

An Informative Full-Day Seminar:



Effective Safety & Health Training

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 . . .

Many MIOSHA standards require employers to provide employees with training. This course 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.

Required Class for
Safety & Health
Management Systems
Level Two
MTI Certificate

Agenda

We offer a flexible program agenda to emphasize the health and safety topics you want most.

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

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.

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

Karen was appointed to the Consultation Education and Training Division of MIOSHA in 1992. She is a Senior Occupational Safety Consultant working in Oakland County providing consultative advice and training opportunities for both employers and employees. Prior to her position at the agency, Karen worked as a Loss Control Consultant in the insurance industry, which gave her insight to workers' compensation, property and liability issues while assisting clients with their safety programs.

Karen graduated from Grand Valley State University with a Bachelor's degree in Occupational Safety and Health.



Karen Odell

*Senior Occupational Safety Consultant
MIOSHA, CET Division*

Program Details

DATE:	October 26, 2016	TIME:	Check-in - 8:30 a.m. Program - 9:00 a.m. to 4:00 p.m.
LOCATION:	Howell Chamber of Commerce 123 E. Washington Street Howell, Michigan 48843	DEADLINE:	Register by October 21, 2016 Please register early!
COST:	\$120 per person. Includes warm lunch and course materials. Certification/Maintenance Points Available	CONTACT:	Janie Willsmore - 517-546-3920 or jwillsmore@howell.org

Inclement Weather Line: 517-672-6739

COSPONSOR: Howell Chamber of Commerce Foundation

How to Register

Effective Safety & Health Training

Four Easy Ways to Register . . .

- ▶ **Phone:** 517-546-3920
- ▶ **Fax:** 517-546-4115
- ▶ **Email:** jwillsmore@howell.org
- ▶ **Mail:** Howell Chamber of
Commerce Foundation
123 E. Washington St.
Howell, MI 48843-2356
Attn: Janie Willsmore

***Complete Separate Registration Form
For Each Attendee***

Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____ *(Required for Registration)*
Credit Card Type: Discover MasterCard Visa
Credit Card # _____
Credit Card Verification Code: _____ Exp. Date: _____
Print Credit Card Holder's Name: _____
Signature: _____

Please enclose check or money order made payable to: Howell Chamber of Commerce Foundation

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.