

Warren County
Safety Training Catalog



2019



WARREN COUNTY Self-Insurance

2019 SAFETY TRAINING

The NEW “Stay Safe” Safety Certificate Program

The Warren County Self-Insurance Department, in conjunction with Needham Risk Management Resource Group, LLC, is proud to offer the newly revised safety certificate program, “Stay Safe”.

Our ultimate goal of this program is for all employees to “Stay Safe” at work. Through participation in training classes we will work to enhance the employee’s knowledge of safety and health standards and best practices; ultimately working towards creating a safer and healthier workplace for our municipal employees.

This is a great opportunity for the participants in the Self-Insurance Plan. Safety starts with *you* the employee, *you* the supervisor, *you* the employer. Whatever your role in municipal government this program is an important tool in your municipal tool box.

Participants in the program will complete 3 core classes. These have been changed for the 2019 program. Employees will learn why safety matters, how to identify workplace safety hazards and how to conduct an incident investigation. All of these classes have been condensed so employees can do them in just 2 hours each. Beyond the core classes, employees must have a total of 6 elective credits earned through attending classes of their choice. We will give credit for classes taken under our prior safety certificate program.

This is a valuable opportunity for your employees and your municipality. Employees gain knowledge that keeps them and their co-workers safe. As the Municipality, you can’t put a value on keeping your employees safe. However, you can recognize the importance of a training opportunity like this one and a certificate of completion for your employees.

If you have questions please contact Warren County Self-Insurance at 518-761-6529 or warrencountyinsurance@warrencountyny.gov.

Did you know?

Warren County Local Law requires that each participant in the Self-Insurance Plan develop and enforce a safety program or programs designed for the reasonable and adequate protection of the lives, health and safety of employees; and also provide employees the use of appliances and devices designed to minimize the possibility of injury or impairment of health.

Warren County Self-Insurance contracts with Needham Risk Management Resources Group LLC for safety consultant services for the participants of the Self-Insurance Plan.

Participant assessments for Workers' Compensation insurance through the Warren County Self-Insurance Plan are partially calculated based upon Workers' Compensation claim costs. Effective safety programs can not only reduce employee injuries but they can also reduce costs to the taxpayers of your Municipality.

NYS Department of Labor, Public Employee Safety and Health Bureau regulate employee safety and perform facility inspections regularly in Warren County.

Most classes are free to participating municipalities in the Self-Insurance program.

2019 Participating Municipalities are: Towns (and the Volunteer Fire Departments & Ambulances within the town) of Bolton, Chester, Hague, Horicon, Johnsbury, Lake George, Lake Luzerne, Stony Creek, Thurman & Warrensburg; City of Glens Falls; Village of Lake George; SUNY Adirondack; Warren County Soil & Water; & Community Services.





2019 Safety Topics

- Adirondack Pests, Poisonous Plants and Other Dangers
- Bucket Trucks & Aerial Lifts
- Chipper Safety
- Confined Space Entrant
- CPR/1st Aid/AED
- Flagging
- Game of Logging Level 1
- Game of Logging Level 2
- Hand and Portable Power Tools & Snowblowers
- Hazardous Chemicals for Custodial Employees
- Hazardous Materials Awareness
- Heavy Vehicle Driver Improvement & Pre/Post Trip Inspections
- Identifying Safety Hazards in the Workplace (CORE class 2)
- Investigating Accidents (CORE class 3)
- Lock Out Tag Out
- Personal Protective Equipment
- Rigging
- Traffic Control in the Work Zone
- Welding, Cutting and other Hot Work
- Why Safety Matters (CORE class 1)

