



U.S. DEPARTMENT OF COMMERCE

OFFICE OF OCCUPATIONAL SAFETY & HEALTH

OSHA Collateral Duty Safety Course

Date: July 16-19, 2007

Time: 8:30am - 4:30pm

Location: U.S. Department of Commerce
HCHB, Room 6808
14th & Constitution Ave., N.W.
Washington, DC 20230

PICTURE I.D. REQUIRED

Topic: OSHA STANDARDS AND/COMPLIANCE TRAINING

This Safety Training Program is offered for federal workers who have collateral duty safety and occupational health responsibilities. Full-time occupational safety and health personnel are also welcome. All other Department personnel may attend if space is available. Upon completion, participants will receive a certificate of completion and an OSHA completion card. This card should be carried in your wallet.

Presenter: Comar Associates, Inc

- Please register via e-mail, aprather-nichols@doc.gov or by phone 202-482-6370 NO LATER THAN July 2, 2007.
- Please provide full name, agency, contact number, and any special accommodations needed.

Metro Access (Federal Triangle) Blue or Orange Line

Parking available in adjacent building (Ronald Reagan) Hourly Rate

30-Hour OSHA General Industry Outreach Safety Training Program Course Outline

Day 1

Pretest

The Role of the Department of Commerce Collateral Duty Safety Officer

290 CFR 1960, OSH Act, OSHA Inspections & Citations

Recordkeeping for Federal Agencies

Introduction to OSHA Standards

Process Safety Management

Hazardous Waste Operations

Permit Required Confined Space Entry

Materials Handling

Day 2

Fire Protection, Fire Safety

Means of Egress and Emergency Evacuation

Emergency Action Plan

Control of Hazardous Energy (Lock-Out/Tag-Out)

Office Safety

Hazardous Materials (Flammables and Combustibles)

Day 3

Walking Working Surfaces

Accident Causation, Prevention and Investigation

Electrical Safety and Electrical Standards

Hazard Communication Standards

Machine Guarding

Ergonomics

Day 4

Respiratory Protection

Introduction to Industrial Hygiene and Hearing Conservation

The Safety Inspection Process

Inspection Exercise by Class Participants: Walk –Around Safety Inspection

Thanks you for your participation in this safety program.