



Association of  
Washington Business

Washington's State  
Chamber of Commerce

## Sedgwick CMS & AWB Safety Academy

### September – December 2008

Sedgwick CMS offers courses for safety and non-safety professionals who wish to increase their safety knowledge and effectiveness in developing and administering safety programs within their company.

You may choose to participate in individual courses, or you may choose the “**Certified Safety Coordinator**” program. Students take seven required courses and five electives. Upon completion, the candidate will receive a “Certified Safety Coordinator” certificate.

#### **Core Certification Courses:**

- Supervisory Safety Skills
- Effective Safety Committees
- Hazard Recognition & Safety Audit
- Accident Investigation
- Job Safety Analysis & Hazard Assessment
- Handling A Regulatory Compliance Inspection
- Management's Role in Safety

#### **Elective Course Offerings:**

- Leverage Your Lift
- Office Ergonomics
- Manufacturing Ergonomics
- Train the Trainer
- How Accidents Happen
- Strategies for Accident Prevention
- Recordkeeping & OSHA 300
- Taking Safety Off The Shelf
- Industrial Noise & Hearing Conservation
- How to Find & Interpret Safety Standards
- Injury Management
- Overview of Industrial Hygiene

<b>Supervisory Safety Skills</b>	<b>Effective Safety Committees</b>
Review the functions, responsibilities and influence good supervision can have on an organization's overall safety culture and accident prevention efforts	Review the functions and values of safety committees, guidelines for the chair, and why committees fail and succeed. Includes discussion on barriers to effective safety committees.
<b>Hazard Recognition &amp; Safety Audit</b>	<b>Accident Investigation</b>
Learn how to recognize & inspect for hazards in the workplace; hazards associated with specific jobs and what programs and training are essential to help eliminate those hazards.	Understand the need and value of thorough accident and close call investigation. Learn how to make investigation a valuable element of your safety program. Practice accident investigation in a group setting.
<b>Job Safety Analysis &amp; Hazard Assessment</b>	<b>Handling a Regulatory Compliance Inspection</b>
Discover the purpose and benefits of the JSA and Hazard Assessment. Develop selection criteria for JSA & Hazard Assessment activity and the use of the basic four steps necessary to complete.	Develop a knowledge base by clearly explaining the action OSHA will take during and after a compliance inspection. Employer rights & obligations related to inspections and develop strategies to minimize the impact to an organization are covered.
<b>Management's Role in Safety</b>	<b>Leverage Your Lift</b>
Management support and commitment is the key to a successful safety program. The role of management and how it affects the outcome of the safety program will be explored.	Understand the principles of ergonomics, identifying and reducing risk factors, and opportunities to reduce injuries associated with lifting. Practice assessing risks and identifying corrections.
<b>Office Ergonomics</b>	<b>Industrial Noise &amp; Hearing Conservation</b>
Learn to apply ergonomic principles of the office to your workstation. Identify risk factors and how to make corrections.	Along with the basics of how to set up a hearing conservation program, this course is designed to help recognize, evaluate, and control industrial noise. Included is how to train employees on industrial noise hazards.
<b>Train the Trainer</b>	<b>Overview of Industrial Hygiene</b>
Using discussion leader principles learn how to effectively lead discussions, get buy-in on ideas, get participation from everyone, and how to focus discussion on the issues. Practice leading a discussion using the techniques learned.	Discuss basic issues relating to the recognition, evaluation, and control of environmental factors arising in the workplace that may cause injury or illness.

### What students say about the SCMS Safety Academy

*"The safety classes provided me with the skills and resources to be proactive with safety issues at my plant. The instruction and networking with others was very rewarding."*

*"If you put to use what you learn at the Safety Academy, you will have a safer workplace. The instruction is first rate, easy to understand, even easier to put into action and, most importantly, IT WORKS!"*

*"It totally changed the way I look at safety. It was enlightening, fun and informative and I'd highly recommend it to any HR or Safety professional."*

### Classes are 'free' to AWB members and clients of Sedgwick CMS.

#### REGISTRATION INFORMATION

##### Seattle Schedule

To register for Seattle classes, phone 206-262-4453

23-Sep-08	Supervisory Safety Skills	10-12
23-Sep-08	Effective Safety Committees	1-3
7-Oct-08	Accident Investigation	10-12
7-Oct-08	JSA & Hazard Assessment	1-3
5-Nov-08	Handling a Regulatory Compliance Inspection	10-12
5-Nov-08	Management's Role in Safety	1-3
3-Dec-08	Train the Trainer	10-12
3-Dec-08	Leverage Your Lift	1-3

##### Olympia Schedule

To register for Olympia classes, phone 503-572-3890

16-Sep-08	Supervisor Safety Skills	10-11:30
16-Sep-08	Accident Investigation	1-2:30
14-Oct-08	Industrial Noise & Hearing Conservation	10-11:30
14-Oct-08	Management's Role in Safety	1-2:30
11-Nov-08	Overview of Industrial Hygiene	10-11:30
11-Nov-08	Office Ergonomics	1-2:30
2-Dec-08	Handling a Regulatory Compliance Inspection	10-11:30
2-Dec-08	Effective Safety Committees	1-2:30

##### Spokane Schedule

To register for Spokane classes, phone 509-990-3717

10-Sep-08	Supervisor Safety Skills	10-12
10-Sep-08	Effective Safety Committees	1-3
8-Oct-08	JSA & Hazard Assessment	10-12
8-Oct-08	Hazard Recognition & Safety Audit	1-3
19-Nov-08	Accident Investigation	10-12
19-Nov-08	Management's Role in Safety	1-3
10-Dec-08	Handling A Regulatory Compliance Inspection	10-12
10-Dec-08	Office Ergonomics	1-3

#### Directions to Seattle classes (SCMS office, 601 Union St, Two Union Square, Ste 3500, Seattle)

**From the South:** From I-5 heading north, take the Seneca Street Exit #165. (exit is on the left side of the freeway). The exit ramp ends at Sixth and Seneca Street. Turn right onto Sixth Avenue. Turn right onto University Street (University is split with the south most lane being a freeway on-ramp). You need to turn past the divider and head under the Union Square Buildings. Turn into the garage.

**From the North:** From I-5 heading south, take the Union Street Exit #165B (goes under the Washington State Convention Center). Turn left at 7<sup>th</sup> Avenue (go under the building). Turn right into the garage under the building.

**From the East:** From I-90 heading west, exit to I-5 north. Take the Madison Street exit. Toward the end of the exit ramp, get in the center lane. Turn left on Madison and get in the right lane. Turn right on 6th Avenue. Turn right onto University Street (University is split with the south-most lane being a freeway on-ramp). You will want to turn past the divider and head under the Union Square Buildings. Turn left into the garage.

**In the Building:** Take the center bank of elevators to the 35<sup>th</sup> floor.

#### Directions to Olympia classes (AWB office, 1414 Cherry St. SE, Olympia)

From I-5 heading north or south, take exit 105 toward State Capitol/City Center. (If traveling from the north on I-5 you will need to take the second off ramp at exit 105). Move towards the far right lane. At Jefferson St, turn right. Take the immediate right onto 14<sup>th</sup> Ave SE. Travel one block, continue through stop sign. AWB office building is on the right.

#### Directions to Spokane classes (SCMS office, 1121 N Argonne Rd; Ste B 123, Spokane Valley)

From I-90, take the Argonne Rd exit; travel south on Argonne for ½ mile to the corner of Argonne and Boone (two white buildings with a skywalk between them). Turn right on Boone, parking lot on your left. SCMS building is the one closest to Boone.