Navajo Nation Safety & Loss Control Program
Health & Safety Training - Summer Schedule
SLCP / RMP Conference Room
Administration Building One, 2nd Floor, Window Rock, AZ
Class Begins: 9AM-12PM & 1PM – 4PM

July, 2018

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wilfred Keeto</td>
<td>Dicky Bain</td>
<td>Richard H. Bates</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>03</td>
<td>04</td>
<td>05</td>
<td>06</td>
</tr>
<tr>
<td>09</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Understanding Safety Data Sheet (SDS)/ Hazard Communication</td>
<td>Employee Safety Orientation</td>
<td>Stress Management</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Kitchen Safety/ Food service safety</td>
<td>Fire Prevention/ Evacuation Action Plan</td>
<td>Facility Inspection</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Heat Stress</td>
<td>Preventing Slips, Trips and Falls</td>
<td>Defensive Driving</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Training

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

Navajo Nation Safety & Loss Control Program
Health & Safety Training - Summer Schedule
SLCP / RMP Conference Room
Administration Building One, 2nd Floor, Window Rock, AZ
Class Begins: 9AM – 12PM & 1PM – 4PM

August, 2018

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wilfred Keeto</td>
<td>Dicky Bain</td>
<td>Richard H. Bates</td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>No Training</td>
<td>02</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>07</td>
<td>08</td>
<td>09</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>General Electrical Safety</td>
<td>Fire Prevention/ Evacuation Plan</td>
<td>Heat Stress</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Navajo Code Talker Day Introduction to Mold &amp; Asbestos Awareness</td>
<td>Employee Safety Orientation</td>
<td>Defensive Driving</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Trenching &amp; Excavation Safety</td>
<td>Understanding Safety Data Sheet (SDS)/ Hazard Communication</td>
<td>Stress Management</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>Memorial Day Preventing slips, trips and falls</td>
<td>Facility Inspection</td>
<td>Kitchen safety / Food service safety</td>
<td></td>
</tr>
</tbody>
</table>

Call and request for on-site safety presentation at your location.
Schedule is subject to change. Call to enroll at 871-6085
Navajo Nation Safety & Loss Control Program  
Health & Safety Training - Summer Schedule  
SLCP / RMP Conference Room  
Administration Building One, 2nd Floor, Window Rock, AZ  
Class Begins: 9AM – 12PM & 1PM - 4PM  

**September, 2018**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wilfred Keeto</td>
<td>Dicky Bain</td>
<td>Richard H. Bates</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>01</td>
<td></td>
</tr>
</tbody>
</table>

03  
**Labor Day**

<table>
<thead>
<tr>
<th>04</th>
<th>Navajo</th>
<th>05</th>
<th>Nation</th>
<th>06</th>
<th>Fair &amp;</th>
<th>07</th>
<th>Rodeo</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

04  

10  
11 Stress Management

12  
Fire Prevention/ Evacuation Plan

13  
Employee Safety Orientation

14  

17  
18 Introduction to Mold & Asbestos Awareness

19  
Kitchen Safety/ Food service safety

20  
Facility Inspection

21  

24  
25 Defensive Driving non-commercial

26  
Heat Stress

27  
Preventing Slips, Trips and Falls

28  

Call and request for on-site safety presentation at your location.  
Schedule is subject to change. Call to enroll at 871-6085
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 “potential” 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.

Emergency Action Plan:
Help provide guidance in developing an emergency action plan which employers and employees are able to identify, communicate, initiate and direct employees and clients to safe areas and account for all occupants. The course helps identify needed resources and roles to during an unforeseen event and help determine if duration of interruption can be forecast and how it impacts the daily service operation. So what is your plan “B”.

Fire Prevention Training – Classroom Only:
Teach employees how they can reduce the risk of fire and what to do in the event of fire. Proper selection of fire extinguisher class, size and proper method of P.A.S.S. system means. Housekeeping is key to having a safe work environment and what are the “other” causes of fires.

Confined Space Training – Classroom Only:
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.

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 – Classroom Only:
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.
Introduction to Mold & 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. Mold and fungal growth within a work environment can affect the occupants of a facility when moisture intrusion or water line breaks and the damage material is not properly removed, cleaned or replaced. Such condition becomes ideal environment for mold growth. Learn about the health impact and remediation to re-establish a safe work environment.

