

SAFETY TRAINING DIRECTORY

HANDS ON TRAINING SPECIALISTS

Specializing In:

- Industrial Maintenance Training
- Safety Training
- Custom Training Development

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Do you want to know...

What Customers Say?

“The training delivered by AIT was right on the mark. I noticed from our people immediately after completing the training. My hat is off to AIT for improving the skills of our maintenance mechanics and technicians.”

-L. Ken Grooms, Maint. Superintendent, Wescom, Inc.

“I learned a lot of information that will help me in my job.”

- Sharon Crist, Facility Engineering, Safety Coordinator, Columbia House

“I would like to thank your company for the outstanding job you have done for us in building T99. Going into this project, AIT was the only company we could find which had the technical ability in pneumatic logic design to give us what we needed. AIT delivered exactly what was promised, on time and on budget. I look forward to a continued working relationship between Eli Lilly and Company and AIT.”

-Albert Wilson, Process Engineer, Eli Lilly & Company

“Enjoyed the instructors’ patience and knowledge... I liked the attention to quality and hands-on training.”

-Ron Johanboeke, Maintenance Technician, PG&E

“I liked the hands-on aspects, learning by doing... Thanks for an excellent course.”

-Ron Henry, Physical Scientist, Team Leader, U.S. Army Research Laboratory

Here are some of our customers:

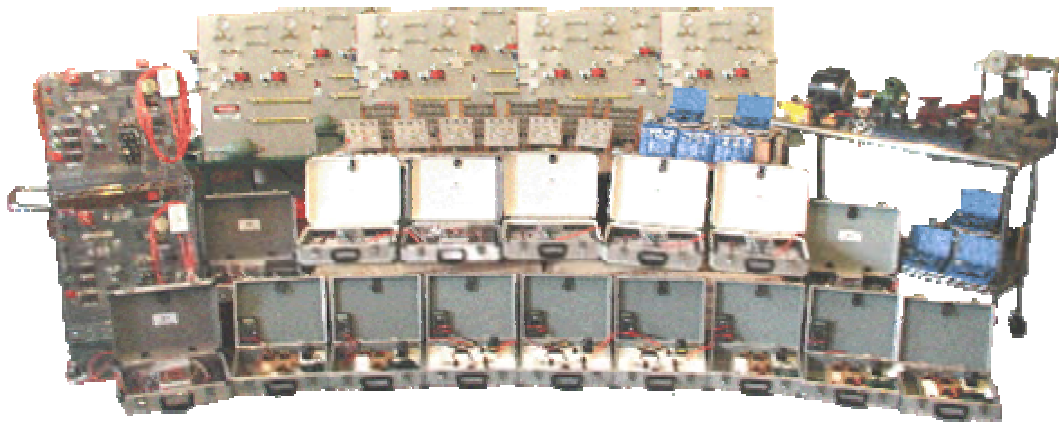
**Army Research Laboratory
Columbia House
GPC
Pfizer
Allegheny Energy**

**Lubrizol
Honda
Eli Lilly & Co.
CSN
... and many more!**

Do you want to know...

Why AIT is Right For You?

1. Real **hands-on** training - Our training courses immediately reinforce the material delivered from the instructor by having the students demonstrate this knowledge on our training equipment. The group size on the trainers is never more than two students.
2. **Practical skill** enhancement - Students leave our training having gained skill and experience that can immediately be applied upon returning to work.
3. Instructors with **industrial experience**- AIT instructors and associates have a wealth of experience. They have experience in industries such as the electric power generation, pharmaceutical, aviation, and emergency response and rescue. Our Instructors are kept sharp by continuing to work in the field. AIT does more than provide courses, we provide solutions. Our Instructors are often involved in customer construction projects or consulting with customers to satisfy their needs.
4. **Flexibility** - AIT is committed to helping our customers solve their problems. Our customers come from diverse backgrounds. No two customers have the same specific needs and that is why we customize courses to fit your exact needs. We can come to your plant, on any shift, any day of the week.
5. Accessible source of **support** - Should you have a technical problem, we are a phone call away.



HANDS-ON Training Specialists

We can come to you!

Can't figure out a feasible way to send your employees to us to receive valuable training? Can't afford the expenses and downtime of off-site training? We can help. We will come to your facility to provide training to your staff - anywhere in the country.

But- don't forget- you can always come to us in Farmersburg, IN (just south of Terre Haute) to receive training in our classroom.