Warren County Self-Insurance 2019 Safety Training Classes					
Course	Date	Time	Trainer	Location	Water License and / or WWTP Operator Credit
Hazardous Materials Awareness	1/14/2019	9:00am-11:00am	Needham	Town of Johnsbury Highway	
Hazardous Chemicals for Custodial Employees	1/14/2019	3:00pm-5:00pm	Needham	Warren County Municipal Center 2nd Floor Committee Room	
Hand and Portable Power Tools & Snowblowers	1/24/2019	1:00pm-2:00pm	Needham	Town of Johnsbury Highway	
Job Safety Analysis	1/30/2019	9:00am-11:30am	Needham	Warren County Human Services Building 3rd Floor	
Why Safety Matters (CORE class 1)	1/30/2019	12:30pm-2:30pm	Needham	Warren County Human Services Building 3rd Floor	2 hours WWTP Operator
Hand and Portable Power Tools & Snowblowers	2/7/2019	2:00pm-3:00pm	Needham	City of Glens Falls DPW	
CPR/1st Aid/AED	2/20/2019	9:00am-1:00pm	Durkee	Warren County Human Services Building 3rd floor	
Personal Protective Equipment	2/26/2019	1:00pm-3:00pm	Needham	Warren County DPW "New" Shop, Warrensburg	2 hours WWTP Operator
Identifying Safety Hazards in the Workplace (CORE class 2)	2/28/2019	12:30pm-2:30pm	Needham	Warren County Human Services Building 3rd Floor	2 hours WWTP Operator
Heavy Vehicle Driver Improvement & Pre/Post Trip Inspections	3/4/2019	Noon - 3:00pm	Valenza	Horicon Community Center	
Chipper Safety	3/5/2019	Noon - 2:00pm	Needham	Town of Johnsbury Highway	
Hand and Portable Power Tools & Snowblowers	3/13/2019	11:00am - Noon	Needham	Warren County DPW "New" Shop, Warrensburg	
Welding, Cutting and other Hot Work	3/13/2019	1:00pm-3:00pm	Needham	Warren County DPW "New" Shop, Warrensburg	2 hours WWTP Operator
Lock Out Tag Out	4/2/2019	1:00pm-3:00pm	Needham	Town of Luzerne Highway	2 hours WWTP Operator
Flagging	4/3/2019	12:30pm-2:30pm	Stipano	Warren County Human Services Building 3rd Floor	
Chipper Safety	4/9/2019	1:00pm-3:00pm	Needham	Warren County DPW "New" Shop, Warrensburg	
Bucket Trucks & Aerial Lifts	4/15/2019	1:00pm-3:00pm	Valenza	Warren County DPW "New" Shop, Warrensburg	
Traffic Control in the Work Zone	4/17/2019	8:15am - 3:15pm	Stipano	Warren County Human Services Building 3rd Floor	
Game of Logging Level 1	4/29/2019	7:30am - 3:30pm	Lindloff	Toney Pit, Warren County DPW	
Investigating Accidents (CORE class 3)	4/29/2019	12:30pm-2:30pm	Valenza	Warren County Human Services Building 3rd Floor	2 hours WWTP Operator
Game of Logging Level 2 (must have Level 1)	4/30/2019	7:30am - 3:30pm	Lindloff	Toney Pit, Warren County DPW	
Adirondack Pests, Poisonous Plants and other Dangers	4/30/2019	8:15am-12:15pm	Olesheski	Warren County Human Services Building 3rd Floor	
Game of Logging Level 2 (must have Level 1)	5/1/2019	7:30am - 3:30pm	Lindloff	Toney Pit, Warren County DPW	
Game of Logging Level 1	5/2/2019	7:30am - 3:30pm	Lindloff	Bolton Highway	
Game of Logging Level 2 (must have Level 1)	5/3/2019	7:30am - 3:30pm	Lindloff	Bolton Highway	
Highway Employee Safety Day	5/15/2019	7:30am-2:30pm	multiple	Warren County Fairgrounds	
Highway Employee Safety Day	5/16/2019	7:30am-2:30pm	multiple	Warren County Fairgrounds	
Hand and Portable Power Tools & Snowblowers	5/22/2019	1:00pm-2:00pm	Needham	Town of Hague Community Center	
Why Safety Matters (CORE class 1)	9/18/2019	9:00am-11:00am	Needham	Warren County Soil & Water Office	2 hours WWTP Operator
Identifying Safety Hazards in the Workplace (CORE class 2)	10/16/2019	9:00am-11:00am	Needham	Warren County Soil & Water Office	2 hours WWTP Operator
Rigging	10/16/2019	12:30pm - 2:30pm	Needham	Town of Chester Municipal Center	2 hours WWTP Operator
Confined Space Entrant	10/23/2019	9:00am-2:00pm	Needham	City of Glens Falls W&S	4.5 hours WWTP Operator. Water License Credits pending
Heavy Vehicle Driver Improvement & Pre/Post Trip Inspections	10/28/2019	11:00am - 2:00pm	Valenza	Town of Hague Community Center	
Personal Protective Equipment	11/7/2019	1:00pm-3:00pm	Needham	City of Glens Falls DPW	2 hours WWTP Operator
Welding, Cutting and other Hot Work	11/13/2019	1:00pm - 3:00pm	Needham	City of Glens Falls DPW	2 hours WWTP Operator
Bucket Trucks & Aerial Lifts	11/25/2019	1:00pm-3:00pm	Valenza	Warren County DPW "New" Shop, Warrensburg	
Investigating Accidents (CORE class 3)	12/9/2019	9:00am-11:00am	Valenza	Warren County Soil & Water Office	2 hours WWTP Operator
Chipper Safety	12/10/2019	1:00pm-3:00pm	Needham	Warrensburg Highway	



Hand & Portable Power Tools & Snow Blowers

Who should attend: All employees that use any type of hand tool, portable power tool or snow blower.

What you will learn: The proper use, hazards associated with, and regulations that apply to a variety of handheld and portable powered tools, including hammers, screwdrivers, axes, chainsaws, snow blowers and other commonly used tools.

Instructor: Mike Needham, Needham Risk Management

When: January 24, 2019 1:00pm-2:00pm

Where: Town of Johnsbury Highway
88 Ski Bowl Road, North Creek

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1/2 elective credit for the "Stay Safe Certificate" program.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status

FAX this page to 518-761-6249 or EMAIL to boltonc@warrencountyny.gov

Municipality: _____

Municipal Contact Person Name: _____ Phone: _____

Municipal Contact Person email: _____

Attendee Name _____ Attendee Name _____

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Job Safety Analysis

Who should attend: All supervisors, managers and anyone that is concerned with employee safety when performing job tasks.

