

Job Safety Analysis Made Easy

1 Who Should Attend . . .

This program is a must for anyone concerned about health and safety on the job including:

- ▶ Managers concerned about liability and workers' compensation costs.
- ▶ Employees who want to learn proper techniques for protecting their safety and health at work.
- ▶ Business owners who want to learn about compliance with Michigan Occupational Safety and Health Administration (MIOSHA).

2 MIOSHA Training Institute

MIOSHA Consultation Education and Training (CET) Division and Macomb Community College (MCC) have developed the MIOSHA Training Institute (MTI) through a formal alliance. The MTI introduced an Assessment-Based Certificate program, effective October 1, 2007. The certificate program offers participants an opportunity to be recognized for their educational efforts and increased technical expertise. Courses are offered throughout the state in sponsorship with other M-TECSM facilities, community colleges, and safety and health organizations. To learn more about the certificate program, log-on to the CET Division website at www.michigan.gov/mti.

3 What You'll Learn . . .

Job Safety Analysis (JSA) has been identified as a key component in an effective Safety and Health Management System. Training will provide attendees with the tools and knowledge required to prioritize, create, use, and review a JSA program to enhance their overall Safety and Health Management System. In addition, worksite analysis is one of the five required elements used to judge a company's readiness for inclusion in the prestigious Michigan Voluntary Protection STAR program. The JSA training will help participants justify the need for a hazard identification program to their upper management and create buy-in from production employees.

Agenda

We offer a flexible program agenda to emphasize the construction topics you want most.

- ▶ Describe what a Job Safety Analysis (JSA) is and the purpose.
- ▶ Introduce some basic skills in the recognition and control of occupational hazards.
- ▶ Introduce JSA techniques and create simple and effective JSA.
- ▶ Identify how to use a JSA within Safety and Health Systems.

The meeting site and parking is accessible. Individuals attending the meeting are requested to refrain from using heavily scented personal care products, in order to enhance accessibility for everyone. People with disabilities requiring additional services (such as materials in alternative format) in order to participate in the meeting should call 517-284-7720 at least 30 days before the program. The Department of Licensing and Regulatory Affairs is an equal opportunity employer/program.

New

MIOSHA Education Training Materials Have Gone Electronic

MIOSHA Training Institute (MTI) has changed the delivery of its printed education materials to an electronic format.

Before a seminar or workshop, registered attendees for this class will receive an e-mail with a link and instructions for accessing electronic presentation slides. The handout can be printed in advance or downloaded onto a laptop, tablet or smartphone to view during the seminar or workshop. A flash drive will be provided at the class which will include additional handouts and reference materials.

Important: When registering for this class, please provide your complete email address.

Remember to download your course handout ahead of time!

Frequently Asked Questions

Q: How will I receive my materials?

A: You will receive an e-mail from this cosponsor, which will include instructions and a link to the MIOSHA website. Download the handout to your computer or other device before traveling to the class. Additional materials will be provided to you in class on a flash drive.

Q: Which e-mail address will materials be sent to?

A: The link will be sent to your e-mail address. Make sure that you provide us with your valid e-mail address (where you want the handout link to be sent).

Q: Will I be able to print my materials at the seminar or workshop?

A: Print or download the presentation slides before you arrive for the class. No printing services will be available.

Q: What electronic format will the handouts be in?

A: All materials will be available as PDF documents.

Q: Will I be able to charge my device at the seminar or workshop?

A: We recommend that your device is fully charged before you arrive. Charging stations may not be available in the classroom.

Q: What happens if I do not receive an email?

A: In the unlikely event that you do not receive the link via email, please call the Contact Number listed on the next page for assistance.



Facilitator

Deborah Gorkisch is a Senior Occupational Safety Consultant who joined the Consultation Education and Training Division of MIOSHA in 2006. Before that, she had over a decade of safety and health experience in private industry. Deborah currently provides consultation and training services for mid-west Michigan.

Before working for the State of Michigan, Deborah was an EHS Specialist in a private manufacturing facility performing safety and health functions in two Michigan Voluntary Protection Program (MVPP) STAR sites. This included, but was not limited to, injury management and record keeping, program development and implementation, regulatory and best practice training, chemical management program, industrial hygiene coordination, hazard recognition program, and safety team development and facilitation. Deborah is a graduate of Grand Valley State University with a Bachelor of Science degree in Occupational Safety & Health.

Presenters: Deborah Gorkisch, Senior Occupational Safety Consultant;
and Chris Johnson, Occupational Safety Consultant; MIOSHA,
CET Division



Deborah Gorkisch
Senior Occupational Safety Consultant
MIOSHA, CET Division

Program Details

DATE:	August 25, 2016	TIME:	Check-in - 8:30 a.m. Program - 9:00 a.m. to 12:30 p.m.
LOCATION:	Grand Valley State University Holland Meijer Campus 515 S. Waverly Road, Room 104 Holland, Michigan 49423	DEADLINE:	Register by August 10, 2016 Please register early!
COST:	\$90 per person. Includes course materials. Certification/Maintenance Points Available	CONTACT:	Brian Cole - 616-331-7180, 800-690-0314 or coleb@gvsu.edu

Inclement Weather Line: 616-331-2020

COSPONSOR: Grand Valley State University Center for Adult & Continuing Studies

How to Register

Job Safety Analysis Made Easy

To Register & Pay by Check or Money Order

- ▶ **Email:** ceinfo@gvsu.edu
- ▶ **Fax:** 616-331-7355
- ▶ **Mail:** Grand Valley State University
Center for Adult & Continuing Studies
301 W. Fulton, EC 718
Grand Rapids, MI 49504-6495
Attn: Brian Cole

To Register & Pay By Credit Card

- ▶ **Web:** www.gvsu.edu/learn/professional
- ▶ **Phone:** 616-331-7180 or 800-690-0314

Complete Separate Registration Form For Each Attendee

Name: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

(Needed for Registration)

**Please make check or money order payable to:
Grand Valley State University**

***This course has been approved for both residential builders
pre-licensure and continuing safety training requirements.***

All meetings are accessible and barrier free. Please contact the cosponsor or the CET Division, at least 30 days in advance, to request necessary accommodations.