



Seminar & Webinar Guide

Seminars are FREE for Beacon Mutual Policyholders

Webinars are Free for Rhode Island Businesses

PreventionWorks™
for Safety

A photograph of a yellow hard hat and a pair of brown work gloves resting on a construction site. The background shows a city skyline with tall buildings under a bright, hazy sky. The scene is bathed in warm, golden light, suggesting sunrise or sunset.

We're Serious About Safety

About This Guide

The Beacon Mutual Insurance Company provides safety seminars and webinars that focus on general workers' compensation issues, ergonomic awareness and training, and many workplace safety topics to help you prevent and/or control accidents and claims.

The courses listed in this book are offered throughout the year. Some of the courses listed are only available in the fall or spring.

All Beacon seminars are FREE* to Beacon policyholders.

Webinars are Free for Rhode Island businesses.

To reserve a spot in a Beacon Safety Seminar:

Visit the **Training Seminars** page on beaconmutual.com and register today!

Questions? Contact Beacon Loss Prevention

401.825.2731 or 401.825.2667

seminars@beaconmutual.com

* **Forklift Operator Training** requires operator competency evaluations, which are not provided by Beacon. Beacon conducts only the classroom portion of this training.

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This material is being provided to you as a service of The Beacon Mutual Insurance Company for informational purposes only and is not intended, nor should it be relied upon, as a comprehensive statement of all possible work related hazards to your employees or of the federal, state or local laws and regulations which may be applicable to your business. Any premises inspections made by Beacon representatives are completed without representation or warranty as to the utility or completeness of such inspections. Suggestions regarding the use of a particular product or safety technique are not an endorsement of the product or technique. It is your responsibility to develop and implement your loss prevention policies. You should direct questions concerning specific situations to informed and appropriate advisors.

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Accident Investigation

This seminar provides a step-by-step approach to accident investigation, identification of casual factors, and implementation of corrective actions.

Learn how to effectively investigate on-the-job accidents and near misses. This approach is essential to a good safety program and to eliminate the probability of accident recurrences.

This seminar is taught through lecture, instructional hand-outs and a training video. Attendees will learn a "Ten Step" process to investigate accidents and understand the importance of "near miss" identification.

Upon completion of the Accident Investigation seminar, attendees will be able to:

- ◆ Conduct a thorough investigation of accidents and incidents
- ◆ Identify casual factors
- ◆ Identify corrective actions
- ◆ Make recommendations for preventing future accidents

This course is intended for safety committee members, supervisors, managers, safety personnel, line employees and those employees who may be part of an accident investigation team.

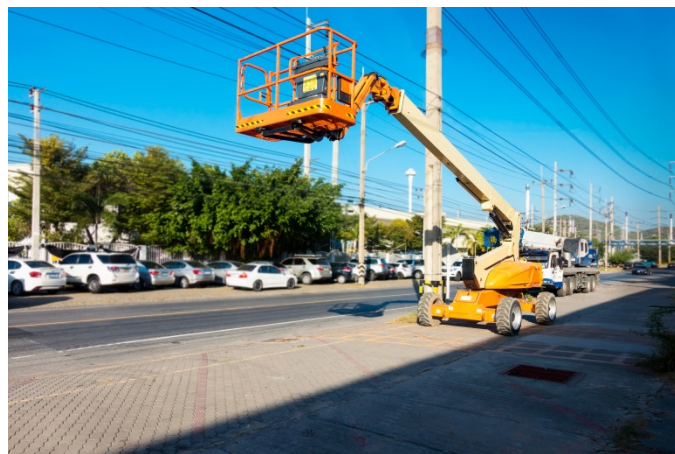
Aerial Lift Safety

In many work situations, employees are required to perform jobs at elevated heights using aerial lift or scissor lift. Unsafe use of this equipment can lead to serious injury, and in many cases can be fatal. This classroom-based training will provide students with the knowledge and resources they need to safely operate aerial lift equipment. Students will learn the common hazards associated with aerial lifts and safe work practices used to prevent accidents such as falls and tip-overs.

Upon completion of the aerial lift seminar, attendees should be able to:

- ◆ Understand the training requirements for operating an aerial lift
- ◆ Understand daily and periodic inspection requirements
- ◆ Recognize safe work practices for operating and performing work on an aerial lift
- ◆ Identify potential worksite hazards that may cause equipment tip-over

This course is designed as aerial lift safety awareness training. Attendees do not receive aerial lift certifications. Because most equipment will vary in design and operation, aerial lift operators should also receive hands-on training on the specific equipment they will be operating. This must be done by a qualified person.





Basic Construction Safety

This seminar addresses basic awareness level safety for workers involved in the construction industry, including common hazards and how to control them.

Topics will include:

- ◆ Fall Protection
- ◆ Ladders and Scaffolding
- ◆ Hand and Power Tools
- ◆ Machinery and Equipment Safety
- ◆ Job Hazard Analysis
- ◆ Material Handling and Storage
- ◆ Electrical Safety
- ◆ Trenching and Excavation
- ◆ Personal Protective Equipment

The seminar is intended for business owners, supervisory personnel and foreman, safety coordinators, and the general workforce. Upon completion of this course, attendees will be able to identify common hazards associated with various operations in the construction industry and have a general understanding of OSHA requirements.

Behavior Based Safety

Behavioral safety is the systematic application of psychological research on human behavior to the problems of safety in the workplace. Studies indicate that 96 percent of all workplace accidents are triggered by unsafe behavior. Participants will receive tips on how to train supervisors on identifying behavior issues and ways to address these issues that will reverse the poor behavior.

The class is delivered using multi-media tools in a lecture/discussion format. Attendees are encouraged to participate in discussions on seminar points, video clips, and human behavior issues.

