

**Register Today To Earn Your Complete Level Two Management Certificate!**

Registration Begins: July 1, 2016



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

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

**October 3, 4, 5, 2016  
October 10, 11, & 12, 2016**

**Registration/Sign-in: 8:30 am  
Classes: 9:00 am to 4:00 pm**

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

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

Macomb Community College  
Emergency Services Training Center  
21901 Dunham Road,  
Clinton Township, MI 48036

Week One:	Creating a Positive Safety Culture	Monday, October 3
	Behavior-Based Safety: Fundamentals & Implementation	Tuesday, October 4
	Advanced Accident Investigation	Wednesday, October 5
Week Two:	MIOSHA Recordkeeping and Cost of Injuries	Monday, October 10
	Effective Safety & Health Training	Tuesday, October 11
	Continuous Safety & Health Improvement	Wednesday, October 12

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?

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-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).

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
<b>General Industry Safety and Health</b>								
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
MIOSHA Recordkeeping and Cost of Injuries	1.0		0.6	0.6	6		0.6	1 Day

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

## 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.

## 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.



## 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

## 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).

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



**Tuesday**

**October 11, 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

**Wednesday**

**October 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.



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**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 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.



# Registration Information and Form

## 4 Ways To Register



**By Mail:**

Fill out application below and mail to:

**Madeleine White**  
**Macomb Community College**  
**Health and Safety Training**  
21901 Dunham Road  
Clinton Township, MI 48036



**By Phone:**

(586) 498-4055



**By Fax:**

Fax application to:  
(586) 498-4058



**By Email:**

hst@macomb.edu

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

## Yes! Enroll Me Today!

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

**Location:**

Macomb Community College  
Emergency Services Training Center  
21901 Dunham Road, Room 123  
Clinton Township, Michigan 48036

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

**A Great Value!**

**Please provide the following information:**

Name: \_\_\_\_\_  
Employer's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Number Attending: \_\_\_\_\_ @ \$720 each = \$ \_\_\_\_\_

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

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

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**Class Size: 25 students.**