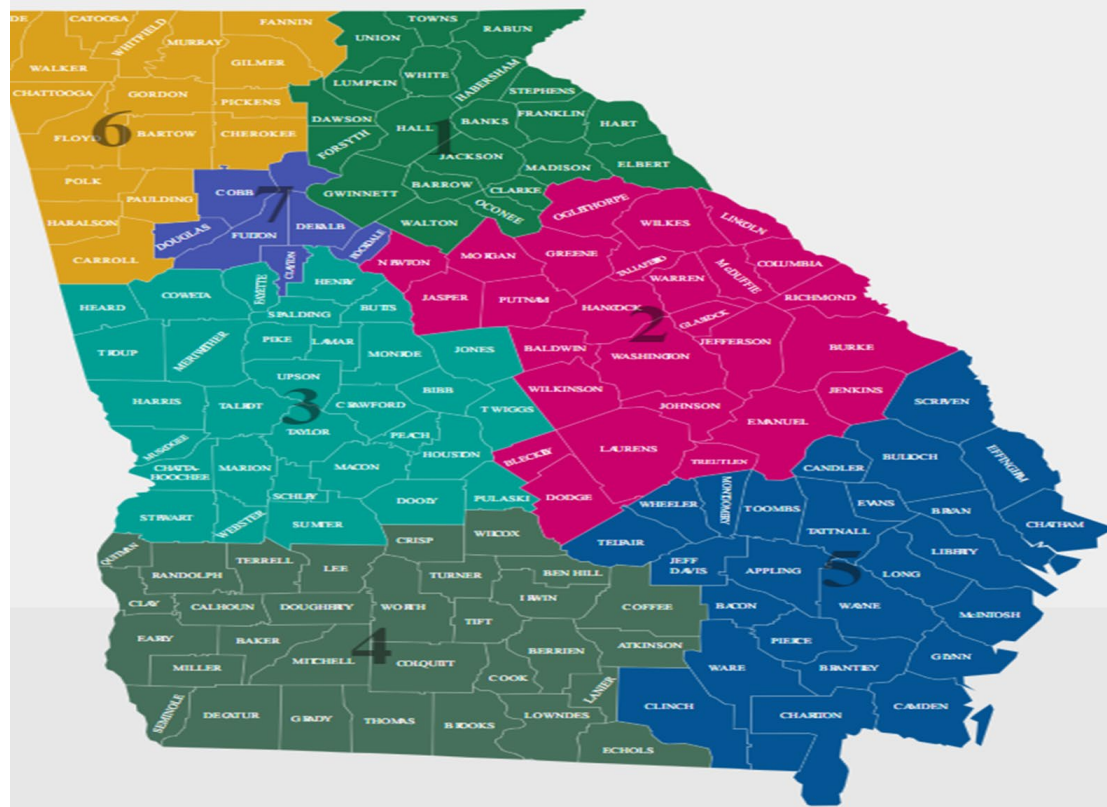


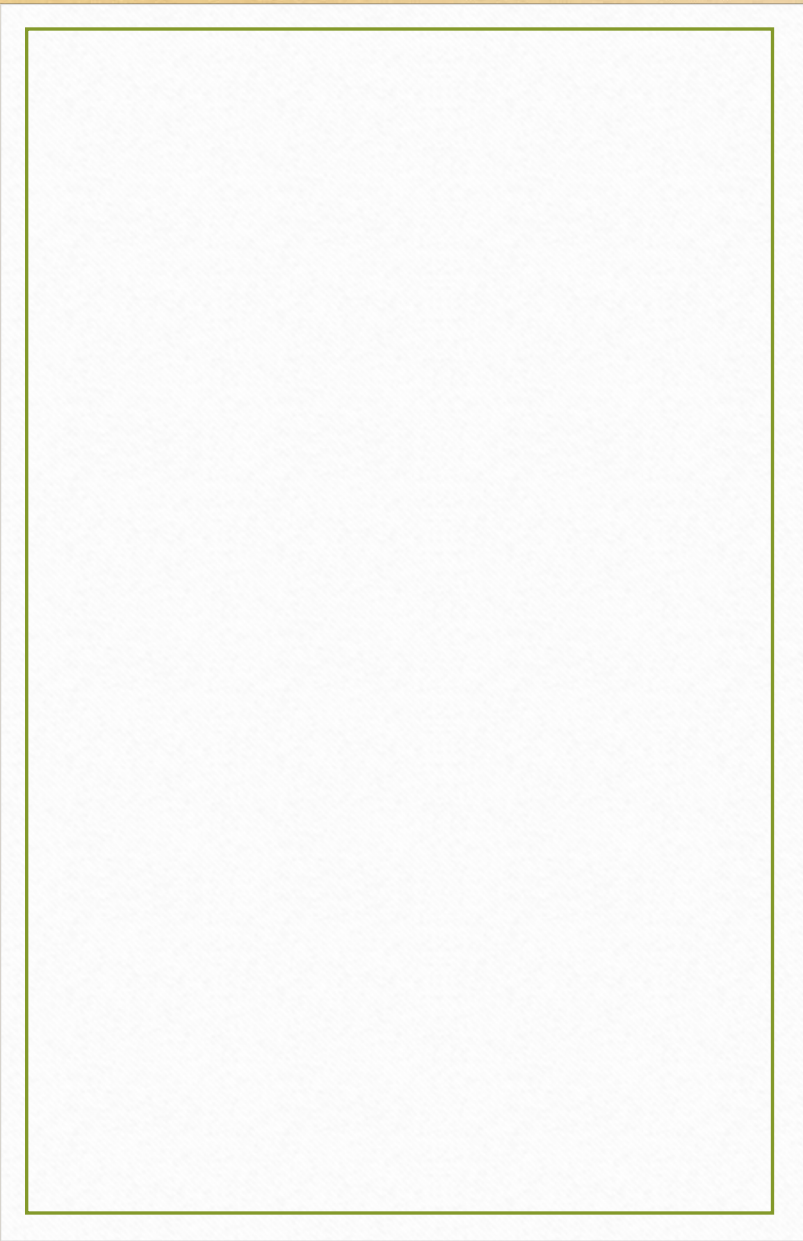
# Course Information

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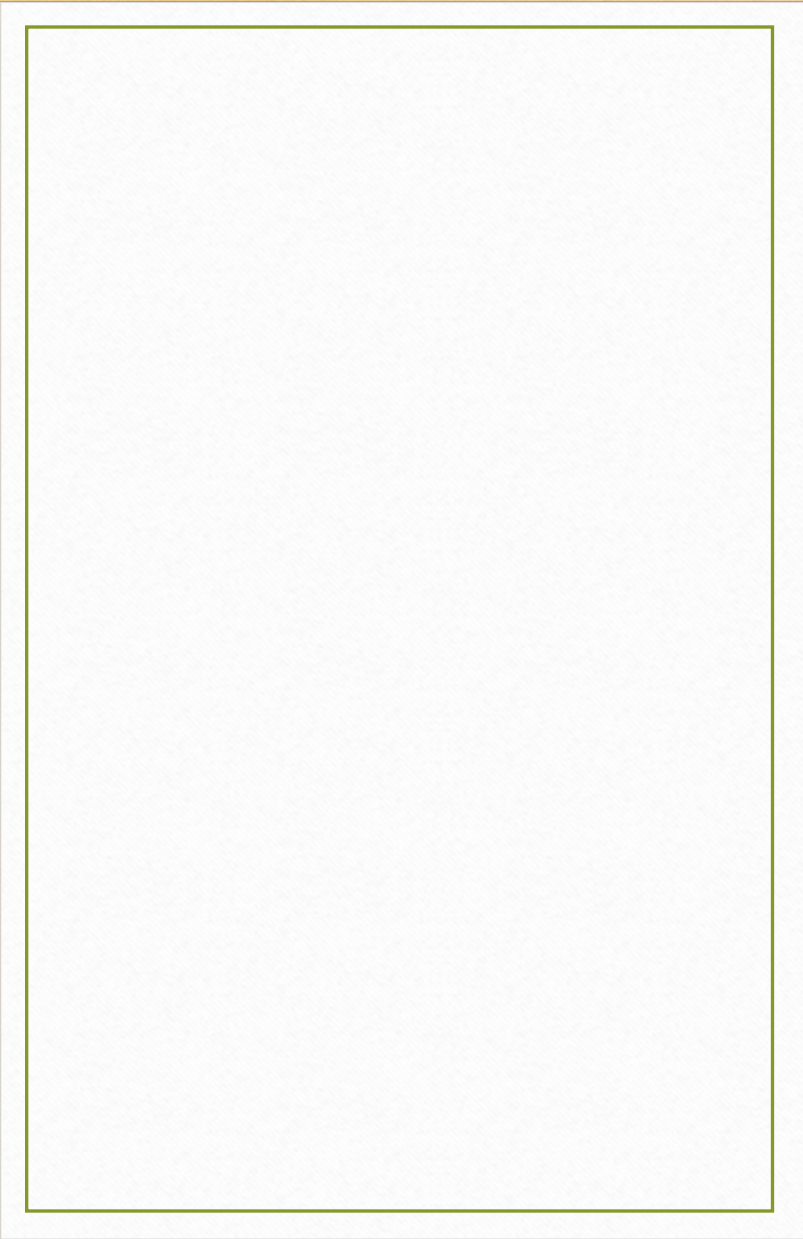


Backhoe Operator Municipal Vehicle Operations Safety Workshop Front Loader Operator Safety Certification Vehicle Backing Accident Prevention Preventing Overexertion Injuries Preparing for Storms and Recovery Backhoe Operator Safety Cert Crane Truck Public Works Road Systems Maintenance Rural Roads Systems Park, Playground and Sport Parks and Recreation Safety Temporary Traffic Control Priority Public Works and Safety Recovery Operations Safety Work	Work zone Safety and Traffic Control Traffic Management through signs and markings Road Safety 365 Low-Cost Roadway Safety Improvements Basic Highway Plan Reading Effective Motivation of Highway Maintenance Horizontal Curve Alignment and Setting Advisory Speeds. Road Safety Audits Transportation Asset Management	Flagger Confine Space Entry Trenching and Excavating	Chainsaw Safety 1-day or 2-day training session

Vehicle and CDL Courses	Heavy Equipment Course	OSHA Courses	Public Works	Water Utility
<u>Municipal Vehicle Operations Safety Workshop</u>	<u>Backhoe Operator</u>	<u>Confined Space Entry</u>	<u>Public Works Operations Safety Workshop</u>	<u>Temporary Traffic Control Workshop</u>
<u>Vehicle Backing Accident Prevention</u>	<u>Front Loader Operator Safety</u>	<u>Preventing Overexertion</u>	<u>Road Systems Maintenance Safety Workshop</u>	<u>Priority Public Works &amp; Utility Worker</u>
Aerial Crane Operator, See LTAP Course Description	<b>Kevin can do more than one equipment in one day, just has to know in advance</b>		<u>Rural Road Systems Maintenance</u>	<u>Preparing for Storms and Recovery</u>
			<u>Parks, Playgrounds, and Sports</u>	<u>Backhoe Operator Safety</u>
			<u>Parks and Recreations Safety</u>	<u>Crane Truck</u>
				<u>Recovery Operations Workshop</u>

