



2010 / 2011 Traveling Training

Safety Compliance, Injury Prevention, Defensive Driving, Property Claim Reduction and Corrective Actions

Presented by
State Office of Risk Management

TRAININGS ARE FILLING UP QUICKLY! REGISTER TODAY TO SECURE YOUR SPOT!

Through several different needs-based surveys completed by various levels of employees in each agency, the State Office of Risk Management has identified a series of trainings that will be offered throughout the State beginning in March 2011. The training locations were carefully chosen to minimize the travel distance of employees.

This year the Traveling Training will take place over a day and a half. On the first day, we are offering safety compliance and injury prevention training. There will be two trainings conducted simultaneously to offer more options and better suitability for your agency/division. Participants attending the second day can choose between a property liability and Corrective Actions training or a 4-hour Defensive Driving training. *A schedule of training dates, locations, specific courses and a brief description of each training are identified below.*

Employees that would like to attend the Traveling Training must sign up for **each** training through the Survey Monkey link. The link to the survey is <http://www.surveymonkey.com/s/coloradotravelingtraining2011>. You need to enter your Employee ID number. Be sure to locate it before registering it. Make sure you sign up on Survey Monkey through the link provided as classes are available on a first come, first served basis and have a maximum capacity of 35 participants. Once classes are full, the class will be removed from the registration form (survey). If you want to be added to a waiting list, please forward your information, the class you wish to take, and location of the class to sunny.bradford@state.co.us. You may sign up for any class available. If you cannot make it and have to cancel, please ensure that you cancel by sending an email to sunny.bradford@state.co.us.

Note: Classes with less than 5 participants may be cancelled. In the event of a cancellation, participants can attend the other training offered at the same time as space allows without having to pre-register.



The Traveling Training will be in an area near you. Here is the schedule

Dates	Locations	State Region
March 10-11	Lowry Campus, Aurora	Metro
April 21-22	PCC, Pueblo	Southeast
May 12-13	UNC, Greeley	Northeast
May 17-18	CDOT & a Fire Station, Montrose	West
June 16-17	Eagle County Building, Eagle	Mountains
July 7-8	TBD, Colorado Springs	South Metro
July 28-29	Adams State College, Alamosa	South Central

Each day, several trainings will be offered. When determining which trainings to attend, make note that there will be two different trainings conducted at the same time.

Day 1/ Day 2	Safety Compliance	Injury Prevention	Time of Day
Day 1	Personal Protective Equipment	Stress Management	8:15-9:15a
Day 1	Lockout/ Tagout for Authorized Employees	Slips, Trips, Falls	9:30-10:45a
Day 1	Hearing Conservation and Protection	When a Good Claim goes Bad	11:00 -12:00p
Day 1	Job Hazard Analysis - Development	Stretching for the State	1:30-2:45p
Day 1	Emergency Preparedness/ Fire Prevention	Back Injury Prevention/ Lifting	2:45-4:00p
Day 2	Importance of Property Inspections	4-hour Defensive Driving*	8:00-10:00a
Day 2	Corrective Actions		10:15-12:00p
Day 2	None	Lowry Location - 4-hour Defensive Driving*	1:00p-5:00p

*Morning session at Lowry training location is full. Afternoon spaces are available on a first come first served basis.



Training Descriptions

Personal Protective Equipment – Have you identified in your Job Hazard Analysis that you need to wear certain personal protective equipment (PPE)? Is the PPE you’re wearing appropriate for the job? There is a lot of specialized PPE available and choosing the correct type may save your life. For example, a Type B hardhat may not be applicable to your job if you’re an electrician. This course will review the PPE selection, use and care including hard hats, gloves, safety glasses and goggles, body protection and other types of personal protective equipment.

Lockout/ Tagout for Authorized Employees – Designed for maintenance and facilities workers, this course addresses the practices and procedures necessary to safely disable machinery or equipment, thereby preventing the release of hazardous energy while employees perform servicing and maintenance activities. The course outlines measures for identifying, controlling, and isolating hazardous energies from electrical, mechanical, and energy sources. This is a required training for employees conducting Lockout/Tagout procedures.

