

## 1 Who Should Attend . . .

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

- ▶ Managers concerned about 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-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).

## 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 health and safety 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.

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

The meeting site and parking are 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 Labor and Economic Opportunity (LEO) is an equal opportunity employer/program.

# Facilitator

Robert Atkins is an Occupational Safety Consultant with the Consultation Education and Training Division of MIOSHA. Robert currently provides consultation and training services for the northwest Michigan counties surrounding Grand Traverse county.

Before working with the State of Michigan, Robert was an Environmental, Health and Safety Supervisor and Plant Sanitation Supervisor. His duties included accident investigation, safety training for new employees, annual safety training for all employees, chair of plant Safety committee, forklift certification and permit holder for storm water, RO water and Non-contact cooling water permits. Additional responsibilities included administration of all plant sanitation events.

Robert has a long work history in food manufacturing and aerospace. He is a graduate of Regis University with a Bachelor's of Science degree in Business and Leadership.



**Robert Atkins**  
*Occupational Safety Consultant*  
MIOSHA, CET Division

## Program Details

DATE: October 5, 2022

LOCATION: Wexford-Missaukee Career Technical Center  
9901 E. 13th Street  
Cadillac, Michigan 49601

COST: \$94 per person.  
Includes course materials.  
Certification/Maintenance Points Available

TIME: Check-in - 8:30 a.m.  
Program - 9:00 a.m. to 1:00 p.m.

DEADLINE: Register by September 28, 2022  
Please register early!

CONTACT: Jennifer Gaffke – 231-876-2210  
or [jgaffke@wmisd.org](mailto:jgaffke@wmisd.org)

**COSPONSOR: Wexford-Missaukee Career Technical Center**

## How to Register

Job Safety Analysis Made Easy

### Four Easy Ways to Register . . .

- ▶ **Phone:** 231-876-2210
- ▶ **Fax:** 231-876-2212
- ▶ **Email:** [jgaffke@wmisd.org](mailto:jgaffke@wmisd.org)
- ▶ **Mail:** Jennifer Gaffke  
Wexford-Missaukee  
Career Technical Center  
9901 E. 13th Street  
Cadillac, Michigan 49601

**Please Make Check or Money Order  
Payable to: Wexford-Missaukee ISD**

### Complete Separate Registration Form For Each Attendee

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ *(Required for Registration)*  
Credit Card # \_\_\_\_\_ Verification Code: \_\_\_\_\_  
MasterCard  VISA  Exp. Date: \_\_\_\_\_  
Print Credit Card Holder's Name: \_\_\_\_\_  
Credit Card Billing Address: \_\_\_\_\_

***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.