

Working to Keep Your Team Safe



Georgia Tech Professional Education's occupational safety and health training is making a difference in careers, as well as companies, the government and the military.

In our spring newsletter, we're thrilled to spotlight two major accomplishments by our participants: 18 certificate recipients at Robins Air Force Base in Georgia and the first recipient of our Selected Topics Certificate in Occupational Health.

Their success demonstrates how the Georgia Tech OSHA Training Institute Education Center is here to serve you, by offering nationally recognized training, real-world knowledge, and convenient locations to lower your costs.

Our training, taught by Georgia Tech Research Institute experts who consult regularly with the government and industry, and top industry professionals, helps keep teams accident-free and healthy.

We've been doing this for more than 30 years, and are proud to say that 92 percent of our attendees report improving safety and health measures in the workplace.

Thank you for your interest and involvement in our occupational safety and health training. There's still time for you to sign up for our spring, summer and fall courses at Georgia Tech in Atlanta or 11 other cities. We also can customize courses taught at your location, to help save you money while getting the training your staff needs.

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Robins Air Force Base Employees Earn Occupational Safety and Health Certificates



Georgia Tech Professional Education has awarded occupational safety and health certificates to 18 employees at Robins Air Force Base in Warner Robins, Ga., extending Georgia Tech's relationship with the U.S. Air Force. The Robins employees completed a series of courses to earn the professional certificates, which were awarded in February 2013.

Georgia Tech Professional Education partnered with Georgia Tech Research Institute, the university's applied research arm, to offer the training at Robins. For more than 30 years, Georgia Tech's occupational safety and health program has helped keep workers safe, growing to offer 43 short courses, eight professional certificates and customized training.

"We are proud to offer our depth of experience and knowledge of OSHA regulations in this partnership with Robins Air Force Base. By learning onsite, the employees have received certificates from a major engineering school recognized nationally and internationally," said Daniel J. Ortiz, M.P.H., C.S.P., manager of GTRI's Occupational Safety and Health Program Office.

The training program saved the base \$237,000 in travel and other costs and resulted in new safety programs implemented across the facility, according to David Decker with the 78th Air Base Wing Safety Office at Robins. The 78th Air Base Wing, OSHA and the American Federation of Government Employees Local 987 were essential to Georgia Tech Professional Education's ability to provide the training.

"This is a critical partnership," said Brig. Gen. Cedric George, commander of the Warner Robins Air Logistics Complex. "I know it wasn't easy. Georgia Tech doesn't do easy."

In 2011, Robins reached out to GTRI professionals, who are Georgia Tech Professional Education instructors, for assistance with occupational safety and health. Safety is a priority at the installation, which has more than 20,000 civilian and military personnel in a variety of careers.

Georgia Tech Professional Education instructors worked with senior leadership from the 78th Air Base wing and from the Warner Robins Air Logistics Complex (WR-ALC), which provides depot level maintenance for USAF aircraft and systems.

Beginning with two courses in occupational safety and health, Georgia Tech Professional Education and GTRI formed a relationship with Robins around the need to develop and implement a safety management system. An additional nine courses, including the OSHA Guide to Industrial Hygiene and Machinery and Machine Guarding Standards, were taught on base, helping employees earn the certificates.

The courses included classroom lectures and hands-on training. The instructors incorporated challenges Robins employees faced into the class material.

"We were able to use examples based on our experience at Robins," said James B. Howry, senior research associate at GTRI's Electronic Systems Laboratory. "We integrated our subject matter expertise as we understood their challenges."

The savings to the taxpayer was "tremendous," said Roger Hayes, chief of WR-ALC Safety, who leads a team of 30 safety professionals overseeing over 16,000 workers. He estimates he was able to spend about \$4,000 on one course for 20 employees, instead of paying \$1,500 per employee to attend a course away from the base.