What you will learn: How to apply basic risk control processes to effectively and efficiently perform a JSA (Job Safety Analysis) or JHA (Job Hazard Analysis) on any task in the workplace. How to identify hazards, assess risk, identify unacceptable risk, implement risk treatment and complete recording documentation. Through the JHA process, needs such as personal protective equipment, training and engineering controls can be identified, standard work procedures can be developed and work flow can be improved. Participants will engage in hands on job hazard and job safety analysis during the course of the program.

Instructor: Mike Needham, Needham Risk Management

When: January 30, 2019 9:00am-11:30am

Where: Warren County Human Services Building 3rd Floor Classroom
1340 State Route 9, Lake George

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1/2 elective credit for the "Stay Safe Certificate" program.

Note: in the event of inclement weather if the Queensbury School is closed or delayed, this class will be re-scheduled.

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WHY SAFETY MATTERS

(Core Class 1)

Who should attend: Everyone! Especially those seeking the “Stay Safe” certificate.

What you will learn: Safety is important to everyone in the workplace. This new course will focus on the employees role in safety. Hundreds of millions of employees die each year worldwide from injury and illness related to the workplace. Accidents and incidents are predictable and preventable. By learning the most common causes and solutions to safety issues in the workplace we can help prevent them.

Instructor: Mike Needham, Needham Risk Management

When: January 30, 2019 12:30pm-2:30pm

Where: Warren County Human Services Building, 3rd Floor Classroom
1340 State Route 9, Lake George

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1 CORE credit for the “Stay Safe Certificate” program.

WWTP Operator License Credits: 2 RTC-19619-19.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status

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Attendee Name _____ Attendee Name _____



Hand & Portable Power Tools & Snowblowers

Who should attend: Anyone that uses hand tools, portable power tools or snowblowers.

What you will learn: The proper use, hazards associated with, and regulations that apply to a variety of handheld and portable powered tools, including hammers, screwdrivers, axes, chainsaws, snow blowers and other commonly used tools. This topic is often overlooked and is very important to most people engaged in any type of craft or trade work.

Instructor: Mike Needham, Needham Risk Management

When: February 7, 2019 2:00pm-3:00pm

Where: City of Glens Falls DPW
242 Dix Ave, Glens Falls

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1/2 elective credit for the "Stay Safe Certificate" program.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status

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CPR, First Aid & AED

Who should attend: Everyone! Especially Highway employees that work in the far reaches of our County.

What you will learn: CPR, First Aid & AED use. You will receive a 2 year certification from the American Red Cross upon successful completion.

Instructor: Dan Durkee, Health Educator, Warren County Health Services

When: February 20, 2019 9:00am-1:00pm

Where: Warren County Human Services Building, 3rd Floor Classroom
1340 State Route 9, Lake George

Cost: \$42 per attendee (payable to Warren County Health Services, due at the time of the training)

This class is 1/2 elective credit for the "Stay Safe Certificate" program.

Enroll early, class size is limited to 10 students.



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Personal Protective Equipment

Who should attend: All employees that wear PPE.

What you will learn: How to select, maintain, and use PPE in the workplace. How to identify hazards in the workplace that require the use of PPE; required PPE products; properly putting on, taking off, adjusting, and wearing PPE; limitations of PPE; and the proper care, maintenance, useful life, and disposal of PPE. OSHA regulations and industry standards relevant to PPE. Employee and employer responsibilities regarding PPE.

Attendees are encouraged to bring different types of PPE with them for review and discussion.

Instructor: Mike Needham, Needham Risk Management

When: February 26, 2019 1:00pm-3:00pm

Where: Warren County DPW “New” Shop
4028 State Route 9, Warrensburg

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is ½ elective credit for the “Stay Safe Certificate” program.

WWTP Operator License Credits: 2 RTC-19618-19.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status

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Identifying Hazards

(Core Class 2)

Who should attend: Everyone! Especially those seeking the “Stay Safe” certificate.

What you will learn: How to conduct an audit of your workplace and identify safety and health hazards. Recognizing hazards is one of the best preventions of workplace injury. A checklist covering many basic OSHA compliance requirements will be provided.

Instructor: Mike Needham, Needham Risk Management

When: February 28, 2019 12:30-2:30pm

Where: Warren County Human Services Building, 3rd Floor Classroom
1340 State Route 9, Lake George

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1 CORE credit for the “Stay Safe Certificate” program.

WWTP Operator License Credits: 2 RTC-19615-19.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status

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Heavy Vehicle Driver Improvement

(Including Pre & Post Trip Inspections)

Who should attend: Everyone that drives larger municipal vehicles.

What you will learn: Key understanding of skills and techniques to avoid collisions and reduce future violations. Safe operation of plow trucks during the winter season. The course will motivate participants to change their behind-the-wheel behaviors and attitudes. How to be a more responsible driver who grasps best practices to prevent injury and death while operating a motor vehicle. How to perform the required pre and post trip vehicle inspections.

Instructor: Will Valenza, Needham Risk Management

When: March 4, 2019 Noon – 3:00pm

Where: Town of Horicon Community Center
6604 State Route 8, Brant Lake

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1/2 elective credit for the “Stay Safe Certificate” program.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status

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Chipper Safety

Who should attend: All employees that work with or around wood chippers.

What you will learn: This newly re-modeled program is now an awareness and skills program. Students will spend part of the class in the classroom learning about the hazards, safe operation, inspection and guarding of wood chippers. The balance of the session will be spent working outside with hands on skills training. Attendees should bring the chipping machine that they work with, appropriate personal protective equipment, and some small pieces of wood brush to use during the skills portion of the training.

