



On-Site Consultation Program Training Schedule

New York State
Department of Labor



FREE TRAINING

July—December 2004

Training Programs for New York State Businesses...

In order to assist employers in providing a safe and healthful workplace for their workers, the On-Site Consultation Program is offering free training on a variety of OSHA related topics. Our training staff will help guide you through the steps you must take to create a safer, healthier work environment, and help you comply with the OSHA regulations. ***Training is provided at no cost.***

OSHA's Revised Recordkeeping Rule

This course is for companies that are required to keep records of occupational illnesses and injuries for OSHA compliance. The revised rule has many significant changes and attendees will receive the new 300, 300A and 301 forms. You will learn how to determine what injuries are recordable per the revised rule.

December 7, 2004

Cooperative Extension
810 Upper Front Street
Binghamton, NY
12:30 p.m.—3:30 p.m.
Mark Sliker

December 9, 2004

NYS Department of Labor***
120 Bloomingdale Road
Room 202
White Plains, NY
9:00 a.m.—12:30 p.m.
David Domingo

December 14, 2004

Henrietta Town Hall
475 Calkins Road
Henrietta, NY
9:00 a.m.—12:00 p.m.
Regina Gentry

December 14, 2004

OCM BOCES
6820 Thompson Road North
East Syracuse, NY
9:00 a.m.—12:00 p.m.
Mark Sliker

December 17, 2004

NYS Department of Labor***
70 Elizabeth Blackwell Drive
Geneva, NY
9:00 a.m.—12:00 p.m.
Regina Gentry

December 21, 2004

NYS Department of Labor***
345 Hudson Street
Room 6308
New York, NY
9:00 a.m.—12:30 p.m.
Chaya Cohen

Preventing Workplace Violence

This course is designed to help you identify methods and strategies to address the prevention of workplace violence. A discussion will be held on what steps you need to take to help prevent workplace violence situations.

September 14, 2004

Cooperative Extension
810 Upper Front Street
Binghamton, NY
12:30 p.m.—3:30 p.m.
Mark Sliker

September 23, 2004

Bayridge Fire Department
1080 Bay Road
Queensbury, NY
1:00 p.m.—3:30 p.m.
Suzanne Waltz

November 3, 2004

NYS Department of Labor***
345 Hudson Street
Room 6308
New York, NY
9:00 a.m.—12:30 p.m.
Chaya Cohen

November 16, 2004

Henrietta Town Hall
475 Calkins Road
Henrietta, NY
9:00 a.m.—12:00 p.m.
Regina Gentry



November 19, 2004

Richmond Memorial Library
19 Ross Street
Batavia, NY
9:00 a.m.—12:00 p.m.
Regina Gentry

Accident Investigation

Even the best Accident Prevention Program cannot eliminate every incident or accident. However, something can be learned from each incident so it does not happen again. This session is designed to help you learn how to investigate all incidents in your workplace and how to use that information to prevent similar events from occurring in the future.

October 7, 2004

NYS Department of Labor***
120 Bloomingdale Road
Room 202
White Plains, NY
9:00 a.m.—12:30 p.m.
David Domingo

October 19, 2004

Henrietta Town Hall
475 Calkins Road
Henrietta, NY
9:00 a.m.—12:00 p.m.
Regina Gentry

October 21, 2004

NYS Department of Labor***
400 Oak Street
Conference Room
Garden City, NY
9:00 a.m.—12:30 p.m.
David Domingo

Developing a Accident Prevention Program

This course will address how to start safety committees. It will include who should be included, what subjects should be addressed, and a brief overview on how to conduct a job hazard analysis for your company's work operations.

July 15, 2004

NYS Department of Labor***
State Office Building Campus
Building 12—Training Room D
Albany, NY
9:30 a.m.—12:00 p.m.
Suzanne Waltz

August 17, 2004

SUNY Plattsburg
Yokum Hall
Broad Street
Plattsburgh, NY
1:00 p.m.—3:30 p.m.
Suzanne Waltz

November 16, 2004

Bayridge Fire Department
1080 Bay Road
Queensbury, NY
1:00 p.m.—3:30 p.m.
Suzanne Waltz

Emergency Evacuation

Learn how to provide your employees with the information they need to react in a positive manner to an emergency at your workplace. Attendees will receive sample programs, information about proper evacuation procedures, instructions on the OSHA standard, and how to conduct workplace evacuations.

