

---

# Catalog of Occupational Safety & Health for State, County, and Municipal Employees

July 2013 – June 2014

<b>OCCUPATIONAL SAFETY &amp; HEALTH TRAINING</b> .....	<b>2</b>
MISSION AND GOAL.....	2
COMPUTER WORKSTATION ERGONOMICS.....	3
DISTRACTED DRIVING.....	3
FIRE AND LIFE SAFETY AWARENESS .....	4
HEALTH AND SAFETY MANAGEMENT & PROGRAM DEVELOPMENT .....	4
INCIDENT INVESTIGATION .....	5
INDOOR AIR QUALITY 101 .....	5
TIPS FOR IMPROVING YOUR JOINT LOSS MANAGEMENT COMMITTEE .....	6
QUARTERLY WORKERS COMP TRAINING .....	6
WRITTEN FLEET SAFETY PROGRAMS .....	7
<b>DIRECTIONS TO PROGRAM LOCATION</b> .....	<b>7</b>
DIRECTIONS TO BET TRAINING CENTER (CONCORD).....	7

# Occupational Safety & Health Training

## Mission and Goal

**Mission** The mission of this program is to provide participants with the skills necessary to create a safer workplace within their own agency.

**Goal** This program is designed to develop and/or improve the practical skills of those responsible for and assisting with the development of health and safety programs and strategies.

**Who Should Attend?** Managers, supervisors, Joint Loss Management Committee chairpersons and members, safety directors, safety officers and safety technicians or those in a similar position, risk management coordinators, human resources personnel, workers' compensation contacts, and those who are interested in taking a health and safety role within their agency.

Course Titles	Hrs	Which courses would you benefit most from attending?							
		JLMC Members	Safety Staff	HR Staff	Risk Mgmt Coordinator	Workers' Comp Contacts	Fleet Contacts	Employee	Managers/ Supervisors
Computer Workstation Ergonomics	2			X	X	X		X	X
*Distracted Driving	2.5	X	X				X	X	X
Fire & Life Safety Awareness	3.5	X	X		X				
Health & Safety Management & Program Development	2	X	X		X	X			
Incident Investigation	2	X	X	X	X	X			X
Indoor Air Quality	3.5	X	X		X				X
Tips for Improving Your JLMC	2	X	X						
*Quarterly Workers' Comp Training	2			X	X	X			
Written Fleet Safety Program	2	X	X		X		X		

*\*Open to State Employees Only.*

*All Classes are at no cost to State Employees. Members of the public, call 271-1434 for pricing.*

## Registration

1. Complete the registration form found below and forward it to [ContactRMU@nh.gov](mailto:ContactRMU@nh.gov) or fax it to 603-271-7049. **Non-state employees** please forward the form to the Bureau of Education and Training with any applicable fees.
2. The deadline for registering for any class is two weeks prior to the scheduled date of the class.

If you have any questions regarding the Occupational Safety & Health Training Program, please contact the Risk Management Unit at 271-1534.

---

## Computer Workstation Ergonomics

**Code:** 628  
**Duration:** 2 hours  
**Dates:** Wednesday, September 25, 2013  
Wednesday, March 12, 2014  
**Time:** 10:00 – 12 Noon  
**Cost:** **No Cost to State Employees**  
**Number of participants:** 10 - 20 max  
**Facility:** BET Training Center  
**Instructor:** Provided by RMU

**Please send registration form to [ContactRMU@nh.gov](mailto:ContactRMU@nh.gov)**

Some of us spend a significant amount of time at our computer workstations. Proper positioning is essential to maintain comfort during the time you spend in front of a computer. This course is designed to show participants proper computer workstation set-up. We will cover the proper positioning of our feet, legs, spine, arms, wrists, and neck. Economical changes to achieve proper set-up will also be discussed.

Please join us so that you can set yourself up for comfort when working at your computer workstation.

**Who Should Attend?** Employees, managers, supervisors, human resources personnel, safety directors, safety officers, safety technicians, or those in a similar position would benefit from this training. Those who are interested in taking a health and safety role related to the prevention of ergonomic related issues within their agency are also welcome to attend with their supervisor's approval.

