

Safety/Health and Heavy Equipment Operations Training Schedule: January – June 2015

Enroll in classes through your department/section TP registrar. Please remind employees attending classes to be on time for the classes they are enrolled in. Those arriving late may not be allowed into class and will need to reschedule.

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
January 28	8:30 am – 11am	City Health & Wellness Center – 9311 E. 2 nd St.
February 3	8:30 am – 11am	City Hall/OTC Central Hub – 5 th Floor
February 11	1:30pm – 4pm	City Health & Wellness Center – 9311 E. 2 nd St.
March 3	8:30 am – 11am	City Hall/OTC Central Hub – 5 th Floor
March 11	1:30pm – 4 pm	City Health & Wellness Center – 9311 E. 2 nd St.
April 9	1:30pm – 4 pm	City Hall/OTC Central Hub – 5 th Floor
April 22	8:30 am – 11am	City Hall/OTC Central Hub – 5 th Floor
May 6	1:30pm – 4 pm	City Health & Wellness Center – 9311 E. 2 nd St.
May 20	8:30 am – 11am	City Health & Wellness Center – 9311 E. 2 nd St.
June 2	8:30 am – 11am	City Hall/OTC Central Hub – 5 th Floor
June 18	8:30 am – 11am	City Health & Wellness Center – 9311 E. 2 nd St.

Certification classes are available in CPR/AED (Automatic External Defibrillator) and also in First Aid for groups of five to 10 people. We ask that 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). We will schedule special non-certification classes in CPR/AED or first aid for groups of seven to 10 people. There is no cost to your department for non-certification classes.

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

First Aid Non-Certification Classes²

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.

Date	Time	Location
February 12	2pm – 4:30pm	City Hall/OTC Central Hub – 5 th Floor
March 12	1pm – 3:30pm	City Health & Wellness Center – 9311 E. 2 nd St.
April 15	2pm – 4:30pm	City Hall/OTC Central Hub – 5 th Floor
May 13	1pm – 3:30pm	City Health & Wellness Center – 9311 E. 2 nd St.
June 9	2pm – 4:30pm	City Hall/OTC Central Hub – 5 th Floor



Safety and Health Classes (Continued)

Certification classes are available in CPR/AED (Automatic External Defibrillator) and also in First Aid for groups of five to 10 people. We ask that 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).

We will schedule special non-certification classes in CPR/AED or first aid for groups of seven to 10 people. There is no cost to your department for non-certification classes.

²This is an LT progression class and counts toward one class when completed. See the last page of the 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
February 24	12:30pm – 4:30pm	City Health & Wellness Center – 9311 E. 2 nd St.
April 23	12:30pm – 4:30pm	City Health & Wellness Center – 9311 E. 2 nd St.
June 3	12:30pm – 4:30pm	City Health & Wellness Center – 9311 E. 2 nd St.

Certification classes are available in CPR/AED (Automatic External Defibrillator) and also in First Aid for groups of five to 10 people. We ask that 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). We will schedule special non-certification classes in CPR/AED or first aid for groups of seven to 10 people. There is no cost to your department for non-certification classes.

³This is an LT progression class and counts toward two classes. See the last page of the training schedule for more details. May be available for DEQ CEUs. Check with instructor.

Spare Me the Pain – Office Ergonomics

Ergonomic injuries can be painful and debilitating. Learn how to set up your work station to minimize the risks of such injuries. This class also covers back safety in the office environment and includes lecture, discussion and hands-on training.

Date	Time	Location
January 23	9am – 10:30am	City Hall/OTC Central Hub – 5 th Floor
February 16	9am – 10:30am	City Hall/OTC Central Hub – 5 th Floor
March 5	2:30pm – 4 pm	City Hall/OTC Central Hub – 5 th Floor
April 28	2:30pm – 4pm	City Hall/OTC Central Hub – 5 th Floor
May 14	9am – 10:30am	City Hall/OTC Central Hub – 5 th Floor
June 4	2:30pm – 4 pm	City Hall/OTC Central Hub – 5 th Floor



Safety and Health Classes (Continued)

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 15	1pm – 2:30pm	Safety Training Center – 10926 E. Cameron
February 9	8:30am – 10am	Safety Training Center – 10926 E. Cameron
March 10	8:30am – 10am	Safety Training Center – 10926 E. Cameron
April 14	1pm – 2:30pm	Safety Training Center – 10926 E. Cameron
May 12	8:30am – 10am	Safety Training Center – 10926 E. Cameron
June 2	1pm – 2:30pm	Safety Training Center – 10926 E. Cameron

Mind, Body and Safety*

This exciting class is designed to give employees information and hands-on experiences about Health and Safety. Learning segments will include fun and encouraging activities to improve our employees' health and safety IQ in order to prevent injuries and illnesses and to promote and introduce employees to the various health and wellness opportunities the City provides.

