



# 2017 Navajo Nation Safety Orientation

Hosted by the Navajo Nation Safety & Loss Control Program

The NN Safety Loss /Control  
Program has moved to the  
Administrative Building #1,  
(Second Floor-South Side)  
Window Rock, AZ  
Ph: (928) 871-6085



**The Training is FREE!!!**

Register ASAP. Limited 15 per classroom

Fax Registration to: 928-871-6087

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Program: \_\_\_\_\_

Address: \_\_\_\_\_

\*Phone: \_\_\_\_\_

\*E-Mail: \_\_\_\_\_

Indicate Training Date: \_\_\_\_\_

**Dates: April—June 2017**

**Time: Tues, Wed. & Thurs 9:00 am-4:00 pm**

**Where: SLCP / RMP Conference  
Room, Administrative Building #1**

## Who should attend:

- NN Employees
- Division Directors / Department Managers
- Program Supervisors
- Navajo Nation Delegates
- Navajo Nation Chapter Officials / Chapter Staff
- Enterprise employees

## Safety Topics for January thru March includes the following:

- General Safety
- Fire Prevention
- Safety Inspections—tribal insured buildings
- Hazard Communication / GHS
- See 2017 Schedule (Attached)

## **Contact Person:**

**Shirley M. Barney at (928)871-6085**

**Email: [smbarney@navajo-nsn.gov](mailto:smbarney@navajo-nsn.gov)**

***\*Registration form has to be submitted in order to attend classes\****

## Navajo Nation Safety & Loss Control Program Safety & Health Training - Spring Schedule

SLCP / RMP Conference Room  
Administration Building One, 2<sup>nd</sup> Floor, Window Rock, AZ

Class Begins: 9AM-12PM & 1PM – 4PM

### April, 2017

Monday	Tuesday	Wednesday	Thursday	Friday
<i>Instructors</i>	<b>Wilfred Keeto</b>	<b>Dicky Bain</b>	<b>Richard H. Bates</b>	
03	04	05	06	07
10	11 Confined Space Training	12 Back Safety	13 General & Office Safety	14
17	18 Understanding Safety Data Sheet (SDS)	<b>19</b> Fire Prevention Training	20 Facility Inspection	21
24 <b>Navajo Nation Sovereignty Day</b>	25 Hazard Communication	26 General Electrical Safety	27 Bloodborne Pathogen	28

Call and request for on-site safety presentation at your location.  
Schedule is subject to change. Call to enroll at (928) 871-6085

## Navajo Nation Safety & Loss Control Program Safety & Health Training - Spring Schedule

SLCP / RMP Conference Room  
Administration Building One, 2<sup>nd</sup> Floor, Window Rock, AZ

Class Begins: 9AM – 12PM & 1PM – 4PM

### May, 2017

Monday	Tuesday	Wednesday	Thursday	Friday
<i>Instructors</i>	<b>Wilfred Keeto</b>	<b>Dicky Bain</b>	<b>Richard H. Bates</b>	
01	02 Hazard Awareness	03 Lock-out & Tag-out	04 Evacuation Action Plan	05
08	09 Hazard Assessment	<b>10</b> Personal Protective Equipment (PPE)	11 General & Office Safety	12
15	16 Introduction to Mold & Asbestos	17 Fire Prevention Training	18 Hazard Communication	19
22	23 Ergonomics Awareness	<b>24</b> General Electrical Safety	25 Facility Inspection	26
29 <b>Memorial Day</b>	30	31		

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# Navajo Nation Safety & Loss Control Program

## Safety & Health Training - Spring Schedule

SLCP / RMP Conference Room  
Administration Building One, 2<sup>nd</sup> Floor, Window Rock, AZ

Class Begins: 9AM – 12PM & 1PM - 4PM

### June, 2017

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>Instructors</i>	<b>Wilfred Keeto</b>	<b>Dicky Bain</b>	<b>Richard H. Bates</b>	
			01 Navajo Nation Memorial Day	02
05	06 Trenching & Excavation Safety	07 Bloodborne Pathogens	08 Understanding Safety Data Sheet (SDS)	09
12	13 Introduction to Mold & Asbestos	14 Understanding Safety Data Sheet (SDS)	15 Back Safety	16
19	20 Hazard Assessment	21 Hazard Communication	22 General Electrical Safety	23
26	27 Lock-out & Tag-out	28 General & Office Safety	29 Personal Protective Equipment (PPE)	30

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### Safety Training List

Information: 928-871-6085 Administration Building One, Window Rock, AZ

**General & Office Safety:**

General overview on safety and Health. This interactive course is designed to familiarize new employees with the safety program and engage them in actively controlling workplace hazards, thereby helping prevent accidents.

