



West Texas Safety Training Center

SafeLand USA Outline

Lesson 1- Introduction

- Importance of Training
- Introduction topics covered in Course
- Four Keys of Safety
 - Leadership – Knowledge - How to Recognize Hazards - Controlling Hazards
- Responsibilities of Owner, Employer, Employee
- OSHA Reporting

Lesson 2- Process Safety Management (29CFR1910.119)

- Introduction
- 14 Sections of PSM
- Process Hazard Analysis
- Pre-Startup Safety
- Employee Training
- Contractors
- Mechanical Integrity
- Non-Routine/Hot Work Authorization
- Managing Change
- Compliance Audits

Lesson 3- General Rules and Emergency Response

- Plant Entry and Security
- Prohibited Items: Guns – Weapons - Cell Phones - Cameras
- Controlled Substance Policy to include Medications
- Smoking Restrictions and Rules
- Job Site Maintenance
- Cleaning Chemical Spills
- Vehicle and Equipment Rules/Cranes/Forklifts
- Work Permits: Safe Work - Confined Space - Hot Work - Line Breaking - Lockout/Tagout
- Confined Space
- Signs, signals, Tags, barriers, & Barricades
- Back Safety/Ergonomics
- Bloodborne Pathogens: Discussion of types - Universal Precautions - Training requirements to clean up BBP

Lesson 4- HAZCOM (29CFR1910.1200)

- Right-To-Know Standard Requirements
- Basics of HAZCOM Standard
- Elements of HAZCOM program
- Labeling Requirements for Containers
- Definition of “Container”
- Labels- NFPA & HMIS
- Discussion of Globally Harmonized Labeling System (GHS)
- SDS requirements
- Training Requirements for HAZCOM
- Description of Physical and Health Hazards
- Discussion on Lead
- Discussion on Asbestos
- Discussion on Radiation
- Globally Harmonized System Addition

Lesson 5- Personal Protective Equipment (29CFR1910.132-138)

- Discussion of the basics of the PPE standards
- Hazard Assessment Guidelines
- Controlling Hazards using Engineering Controls and Administrative Controls
- PPE Training requirements
- Eye and Face Protection
- Head Protection: Class C, G, and E hard hats
- Foot Protection
- Hand Hazards/Injuries
- Hand Protection
- Cleaning and Maintenance
- Flame Resistant Clothing (FRC)

Lesson 6- Respiratory Protection (29CFR1910.134)

- OSHA Requirements for Respiratory
- Controlling airborne hazards
- Respiratory Hazards
- Types of Respirators
- Air Purifying Respirators
- Types of Respirator Cartridges: Particulate Filters - Gas and Vapor Cartridges - Combination Filters - Color-coding for Cartridges
- Air-Supplying Respirators
- Fitting a Respirator
- Maintenance and Care of Respirators
- Training Requirements for Respiratory Protection

Lesson 7- Hearing Conservation (29CFR1910.95)

- OSHA Requirements
- Areas of Focus:
 - How noise affects your hearing
 - The purpose of hearing protectors
 - The types of hearing protectors and their related advantages and disadvantages
 - How to select, fit, use and care for your hearing protection
 - Audiometric testing
- Noise levels in everyday activities
- Noise levels that cause hearing loss
- Symptoms and Effects of Overexposure to Noise
- Engineering and Administrative Controls to Noise Exposure
- Standard Threshold Shift
- Types of Hearing Protection
- Hearing Protection requirements
- Training requirements
- INTERACTIVE – Instructor will demonstrate how to properly don or insert Ear Plugs.

Lesson 8- Electrical Safety Work Practices (29CFR1910.331-335)

- OSHA Requirements
- Definitions Qualified and Unqualified Workers
- Unsafe Work Practices
- De-energized v/s Energized Equipment
- Training requirements for Qualified and Un-qualified workers
- Energized Circuits/Overhead Lines
- Equipment Interlocks
- Grounding and GFCI's
- Portable Electrical Equipment

Lesson 9 – Lockout / Tagout (29CFR1910.147)

- Definition of Lockout and Tagout
- Energy sources that can be controlled using LOTO procedures
- LO/TO Procedures
- LO/TO guidelines

Lesson 10- Fall Protection(29CFR1926 Subpart M)

- Definitions of Floor Hole, Floor Opening, and Wall Opening
- Safe work practices to avoid fall hazards
- Fall Prevention requirements for covers, stairs, and open-sided platforms
- Ladder Safety/Types of Ladders
- Duty Ratings
- Ladder Site Selection
- Securing Ladder
- 4 to 1 Rule
- 3 Points of Contact
- Ladder Inspection Requirements

Lesson 11 – Scaffolds (29CFR1926 Subpart L)

- Introduction into Scaffolds
- Types of Scaffolds
- Define: Scaffold User - Competent Person - Qualified Person
- Scaffold Safety Requirements and Duty Rating
- Scaffold Access Requirements
- Fall Protection/Prevention Training Requirements
- Potential areas of Fall Hazards
- Employee requirements for using fall protection
- Personal and Environmental Factors for a potential fall
- Fall Arrest Equipment/Fall Prevention Systems
- Free-fall and Deceleration distances
- Requirements for anchorage points
- Vertical and Horizontal Lifelines
- Suspension Trauma or Orthostatic Intolerance
- Positioning devices
- Fall protection device inspection requirements

Lesson 12- Excavation, Trenching and Shoring

- OSHA Requirements
- Definitions of Excavations, Trenches, Shoring, and Shielding
- Definition of Competent Person
- Potential Hazards
- Protective Systems
- Means of Egress
- Hazardous Atmospheres in Excavations
- Excavation Safety

Lesson 13- Job Hazard Analysis

- Description of JHA
- Four main elements of a JSA/JHA: The worker - The task - The tools - The work environment
- Benefits of JHA/JSA
- Job Selection
- Break Job Into Steps
- Hazard Elimination or Reduction using Engineering controls or Administrative controls
- Various names for JSA/JHA's
- INTERACTION – Detailed Discussion of a JSA and the sections of a JSA.

