



# *Virginia Department of Labor and Industry*

## *Training Catalog*

### *2009 - 2010*



#### TRAINING LOCATIONS

**CLICK ON TITLE FOR DIRECTIONS**

<p><a href="#"><u>Augusta County Government Center</u></a> 18 Government Center Lane Verona, VA 24482</p>	<p><a href="#"><u>VDOT – Hanging Rock Bridge Office (Salem)</u></a> 1541 Thompson Memorial Drive Salem, VA 24153</p>	<p><a href="#"><u>Southern Air HVAC</u></a> 2655 Lakeside Drive Lynchburg, VA 24501</p>
<p><a href="#"><u>VDOT Maintenance Training Academy (Thornburg)</u></a> 4926 Mudd Tavern Road Woodford, VA 22580</p>	<p><a href="#"><u>Virginia Transportation Research Council</u></a> 530 Edgemont Road Charlottesville, VA 22903</p>	<p><a href="#"><u>VDOT Norfolk Residency Office</u></a> 1992 South Military Highway Chesapeake, VA 23320</p>
<p><a href="#"><u>Training Registration Form</u></a> Microsoft Word</p>	<p><a href="#"><u>VDOT Salem District Auditorium</u></a> 731 Harrison Avenue Salem, VA 24153</p>	<p><a href="#"><u>Training Registration Form</u></a> Adobe Acrobat</p>

## V7201 – Bloodborne Pathogens

---

**Course Description:** This course explains the regulatory measures required to protect employees from the hazards of occupational exposure to blood and other potentially infectious materials containing bloodborne pathogens, such as hepatitis B virus (HBV), and immunodeficiency virus (HIV). Topics of discussion will include applicable definitions, infection control, engineering and work practice controls, universal precautions, personal protective equipment, housekeeping, medical evaluations, warning signs, labels and labeling systems, and employee training.

**Course Length:** 4 Hours (0.5 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
February 17, 2010	10:30 a.m. – 3:30 p.m.	VDOT Maintenance Training Academy (Thornburg) – Woodford, VA
February 25, 2010	8:30 a.m. – 12:30 p.m.	Augusta County Government Center – Verona, VA
March 2, 2010	12:30 p.m. – 4:30 p.m.	Southern Air HVAC, Lynchburg, VA (Limited Parking – Car Pooling Encouraged)
April 15, 2010	8:00 a.m. – 12:00 p.m. (Noon)	VDOT Norfolk Residency Office – Chesapeake, VA

## V7300 – Confined Space Standard In Virginia (OSHA’s Permit-Required)

---

**Course Description:** This one-day course discusses the requirements of OSHA’s permit-required confined space standard, 29 CFR 1910.146 and 16VAC25-140. It is designed for small employers or a designated representative (line supervisor or manager) with the responsibility to develop a permit space program. It covers OSHA’s requirements and does feature hands-on sections (instrumentation and control methods, rescue, and atmospheric testing). Topics include: scope and definitions; general requirements; permit space program; training requirements; and employee roles and rescue.

**Course Length:** 8 Hours (1 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
February 24, 2010	8:00 a.m. – 5:00 p.m.	Augusta County Government Center – Verona, VA
March 3, 2010	8:00 a.m. – 5:00 p.m.	Southern Air HVAC, Lynchburg, VA (Limited Parking – Car Pooling Encouraged)
April 14, 2010	8:00 a.m. – 5:00 p.m.	VDOT Norfolk Residency Office – Chesapeake, VA

## **V2095 – Cranes in Construction (29 CFR 1926.550 Subpart “N”)**

**Course Description:** This course is designed to familiarize individuals on the various components, and associated elements of cranes. It will cover various types of cranes to include truck mounted, mobile, crawler, and tower. Not only does it cover various types, it also includes hydraulic and lattice boom cranes with a multitude of situations and conditions in which cranes are operated. The course will address numerous hazards associated with operating cranes in adverse weather conditions, situations that may create hazards to the operators and bystanders alike, and in locations that test the limits, as well as the limitations of these pieces of equipment and associated personnel.

**Seminar Length:** 8 Hours (1 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
January 21, 2010	8:00 a.m. – 5:00 p.m.	VDOT Norfolk Residency Office – Chesapeake, VA

## V2035 – Electrical (Construction – §1926 Subpart “K”)

---

**Course Description:** This course is designed to explain safety standards specific to the construction industry. Topics include: cord-and plug-connected equipment, assured equipment grounding program, ground fault circuit interrupters, and portable generators. Construction specific work safety procedures will also be discussed.

