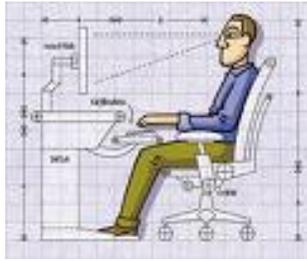


# **Commonwealth of Massachusetts**

**Human Resources Division/  
Division of Occupational Safety**

**Training Bulletin  
Spring 2009**





## **Office Ergonomics**

**February 25, 2009 (10-12) Bridgewater**

Who should attend? Facilities or office managers and employees who spend significant portions of the day on computers

Topics to be covered: How to adjust your workstation for maximum safety and comfort, important features in selection of an office chair, proper positioning at desks and computers and office lighting for computers.



## **Prevention of Bloodborne Diseases for Custodial Staff and Designated First Aiders (2 hours)**

**April 8, 2009 (10 -12) Worcester**

Information about the more common bloodborne diseases (Hepatitis B, Hepatitis C, HIV);  
How these diseases are transmitted;  
What body fluids are known to be able to transmit these diseases;  
Means of prevention/protection including:

Hepatitis B vaccine

Disinfection

Use of personal protective equipment (e.g., gloves, mask)

What to do if exposed to blood or other body fluids

In addition, a template for a written program on prevention of bloodborne diseases will be provided.

This class is for employees who may be exposed to blood and other body fluids in the course of their jobs. This could include custodians, first aiders and others.

The maximum class size is 40.

## **Asbestos Awareness (2 hours)**

**March 11, 2009 (10-12) Shirley**



Do you know what materials in your building might contain asbestos?  
How do you know if a material contains asbestos?  
Who can remove or repair asbestos materials?  
Do you need special training and equipment to disturb asbestos materials?

If you are not sure of the answer to these questions, and you work in a building that has not been surveyed for asbestos containing materials, then this course is for you.

There are thousands of products that were used in building construction that contain asbestos. If your building has not been surveyed, and does not have an Asbestos Management Plan, you probably don't know where asbestos is in your building. Routine maintenance activities, such as changing ceiling tiles or stripping wax from floor tiles, can create a fiber release episode, releasing asbestos fibers into the air, and potentially exposing building occupants to this hazardous material.

This class will provide an overview of why and where asbestos was used, and why exposure to this material can result in serious health effects. Topics covered will include how to manage asbestos in place and key points to remember if disturbing asbestos containing materials. Reference materials will be provided.

Who Should Attend: Facilities Managers, Director of Buildings & Grounds, Business Administrators, Designated Person for Asbestos Management Program

## **Lead Safe Work Practices During Renovation & Maintenance Activities (2 hrs)**

**March 11, 2009 (1-3) Shirley**



The purpose of this course is to teach Commonwealth employees how to identify lead hazards in buildings, and utilize safe work practices in response to maintenance and renovation activities in performance of duties and utilize information to protect themselves, their families, building occupants and the environment .

This training provides information and education to allow employees to utilize safer techniques to legally and safely work with lead containing building materials (particular focus on lead based paint hazards) during renovation, and maintenance activities, and covers the requirements of OSHA's Lead Standard. Topics covered include: hazards of lead exposure, working with lead containing building materials and personal protective actions.

At the completion of this training session, the participants will be acquainted with the following information:

- Identify lead hazards
- Health effects of lead
- Exposure monitoring
- Engineering and work practice controls
- Respiratory protection
- Protective equipment

- Safe work practices
- Medical monitoring and medical evaluation
- Periodic exam and/or biological monitoring
- Medical removal and chelation
- Applicable Laws and Regulations

This course is designed for renovation project managers, employees and their supervisors, who may sand, scrape, abrade or otherwise disturb lead containing building materials during construction, renovation or maintenance activities. (This session is not designed to train employees on lead abatement techniques.)

## **Personal Protective Equipment (PPE) (3 hours)**

**May 15, 2009 (9-12) Boston**



Are foam earplugs less effective than earmuffs?  
Do yellow gloves protect against exposure to toluene?  
Are vented goggles acceptable for exposures to chemical splashes?

If you are not sure of the answer to these questions, and you use PPE, then this course is for you!!

Personal protective equipment (PPE) such as gloves, eye protection, hardhats, hearing protection and safety shoes can be an effective means of protecting employees-IF selected and used properly. However, selection and proper use of PPE can be difficult. Often times eye protection, gloves and hearing protection are improperly selected and used, leading to a false sense of security and protection.

This class will provide an overview of OSHA standards on Personal Protective Equipment and will explain how to select and use the proper PPE for the job. Topics covered will include development of personal protective equipment written policies. Reference materials and model written programs will be provided.

