

**Register Today To Earn Your Complete General Industry Level One Certificate!**



Registration Begins: February 2, 2012

## **MTI LEVEL ONE BOOT CAMP**

**July 10, 11, & 12, 2012**

**July 17, 18, & 19, 2012**

**July 24 & 25, 2012**

**Registration/Sign-in: 8:30 am  
Classes: 9 am to 4 pm**

**Price For All Eight Days  
\$750**

**Lansing Area Safety Council  
3315 S. Pennsylvania Ave.  
Lansing, Michigan**

### ***Eight Day MTI Level One Boot Camp***

Week One:	MIOSHA General Industry 10-Hour +	Tuesday July 10 Wednesday, July 11 Thursday, July 12
Week Two:	Blueprint for a Safety and Health Management System	Tuesday, July 17 Wednesday, July 18
	Supervisor's Role in Safety and Health	Thursday, July 19
Week Three:	Machine Guarding & Hazard Identification (AM Class)	Tuesday, July 24
	When MIOSHA Enforcement Visits (PM Class)	Tuesday, July 24
	MIOSHA Recordkeeping and the Cost of Injuries	Wednesday, July 25

For additional seminar dates and locations visit our website at:

[www.michigan.gov/mioshatraining](http://www.michigan.gov/mioshatraining)

# Who Should Attend The Boot Camp?

MTI Boot Camp has been especially prepared for those students who have not taken any MTI courses previously and have an interest in improving their knowledge of safety and health in the workplace. The courses, taught entirely by experienced MIOSHA Consultation Education and Training (CET) consultants, provide continuing education credits and maintenance points as well as an opportunity for students to be recognized for their educational efforts and increased technical expertise. Attending MTI courses may qualify an employer for “good faith” credits during a MIOSHA inspection which may lead to a reduction in penalties.

## 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 Boot Camp series consists entirely of the Level One General Industry courses. Additional courses are offered throughout the state in sponsorship with other M-TEC<sup>SM</sup> 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](http://www.michigan.gov/mti).

Level One courses are designed for safety and health coordinators, committee members, and others interested in general safety and health information. Level One allows the participant to begin the process of developing a safety and health management system while becoming familiar with MIOSHA Standards and other relevant topics. Upon successful completion of the Boot Camp, participants will earn the MTI General Industry Level One certificate.

## Credits Available

Course Title	ABIH IH CM	ABIH Safety CM	BCSP COC CM	CHEST CM	IHMM CMP	MDEQ CECs	MCC CEUs	MTI Level One
<b>General Industry Safety and Health</b>								
MIOSHA General Industry Ten Hour +		3.0	1.8	1.8	18		1.8	3 Day
Blueprint for a Safety & Health Management System	2.0		1.2	1.2	12		1.2	2 Day
Machine Guarding and Hazard Identification		0.5	0.3	0.3	3		0.3	½ Day
MIOSHA Recordkeeping and Cost of Injuries		1.0	0.6	0.6	6		0.6	1 Day
Supervisor’s Role in Safety and Health		1.0	0.6	0.6	6		0.6	1 Day
When MIOSHA Enforcement Visits		0.5	0.3	0.3	3		0.3	½ Day

# MIOSHA General Industry 10-Hour <sup>+</sup>

In today's challenging business climate, many employers are faced with the need to have their employees be able to perform new or multiple job functions. As personnel shift to accommodate business needs, it is essential to have staff understand the importance of safety and health management and the underlying effect it has on business. In three days this fundamentals course offers the resources and tools to create or enhance an effective safety and health management system, a review of the MIOSHA Act, and highlights of many key General Industry Safety and Health Standards.

Topics include elements of a comprehensive safety and health system, recordkeeping, accident investigations, inspections and citations, written program requirements, introduction to industrial hygiene, respiratory protection, hearing conservation, bloodborne infectious diseases (BIDs), eyewash and first aid requirements, ergonomics, hazard recognition, and machine guarding.