Instructor: Mike Needham, Needham Risk Management

When: March 5, 2019 Noon – 2:00pm

Where: Town of Johnsbury Highway Garage
88 Ski Bowl Road, North Creek

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1/2 elective credit for the “Stay Safe Certificate” program.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status

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Hand & Portable Power Tools & Snowblowers

Who should attend: Anyone that uses hand tools, portable power tools or snowblowers.

What you will learn: The proper use, hazards associated with, and regulations that apply to a variety of handheld and portable powered tools, including hammers, screwdrivers, axes, chainsaws, snow blowers and other commonly used tools. This topic is often overlooked and is very important to most people engaged in any type of craft or trade work.

Instructor: Mike Needham, Needham Risk Management

When: March 13, 2019 11:00am-Noon

Where: Warren County DPW “New” Shop
4028 State Route 9, Warrensburg

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1/2 elective credit for the “Stay Safe Certificate” program.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status

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Attendee Name _____ Attendee Name _____

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Welding, Cutting, & other Hot Work

Who should attend: Anyone that welds, cuts, grinds and performs other processes that produce heat and spark.

What you will learn: An awareness and education on the hazards, regulations, and control measures associated with Hot Work. Hot Work involves activities such as cutting, grinding, welding, and other processes that produce heat and spark. Historically this has been a cause of a number of fires, and also employee injuries and fatalities. In addition to learning about the hazards, Hot Work permits will be discussed and a template policy will be provided to attendees.

Instructor: Mike Needham, Needham Risk Management

When: March 13, 2019 1:00pm-3:00pm

Where: Warren County DPW “NEW” Shop
4028 State Route 9, Warrensburg

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1/2 elective credit for the “Stay Safe Certificate” program.

WWTP Operator License Credits: 2 RTC-19617-19.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status

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Lock Out Tag Out

Who should attend: All employees that work around machinery and equipment that could unexpectedly start up or release hazardous energy. Especially mechanics, heavy equipment operators, electricians & maintenance personnel.

What you will learn: Lockout - Tagout (LOTO) refers to specific practices and procedures to safeguard employees from the unexpected energization or start-up of machinery and equipment, or the release of hazardous energy during service or maintenance activities. This course is designed to meet all of the OSHA requirements for Lockout - Tagout training (29 CFR 1910.147). Attendees will learn terminology, how to prepare for the lockout process, how to safely release energy, proper locking and tagging procedures, proper testing and restart of equipment.

Topics that will be covered:

- Overview - Lock-Out/Tag-Out
- Energy Control Plan
- Active vs. Stored Energy
- Lock-Out Devices
- Tag-Out Devices
- Authorized Personnel and Energy Isolation Devices
- Energy Dissipation
- Installing Lo/To Devices During Shift Changes
- Basic Release Procedures
- Emergency Release Procedures
- Locking Out Electrical Systems

This will be a classroom and hands on training class. Attendees are encouraged to bring samples of their LOTO equipment with them.

Instructor: Mike Needham, Needham Risk Management

When: April 2, 2019 1:00pm-3:00pm

Where: Town of Luzerne Highway
117 Towner Road Lake Luzerne



Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.

This class is 1/2 elective credit for the "Stay Safe Certificate" program.

WWTP Operator License Credits: 2 RTC-19614-19.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status

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Attendee Name _____ Attendee Name _____

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WORK ZONE FLAGGING

Who should attend: Anyone that is expected to control traffic needs to attend this class. The Manual of Uniform Traffic Control Devices (MUTCD) requires everyone that is controlling traffic in an established work zone to be properly trained.

What you will learn: How to properly control the flow of traffic. What hazards you may encounter and what your responsibilities are while performing this important task. (It is recommended that participants in this course also take the Temporary Traffic Control Plan course which is offered on 4/17/19.)

Instructor: Mark Stipano, CSEA

When: April 3, 2019 12:30pm-2:30pm

Where: Warren County Human Services Building, 3rd floor classroom
1340 State Route 9, Lake George

Cost: Free



This class is 1/2 elective credit for the "Stay Safe Certificate" program.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status

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Attendee Name _____ Attendee Name _____

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Attendee Name _____ Attendee Name _____



Chipper Safety

Who should attend: All employees that work with or around wood chippers.

What you will learn: This newly re-modeled program is now an awareness and skills program. Students will spend part of the class in the classroom learning about the hazards, safe operation, inspection and guarding of wood chippers. The balance of the session will be spent working outside with hands on skills training. Attendees should bring the chipping machine that they work with, appropriate personal protective equipment, and some small pieces of wood brush to use during the skills portion of the training.

Instructor: Mike Needham, Needham Risk Management

When: April 9, 2019 1:00pm – 3:00pm

Where: Warren County DPW “New” Shop
4028 State Route 9, Warrensburg

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is ½ elective credit for the “Stay Safe Certificate” program.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status

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Municipality: _____

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Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____



Bucket Trucks & Aerial Lifts

Who should attend: Employees that work with bucket trucks, JLG lifts, scissor lifts and other types of aerial lifts.