Upon completion of Behavioral Based Safety, attendees should:

- ◆ Understand the common elements of all behavioral based systems
- ◆ Learn important coaching skills to bring back to the workplace
- ◆ Develop the tools to institute planned observations of employees

This introductory class is intended for any person who is responsible for the day-to-day supervision of employees, or a member of a company safety committee. Attendees can range from company owners to line managers, lead people and supervisors.



Bloodborne Pathogens

The Occupational Safety and Health Administration (OSHA) published the Occupational Exposure to Bloodborne Pathogens standard (29 CFR 1910.1030) in 1991 because of a significant health risk associated with exposure to viruses and other microorganisms that cause bloodborne diseases. Of primary concern are the human immunodeficiency virus (HIV), and the hepatitis B and hepatitis C viruses.

The standard establishes requirements for employers with workers who are “reasonably anticipated” to come in contact with blood or other potentially infectious materials. In order to reduce or eliminate the hazards of occupational exposure, an employer must implement an exposure control plan for the worksite with details on employee protection measures. The plan should describe:

- ◆ Exposure Determination
- ◆ Use of engineering and work practice controls
- ◆ Use of personal protective clothing and equipment
- ◆ Workplace Training
- ◆ Post Exposure Evaluation and Follow Up
- ◆ Hepatitis B Vaccinations
- ◆ Signs and Labels
- ◆ Recordkeeping

This course is taught through lecture, a Power Point presentation, demonstration, and group discussion. Attendees will have the opportunity to review sample work tasks with the goal of increasing awareness regarding OSHA’s Bloodborne Pathogen Standard.

Upon completion of the seminar, attendees will understand the basic requirements of OSHA’s Bloodborne Pathogens Standard, and how to create and implement an exposure control plan.

Attendees should include safety committee members, managers, supervisors, first responders, human resource personnel, or anyone who needs an overview of requirements of the OSHA Bloodborne Pathogens Standard.



Claims Management

Did you know that a First Report of Injury must be filed with the Rhode Island Department of Labor and Training on all work related injuries regardless of severity or disability? This seminar will provide you with a general knowledge of the R.I. Workers’ Compensation system and a better understanding of how you, as the employer, play a critical role in assisting in the management of your workers’ compensation claims. We will let you know about specific services available when a claim is made, such as ergonomic intervention, nurse case management and vocational rehabilitation. Your participation in the claims management process is vital in helping to reduce the cost of claims, avoid litigation, and provide the necessary care and incentives to the injured employee to enable them to return to work as quickly and safely as possible.

This seminar will cover many aspects of the claims management process, including:

- ◆ Employer Responsibilities
- ◆ How a claim reserve is determined
- ◆ What benefits are available to the injured worker
- ◆ The Right to Reinstatement Law
- ◆ The advantages of modified/transitional duty
- ◆ Fraud

This seminar is presented in a lecture format with supporting slides, photographs and videos. Participation is strongly encouraged and enhances the learning opportunity for all attendees. It is intended for company owners, human resource staff and/or workers’ compensation coordinators, managers, supervisors or anyone within your business that is responsible for managing workplace injuries.

Attendees can include employees and managers who are involved with helping claimants.



Combustible Dust Hazards

The goal of this seminar is to provide attendees with information regarding the hazards and controls of combustible dust. Combustible dusts are airborne particulates in finely divided forms which left unaddressed can cause explosions and fires in workplaces. Significant employee injury and often death are the result of combustible dust explosions. Upon conclusion of this seminar, attendees will have the knowledge to identify existing and/or potential combustible dust hazards in their workplace and implement appropriate controls to reduce employee exposure.

Topics include:

- ◆ What are Combustible Dusts?
- ◆ The hazards associated with combustible dusts
- ◆ Controls to reduce employee exposure to combustible dust hazards
- ◆ Safe Work Practices
- ◆ Proper use of Personal Protective Equipment
- ◆ Available resources to assist in the control of combustible dust hazards

Attendees could include employers or managers whose work environments generate or have the potential to generate quantities of dust.

Confined Space Entry

The objective of this training seminar is to provide employers and employees with the necessary information to identify a confined space and the knowledge to determine when a written confined space program is needed. We will discuss what is required by the Occupational Safety and Health Administration (OSHA) under their Permit-Required Confined Space Standard, 1910.146.

This seminar is taught through lecture and video using a PowerPoint presentation. Participants will also interact through various exercises that compare different types of confined spaces.

Other topics covered include:

- ◆ Duties of authorized entrant, attendant and entry supervisor
- ◆ The proper use of confined space permits
- ◆ Appropriate personal protective equipment (PPE)
- ◆ Emergency rescue and evacuation requirements

Upon completion of this seminar, attendees should be able to identify different types of confined spaces and understand the dangers that are associated with them. They should also be able to identify what protective equipment is needed and know what is required for emergency and rescue plans. This seminar is for informational purposes only, and does not certify any person to specifically perform work in a confined space.

Attendees could include any employee who is responsible for the identification and classification of confined spaces in the workplace, or anyone who needs to develop their own written confined space program.





Electrical Safety in the Workplace

Electrical current exposes workers to a serious, widespread occupational hazard. Practically all members of the workforce are exposed to electrical energy during the performance of their daily duties, and electrocutions occur to workers in various job categories. Many workers are unaware of the potential electrical hazards present in their work environment, which makes them more vulnerable to the danger of electrocution.

Electrical injuries consist of four main types: electrocution (fatal), electric shock, burns, and falls caused as a result of contact with electrical energy.

This seminar is taught through lecture and educational hand-outs. Attendees will receive a copy of the OSHA standard and other useful resource information.

This seminar will highlight applicable OSHA standards including types of electrical work covered by the regulations, what each portion of applicable OSHA standards say, and what each requires of employers, training requirements and associated terms.

Upon completion of the Electrical Safety Seminar, attendees will have a greater understanding of the hazards of electricity and be better able to identify and abate electrical hazards in the work place.