Hearing Conservation – Do you need hearing protection? Do you wear it correctly? Is it rated for the work you are doing? Are you sure? If you work in a noisy environment all day or even short periods of time, you may be permanently damaging your hearing. The good news is that this exposure is completely preventable! This training will review the anatomy of the ear and OSHA’s Hearing Conservation Program. We will discuss the effects of sound on your ears, the types of hearing protection, how the noise reduction rating (NRR) is used and calculated, the proper way to insert/wear your hearing protection to get the NRR rating and proper care of hearing protection devices.

Job Hazard Analysis – Have you ever been asked to perform a job that seemed dangerous? Have you instructed someone to perform a task without knowing the hazards involved? Completing and/or reviewing the Job Hazard Analysis (JHA) for the task would have answered these questions. Like the instructions or “components” of baking a cake, a JHA breaks down the job or task into the series of steps one must do to complete the job. JHAs should be created for the most common set of tasks completed at your workplace as well as before potentially dangerous tasks are performed.

Emergency Preparedness and Fire Prevention – Are you prepared for an emergency? Do you know what to do in the event of an emergency? Where should you evacuate, how do you act, who is in charge? These are important questions that need to be answered before an emergency occurs. The components of an Emergency Action Plan will be covered in this training. Additionally, we will review the importance of fire protection systems including when and how to use a fire extinguisher.

Stress Management - Do you wake up in the morning already tired from sleeping? Are you already dreading your workday before it begins? Nearly everyone experiences some form of stress throughout their day. Identifying those risk factors is the key to managing your stress. This training will educate you on the various stages, causes and some healthy ways to manage stress.

Slip & Fall Prevention – For the 2010/2011 policy year, the State of Colorado has established a goal of reducing employee slip & fall accidents by 15%. This course is designed to increase employee’s awareness to slip, trip & fall hazards by obtaining a better understanding of



conditions and behaviors that contribute to slips, trips and falls. In addition, this presentation will provide new ideas on how to prevent slips & falls.

When a Good Claim Goes Bad – Learn what to do and what not to do during the life of a workers' compensation claim. Join us in a lively discussion of the critical decision points to move a claim along for a timely resolution and avoid a good claim from going bad!

Stretching for the State – This course is designed to introduce basic stretching exercises that can help reduce muscle strains by improving the flexibility and balance of your employees. Although stretching is only one component of a comprehensive wellness program, stretching can be done without using expensive equipment or joining a gym.

Back Injury Prevention and Proper Lifting – Back injuries are the most costly injury suffered in the workplace. For the employee with an injured back, a long recovery may be ahead. Here, prevention is the key. Learn the importance of safe lifting and what you can do to keep your back in good working order throughout your career and life.

Corrective Actions – Blazing a trail through the state personnel wilderness; a manager's guide to navigating the classified system. The lawyers of the Employment/Personnel Unit of the Colorado Attorney General's Office will discuss how to effectively use performance management and progressive discipline in order to avoid personnel problems. This class is conducted by the Attorney General's office and is designed for supervisors.

Property Inspections – Do you know what to do when a frozen water line bursts and floods your building? Broken water lines from freezing have cost the State over \$3 million in property losses since 2005. This fiscal year alone, we have already exceeded \$600,000 from frozen water lines and we still have some of the coldest months ahead of us. The training is designed to educate you on how water lines freeze, water's destructive properties, mitigation efforts and the property claim process.

Defensive Driving – This 4-hour nationally certified classroom course will teach the participant the basics of safe and defensive driving. Subjects such as stopping distance, driving while drowsy, road rage, seat belts, and habitual violations will be discussed. Videos, lecture, and class participation and discussion are all used to help inform and remind employees of the rights, responsibilities, and privilege of being behind the wheel. Participants passing course will receive a certificate of completion from the National Safety Council.

Note: This class does not meet the qualification of a court ordered defensive driving program.