What you will learn: Awareness of the hazards of using the equipment; OSHA’s requirements for safe operation; fall prevention; how to safely work around aerial lift equipment; electrical safety; inspection and how to reduce the hazards. Employees should bring the bucket truck or lift that they use with them if possible. This will be a hands on training, be prepared to spend part of the class outside. All attendees will test their skills on a lift during the class.

Instructor: Will Valenza, Needham Risk Management

When: April 15, 2019, 1:00pm-3:00pm

Where: Warren County DPW “New” Shop
4055 State Route 9, Warrensburg

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person to non-participating municipalities.



This class is ½ elective credit for the “Stay Safe Certificate” program.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status

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WORK ZONE TRAFFIC CONTROL

Who should attend: Everyone that works on or near roadways.

What you will learn: The best practices of work zone layout, application of control devices, knowledge on the development and implementation of traffic control plans, recognition of illumination and visibility considerations and identification and control of hazards within the work zone. Whenever a roadway is compromised the rules of the Manual of Uniform Traffic Control Devices (MUTCD) must be adhered to for the safety of workers and motorists, especially in an emergency situation. This training course will meet or assist public employers in meeting the training requirements of the Work Zone Safety and Mobility Rule and the guidelines of the MUTCD.

Instructor: Mark Stipano, CSEA

When: April 17, 2019, 8:15am-3:15pm

Where: Warren County Human Services Building, 3rd Floor Classroom
1340 State Route 9, Lake George

Cost: Free



This class is 1 elective credit for the “Stay Safe Certificate” program.

Note: in the event of inclement weather, if the Queensbury school is closed or delayed, class will be re-scheduled.

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FAX this page to 518-761-6249 or EMAIL to boltonc@warrencountyny.gov

Municipality: _____

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CHAINSAW SAFETY

(LEVEL 1)

Who should attend: Everyone that uses a chainsaw or wants to learn how to use one.

What you will learn: The Game of Logging is a one day hands-on chainsaw safety and tree felling safety course. Each participant will fall a tree. **Participants are required to have all Personal Protective Equipment, Chainsaw, Sharpening tools and dress for the weather (class will be outside). Bring your lunch.** PPE required includes Hardhat, Face shield or safety glasses, Hearing protection, Leg protection Chainsaw (chaps or pants) Steel toe shoes (no sneakers) This is the Level 1 course and is required before any future levels can be completed. Level 1 Topics; safety apparel, safety features of chainsaw, sharpening, starting methods, saw dynamics. directional felling plans and techniques includes proper notching, aiming, bore-cutting, wedging backward leaning trees, danger tree management.

Each class is limited to 10 students. Sign up early and make sure to attend. If you sign up and are unable to attend, you can send another employee. If you do not have another employee to send you must give us advance notice (call 761-6528) so we can fill the class. A waiting list will be kept.

Instructor: Bill Lindloff, ProCUTS

When: April 29, 2019 7:30am-3:30pm

Where: Warren County DPW-Toney Pit,
17 Old State Route 9, Lake George (Just off I-87 Exit 23)



Cost: Free for employees of Self-Insurance Plan Participants.

This class is 1 elective credit for the "Stay Safe Certificate" program.

FAX this page to 518-761-6249 or EMAIL to boltonc@warrencountyny.gov

Municipality: _____
Municipal Contact Person Name: _____ Phone: _____
Municipal Contact Person email: _____

Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____



Investigating Accidents

(Core Class 3)

Who should attend: Everyone! Especially those seeking the “Stay Safe” certificate.

What you will learn: How to properly and effectively investigate accidents. After completion of this course, you will be able to determine the cause of an accident, what corrective actions to take to prevent future accidents, as well as how to properly document an investigation.

Instructor: Will Valenza, Needham Risk Management

When: April 29, 2019 12:30pm – 2:30pm

Where: Warren County Human Services Building 3rd Floor Classroom
1340 State Route 9, Lake George

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1 CORE credit for the “Stay Safe Certificate” program.

WWTP Operator License Credits: 2 RTC-19616-19.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status

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Attendee Name _____ Attendee Name _____

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CHAINSAW SAFETY

(LEVEL 2)

Who should attend: Everyone that uses a chainsaw AND has attended the Level 1 course

What you will learn: The Game of Logging is a one day hands-on chainsaw safety and tree felling safety course. Each participant will fall a tree. **Participants are required to have all Personal Protective Equipment, Chainsaw, Sharpening tools and dress for the weather (we will be outside). Bring your lunch.** PPE required includes Hardhat, Face shield or safety glasses, Hearing protection, Leg protection Chainsaw (chaps or pants) Steel toe shoes (no sneakers).

Level- 2 Focuses heavy on chainsaw maintenance (recoil to sprocket and bar anything in between). Spring-pole release, and cutting trees with bigger diameter than the bar length. NOTE: participants in level 2 must have completed level 1

Each class is limited to 10 students. Sign up early and make sure to attend. If you sign up and are unable to attend, you can send another employee. If you do not have another employee to send you must give us advance notice (call 761-6528) so we can fill the class. A waiting list will be kept.

Instructor: Bill Lindloff, ProCUTS

When: April 30, 2019 7:30am-3:30pm

Where: Warren County DPW-Toney Pit,
17 Old State Route 9, Lake George (Just off I-87 Exit 23)



Cost: Free for employees of Self-Insurance Plan Participants.

