



## NCDOT – Division One

### *2009 Safety Training Calendar for Supervisors*

#### January

#### Slips, Trips, and Falls

Required Topics:

- Related injuries and prevention of
- Stairs & dock edges
- Ladders
- Attention to surroundings
- Housekeeping issues

#### \*Vehicle and Mobile Equipment Safety

(NCDOT Safety Calendar)

Required Topics:

- Employees must be trained on inspection, general maintenance and safe operating practices for the following equipment: light trucks and cards, light and heavy duty maintenance trucks, mobile equipment, industrial trucks, and bucket trucks.

#### February

#### Vehicle Backing Safety

Required Topics:

- Division One backing policy
- Primary considerations in backing and general rules to follow

#### \*Confined Space Entry

Required Topics:

- Permit vs. Non-Permit Required confined spaces,
- hazards found in confined spaces,
- air monitoring, air monitor calibration and record-keeping,
- PPE requirements

\*Topics with an asterisk will correspond with the 2009 Safety 1<sup>st</sup> Calendar.

March

## Workzone/Flagger Awareness

Required Topics:

- Flagging
- Proper workzone signage
- Congestion hazards
- Purpose of each workzone area
- Various examples of how to set up a proper workzone

## \*Excavation and Trenching (NCDOT Safety Calendar)

Required Topics:

- Awareness of the hazards associated with excavation; proper excavation techniques and safeguards
- Awareness of proper response to emergencies and the ability to identify changing conditions that might warrant work storage

April

## Poisonous Plants and Critters

Required Topics:

- How to identify poisonous plants and critters that employees may encounter
- Precautions they should take to protect themselves

## \*Ladders, Scaffolding and Fall Protection

(NCDOT Safety Calendar)

Required Topics:

- Portable ladder safety
- Scaffold safety
- Use of personal fall protection equipment

May

## Heat Related Illness

Required Topics:

- Recognizing symptoms of heat related health emergencies and what you should do to avoid them.

## Machine Guarding

Required Topics:

- Proper use
- Selection, setup, inspection, and maintenance of fixed and portable powered tools

\*Topics with an asterisk will correspond with the 2009 Safety 1<sup>st</sup> Calendar.

**\*Hand and Power Tools and Lock-Out/Tag-Out**  
(NCDOT Safety Calendar)

Required Topics:

- Safe use of hand tools
- Safe use of power tools
- Use of bench grinders
- Use of compressed air for cleaning
- Safe use of slings, chains and wire ropes
- Safe use of power ground maintenance equipment
- OSHA's Lock-out/Tag-out requirements
- Common hazardous energy sources
- Lock-out/Tag-out procedures

June

**Safe Lifting Techniques**

Topics: Injuries from improper lifting, mechanical material handling equipment, manual lifting, pinch points, safe lifting techniques.

**\*Loading, Transporting and Unloading  
Equipment** (NCDOT Safety Calendar)

Required Topics:

- Load Ratings
- Trailer, hook, and tiedown inspections
- Loading equipment
- Transporting equipment
- Tiedown Assemblies
- Unloading equipment

July

**\*Weather Warnings** (NCDOT Safety Calendar)

Required Topics:

- Thunderstorms & Lighting
- Floods
- Tornadoes
- Hurricanes

\*Topics with an asterisk will correspond with the 2009 Safety 1<sup>st</sup> Calendar.

August

## **\*Personal Protective Equipment**

(NCDOT Safety Calendar)

Required Topics:

- How to determine when PPE is necessary
- How to determine what type of PPE is necessary
- How to wear, adjust and use PPE
- Limitations of PPE
- Proper care and maintenance, useful life, and disposal of PPE

## **Hearing Conservation**

Required Topics:

- NCDOT Hearing Conservation Program
- How to wear, adjust and use hearing protection
- Types available and limitations

September

## **Asbestos Awareness**

The purpose of this is to provide information related to the NCDOT Asbestos Program to employees whose job duties involve maintenance and custodial activities in areas where they may come in casual and/or direct contact, but do not disturb it. Employees will watch video and will learn where Asbestos Containing Material may be in their workplace.

## **\*Bloodborne Pathogens** (NCDOT Safety Calendar)

Required Topics:

- Employer duties
- Information on the different types of pathogens
- Universal precautions and PPE
- Hygiene practices
- Labeling and waste handling and disposal
- Emergency procedures
- Hepatitis B Vaccine

\*Topics with an asterisk will correspond with the 2009 Safety 1<sup>st</sup> Calendar.

October

**\*Fire Safety** (NCDOT Safety Calendar)

Required Topics:

- Fire safety prevention methods
- Fire notification procedures
- Fire exits and routes
- Classification of portable fire extinguishers
- Placement and use of fire extinguishers
- Proper signing
- Proper housekeeping practices
- Proper storage of flammable and combustible materials
- Demonstration of knowledge

November

**Safety Driving Techniques/Fleet Safety**

**\*Hazcom** (NCDOT Safety Calendar)

Required Topics:

- Methods and observations used to detect the presence or release of chemicals
- The physical and health hazards of the chemicals
- Protective measures to take including personal protective equipment (PPE)
- Review of the Right-To-Know Program
- How to read a Material Safety Data Sheet (MSDS)

December

**\*Housekeeping** (NCDOT Safety Calendar)

Required Topics:

- Weeds, debris and storage on the grounds
- Materials, equipment, tools, and supply storage
- Stairways and walking surfaces
- Aisles and passageways
- Waste containment
- Housekeeping policies and practices

\*Topics with an asterisk will correspond with the 2009 Safety 1<sup>st</sup> Calendar.