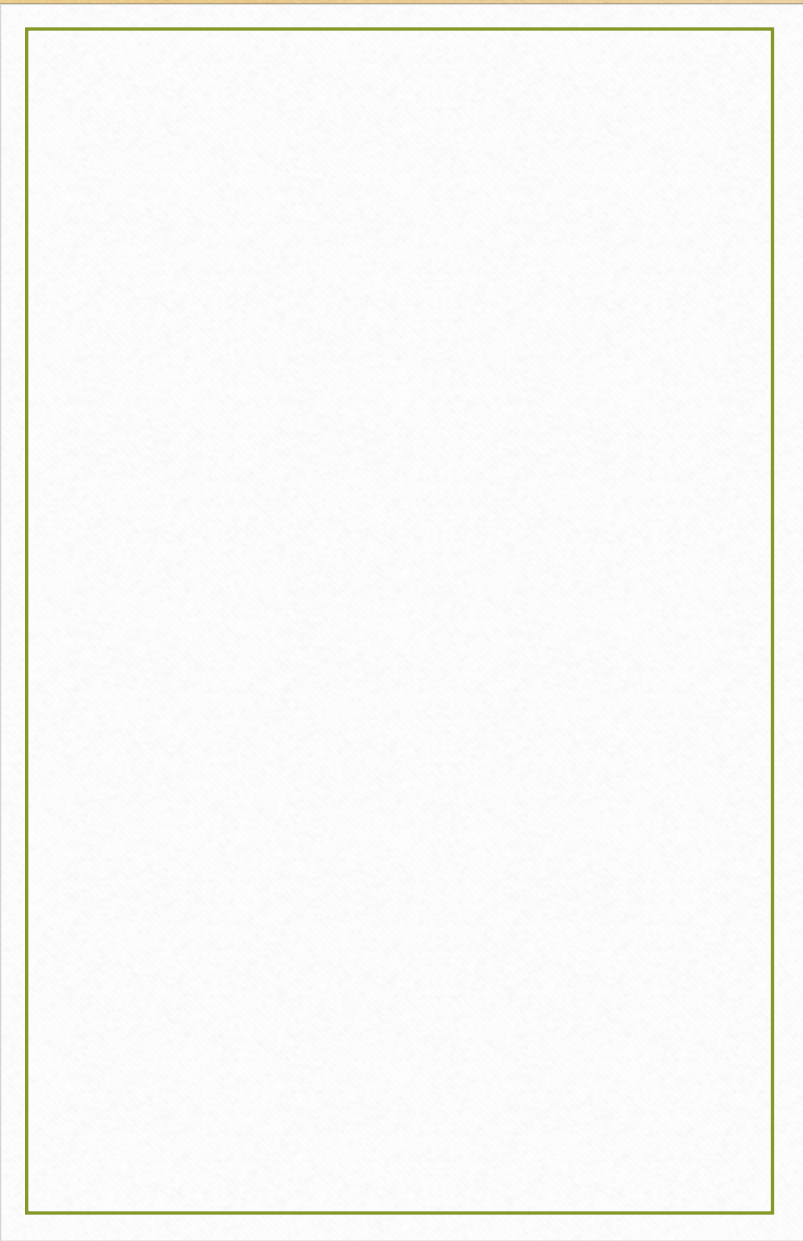


Title	Municipal Vehicle Operations Safety Workshop	Backhoe Operator Safety Certification
Description	Identifies common public works confined space activities such as storm water system maintenance. Summarizes procedures and equipment used, employee responsibilities and use of a confined space entry permit form.	A course that consists of a morning and afternoon session. With the morning covering, Classroom: Machine Orientation Work Zone Hazard Analysis Job set-up – Pre-job checklists And more in about 3 and ½ hours. The afternoon will be out-side Exercises: Front Operations Machine Inspection Start-up Travel with Loads Front Loader Operations Loading Dump Trucks Return to Dig- Auto Detent Back Blading And more! In the afternoon, participants will need a site and equipment to engage in hand-on learning activities.
Duration	4-6	4-6
Number of Students	30	25
Sessions Per Day	1	1
Certification/Hand-ons	Y/N	Y/Y
Equipment Needed	N	Backhoe