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.

Hazard Assessment:
A hazard assessment is an evaluation of a work place or work task(s) for potential hazards that an employee may encounter while performing their job. Each task must be assess and documented and certified by assessor and shared with employees.

Understanding Safety Data Sheet (SDS):
Every chemical product created has a safety data sheet which lists 16 section of information pertaining the ingredients, health hazards, physical hazards, spills & releases, first aid measures, and many other critical information that a user and occupant of a facility must know. The OSHA hazard communication standard has aligned with the Global Harmonized System (GHS) on communication, labeling and classification so we can all review and comprehend a chemical product information.

Food Service Safety:
Identify foodborne hazards; Follow washing and hygiene rules; Handle food service items safely to prevent contamination; Receive, store, and cook food properly; cool, thaw, reheat, and dispose of food safely; and Wash dishes and equipment correctly.

Kitchen Safety:
This course is to review kitchen safety rules and procedures designed to keep you safe and identify kitchen hazards; Follow safe work practices to prevent accidents; Prevent foodborne illness; Act effectively in an emergency; and apply appropriate first aid for kitchen injuries.

Employee safety Orientation:
The objective of this training session is to give you a comprehensive safety orientation to our workplace. This course will provide general orientation on workplace hazards and provide you with a general understanding of the following: Understand your role in our organization's safety and health program, including security procedures; Get safety information from various sources, including workplace safety newsletters, bulletin boards, safety committee members, and labels or safety data sheets; Identify hazards, take care of them, and/or report them, including reporting procedures, forms, and contact information; Prevent and respond to fires and other emergencies, including when to fight a fire and when to call in professional firefighters, how to use a fire extinguisher, and how to report emergencies; Respond promptly and properly to accidents and give first aid to yourself and coworkers; Evacuate the facility safely; and Apply ergonomic principles to adjust job tasks to your body and avoid musculoskeletal disorders.
**Stress Management:**
Stress is a reality for almost everyone. We all experience stress on the job and in our personal lives—at least from time to time. There are many factors that cause stress, including a heavy work load, personal and work challenges, and family and financial problems. In this course, we’re going to talk about what causes stress, how it impacts you, and what you can do to alleviate some of the stress in your life and to help you better manage the stress in your life.

**Defensive Driving:**
The main purpose of this training is to talk about defensive driving techniques so that you can be safe behind the wheel and avoid accidents. This training will be able to help you identify driving hazards, understand defensive driving techniques; and use defensive driving techniques to prevent accidents and injuries on the road.

**Preventing Slips, Trips and Falls:**
Slips, trips, and falls are among the most common causes of injury on the job and at home. Everyone slips, trips, or falls on occasion. We tend to shrug off these accidents as just clumsy moments. But sometimes, they can result in serious, painful—and even deadly—injuries. It’s important to recognize slip, trip, and fall hazards on the job when you see them so that you can take proper precautions to prevent accidents and protect yourself and co-workers from injury. This training will deliver an understanding to eliminate slip, trip, and fall hazards in the workplace and prevent accidents; recognize slips, trips, and falls as a serious safety problem; identify slip, trip, and fall hazards on the job, at home, and outdoors; avoid or eliminate slip, trip, and fall hazards; prevent falls from heights and on stairs; prevent falls at work, outdoors, and at home; and finally minimize injuries if you do fall.

**Heat Stress:**
Heat stress is a condition that our body is losing so much water, it’s can happened when we work in extremely hotter than usual our body can take. For example, when someone working at as firefighters, bakery workers, farmers, construction workers, miners, boiler room workers, factory workers, and others. This training will help you take steps to prevent heat exhaustion and steps to keep hydrated.

Call and request for a customized “on-site” safety presentation.
2018 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

SAFETY STARTS WITH YOU!

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: July—September 2018
Time: Tues, Wed. & Thurs
9:00 am through 4:00pm
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 July thru Sept.
includes the following:
- General Safety
- Fire Prevention
- Safety Inspections—tribal insured buildings
- Hazard Communication / GHS
- See 2018 Schedule (Attached)

Contact Person:
Michelle Shorty at (928)871-6085
Email: mshorty@navajo-nsn.gov

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