

SAFETY TRAINING

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To: All employees of the South Carolina Budget and Control Board (BCB or Board)

Hazard awareness is one of the most important elements of any safety & health program. The BCB safety training is designed to inform you about hazards in the workplace by heightening your awareness through knowledge of applicable safety regulations and policies, and use of safe work procedures. This includes how to identify unsafe conditions or work practices, and how to eliminate or control those hazards. Safety training also provides the opportunity to communicate management’s commitment for a safe work place for you and each of our employees, tenants and visitors.

EMPLOYEE INDIVIDUAL TRAINING PLAN & TRANSCRIPTS:

Every position description has been evaluated to determine what training is required to support its associated job duties. New employees are to receive an Individual Training Plan listing what training you are expected to take (BCB Safety will show you how to access your on-line training account with this information). Some training is only required upon initial hire while other training is required to occur on a regular basis (refresher or recurrent training), such as annually or every two, three or five years depending upon the subject. You can keep track of what training is required by looking at your on-line account but BCB Safety will send you and your supervisor reminders when you are due training and will schedule that training if it is an instructor-led class or advise you that the course is available on-line. All safety training requirements, class schedules and attendance records are maintained in a training database centrally administered by BCB Safety. Should you have a question about what training you need, please contact BCB Safety.

TRAINING DELIVERY METHODS:



Web-Based Training (WBT) – Currently there are 17 safety courses available on-line (through internet access to the web). When a course is available on-line, you may take it at your convenience. These on-line courses may be taken at any computer (at work or at

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home) that has internet access using web browsers such as Internet Explorer or Mozilla Firefox (NOTE: Do not use Netscape as it is not fully compatible). WBT allows you to work at your own comfortable pace. These on-line courses still require you to read specific [Policies & Programs](#) available on the safety web page ([Safety at Work](#)) and possibly to work a probationary period under a lead worker in on-the-job training to familiarize you with specific work sites, processes and procedures. An advantage of on-line training is you do not have to take the entire course at one sitting. If you must stop before completing the course, a feature allows you to stop the course at any point in the instruction and return at a later time to either the same point in the instruction (called a Bookmark) or return to the course menu where your progress has been automatically recorded. Instruction is reinforced with embedded questions and module self-tests (like chapter reviews). Each test will determine what topics you have not mastered and recommend review before attempting the test again. You must make 70 percent or better on the test to successfully pass the test. To pass the course you must either pass all module self-tests, in which case you will be given full credit and not have to take the comprehensive test at the end of the course (last module), or you will have to pass the comprehensive test. Some WBT courses also require additional hands-on training, such as Lockout-Tagout, Confined Space Entry Rescue and Fall Protection courses. When taking an on-line course for refresher training, you can immediately skip to the challenge test which is the comprehensive test. This philosophy allows you to skip the instruction and successfully demonstrate your knowledge by passing the comprehensive test. Very few employees need additional individual instruction or have trouble using on-line courses, but assistance is offered as needed. If you have questions about course content or problems in using the on-line courses, please immediately call Safety.

Presentations - Some safety instruction may be presented using Power Point presentations as a stand alone course or to augment classroom instruction. Also, a digital video disc (DVD) of various safety topics is provided to the contracting agency, Marathon Staffing, to provide all Contract Custodial, Horticulture and Parking employees prior to starting work for the Board.

Instructor Led – An instructor teaches a course in a classroom environment. The instructor establishes class dates, coordinates for a classroom, how many employees can attend, and notifies the employees that they have been registered. If a class has self-enrollment, you may have to obtain supervisor approval as part of class registration.

DVD – An instructor may augment his/her class using a DVD (or videotape).

TRAINING COSTS:

As of June 7, 2013, BCB Safety will provide any and all safety training at no cost to employees of the Board.



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Billing: Agencies outside of Board will be billed for each individual that was registered for and attended the safety training. Employees outside of the Board will not have access to WBT.

CORE SAFETY TRAINING:

On the first day of hire, every new employee is to receive the following safety training:

- New Employee Safety Training (NEST) - introduces employees to the BCB safety policies, the hazard identification process, accident reporting procedures and other basic information.
- Hazard Communication – introduces employees to OSHA’s container labeling and safety data sheet requirements, and the BCB on-line inventory of authorized chemicals their team uses; at the same time employees are shown how to access the on-line safety courses and their individual training plan.
- Fire Prevention & Emergency Action Plan (Part I) – introduces employees to the most likely emergency situations and their expected response

The new employee is then directed to take any other required safety on-line safety courses within the next two weeks and to attend safety classes as scheduled.