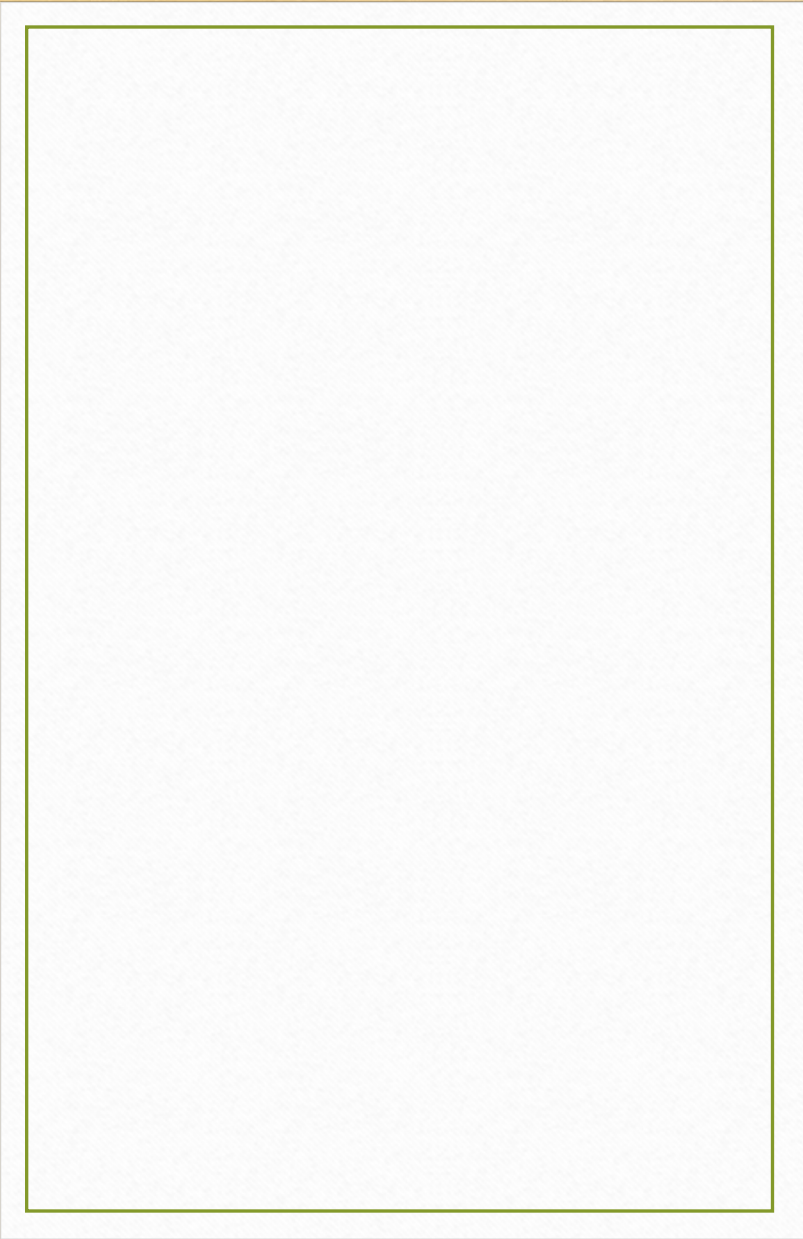


Title	Crane Truck	Aerial Reach Operator Safety
Description	Designed specifically for municipal public works, parks, streets/roads, water, wastewater, distribution/collection and/or storm water utility workers or any other city employees who may be called on to operate the crane truck. Also great for emergency backup personnel who may be called on to use the equipment in special circumstances such as after a hurricane or for any other reason where no other regular operators are available. This is a great orientation for new operators and a good refresher for seasoned operators! This program has a “train-the-trainer” component so it is perfect for your in-house assigned equipment trainers. Lastly, also recommended for crane truck riggers and crew members, division supervisors, agency safety officers, department safety coordinators, general safety trainers and/or fleet team members.	Designed specifically for municipal, county or special district workers or any other employees who may be called on to operate the bucket truck. Also recommended for bucket truck crew members, division supervisors, agency safety officers, department safety coordinators, assigned equipment trainers, general safety trainers and/or fleet team members!
Duration	4-6	4-6
Number of Students	30	30
Sessions Per Day	1	1
Certification/Hand-ons	Y/N	Y/Y
Equipment Needed	N	N

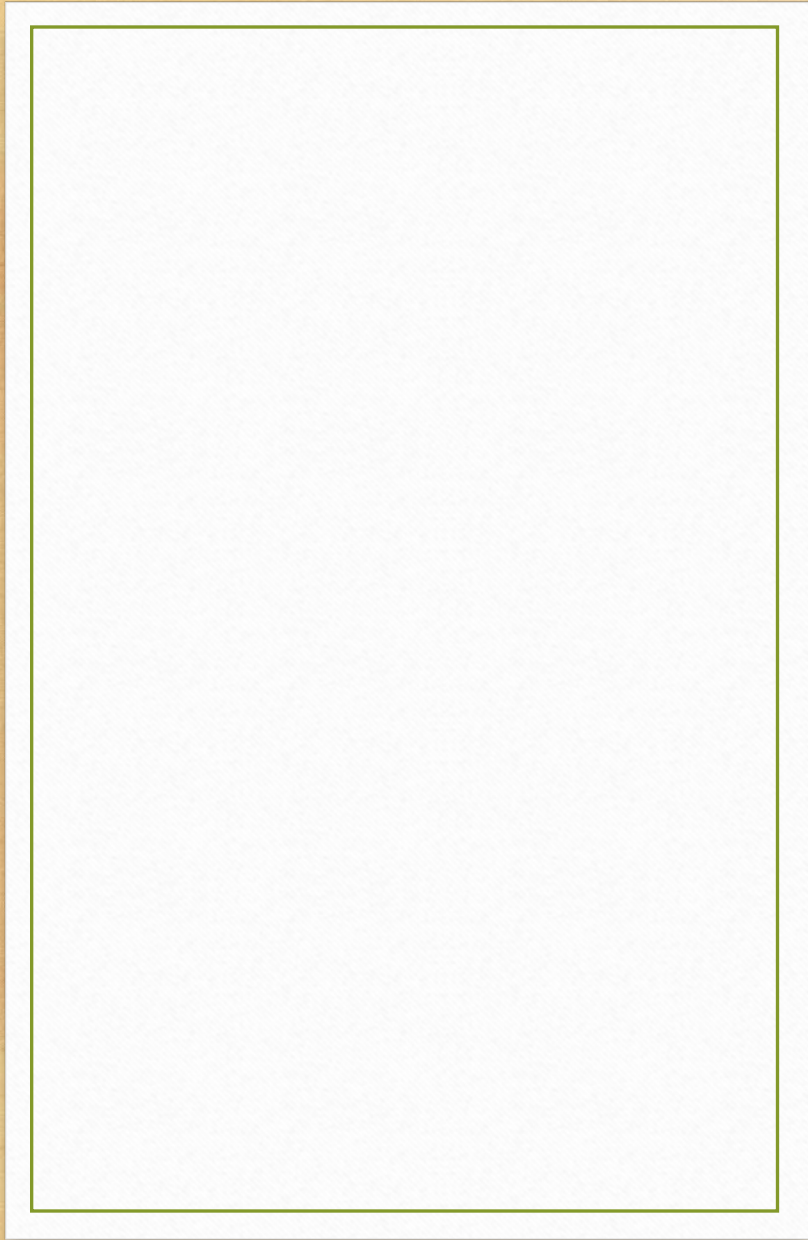
Title	Forklift Operator	Park, Playing and Sport
Description	Designed specifically for municipal public works, water or wastewater utility workers, water plant or wastewater plant operators, power generation plant workers and/or all others at your places of employment who operate a forklift (Powered Industrial Trucks) and who would benefit from a first time or refresher course concentrating on the hazards of forklift operations.	Our program begins by detailing a number of parks maintenance department accidents as they have been tracked over the past 20 years. It is easy to identify a trend of what we call the "Top Ten" city/county parks maintenance worker killers. Recent 2010/2011 accident case studies are also covered showing real news agency newscast clips or news website photos to confirm authenticity of accidents to prepare attendees for an important full-day safety program directly related to their jobs.
Duration	4-6	4-6
Number of Students	30	30
Sessions Per Day	1	1
Certification/Hand-ons	Y/N	Y/Y
Equipment Needed	N	N



