

Safety/Health and Heavy Equipment Operations Training Schedule: January – June 2016

Welcome to 2016! To continue the success of the City’s safety culture excellence, we have added two new classes this semester in addition to the great safety classes normally offered. Check out the new “Emergency Action Plans” class on page 3 and the first time offered “New Employee Safety Development for Supervisors” class on page 4. OSHA 10 Hour and 30 Hour Certification training is available again for this semester. For those needing HAZWOPER training, we have a 40 Hour certification class and the 8 hour HAWOPER Refresher class. We have a full line up of Heavy Equipment/CDL training classes. The last page of the training schedule includes maps to help you find the various training facilities we are using for classes this semester.

The training schedule is kept on the MySafety Page of the City’s Intranet. Enroll in classes through your department/section TP registrar. Please remember to be on time for the classes that you are enrolled in. Those arriving late may not be allowed into class and will need to reschedule.

Mandatory Safety Training for New Employees

“Safety Planning, Observation and Coaching” (SPOC) and “Defensive Driving” are mandatory classes for all new employees regardless of whether they are office, field or management. “Spare Me the Pain-Office Ergonomics” is mandatory for new office-type employees. “Defensive Driving” and “Spare Me the Pain” is offered on the same day and at the same location to help with scheduling efficiencies. See page 5 for the class description, dates, times and locations.

Safety and HEO Training Staff Contact Information

The staff is ready and willing to assist you with your training needs. If you have questions, specific training needs or special requests, please contact one of them to help you. Thank you!

Eddy Tijerina	etijerina@cityoftulsa.org	918.596.8080 - Coordinator
Linda Dovers	ldovers@cityoftulsa.org	918.596.8081 – Training Administrator
David Bradshaw	dbradshaw@cityoftulsa.org	918.596.8082 - Assistant Heavy Equipment Trainer
Tom Graham	tgraham@cityoftulsa.org	918.596.8083 – Safety Analyst and Trainer
Donald Spear	donaldspear@cityoftulsa.org	918.596.8084 - Safety Analyst and Trainer
Travis Osborne	travisosborne@cityoftulsa.org	918.596.8085 – Safety Analyst and Trainer

Safety and Health Classes

CPR/AED Non-Certification Classes¹

CPR/AED Non-Certification – Learn new skills or refresh and update your old skills in cardiopulmonary resuscitation and automatic external defibrillator. This class teaches the same materials and skills as the certification class and includes lecture, hands-on training and discussion with some video.

Date	Time	Location
February 10	8:30 am – 11am	City Health & Wellness Center – 9311 E. 2 nd St.
April 13	8:30 am – 11am	City Hall/OTC Central Hub – 5 th Floor
June 8	8:30 am – 11 am	City Health & Wellness Center – 9311 E. 2 nd St.

¹This is an LT progression class and counts toward one class when completed. See the last page of this training schedule for more details.



Safety and Health Classes (Continued)

First Aid Non-Certification Classes²

This non-certification class is a first aid refresher class or initial training for employees that have not had any prior first aid training. It is primarily lecture and video with discussion and some hands-on training.

Date	Time	Location
March 9	1pm – 3:30pm	City Health & Wellness Center – 9311 E. 2 nd St.
May 11	1pm – 3:30pm	City Health & Wellness Center – 9311 E. 2 nd St.

²This is an LT progression class and counts toward one class when completed. See the last page of this training schedule for more details.

CPR/AED/First Aid Non-Certification Classes³

CPR/AED Non-Certification – Learn new skills or refresh and update your old skills in cardiopulmonary resuscitation and automatic external defibrillator. This class teaches the same materials and skills as the certification class and includes lecture, hands-on training and discussion with some video.

Date	Time	Location
January 27	12:00pm – 4:00pm	City Health & Wellness Center – 9311 E. 2 nd St.
February 16	12:00pm – 4:00pm	City Health & Wellness Center – 9311 E. 2 nd St.
March 23	12:00pm – 4:00pm	City Health & Wellness Center – 9311 E. 2 nd St.
April 12	12:00pm – 4:00pm	City Health & Wellness Center – 9311 E. 2 nd St.
May 19	12:00pm – 4:00pm	City Health & Wellness Center – 9311 E. 2 nd St.
June 22	12:00pm – 4:00pm	City Health & Wellness Center – 9311 E. 2 nd St.

