

Register Today To Earn Your Complete Level Two Management Certificate!

Registration Begins: April 1, 2016



This class is limited to two people from one company. Class Size: 25 students.

**MTI LEVEL TWO
SAFETY & HEALTH
MANAGEMENT
BOOT CAMP**

**July 12, 13, 14, 2016
July 26, 27, & 28, 2016**

**Registration/Sign-in: 8:00 am
Classes: 8:30 am to 4:00 pm**

**Price For All Six Days
\$720**

***Six Day MTI Level Two
Safety & Health Management Boot Camp***

Kirtland Community College
M-TEC at Kirtland - Gaylord
60 Livingston Blvd., Gaylord MI 49735

Week One:	Continuous Safety & Health Improvement	Tuesday, July 12
	Workplace Inspection	Wednesday, July 13
	Creating a Positive Safety Culture	Thursday, July 14
Week Two:	Advanced Accident Investigation	Tuesday, July 26
	Effective Safety & Health Training	Wednesday, July 27
	Behavior-Based Safety: Fundamentals & Implementation	Thursday, July 28

For additional seminar dates and locations visit our website at:

www.michigan.gov/mioshatraining

Who Should Attend The Boot Camp?

The Level Two Management MTI Boot Camp has been especially prepared for those students holding a Level One certificate, who have not taken any Level Two MTI management track classes, and have the responsibility for implementing safety and health systems. The classes, 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 classes 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 Two Management classes. Additional classes 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.

The Level Two Management Boot Camp is designed for both general industry and construction supervisors, managers, and safety coordinators; and will provide in-depth information on the administration and management of workplace safety and health systems. The classes in this boot camp provide the background and strategies for implementation of those systems. Upon successful completion of the Boot Camp, participants will earn the MTI Safety and Health Management Systems Level Two certificate.

Credits Available

Class Title	ABIH IH CM	ABIH Safety CM	BCSP COC CM	CCHEST CM	IHMM CMP	MDEQ CECs	MCC CEUs	MTI Level One
General Industry Safety and Health								
Advanced Accident Investigation	1.0		0.6	0.6	6		0.6	1 Day
Behavior-Based Safety: Fundamentals & Implementation	1.0		0.6	0.6	6		0.6	1 Day
Continuous Safety and Health Improvement	1.0		0.6	0.6	6		0.6	1 Day
Creating a Positive Safety Culture		1.0	0.6	0.6	6		0.6	1 Day
Effective Safety and Health Training	1.0		0.6	0.6	6		0.6	1 Day
Workplace Inspection	1.0		0.6	0.6	6		0.6	1 Day

All Classes Required for Level Two Safety and Health Management System MTI Certificate

Tuesday

July 12, 2016

Continuous Safety and Health Improvement

This class moves beyond the initial development and implementation of a Safety & Health Management System (SHMS) to the ongoing responsibilities for evaluation, maintenance, and participation in the system to affect continuous improvement. This class focuses primarily on building and sustaining management commitment and employee involvement. It is highly recommended that students complete “Elements of a Safety and Health Management System” before taking this class.

Participants Will:

- ▶ Recognize continuous improvement strategies for a SHMS system.
- ▶ Identify strategies to increase management commitment using continuous improvement methods.
- ▶ Identify strategies to increase employee involvement using continuous improvement methods.

Wednesday

July 13, 2016

Workplace Inspection

Jobsite Analysis and Hazard Prevention and Control are key elements in an effective Safety and Health Management System (SHMS). This course will look at the importance of properly conducting a workplace inspection for General Industry, Construction, and Health work sites and how to use the Workplace Inspection to monitor the effectiveness of a company’s Safety and Health Management System. This course will identify resources that can be used as a guide to help safety managers develop their workplace inspection procedures and best practices.

- ▶ Identify the key components of the workplace inspection process.
- ▶ Discuss how workplace inspection applies in General Industry operations.
- ▶ Discuss how workplace inspection applies in Construction operations.
- ▶ Discuss workplace inspection procedures for Health Hazards in both General Industry and Construction operations.
- ▶ Introduce key resources for employers to use in developing their self-inspection processes.



Thursday

July 14, 2016

Creating a Positive Safety Culture

This class will provide the knowledge and tools for participants to gain an understanding of the factors that affect culture and how it impacts safety performance. Management Leadership/Commitment and Employee Involvement are the most critical components of having an effective Safety and Health Management System (SHMS). This class will use data, examples, case studies, and activities to illustrate best practices and assist participants in improving their company's safety culture.