Title	Parks and Recreation Safety	Temporary Traffic Control
Description	Parks maintenance employees, foremen or supervisors who maintain city/county or special district rights-of way, infrastructure and other outdoor or roadside facilities. Program is also recommended for safety officers, risk managers, H. R. professionals or others with safety program coordination responsibility.	Designed specifically for: • Utilities: Municipal water, wastewater and storm water utility personnel • Public Works: transportation, streets and roads and parks personnel Details safe work practices as described in the Manual on Uniform Traffic Control Devices (MUTCD) and those regularly practiced at cities, counties and utilities. Identifies and addresses common city and county temporary traffic control needs and exposures and details proper use of temporary traffic control devices. Provides a brief overview and introduction of the FDOT Designs Standards Manual sections relative to temporary traffic control and encourages participants to complete a full MOT certification program. Discusses specific work site safety analysis and how set up temporary traffic control for many common municipal work zone scenarios. Introduces other related hazards specific to working near or in the road and features new safety products and accident prevention measures. Integrates actual survey video and photos captured or taken during real work inspections.
Duration	4-6	4-6
Number of Students	30	30
Sessions Per Day	1	1
Certification/Hand-ons	Y/N	Y/Y
Equipment Needed	N	N



Title	Priority Public Works and Safety	Recovery Operations Safety Work
Description	This program component educates the attendee on above and below ground power line configurations. It describes the various city/county worker activities that place employees at risk of contact with high voltage lines. We then share with your worker's accident prevention methods and safe work practices when operating near power utilities.	Designed specifically for municipal public works and/or water utility employees, foremen, supervisors and managers who are responsible for agency or individual department storm preparedness and who also may be engaged in storm recovery operations including "away" operations while providing mutual aid. Also recommended for agency emergency management staff, safety officers, department safety coordinators and/or general safety trainers.
Duration	2	4-6
Number of Students	30	30
Sessions Per Day	1	1
Certification/Hand-ons	Y/N	Y/Y
Equipment Needed	N	N



Title	Vehicle Backing Accident Prevention	Front Loader Operator Safety Certification
Description	Instructs on how to become familiar with "limited rearward view" areas on any vehicle during pre-trip inspection and how to check back up alarms and newer vehicle backing accident prevention technology such as cameras and proximity sensors prior to travel. More on flyer in email or computer.	A course that consists of a morning and afternoon session. With the morning covering, Classroom: Machine Orientation Work Zone Hazard Analysis Job set-up – Pre-job checklists And more in about 3 and ½ hours. The afternoon will be out-side Exercises: Front Operations, Machine Inspection, Start-up Travel, Travel with Loads, Front Loader Operations, Loading Dump Trucks, Return to Dig- Auto Detent, Back Blading and more! In the afternoon, participants will need a site and equipment to engage in hand-on learning activities.
Duration	4-6	4-6
Number of Students	30	25
Sessions Per Day	1	1
Certification/Handons	N/Y	Y/Y
Equipment Needed	N	N

Title	Confined Space Entry	Preventing Overexertion
Description	Identifies common public works confined space activities such as storm water system maintenance. Summarizes procedures and equipment used, employee responsibilities and use of a confined space entry permit form.	Designed specifically for municipal county or special district employees. Should include any public works employees, water utility, wastewater, distribution/collection and/or storm water utility workers or any other employees who may suffer a potential over exertion injury. Also recommended for division supervisors, agency safety officers, department safety coordinators, assigned equipment trainers, general safety trainers and/or fleet team members.
Duration	7	2
Number of Students	30	30
Sessions Per Day	1	3
Certification/Handons	N/Y	N/Y
Equipment Needed	N	N

Title	Public Works	Road Systems Maintenance Safety
Description	<p>We answer the question, “Why a Public Works Operations Safety Workshop?” The program begins by detailing a number of streets, roads, parks maintenance and/or transportation department accidents as they have been tracked over the past 20 years. It is easy to identify a trend of what we call the “Top Ten” public works worker killers. Recent public works accident case studies are discussed. The audience is polled for additional descriptions of incidents and accidents related to the topic. A high impact presentation beginning prepares attendees for an important safety program directly related to their jobs.</p>	<p>This course is designed specifically for DOT District employees, municipal public works, streets/roads, parks, water utility and/or other city or county employees who engage in maintenance of city/county parks, rights-of-way, infrastructure, and other outdoor/roadside facilities. The course is also recommended for emergency backup personnel who may be called on in special circumstances such as after a natural disaster or any other reason where typical staff are not available or need extra support. Other recommended participants are crew leaders, division supervisors, agency safety officers, department safety coordinators, general safety trainers and/or fleet team members. All students will receive a Training Certificate upon completion!</p>
Duration	4-6	4-6
Number of Students	30	30
Sessions Per Day	1	1
Certification /Handons	N/N	N/N
Equipment Needed	N	N