TEAM SAFETY TRAINING:

Safety training does not stop with the completion of Core Safety courses. The new employee may require other Safety training depending on his/her job. Additionally, the new hire's supervisor will provide further safety training specific to his/her assigned tasks and according to the [Safety Quick Reference Sheet](#). Team safety training provided by the supervisor will also include on-the-job training (OJT). The new employee is usually paired with a designated experienced employee to learn safe operating procedures for tools, equipment, material handling equipment, and/or powered machinery used by the team and to become familiar with the various work environments assigned to them.

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SAFETY COURSES

AERIAL LIFTS: Since aerial lifts, powered platforms and scissor lifts carry people up to an elevated work level, there are fall hazards, overhead power lines and other dangers. Workers must know how to inspect the equipment to ensure that it is functioning properly. They must be prepared to handle an emergency situation when the equipment malfunctions or is damaged during use. They must respond appropriately when the weather conditions change for the worse during a job. They need to understand the equipment's load rating and the risks involved with overloads. In order to reduce the risk of these hazards, they must understand the inspection and safe operation of this equipment in the performance of their interior and exterior building and grounds maintenance duties.

FREQUENCY: Initial (OSHA)

DELIVERY: WBT (self-paced)



Aerial Lifts

ASBESTOS AWARENESS: Asbestos was used in many building materials prior to EPA and OSHA regulation in the 1980s but, when disturbed or is damaged and becomes airborne, asbestos can be a long-term health risk. Maintenance and Custodial employees learn about asbestos health hazards, and proper maintenance and housekeeping practices so asbestos won't be disturbed. They also learn how to read source documents to determine where asbestos is located in our facilities. If known or suspected asbestos-containing materials are damaged, employees learn to report it, isolate the area, obtain an authorized contractor to abate the asbestos, and to seek clearance prior to doing work in that area.

FREQUENCY: Annual (OSHA)

DELIVERY: WBT (self-paced) and Instructor-Led (1-1/2 Hours)



Asbestos Awareness

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BACK SAFETY: SE0022-99

Lifting improperly is the largest single cause of back pain and injury. Employees learn how to prevent back injury and pain by knowing and using proper lifting: clear the path, assess the load, and the proper body mechanics in lifting, carrying and setting down the load. Alternative lifts include using material handling equipment, breaking large loads into smaller loads, or getting other employees to help make the lift.

FREQUENCY: Every 3 Years (Policy)

DELIVERY: WBT (self-paced)



Back Safety



Confined Space Entry (Part II depicted)



CONFINED SPACES – Part I: Confined spaces are more dangerous than regular work areas. All employees required to enter confined spaces (such as manholes, pits, sub-cellars, tunnels, and some large-scale equipment) shall be trained prior to entry. Employees learn OSHA guidelines on how to recognize and categorize confined spaces, and proper non-permit, permit or alternate permit procedures. Employees must recognize and control hazards prior to and during entry such as using a multi-gas monitor for atmospheric monitoring of toxic or flammable gases, purging and ventilation, and evacuation procedures; work and personal protective equipment needs; and emergency rescue/retrieval procedures and equipment to include Entrant, Supervisor, and Attendant responsibilities.

FREQUENCY: Annual (OSHA)

DELIVERY: WBT (self-paced)

CONFINED SPACES – Part II:

Employees setup for a Permit-Required Confined Space entry and Attendants conduct various simulated emergency rescues.

FREQUENCY: Annual (OSHA)

DELIVERY: Instructor-Led (1-1/2 Hours)

NOTE 1: Attendants shall also be trained in 1st Aid and CPR

NOTE 2: Lockout-Tagout Part II and Fall Protection Part II are typically taught simultaneously with this hands-on course for Trades Specialists

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CPR-1st Aid-AED: Employees are trained in basic first-aid procedures to be able to respond to an emergency in the workplace. A section on environmental emergencies (heat/cold stress, animal and insect bites, poisonous plants) is included. The CPR (cardiopulmonary resuscitation) portion instructs how to recognize and treat life-threatening emergencies with adult and child victims to include use of an Automatic External Defibrillator (AED). OSHA requires employees be trained in CPR and 1st Aid for specific hazardous work such as Permit Required Confined Space entry or electrical operations. This course is taught by American Heart Association-certified BCB instructors using DVD instruction reinforced by instructor-led skills, exercises and discussion.