"The relationship with Robins Air Force Base is a great example of how Georgia Tech Professional Education can meet an organization's specific needs and provide affordable training by bringing courses to worksites," said Myrtle I. Turner, Ph.D., M.P.H., C.E.T., director of Georgia Tech's OSHA Training Institute Education Center, which is one of four original centers across the U.S.

During the February 2013 ceremony at Robins, 17 employees were awarded an Industrial Safety and Health Certificate, and one individual received a Construction Safety and Health Certificate.

"Robins Air Force Base respected and identified with the professional credentials that come with a certificate from Georgia Tech," Howry added.

The program also offered the opportunity to further strengthen safety education, while continuing to improve work processes and assist employees.

"It's been awesome," said Lt. Col. Nate Tart, of the 78th Air Base Wing. "With such a diverse group of people in the course, it helped make it a better experience. Some of us have a flight safety background, and it was good to hear the industrial safety perspective."

Having the opportunity to earn a professional certificate from a prestigious university shows an employer's dedication and commitment to safety and the workforce, said Robert Tidwell, 402nd Commodities Maintenance Group aircraft sheet metal mechanic and an American Federation of Government Employees Local 987 safety representative.

"When I'm out in the workforce, I can offer insight and help resolve safety concerns or put out safety issues that will potentially keep people from getting hurt," he said. "Our ultimate goal is safety for our workforce."

HAZMAT Courses Meet Demand for High-Level Training



Serious events, from terrorist attacks to oil spills to the recent cruise ship crisis, reflect the need for the Georgia Tech Professional Education's HAZMAT training.

Kevin Kamperman, director of Georgia Tech's Hazardous Materials Training Program, discussed HAZMAT training, which ranges from a basic introduction of hazardous materials to the Advanced HAZMAT School (built around two topics - decontamination and air sampling).

All of Georgia Tech's courses - HAZ 1000 (June 4-6 and Dec 10-12), HAZ 1002 (May 30, Sept. 5 and Dec. 5), HAZ 1004 (April 15-19 and Oct. 14-18) and HAZ 1006 (July 15-19) - are taught in Smyrna, Ga.

Why is HAZMAT training needed?

Just about anywhere - health care, manufacturing, cruise ships, wastewater treatment, etc. - you're going to find hazardous materials. Hazardous materials have always been around. We've got some nastier materials we work with now than in some cases we used to. That might dictate a bigger need for training. Everything from general industry to engineering consultants to environmental companies to educational institutions to the military need a high level of training.

The cruise ship problems have been in the news. How does HAZMAT training related to those issues?

The Carnival Triumph cruise ship issue ultimately was tracked back to a leaking diesel fuel line. The diesel ignited an engine room fire that disabled the ship. It comes back to a hazardous material in one way or another.

Who can Georgia Tech's HAZMAT training benefit?

It can pay off in all sorts of different ways for different people, whether dealing with hazardous materials directly and indirectly. People working on cleanup sites or doing spill response may not know what they're doing, or they may have started in a position where they now could be doing those jobs. They need training dealing with hazardous materials.

Even if they're not going to be working on a site actively, spill-response training can still be a benefit to them. Before anybody suits up, there are a number of support and command positions that have to be dealt with and in place.

We've had a lot of purchasing agents come through the classes. They learn what kind of equipment and suits are involved and in a position to make an informed decision, and to know legitimate charges or to avoid being overcharged.

Spots Available for OTI 510/511 in Southeast Locations

Secure your seat now by registering for our popular OTI 510 or OTI 511 courses this summer.

The offerings are:

May 20-24 in Myrtle Beach, SC

June 17-21 in Chattanooga, TN

July 22-26 in Destin, FL

All of these locations are favorite summer destinations. Consider combining training with a family vacation or trip with friends to the coast or to Chattanooga, home to attractions such as the Tennessee Aquarium.

If your summer plans are set, plan ahead for fall. Our OTI 510 and OTI 511 courses are being offered in **Jackson, MS in October** and **Mobile, AL in November**.

Online Card Request Website a Success!

We rolled out our online card request website beginning June 2012. The online process has cut the processing time down from more than three weeks to three days.