This class is 1 elective credit for the "Stay Safe Certificate" program.

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Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____



Adirondack

Pests, Poisonous Plants, Snakes, Insects & Rabies

Who should attend: Those that work outside where they could come in contact with poisonous plants, dead animals and biting insects. This class was specifically developed for Highway workers, but its valuable information to anyone who works in or plays in the outdoors.



What you will learn: How to identify various Adirondack pests and poisonous plants such as; biting flies, ticks, poison ivy and giant hogweed. Additionally students will learn about snakes, insects and rabies. This course will also cover some of the preventative measures for dealing with them and what to do if exposed on the job.

Instructor: Pete Olesheski, Up Yonda Farm

When: April 30, 2019 8:15am-12:15pm

Where: Warren County Human Services Building, 3rd Floor Classroom
1340 State Route 9, Lake George

Cost: Free



This class is 1/2 elective credit for the "Stay Safe Certificate" program.

Note: in the event of inclement weather, if the Queensbury School is closed or delayed, class will be re-scheduled.

FAX this page to 518-761-6249 or EMAIL to boltonc@warrencountyny.gov

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Attendee Name _____ Attendee Name _____

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CHAINSAW SAFETY

(LEVEL 2)

Who should attend: Everyone that uses a chainsaw AND has attended the Level 1 course

What you will learn: The Game of Logging is a one day hands-on chainsaw safety and tree felling safety course. Each participant will fall a tree. **Participants are required to have all Personal Protective Equipment, Chainsaw, Sharpening tools and dress for the weather (we will be outside). Bring your lunch.** PPE required includes Hardhat, Face shield or safety glasses, Hearing protection, Leg protection Chainsaw (chaps or pants) Steel toe shoes (no sneakers).

Level- 2 Focuses heavy on chainsaw maintenance (recoil to sprocket and bar anything in between). Spring-pole release, and cutting trees with bigger diameter than the bar length. NOTE: participants in level 2 must have completed level 1

Each class is limited to 10 students. Sign up early and make sure to attend. If you sign up and are unable to attend, you can send another employee. If you do not have another employee to send you must give us advance notice (call 761-6528) so we can fill the class. A waiting list will be kept.

Instructor: Bill Lindloff, ProCUTS

When: May 1, 2019 7:30am-3:30pm

Where: Warren County DPW-Toney Pit,
17 Old State Route 9, Lake George (Just off I-87 Exit 23)



Cost: Free for employees of Self-Insurance Plan Participants.

This class is 1 elective credit for the "Stay Safe Certificate" program.

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FAX this page to 518-761-6249 or EMAIL to boltonc@warrencountyny.gov

Municipality: _____
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Municipal Contact Person email: _____

Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____



CHAINSAW SAFETY

(LEVEL 1)

Who should attend: Everyone that uses a chainsaw or wants to learn how to use one.

What you will learn: The Game of Logging is a one day hands-on chainsaw safety and tree felling safety course. Each participant will fall a tree. **Participants are required to have all Personal Protective Equipment, Chainsaw, Sharpening tools and dress for the weather (class will be outside). Bring your lunch.** PPE required includes Hardhat, Face shield or safety glasses, Hearing protection, Leg protection Chainsaw (chaps or pants) Steel toe shoes (no sneakers) This is the Level 1 course and is required before any future levels can be completed. Level 1 Topics; safety apparel, safety features of chainsaw, sharpening, starting methods, saw dynamics. directional felling plans and techniques includes proper notching, aiming, bore-cutting, wedging backward leaning trees, danger tree management.

Each class is limited to 10 students. Sign up early and make sure to attend. If you sign up and are unable to attend, you can send another employee. If you do not have another employee to send you must give us advance notice (call 761-6528) so we can fill the class. A waiting list will be kept.

Instructor: Bill Lindloff, ProCUTS

When: May 2, 2019 7:30am-3:30pm

Where: Bolton Highway Department
87 Finkle Road, Bolton Landing NY



Cost: Free for employees of Self-Insurance Plan Participants.

This class is 1 elective credit for the "Stay Safe Certificate" program.

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Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____



CHAINSAW SAFETY

(LEVEL 2)

Who should attend: Everyone that uses a chainsaw AND has attended the Level 1 course

What you will learn: The Game of Logging is a one day hands-on chainsaw safety and tree felling safety course. Each participant will fall a tree. **Participants are required to have all Personal Protective Equipment, Chainsaw, Sharpening tools and dress for the weather (we will be outside). Bring your lunch.** PPE required includes Hardhat, Face shield or safety glasses, Hearing protection, Leg protection Chainsaw (chaps or pants) Steel toe shoes (no sneakers).

Level- 2 Focuses heavy on chainsaw maintenance (recoil to sprocket and bar anything in between). Spring-pole release, and cutting trees with bigger diameter than the bar length. NOTE: participants in level 2 must have completed level 1

Each class is limited to 10 students. Sign up early and make sure to attend. If you sign up and are unable to attend, you can send another employee. If you do not have another employee to send you must give us advance notice (call 761-6528) so we can fill the class. A waiting list will be kept.