Attendees should include business owners, safety managers, supervisory personnel, safety committee members, and maintenance staff.

Emergency Action Planning/ Fire Protection

Rhode Islanders have experienced the destruction of fire first hand, with disasters ranging from the Outlet Company fire in 1986 to the tragic Station Night Club fire in 2003.

Workplace fires and explosions kill 200 and injure more than 5,000 workers each year. Each year there are more than 75,000 workplace fires, which cost businesses more than 10 billion dollars annually.

Fire safety becomes everyone's job at a worksite. Employers should train workers about fire hazards in the workplace, and what to do in a fire emergency. A fire safety plan should outline the assignments of key personnel in the event of a fire, and provide an evacuation plan for workers on the site.

This seminar is designed for company owners, managers, supervisors, safety committee members, human resources staff and risk managers to assist in developing an effective Emergency Evacuation and Fire Prevention plan at their facility.





Ergonomics & Safety for Remote Workers

This one-hour webinar will provide new and seasoned remote workers with information and resources that will result in a safe, comfortable and productive work experience. This training session includes a photograph-filled slide presentation and dedicated time for questions and answers.

After completion of the webinar, each participant will be able to:

- ◆ Implement best practices for working remotely
- ◆ Develop a remote safety plan
- ◆ Identify suitable remote work locations within a home
- ◆ Select and adjust seating for comfort and support
- ◆ Understand how computer equipment impacts your posture
 - Monitor(s)
 - Keyboard
 - Mouse
 - Ancillary equipment
- ◆ Incorporate strategies to manage stress
- ◆ Access additional Beacon Mutual ergonomic resources

This course will benefit Human Resource professionals, facilities staff, IT support personnel, safety coordinators, and remote office workers.

Ergonomics for Office Workers

This course was developed in response to the rapid changes in office technology including furniture, computer hardware, and accessories. We invite you to see how our common sense approach to employee education and “work style” training, coupled with the basics of workstation layout and design, can help your office staff adapt to those technology changes.

This seminar is taught through lecture and demonstration. Attendees will analyze sample office workstations and familiarize themselves with:

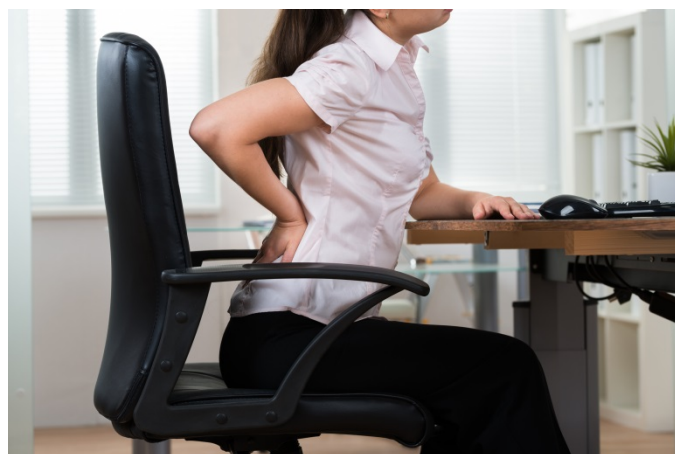
- ◆ The definition and description of Musculoskeletal Disorders (MSD's)
- ◆ Primary and Secondary Ergonomic Risk Factors
- ◆ Office Ergonomic Equipment and Options

Upon completion of the Office Ergonomic seminar, attendees will be able to:

- ◆ Identify ergonomic risk factors inherent to the office setting
- ◆ Provide both engineering and administrative ergonomic controls to reduce or eliminate the identified risk factor
- ◆ Provide education and training in proper workstation layout and design, including: monitor and documents, keyboard and mouse use, types of chairs and seating adjustments, lighting, and accessories

This seminar will benefit anyone looking to gain a better understanding of how ergonomics can improve the comfort and efficiency in the office environment.

Suggested attendees include office managers, human resource personnel, in-service coordinators, safety committee members, and other staff directly involved with purchasing, training or safety.



Forklift Operator Training

Beacon offers the National Safety Council's Lift Truck Operator Training program which is a comprehensive course designed for both new and experienced lift truck operators. For experienced operators, this course helps fine-tune their operating skills and refreshes their understanding of safe operating procedures. Less experienced operators benefit both from the material presented in the class and from the shared experiences of fellow operators in attendance.

Utilizing the highly acclaimed "Coaching" method of non-lecture teaching, this information-packed classroom course encourages participants to observe, analyze and discuss recommended safety practices.

The modules covered in this course include:

- ◆ Pre-start Safety Inspection
- ◆ Design Considerations
- ◆ Picking Up the Load
- ◆ Moving the Truck
- ◆ Setting Down the Load

Each company must **either** contract with an outside vendor or have a **qualified forklift trainer on staff** to conduct practical training (demonstration and practical exercises) which will include an evaluation of operator performance in the workplace.



Forklift Operator Training requires operator competency evaluations, which are not provided by Beacon. Beacon conducts only the classroom portion of this training.



Forklift Train-the-Trainer

The Beacon offers the National Safety Council's Lift Truck Train-the-Trainer program. This course is recommended for individuals who are responsible for providing lift truck training to a minimum of ten (10) employees at their worksite. This training program encompasses all of the elements of the Lift Truck Operator Training Program. Participants will be directed on how to purchase the Train-the-Trainer Package from the National Safety Council, which includes a comprehensive training manual, CD's, and participant response books. Prior experience in providing both classroom and hands-on training is suggested for all attendees. Class size is limited.

Visit OSHA's website at [OSHA.gov](https://www.osha.gov) for more information regarding lift truck operator training and safety.