³This is an LT progression class and counts toward two classes. See the last page of the training schedule for more details.

We will schedule special non-certification classes in CPR/AED or first aid for groups of 7 to 10 people. There is no cost to your department for non-certification classes. You can request more information by contacting Donald Spear (donaldspear@cityoftulsa.org) or Travis Osborne (travisosborne@cityoftulsa.org).

CPR/AED and First Aid Certification Classes

Certification classes are available in CPR/AED (Automatic External Defibrillator) and First Aid upon request. Departments pay for the required training materials and certification cards for certification classes (approximately \$10 per student for CPR/AED or for First Aid and approximately \$12 per student for CPR/AED AND First Aid together). These classes may qualify for DEQ CEU's. You can request more information by contacting Donald Spear (donaldspear@cityoftulsa.org) or Travis Osborne (travisosborne@cityoftulsa.org).



Safety and Health Classes (Continued)

Emergency Action Plans

Does your facility have an emergency action plan? Do you have an emergency action team in place? OSHA and City policy requires each facility that houses employees to have a written emergency action plan detailing what employees should do and where employees should go for each type of emergency. Learn the specifics of what should be included in an emergency action plan to help you create, implement, and administer an action plan that works for your facility. This class includes a segment on “Active Shooter” and planning for violent situations with Captain Mike Eckert of the Tulsa Police Department. This class is also good as a review for updating your current facility emergency action plan.

Date	Time	Location
March 3	8am – 12:00pm	Safety Training Center – 10926 E. Cameron

Hands-On Fire Extinguisher Training

This training class is intended to familiarize designated employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting. This class combines classroom and hands-on instructional elements and emphasizes: fire classification and characteristics, fire extinguisher types and identification, how to operate a fire extinguisher, hazards associated with incipient stage fires, and maintenance and inspection of fire extinguishers. This is a great class for employees who have been approved to use fire extinguishers in their work areas, as well as employees who have been designated to use firefighting equipment as part of an emergency action plan. 15 seats per class.

Date	Time	Location
April 29	9:30am – 11am	Safety Training Center – 10926 E. Cameron
July 15	9:30am – 11am	Safety Training Center – 10926 E. Cameron

Job Hazard Analysis Training

Students will learn how to properly create JHAs and how to appropriately train employees utilizing the JHA. Class will consist of group lecture and breakout sessions. This class is intended for crew leaders, supervisors and managers.

Date	Time	Location
January 27	8:00am – 10am	Safety Training Center – 10926 E. Cameron
March 23	8:00am – 10am	Safety Training Center – 10926 E. Cameron
May 25	8:00am – 10am	Safety Training Center – 10926 E. Cameron

Mind, Body and Safety*

This exciting class is designed to give employees whole wellness information with hands-on experiences to better their lives. Class segments include exercise samplings of yoga, modified cross training, and muscle specific exercise. Other class segments will include nutrition information, financial wellness, body mechanics training, safety culture, emotional wellness and a health conversation with Dr. Berry. Nutritional snacks and lunch will be served. This class requires employees to be physically active, so wear comfortable exercising-type clothing and shoes. Please contact Eddy Tijerina – etijerina@cityoftulsa.org to discuss your needs and any needed accommodations prior to enrolling in the class.

Date	Time	Location
February 3	8am – 3:45pm	City Health & Wellness Center – 9311 E. 2 nd St.
May 4	8am – 3:45pm	City Health & Wellness Center – 9311 E. 2 nd St.

**This class counts as a one-progression class in the Supervisory/Lead Skills core group. See the last page of this training schedule for more details.*



Safety and Health Classes (Continued)

New Employee Safety Development for Supervisors

This class is designed for supervisors who manage new employees. The class will give supervisors the knowledge and tools to ensure expected safety training is completed for their new employees. This allows supervisors to be instrumental in ensuring new employees are given the knowledge to help improve our safety culture.