Instructor: Bill Lindloff, ProCUTS

When: May 3, 2019 7:30am-3:30pm

Where: Bolton Highway Department
87 Finkle Road, Bolton Landing NY



Cost: Free for employees of Self-Insurance Plan Participants.

This class is 1 elective credit for the "Stay Safe Certificate" program.

FAX this page to 518-761-6249 or EMAIL to boltonc@warrencountyny.gov

Municipality: _____

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Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____



Hand & Portable Power Tools & Snowblowers

Who should attend: Anyone that uses hand tools, portable power tools or snowblowers.

What you will learn: The proper use, hazards associated with, and regulations that apply to a variety of handheld and portable powered tools, including hammers, screwdrivers, axes, chainsaws, snow blowers and other commonly used tools. This topic is often overlooked and is very important to most people engaged in any type of craft or trade work.

Instructor: Mike Needham, Needham Risk Management

When: May 22, 2019 1:00pm-2:00pm

Where: Hague Community Center
9793 Graphite Mountain Road, Hague

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1/2 elective credit for the "Stay Safe Certificate" program.

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Municipality: _____

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Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____



WHY SAFETY MATTERS

(Core Class 1)

Who should attend: Everyone! Especially those seeking the “Stay Safe” certificate.

What you will learn: Safety is important to everyone in the workplace. This new course will focus on the employees role in safety. Hundreds of millions of employees die each year worldwide from injury and illness related to the workplace. Accidents and incidents are predictable and preventable. By learning the most common causes and solutions to safety issues in the workplace we can help prevent them.

Instructor: Mike Needham, Needham Risk Management

When: September 18, 2019, 9:00am-11:00am

Where: Warren County Soil & Water
394 Schroon River Road, Warrensburg

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1 CORE credit for the “Stay Safe Certificate” program.

WWTP Operator License Credits: 2 RTC-19619-19.

FAX this page to 518-761-6249 or EMAIL to boltonc@warrencountyny.gov

Municipality: _____
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Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____



Identifying Hazards

(Core Class 2)

Who should attend: Everyone! Especially those seeking the “Stay Safe” certificate.

What you will learn: How to conduct an audit of your workplace and identify safety and health hazards. Recognizing hazards is one of the best preventions of workplace injury. A checklist covering many basic OSHA compliance requirements will be provided.

Instructor: Mike Needham, Needham Risk Management

When: October 16, 2019, 9:00am-11:00am

Where: Warren County Soil & Water
394 Schroon River Road, Warrensburg

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1 CORE credit for the “Stay Safe Certificate” program.

WWTP Operator License Credits: 2 RTC-19615-19.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status

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Attendee Name _____ Attendee Name _____

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Attendee Name _____ Attendee Name _____



Rigging

(Fastening, Tying, Knotting, Hooks, Chains, Clamps and more)

Who should attend: Anyone that lifts and/or ties materials and equipment with chains, ropes, hooks, or slings. Truck drivers, maintenance personnel, laborers, highway workers.....

What you will learn: How to use and inspect all types of rigging equipment including ropes, hooks, chains and slings, as well as learn about basic hoisting safety. There will be discussion of sling ratings and calculations, and the forces involved in materials handling.

Instructor: Mike Needham, Needham Risk Management

When: October 16, 2019 12:30pm-2:30pm

Where: Town of Chester Municipal Center
6307 State Route 9, Chestertown

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1/2 elective credit for the "Stay Safe Certificate" program.

WWTP Operator License Credits: 2 RTC-19612-19.

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FAX this page to 518-761-6249 or EMAIL to boltonc@warrencountyny.gov

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Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____



Permit Required Confined Space ENTRANT Training

Who should attend: All employees that work in and around pits, tanks, vaults, storm drains, septic cleanouts, boilers, or machinery enclosures, regardless of whether you enter these spaces or not.

What you will learn: This workshop is intended to provide confined space entrants, attendants, supervisors, and program administrators with information on the hazards of, and the requirements for, identification of and entry into confined spaces. Topics will include: the requirements of OSHA 29CFR 1910.146; written programs and entry permits; hazard recognition; confined space assessment techniques; and rescue provisions.

All successful program attendees will be certified at the end of the class at "ATTENDANTS" to confined space entry operations. The students that desire to be trained as "ENTRANTS" will perform a skills test by entering a confined space to become familiar with the equipment and the process.

A portion of this class will be held outside near the entrance to the permit required confined space at the Waste Water Treatment Plant. Please bring appropriate attire for the weather and a hard hat with you.

Instructor: Mike Needham, Needham Risk Management

When: October 23, 2019 9:00am-2:00pm (includes a 30 minute lunch break on your own)

Where: City of Glens Falls WWTP
2 Shermantown Road, Glens Falls



Cost: Free for employees of Self-Insurance Plan Participants.
\$40 per person to non-participating municipalities.

This class is 1 elective credit for the "Stay Safe Certificate" program.
WWTP Operator License Credits: 4.5 RTC-19613-19. Water License Credits have been applied for.

Note: in the event of inclement weather, if the Glens Falls or Queensbury Schools are closed or delayed, class will be rescheduled.

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FAX this page to 518-761-6249 or EMAIL to boltonc@warrencountyny.gov

Municipality: _____
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Municipal Contact Person email: _____

Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____



Heavy Vehicle Driver Improvement

(Including Pre & Post Trip Inspections)

Who should attend: Everyone that drives larger municipal vehicles.