In addition, the Risk Management Unit recommends that all risk management coordinators and agency workers' compensation contacts attend this training at least once to understand and possibly help to prevent work injuries related to ergonomic issues.

---

## Distracted Driving

**Code:** 128  
**Duration:** 2 hours  
**Dates:** Tuesday, October 29, 2013  
Thursday, March 6, 2014  
**Time:** 9:30 – 11:30 AM  
**Cost:** **No Cost to State Employees**  
**Number of participants:** 10 - 20 max  
**Facility:** BET Training Center  
**Instructor:** TBD

Open to State Employees Only

**Please send registration form to [ContactRMU@nh.gov](mailto:ContactRMU@nh.gov)**

This fleet safety course will cover the dangers of distracted driving. The Risk Management Unit receives many inquiries regarding cell phone use in motor vehicles. Employees who use their cell phones and other electronic devices while driving expose themselves to a significant safety risk. This class will review this topic in detail and provide a template for a cell phone use policy that your agency could implement and enforce.

**Who Should Attend?** Employees, managers and supervisors of employees responsible for driving or maintaining a state owned fleet vehicle would benefit from this training. Employee's that drive their own vehicles on state business would also benefit from this training.

Joint Loss Management Committee chairpersons or members, safety directors, safety officers, or those in a similar position would also benefit from this training since we will discussing elements of a cell phone use policy.

---

## Fire and Life Safety Awareness

**Code:** 622  
**Duration:** 3½ hours  
**Dates:** Thursday, August 29, 2013  
Wednesday, February 12, 2014  
**Time:** 8:30 – 12 Noon  
**Cost:** **No Cost to State Employees**  
**Number of participants:** 10 - 20 max  
**Facility:** BET Training Center  
**Instructor:** Chris Wyman,  
State Fire Investigator

*Please send registration form to [ContactRMU@nh.gov](mailto:ContactRMU@nh.gov)*

In the United States, business related fires account for losses totaling more than 4 billion dollars annually. Prevention can greatly reduce injury and minimize loss. In this course, participants will learn the features and nature of fire, life safety hazards that are common in the workplace, types of fire extinguishing systems, proper inspection and maintenance of those systems, maintenance of exits, and need for emergency evacuation plans. Areas of legislation covered will include SAF-C 6000, State Fire Code.

**Who Should Attend?** Joint Loss Management Committee chairpersons or members, safety directors, safety officers, safety technicians, or those in a similar position would benefit from this training.

Those who are interested in taking a health and safety role related to the improvement of employee safety and prevention of fire and related issues within their agency are also welcome to attend with their supervisor approval.

---

## Health and Safety Management & Program Development

**Code:** 632  
**Duration:** 2 hours  
**Dates:** Friday, November 8, 2013  
Thursday, April 3, 2014  
**Time:** 2:00 – 4:00  
**Cost:** **No Cost to State Employees**  
**Number of participants:** 10 - 20 max  
**Facility:** BET Training Center  
**Instructor:** Provided by Liberty Mutual

*Please send registration form to [ContactRMU@nh.gov](mailto:ContactRMU@nh.gov)*

This course is designed to help agency Risk Management Coordinators comply with Admin rule 704.02 which requires a plan for identified hazards. Knowing where to start can be intimidating and this course is designed to get you started. We will review Department of Labor section 1400 safety rules so that your program is compliant. We will also cover hazard identification and mitigation as well as key components to include in your written program to make it effective.

**Who Should Attend?** Employees in a Joint Loss Management Committee chairperson or member role, safety directors, safety officers, safety technicians, or those in a similar position in addition to managers, and supervisors would benefit from this training.

In addition, the Risk Management Unit recommends that all risk management coordinators and agency workers' compensation contacts attend this training to help understand their role in the development of an agency health & safety program for their agency.

Those who are interested in taking a role related to development of a health & safety program within their agency are also welcome to attend with their supervisor's approval.

