

## MIIA Loss Control-Recommended Training Outline

Departments	Right To Know	Personal Protective Equipment	Bloodborne Pathogens	Confined Space	Excavation & Trenching	Respiratory Protection	Office Ergonomics	Lockout Tagout	Electrical Safety	Hearing Conservation	Hand & Power Tool Safety	Back Injury Prevention	Slip/Trip/Fall Prevention	Defensive Driving	Emergency Preparedness
Administration	O,A		O,A				O, 2					O, 2	O, 2	O, 2	O, A
Cemetery	O,A	O,A	O,A		O,A					O,A		O, 2	O, 2	O, 2	O, A
Fire	O,A	O,A	O,A	O, AN	O,A	O,A			O,AN		O,AN	O, 2	O, 2	O, 2	O, A
DPW:	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
-Highway	O,A	O,A	O,A	O, AN	O,A	O,A		O,A	O,AN	O,A	O,AN	O, 2	O, 2	O, 2	O, A
-Water	O,A	O,A	O,A	O, AN	O,A	O,A		O,A	O,AN	O,A	O,AN	O, 2	O, 2	O, 2	O, A
-Sewer	O,A	O,A	O,A	O, AN	O,A	O,A		O,A	O,AN	O,A	O,AN	O, 2	O, 2	O, 2	O, A
Parks/Recreation	O,A	O,A	O,A						O,AN	O,A	O,AN	O, 2	O, 2	O, 2	O, A
Police	O,A	O,A	O,A			O,A	O, 2		O,AN			O, 2	O, 2	O, 2	O, A
Schools:	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
-Administration	O,A		O,A				O, 2					O, 2	O, 2	O, 2	O, A
-Custodial/Maintenance	O,A	O,A	O,A			O,A		O,A	O,AN	O,A	O,AN	O, 2	O, 2	O, 2	O, A
-Teachers/Aides	O,A		O,A				O, 2					O, 2	O, 2	O, 2	O, A

O = Orientation-Training should be completed as part of new employee orientation prior to starting work.

A = Annual-Training should be conducted on an annual basis due to regulatory requirement or good practice.

AN = Training should be conducted initially and on an as needed basis thereafter depending on compliance and loss trends.

2 = Training should be conducted initially and every two years thereafter or sooner if needed.



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This outline is a tool for your entity to use when establishing training requirements and schedules for your employees. The outline covers most basic training topics that a municipal entity should consider however, there may be other training that is necessary depending on your entity's operations, loss trends, and equipment used. This tool should only be used as a guide and not your sole guidance for training needs.

In MA, with the exception of the Right to Know law, there are no specific safety standards for public sector workers. Under M.G.L. Chapter 149 Section 6 the Massachusetts Division of Occupational Safety (DOS) shall investigate requirements necessary for injury/illness prevention. With the absence of specific safety standards, the DOS recommends that public sector employees follow OSHA standards as a minimum. The following is a brief description of each of the training programs along with the correlating OSHA standard. OSHA standards can be found at [www.osha.gov](http://www.osha.gov). The OSHA website usually has sample training and written programs for you to use.

Other training resources include: MIIA E-Learning, MIIA Video Library, [www.mass.gov/dos](http://www.mass.gov/dos)

**Right to Know**-M.G.L. 111F requires this training annually and within 30 days of employment for ALL public sector employees who may be exposed to chemicals. The law requires that information on chemical hazards be given to employees by providing them with access to Material Safety Data Sheets (MSDS), by labeling containers of chemicals, providing personal protective equipment and by training on chemical hazards. You can find more info at [www.mass.gov/dos](http://www.mass.gov/dos)

**Personal Protective Equipment (PPE)**-Training for employees who are required to wear any kind of PPE (eye, foot, hand, body, head, hearing, etc.) Training should include when PPE use is required, why PPE is required and maintenance of PPE. Reference OSHA Standard 1910.132

**Bloodborne Pathogens**-Training should be provided to anyone who provides first aid OR who may be exposed to any bodily fluids. This may include custodians and teachers who are required to clean up bodily fluids, or those who may handle trash and could be stuck by needles. Reference OSHA Standard 1910.1030.