Hazard Communication

Do you have chemicals in your workplace? Do you have employees who use hazardous chemicals while conducting their work operations? If you answered “yes” to either or both of these questions, then this seminar pertains to you. OSHA’s Hazard Communication Standard (29 CFR 1910.1200), often referred to as “Right to Know”, requires employers who have employees that use hazardous chemicals, to establish a written program which describes how they are protecting their employees from exposure to the chemicals.

Among other elements, the program must provide provisions for:

- ◆ Safety Data Sheets (SDS)
- ◆ Labeling
- ◆ Employee training

This seminar will give you an understanding of how to determine if this regulation applies to your facility and a basic understanding of the tasks that must be undertaken to achieve and maintain compliance. The class will include discussion about Program requirements, employee training, records, and reports.

This seminar is intended for the following attendees:

- ◆ Business Owners
- ◆ Supervisory Personnel
- ◆ Safety Managers
- ◆ General Workforce



Issues in RI Workers’ Compensation

The injured workers’ entitlement to benefits and the employer’s rights and responsibilities are governed by the Rhode Island Workers’ Compensation Act. This “Act” or the laws enacted by the General Assembly are construed by the Rhode Island Workers’ Compensation Court every single day. In addition, the method of construing and applying these laws are governed by Rules of Procedure adopted by the Court.

Our program will be taught by lawyers who are in this Court every day and provide you an overview of the laws and the rules and insight on best practices and how to use these laws to the advantage of you and your employees.



Hearing Conservation

It is estimated that every year, approximately 30 million people in the United States are occupationally exposed to hazardous noise. Noise exposure is a function of both noise level and the duration of time to which employees are exposed, but it is not a new hazard. In fact, noise has been an occupational hazard since the dawn of the industrial revolution.

This seminar will cover the following topics:

- ◆ How we hear
- ◆ How hearing loss occurs
- ◆ Signs of hearing loss
- ◆ Evaluating noise levels within the workplace
- ◆ Types of hearing protection devices and their effectiveness to reduce noise exposure levels
- ◆ OSHA Noise Standard (29 CFR 1910.95)
- ◆ Hearing Conservation Program

This seminar is intended for the following attendees:

- ◆ Business Owners
- ◆ Supervisory Personnel
- ◆ Safety Managers
- ◆ General Workforce



How to Develop a Company Safety Program

A company safety manual is the cornerstone of the entire safety program. It defines how the company will meet safety and health requirements. This objective of this seminar is to provide attendees with fundamental information in order to take the steps necessary to develop an effective program. The program is provided through lecture, video clips, visual aids and classroom discussions.

The seminar will address the following topics:

- ◆ Management Commitment
- ◆ Employee Involvement
- ◆ Hazard Identification
- ◆ Hazard Control
- ◆ Employee Training & Documentation
- ◆ Resources

Upon completion of this seminar, attendees will have the necessary tools to be able to begin creating a written safety program based on the exposures and standards applicable to their workplace. Attendees for this seminar could include company owners, safety managers, facility managers or anyone who is responsible for providing safe and healthful workplace for all employees.



How to Develop an Effective Safety Committee

If you have recently been appointed to chair your company's safety committee or would like to establish or improve the safety committee at your facility, this seminar will benefit you.

This course is designed to assist safety committee members to:

- ◆ Increase and maintain the interest of employees in health and safety issues
- ◆ Convince employees through awareness and training activities that they are primarily responsible for the prevention of workplace accidents
- ◆ Make health and safety activities an integral part of the organization's operating procedures, culture and programs
- ◆ Provide an opportunity for the free discussion of health and safety problems and possible solutions
- ◆ Inform and educate employees and supervisors about health and safety issues, new standards, research findings, etc.
- ◆ Help reduce the risk of workplace injuries and illnesses
- ◆ Help insure compliance with federal and state health and safety standards



This course is designed for company owners, safety and risk managers, human resource managers, supervisors or any other employee who is charged with developing or improving a safety committee.

Some of the topics that are covered include:

- ◆ Develop a written mission statement
- ◆ Clearly define the duties and responsibilities of members
- ◆ Identify and prioritize goals and establish action plans to achieve each goal
- ◆ Choosing representation from different levels and areas of the organization
- ◆ Determine meeting frequency

The course is taught through the use of slides and reading material, lecture and videos. Attendees will also be provided sample material for use at their meetings.



Job Safety Analysis

Job Safety Analysis (JSA) is a proven process for controlling operating hazards and costs. The JSA is a participatory process, requiring input, feedback and cooperative effort for line employees, supervisors and upper management. This seminar provides participants with a step-by-step overview of the JSA process, and examines the participants' role in the JSA.

This seminar is taught through lecture, demonstrations and workshops. Attendees analyze sample work tasks to familiarize themselves with the basic elements of the JSA process, including:

- ◆ Breaking the job task into components
- ◆ Identifying hazards inherent in task performance
- ◆ Specifying hazard controls

Upon completion of the Job Safety Analysis seminar, attendees will be able to: Cherent in specific work tasks and operating procedures that reduce personal injuries and operating costs:

- ◆ Prepare an action plan for implementing a JSA program
- ◆ Teach others to execute their roles in the JSA process

Attendees should include safety committee members, team leaders, managers, human resource personnel, and those who need an overview of job safety analysis in order to participate knowledgeably in the JSA process.



Landscaping Safety

This seminar provides basic safety awareness training for those employees who work in the landscaping industry. This seminar uses a multimedia approach and is taught through lecture, instructional hand-outs and video. Attendees will learn how to identify the common physical and health hazards associated with landscaping work and how to minimize or eliminate them through recommended OSHA methods of accident prevention. The seminar will review workplace injury data and statistics from the landscaping industry and what measures could have been taken to prevent these from occurring. Participants will receive a number of handouts and resources to bring back and utilize in the field as training and educational tools.

