Navajo Nation Safety & Loss Control Program
Safety & Health Training – Winter Schedule

SLCP / RMP Conference Room

Administration Building One, 2nd Floor, Window Rock, AZ

Class Begins: 9AM-12PM & 1PM – 4PM

January, 2019

Monday	Tuesday	Wednesday	Thursday	Friday
Instructors	**Wilfred Keeto**	**Dicky Bain**	**Delvin Toddy**	
	01	02	03	04
07	**08** Trenching & Excavation Safety	**09** Preventing Slip, Trips and Falls	**10** General & Office Safety	11
14	**15** Emergency Action Plan	**16** Fire Prevention Training	**17** Lockout / Tagout	18
21	**22** Introduction to Mold & Asbestos Awareness	**23** Hazard Communication	**24** Facility Inspection	25
28	**29** Blood Borne Pathogens	**30** General Electrical Safety	**31** Hazard Assessment	28

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

Safety & Health Training - WInter Schedule

SLCP / RMP Conference Room

Administration Building One, 2nd Floor, Window Rock, AZ

Class Begins: 9AM – 12PM & 1PM – 4PM

February, 2019

Monday	Tuesday	Wednesday	Thursday	Friday
Instructors	**Wilfred Keeto**	**Dicky Bain**	**Delvin Toddy**	
				01
04	**05** Preventing Slips, Trips and Falls	**06** Employee Safety Orientation	**07** Ergonomic Awareness	08
11	**12** Hazard Communication	**13** Fire Prevention Training	**14** Facility Inspection	15
18	**19** Understanding Safety Data Sheet (SDS)	**20** Back Safety	**21** Stress Management	22
25	**26** Personal Protective Equipment	**27** General & Office Safety	**28** Blood Borne Pathogens	

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Navajo Nation Safety & Loss Control Program
Safety & Health Training - Winter Schedule

SLCP / RMP Conference Room

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Class Begins: 9AM – 12PM & 1PM - 4PM

March, 2019

Monday	Tuesday	Wednesday	Thursday	Friday
Instructors	**Wilfred Keeto**	**Dicky Bain**	**Delvin Toddy**	
				01
04	**05** Confined Space Training	**06** Bloodborne Pathogen	**07** Kitchen Safety	08
11	**12** Introduction to Mold & Asbestos Awareness	**13** Fire Prevention Training	**14** Facility Inspection	15
18	**19** Personal Protective Equipment (PPE)	**20** Hazard Assessment	**21** Written Safety and Health Programs	22
25	**26** Ergonomic Awareness	**27** Stress Management	**28** Hazard Communication	29

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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 then 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.

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

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.

Lock-out and Tag-out (Control of hazardous Energy) – *Classroom Only:*
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 – *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.

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.

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 t 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.

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 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.

Ergonomic Awareness:
Ergonomic is the scientific study of people at work. The goal of ergonomic 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.

2019 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: January.—March 2019

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 Jan. thru March includes the following:

- General Safety
- Fire Prevention
- Safety Inspections—tribal insured buildings
- Hazard Communication / GHS
- See 2019 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