Title	Rural Road Systems Maintenance
Description	Our program begins by detailing a number of rural roads maintenance accidents as they have been tracked over the past 20 years. It is easy to identify a trend of what we call the “Top Ten” city/county road maintenance worker killers. Includes, basic safety, common work hazards, specific task, and incidental hazards.
Duration	3
Number of Students	30
Sessions Per Day	2
Certification/Handons	N/N
Equipment Needed	N

Title

Preparing for Storms and Recovery (CEU)

Description

Designed specifically for municipal public works and/or water utility employees, foreman, supervisors and managers who are responsible for agency or individual department storm preparedness and who also may be engaged in storm recovery operations including “away” operations while providing mutual aid. Also recommended for agency emergency management staff, safety officers, department safety coordinators and/or general safety trainers

Duration

4-6

Number of Students

30

Sessions Per Day

1

Certification/Handons

N/Y

Equipment Needed

N

Course Title	Course Description	Duration
<p>Chainsaw Safety</p> <p>He doesn't need anything for his presentation; he has what he needs. No need for screen or monitor.</p>	<p>The instructor requires 1 tree for the 1-day chainsaw safety course, which he will cut down himself. It does not have to be on site, but close enough to drive to. Participants of the course are also required to furnish hard hats &amp; safety glasses.</p>	<p>8AM-3PM either one day or both</p> <p>-First day can have as many as 30 people, if doing two-day training no more than 12 on the second day.</p>