Class segments will include introductory exercising to Yoga, Pilates and Cross Training. Other class segments will include nutrition information, financial wellness, body mechanics training, safety culture, 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. Changing facilities are available at this facility. If you have special physical requirements/limitations or food allergies, please contact Eddy Tijerina – etijerina@cityoftulsa.org to discuss your needs and any needed accommodations prior to enrolling in the class. 16 seats per class.

Open to all non-sworn employees..

Date	Time	Location
March 31	8am – 3:45pm	City Health & Wellness Center – 9311 E. 2 nd St.
June 16	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. Several seats will be held for employees who are in the City's progression program. See the last page of this training schedule for more details.*

Drug-Free Workplace for Supervisors

This is a mandatory class for direct supervisors and managers of CDL drivers to comply with DoT regulations. Supervisors of CDL drivers must attend this class at least every three years. Supervisors and Managers of non-CDL drivers are encouraged to attend this class to learn more about drugs in the workplace and the City of Tulsa's drug-testing policy.

Date	Time	Location
April 1	8am – 11:30am	3 rd Floor Presentation Theater – City Hall



Safety and Health Classes (Continued)

Confined Space Entry I – 8 hours

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

Date	Time	Location
February 11	8am – 3pm	Safety Training Center – 10926 E. Cameron
April 29	8am – 3pm	Safety Training Center – 10926 E. Cameron
June 10	8am – 3pm	Safety Training Center – 10926 E. Cameron

Confined Space Entry Refresher Training

This class is mandatory for employees who currently perform confined space entry duties and are required by City policy to attend a refresher training every other year. Classes are open to enrollment but in most cases employees will be assigned to a class. Each class will have 4 hours of DEQ credits.

Date	Time	Location
February 11	7:30am – 11:30am	NSWWTP Admin Building – 5665 N. 105 E. Ave
February 11	12pm – 4pm	NSWWTP Admin Building – 5665 N. 105 E. Ave
March 4	7:30am – 11:30am	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
March 4	12pm – 4pm	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
April 8	7:30am – 11:30am	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
April 8	12pm – 4pm	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
June 10	7:30am – 11:30am	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd
June 10	12pm – 4pm	Mohawk Water Treatment Theater – 3600 E. Mohawk Blvd

Safety Observation, Planning, and Coaching

This class is designed to help front-line field employees learn the steps of planning safety into every job and how to observe/address unsafe conditions/behaviors in order to help prevent injuries and improve our safety culture. This class is mandatory for front-line nonexempt field employees. This class is also open to all employees needing to understand the safety planning, observation and coaching process.

Date	Time	Location
February 25	8am - 11am	Safety Training Center – 10926 E. Cameron
February 25	12pm – 3pm	Safety Training Center – 10926 E. Cameron
April 14	8am - 11am	Safety Training Center – 10926 E. Cameron
April 14	12pm – 3pm	Safety Training Center – 10926 E. Cameron
June 23	8am – 11am	Safety Training Center – 10926 E. Cameron
June 23	12pm - 3pm	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 a worker may encounter. It will emphasize hazard identification, avoidance, control and prevention, not OSHA standards. 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
January 22	8am – 1:30pm	Central Technology Center
January 23	8am – 1:30pm	1720 S. Main, Sapulpa, OK
March 18	8am – 1:30pm	Central Technology Center
March 19	8am – 1:30pm	1720 S. Main, Sapulpa, OK
May 5	8am – 1:30pm	Central Technology Center
May 6	8am – 1:30pm	1720 S. Main, Sapulpa, 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: Identify and comply with the four major elements of a safety program, Understand OSHA standards and subparts within the Department of Labor, Title 29, Code of Federal Regulations, Recognize three ways to demonstrate to OSHA that top management is committed to workplace safety, develop two ways to involve employees in a company’s safety program, conduct a work-site safety and health analysis. implement strategies to prevent or control hazards in the workplace, recognize and apply six sequential elements required to effectively manage safety training, establish a three-step formula to prevent accidents at work and home, identify and utilize resources to help develop, implement, and maintain written safety programs, policies, and procedures, comply with new OSHA recordkeeping rules, more effectively and efficiently evaluate a company’s comprehensive safety and health program. This is a great class for COT managers, supervisors, and staff who administer safety programming. Students who complete the class will receive a 30 Hour OSHA Certification Card. This is a six day class and all dates must be attended to receive the 30hr credit. See dates and time below.