FREQUENCY: Every 2 Years (OSHA; AHA)

DELIVERY: Instructor-Led (6 Hours)

DRIVER TRAINING: Employees required to routinely drive state vehicles (300 or more miles per year or designated to take driver training; see - [BCB Driver Safety Policy \(AUG 2012\)](#)) must possess a valid SC driver license and attend an 8-hour driver training course within 90 days of hire. A 4-hour refresher course is required every third year thereafter. BCB instructors are certified by the AAA.

FREQUENCY: Every 3 years

DELIVERY: Instructor-Led (Initial - 8 Hours; Refresher – 4 Hours)

NOTE: The SC Dept. of Public Safety allows a 4 violation point reduction after attending an 8-Hour remedial driver training course taught by AAA or the or National Safety Council. Contact BCB Safety for further information and the application form.



AAA Driver Improvement Program

COMMERCIAL DRIVER: Specific vehicles, such as 15-passenger/ADA vans and tractor trailers, require operators to have a SC Commercial Driver's License.

FREQUENCY: Every 5 Years

DELIVERY: SC DMV

COST: see Attachment 3 of the [BCB Driver Safety Policy \(AUG 2012\)](#)

SAFETY TRAINING

ELECTRICAL SAFETY: This course covers electrical safety procedures of the OSHA Electrical Safety Standard (29 CFR 1910.331-335) for circuits below 600 volts, introduces workers to the principles of electricity; shows them safe work practices, distances and proper personal protective equipment required to avoid the dangers of electrocution, shock, and arc blast; and demonstrates correct responses to electrical emergencies.

FREQUENCY: Every 3 Years

DELIVERY: WBT (self-paced)



Electrical Safety

EXCAVATION SAFETY: BCB employees learn the hazards of falls, cave-ins, contact with underground utilities, flooding and dangerous atmospheres when digging holes and trenches for earth removal. Contractors are used for excavations more than 4 feet deep.

FREQUENCY: Initial

DELIVERY: Presentation/ILT



SAFETY TRAINING

FALL PROTECTION PART I: Employees that could fall from a high to a lower work level more than four feet below are trained to recognize and protect against these fall hazards. This class explains allowable fall protection methods for construction and general industry workplaces in accordance with OSHA standards to include 29 CFR 1926 Subpart M – Fall Protection. Procedures include correct methods for erecting, donning, handling, using, maintaining, doffing, disassembling, and limitations of personal fall arrest systems.

FREQUENCY: Annual (Policy)

DELIVERY: WBT (self-paced)



FALL PROTECTION PART II: Employees receive a hands-on familiarization to include donning and doffing of the full body harness, components, and horizontal and vertical life line and positioning systems.

PREREQUISITE: Fall Protection Part I

FREQUENCY: Annual (Policy)

DELIVERY: Instructor-Led (45 Minutes)

NOTE: Fall Protection Part II is typically taught simultaneously with the Confined Space Entry Part II hands-on course.

FIRE PREVENTION, EMERGENCY ACTION & HOMELAND SECURITY PLAN

(FIRE EAP) PART I: Learn what to do in different emergency situations. Part I provides a general overview of fire prevention, evacuation and emergency action procedures to include severe weather, bomb threats, intruders and other emergencies.

FREQUENCY: Initial (OSHA Required)

DELIVERY: Instructor-Led (30 Minutes)



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FIRE PREVENTION, EMERGENCY ACTION & HOMELAND SECURITY PLAN

(FIRE EAP) PART II: In Part II, Teams are responsible for follow-on training covering team- or facility-specific information, i.e. the method of fire alarm notification; fire/emergency reporting procedures; the location of portable fire extinguishers, fire alarm pulls, primary and secondary emergency evacuation routes, and primary and secondary assembly points. Individuals assigned as a Floor/Area Warden, Accountability Monitor, Disabled Person Monitor, or Emergency Coordinator are trained on their additional responsibilities.