---

## Incident Investigation

**Code:** 620  
**Duration:** 2 hours  
**Dates:** Monday, August 19, 2013  
Thursday, January 16, 2014  
**Time:** 2:00 – 4:00 pm  
**Cost:** **No Cost to State Employees**  
**Number of participants:** 10 - 20 max  
**Facility:** BET Training Center  
**Instructor:** RMU

**Please send registration form to [ContactRMU@nh.gov](mailto:ContactRMU@nh.gov)**

*Proper incident investigation is crucial to ensure that similar incidents do not reoccur. This course will enable individuals to learn the core concepts of conducting a thorough investigation including, response timing, gathering data, developing root causes, and establishing corrective actions. A real scenario will be provided and participants will be given the chance to try and solve the case based on the facts of the investigation and chronology of events.*

**Who Should Attend?** Those who are designated as having the responsibility to respond to incidents such as employees in a Joint Loss Management Committee chairperson or member role, safety directors, safety officers, safety technicians, or those in a similar position in addition to managers, and supervisors would benefit from this training.

The Risk Management Unit recommends that all risk management coordinators and agency workers' compensation contacts attend this training at least once to help to understand their role in the investigation process.

---

## Indoor Air Quality 101

**Code:** 649  
**Duration:** 3 ½ hours  
**Dates:** Tuesday, December 17, 2013  
Thursday, May 22, 2014  
**Time:** 8:30 – 12 noon  
**Cost:** **No Cost to State Employees**  
**Number of participants:** 10 - 20 max  
**Facility:** BET Training Center  
**Instructor:** Provided by Liberty Mutual

**Please send registration form to [ContactRMU@nh.gov](mailto:ContactRMU@nh.gov)**

*This class will teach the basics of indoor air quality (IAQ). You will learn about things that can negatively affect IAQ and preventative measures that can be taken to avoid problems. We will discuss common contaminants that impact IAQ such as mold and carbon monoxide, as well as activities that can have a negative impact. The course will cover the general rules in place governing IAQ such as RSA 10-B and American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) guidelines.*

**Who Should Attend?** Joint Loss Management Committee chairpersons or members, safety directors, safety officers, safety technicians, or those in a similar position in would benefit from this training.

Those who are interested in taking a health and safety role related to the prevention of IAQ issues within their agency are also welcome to attend with their supervisor approval.

---

## Tips for Improving Your Joint Loss Management Committee

**Code:** 648  
**Duration:** 2 hours  
**Date:** Tuesday, November 19, 2013  
**Time:** 10:00 – 12 noon  
**Cost:** No Cost to State Employees  
**Number of participants:** 10 - 20 max  
**Facility:** BET Training Center  
**Instructor:** RMU

*Please send registration form to [ContactRMU@nh.gov](mailto:ContactRMU@nh.gov)*

*If you are striving to engage your Joint Loss Management Committee (JLMC) this class can help. We will cover the basics of running an effective meeting and minimum requirements set forth by the N.H. Department of Labor. Get the most out of your JLMC meetings by attending this class and applying simple measures to ensure productivity.*

**Who Should Attend?** Joint Loss Management Committee chairpersons or members, safety directors, safety officers, safety technicians, or those in a similar position would benefit from this training annually.

---

## Quarterly Workers Comp Training

**Code:** 121  
**Duration:** 2 hours  
**Dates:** Friday, September 27, 2013  
Tuesday, December 3, 2013  
Friday, March 14, 2014  
Monday, June 23, 2014  
**Time:** 2:00 – 4:00  
**Cost:** No Cost to State Employees  
**Number of participants:** 10 - 20 max  
**Facility:** BET Training Center  
**Instructor:** Provided by RMU/Liberty Mutual

Open to State Employees Only

*Please send registration form to [ContactRMU@nh.gov](mailto:ContactRMU@nh.gov)*

This quarterly training session is designed to review the procedures for reporting, filing and managing a work related injury. Participants learn the roles and responsibilities of the claimant, employer, healthcare provider, and third party administrator as well as the workers compensation office staff.

