

SAFETY TRAINING COURSES



Relationships at Work

The best way to protect your employees from preventable accidents and injuries is to provide them with information and resources they need to stay safe at work.

Our training courses, led by FFVA Mutual’s expert safety consultants, provide employers and employees with the necessary tools for a successful safety program. These safety courses are available to all policyholders at no cost and many cover OSHA requirements.

All courses are offered in both English and Spanish with in-person, instructor-led virtual (except OSHA-10 hour) and online format options.

To request training, go to www.ffvamutual.com/safety/safety-training-request. For our latest event listings, visit www.ffvamutual.com/events

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Training Course Descriptions

10-Hour OSHA [General Industry]

This course covers specific OSHA-mandated topics, including an OSHA overview, basic hazardous communication, and electrical safety. Additionally, OSHA training topics that pertain specifically to operations (e.g., slip, trips and falls, exit routes and emergency action plans, PPE, Machine Guarding, Blood-borne Pathogens, etc.) will be reviewed. Upon successful completion of the course, participants receive an OSHA General Industry Safety 10-hour course completion card. **This in-person training is provided at no cost to FFVA Mutual policyholders.** Note: this course is provided in multiple-day sessions as per OSHA requirements.

10-Hour OSHA [Construction]

OSHA 10-hour Construction course covers certain OSHA-mandated topics, such as: overview of OSHA, fall protection, electrical, caught in/between, struck by, PPE and health hazards. Remaining hours can be customized to address other OSHA training topics that pertain specifically to your operations. Upon successful completion of the course, participants will receive an OSHA Construction Safety 10-hour course completion card. **This in-person training is provided at no cost to FFVA Mutual policyholders.** Note: this course is provided in multiple-day sessions as per OSHA requirements.

Accident Investigation

An introduction to basic accident investigation procedures and reviews accident analysis techniques. Attendees will gain the basic skills to conduct an effective accident investigation at their workplace. The target audience is the small business employer, manager, employee or employee representative who, as part of an organization's safety and health program, would be directly involved in conducting accident and/or near miss investigation(s).

Bloodborne Pathogens

Reviews information on precautions to must take to eliminate the risk of infectious diseases that could be contracted through exposure and the proper methods of handling potential contaminants. Attendees will learn how to reduce and minimize potential occupational exposure to the Human Immunodeficiency Virus (HIV), the Hepatitis B Virus (HBV), and other human blood-borne pathogens.

Confined Space OSHA Requirements

This course covers OSHA requirements for safe practices and procedures to protect employees from the hazards of entry into permit-required confined spaces or permit spaces. **Note: This training does not meet site-specific requirements.** The OSHA standard requires employers to develop their own written confined space entry permit program and provide site-specific training.

Defensive Driving [Certification]

This interactive course motivates drivers to improve their behind-the-wheel behaviors and attitudes. Now offered as 4-hour, 6-hour or 8-hour options, the class reviews key skills and techniques through videos, knowledge checks and 2-D animations to avoid collisions and reduce future violations. The result is a more responsible driver who understands best practices that prevent injuries and even fatalities while operating a motor vehicle. Attendees receive course workbooks and upon completion will receive a National Safety Council certificate to turn into the employer's auto liability insurance carrier for possible discounts. **Online virtual classroom or in-person.**

Defensive Driving [General Safety]

This course does not qualify the company or the student for the auto insurance discount. This 2-hour course is a general safe driving awareness course designed to remind drivers about distractions, road rage, driving under the influence, and more. Approximately 2-hours long, the course can also incorporate your company's policies and procedures. This course is general knowledge only and does not qualify for auto insurance discount. **Online virtual classroom or in-person.**

Training Course Descriptions

Electrical

This training covers requirements to keep employees safe around workplace electricity and teaches safe electrical practices for those expected to work with electric equipment and installations.

Ergonomics Awareness

This course covers the use of ergonomic principles to recognize, evaluate, and control workplace conditions that cause or contribute to musculoskeletal and nerve disorders.

Excavations OSHA Requirements

This course focuses on OSHA standards and the safety aspects related to excavation and trenching. Discussions include practical soil mechanics and its relationship to the stability of shored and un-shored slopes and walls of excavations. Various types of shoring (e.g., wood timbers and hydraulic) are reviewed. **Note: This training does not meet site-specific requirements.** The OSHA standard requires employers to develop their own written site-specific training.

Fall Protection OSHA Requirements

Provides basic fall protection principles to employees exposed to any type of fall hazard. Upon successful completion of this course, attendees will be able to identify hazards, specify guidelines for fall protection systems, recognize methods to minimize the risk of falls, specify employer and employee roles and responsibilities in fall protection, and recognize safety equipment limitations. **Note: This training does not meet site-specific requirements.** The OSHA standard requires employers to develop their own written site-specific training.

Fire Protection and Emergency Evacuation Plans

OSHA requires employers to have a Fire Prevention Plan and to inform their employees of fire hazards they are exposed to upon initial assignment to their jobs. This class covers basic requirements for the protection of property and life and the prevention of fires and explosions. Employees will learn what is required to implement a Fire Prevention Plan and Emergency Evacuation Procedures of their workplace, understand the threat and power of fire and fire prevention tips.