Date	Time	Location
March 24	8am – 12:00pm	Safety Training Center – 10926 E. Cameron

Drug-Free Workplace for Supervisors

Supervisors and Managers are encouraged to attend this class to learn more about drugs in the workplace, properly dealing with “reasonable suspicion” situations and the City of Tulsa’s drug-testing policy. This class is also mandatory for supervisors and managers of CDL drivers to comply with DoT regulations of attending drug free workplace training every three years.

Date	Time	Location
April 20	8am – 12:00pm	Safety Training Center – 10926 E. Cameron

Confined Space Entry I – 8 hours

This class is designed for new employees assigned to perform permit required confined space entry duties or for employees who have not performed permit required confined space entry but are now expected to do so. This is not a refresher course.

Date	Time	Location
February 3	8am – 3pm	Safety Training Center – 10926 E. Cameron
April 6	8am – 3pm	Safety Training Center – 10926 E. Cameron
June 1	8am – 3pm	Safety Training Center – 10926 E. Cameron

Excavation/Trenching/Shoring Refresher

This class is designed for employees who have been performing trenching and shoring duties, and who need to attend a refresher class to comply with CoT policy. Classes will include 4 hours of DEQ credits.

Date	Time	Location
February 3	7:30am – 11:30am	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
February 3	12pm – 4pm	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
March 30	7:30am – 11:30am	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
March 30	12pm – 4pm	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
April 6	7:30am – 11:30am	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
April 6	12pm – 4pm	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
April 14	7:30am – 11:30am	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
April 14	12pm – 4pm	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
June 8	7:30am – 11:30am	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
June 8	12pm – 4pm	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd



Safety and Health Classes (Continued)

Safety Planning, Observation, and Coaching

This class is designed to help new employees learn the steps of addressing unsafe conditions/behaviors in order to help prevent injuries and improve our safety culture. This class is **mandatory for all new employees** within 60 days of hire.

Date	Time	Location
January 13	8am - 11am	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
January 13	12pm – 3pm	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
February 18	8am - 11am	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
February 18	12pm – 3pm	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
March 10	8am - 11am	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
March 10	12pm – 3pm	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
April 12	8am - 11am	City Hall/OTC Presentation Theater – 3 rd Floor
April 12	12pm – 3pm	City Hall/OTC Presentation Theater – 3 rd Floor
May 18	8am - 11am	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
May 18	12pm – 3pm	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
June 14	8am - 11am	City Hall/OTC Presentation Theater – 3 rd Floor
June 14	12pm – 3pm	City Hall/OTC Presentation Theater – 3 rd Floor

Spare Me the Pain – Office Ergonomics

Learn how to set up your work station to minimize the risks of office environment ergonomic injuries. This is a **mandatory class for new office-type employees** within 60 days of hire.

Date	Time	Location
January 21	10:00am – 12:00pm	Safety Training Center – 10926 E. Cameron
February 18	10:00am – 12:00pm	Safety Training Center – 10926 E. Cameron
March 17	10:00am – 12:00pm	Safety Training Center – 10926 E. Cameron
April 21	10:00am – 12:00pm	Safety Training Center – 10926 E. Cameron
May 19	10:00am – 12:00pm	Safety Training Center – 10926 E. Cameron
June 23	10:00am – 12:00pm	Safety Training Center – 10926 E. Cameron

New Employee Defensive Driving and CDL Introduction Training

This class is presented in two halves. Non-CDL drivers will attend only the first half (8am – 10am). Employees who will be driving CDL vehicles will attend both halves (8am – 12pm). This is a **mandatory class for all new employees** within 30 days of hire.

Date	Time	Location
January 21	8:00am – 12:00pm	Safety Training Center – 10926 E. Cameron
February 18	8:00am – 12:00pm	Safety Training Center – 10926 E. Cameron
March 17	8:00am – 12:00pm	Safety Training Center – 10926 E. Cameron
April 21	8:00am – 12:00pm	Safety Training Center – 10926 E. Cameron
May 19	8:00am – 12:00pm	Safety Training Center – 10926 E. Cameron
June 23	8:00am – 12:00pm	Safety Training Center – 10926 E. Cameron



Safety and Health Classes (Continued)

OSHA General Industry – 10 Hour*

This training class is intended to provide entry level general industry workers information about their rights, employer responsibilities, how to identify, abate, avoid and prevent job-related hazards on a job site. It covers a variety of general industry safety and health hazards which workers may encounter. This is a great class for all CoT personnel regardless of what you do and where you work. Students who complete the class will receive a 10 Hour OSHA Certification Card.