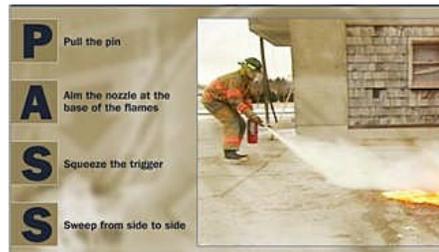
FREQUENCY: Every 3 Years

DELIVERY: Team Leader/Designated Person (15 Minutes)

FIRE EAP PART III – PORTABLE FIRE EXTINGUISHERS: Employees required to perform fire watch (i.e., for welding operations, out-of-service fire systems, and/or are required by their job to fight small fires must know how to operate portable fire extinguishers. This is a live-fire hands-on exercise (a BULLEX simulator has been used for several years).

FREQUENCY: Annual (OSHA)

DELIVERY: Instructor-Led



Portable Fire Extinguishers

FORKLIFTS: (see Industrial Trucks)



Grounds Maintenance Equipment

GROUNDS MAINTENANCE:

Horticulture employees involved in maintaining the grounds for BCB-owned or operated facilities learn to recognize potential hazards, proper personal protective equipment needs, and safe and proper work practices for various pieces of grounds maintenance equipment. Classes are scheduled and conducted by supervisors from the Facilities Management - Horticulture Team.

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NOTE: Class is followed by on-the-job training involving walk-behind and riding lawn mowers, powered edger, powered string trimmer, powered leaf blower, powered hedge trimmer, the chain saw, and/or other lawn maintenance powered equipment, as required.

FREQUENCY: Initial

DELIVERY: Instructor-Led

HAZARD COMMUNICATIONS: The Hazard Communications (HAZCOM) instruction, required by OSHA, explains the employee's Right-To-Know law about hazardous materials and chemicals used in the work place. All employees are taught how to obtain pertinent information from Safety Data Sheets (SDS) and product labels prior to use. A product's SDS covers health hazards, safe handling, personal protective measures, proper storage, and emergency actions to include first aid (in case of exposure to hazardous materials) and spill clean up.

NOTE: Team Leaders are responsible for review of Safety Data Sheets, how to obtain SDS information, updating procedures and controls for hazardous chemical products used by the team.

FREQUENCY: OSHA – Initial & changes. BCB Policy - Every 3 years & major changes

DELIVERY: WBT (self-paced) and Instructor-Led (1 Hour)



Hazard Communications



Heat Stress

HEAT STRESS: Heat stress is caused by a number of interacting factors, including environmental conditions, clothing, workload, and the individual characteristics of the worker. This course discusses progressive symptoms and provides prevention and care procedures.

FREQUENCY: Initial

DELIVERY: WBT (self-paced)

NOTE: How to provide care for heat/cold-related illnesses are also taught in the AHA 1st Aid-CPR-AED course.

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INDUSTRIAL TRUCKS, INSTRUCTION: Industrial Trucks (Forklift) OSHA-required instruction covers the hazards of forklifts and their operating principles to include load capacity, the stability triangle, pre-operation inspection and proper techniques for changing batteries or refueling gas and LPG propane forklifts. Safe driving concepts cover interaction with pedestrians to avoid injuries, and proper load handling and hazard awareness to avoid product and equipment damage.

FREQUENCY: Initial

DELIVERY: WBT (self-paced)



INDUSTRIAL TRUCKS - EVALUATION: A Team Evaluator familiarizes the new employee with controls and operations of any attachments for each industrial lift/truck to which the employee is assigned then will provide probationary period of on-the-job operator supervision. The Evaluator will determine when the industrial truck operator receives certification where the employee must demonstrate that he/she can competently and safely operate the industrial truck. The evaluation includes an equipment walk-around check and then operation of the truck through typical obstacles found in the employee's work environment. A load is to be picked up and carried from one point, driven through the various obstacles and delivered to a specified destination. Team evaluators can conduct a formal obstacle course style evaluation or make observations during daily operations. A separate evaluation is required for each different class of industrial truck (I, II, III and/or V) to which the employee is assigned.

PREREQUISITE: Industrial Trucks – Instruction

FREQUENCY: Every 3 years (OSHA)

DELIVERY: Team Evaluator

JOB SAFETY ANALYSIS: Teams learn how to use this Safety/Total Quality Management tool to look at their work processes, state the actual and potential hazards associated with each step of the process, and ways to either eliminate or control each of those hazards.

