



# SORM Training Course Catalog

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## 15 Passenger Van Safety

**Audience:** Risk managers and operators of 15 passenger vans.

**Size:** 10-30 participants per class; minimum of 10 participants per class for classes outside of Austin when combined with another course.

**Length:** 1.5 hours

This course looks at the unique hazards associated with operating 15 passenger vans. Topics covered include:

- van accident facts; the primary mechanism of van rollover accidents;
- van driving tips;
- a NTSB case study conducted on a tragic North Texas van accident; and
- steps for an agency van safety program.

This course meets the National Highway Traffic Safety Administration recommendations that 15 passenger vans be driven by trained personnel. It's recommended that students complete a Driving Safety course prior to attending.

## Accident Investigation

**Audience:** Claims coordinators, risk managers, supervisors, and workers' compensation investigative staff.

**Size:** 10-40 participants per class.

**Length:** 3 hours

This program focuses on the human element in determining root cause(s) involved in a mishap. Several analytical models are introduced and the concepts applied through group exercises using "thinking out-of-the-box" approach.

## Additional Duty Safety Officer (ADSO) Orientation

**Audience:** Newly appointed additional duty safety personnel.

**Size:** 10-30 participants per class; minimum of 20 participants per class for classes outside of Austin.

**Length:** 7 hours

A basic overview of essential safety elements expected in an effective, proactive mishap prevention program. The four components covered are:

- **Historical Perspective:** A basic overview of a safety program and the interaction of safety and applicable provisions of the Texas Workers' Compensation Act. The focus is on prevention.
- **Hazard Identification:** This section deals with identifying and reporting safety issues or concerns focusing on work conditions and work practices. The emphasis is on prevention through motivation and involvement of all employees in identifying and reporting mishap potentials.
- **Mishap Investigation:** This portion of the program focuses on the human element in determining root cause(s) involved in a mishap. Several analytical models are introduced and the concepts applied through group exercises using a "thinking out-of-the-box" approach.
- **Training:** Participants will learn how to implement and document functioning safety training modules that are customized to their area of responsibility.

## Anger Management

**Audience:** Any employee.

**Size:** 10-30 participants per class; minimum of 20 participants per class for classes outside of Austin when combined with another course.

**Length:** 1 hour

Anger is an emotion that we all experience. When anger occurs, do we handle it properly? This class examines anger, its causes, and what the effects of anger can be. The discussion includes signs of anger, both outward and hidden, why anger can be both negative and positive, and how anger affects the relationship you have with co-workers. We will also discuss how to handle anger in a more positive manner and give some anger management ideas.

## Confined Spaces

**Audience:** Risk managers, safety officers, supervisors, and employees.

**Size:** 5-25 participants per class

**Length:** 3 hours

This course covers regulations, procedures, and practices to work safely in spaces defined by OSHA and [RMTSA Guidelines](#) as permit-required confined spaces. The course is designed to teach employees to recognize the spaces and their hazards, recognize the health effects of exposure, and the responsibilities for the confined spaces participants.

## Conflict Resolution

**Audience:** Any non-management employees.

**Size:** 10-30 participants per class; minimum of 20 participants per class for classes outside of Austin when combined with another course.

**Length:** 2.5 hours

This course provides state government workers (non-management) with techniques on solving conflicts and developing a plan of action, and also provides some communication skills and problem solving skills in order to help solve conflicts in the workplace.

## Driving Safety

**Audience:** All employees for whom driving is an essential function.

**Size:** 10-30 participants per class; minimum of 20 participants per class for classes outside of Austin.

**Length:** 4 hours

Basics of safe driving are covered in this class. Subjects such as stopping distance, driving while drowsy, road rage, seat belts, and habitual violations will be discussed. Videos, lecture, and class participation and discussion are all used to help inform and remind employees of the rights, responsibilities, and privilege of being behind the wheel. ***This course cannot be used for ticket dismissal.***

## Forklift Safety

**Audience:** Current PIT trainers, Risk Managers

**Size:** 10-30 participants per class; minimum of 10 participants per class for classes outside of Austin.

**Length:** 2 hours

This course is a train-the-trainer class. The course discusses the OSHA and RMTSA guidelines for powered industrial truck (PIT) training and safety. Discussion will also include developing or improving agency PIT training programs to certify PIT operators.