Do you want to know...

Our Purpose?

It is the mission of Alsmann Industrial Training & Consulting Inc. (AIT) to help industry be more productive. We want to do that in many ways while continuing to always put the customer first. We know that this may be a traditional part of mission statements that you have seen, but it seems that this premise has taken a backseat to the self serving practices that are so prevalent in business today. The difference between us and everyone else is that we really do put you first. Quality is in everything we do. Do you want to know why? We do that to serve you.

We promise...

... to provide pertinent training to your employees that may be immediately applied to their jobs after returning to work. We will provide this training in a timely manner which allows your employee to learn a maximum level of skill and return to work in a minimum amount of time.



Phone (812) 696-0880 or (800) 696-5507
Fax (812) 696-0880 www.aitnow.com

OSHA Compliant Safety Training FAQ's

Why do I need to train my employees?

The simple answer to this question is ***OSHA requires safety training.***

Annual statistics from 2001:

- 5900 deaths from work related accidents
- Over 5 million non-fatal injuries from work related accidents
- Federal and State personnel conducted 91,845 workplace inspections
- \$156 billion dollars in OSHA fines were issued

Safety training can reduce:

- Workers compensation cost
- Accidents, Injuries, and Deaths
- Lost production and workdays resulting from injuries
- OSHA penalties

What subjects must I train my employees on?

OSHA has several different subjects for which training is required.

It is your responsibility as an employer to evaluate and recognize hazards that may be present in your workplace and train on them accordingly.

The AIT OSHA training guideline booklet can assist you in determining which subjects might be applicable to your workplace. If any of the following hazards contained in the booklet exist in your workplace you must be trained on them.

When should I provide safety training to my employees?

OSHA requirements for the time of training often vary from subject to subject. Common examples include HAZWOPER (training must be conducted annually), Forklift Certification (must be conducted every three years).

As a minimum, set forth from OSHA employee training shall occur when any of the following circumstances occur:

- Initial hire of employee
- When an accident or near miss occurs
- Employee's job duties change
- New hazards are introduced into the work environment

SAFETY CONSULTING SERVICES

WRITTEN SAFETY PLANS



If your company is like most others, it has certain goals that it wants to achieve in safety, such as reducing the costs of downtime, and workers' compensation related to accidents and injuries. Because the underlying cause of accidents is directly related to the safety program, efficient management of all safety processes is critical to the safety effort. Yet, most companies do not have a comprehensive set of written plans describing each of their safety programs.

Written safety plans are the evidence of management and employee concern for safety and health that a company displays on a day-to-day basis. In order to heighten awareness for safety, your company should develop a comprehensive safety program with written safety plans for each topic covered in the program. Having a formal written program helps you to define and direct the safety effort.

OSHA Required Written Safety Plans

- Asbestos Compliance Plan for Construction
- Bloodborne Pathogens
- Confined Space Entry (Permit-required)
- Electrical Safety
- Electrical Safety Plan for Construction
- Emergency Action Plan
- Emergency Response Plan
- Fall Protection in Construction
- Fire Prevention Plan
- Hazard Assessment
- Hazard Communication
- HAZWOPER
- Integrated Contingency Plan
- Laboratory Standard
- Lead Exposure in Construction
- Lockout/Tagout
- Oil Spill Prevention and Response Plan (DOT)
- Process Safety Management
- Respiratory Protection
- Steel Erection Plan for Construction
- Substance Abuse Program
- Toxic and Hazardous Substances Compliance Program

EPA Required Written Safety Plans

- Hazardous Waste
- Integrated Contingency Plan
- Risk Management Plan
- Spill Prevention, Control and Countermeasure (SPCC) Plan
- Stormwater Pollution Prevention Plan

Job Hazard Analysis

By performing a *Safety Analysis*, we can assess the worksite and employees, and recommend ways to eliminate and prevent hazards in the workplace. This is likely to result in fewer worker injuries and illnesses; safer, more effective work methods; reduced workers' compensation costs; and increased worker productivity. A job hazard analysis is also a valuable tool for recognizing training needs for new and existing employees.

Part Time Safety Professional

For small to medium size companies who have a serious concern about complying with safety related issues but lack the resources to support a full-time safety staff to manage their safety program. AIT can provide a qualified safety professional a few days a month to help keep you in compliance with ever changing regulations. This part time safety professional will develop necessary safety plans, file required reports, conduct safety meetings, provide OSHA compliant training, and conduct job site analysis.