Another great feature of the online process rolled out **March 1, 2013**, when we began printing the student names, course date and trainer name on the student cards.

Effective Jan 1, 2013, all card requests must be submitted online. If you have not yet registered and are a Georgia Tech Authorized Outreach Trainer, visit outreachtrainer.gatech.edu.

- Click the Register button located at the top right-hand side of the webpage.
- Once registered, it will take 24-48 hours to approve your registration. You cannot log into the site until then.
- We must have a copy of your trainer card and a signed statement of compliance on file to approve your registration.

If you are unsure whether we have a copy of your credential documents or not, you can email us at trainingcardrequests@gtri.gatech.edu. Please use the subject line: **Trainer Credentials – (Your Name)**.

You will receive an email once your registration is approved. At that time, you can log into the website. Instructions can be found by accessing the website at outreachtrainer.gatech.edu. Click Help, and then click Basic Instructions for Card Request Website.

NOTE: You do not have to be logged in or registered to access the Help page on the website.

Common Issues When Submitting a Course Report

Below are some common issues from both Construction Industry and General Industry when submitting a course report and requests:

1. Class Size Requirements ---- Maximum Class Size is limited to 40 students and minimum class size is 3. Request for exception should be submitted to Outreachtraining@gtri.gatech.edu, must meet the timeframe requirements:

- a. Request for **fewer than 3 students** must be submitted at least 7 days before the class is scheduled.

Provide the following explanation (taken from OSHA's Outreach Training Program Requirements document):

- i. **Explain** why the Outreach training cannot be conducted in accordance with OSHA requirements. Include information regarding why students cannot obtain the Outreach training in a larger class at a later time.
- ii. If this type of Outreach training is considered a **routine business practice**, such as when beginning employment, please note this. If applicable, note the period over which this practice will continue. The Authorizing Training Organization may provide an exception over an extended period.
- iii. **Target Audience.** If applicable, indicate whether the Outreach training is for in-house employees, if the Outreach training is required for employee orientation purposes or to fulfill company or jurisdictional policy.
- b. Request for **more than 40 students** must be submitted at least 60 days before the class is scheduled.

Provide the following explanation (taken from OSHA's Outreach Training Program Requirements document):

- i. **Explanation.** Explain why the Outreach training cannot be conducted in accordance with OSHA requirements.
 - ii. **Class Curriculum.** A topic outline which indicates each topic, the length of time each topic will be taught, and the date and time the topic will be taught.
 - iii. **Student Materials.** Provide a general list of materials which will be provided to each student.
 - iv. **Method for Facilitating Student Questions.** Explain how students will be able to ask questions when the class is not in session. Possible methods include e-mail, answering questions after class, and a Q & A session after each topic.
 - v. **Documentation for Student Attendance.** Confirm that attendance will be taken at the beginning and end of each class day.
2. Late Submission of Outreach Training Program Report form to request student completion cards ---- OSHA requires trainers to submit the Outreach Training Program Report within 30 days of the end of class.

Congratulations Nick Nixon, First Selected Topics Certificate Recipient



Georgia Tech Professional Education congratulates the recipient of its first specialty certificate. Nick Nixon of Linde Engineering, a leading technology partner for plant engineering and construction worldwide, earned the Selected Topics Certificate in Occupational Health in 2012.

Georgia Tech Professional Education courses and certificates offer knowledge and skills that are immediately applicable, with maximum impact — reducing accidents, receiving job promotions, and helping their companies slash costs.

“The certificates create opportunities to better yourself and better your job performance,” said Nixon, 47, who is based out of Holly Springs, Ga. “The experience that I gained with these classes is helping me move forward in the company.”

Nixon, who has worked for 19 years in the environmental, health and safety field, was promoted to manager of construction site HSE (health, safety and environment) soon after he earned the certificate.

The Selected Topics Certificate in Occupational Health is geared toward EHS managers, safety directors, human resource directors, industrial hygiene technicians, certified safety professionals, hazardous materials supervisors, and safety and health consultants.