## Agenda

- ▶ Accident Investigation
- ▶ Ergonomics
- ▶ First Aid, Eye Wash, and Bloodborne Infectious Diseases
- ▶ Act 154 Inspections & Citations
- ▶ Hazard Recognition and Self Inspection
- ▶ Machine Guarding
- ▶ Respiratory Protection
- ▶ Recordkeeping
- ▶ Hearing Conservation
- ▶ Elements of a Safety & Health Management System
- ▶ Introduction to Industrial Hygiene
- ▶ Required Written Programs

## MTI Boot Camp Scholarship Available

All students attending the Level One Boot Camp are eligible for a scholarship that will cover 50% of the cost. If you are interested, you must sign up for the entire camp. Contact the Lansing Area Safety Council at (517) 394-4614 or visit online at [www.safetycouncil.org](http://www.safetycouncil.org) (Class Calendar) to ensure that seats are still available. This Boot Camp is expected to fill up quickly, so call now.

Apply online for the Boot Camp scholarship at [www.michigan.gov/mti](http://www.michigan.gov/mti) and click the link: *MIOSHA Training Institute (MTI) Scholarship Application*. Select the Course: **MTI Level One Boot Camp**.

Applications for scholarships must be received no later than Tuesday, June 20, 2012. Confirmation will be provided via email within five business days of submission approving the scholarship.

For additional information, contact the MIOSHA Consultation Education and Training (CET) Division via email at [mioshamti@michigan.gov](mailto:mioshamti@michigan.gov) or call (517) 322-1809.

## *Blueprint for a Safety and Health Management System*

The attendee will learn that a direct relationship exists between effective management and lower workplace injury and illness rates. This class uses continuous improvement tools and methodology to effect increased worker protection, lower costs, enhanced productivity, and improved employee morale. Attendees will learn that a high level of employee involvement leads to continuous improvement of the safety and health management system. When effort and accountability are focused proactively, costly reactive activities can be eliminated.

### **Agenda**

- ▶ System Dynamics
- ▶ Management Commitment
  - ▶ Selling Safety to Management
  - ▶ Accountability
- ▶ Employee Involvement
  - ▶ Committees, Decision Making, Problem Solving
- ▶ Safety Training Emphasizing Job Hazard Analysis
- ▶ Hazard Identification and Control
- ▶ Incident/Accident Investigation
  - ▶ A Problem-Solving Approach
- ▶ Plan Evaluation

## *Supervisor's Role in Safety and Health*

This seminar is an overview of topics covered in greater detail in the MIOSHA General Industry 10-Hour<sup>†</sup>. This seminar is designed for both general industry and construction safety first line supervision, safety and health committee members, and management personnel. Topics covered include employee safety and health training, accident investigation, hazard recognition, and self-inspection techniques. This program gives tips to supervision on methods to integrate health and safety into their daily duties and responsibilities. Using MIOSHA general industry and construction standards and required written programs as a baseline, supervisors are given suggestions to improve their safety and health hazard recognition skills.

### Participants will learn to:

- ▶ Identify a supervisor's major duties and responsibilities and how to integrate duties for safety and health.
- ▶ Recognize workplace hazards and corrective actions.
- ▶ Review common MIOSHA general industry and construction violations.
- ▶ Identify required job specific training.
- ▶ Identify how to conduct a self inspection.
- ▶ Conduct an accident investigation and complete associated paperwork.

## ***Machine Guarding & Hazard Identification***

This half-day course is designed for general industry participants, (maintenance, safety and health professionals, and management personnel). This workshop familiarizes the participant with various types of common machinery and the related safety hazards. The course enables participants to recognize hazards such as those created by points of operations, rotating parts, and flying chips, while providing options for achieving abatement.