FREQUENCY: Upon Request

DELIVERY: Facilitator during a Team's Work Process Review

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LADDER SAFETY: The main hazard when using a ladder is falling. A wrong selection of a ladder, poor maintenance, or improper use can cause the employee to fall. Instruction focuses on portable and fixed ladders, how to recognize fall hazards and ways to minimize these hazards by covering how to choose the correct portable ladder for the job, how to spot a damaged ladder, proper set up and climbing techniques, and appropriate maintenance and storage.

FREQUENCY: Initial

DELIVERY: WBT (self-paced)



Ladder Safety



Lead Awareness

Lead Awareness: Lead has a detrimental health affect on almost every organ and system in your body. Even though lead use has dramatically reduced in recent years, the health concerns remain due to its many uses like in gasoline, paints and ceramic products, caulking, and pipe solder. Employees learn of possible exposure to lead (i.e., through welding or other maintenance activities), the permissible exposure limits, and engineering, administrative, and work practice controls. Emphasis is placed on personal protective equipment, especially respiratory protection requirements, to reduce and maintain employee lead exposure to safe levels. The "Working Safely with Lead" (videotape) is discussed relative to our maintenance operations.

FREQUENCY: Annual (OSHA)

DELIVERY: Instructor-Led (1 Hour)



Lockout-Tagout



LOCKOUT/TAGOUT - PART I: Employees learn how to prevent an accidental release of hazardous energy (electrical, mechanical, hydraulic, chemical, thermal, pneumatic, potential, stored, etc.) which could injure them during servicing and/or maintenance to equipment and/or machinery. Employees are taught how turn off equipment, and to

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isolate and control hazardous primary and secondary energy sources prior to their work. Work on “live” (energized) equipment requires a Live Work Permit.

FREQUENCY: Annual

DELIVERY: WBT (self-paced)

LOCKOUT/TAGOUT - PART II: Employees are observed as they demonstrate the proper selection and application of various lockout and tagout devices used in electrical and plumbing work. Emphasis is placed on obtaining a lockout device specifically designed for the make and model of equipment instead of using a universal fit lockout device.

PREREQUISITE: LOCKOUT/TAGOUT - PART I

FREQUENCY: Annual

DELIVERY: Instructor-Led/Evaluator (15 minutes)

NOTE: LOCKOUT/TAGOUT Part II is typically taught simultaneously with the Confined Space Entry Part II hands-on course.

NEW EMPLOYEE SAFETY TRAINING: We place high priority on Safety. Therefore, New Employee Safety Training is conducted the afternoon of the first day of hire. Newly hired employees are provided an awareness of safety's importance, and their personal role to maintain a safe and healthy work environment. Safety policies, hazard identification, accident reporting procedures, and the individual’s training plan are discussed. Training on web-based training immediately follows.

FREQUENCY: Initial

DELIVERY: Instructor-Led (2 – 3 Hours to include HAZCOM and Fire EAP Part I and other topics, time permitting)



OFFICE SAFETY: Employees are introduced to the hazards of the office environment. Ergonomic issues such as video display terminals, proper workstation design and preventing back injuries are discussed. Other issues include general injury prevention; slips, trips and falls; workplace violence and personal security; and stress management.

FREQUENCY: Initial

DELIVERY: WBT (self-paced)



Office Safety

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PERSONAL PROTECTIVE EQUIPMENT: When engineering controls and administrative procedures are not enough to protect employees from hazards, personal protective equipment (PPE) becomes the “last line of defense.” In this course employees will become familiar with the purpose, basic concepts, and understand when PPE is necessary. The employee will be able to recognize different types of PPE available to protect eyes, face, ears, head, hands, body and feet; understand how to wear and maintain PPE; recognize its limitations; and understand how PPE can protect them from on-the-job hazards. Material Safety Data Sheets, other specialized Safety training, and supervisors typically will mention what type of PPE is required for safe operations.

FREQUENCY: Initial

DELIVERY: WBT (self-paced)

NOTE: Supervisors are responsible to provide PPE and demonstrate and ensure proper donning, fit and wear on the job, doffing and storage



Personal Protective Equipment

SCAFFOLD SAFETY: Fatal falls from scaffolds occur as a result of improper installation, improper worker training, or failure to use appropriate personal fall protection. Fabricated frame scaffolds are the most common type frequently used in one or two tiers, but their modular frames can also be stacked several stories high. This course addresses various types of scaffolds, scaffold hazards and how to avoid them, safe assembly (stability and height restrictions), competent person inspection, worker safety, and personal protective equipment, especially guard rails and/or personal fall protection.