Upon completion of the Landscaping Safety seminar, attendees should better understand the risks associated with working in the landscaping profession and what measures to take to prevent accidents and injuries in the field.

Topics discussed will include:

- ◆ OSHA Introduction/Overview
- ◆ Personal Protective Equipment
- ◆ Electrical Safety
- ◆ Working Safely at Heights
- ◆ Machinery/Vehicular Safety
- ◆ Powered Equipment & Chainsaw Safety

This course is intended for anyone involved in landscaping activities including supervisors, managers, safety personnel, and field employees.

Lockout / Tagout

The objective of this seminar is to provide attendees with the principles, practices and protocols that will assist in the development of an effective Lockout/Tagout program. This seminar will also address the requirements for complying with the OSHA Standard 1910.147, "The Control of Hazardous Energy". This information is provided through lecture, demonstration and visual aids.

The following topics will be addressed:

- ◆ OSHA Standard 1910.147
- ◆ Authorized Employee
- ◆ Affected Employee
- ◆ Identifying potential energy hazards
- ◆ Safe Work Practices
- ◆ Elements of an effective program
- ◆ Resource Materials

Upon completion of this seminar, attendees will have the necessary tools to be able to recognize potential hazards, analyze and control hazards, develop safe work practices, and establish a basic Lockout/Tagout program.

Attendees for this seminar could include safety managers, risk managers, facility and maintenance managers, and anyone who is responsible for providing a safe and healthful work place for all employees.





Machinery & Machine Guarding

On any given day, a countless number of American workers operate or are exposed to machinery and equipment while performing their work duties. In fact, it is hard to imagine performing even routine tasks without the aid of machinery. According to OSHA statistics, on a yearly basis, machine guarding ranks among the Top 10 of OSHA citations issued. Due to the potential for serious injury, machine guarding will continue to be a focus during OSHA inspections. This seminar will provide attendees with awareness level training specific to OSHA's General Industry Machine Guarding Standards (29 CFR 1910 Subpart O, Standards: 1910.211-1910.219).

The seminar covers:

- ◆ Basic concepts, principles, and methods of machine guarding
- ◆ Common causes of machine incidents and how to avoid them
- ◆ Areas that need to be guarded to provide adequate worker protection
- ◆ Best Practices: How to apply basic machine guarding principles when specific issues are not covered in the regulation

Attendees will:

- ◆ Understand the key elements of the regulation and the basics of guarding principles
- ◆ Recognize the importance of machine guarding in preventing injuries
- ◆ Apply the regulation to specific types of equipment in your workplace
- ◆ Determine what areas need guarding and what type of guard(s) may be appropriate

This seminar is intended for business owners, supervisory personnel, safety managers, and maintenance personnel.

National Safety Council Defensive Driving Course (DDC-4)

Motor vehicle collisions continue to be the leading cause of occupational fatalities. Crashes on and off the job have far-reaching financial and psychological effects on employees, their co-workers, and their employers. Beacon Mutual is offering the National Safety Council's 4-hour Defensive Driving Course (DDC-4). Participants completing the course will receive a certificate from the National Safety Council.

National Safety Council (DDC-4) is a fast-paced, four-hour driver improvement program taught within a classroom setting through lecture, video sessions, and case study scenarios. Attendees will be given a student course guide with easy-to-follow layout and enhanced graphics, session objectives, learner-centered activities, and discussion questions.

Course content includes:

- ◆ Hazard Recognition and Collision Avoidance
- ◆ Aggressive Driving and Driver Distractions
- ◆ Defensive Driving Techniques
- ◆ Driving Conditions and Vehicle Maintenance
- ◆ Driving Laws and Occupant Protection Laws

This program will provide participants with various defensive driving techniques designed to reduce collision-related injuries, fatalities, and costs. National Safety Council (DDC-4) addresses the importance of attitude in preventing accidents, and reinforces good driving skills. Most importantly, National Safety Council (DDC-4) shows participants the consequences of the choices they make behind the wheel, and puts defensive driving into a personal context.

This class is designed for employees who drive passenger cars, pickup trucks and/or minivans. National Safety Council (DDC-4) is not intended for individuals who drive large trucks or have a commercial driver's license.





OSHA's 10-Hour Construction Safety Course

To meet the criteria established by the US Department of Labor, Occupational Safety and Health Administration participants will be introduced to the OSHA Standards, 29 CFR 1926 for the Construction Industry.

Topics have been selected from the following list: Material Handling, Cranes and Rigging, Personal Protective Equipment (PPE), Portable Tools, Hazard Communication, Fire Protection, Confined Space, Ladders and Scaffolding, Fall Protection, Electrical, Trenching and Excavating, and Introduction to OSHA.

Course Overview: This course will be conducted over 2 daily sessions lasting 6.5 hours each. The format is a multimedia presentation. Attendees will also have an opportunity to see and handle many types of PPE and other safety equipment.

Course Objective: Upon completion each participant will be able to recognize common hazards and abatement options for each selected subpart of the Standards covered. Participants will understand the purpose of the regulations and the enforcement procedure, as well as the options available to employees for reporting hazardous conditions. Participants will receive an OSHA 10-hour course completion card.

Who Should Attend? Employees that work on a construction project in any capacity. This course meets the State of RI minimum safety training requirements. Upon successful completion of this course, attendees will receive an OSHA 10-Hour Construction card. Attendees are expected to be on time. OSHA cards cannot be issued to students who miss any portion of the training.

OSHA's 10-Hour Safety Standards for General Industry

The OSHA 10-Hour Outreach Course for General Industry covers a series of safety topics that are commonly dealt with in 29 CFR 1910. The course reviews the hazards associated with general industry through a review of OSHA regulations and focuses on the prevention of injuries associated with the hazards.