**Course Length:** 4 Hours (0.5 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
January 5, 2010	12:30 p.m. – 4:30 p.m.	VDOT Norfolk Residency Office – Chesapeake, VA
April 1, 2010	8:30 a.m. – 12:30 p.m.	VDOT Hanging Rock Bridge Office (Salem) – Salem, VA

## **V2030 – Electrical (General Industry – §1910 Subpart “S”)**

---

**Course Description:** This course is designed to explain the safety standards specific to general industry. Topics included are: use of extension cords, safe electrical work procedures, ground fault protection, and electrical systems. This class is recommended for those that are involved in scheduling, supervising, and performing electrical work and repairs in the workplace.

**Course Length:** 4 Hours (0.5 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
April 27, 2010	12:30 p.m. – 4:30 p.m.	Virginia Transportation Research Council – Charlottesville, VA
June 17, 2010	8:30 a.m. – 12:30 p.m.	VDOT Norfolk Residency Office – Chesapeake, VA
July 1, 2010	8:30 a.m. – 12:30 p.m.	VDOT Salem District Office (Materials Division), Salem, VA

## V7105 – Evacuation and Emergency Planning

---

**Course Description:** Evacuation and Emergency Planning focuses on OSHA requirements for emergency action plans and fire protection plans. Preparing for emergencies is a basic principle of workplace safety and health. Participants will learn: (1) reasons for emergency action plans and fire prevention plans and when they are required for a workplace; (2) elements of a good evacuation plan; and (3) features of design and maintenance of good exit routes. The optional session for this course will focus on assessment of risk for terrorist attacks and how to utilize OSHA's two matrices, evacuation planning and fire and explosion, as tools in planning for emergencies.

**Course length:** 8 Hours (1 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
November 18, 2009	8:00 a.m. – 5:00 p.m.	VDOT Norfolk Residency Office – Chesapeake, VA
March 31, 2010	8:00 a.m. – 5:00 p.m.	VDOT Hanging Rock Bridge Office (Salem) – Salem, VA
April 28, 2010	8:00 a.m. – 5:00 p.m.	Virginia Transportation Research Council – Charlottesville, VA

## V3010 – Excavation & Trenching Hazard Awareness (§1926 Subpart “P”)

---

**Course Description:** This course is designed to instruct participants on the proper methodology to use when doing any excavation and covers the Standard §1926, Subpart “P”. Topics include: soil classification, shoring techniques, trench boxes, hydraulic bracing/shoring, the competent person, and hazards associated with most types of excavation work. Participants will be made aware of the uses of various techniques used to classify soil, learn the dynamics of ground excavation inspections, determine the use of safety systems (bracing/shoring), learn the hazards associated with excavation work, and discuss soil collapses (failures/cave-ins).

**Course Length:** 4 Hours (0.5 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
December 3, 2009	8:30 a.m. – 12:30 p.m.	Southern Air HVAC, Lynchburg, VA (Limited Parking – Car Pooling Encouraged)
February 23, 2010	12:30 p.m. – 4:30 p.m.	Augusta County Government Center – Verona, VA
March 30, 2010	12:30 p.m. – 4:30 p.m.	VDOT Hanging Rock Bridge Office (Salem) – Salem, VA
May 4, 2010	10:30 a.m. – 3:30 p.m.	VDOT Maintenance Training Academy (Thornburg) – Woodford, VA

## V3110 – Fall Protection

---

**Course Description:** The course is designed to familiarize participants with slip, trip and fall hazards, and will increase employee awareness of the need for good housekeeping on the construction site, and the methods for reporting, eliminating or controlling those known hazards.

**Course Length:** 4 Hours (0.5 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
December 2, 2009	8:00 a.m. – 12:00 p.m.	Southern Air HVAC, Lynchburg, VA (Limited Parking – Car Pooling Encouraged)
April 29, 2010	8:30 a.m. – 12:30 p.m.	Virginia Transportation Research Council – Charlottesville, VA
June 16, 2010	8:00 a.m. – 12:00 p.m.	VDOT Norfolk Residency Office – Chesapeake, VA
June 23, 2010	8:00 a.m. – 12:00 p.m.	Augusta County Government Center – Verona, VA
June 30, 2010	1:00 p.m. – 5:00 p.m.	VDOT Salem District Office (Materials Division), Salem, VA

## V2420 – Hand & Portable Power Tools

---

**Course Description:** This course will provide the basic information related to tool safety, proper use and inspection. Topics of discussion will include the daily inspection process required by the current standard as well as the necessary documentation needed to show the "out of service" program required for employee safety.