October 7, 2004

Cooperative Extension
810 Upper Front Street
Binghamton, NY
12:30 p.m.—3:30 p.m.
Mark Sliker



October 29, 2004

Richmond Memorial Library
19 Ross Street
Batavia, NY
9:00a.m.—12:00 p.m.
Regina Gentry

Excavation and Trenching

Numerous fatalities and injuries occur to workers each year in excavation and trenching accidents. To better protect workers, this course is being offered to those engaged in excavation and trenching activities. The course will include definitions, hazards associated with these activities, preplanning, protective systems, methods of soil analysis and real life case histories. Are you a competent person? Are you sure? Attend this class and find out.

October 21, 2004

NYS Department of Labor***
State Office Building Campus
Building 12—Training Room E
Albany, NY
9:30 a.m.—12:00 p.m.
Suzanne Waltz



Lockout/Tagout **(Control of Hazardous Energy)**

This course is for all employers who have workers who perform servicing and/or maintenance on machinery or equipment and who are exposed to the unexpected energizing, start-up or release of hazardous energy. Energy sources include electricity, steam, hydraulic, pneumatic, mechanical, chemical, and thermal. Learn how to establish a Lockout/Tagout Program consisting of energy control procedures, employee training, and inspection procedures in order to protect workers from serious injury and death.

September 9, 2004

NYS Department of Labor***
120 Bloomingdale Road
Room 202
White Plains, NY
9:00 a.m.—12:30 p.m.
David Domingo

September 23, 2004

NYS Department of Labor***
400 Oak Street
Conference Room
Garden City, NY
9:00 a.m.—12:30 p.m.
David Domingo

October 26, 2004

Cooperative Extension
810 Upper Front Street
Binghamton, NY
12:30 p.m.—3:30 p.m.
Mark Sliker

Slips, Trips and Falls

A review of many injury and illness logs often reveal a variety of slips, trips or falls that result in lost time or restricted work injuries. Help lower your Lost Work Day Rate by understanding the nature of these incidents and some simple measures you can take to eliminate them.

September 17, 2004

Richmond Memorial Library
19 Ross Street
Batavia, NY
9:00 a.m.—12:00 p.m.
Regina Gentry

September 21, 2004

Henrietta Town Hall
475 Calkins Road
Henrietta, NY
9:00 a.m.—12:00 p.m.
Regina Gentry

September 22, 2004

NYS Department of Labor***
345 Hudson Street
Room 6308
New York, NY
9:00 a.m.—12:30 p.m.
Chaya Cohen

September 24, 2004

NYS Department of Labor***
70 Elizabeth Blackwell Drive
Geneva, NY
9:00 a.m.—12:00 p.m.
Regina Gentry



November 18, 2004

NYS Department of Labor***
State Office Building Campus
Building 12—Training Room A
Albany, NY
9:30 a.m.—12:00 p.m.
Suzanne Waltz

Chemical Hazard Communication

Learn how to identify hazardous chemicals that are used in the workplace. The training includes the requirements of OSHA's Hazard Communication Standard, written program, MSDS (Material Safety Data Sheets), chemical labeling, and employee training. A training exercise in how to read a MSDS is also conducted.

September 28, 2004

NYS Department of Labor***
345 Hudson Street
Room 6308
New York, NY
9:00 a.m.—12:30 p.m.
Chaya Cohen

Emergency Response Planning

How to prepare a workplace plan of action for fire, medical emergencies, natural disasters, chemical releases, acts of violence and other emergency situations, whether they occur at your facility or surrounding area.

October 26, 2004

NYS Department of Labor***
345 Hudson Street
Room 6308
New York, NY
9:00 a.m.—12:30 p.m.
Chaya Cohen

Personal Protective Equipment

Training includes an introduction to the various types of PPE (Personal Protective Equipment), such as eye protection, gloves, respirators, etc. How to do a job assessment for PPE, including documentation, OSHA Standards requirements, and evaluating the purposes, use, care and limitation of various PPE are presented.