The course will cover the following topics:

- ◆ Introduction to OSHA
- ◆ Walking and Working Surfaces
- ◆ Fire Protection and Emergency Action Planning
- ◆ Electrical Safety
- ◆ Hazard Communication (Right to Know)
- ◆ Personal Protective Equipment (PPE)
- ◆ Ergonomics in the Workplace
- ◆ Lockout/Tagout
- ◆ Machine Guarding
- ◆ Workplace Inspections

This course is taught through the use of slides and lecture with classroom discussion and hands-on exercises. This seminar is taught by authorized general industry outreach program trainers, and designed for management, supervisors, safety committee members, and any employee charged with overseeing safety.

This is a two day training session to accommodate the required ten hours of training and required safety topics. Upon successful completion of the course attendees will receive an OSHA 10-Hour General Industry card.



OSHA's Recordkeeping Standard

OSHA's recordkeeping rule addresses the federal requirement for recording and reporting of occupational injuries and illnesses. OSHA injury and illness records are not the same as Workers' Compensation records. This seminar will provide an overview of the OSHA Recordkeeping Standard. Topics addressed will include covered employers, work-relatedness, reporting requirements, exceptions, OSHA forms, and record retention.

This seminar is taught through lecture and exercises. Practice completing OSHA recordkeeping forms and information on available resources will be included in the agenda. Attendees are encouraged to come with questions.

Upon completion of the Recordkeeping seminar, attendees will be able to:

- ◆ Complete the OSHA 300, 301, and 300A forms
- ◆ Identify OSHA recordable injuries and illnesses
- ◆ Understand the difference between OSHA recordkeeping and Workers' Compensation forms
- ◆ Know where to find assistance with form completion

Attendees could include record keepers, safety committee members, supervisors, managers, safety personnel, and anyone interested in the topic. This session will be particularly valuable to anyone who maintains OSHA records.



Visit OSHA's website at www.OSHA.gov for more details regarding recordkeeping.

OSHA Update with Area Director

OSHA's Area Director from the Providence Regional Office will provide an overview and update on OSHA's mission, news, initiatives, focus areas and emphasis programs. The seminar ends with a general Q & A session.

Attendees could include business owners, managers, safety and human resource personnel, safety committee members, or anyone else needing or wanting to learn more about OSHA.





Personal Protective Equipment

Personal Protective Equipment, or PPE, is designed to protect you from health and safety hazards that cannot be controlled through engineering or administrative means. Personal protective equipment is designed to protect many parts of your body including; eyes, head, face, hands, feet and ears. When worn correctly, PPE can provide protection from noise, lacerations, impacts, heat, cold, projectiles and respiratory hazards. This seminar provides an overview of applicable OSHA standards for PPE, when PPE is required, how to choose PPE, training requirements, types available, and maintenance.

This seminar is taught through lecture, demonstrations and hands-on use. Attendees will get to see various types of PPE commonly used, including hard hats, eye and face protection, gloves, boots, and hearing protection.

Upon completion of the Personal Protective Equipment seminar, attendees will be able to:

- ◆ Conduct a hazard analysis to identify need
- ◆ Identify what PPE is required in the workplace
- ◆ Investigate available PPE
- ◆ Develop a training plan

Attendees should include safety committee members, supervisors, managers, safety personnel, and those who have a need to identify and use personal protective equipment as part of their job.

Premium Audit: The Basics of Premium Audit

Join us to get a clearer picture of the premium audit process and to learn which payroll records are needed to complete your premium audit in a timely basis. When first issued, your premium was based on an estimated payroll. The purpose of a premium audit is to obtain and verify your actual payroll and exposures. This, combined with classifications, is used in determining your final premium.

Topics include:

- ◆ What is a premium audit?
- ◆ When is a premium audit performed?
- ◆ What types of premium audits are conducted?
- ◆ How do I prepare for my audit?
- ◆ What records will I need?
- ◆ Certificates of Insurance for Subcontractors
- ◆ Your Audit Results

Attendees should include: company owners, CFO / controller, or anyone within your business that is responsible for managing payroll records and insurance proceedings. This seminar is taught through lecture and discussion.



Preventing Slips, Trips, and Falls

The objective of this seminar is to provide attendees with principles, practices, and protocols that will assist in the development of an effective Preventing Slips and Falls program, or to enhance an existing program, that will reduce the potential of slips, trips, and falls in the work environment. This information is provided through lecture, demonstration and visual aids.

This seminar will address the following topics:

- ◆ Facts and Data Regarding Slips and Falls
- ◆ Identifying Potential Hazards
- ◆ Safe Work Practices
- ◆ Elements of an Effective Program
- ◆ Seasonal Issues
- ◆ Resource Materials

Upon completion of this seminar, attendees will have the necessary tools to be able to recognize potential slip and fall hazards, analyze and control hazards, develop safe work practices, and establish an effective program at their facility that will reduce exposures relating to slip, trip and fall hazards. Attendees for this slip and fall seminar could include company owners, safety managers, risk managers, facility and maintenance managers and anyone who is responsible for providing a safe and healthful work place for all employees.



Respiratory Protection

The objective of this training seminar is to provide employers with the background and theory for developing and implementing a Respiratory Protection Program. Attendees will understand what is involved in complying with the Occupational Safety and Health Administration's (OSHA) Respiratory Protection Standard, 1910.134. Participants will learn who is covered by the Act, and the general requirements of the Act.

Topics include:

- ◆ Respiratory Standard, 1910.134
- ◆ Respiratory Selection, Care, Inspection, Use, and Storage
- ◆ Medical Evaluations and Appendix D
- ◆ Fit Testing
- ◆ Training of Employees

This seminar will review the different forms of respiratory protection devices, different levels of protection offered by the devices, evaluating employee exposure levels, and more. It is designed for companies that: currently have employees wearing respiratory protection devices, may require the use of respirators by employees in the future, or are unsure whether or not employees should be wearing respiratory devices.