**Course Length:** 4 Hours (0.5 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
May 18, 2010	12:30 p.m. – 4:30 p.m.	VDOT Hanging Rock Bridge Office (Salem) – Salem, VA
June 16, 2010	1:00 p.m. – 5:00 p.m.	VDOT Norfolk Residency Office – Chesapeake, VA
June 23, 2010	1:00 p.m. – 5:00 p.m.	Augusta County Government Center – Verona, VA

## V1200 – Hazard Communication (HAZCOM)

---

**Course Description:** This course is designed to provide Managers, Supervisors, and Employees with information necessary to establish Hazard Communication Programs. It will make them aware that they have ***both*** a need and a right to know of the hazards and identities of the chemicals to which they are exposed to in the work environment, and the necessary protective measures to prevent injury or illness. It will assist them in developing an effective Hazard Communication Program by identifying, explaining, and using the four elements of the rule for the purpose of informing employees of the hazards, identities, and protective measures to prevent injury or illness.

**Course Length:** 4 Hours (0.5 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
January 27, 2010	10:30 a.m. – 3:30 p.m.	VDOT Maintenance Training Academy (Thornburg) – Woodford, VA
March 4, 2010	8:30 a.m. – 12:30 p.m.	Southern Air HVAC, Lynchburg, VA (Limited Parking – Car Pooling Encouraged)
May 20, 2010	8:30 a.m. – 12:30 p.m.	VDOT Hanging Rock Bridge Office (Salem) – Salem, VA
June 22, 2010	12:30 p.m. – 4:30 p.m.	Augusta County Government Center – Verona, VA

## V3095 – Lockout/Tagout (LOTO)

---

**Course Description:** This course will provide the necessary information as it relates to 29 CFR 1910.147. Participants will be involved in discussion pertaining to the control of hazardous energy, procedures, protective measures, inspections, training and communications.

**Course Length:** 4 Hours (0.5 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
November 3, 2009	12:30 p.m. – 4:30 p.m.	VDOT Hanging Rock Bridge Office (Salem) – Salem, VA
June 15, 2010	12:30 p.m. – 4:30 p.m.	VDOT Norfolk Residency Office – Chesapeake, VA

## V2040 - Machinery & Machine Guarding

---

**Course Description:** The main focus of this course is to increase the participant's knowledge and skill in proper machine safeguarding techniques and to highlight the benefits of guarding various types of machinery. It is the employer's responsibility to identify and select the safeguard necessary to protect employees and others in the work area, as well as to provide appropriate training in safe work practices. Knowing when and how to properly safeguard machinery can reduce or eliminate the potential for accidents and injuries.

**Course Length:** 8 Hours (1.0 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
November 4, 2009	8:00 a.m. – 5:00 p.m.	VDOT Hanging Rock Bridge Office (Salem) – Salem, VA
March 17, 2010	8:00 a.m. – 5:00 p.m.	Augusta County Government Center – Verona, VA

## V7500 – Occupational Safety and Health Training Course For Construction Hazard Awareness – 10 Hours

---

**Course Description:** The main focus of this course is to provide students the necessary training for them to be able to understand and utilize the 29 CFR 1926 Standards, to include its Sub-Parts and Sections. Upon completion, each student will receive an OSHA 10 Hour Construction Course Completion Card as long as they have completed the 10 contact hours as required by the OSHA Training Institute.

**Course Length:** 10 Contact Hours (2 Days)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
December 9 & 10, 2009	8:00 a.m. – 5:00 p.m.	Augusta County Government Center – Verona, VA

## V8500 – Occupational Safety and Health Training Course For General Industry Hazard Awareness – 10 Hours

---

**Course Description:** The main focus of this course is to provide students the necessary training for them to be able to understand and utilize the 29 CFR 1910 Standards, to include its Sub-Parts and Sections. Upon completion, each student will receive an OSHA 10 Hour Construction Course Completion Card as long as they have completed the 10 contact hours as required by the OSHA Training Institute.

**Course Length:** 10 Contact Hours (2 Days)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
January 6 & 7, 2010	8:00 a.m. – 5:00 p.m.	VDOT Norfolk Residency Office – Chesapeake, VA

## V2200 – Personal Protective Equipment (PPE)

---

**Course Description:** This course will explain the requirements of the OSHA standard for the selection, use, care and maintenance of personal protective equipment used to protect employees. There will be discussions on the selection, design and application of various types of protective equipment and of their limitations.