We will also discuss modified/alternative duty for injured employees that return to work. We will cover the requirements set forth by N.H. Department of Labor and facilitate open discussions of the challenges faced when trying to accommodate physician restrictions

**Who Should Attend?** Any human resources staff, risk management coordinator, administrator, manager or supervisor that needs an orientation to the workers' compensation program would benefit from this training.

The Risk Management Unit recommends that all employees in an HR, managerial or supervisory role attend this training to understand your role in preventing work related injuries and then to ensure a claim is managed efficiently when prevention is not successful.

Those who are interested in taking a health and safety role related to the prevention and management of work related injuries within their agency are also welcome to attend with their supervisor approval.

---

## Written Fleet Safety Programs

**Code:** 118

**Duration:** 2 hours

**Dates:** Wednesday, October 16, 2013

Thursday, February 20, 2014

**Time:** 9:30 – 11:30 AM

**Cost:** **No Cost to State Employees**

**Number of participants:** 10 - 20 max

**Facility:** BET Training Center

**Instructor:** Provided by RMU/Acadia Insurance

*Please send registration form to [ContactRMU@nh.gov](mailto:ContactRMU@nh.gov)*

This session will cover elements of a fleet safety program required by Adm 704.02 (a) and also required by Executive Order 89-2. We will discuss the provisions required under the Admin rule and how to incorporate those elements into a fleet auto accident reduction plan that will be useful for your agency to implement.

**Who Should Attend?** Employees in a Joint Loss Management Committee chairperson or member role, fleet management, safety directors, safety officers, safety technicians, or those in a similar position in addition to managers and supervisors of employees responsible for driving and or maintaining a fleet vehicle would benefit from this training.

In addition, the Risk Management Unit recommends that all risk management coordinators attend this training to help understand their role in the development of a written fleet safety program for their agency.

Those who are interested in taking a role related to development of a written fleet safety program within their agency are also welcome to attend with their supervisor's approval.

---

## Directions to Program Location

### Directions to BET Training Center (Concord)

**Located at 130 Pembroke Road.** From **I-93 coming north**, take **exit 14**. At the bottom of the ramp, turn right toward Loudon Road. Go over the bridge and past the Everett Arena. Proceed to the set of lights at the top of the hill. Go straight through the lights and take your first **right** onto Blodgett Road (turn is just **after** Colebrook Savings Bank and just **before** Wendy's Restaurant), which becomes Pembroke Road as soon as you go around the corner. Follow Pembroke Road past the Concord Christian Academy (formerly Centennial Senior Center) and take the first right onto Chenell Drive. The training center is the first building on the left. We are located on the 2<sup>nd</sup> floor.

From **I-93 going south**, take **exit 14**. At the bottom of the ramp, turn left toward Loudon Road. Go straight over the bridge and past the Everett Arena. Proceed to the set of lights... (see directions above).

From **Route 4** take **Route 106 South** past the Steeplegate Mall. At the first set of lights, turn right onto Pembroke Road and follow about ½ mile. Turn left onto Chenell Drive.

# Registration Form

## RISK MANAGEMENT UNIT - PROPERTY & CASUALTY PROGRAM EDUCATION & TRAINING

YOU MAY PHOTOCOPY THIS FORM.

Course Title: \_\_\_\_\_ Course Code: \_\_\_\_\_

Course Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

Name: \_\_\_\_\_ Work Phone #: \_\_\_\_\_  
(Please print name clearly as it should appear on Certificate)

Department: \_\_\_\_\_ Division: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

My supervisor has approved this training (Supervisor's, please initial here): \_\_\_\_\_

**PLEASE NOTE:** *It is your responsibility to attend all classes or notify us of a replacement. For courses longer than one day, the person enrolled in the first session must attend all classes; classes cannot be split between individuals. Call 271-3180 (Diane Caldon) at least 5 working days prior to the start of your class to notify us of any change.*

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

***No Payment is Necessary- OPEN TO STATE EMPLOYEES ONLY***

Return to:

The Risk Management Unit  
State House Annex, Room 412  
25 Capitol Street, Concord, NH 03301

Fax: (603) 271-7049  
Email: [ContactRMU@nh.gov](mailto:ContactRMU@nh.gov)