Benefits of the AIT part-time safety professional include

- Employers do not have the full time commitment to a safety manager
- Employers will not have to purchase and maintain expensive safety reference materials.
- AIT handles regulatory requirements.
- AIT files required reports.
- AIT provides OSHA required training.
- AIT will develop and maintain site specific safety plans required by OSHA.
- Save money on insurance and worker's comp claims.

Safety Supervisor Development Program

Top employees learn to supervise the safety of others



This program delivers the essential knowledge needed to successfully implement an effective and efficient safety program starting with the history and background of the safety profession and ending with an in-depth look at OSHA. This course will provide you with the knowledge needed to perform job hazard analysis, accident investigations, and recordkeeping duties. This program also focuses on several training regulations set forth in the OSHA 1910 general industry standard.

Do you want to know...?

- **Safety Supervisor Skills** (Occupational safety background & history, All about OSHA, Accident investigation, Conducting job hazard analysis, OSHA recordkeeping, What to expect during an OSHA inspection, and Safety committee development)
- **Training Topics** (Hazard Communication, Electrical Safety, Lockout / Tagout, Machine Guarding, Flammable And Combustible Liquids, Fire Safety, Walking & Working Surfaces, Hearing Conservation, BloodBorne Pathogens)

2-Day OSHA Compliant Safety Course

This course focuses on providing the participants with the practical knowledge and skills necessary to safely complete their job duties. This course will give a summary along with an explanation of the OSHA standards covered. This course will also take an in-depth look at how to control and minimize common hazards found in the workplace.

Topics Covered

- **Electrical Safety** (Electrical Hazards, Lockout/Tagout, Electrical Safety Devices, OSHA mandated electrical safety requirements)
- **Flammable and Combustible Liquids**
- **Fire Safety** (Flammable Limits, Container Storage, Ingredients of Fire, Classification of Fuels, Types of Fire Extinguishers, Extinguisher use, Firefighting Techniques)
- **Walking and Working Surfaces** (Stairway Railing guards, Housekeeping, Scaffolding Safety, Ladder Safety).
- **Hazard Communication** (Container Labeling, MSDS, Chemical hazards, Protective measures, Haz-com program)
- **Personnel Protective Equipment** (Types of PPE and their uses, Necessary PPE, Correctly wearing PPE, Limitations, maintenance, and disposal of PPE)

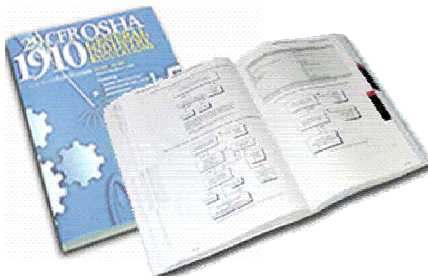
10 Hour OSHA 1910 General Industry

An OSHA required course for all employees

This seminar is OSHA's basic safety Outreach class and is designed to introduce workers to safety guidelines and requirements set forth by the OSH Act. Topics include four hours of the required elements of Introduction to OSHA, OSH Act / General Duty Clause, Citations and Penalties, Record Keeping, Walking Working Surfaces, Means of Egress and Fire Protection, and Electrical. Additionally four additional hours will be trained from elements chosen from Flammable and Combustible Liquids, Personal Protective Equipment, Machine Guarding, Hazard Communication, Introduction to Industrial Hygiene / Bloodborne Pathogens and /or Ergonomics and Safety and Safety and Health Programs.

30 Hour OSHA 1910 General Industry

Learn how to avoid OSHA violations and penalties



This course is designed for Owners, Managers / Supervisors, Safety Officers, Trainers and Workers who need a greater understanding of OSHA's General Industry requirements. The course is flexible choosing thirty hours of instruction in several of the following topics: OSHA, OSH Act / General Duty Clause; Citations and Penalties; 29 CFR1904,

Record Keeping; Walking Working Surfaces; Means of Egress and Fire Protection; Electrical and Safety Related Work Practices; Flammable and Combustible Liquids; Personal Protective Equipment; Machine Guarding; Hazard Communication; Introduction to Industrial Hygiene / Bloodborne Pathogens; Ergonomics; Safety and Safety and Health Programs; Machine Guarding; Cutting, Welding and Brazing; Permit-Required Confined Spaces; Materials Handling; Lockout / Tagout.