**Course Length:** 4 Hours (0.5 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
November 19, 2009	8:30 a.m. – 12:30 p.m.	VDOT Norfolk Residency Office – Chesapeake, VA
April 21, 2010	10:30 p.m. – 3:30 p.m.	VDOT Maintenance Training Academy (Thornburg) – Woodford, VA
June 29, 2010	12:30 p.m. – 4:30 p.m.	VDOT Salem District Office (Materials Division), Salem, VA

## V7845 – Recordkeeping

**Course Description:** The course is designed for the person who maintains the injury and illness records. This 4 hour course is designed to assist employers in identifying and fulfilling their responsibilities for posting certain records, maintaining records of illnesses and injuries, and reporting specific cases to OSHA. Several practice sessions are included. Students who successfully complete this course will be able to identify and perform the OSHA requirements for recordkeeping, posting, and reporting and to complete OSHA forms 300, 300A, and 301.

**Course Length:** 4 hours (0.5 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
November 5, 2009	8:30 a.m. – 12:30 p.m.	VDOT Hanging Rock Bridge Office (Salem) – Salem, VA
November 17, 2009	12:30 p.m. – 4:30 p.m.	VDOT Norfolk Residency Office – Chesapeake, VA
December 1, 2009	12:30 p.m. – 4:30 p.m.	Southern Air HVAC, Lynchburg, VA (Limited Parking – Car Pooling Encouraged)
December 8, 2009	12:30 p.m. – 4:30 p.m.	Augusta County Government Center – Verona, VA
December 15, 2009	10:30 a.m. – 3:30 p.m.	VDOT Maintenance Training Academy (Thornburg) – Woodford, VA
December 17, 2009	10:30 a.m. – 3:30 p.m.	Virginia Transportation Research Council – Charlottesville, VA

## V2210 – Respirator Usage

---

**Course Description:** This course is designed to cover respirator-related provisions of OSHA’s standards to comply with 29 CFR 1910.134, as well as all of the provisions addressing respirator use, selection, and fit testing. It will also address the required and voluntary usage of respiratory protection equipment under the general industry standards. It covers the requirements for a written program, employee training, medical evaluation, and fit-testing. The procedures presented cover the necessary steps for selection, proper use, and care of respirators to ensure adequate air quality, quantity, and flow of breathing air for air purifying as well as atmosphere-supplying respirators, and for regular evaluation of program effectiveness.

**Course Length:** 4 Hours (0.5 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
March 18, 2010	8:30 a.m. – 12:30 p.m.	Augusta County Government Center – Verona, VA
May 19, 2010	8:00 a.m. – 12:00 p.m.	VDOT Hanging Rock Bridge Office (Salem) – Salem, VA

## V2090 – Rigging in Construction

---

**Course Description:** This course is designed to provide a working knowledge of how to select, inspect, maintain, repair or replace material rigging equipment in the work environment. This includes slings made of synthetic web material, wire rope, and made of chain(s). It will show some of the practical applications of the Material Handling requirements within the standard. Each section of the standard(s) will be discussed along with its application to and relationship to other parts of the standard(s).

**Course Length:** 8 Hours (1.0 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
January 20, 2010	8:00 – a.m. – 5:00 p.m.	VDOT Norfolk Residency Office – Chesapeake, VA

## V3080 – Scaffolding

---

**Course Description:** This course is designed to show the application of the Scaffolding standard to particular jobs. Each section of the standard will be discussed along with its application to field erected scaffolds. Topics included are requirements of the competent person, erection & disassembly, inspections, and employee training with emphasis on documentation of inspections and training.

**Course Length:** 4 Hours (0.5 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
December 2, 2009	1:00 p.m. – 5:00 p.m.	Southern Air HVAC, Lynchburg, VA (Limited Parking – Car Pooling Encouraged)
March 16, 2010	12:30 p.m. – 4:30 p.m.	Augusta County Government Center – Verona, VA
March 24, 2010	10:30 a.m. – 3:30 p.m.	VDOT Maintenance Training Academy (Thornburg) – Woodford, VA
April 13, 2010	12:30 p.m. – 4:30 p.m.	VDOT Norfolk Residency Office – Chesapeake, VA
May 6, 2010	10:30 a.m. – 3:30 p.m.	Virginia Transportation Research Council – Charlottesville, VA
May 19, 2010	1:00 p.m. – 5:00 p.m.	VDOT Hanging Rock Bridge Office (Salem) – Salem, VA

## **V3020 – Welding, Cutting, & Brazing Safety Awareness**

---

**Course Description:** This course is designed to provide supervisors and individual employees with the working knowledge required to comply with the OSHA Standards relating to the welding safe work practices required in Construction and General Industry.

**Course Length:** 4 Hours (0.5 Day)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
January 19, 2010	12:30 p.m. – 4:30 p.m.	VDOT Norfolk Residency Office – Chesapeake, VA
June 24, 2010	8:30 a.m. – 12:30 p.m.	Augusta County Government Center – Verona, VA
June 30, 2010	8:00 a.m. – 12:00 p.m.	VDOT Salem District Office (Materials Division), Salem, VA