Lesson 14 - Emergency Action Plan

- EAP requirements for various worksites
- Emergency Actions
- Emergency Evacuations
- Warning systems and alarms
- Accident Reporting
- INTERACTION – Emergency Evacuation actions

Lesson 15 – Fire Prevention

- Definition of Fire
- Elements needed for a fire to occur
- Classes of Fire and Fire Prevention methods for each
- Using a portable Fire extinguisher
- Stop, Drop, and Roll for clothing fire
- INTERACTION – Classes of fires quiz

Lesson 16 – General Safety

- Incident Reporting and Investigation
- Accident Prevention Signs and Tags
- Hand Safety
- Behavioral Safety
- Drug and Alcohol Abuse
 - Government Regulations/Company Requirements
 - Defined/where posted
 - Contractor
 - E&P Operator (if different)
 - Supervisor responsibilities, training, reasonable suspicion
 - Employee Awareness: Effects and Consequences
 - Searches and seizures
 - Testing
 - Reporting of prescription medications
 - Prohibit drug paraphernalia
- Intervention and Stop Work Authority
- Simultaneous operations/communications
- Chain of Command / Reporting Structure
- Worksite Hazards - Types
 - Electric (shock)
 - Mechanical (caught between/struck by)
 - Gravity (dropped objects)
 - Pressure (air, drilling mud, gas)
- Prevention of Workplace Violence
 - Recognition of
 - Responsibility to Report
- No horseplay or practical jokes
- Observe smoking restrictions
- Housekeeping
 - Importance
 - Proper housekeeping practices
 - Proper storage
 - Walkways and aisles
 - Spills and trip hazards
 - On the job
 - Signs, cones, barriers and barricades

- Practice respect for co-workers
 - No ethnic, racial, religious or sexual harassment or jokes
 - No profanity
 - No excessive noise
 - Proper dress on and off duty / Attend to personal hygiene
- Overview of Fire Safety
- Other Personal Protective Equipment
- Safe Driving Practices
 - Valid driving licenses, certifications, endorsements
 - Journey management (trip planning)
 - Load securement, offloading
 - Vehicle condition/Inspection
 - Driving practices
 - Texting while driving
 - Motor vehicle laws
 - Defensive driving
 - Vehicle safety restraints (seat belts, airbags)
 - Road hazards/adverse weather – (road conditions – wildlife)
 - Parking (back in, location hazards)
 - No cell phone use while driving/Driving distractions
 - Driving under the influence
 - Fatigue and regulated rest periods
- Excavation Safety
 - Regulatory Requirements
 - Role of Site Worker, Competent Person
 - Work Practices
 - Hazards Relating to Excavation/Trenching Work
 - Identification of underground hazards
 - Call before digging (ONE CALL (811))
 - Methods of Protection from Excavation Hazards
 - Use of Personal Protective Equipment
 - Procedures Regarding Hazardous Atmospheres
 - Emergency and Non-entry Rescue Procedures
- PITS AND PONDS
 - Types
 - Purposes
 - Safety Precautions When Working Around
- Short Service Employee Process
- Emergency Response Plans
- Wildlife
- Adverse Weather Conditions
- Communication

Lesson 17 – Materials Handling

- Materials Handling Equipment
- Forklift Safety
- Cranes, Rigging, & Tag Lines
- Working With Hand Tools
- Cheater Bar / Pipe

Lesson 18 – First Aid

- First Aid
- Bloodborne Pathogens
- Universal Precautions

Lesson 19 – Confined Space

- Examples of confined space / Hazards
- Roles and responsibilities
- Procedures / Training

Lesson 20 – Electrical

- Electrical Safety
- Work near Energized Components
- Overhead Line Safety
- Electrical Hazards

Lesson 21 – Walking-Working Surfaces

- Guarding Openings and Holes
- Floor Openings
- Wall Openings
- Stairways and Handrails

Lesson 22 – Environmental

- Regulations, Compliance and Reporting
- Roles and Responsibilities
- Hazardous Waste
- Spill Response (HAZWOPER) and Reporting
- Transportation of HAZMAT (Hazardous Materials)

Lesson 23 – Industrial Hygiene and Occupational Health

- Purpose
- Types of Health Hazards
- Mechanism of Exposure
- Roles and Responsibilities
- Monitoring and Mitigation
- Common Hazards
 - NORM
 - H₂S
 - Benzene
 - Toluene
 - Carbon Dioxide and Nitrogen
 - Lead
 - Mercury
 - Diethanolamine
 - Hexavalent Chromium
 - Methanol
 - Respirable Crystalline Silica
 - Inhalant Hazards
 - Temperature Extremes
 - Biological Agents