The Selected Topics Certificate on Occupational Health debuted in 2011, joining nearly 40 Georgia Tech professional certificates (eight are safety and health certificates). With this first Selected Topics Certificate, professionals can narrow their focus to the industrial hygiene field and gain skills on topics, such as noise evaluation, respiratory protection and ergonomics, to effectively manage an employer’s industrial hygiene program.

Georgia Tech Professional Education plans to add more Selected Topics Certificates to its occupational safety and health program.

“We congratulate Nick on receiving the new Selected Topics Certificate. We created this certificate based on interest among professionals to focus on industrial hygiene topics and issues impacting the construction industry,” said Myrtle Turner, PhD, MPH, CET, director of Georgia Tech’s OSHA Training Institute Education Center. “We look forward to seeing more students earning the certificate in 2013, adding an important credential to their resume.”

These six courses are required to complete the certificate:

- OSHA Guide to Industrial Hygiene (OTI 521P)
- Respiratory Protection (OTI 2225P)
- Introduction to Noise Evaluation and Control (EST 7008P)
- Air Sampling Fundamentals for the Workplace (EST 7009)
- Principles of Ergonomics Applied to Work-Related Musculoskeletal and Nerve Disorders (OTI 2250P)
- Topics in Occupational Health Management (EST 7012P)

“The Georgia Tech classes have helped me build my knowledge base and improve my ability to do my job,” Nixon said. “You can come back to the plant or facility and use that information.”

Updated Requirements for OSHA Authorized Outreach Trainers

OSHA Announced Updated Outreach Training Program Requirements – February 2013

For OSHA Authorized Outreach Trainers

OSHA periodically updates the requirements that all OSHA-authorized Outreach trainers must follow when conducting and reporting OSHA Outreach Training Program classes. This update follows the April 2011 version of the Outreach Training Program Requirements. Key changes from the April 2011 version are noted below. This is the Summary of Key Changes from the February 2013 update provided by OSHA.

Exception policies: In most cases, exception requests must be received at least 60 days in advance of the scheduled training. If an Outreach trainer is granted an exception, the Outreach trainer will not be permitted to apply for another exception until the course given the original exception is completed.

Student verification: Outreach trainers should employ every reasonable effort to ensure the identity of each individual attending their training.

Makeup training clarification

- Defines student eligibility to complete makeup training to receive course completion card.
- Specifies additional documentation required to report makeup training.
- Limits completion of makeup training to six months after the original training.

Advertising restrictions

- Outreach trainers cannot provide cards to students which are depictions or representations of an OSHA card or that may be misconstrued as an OSHA card.
- Outreach trainers cannot state that the Outreach training is OSHA compliant or that it meets the requirements stipulated in any OSHA standard or policy.

Online Training: OSHA will only accept for review or authorization Online Outreach Training Program proposals in response to a competitive solicitation.

Webinars and Video Conferencing

- Delivery of Outreach Training Program classes is not allowed unless the trainer receives prior exception approval from OSHA.
- When requesting an exception, the Outreach trainer must:
 - Provide justification as to why in-person training poses a hardship for the students.
 - Document previous experience delivering occupational safety and health training via videoconferencing and/or webinar.

Negative (Unmarked) Space on Card: Negative space is that portion of the printed card that is unmarked and includes space between graphics, margins or lines of text.

- Pre-printed language on the card cannot be masked, obliterated, covered, or otherwise obscured.
- An Outreach trainer may not insert expiration language on the card. Organizations may establish expiration dates to satisfy their safety and health goals, but this information must be communicated to students in a separate manner.
- Outreach trainers may use negative space on the back of the student course completion cards for identification or training information. This may be helpful and appropriate if the Outreach class is targeted to a specific industry or audience. A sticker or photo can be applied in the negative space on the back of the card.

Web site updates: OSHA Authorizing Training Organizations www.osha.gov/dte/outreach/ato.html

Revised web site references in Appendix B – Training Resources.