Date	Time	Location
February 3, 4, 24,25 March 3, 4	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.*



Safety and Health Classes (Continued)

HAZWOPER – 40 Hour*

This training class is intended to provide basic health and safety skills necessary to work with and around hazardous materials and waste. This course provides the 40 hour safety training requirements mandated by OSHA 29 CFR 1910.120. It is important that employees know how to recognize these potentially dangerous substances, as well as how to handle and dispose of them properly. This course emphasizes understanding OSHA, site characterization, familiarization with different types of chemical hazards, limiting hazardous exposure with PPE, establishing site plans to limit risk of chemical exposure, identifying hazardous materials in the workplace, and to encourage the use of Safety Data Sheets. Students who complete the class will receive a 40 Hour HAZWOPER Certification Card.

Date	Time	Location
March 9,10,12,13	8am – 5pm	Central Technology Center 1720 S. Main, Sapulpa, OK

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.

Date	Time	Location
April 15	8am – 10am	Safety Training Center 10926 E. Cameron
June 24	8am – 10am	



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 at least 30 days 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. Contact Marty Farmer mfarmer@cityoftulsa.org to enroll.

Date	Time	Location
January 5-16	8am – 4:30pm	Safety Training Center 10926 E. Cameron
February 2-13	8am – 4:30pm	Safety Training Center 10926 E. Cameron
March 2-13	8am – 4:30pm	Safety Training Center 10926 E. Cameron
March 30 April 10	8am – 4:30pm	Safety Training Center 10926 E. Cameron
May 4-15	8am – 4:30pm	Safety Training Center 10926 E. Cameron
June 1-12	8am – 4:30pm	Safety Training Center 10926 E. Cameron
July 6-17	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 at least 30 days 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. CDL B classes are integrated in with the CDL A classes. Contact Marty Farmer mfarmer@cityoftulsa.org to enroll.

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 18	8am – 3:30pm	Safety Training Center 10926 E. Cameron
April 15	8am – 3:30pm	Safety Training Center 10926 E. Cameron
May 26	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
January 20-22	8am – 4:30pm	Safety Training Center 10926 E. Cameron
February 24-26	8am – 4:30pm	Safety Training Center 10926 E. Cameron
April 28-30	8am – 4:30pm	Safety Training Center 10926 E. Cameron
May 19-21	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
March 23-27	8am – 4:30pm	Safety Training Center 10926 E. Cameron
June 15-19	8am – 4:30pm	Safety Training Center 10926 E. Cameron

Gradall / Grapple / Ditching Class

This class is designed for employees who possess basic knowledge in the operation of a Gradall / Grapple. Employees will learn and practice safe methods of operation and techniques. Employees must possess a CDL A or B license

Date	Time	Location
April 20-24	8am – 4:30pm	Safety Training Center 10926 E. Cameron

Large Excavator / Dozer Class

This class is designed for an employee with an unrestricted class A CDL, and must possess some experience operating large excavators, and dozers. The class will teach proper loading and unloading, permitting for transport, and safe operation of excavators and dozers in a simulated work environment.

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



Heavy Equipment Operations Classes (Continued)

Forklift Safety Certification

Employees who are assigned to operate forklift type equipment must have a forklift safety certification to comply with OSHA regulations. Class dates/times and locations will be announced. If you have an employee or a group of employees needing to attend a class, please email Marty Farmer at mfarmer@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.



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. Learning segments will include fun and encouraging activities to improve our employees' health and safety IQ in order to prevent injuries and illnesses. It will also serve to promote and introduce employees to the various health and wellness opportunities the City provides. Class segments will include introductory exercising to Yoga, Pilates and Cross Training. Other class segments will include nutrition information, financial wellness, body mechanics training, safety culture, and a health conversation with Dr. Berry.

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

