in identifying critical injury areas. The presentation will center on the reduction of accidents and related costs.

CEU's not available

Required: As needed

CLASS TITLE

LENGTH

Workplace Violence

Approx. 2 Hours

Who should attend: All employees who must deal with violent or upset customers and employees. This session will help the employee cope with the irate person and suggest ways to assess and handle a volatile situation.

CEU's not available

Required: As needed

Work Zone Safety (Traffic Control)

2 Hours

Who should attend: All employees working in or around streets or roads. This session will address how to protect employees from traffic while working on or near the streets and roads.

.2 CEU's available (*Good for WD and WW only*)

Required: Every 2 years