Please see the links below for OSHA's Outreach Training Requirements, the Key Changes effective February 2013, and links to the Industry Specific Procedures documents.

OSHA's Training Info website

<http://www.osha.gov/dte/index.html>

Program Requirements Document

http://www.osha.gov/dte/outreach/program_requirements.pdf

Key Changes for the Program Requirements (eff. Feb. 2013)

http://www.osha.gov/dte/outreach/program_changes.pdf

Construction Industry Procedures Document

http://www.osha.gov/dte/outreach/construction/construction_procedures.pdf

General Industry Procedures Document

http://www.osha.gov/dte/outreach/generalindustry/generalindustry_procedures.pdf

Certificate Recipients

These individuals have shown their commitment to lifelong learning by earning one of our eight occupational safety and health training professional certificates from April 2012-March 2013. Congratulations!

Premier Occupational Safety & Health

Robin Edens

Advanced Construction Safety & Health

Robin Edens

Advanced Industrial Safety & Health

Robin Edens

Construction Safety & Health

Olden Abraham
Selwyn Atherley
Scott Bales
David Bernier
Michael Broome
Christopher Caprino
Johnnie Cxypoliski
Evans Dowdy
Robin Edens
David A. Finger
James Forrester
Aleece Foxx
Adrienne Graham
Donald Ray Hawkins
Robert Hendry

James Hill
Billy Howard
Johnny Little
Lee Lyner
Daniel Maxson
Tammy Newton
Nathan Oliver
Tracy Orrin
Chun Pang
John Pullen
Todd Reed
Miguel Trivino
Donald Washington
Greg Wren

Hazardous Materials Management

Mark Lamm
Ray Sanchez

Industrial Safety & Health

John Ainsworth
Leslie Allen
Larrie Ausman
Michael Avery
Richard Baggett
Ronnie Banks
James Benson
Michael Bradford
Michael Broome
Joey Bullins
Kenneth Burke
Stephen Carpenter
Young Chambers

Jerry Clineman
Clement Craddock
Ferdinand Crawford
Ethan Davis
David Decker
Phillip Delk
Van Dennis
Robin Edens
Charles Engel
Jeremy Fanta
Earl Faulkner
Paul Fields
Ray Fisher

Amanda Flewallen
Frank Floyd
Christopher Foskey
Elza Fowler
Diana Franklin
Jeffery Gadell
Tirzah Hale
Darrel Hayes
James Hill
William H. James
Doyle Jarrard
Cedric Johnson
Geoffrey Keefe
David Kight
Mark Lamm
Johnny Little
Joshua Lucas
Mark Lundquist
Lee Lyner
Gail Martin
Daniel Maxson
James McMurray
Nathan Meadows
Jennifer Meece
Gregory Mercer
Michelle Mills

Safety & Health Management

Jan Braunstein
Joseph Deppe
Torres Perkins
Carlos Alvarado
Michael Andrews
Jimmie Crawford
Tony Dunn
Brenda Fischer
Laura Forrester
Shirley Patterson

Selected Topics in Occupational Health

Mark Mefferd
Samuel Sims
Nick Nixon

Scott Mitchell
Robert Montgomery
Calvin Morrow
Dana Nelson
Damon C. Nix
Nicholas Nogalski
Denis Padovani
Harry Richardson
Roy Rigney
Willie Robinson
L Andre Roy
Cassandra Saffold
Kenneth Scott
Carl Sherk
Michael Shirk
Stephen Simpson
Ethan Smith
Timothy Tart
Robert Tidwell
Jennifer Tucker
Sharon Turner
Alejandro Urzua
Carlton Walker
Edward Warwick
Joshua White
Michael Williams

Timothy Rogers
Mathew R. Brown
Beatrice Copeland
Wendell Edwards
Donnie Glover
Hazel A. Ladner
George Simmons
Timother Tomerlin
Leslie Carroll
W. Andrew Cason