Date	Time	Location
March 22-23	8am – 1:30pm	Tulsa Technology Center 3638 S. Memorial Drive, Tulsa, OK

**This is a progression class and counts toward two classes. See the last page of this training schedule for more details.*

OSHA General Industry – 30 Hour*

This training class is intended to provide general industry workers the knowledge to: understand OSHA standards and subparts within the Department of Labor, conduct a work-site safety and health analysis, and implement strategies to prevent or control hazards in the workplace among many other topics. This is a great class for CoT managers, supervisors, safety committee members and staff who administer safety programming. Students who complete the class will receive a 30 Hour OSHA Certification Card. This is a 5 day class and all dates must be attended to receive the 30 hr. credit.

Date	Time	Location
June 6-10	8am – 2:00pm	Tulsa Technology Center 3638 S. Memorial Drive, Tulsa, OK

**This is a progression class and counts toward two classes. See the last page of this training schedule for more details.*

HAZWOPER – 40 Hour Certification

This training class is intended to provide basic health and safety skills necessary to work with and around hazardous materials and hazardous waste. This course provides the 40 hour safety training requirements mandated by OSHA 29 CFR 1910.120. This course includes OSHA regulations, identifying hazardous materials in the workplace, limiting hazardous exposure with PPE, establishing site plans, and understanding the use of SDSs. Students completing the class receive a 40 Hour HAZWOPER Certification Card. Departments must pay for their employees to attend this training. Contact Donald Spear for more information donaldspear@cityoftulsa.org

Date	Time	Location
February 29, March 1, 3, 4	8am – 5pm	Central Technology Center 1720 S. Main, Sapulpa, OK

HAZWOPER – 8 Hour Refresher for 40 Hour Certification Renewal

This course meets the requirements in OSHA 29 CFR 1910.120; Enrollments for this class can be made through [Lori Lee \(lori.lee@centraltech.edu\)](mailto:lori.lee@centraltech.edu). Departments must pay for their employees to attend this class.

Date	Time	Location
February 8	8am – 4:30pm	Central Technology Center 1720 S. Main, Sapulpa, OK



Heavy Equipment Operations Classes

Commercial Driver's License – CDL A

This class is designed for employees who are required to receive a CDL A license. Employees will need to obtain their CDL A permit prior to class. This class will also include instructions on safely operating CoT commercial size vehicles. Employees will also need to have at least 20 hours of driving practice in a CDL vehicle prior to attending class. To enroll, contact Linda Dovers ldovers@cityoftulsa.org or David Bradshaw DBradshaw@cityoftulsa.org.

Date	Time	Location
January 4-15	8am – 4:30pm	Safety Training Center - 10926 E. Cameron
February 1-12	8am – 4:30pm	Safety Training Center - 10926 E. Cameron
March 7-18	8am – 4:30pm	Safety Training Center - 10926 E. Cameron
April 11-22	8am – 4:30pm	Safety Training Center - 10926 E. Cameron
May 2-13	8am – 4:30pm	Safety Training Center - 10926 E. Cameron
May 27 – June 10	8am – 4:30pm	Safety Training Center - 10926 E. Cameron
July 11 - 22	8am – 4:30pm	Safety Training Center - 10926 E. Cameron

Commercial Driver's License – CDL B

This class is designed for employees who are required to receive a CDL B driver's license. Employees will need to obtain their CDL B permit prior to the class. Employees will also need to have at least 20 hours of driving practice in a CDL vehicle prior to attending the class. To enroll, contact Linda Dovers ldovers@cityoftulsa.org or David Bradshaw DBradshaw@cityoftulsa.org.

Date	Time	Location
March 28 – April 1	8am – 4:30pm	Safety Training Center - 10926 E. Cameron
June 27 - July 1	8am – 4:30pm	Safety Training Center - 10926 E. Cameron

Phase I – Basic Heavy Equipment Operations Safety

This class is designed for new employees who are required to work with or around heavy equipment. It is also a prerequisite class for Phase II Backhoe/Trackhoe class.