## **COURSE**

Work Zone Safety and Traffic Control

Traffic Management through Signs, Markings and the MUTCD

Road Safety 365

Low-Cost Roadway Safety Improvements

Basic Highway Plan Reading

Effective Motivation of Highway and Street Employees

Horizontal Curve Alignment and Setting Advisory Speeds

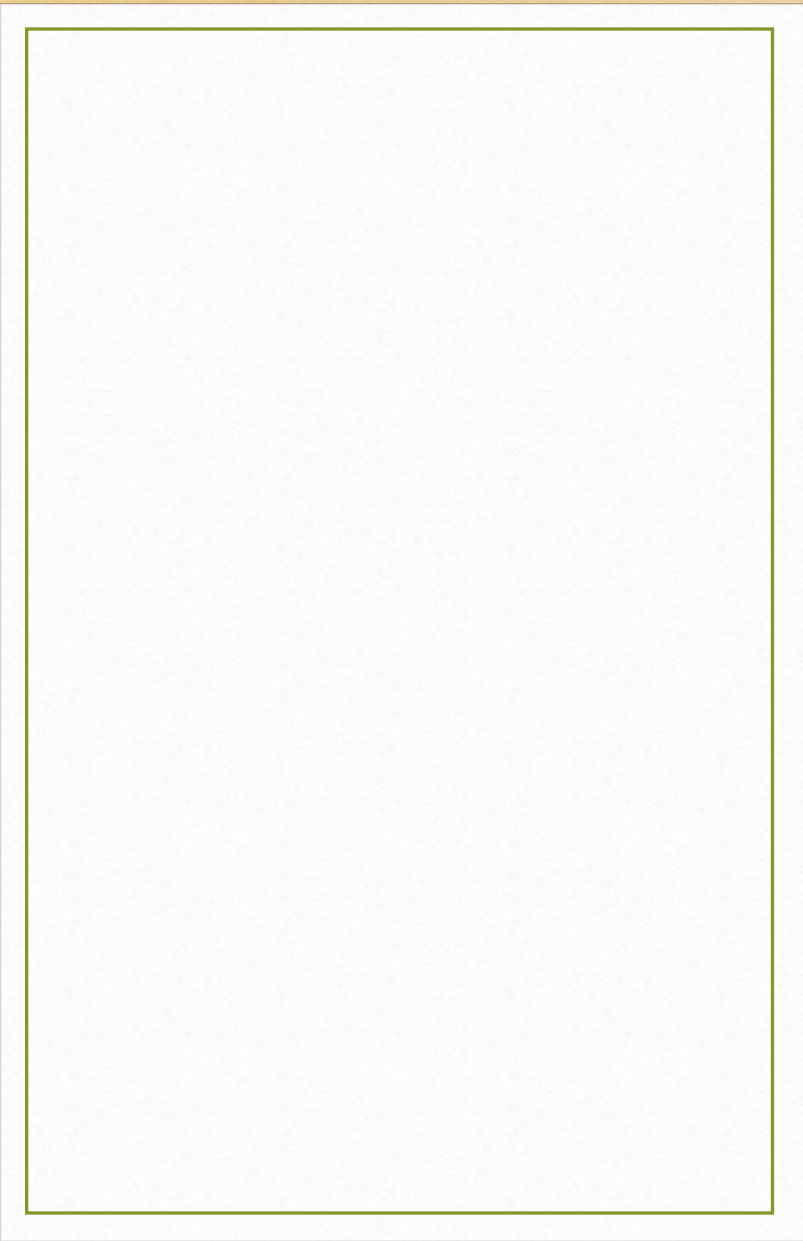
Transportation Asset Management

Practical Math for Roadway Workers

Road Safety Audits

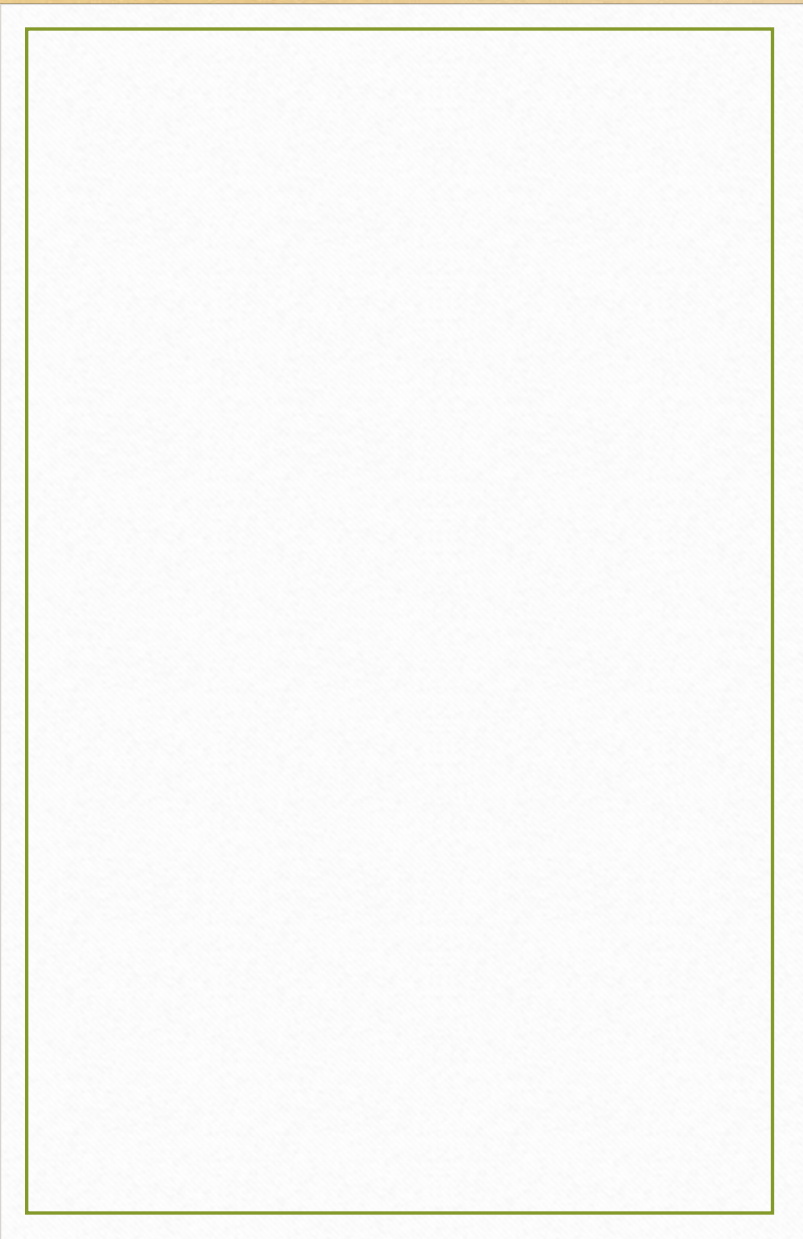
Title	Work Zone Safety and Traffic Control	Traffic Management Through Signs, Markings and the MUTCD
Description	<p>This workshop aims to improve worker and motorist safety through learning the proper use of traffic control devices during road maintenance and construction operations. Participants will find out how to use specific types of traffic control devices and how to plan, set up and maintain a work zone. The workshop will cover the following items in detail:</p> <ul style="list-style-type: none"> <li>Why should I use Traffic Control?</li> <li>Understanding General Terms for Work Zones</li> <li>Traffic Control Devices (Signs, Cones, Drums, etc.)</li> <li>Proper Traffic Control with Flaggers</li> <li>Components of a Traffic Control Zone</li> <li>How to Set-up and Use Tapers</li> <li>Development and Set up of Work Zone Plans</li> <li>How to Mitigate Liability Issues</li> </ul> <p>The workshop will bring to light the hazards that field workers face every day in work zones.</p>	<p>This workshop will take a detailed look at Sections 1, 2, and 3 of the Manual on Uniform Traffic Control Devices. This will be a great opportunity for participants to get a good understanding of the requirements of these sections. The workshop will be a fun combination of lecture, activities, and interaction. The training will stress understanding of the MUTCD and its principles, and will cover the following items in detail:</p> <p>Overview of the MUTCD with a detailed discussion of chapters:</p> <ul style="list-style-type: none"> <li>Part 1. General Information</li> <li>Part 2. Signing</li> <li>Part 3. Pavement Markings</li> </ul> <p>Topics Covered will include:</p> <ul style="list-style-type: none"> <li>· Basics of Signs and Signing</li> <li>· Warrants and Use of Signs</li> <li>· Pavement Markings</li> <li>· Temporary Traffic Control</li> <li>· Liability</li> <li>· Questions and Course Review</li> </ul>
Duration	4/6 Six hours but can be modified to 4	4/6
Number of Students	30	30
Sessions Per Day	1 or 2	1
Certification/Handons	N/Y	Y/Y
Equipment Needed	N	N

Title	Road Safety 365	Low-Cost Roadway Safety Improvements
Description	<p>The Road Safety 365 workshop provides local agencies with practical and effective ways to mainstream safety solutions into their day-to-day activities and project development process. The workshop focuses on processes for incorporating safety into all aspects of local and rural road projects, and on making safety a priority through inclusion in the traditional decision-making process—365 days a year. The benefits and potential cost savings of safety initiatives are shown using examples from local agencies.</p> <p>Learning Outcomes:            Explain the need for making roads safer.            Separate safety myths from reality.            Demonstrate how to “read the road.”            Describe practical and low-cost countermeasures to improve safety.            Communication with Local Officials.</p>	<p>This course provides examples of low-cost maintenance and safety improvements on roads. The importance of road safety, and how it can be integrated into tribal transportation construction, operations, and maintenance, will be stressed. Attendees will be given numerous actionable items that will make their road network safer. The class will be a fun combination of lecture, discussion, and group activities.</p> <p>Topics covered include:            Why is crash reduction important?            Preventing Roadway Departure: Keeping Vehicles in their Lane (Signage, Striping, High Friction Surface)            Reading the Road: Identifying Safety Issues            Preventing Roadway Departure: Keeping Vehicles in their Lane (Rumble Strips, Crown/Drainage, Bridges, Vegetation Management, Routine Maintenance)            Creating a Forgiving Roadside: How much is the Clear Zone?            Creating a Forgiving Roadside: What to do with hazards in the Clear Zone</p>
Duration	4/6	4/6
Number of Students	30	30
Sessions Per Day	1	1
Certification/Handons	N/Y	Y/Y
Equipment Needed	N	N