- ▶ Define organizational culture and its impact on performance.
- ▶ Explain the impact of safety systems and other corporate systems on safety culture.
- ▶ Evaluate the safety culture within your organization.

Tuesday

July 26, 2016

Advanced Accident Investigation

This class will provide participants with a working knowledge of conducting an investigation using proper techniques for reducing the frequency and severity of occurrences. The training will include class discussions, exercises, with small group breakout sessions for case studies and other activities.

Participants Will:

- ▶ Define Common Terms Used in Accident Investigations
- ▶ Explain the Need for Accident Investigations
- ▶ Provide the Tools Necessary to Properly Complete Accident Investigations
- ▶ Four Techniques for Conducting an Investigation
- ▶ Understand the Reporting Requirement to MIOSHA
- ▶ Explain the Benefits of Accident Investigations



Wednesday

July 27, 2016

Effective Safety and Health Training

Many MIOSHA standards require employers to provide employees with training. This class will provide suggestions and ideas for creating and conducting effective workplace health and safety training. Strategies that work best for adult learners will be discussed including the use of activities to make training both fun and effective. This class is designed for anyone responsible for developing and conducting training. The “hands-on” activities will provide an opportunity for participants to practice the skills learned.

Participants Will:

- ▶ Determine The Need For Training
- ▶ Discuss How To Design Training
- ▶ Identify Ways To Make Sure Training is Effective
- ▶ Deliver a One Minute Presentation on an Assigned Topic

Thursday

July 28, 2016

Behavior-Based Safety: Fundamentals & Implementation

Behavioral safety is the application of behavior analysis to work, specifically, safe and unsafe performance of a task. Using scientific principles of motivation, systems are analyzed to identify what is motivating safe or unsafe performance. For example, people take safety shortcuts because they are motivated by the certain and immediate consequence of saving a little time and they are not motivated by the fairly uncertain and unlikely consequence of getting hurt. Systems can then be modified or implemented to improve performance in a positive method. Implementation will be discussed with an emphasis on providing examples from companies who have used behavioral safety successfully.

- ▶ Understanding antecedents and consequences of performance.
- ▶ Analyzing the context of performance to develop strategies for change.
- ▶ Targeting performance that is a good candidate for improvement.
- ▶ Developing a behavior-based safety system that works for your company.



For additional seminar dates and locations visit our website at:

www.michigan.gov/mioshatraining

New

MIOSHA Education Training Materials Have Gone Electronic

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

Before this program, registered attendees 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, 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.



Registration Information and Form

4 Ways To Register



By Mail:

Fill out application below and mail to:

Marilyn Cole
M-TEC at Kirtland - Gaylord
60 Livingston Blvd.
Gaylord, MI 49735



By Phone:

(989) 705-3600



By Fax:

Fax application to:
(989) 705-3602



By Email:

Mtec@kirtland,edu

Yes! Enroll Me Today!

Six Day MTI Level Two Safety & Health Management Boot Camp

Location:

M-TEC at Kirtland - Gaylord
60 Livingston Blvd.
Gaylord, Michigan 49735

Price for All Six Days
\$720

A Great Value!

The Level Two Management MTI Boot Camp has been especially prepared for those students holding a Level One certificate, who have not taken any Level Two MTI Management Track classes, and have the responsibility for implementing safety and health systems. As such, attendees shall be required to sign-up for the entire six day MTI Boot Camp. Under this format, no refunds or make-ups will be available. If a student misses one or more days of the class for which they wish to receive credit, they shall be required to take and pay for the same class at a different time and location.

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

MIOSHA reserves the right to change the curriculum as needed for the Level Two Management certificate.

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

The MTI Level Two Safety & Health Management Boot Camp is accessible and barrier free. Please contact either the Kirtland Community College or the MIOSHA 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) 284-7720 at least 30 days before the program. The Department of Licensing and Regulatory Affairs is an equal opportunity employer/program.

www.michigan.gov/lara

Please provide the following information:

Name: _____
Personal Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Birthdate: _____ (Needed for Registration)
Email Address: _____
Number Attending: _____ @ \$720 each = \$ _____

Please Enclose Check or Money Order Payable Made Payable To:
Kirtland Community College

Payment Method	Charge this registration to:
<input type="checkbox"/> MasterCard	Credit Card Holder Name: _____
<input type="checkbox"/> Visa	Credit Card Number: _____
	Expiration Date: _____ (mm/yy)
	Signature: _____

This class is limited to two people from one company.
Class Size: 25 students.