In addition you will leave with an understanding of how to determine if this regulation applies to your facility, and a basic understanding of the tasks that must be undertaken to achieve and maintain compliance.

This seminar is intended for: business owners, supervisory personnel, safety managers, and the general workforce.

Roofing Safety

This seminar provides basic safety awareness training & principles for employees who work in the roofing industry. Roofing work can be dangerous even under the best conditions.

Topics will include:

- ◆ Fall Protection Planning
- ◆ Personal Fall Arrest Systems (Criteria and Practices)
- ◆ Roof types, Slopes and Requirements
- ◆ Roof Inspections
- ◆ Falling Object Hazards
- ◆ Material handling
- ◆ Rescue and Emergency Action Planning
- ◆ Safety Program Requirements

This course covers Basic Roofing Safety Principles for employees who work from elevation on residential, commercial and industrial buildings. In addition to the above topics, typical unsafe work behaviors will be discussed in an attempt to eliminate these habits among employers and workers. Upon completion of the Roofing Safety seminar, attendees will have a better understanding of the risks associated with working in the roofing profession and the measures to take to prevent accidents and injuries in the field. The seminar is intended for business owners, supervisory personnel and foreman, safety coordinators, and the general workforce.



Safe Patient Handling & Movement

This webinar addresses common challenges associated with the movement of patients who are in traditional health care settings and home-based locations. The presentation is loaded with photos of movement techniques that will promote patient participation while improving comfort, efficiency and safety for both caregivers and patients.

Upon completion of this webinar, attendees will be able to:

- ◆ Identify common risks associated with lifting and safe patient movement
- ◆ Integrate workplace stretches for improved caregiver comfort and efficiency
- ◆ Cue the patient for maximum participation and safety
- ◆ Explain best practices for common tasks such as boosting, transfers and side rolling
- ◆ Understand the role of safe patient handling equipment

This course is appropriate for managers, supervisors, human resource personnel, in-service coordinators, safe patient handling committee members, and caregivers working with patients/residents/individuals who may be in need of direct support.

Snow Removal

This course enhances the ability of participants to identify and describe the hazards associated with snow removal and to better prepare for and mitigate the impacts of snow, sleet, freezing rain, and dangerously low temperatures.

Topics will include:

- ◆ Snow Removal from Roof Tops
- ◆ Snow Blower Safety
- ◆ Facility Winter Preparedness
- ◆ Ergonomics During Snow Removal
- ◆ Working in Winter Weather.

This course is intended for Human Resource personnel, buildings, grounds and facilities staff, business owners, property managers and anyone involved in some or all aspects of snow removal.



Snow Removal from Roof Tops

Working on a snow-covered roof poses significant dangers, including serious falls and exposure to extreme cold. There is no worse time to send any employee onto a roof than during adverse weather conditions, especially winter weather conditions. Even trained roofing professionals are more at risk when working around ice and snow. Beacon Mutual does not encourage employers to conduct roof repairs, engage in snow removal or send employees aloft at any time unless the employees are trained professionals. Working on a snow-covered roof poses significant dangers, including serious falls and exposure to extreme cold.

This seminar will help you understand the risks associated with rooftop snow removal and ensure that your company has proper controls in place to help minimize the risks of working on snow-covered roofs.

This course will cover:

- ◆ Roof Access
- ◆ Determining the maximum load limits of the roof
- ◆ Special tools, equipment, protective devices, clothing and footwear
- ◆ Types of fall protection will you need
- ◆ Special hazards on the roof that will be hidden from view by the snow
- ◆ Exposure to cold

Upon completion of this course, attendees will be able to:

- ◆ Develop a plan for safely accessing and cleaning roofs
- ◆ Know how to calculate snow loads
- ◆ Understand which special tools and protective devices are needed
- ◆ Provide employees with the knowledge and equipment to safely remove snow from roof tops

Safe roof snow removal can be achieved only if you combine thorough preparation with trained workers, proper protection, well-maintained equipment, and a healthy respect for the outdoor elements.



Stay-at-Work/Return-to-Work Program

A Stay-at-Work/Return-to-Work program enables employers to retain their most valuable resource: the skills, knowledge and experience of their employees. At the same time, injured workers stay engaged with their workplace through transitional or modified duty.

Having a customized Stay-at-Work/Return-to-Work program in place reduces workforce interruption, costs associated with production loss and absenteeism, and workers' compensation insurance costs for the employer, while employees retain salary and benefits and minimize life disruption. It's a Win-Win!

Our SAW/RTW specialists will lead the interactive workshop through lecture, slides and self-assessments to identify roadblocks, learning through success stories, and sharing industry specific examples of modified duty. The attendees will break into smaller groups to begin the development of their own programs.

Upon completion of this workshop attendees will understand:

- ◆ How to adopt a SAW/RTW Policy
- ◆ How to develop a Modified Duty Task Bank
- ◆ How to engage a local PPN Urgi-Care Medical Provider
- ◆ How to use these tools and hand-outs to educate your managers, supervisors, and employees.
- ◆ What is the difference between modified duty and transitional duty?
- ◆ How to develop functional job descriptions to assist medical providers in returning injured employees back to work



The development and implementation of best practices for a Stay at Work/Return to Work Program is intended for company owners, safety personnel and human resource staff as well as managers and supervisors.



Supervisor Safety Awareness

Supervisors and management are responsible for workplace safety within an organization. Supervisor Safety Awareness educates supervisors to the importance of safety. Topics include: a discussion on Workers' Compensation, the true cost of an accident, hazards and controls, and accountability.

The seminar is delivered using multi-media tools in a lecture/discussion format. Attendees are encouraged to participate in discussions.

Upon completion of Supervisor Safety Awareness, attendees should:

- ◆ Have a better understanding of the total cost of an incident
- ◆ Learn tools to better communicate with employees
- ◆ Develop an action plan to effect change to a safety culture

This class is intended for any person who is responsible for the day-to-day supervision of employees, or a member of a company safety committee.