**Confined Space**-Training for any employee who may work near or enter confined spaces. A confined space is defined as a space large enough to enter and perform work, has limited entry and exit, and is not designed for continuous occupancy. Various levels of training may be required depending on the type of space and for those responsible for rescue. Reference OSHA Standard 1910.146.



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**Excavation & Trenching**-This training is required for anyone who is required to work in or around trenches. A higher level of training “Competent Person” is required for those employees who may be supervising a project. A competent person is a person who is capable of identifying existing and predictable hazards and who has authorization to take prompt corrective measures to eliminate them. Reference OSHA Standard 1926.650, 1926.651, 1926.652.

**Respiratory Protection**-This training is required for any employee who may perform tasks that require the use of respirators, including half face respirators. Training should include proper use, maintenance, fit testing and respirator physical/questionnaire requirements. Reference OSHA Standard 1910.134

**Office Ergonomics**-Employees who spend the majority of their work day on a computer or at a desk should have this training in order to help prevent musculoskeletal disorders. Training should include ergonomic hazards and how to properly adjust your workstation for your specific body type. There is no current OSHA Standard on this topic but OSHA does provide guidance on their website at [www.osha.gov](http://www.osha.gov).

**Lockout/Tagout**-This training is for employees who perform maintenance on equipment or work around those that perform maintenance on equipment and may be exposed to injury by the accidental start up of the equipment. Training should include methods of lockout, tagout system, and hands on training when needed. Reference OSHA Standard 1910.147

**Electrical Safety**-Employees who may perform maintenance on equipment where electrical shock exposures exist should have this training. Those employees responsible to respond to emergency situations (down power lines in roads, fallen trees on power lines) may require a higher level of training that targets high voltage awareness. Reference OSHA Standard 1910.332

**Hearing Conservation**-This training is for employees who may be exposed to high noise levels (85 dBA or higher) during their work day in order to help prevent hearing loss. Training should include how and when protection should be used and the dangers of not wearing protection. Reference OSHA Standard 1910.95

**Hand/Power Tool Safety**-This training is for any employee who is required to use hand & power tools during their work day. This training would include grinding equipment, welding equipment, wood working equipment, power saws, etc. Reference OSHA Standard 1910 Subpart P.



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**Back Injury Prevention**-The purpose of this training is to help identify exposures and prevention methods surrounding back injuries. Training should include department specific exposures, team lifting, back anatomy, stretching exercises, and engineering controls to prevent back injuries. All employees should receive this training. No specific OSHA Standard

**Slip/Trip/Fall Prevention**-This training is to serve as a reminder of ways to prevent a common MIIA claim, the slip, trip or fall. These claims can happen in a variety of settings and in all departments. Training should include proper foot wear, seasonal considerations, and housekeeping. No specific OSHA standard.

**Defensive Driving**-Drivers training is often ignored but continues to be a high frequency claim issue at MIIA. All employees required to drive a municipal vehicle should receive drivers training periodically. Training for each department will differ due to the vehicle type and emergency response considerations. Public Safety vehicles should all receive hands on drivers training. No specific OSHA standard.

**Emergency Preparedness**-This training should focus on how your entity will respond in the event of an emergency in your Town and in your specific building. Emergency situations such as fire, security, weather or workplace violence should be addressed. Evacuation and response drills should be included as part of the training. Reference OSHA Standard 1910.38

### **Other topics that you might consider as part of your overall safety program may include:**

- How to Conduct Self Inspections
- How to Conduct Accident Investigations
- Establishing an Effective Safety Committee
- Implementing a Basic Loss Control Program
- General Safety Training for Custodians and Cafeteria Workers
- Seasonal Safety Training (winter and summer)

Refer to our Risk Management Resource Catalog for further course listings and training topics offered.