Title	Basic Highway Plan Reading	Effective Motivation of Highway and Street Employees
Description	This workshop takes participants through the various types of plans used at road departments. Participants discover how to read and interpret the different types of standard symbols and abbreviations. This course discusses features and details contained within plans; how to define the types of scales and identify dimensions found on plans. Sample roadway plans will be used. Local agency street maintenance crews and road departments will find the highway plans valuable tools to assist in right of way determination, easement location, and drainage features.	Increasingly, agencies that maintain highways, roads, and streets are counted on to provide fast, high-quality service because good maintenance saves lives and money. The best and quickest way to encourage this is through effective motivation by their immediate supervisors. This workshop takes a look at what makes agencies successful, how to define worker needs and wants, how to take advantage of those for increased productivity through rewards, how to utilize the "One Minute Manager" approach, and how to improve communications. This course is designed for managers at all levels of the agency and those that aspire to management can use the techniques presented in this course to motivate their people.
Duration	4/6	4/6
Number of Students	30	30
Sessions Per Day	1	3
Certification/Handons	N/Y	N/Y
Equipment Needed	N	N

Title	Horizontal Curve Alignment
Description	This workshop covers how to determine curve advisory speeds using the ball bank indicator, how to select the appropriate signage, and the basic rules of signing. The course includes hands on activities, calibration of ball bank indicators, and a field trip by participants to test their new skills. This workshop will help local agencies meet the updated 11 <sup>th</sup> edition MUTCD guidance for horizontal curve signage.
Duration	4/6
Number of Students	30
Sessions Per Day	1
Certification/Handons	N/Y
Equipment Needed	N



Title	Transportation Asset Management
Description	<p>The large inventory of aging roadways and bridges, the dramatic fluctuations in construction costs, the retirement of experienced transportation workers, and the increased competition for available funding have amplified the challenges transportation agencies face as they manage their highway systems. A number of highway agencies have established Transportation Asset Management (TAM) programs to help document asset conditions, to allocate funding, and to determine the most effective use of available funds. TAM programs provide the processes and tools necessary to help transportation leaders make informed project decisions that can improve the overall operational efficiency of the organization. This workshop covers the basic tenets of an asset management program, how it is useful and looks at pavement preservation strategies.</p> <p>After the workshop you will be able to:</p> <ul style="list-style-type: none"><li>Evaluate an agency's asset management practices using the 5 core questions</li><li>Build a simple asset inventory</li><li>Evaluate the cost-effectiveness of different strategies using condition information</li><li>Identify requirements for implementing asset management</li></ul>
Duration	6
Number of Students	30
Sessions Per Day	1
Certification/Handons	N/Y
Equipment Needed	N

Title	Practical Math for Roadway Workers	Road Safety Audits
Description	<p>With math basics followed by lessons in calculating length, area, volume, and quantities, this interactive course presents how to estimate highway maintenance work in real world situations using the math you already know! Utilizing a step-by-step approach, complex situations encountered by highway and street departments will be broken down into simple pieces. The course explains basic math concepts and illustrates how to estimate quantities for typical maintenance operations.</p> <p>Learning Objectives:            Perform basic math calculations            Estimate highway maintenance work using basic math for repairs involving asphalt, chip seals, shoulder fill, stockpiles, tank storage, ditch grade, mowing, herbicide spraying, seeding, bridge deck repair, concrete deck sealing, sidewalk, and roadway slope.</p>	<p>In this interactive workshop, we learn how to improve safety on our roadways by applying a proactive approach to reducing collisions and their severity. The RSA training provides practical information on how to conduct an RSA, select a location, and build an independent, multi-disciplinary team. The costs, time, benefits, and common myths and concerns surrounding RSAs will be discussed. The RSA is a way for an agency to improve safety and communicate to the public how they are working toward crash reduction.</p> <p>Learning Objectives:            Purpose and types of RSAs            Role of RSAs within a Safe System Approach            how to conduct an RSA with the FHWA eight-step RSA process.            Common safety issues            Field visit to perform an RSA</p>
Duration	4/6	4/6
Number of Students	30	30
Sessions Per Day	1	1
Certification/Handons	N/Y	N/Y
Equipment Needed	N	N

Course Title	Number of Students	Course Description	Duration	Certification
Flagger Course	20 per session/40 per day with 2 sessions	NSC, the leader in roadway safety training, has trained over 80 million drivers in defensive driving courses. The NSC Work Zone Flagger program is an introductory course that teaches roadway personnel to provide safe passage of traffic through and around temporary traffic control work zones.	4 hours long	Yes
Confine Space Entry	20  15	Harnesses, tripods. Gas detectors, are needed for hands on 6 hour require hands on and 4 hours pen and paper for note taking	20 students 4 hours long with no hands-on 7 hours long; class is six hour long with an hour for lunch hands on class	No
Trenching and Excavating	20  15	Need a pre-dug site with an excavator and trench box or equivalent required for 6-hour course and 4 hour no hands on. Covers General OSHA Requirements Course Introduction Soil Mechanics Soil Classification Use of Equipment (Local Equipment is Normally Reviewed using on-site Equipment) Protective Systems – Part 1 Protective Systems – Part 2 Hazardous Atmospheres Conclusion Course Review Written Test	20 students 4 hours long with no hands-on 7 hours long; class is six hour long with an hour for lunch hands on class	No