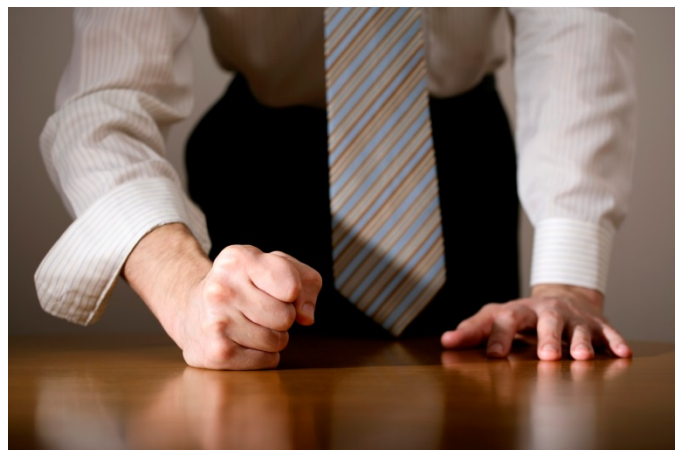
Temporary Employee Safety

Temporary Employee Safety for Host Employees and Agencies

Are temporary employees receiving the necessary safety information and training from the temporary agencies and host employers? In most cases, temporary employees are required to begin work immediately with only a minimum amount of safety training and supervision. As a result, workers' compensation claims indicate a high severity rate related to temporary employees. Most agencies do not ask about training for their workers and the host employers do not indicate length of training required.

This seminar focuses on "Temporary Employment Agency Protocols" required by Beacon Mutual and how Host Employers can provide better training for temporary workers.

The information provided in this seminar is suggested for both Temporary Employment Agencies and companies using temporary employees at their facilities. This seminar will also provide you with information about OSHA requirements for temporary employees.



Violence in the Workplace

Violence is now the third leading cause of occupational death and the fastest growing type of homicide in the U.S. The cost of workplace violence is about 4 billion dollars annually, including employee injuries, property damage, lost productivity, lost sales and negligence lawsuits. Would you know what to do in the event of a violent act in your workplace? Every organization should have a workplace violence policy.

This seminar will cover many of the aspects of violence in the workplace, including:

- ◆ Types of Workplace Violence
- ◆ Individual traits to watch for
- ◆ Warning Signs
- ◆ Real life case studies
- ◆ Developing a policy on violence in the workplace
- ◆ Prevention Techniques
- ◆ Risk Assessment
- ◆ Security and Safety Tips
- ◆ Reporting and Handling Procedures
- ◆ OSHA Regulations and Requirements
- ◆ Available Resources

This seminar is designed for company owners, managers, supervisors, safety committee members, human resources staff and risk managers to assist in developing an effective Violence in the Workplace program for your business.



Warehousing, Storage, and Racking

The objective of this seminar is to provide the information necessary for employers to maintain a safe warehousing and/or storage facility. OSHA identifies public storage and warehousing as one of several industries with a high lost time injury rate. During the seminar, attendees will be given the tools to identify hazards associated with warehousing, storage and rack safety and procedures to help create a safe working environment.

This seminar will highlight applicable OSHA standards including Forklifts/Powered Industrial Trucks, Walking & Working Surfaces, Guarding Floor & Wall Opening, Emergency Egress Safety, Material Handling, Work-site Analysis, Hazardous Communication, Personal Protective Equipment and Fire Safety. Additional topics that will be discussed are Rack Safety, Awareness Programs, Behavior Based Safety, Loading Docks, Stacking & Storage Techniques and Safety Committees.

After attending this seminar you should understand:

- ◆ How to conduct rack inspections, prevent rack damages and reduce collapses
- ◆ How to safely store & stack merchandise
- ◆ Why is it important to conduct self-inspections of the facility
- ◆ How to increase production, lower costs and reduce the chance of injury by concentrating on housekeeping
- ◆ How to involve all levels of employees in safety programs

This interactive seminar is taught through lecture with slides. It is intended for company owners, human resource staff and/or workers' compensation coordinators, safety coordinators, managers, supervisors or any representative within your organization who may be involved with the development of a warehousing, storage and rack safety program.

Workers' Compensation

Learn how different departments function and work together as a team to assist you in getting the best service money can buy. Join us to get a clearer picture of how controlling losses, managing claims and helping injured workers return to work safety and promptly is what we are all about. Learn how your premium is determined and find out what happens in an audit. Since keeping your employees safe can save you money, see why the Loss Prevention Department is a vital part of that equation.

Topics include:

- ◆ **Underwriting:** Factors involved in pricing your insurance and what you can do to lower your insurance costs
- ◆ **Premium Audit:** Why a premium audit is performed and what records are used
- ◆ **Loss Prevention:** See how establishing a positive safety attitudes and policies in your company can help reduce all types of on-the-job injuries
- ◆ **Ergonomics:** Learn how proper work station design and proper lifting techniques are important to your business and work related injuries
- ◆ **Claim Management:** Learn how you can both help your employees and minimize losses after an injury occurs.

Attendees should include: company owners, human resource staff and/or workers' compensation coordinators, managers, supervisors, or anyone within your business that is responsible for managing workers' compensation activities. This seminar is taught through lecture with representatives from each area mentioned.



**All Beacon Safety Seminars are FREE*
to Beacon policyholders.**

To reserve a spot in a Beacon Safety Seminar, visit beaconmutual.com and register today!

Questions? Contact Beacon **Loss Prevention**

401.825.2731 or 401.825.2667

seminars@beaconmutual.com

* **Forklift Operator Training** requires operator competency evaluations, which are not provided by Beacon. Beacon conducts only the classroom portion of this training.