Date	Time	Location
February 09	8am – 3:30pm	Safety Training Center – 10926 E. Cameron
April 27	8am – 3:30pm	Safety Training Center – 10926 E. Cameron
June 22	8am – 3:30pm	Safety Training Center – 10926 E. Cameron



Heavy Equipment Operations Classes (Continued)

Phase II Backhoe/Track hoe Class

This class is designed for employees who will be operating heavy equipment and is a prerequisite class for the Phase III Backhoe/Track hoe class. Employees must have their CDL A driver's license prior to attending the Phase II class.

Date	Time	Location
February 16-18	8am – 4:30pm	Safety Training Center – 10926 E. Cameron
March 22-24	8am – 4:30pm	Safety Training Center – 10926 E. Cameron
June 13-15	8am – 4:30pm	Safety Training Center – 10926 E. Cameron

Phase III Backhoe/Track hoe Class

This is the final Phase class in the Phase series and employees who successfully complete this class are eligible to apply for heavy equipment operator positions when positions become available.

Date	Time	Location
February 22-26	8am – 4:30pm	Safety Training Center – 10926 E. Cameron
April 04-08	8am – 4:30pm	Safety Training Center – 10926 E. Cameron

Forklift Safety Certification

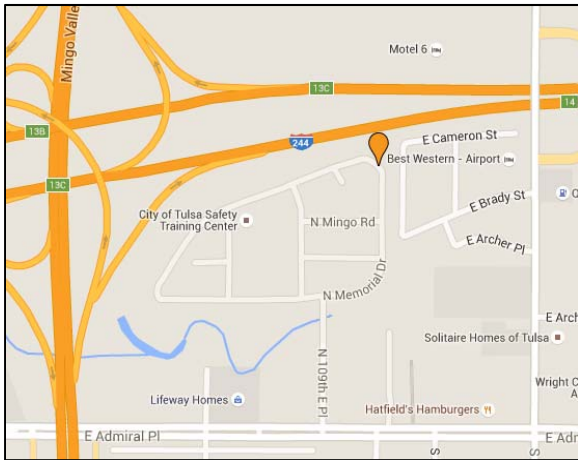
Employees who are assigned to operate forklift type equipment must have a forklift safety certification to comply with OSHA regulations. If you have an employee or a group of employees needing to attend a class, please email Eddy Tijerina at etijerina@cityoftulsa.org to coordinate a class date. Class-room time is generally three hours and takes about 15 minutes per employee to perform the “hands-on” portion of the class.



Training Class Location Maps

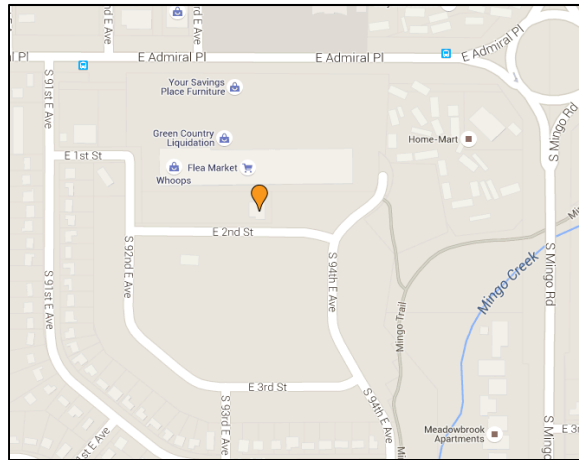
Safety Training Center

10926 E Cameron St, Tulsa, OK 74116



Health & Wellness Center (Boeing)