- ▶ Identify Amputations Hazards
- ▶ Recognize Hazardous Mechanical Motions and Actions
- ▶ Discuss the Four Different Types of Machine Guards/Devices
- ▶ Discuss the Different Types of Feeding and Ejection Methods
- ▶ Identify Additional Safe Guard Protections

## ***When MIOSHA Enforcement Visits***

Attendees from both the construction and general industry sector will gain an insight of the process and procedures a MIOSHA compliance officer follows while conducting a workplace inspection and how to respond to MIOSHA citations. Topics covered include inspection types, employer/employee rights and responsibilities, and penalty reduction factors. This program will assist students in preparing for an inspection and students will work through a sample citation. Students will be provided with hands-on exercises to reinforce the principles that are discussed in the course.

- ▶ Identify Multi Employer Worksites
- ▶ MIOSHA Inspection Process
- ▶ Informal Settlement Agreements
- ▶ MIOSHA Appeals Process
- ▶ Preparing for a MIOSHA Inspection
- ▶ Classroom Activities

## ***MIOSHA Recordkeeping and Cost of Injuries***

This MIOSHA program is designed to help employers ensure that their organization complies with MIOSHA recordkeeping requirements as contained in MIOSHA Administrative Rules Part 11, Recording and Reporting of Occupational Injuries and Illnesses. In addition to learning and understanding the “recordability” of work related injuries and illnesses, attendees will actively participate in a group exercise to complete the MIOSHA 300 log. Using this data, participants calculate injury and illness rates and learn how to compare these rates to other companies with their North American Industrial Classification System (NAICS). There will also be a segment devoted to identifying possible cost savings in a company’s workers’ compensation program.

- ▶ Overview of CET Services
- ▶ Administrative Rules, Part 11
- ▶ MIOSHA Log 300
- ▶ Review of Reporting and Recording of Occupational Injuries
- ▶ Questions and Answers

## 4 Ways To Register



### On-line:

www.safetycouncil.org

Select: *Class Calendar*



### By Phone:

(517) 394-4614 or

(866) 423-7233



### By Mail:

Fill out application below  
and mail to:

**Sandy Long**

**Lansing Area Safety Council**

**3315 S. Pennsylvania Ave.**

**Lansing, MI 48910**



### By Fax:

Fax application to:

(517) 394-1117

## Registration Information and Form

This Boot Camp was especially prepared for new students interested in an overall introduction to specific topics that will help them build a basic safety and health management system. As such, attendees shall be required to sign-up for the entire three week MTI Boot Camp. An MTI Boot Camp certificate will be issued in addition to a Level One Certificate. Under this format, no refunds or make-ups will be available. If a student misses one or more days of the course for which they wish to receive credit, they shall be required to take and pay for the same course at a different time and location.

Individual certificates of attendance will be given for each class. However, to receive a MTI Boot Camp certificate and credit, students will be required to obtain a passing score of 70% on the assessment that accompanies each course. Assessment testing will be administered at the end of each course.

The price includes all course material,  
refreshments during breaks, and lunches.

The MTI Level One Boot Camp is accessible and barrier free. Please contact either the Lansing Area Safety Council or the CET Division, at least two weeks in advance, to request necessary accommodations.

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 517.322.1809. The Department of Licensing and Regulatory Affairs is an equal opportunity employer/program.

[www.michigan.gov/lara](http://www.michigan.gov/lara)

## Yes! Enroll Me Today!

### **Eight Day MTI Level One Boot Camp**

July 10, 11, & 12, 2012

July 17, 18, & 19, 2012

July 24 & 25, 2012

### Location:

**Lansing Area Safety Council**

**3315 S. Pennsylvania Ave.**

**Lansing, MI 48910**

**Price for All Eight Days  
\$750**

**A Great Value!**

### **Please provide the following information:**

Name: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number Attending: \_\_\_\_\_ @ \$750 each = \$ \_\_\_\_\_

Please Enclose Check or Money Order Payable Made Payable To:

**Lansing Area Safety Council**

### **Payment Method:**

Charge this registration to: Credit Card Number \_\_\_\_\_

Visa  MasterCard Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

***This class is limited to not more than 25 students.***