November 4, 2004

NYS Department of Labor***
120 Bloomingdale Road
Room 202
White Plains, NY
9:00 a.m.—12:30 p.m.
David Domingo



November 18, 2004

NYS Department of Labor***
400 Oak Street
Conference Room
Garden City, NY
9:00 a.m.—12:30 p.m.
David Domingo

Job Hazard Analysis

Identify, then eliminate or reduce, workplace hazards before they injure your employees. Learn how to break tasks down into their component parts, determine what can go wrong at each step, and take action to prevent problems before they happen. This course is intended for industrial hygiene, safety officers, safety committee members, in-house inspection teams, managers, supervisors and employees with safety and health responsibilities in all workplace settings.

September 21, 2004

Cooperative Extension
810 Upper Front Street
Binghamton, NY
12:30 p.m.—3:30 p.m.
Mark Sliker

October 12, 2004

OCM BOCES
6820 Thompson Road North
East Syracuse, NY
9:00 a.m.—12:00 p.m.
Mark Sliker

October 13, 2004

NYS Department of Labor***
345 Hudson Street
Room 6308
New York, NY
9:00 a.m.—12:30 p.m.
Chaya Cohen

Office Ergonomics

Office work, traditionally seen as “safe,” can cause painful and expensive injuries and musculoskeletal disorders. Learn how to identify risk factors and prevent injuries with common-sense fixes for common problems, including computer workstation design.

September 8, 2004

NYS Department of Labor***
345 Hudson Street
Room 6308
New York, NY
9:00 a.m.—12:30 p.m.
Chaya Cohen



November 9, 2004

OCM BOCES
6820 Thompson Road North
East Syracuse, NY
9:00 a.m.—12:00 p.m.
Mark Sliker

Ergonomics for Manufacturing and Construction

Common industrial tasks cause expensive and debilitating injuries and musculoskeletal disorders. Learn how to identify risk factors and prevent injuries with common-sense fixes for common problems, including, lifting, reaching, bending and repetitive motion.

November 9, 2004

NYS Department of Labor***
345 Hudson Street
Room 6308
New York, NY
9:00 a.m.—12:30 p.m.
Chaya Cohen



Please register with the appropriate trainer for the seminar that you would like to attend.

Regina Gentry
Gentry.Regina@dol.gov
NYS Department of Labor
On-Site Consultation Program
109 South Union Street
Room 402
Rochester, New York 14607
(585) 258-4572—Phone
(585) 258-4593—Fax

Chaya Cohen
Cohen.Chaya@dol.gov
NYS Department of Labor
On-Site Consultation Program
345 Hudson Street
Room 7013
New York, New York 10014
(212) 352-6124—Phone
(212) 463-0852—Fax

Suzanne Waltz
Waltz.Suzanne@dol.gov
NYS Department of Labor
On-Site Consultation Program
Building 12—Room 168
State Office Building Campus
Albany, New York 12240
(518) 457-2810—Phone
(518) 457-1639—Fax

David Domingo
Domingo.David@dol.gov
NYS Department of Labor
On-Site Consultation Program
120 Bloomingdale Road
White Plains, New York 10605
(914) 997-9511—Phone
(914) 946-6705—Fax

*****NOTE*****
**Training held at all
New York State
Department of Labor
Facilities require
Photo Identification for
entry into the building.**

Mark Sliker
Sliker.Mark@dol.gov
NYS Department of Labor
On-Site Consultation Program
450 S. Salina Street—Room 401
Syracuse, New York 13202
(315) 479-3205—Phone
(315) 479-3451—Fax

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Registration Form

Course Date: _____ Course Subject: _____

Course Trainer: _____

Course Location: _____

Name: _____

Employer: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

Would you like to be placed on our e-mail list for future training course schedules? Yes No



Register Early—Space is Limited
(Advance Notification of Cancellation is Appreciated)

STAMP



On-Site Consultation Program



Put us to work for you

***George E. Pataki, Governor
Linda Angello, Commissioner of Labor***

“Economic Growth through Workforce Development”