Electrical Safety

A one-day course designed to comply with OSHA regulations



This course is designed to satisfy the rules and regulations that comply with the OSHA Electrical Safety Related Work Practices. This seminar stresses the importance of safe working practices for the person who is new, but also serves as a valuable reminder for those who need a refresher.

Do you want to know...?

- Electrical hazards
- Personal protective equipment
- Common mistakes
- Machine guarding
- OSHA mandated electrical safety requirements
- OSHA 29 CFR 1910.303 general requirements
- OSHA 29 CFR 1910.331- .335 safety work practices for both qualified persons and unqualified persons
- OSHA 29 CFR 1910.137 Electrical protective devices
- OSHA 29 CFR 1910.147 Typical minimal lockout procedures
- NFPA 70E regulations

Fire Safety

Protect your employees with knowledge of Fire Safety

Each year fires cause deaths and injuries in the workplace along with several million dollars in damage. Workplace fires are often attributed to not having adequate training, using poor judgment, and not having the proper fire safety procedures set in place. This course focuses on several different topics needed to effectively implement fire safety procedures and prevention.

Do you want to know...?

- Ingredients of fire
- Classifications of fuel
- Types of fire extinguishers
- Rules for fighting a fire
- How to use an extinguisher
- Proper storage of fuels
- Firefighting techniques
- What causes fires
- Fire safety tips
- Fire evacuation plans

Aerial Lift Platforms

Safely operate aerial lifts

Avoiding serious accidents starts with knowing how aerial lifts are to be safely operated and how to inspect them in accordance with the OSHA and ANSI standards. This training will provide you with the proper knowledge to safely operate and inspect an aerial lift.

Do you want to know...?

- Inspection of platforms
 - Operations of aerial platforms
 - Maintenance and safety precautions
 - Elevated driving requirements
 - Travel speeds
 - Fueling and charging procedures
 - Capacity limitations
 - Proper safety procedures
-

Forklift Safety

Learn forklift safety in compliance with OSHA codes



OSHA has changed the rules with regard to their 1910.178 Powered Industrial Truck Standard. If an employer chooses to ignore the new training rules adopted by OSHA the employer could face assessed penalties up to \$7,000 for each untrained operator. *[New OSHA Civil Penalties Policy 9 OSHA Fact Sheets - 92-36]

OSHA Approved Training Requires

- Classroom training and assessment
- On-site driving test by a qualified evaluator
- License renewal every three years
- Work area/truck specific training
- Mandated training program content

Hazard Communication

Gain an understanding of labeling and MSDS requirements



This standard is based on the simple concept that employees have both a need and a right to know the hazards and the identities of the chemicals they are exposed to when working. Employees also need to know what protective measures are available to prevent adverse effects from occurring. All workplaces where employees are exposed to hazardous chemicals must have a written plan which describes how the standard will be implemented in that facility. We show you how to do this so your company does not violate the standard.

Do you want to know...?

- Regulatory overview of The Standard
- Container labeling
- Material safety data sheet
- Summary and application
- Hazard communication glossary

Permit-Required Confined Space

Obtain information needed to enter confined spaces safely and within OSHA compliance

OSHA requires, Permit-Required Confined Space Training. This program covers confined space hazards and safe work practices for the Authorized Entrants, Attendant, and Entry Supervisor. 29 CFR 1910.120: (g)(1) specifies that the employer shall provide training so that all employees whose work is covered under this regulation acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this Section.

Do you want to know...?

- Regulatory overview
- What Is A Permit-Required Confined Space
- Examples of Permit-Required Confined Space
- Permit-Required Confined Space Hazards
- Signs And symptoms of exposure
- Use of equipment
- Maintaining an accurate count
- Site specific equipment
- Permit-Required Confined Space Permit Review

Hazardous Waste Worker

Learn how to handle hazardous waste properly

General site workers such as equipment operators, general laborers and supervisory personnel engaged in hazardous substance removal or other activities which expose or potentially expose workers to hazardous substances and health hazards. Workers covered under this standard shall receive a minimum of 40 hours of instruction off the site, and a minimum of three days actual field experience under the direct supervision of a trained supervisor.

Do you want to know...?