What you will learn: Key understanding of skills and techniques to avoid collisions and reduce future violations. Safe operation of plow trucks during the winter season. The course will motivate participants to change their behind-the-wheel behaviors and attitudes. How to be a more responsible driver who grasps best practices to prevent injury and death while operating a motor vehicle. How to perform the required pre and post trip vehicle inspections.

Instructor: Will Valenza, Needham Risk Management

When: October 28, 2019 11:00am – 2:00pm

Where: Town of Hague Community Center
9793 Graphite Mountain Road

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1/2 elective credit for the “Stay Safe Certificate” program.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status.

FAX this page to 518-761-6249 or EMAIL to boltonc@warrencountyny.gov

Municipality: _____

Municipal Contact Person Name: _____ Phone: _____

Municipal Contact Person email: _____

Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____



Personal Protective Equipment

Who should attend: All employees that wear PPE.

What you will learn: How to select, maintain, and use PPE in the workplace. How to identify hazards in the workplace that require the use of PPE; required PPE products; properly putting on, taking off, adjusting, and wearing PPE; limitations of PPE; and the proper care, maintenance, useful life, and disposal of PPE. OSHA regulations and industry standards relevant to PPE. Employee and employer responsibilities regarding PPE.

Attendees are encouraged to bring different types of PPE with them for review and discussion.

Instructor: Mike Needham, Needham Risk Management

When: November 7, 2019 1:00pm-3:00pm

Where: City of Glens Falls DPW
242 Dix Avenue, Glens Falls

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1/2 elective credit for the "Stay Safe Certificate" program.

WWTP Operator License Credits: 2 RTC-19618-19.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status.

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Municipality: _____
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Attendee Name _____ Attendee Name _____

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Attendee Name _____ Attendee Name _____



Welding, Cutting, & other Hot Work

Who should attend: Anyone that welds, cuts, grinds and performs other processes that produce heat and spark.

What you will learn: An awareness and education on the hazards, regulations, and control measures associated with Hot Work. Hot Work involves activities such as cutting, grinding, welding, and other processes that produce heat and spark. Historically this has been a cause of a number of fires, and also employee injuries and fatalities. In addition to learning about the hazards, Hot Work permits will be discussed and a template policy will be provided to attendees.

Instructor: Mike Needham, Needham Risk Management

When: November 13, 2019 1:00pm-3:00pm

Where: City of Glens Falls DPW
230 Dix Avenue, Glens Falls

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1/2 elective credit for the "Stay Safe Certificate" program.

WWTP Operator License Credits: 2 RTC-19617-19.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status.

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Municipality: _____
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Attendee Name _____ Attendee Name _____

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Attendee Name _____ Attendee Name _____



Bucket Trucks & Aerial Lifts

Who should attend: Employees that work with bucket trucks, JLG lifts, scissor lifts and other types of aerial lifts.

What you will learn: Awareness of the hazards of using the equipment; OSHA’s requirements for safe operation; fall prevention; how to safely work around aerial lift equipment; electrical safety; inspection and how to reduce the hazards. Employees should bring the bucket truck or lift that they use with them if possible. This will be a hands on training, be prepared to spend part of the class outside. All attendees will test their skills on a lift during the class.

Instructor: Will Valenza, Needham Risk Management

When: November 25, 2019, 1:00pm-3:00pm

Where: Warren County DPW “New” Shop
4055 State Route 9, Warrensburg

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person to non-participating municipalities.



This class is ½ elective credit for the “Stay Safe Certificate” program.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status.

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Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____

Attendee Name _____ Attendee Name _____



Investigating Accidents

(Core Class 3)

Who should attend: Everyone! Especially those seeking the “Stay Safe” certificate.

What you will learn: How to properly and effectively investigate accidents. After completion of this course, you will be able to determine the cause of an accident, what corrective actions to take to prevent future accidents, as well as how to properly document an investigation.

Instructor: Will Valenza, Needham Risk Management

When: December 9, 2019 9:00am – 11:00am

Where: Warren County Soil & Water
394 Schroon River Road, Warrensburg

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1 CORE credit for the “Stay Safe Certificate” program.

WWTP Operator License Credits: 2 RTC-19616-19.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status.

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Attendee Name _____ Attendee Name _____
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Chipper Safety

Who should attend: All employees that work with or around wood chippers.

What you will learn: This newly re-modeled program is now an awareness and skills program. Students will spend part of the class in the classroom learning about the hazards, safe operation, inspection and guarding of wood chippers. The balance of the session will be spent working outside with hands on skills training. Attendees should bring the chipping machine that they work with, appropriate personal protective equipment, and some small pieces of wood brush to use during the skills portion of the training.

Instructor: Mike Needham, Needham Risk Management

When: December 10, 2019 1:00pm – 3:00pm

Where: Town of Warrensburg Highway Department
State Route 9, Warrensburg

Cost: Free for employees of Self-Insurance Plan Participants.
\$20 per person for non-participating municipalities.



This class is 1/2 elective credit for the “Stay Safe Certificate” program.

Note: in the event of inclement weather call Self-Insurance 518-761-6528 prior to 10am on the day of class to check status.

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Attendee Name _____ Attendee Name _____

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