Who Should Attend: Anyone who uses or purchases PPE for their employees. Managers and supervisors are strongly encouraged to attend.

## **Respiratory Protection (2.5 hours)**

**May 15, 2009 (1-3) Boston**



Does a black filter cartridge on a respirator protect you from lead dust?  
What is a respirator fit test?  
Can I store this respirator in my toolbox?  
Do I even NEED a respirator?

If you are not sure of the answer to these questions, and you or your employees use respirators then this course is for you!!

All respiratory protection is NOT created equal! In order to protect employees, the proper type of respirator AND the proper cartridge must be used. In addition, the respirator must fit properly and a medical screening should be done to insure that the respirator does not create a health hazard for the employee. Finally, respirators must be cleaned and properly stored so that they will adequately protect the employees.

This class will provide an overview of the OSHA standard for Respiratory Protection and will explain how to select and use the proper respirator for the job. Topics covered will include development of respirator written policies. Reference materials and model written programs will be provided.

Who Should Attend: Anyone who uses or purchases Respiratory Protection for their employees. Managers and supervisors are strongly encouraged to attend.

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## **Confined Space Entry Awareness (2 hours)**

**May 20, 2009 (10-12) Boston**

Have you ever wondered what a confined space is?  
Do you or your workers enter manholes, utility vaults, tanks or  
boilers?

Did you ever wonder if you needed to use a gas monitor before entering an area?



If the answer to any of these questions is yes, then this class is for you.

Confined spaces are those that are large enough to enter and perform work, have restricted means of entering or exiting (i.e.-entry via ladder or crawling), are not designed for continuous human occupancy and may have health or safety hazards such as rotating parts or hazardous atmospheres.

This course will provide a BASIC overview of what a confined space is and the basic procedures and equipment that is needed to safely enter such spaces. The requirements of the OSHA Confined Space standard will be discussed and model policies for establishing a written program and permit will be provided.

Who Should Attend? Custodial Staff, Facilities Managers, Maintenance Staff

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## **Indoor Air Quality (3 hours)**

**June 9, 2009 (10-12) Canton**

This training will provide a general overview of the factors affecting indoor air quality including ventilation, temperature and humidity, mold, and chemical sources. An overview of how indoor air quality assessments are conducted and how results are evaluated will be included. The course will also cover how to work with building occupants who have a high level of concern regarding indoor air quality in their building, including when the level of concern exceeds the building's actual indoor air quality issues.

Who Should Attend: Facility Managers, facility maintenance and custodial personnel, and any others interested in indoor air quality issues.

## HRD/DOS 2009 Safety Training Calendar

Wed Feb 25–Bridgewater	Office Ergonomics (10-12)
Wed March 11-Shirley	Asbestos Awareness (10-12)
Wed March 11-Shirley	Lead Awareness (1-3)
Wed April 8-Worcester	Bloodborne Diseases Custodians/First Aiders(10-12)
Fri May 15-Boston	Personal Protective Equipment (PPE) (9-12)
Friday May 15-Boston	Respiratory Protection(1-3:30)
Wed May 20-Boston	Confined Space Entry Awareness (10 – 12)
Tues June 9-Canton	Indoor Air Quality (10-12)

**All of the above trainings are free for all state employees.**

**All attendees MUST register and receive confirmation of acceptance prior to training.**

**Employees are responsible for securing appropriate supervisor approval prior to attending training.**

**2009 Spring Safety Training Registration Form**  
**(Please Fax or Email)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department/Agency \_\_\_\_\_

Work Address \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Check Training(s) you wish to attend:**

Wed Feb 25 –Bridgewater Office Ergonomics (10-12) \_\_\_\_\_

Wed March 11-Shirley Asbestos Awareness (10-12) \_\_\_\_\_ Lead Awareness (1-3 ) \_\_\_\_\_

Wed April 8-Worcester- Bloodborne Diseases Custodians/First Aiders(10-12) \_\_\_\_\_

Fri May 15-Boston PPE (9-12) \_\_\_\_\_ Respiratory Protection(1-3:30) \_\_\_\_\_

Wed May 20-Boston Confined Space Entry Awareness (10 – 12) \_\_\_\_\_

June 9 -Canton Indoor Air Quality (10-12) \_\_\_\_\_

Return to: Susan Humphreys  
Occupational Hygiene Program  
1001 Watertown Street, West Newton, Ma 02465  
Fax form to (617) 727-4581  
or email to Susan.Humphreys@state.ma.us  
Phone 617-969-7177 x 328

**Confirmations and directions will be sent via email if provided-please write email address CLEARLY!!!**