- History of the law
 - Poisons
 - Chemical exposure
 - Fires and explosions
 - Reference material
 - Oxidizers
 - Oxygen Deficiency
 - Ionizing radiation
 - Potential site hazards
 - Air monitoring
 - SCBA's
 - Supplied-air respirators
 - Air-purifying respirators
 - Chemical protective clothing
 - Site control
 - Decon techniques
 - Drums & Containers
 - Site emergencies
-

Hazardous Waste Supervisor

Gain the knowledge needed to supervise HAZWOPER sites

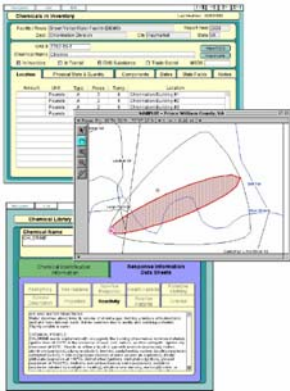


Anyone who supervises employees engaged in hazardous waste operations shall receive 40 hours initial training and three days of supervised field experience. Additionally the supervisors shall receive at least eight hours of specialized training at the time of job assignment on such topics as, but not limited to, the employer's safety and health program, personal protective equipment program, spill containment program, and health hazard monitoring procedure and techniques.

Do you want to know...?

- Regulatory overview
- Site safety plan
- Using reference materials
- Hazard assessment
- OSHA Standard 1910.146
- Medical monitoring
- Personal protective equipment
- Site control procedures
- Decontamination techniques
- Company specific program review

Computer Aided Management of Emergency Operations (CAMEO)



CAMEO is a system of software applications that is used widely to plan for and respond to chemical emergencies. It is one of the tools developed by EPA's Chemical Emergency Preparedness and Prevention Office (CEPPO) and the National Oceanic and Atmospheric Administration Office of Response and Restoration (NOAA), to assist front-line chemical emergency planners and responders. CAMEO can be used to access, store, and evaluate information critical for developing emergency plans. In addition, CAMEO supports regulatory compliance by helping users meet the chemical inventory reporting requirements of the Emergency Planning and Community Right-to-Know Act (EPCRA).

Do you want to know...?

- CAMEO Introduction and brief history
- Chemical Information Module
- Basic Navigation Skills
- CAMEO Tools and Toolbar
- Basic Data Entry Skills
- Chemical Information Module
- Facilities Module
- Chemicals in Inventory/Transit Module
- Other Modules
- Site Plan Viewer
- CAMEO Query Commands
- Searching the Chemical Database and Other Modules
- Hazards Analysis
- Advanced CAMEO Functions

Hazardous Waste Worker Refresher

Maintain the knowledge you gained in Hazardous Waste Worker

This refresher course provides workers with a general review of safety. This course also supplies the worker with updated information from regulation changes as well as an opportunity to review any incidents which have occurred in the past year. Those employees who are trained in accordance with paragraph (e)(1) of this section shall receive annual refresher training of sufficient content and duration to maintain their competencies.

Do you want to know...?

- History of the law
- Regulatory overview
- Hazard assessment
- Fires and explosions
- Oxygen deficiency
- Potential site hazards
- Reference material
- OSHA 1910.146
- Oxidizers
- Medical surveillance
- Air monitoring
- Respiratory protection
- Chemical protective clothing
- Site control
- Decontamination techniques

Bloodborne Pathogens

Protect your employees with knowledge of Fire Safety

The Bloodborne Pathogen standard was designed to prevent more than 200 deaths and 9,000 Bloodborne infections every year. The OSHA standard covers all employees who by performing their job duties could face contact with blood and other potentially infectious materials. This course places an emphasis on engineering and work practice controls as well as universal precautions.

Do you want to know...?

- Definition of Bloodborne Pathogens
 - Types of Bloodborne Diseases
 - Identify transmission of bloodborne pathogens
 - Control Measures to Prevent Transmission
 - Exposure Control Plan
 - PPE and Engineering Controls
 - Exposure Routes
 - Hepatitis B vaccine
 - How to handle exposure incidents
 - Signs/labels/color-coding.
-

Ladder and Scaffolding



This training course covers the nature of the hazards presented by scaffolding and ladders and implements procedures to control and minimize these hazards. This course also covers correct procedures for erecting, inspecting, disassembling, moving, operating, repairing, and maintaining ladders and scaffolding.

Topics Covered

- Summary and explanation of the standards
- Capacity
- Scaffold platform construction
- Criteria for supported scaffolds
- Criteria for suspended scaffolds
- Fall protection requirements
- Falling object protection
- The maximum intended load-carrying capacities of ladders used.
- The proper construction, use, placement, and care in handling of all stairways and ladders.