**Personal Protective Equipment (PPE):**

This course provide information to help attendees conduct workplace assessments to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. Course covers PPE for the eyes, face, foot, head and hands.

**Blood borne Pathogens:**

This course review what Bloodborne pathogens are, where they are found and the symptoms of hepatitis B and HIV/AIDS and the transmission of bloodborne diseases and routes of entry. The topic explains misconceptions, preventing infections, using PPE and handling sharps and spills

**Fire Prevention Training**

Teaches employees how they can help reduce the risk of fire and what to do in the event of one. A review of OSHA's top ten reasons why most workplace fire occur. How to properly store flammable liquids and best disposal. Proper selection and use of portable fire extinguishers.

**Confined Space Training:**

This course increase employees' knowledge of the hazards associated with entering confined spaces. Includes specific control techniques and the basic pre-entry procedures to safely perform work will be reviewed.

**Lock-out and Tag-out (Control of hazardous Energy):**

This course focuses on stored, potentially hazardous energy sources: how to identify them, procedures required to help avoid life threatening situations, how to achieve a "zero energy state," when to use locks and tags and rules to follow when using multiple locks.



### **General Electrical Safety:**

The importance and purpose of safe work practices for performing tasks around potentially hazardous electrical conditions in the workplace are discussed. This course provides students with the basic knowledge necessary to help avoid or minimize electric shock or electrocution.

### **Hazard Communication/HAZCOM:**

OSHA requires employees that are exposed to hazardous chemicals in the workplace receive HAZCOM training. This course provides managers, supervisors and employees with steps-by-step solutions for complying with each of the five major sections under OSHA's Hazard Communication standard. OSHA's revised the Hazard Communication Standard aligned with GHS is in effect, and all employees **must** be trained on the new label elements and SDS format by December 1, 2013.

### **Trenching and Excavation Safety:**

Participants will be instructed on field applications that help minimize the risks of employee injuries, accidents and equipment failures on the worksite. Course topic include hazard recognition, competent person roles and responsibilities, soil classification, site inspections, protective systems and general requirements of the trench and excavation regulatory standard.

### **HAZWOPER AWARENESS**

This course is designed for employees who are likely to witness or discover a hazardous substance release. Employees who attend this level course may be the individuals who would initiate the emergency response procedures by notifying proper authorities within an organization. Topic include hazardous materials identification, emergency response procedures, evacuation routes, reporting procedures and protocol to follow during a plant emergency.

### **Back Safety:**

The topic provides practical knowledge of back safety to help reduce the risk of injury or aggravating a pre-existing back problem. The anatomy of the spine is covered in order to understand how injury occurs and can be prevented. The different categories of back problems are review and also include their common causes, first aid techniques, proper back posture methods and proper lifting procedures. Application of these basic back safety principles and practices both on and off the job can prevent the pain, discomfort and sometimes, disabling effects of an injury to the back.

### **Asbestos Awareness:**

Asbestos has become one of the most talked about hazardous materials in the workplace. This training course will give the background of what asbestos is, the places the products where it can be found and what real dangers it may pose. The presentation will also cover the composition, types, uses, health hazards and diseases associated with asbestos. A review of workplace programs, labeling requirements and the OSHA standard will also be conducted.

### **Office Safety:**

To help improve office safety, participants will be taught how to identify potential problems and take appropriate precautions to help reduce employee risk factors. Course topics include slips, trips and falls, lifting, ergonomics, being struck by or striking an object, being caught between objects, electrical safety, chemicals and fire safety.

### **Facility Inspection**

Safety & Loss Control Program has a variety of facility inspection checklists available to assist supervisors, chapter officials and employees charged with conducting inspection of their facility or specific work area. Such as buildings, electrical hazards, maintenance shops, warehouses, fire preventions and chemical storage.

### **Written Safety & Health Programs:**

OSHA requires several different safety, health and environmental written programs to be developed and maintained. These written programs must be updated when there are changes to policies, procedures, equipment or site issues affecting an employee's job. General purpose programs and site-specific programs developed during session. Such as BBP, EAP, Fall Protection Plan, Fire Prevention Plan, HAZComm, LO/TO, and Confined Space Plan

### **Hazard Assessment**

A hazard assessment is an evaluation of a work place, or work situation, as to the potential for hazards that an employee may encounter while performing the job.

### **Ergonomic Awareness**

Ergonomics is the scientific study of people at work. The goal of ergonomics is to reduce stress and eliminate injuries and disorders associated with the overuse of muscles, bad posture, and repeated tasks. This is accomplished by designing tasks, work spaces, controls, displays, tools, lighting, and equipment to fit the employee's physical capabilities and limitations.

**Call and request for a customized "on-site" safety presentation.**