9311 E 2nd St, Tulsa, OK 74112



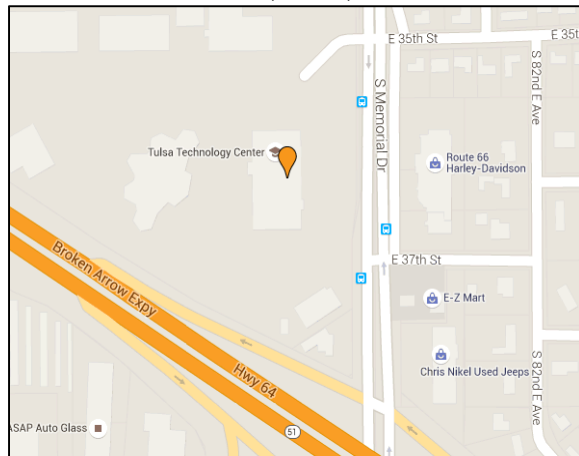
Mohawk Water Treatment Plant

3600 Mohawk Blvd, Tulsa, OK 74115



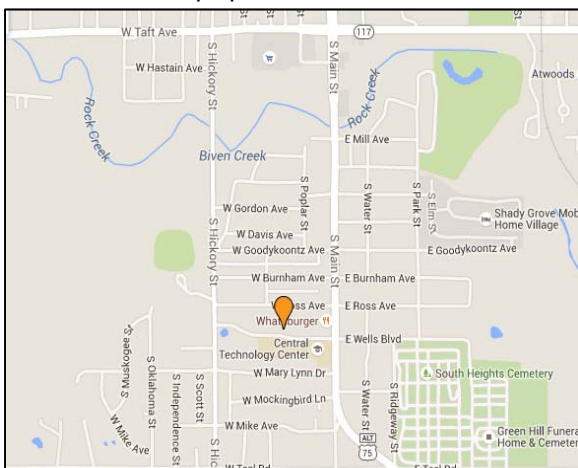
Tulsa Technology Center (TTC)

3638 S. Memorial Drive, Tulsa, OK



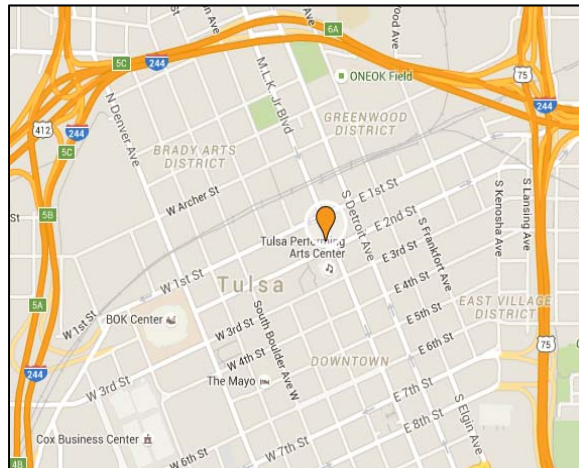
Central Technology Center – Sapulpa

1720 S. Main, Sapulpa, OK



City Hall (OTC)

175 E. 2nd St, Tulsa, OK 74103



Specified Safety Training Class Substitution Allowed for Trades Worker, Treatment Plant Operator, and Plant Mechanic Progression Programs

Each of the following Groups of Safety Training classes will be allowed to substitute for Progression Training classes, once annually, as follows:

GROUP I

(Either of the two classes below can be substituted for One Progression Training class.)

First-Aid Class

This non-certification class is intended as a refresher for people who have had first-aid training in the past, but is helpful even for those who have not. It is primarily lecture and video with discussion and some hands-on training.

No classes scheduled at this time.

CPR/Automated External Defibrillator (AED) Class

CPR/AED Non-Certification – Learn new skills or refresh and update your old skills in cardiopulmonary resuscitation and automatic external defibrillator. This class teaches the same materials and skills as the certification class, including lecture, hands-on training and discussion with some video.

First-Aid and CPR/Automated External Defibrillator (AED) Class

This is a combination class and will count as two progression classes.

Specified Safety Training Class Substitution Allowed for Trades Worker, Treatment Plant Operator, and Plant Mechanic Progression Programs (Continued)

GROUP II:

(This class can be substituted for one class from the Supervisory/Lead Skills Core Group.)

Mind, Body and Safety Class

This exciting class is designed to give employees information and hands-on experiences about Health and Safety..

GROUP III:

(These classes can be substituted for a module requiring two classes – TPO II level module.)

OSHA General Industry – 10-Hour or OSHA General Industry – 30-Hour

Requires Supervisor Permission