FREQUENCY: Initial

DELIVERY: WBT (self-paced)

NOTE: Scaffolds are to be erected and dismantled only under the supervision of a designated, trained and experienced competent person



Scaffold Safety

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TOOL SAFETY: OSHA prohibits employees from using equipment unless they have been trained in its use, and also prescribes guards and other procedures. This instruction demonstrates safe work practices and guarding for various hand tools, and stationary and portable powered tools.

FREQUENCY: Initial

DELIVERY: WBT (self-paced)



Tool Safety

RESPIRATORY PROTECTION, INSTRUCTION: Inhalation is one of the major exposure routes for toxic chemicals. In this course employees learn to recognize potential respiratory hazards; uses and limitations of respirators; and how to inspect, don/doff, maintain and store respirators.

NOTE: Besides this instruction, employees must be qualified through medical examination by a local physician, and fit tested for a specific respirator.

FREQUENCY: Annual (OSHA)

DELIVERY: WBT (self-paced)

RESPIRATORY PROTECTION, MEDICAL/ SPIROMETRY EXAM: Employees assigned to use specific respiratory protection must first be found physically fit by a general medical examination and a spirometry (lung) test. Follow-up questionnaires and/or exams may be required due to medical or physical changes affecting the wearing of a respirator.

FREQUENCY: Initial (OSHA)

DELIVERY: Physician

COST: Call Physician



Respirator Training,



Medical (Spirometry) Examination,



and Fit Testing

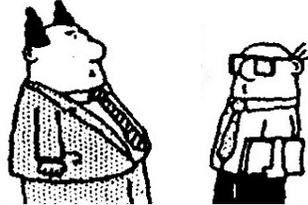
RESPIRATORY PROTECTION, FIT TEST: The employee will select an appropriate style and size respirator then is physically checked for proper fit using the Qualitative Fit Test method. The test places the employee in an enclosure, a test vapor is introduced and

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the employee performs various exercises to determine if the face mask gives a continuous and proper seal onto the face.

FREQUENCY: Annual (OSHA)

DELIVERY: Instructor-Led (30 Minutes)



Safety & Workers Comp for Mgrs & Supervisors

SAFETY AND WORKERS COMPENSATION FOR MANAGERS AND

SUPERVISORS: Safety guidance at the supervisory level is vital to preventing accidents and injuries. Safety doesn't happen by itself! It must be fostered from the top down and instilled through training and by example. This course informs managers and supervisors on how to create a workforce where Safety is a top priority by providing information and tools for effective management of Safety issues. Medical care must be coordinated for an employee injury, and accidents must be reported, investigated and analyzed. The purpose of Workers Compensation, premiums, claim procedures, benefits, the supervisor's role and modified duty are explained. Safety training requirements, scheduling, methods of delivery and billing are discussed. Hazard identification and control, the communication process through Safety Committees and Safety Web Page, OSHA complaint inspections, and safety accountability issues are also reviewed.

FREQUENCY: As determined by management

DELIVERY: Instructor-Led (2 – 1/2 Hours)

WELDING - AWARENESS (CUTTING, BRAZING & SOLDERING): Employees who cut, braze and solder work under the BCB Hot Work Program.

ASSOCIATED COURSES:

- 1) Welding
- 2) Lead Awareness
- 3) Portable Fire Extinguishers

FREQUENCY: Initial

DELIVERY: Instructor-Led (1 Hour)



Welding Awareness



Welding



SAFETY PROGRAM:

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WELDING: Employees who are required to weld learn about OSHA welding safety requirements (Subpart Q - Welding, Cutting, and Brazing, 29 CFR 1910.251- 1910.255) and BCB procedures and work restrictions. The instructor augments a "Welding Safety" videotape with discussion about general welding hazards and safety operations; special personal protective equipment for welder operators; compressed gas cylinders handling and storage; oxygen-fuel gas and arc welding and cutting, and resistance welding safety precautions.

ASSOCIATED COURSES:

- 1) Welding Awareness
- 2) Lead Awareness
- 3) Portable Fire Extinguishers

FREQUENCY: Initial

DELIVERY: Instructor-Led (2 Hours)