First Aid/CPR/AED

This course is offered either in person classroom or online with in-person skills test. This First Aid, CPR and AED training is geared for the workplace and includes workplace scenarios. At the end of the course, trainees will be certified to provide basic level First Aid/CPR and use an AED defibrillator. Note: the new online blended learning option combines the convenience of self-paced online learning with a short, hands-on in-person skills test.

Forklift [Train-the-Trainer]

Held at the employer's workplace, this train-the-trainer course is for company forklift operators and provides the necessary tools for them to use during future in-house training. OSHA's Standard 1910.178 Powered Industrial Trucks is covered during the training. Students will learn how to test operators for proficiency to ensure instruction and training recordkeeping meets OSHA requirements. Attendees must have recent forklift experience and good communication skills.

Hand and Power Tools

Covers the potential hazards associated with the use of hand and power tools and the safety precautions required to prevent hazards from occurring.

Training Course Descriptions

Hazardous Communication

This course reviews training required by OSHA's Hazard Communication Standard, which requires that hazardous materials used at the worksite are identified, labeled, handled, used, and disposed of properly. The instruction helps prevent and minimize employee exposures to harmful materials and minimize accidental releases of the material to the work environment.

Health Hazards in Construction

An introduction to common health hazards encountered in the workplace and designed as an awareness course for employers and employees. Health hazards include exposure to chemicals, asbestos, silica and lead. Training also features hazard identification, sources of exposure, health hazard information, evaluation of exposure, and engineering/work practice controls.

Heat-Related Illness Prevention

Each year, an increasing number of workers die due to a heat-related injury or illness in the workplace. This training will provide your workers with insight as to the dangers of heat, and what OSHA says about protecting yourself from heat exposure. Attendees will receive tips and resources for preventing heat-related illnesses to keep employees cool on the job.

Intro to OSHA and Preparing for an OSHA Inspection

An introduction to the Occupational Safety and Health Administration (OSHA) for employers and employees. This training provides tools to prepare employers for an OSHA inspection. Topics include OSHA's priorities, how the compliance office prepares for an inspection, what the inspection process involves, how the typical inspection progresses, results of an inspection, etc.

Job Hazard Analysis

Instruction on how to fill out the Job Hazard Analysis (JHA) form to reduce injury exposure associated with job tasks.

Ladder Safety

Topics related to working safely on ladders. The training covers: portable ladders, fixed ladders, ladder maintenance, ladder selection, ladder placement, ladder care and use.

Lock Out/Tag Out

Information regarding the control of hazardous energy and work under the protection of a lock out/tag out system. This course provides basic information on lock out/tag out practices and the significance of lock out/tag out devices that help identify and control hazardous energy sources, and compliance with OSHA standards.

Machine Guarding

This course reviews guarding methods and the terms associated with machine guarding. It is designed to help employees comply with OSHA standards, be able to identify where mechanical hazards exist and distinguish the different types of safeguard devices and guards. Information on proper guarding and types of mechanisms used for worker protection are also reviewed.

Personal Protective Equipment

Reviews OSHA regulations on the use of personal protective equipment (PPE) and provides employees with the skills needed to maintain and clean the equipment to protect themselves against hazards in the workplace. This module addresses head, hand, eye, hearing and foot protection.

Training Course Descriptions

Proper Lifting

This training includes proper lifting techniques, back care and using lifting aids.

Recordkeeping

This course covers the reporting criteria for consistency of injury and illness data, while simplifying the system using OSHA's recordkeeping rule. The regulation improves employee involvement and protects the privacy of an injured or ill worker. Topics include which employers and employees are covered under OSHA's revised recordkeeping requirements, OSHA requirements for recordkeeping, posting, and reporting, how to correctly complete OSHA Forms 300, 300A, and 301, and posting requirements.

Respiratory Protection

This course covers information relating to respiratory hazards, protection mechanisms, and safe work practices. Attendees will learn about ways to use respiratory protection for protection against hazardous airborne contaminants in the work environment.

Safety Audits

An employer overview on how to perform a safety audit and the types of forms used. Safety audits are a tool employers utilize to evaluate the workplace and its written safety programs with the goal of reducing workplace hazards. It is important to perform audits regularly to reduce workplace hazards.

Safety Leadership Academy

This multi-day training event is packed with easy to implement procedures to improve safety and reduce injury costs that impact your company's bottom line. Developed specifically for those responsible for safety management initiatives (owner, manager, supervisor, safety professionals), this program is provided at **no cost to FFVA Mutual policyholders and includes lunch**. Attendees receive course handouts, a certificate of completion and access to all session modules.

Slip, Trip and Fall Hazards


Slips, trips, and falls constitute the majority of accidents. This course provides employees with the ability to recognize and prevent slip, trip, and fall hazards and reviews the key components of ladder safety.

Walking and Working Surfaces

This course covers safe work practices and information related to hazards associated with holes in floor, ceilings, walls and scaffolds.

FFVA Mutual's Employer Resources

Report an Injury 24/7

 Phone: 1-800-226-0666

 Fax: 321-214-0235 or 321-214-0234

 Login to access your policy at www.ffvamutual.com

Claims Support:

customersupport@ffvamutual.com

Customer Service:

800-346-4825

Employer Resources & Forms:

www.ffvamutual.com/employers

Corporate Office:

PO Box 948239

Maitland, Florida 32794

321-214-5300

www.ffvamutual.com/safety