***This is NOT a hands-on training course, and is NOT a forklift operator certification course.***

## HazCom/GHS

**Audience:** New supervisors who have employees who routinely work with and are exposed to chemicals in the workplace. This course is also recommended for new risk/safety managers or those assigned the duty with limited experience in the public sector.

**Size:** 10-30 participants per class; minimum of 20 participants per class for classes outside of Austin.

**Length:** 3 hours

This basic course covers the Texas Hazard Communication Act (HCA), Chapter 502 of the Health and Safety Code, and its companion Act, the Public Employer Community Right-to-Know Act, Chapter 506. It is aligned with GHS, the globally harmonized system of classification and labeling of chemicals. Emphasis will be on:

- Maintaining a written hazard communication program; an outline of minimum requirements that must be met when employees are exposed to hazardous chemicals;
- Purpose and content of a workplace chemical list;
- The purpose and how to read the new Safety Data Sheet (SDS); and recognize the Labeling requirements;
- How to enhance worker comprehension of hazards;
- Facilitate safer handling and use of chemicals.

Complies with required training expectations.

## Heat Safety

**Audience:** Risk managers, supervisors, and employees at all levels.

**Size:** 10-50 participants per class; minimum of 20 participants per class for classes outside of Austin when combined with another course.

**Length:** 1/2 hour, by request

This course covers the impact of heat-related illnesses, both to businesses and the individual employees, why it happens and how to recognize the symptoms and treat the condition.

## Lifting Safety

**Audience:** Supervisors, risk managers, and employees at all levels.

**Size:** 10-30 participants per class; minimum of 20 participants per class for classes outside of Austin when combined with another course.

**Length:** 1 hour, by request

This class takes a look at back safety: what it is; what things to be cautious of; and ways to help safeguard your back on and off the job. Protecting your back at work helps keep productivity up and costs down. But it also helps YOU, the employee.

## Lock Out/Tag Out

**Audience:** Maintenance and facilities workers, supervisors, and risk managers.

**Size:** 10-30 participants per class; minimum of 10 participants per class for classes outside of Austin.

**Length:** 4 hours

Designed for maintenance and facilities workers, this course addresses the practices and procedures necessary to safely disable machinery or equipment, thereby preventing the release of hazardous energy while employees perform servicing and maintenance activities. The course outlines measures for identifying, controlling, and isolating hazardous energies from electrical, mechanical, and energy sources.

## Office Safety

**Audience:** Any employee who works in an office environment.

**Size:** 10-30 participants per class; minimum of 20 participants per class for classes outside of Austin when combined with another course.

**Length:** 2 hours

This course is designed to give the student a basic overview of office safety. Discover the reasons for slips, trips, and falls in the office and ways to prevent them. The class also recognizes how office housekeeping issues affect safety in the workplace; points out basic office ergonomics and proper load handling and lifting techniques; and explains safe electrical usage and reasons to know the office emergency procedures.

## Personal Safety

**Audience:** All employees.

**Size:** 10-30 participants per class; minimum of 20 participants per class for classes outside of Austin when combined with another course.

**Length:** 2 hours

On or off the job, we are living in a world that many of us did not grow up in. Today, we can face dangers in the form of bombs, biological hazards, chemical hazards, radio-logical hazards, nuclear hazards, elaborate suicides, and terrorism. Situational awareness is the key. This class discusses how to be a tough target for a predator, how to avoid being taken to a private location, how to attract attention to those nearby who can help, and how to have an exit strategy.

## Slips, Trips, and Falls

**Audience:** Risk managers, supervisors, and employees at all levels.

**Size:** 10-30 participants per class; minimum of 20 participants per class for classes outside of Austin when combined with another course.

**Length:** 2 hours, by request

This course covers the causes and preventative measures of slips, trips, and falls in the workplace. Learn the common causes for injuries and how to identify hazards and apply corrective actions. Discusses the reasons for slips, trips, and falls along with identifying unsafe conditions. This course is aimed primarily at maintenance and custodial staff but can be tailored for specific agency requirements.

## Stress Management

**Audience:** Anyone interested in stress reduction.

**Size:** 10-30 participants per class; minimum of 20 participants per class for classes outside of Austin when combined with another course.

**Length:** 1 hour

This course is an introduction to stress management. Class discussion includes defining how stress works, distinguishing the causes and effects of stress in your body, and why stress management is important to your health. Some stress management techniques are included in course materials.