

## JPIA Training Conference Course Descriptions

This list includes course descriptions for the upcoming JPIA Training Conference to be held at the Doubletree Claremont on March 13 and 14, 2019. All courses meet requirements for the JPIA [Professional Development Program](#) (PDP) Specialties including Operations (Ops), Supervisor Basics (Sup) and Human Resources (HR).

### Wednesday March 13, 2019

Course	PDP Specialty	Instructor
<p><b>Traffic Control &amp; Flagger</b></p> <p>Cal/OSHA Construction Safety Orders, Section 1599(f) requires all flaggers to be trained in the proper fundamentals of flagging in moving traffic before being assigned as flaggers. The standard is specific as to what areas should be addressed, including: factors that cause accidents, characteristics of flaggers, work zone layout, hand-signaling procedures, dealing with hostile drivers, and traffic control devices. In addition, the course will cover basic principles for establishing and maintaining proper traffic control throughout a work zone including advance-warning signs, traffic control methods, work zone safety and equipment requirements.</p>	Ops	Jesse Cota
<p><b>Injury and Illness Prevention Program</b></p> <p>Cal/OSHA requires all employers have an effective injury illness prevention program and the IIPP serves as the framework and foundation for breakthrough changes in the way Agencies identify and control hazards leading to a significantly improved workplace health and safety environment. Participants will learn how to develop, implement, and maintain an effective workplace IIPP that meets Cal/OSHA requirements. The course will take an in-depth and hands-on review of an Agency's IIPP assignment of responsibilities and hazard assessment.</p>	Sup, HR	Carol Barake
<p><b>Competent Person: Roles &amp; Responsibility</b></p> <p>We often hear the term "Competent Person" at work, but how many of us know what that really means and when we might need one at workplace? This course will help you identify who can be our Competent Person, and how a person can be trained to be one.</p>	Elective	Peter Kuchinsky II
<p><b>Job Descriptions</b></p> <p>Job descriptions are an essential tool for the workplace. They can be used at every step of employment from hiring through termination, and everything in between. Job descriptions are also important legal documents that may be the key element in a lawsuit. This training will assist management, supervisors, and human resource staff in understanding the importance of job descriptions, their uses and identify key elements. Participants will learn how to organize, and write accurate and objective job descriptions and comply with employment laws. Hands-on exercises will enable participants to return to their workplace to review and update current job descriptions.</p>	HR	Sarah Crawford
<p><b>Hazard Communication</b></p> <p>This course satisfies the general training requirements of OSHA's hazard communication standard 29CFR1910.1200. As this course is not tailored for</p>	Ops	Carol Barake

<p>any specific worksite, some additional training will be required by specific employers at their worksite, such as what chemicals are in their work area, where Safety Data Sheets (SDSs) and the employer's written Hazard Communication program are located. This course will cover Hazard Communication Standard/Global Harmonizing Standard (HCS/GHS) overview; review of common health effects; chemical overview; measurement and exposure limits; other ways of communicating hazards; controlling hazards; emergencies and first aid.</p>		
<p><b>Accident Investigation</b></p> <p>Learn investigation techniques and how to identify accident causes. Learn how to determine the corrective actions needed to prevent future losses.</p>	Sup	Peter Kuchinsky II
<p><b>Insurance Requirements in Contracts (Risk Transfer)</b></p> <p>This course will help participants develop a better understanding of the risk transfer process and how to implement good risk transfer procedures that can help protect their agency from expensive liability claims. It will include an overview of loss exposure, model contract language, insurance requirements, samples of insurance documents such as additional insured endorsements and certificates of insurance, and case study examples. <i>(Meets the Risk Transfer PDP Requirement).</i></p>	HR, Sup	Karen Thesing
<p><b>Fall Protection</b></p> <p>This course will help participants understand the methods of providing and employing fall protection. Included will be a review of Cal/OSHA requirements, fall hazards, and fall prevention and protective systems. The following topics will be highlighted: Hazards associated with fixed ladders, roof operations, guardrails, ladders, falls from heights; fall prevention systems, and fall arrest systems.</p>	Ops	Peter Kuchinsky II
<p><b>Hazard Identification</b></p> <p>This course focuses on the importance of workplace inspections for purposes of identifying and correcting hazards. Participants will be taught how to develop and use workplace inspection checklists and how to develop a process for tracking corrective action. Hazard mitigation, as an interim step to hazard elimination, will be discussed.</p>	Sup, Ops	Jesse Cota
<p><b>Hiring Practices</b></p> <p>In today's busy and litigious world, the importance of making the right hire from the start is critical. Not only will making the right hire save a supervisor's time, energy and stress level, it will also be the most important step to avoid employment practices lawsuits down the road. This course is a step-by-step guide to the many important aspects of making the right hire, including important requirements that are often overlooked. The course will include lecture, video, and group interaction and will provide some handy tools to take back to the workplace.</p>	Sup	Patricia Slaven
<p><b>Onboarding New Staff</b></p> <p>Learn the role of HR, management, and the employee's supervisor in effectively onboarding new staff in a District. You will identify best practices in onboarding new staff and acquire helpful tools, including a checklist to guide the onboarding process from pre-hire through the first year. <i>(Meets the New Employee Orientation PDP requirement).</i></p>	HR, Sup	Sarah Crawford

Thursday March 14, 2019

Course	PDP Specialty	Instructor
<p><b>Trenching &amp; Excavation</b></p> <p>Cal/OSHA standards for trenching and excavating have changed significantly over the years. Every job site must have a "Competent Person" present who has completed training and can demonstrate proficient skills on the job site. This course has been designed to provide agency staff with the classroom portion of the training they need to become that "Competent Person." Topics discussed in this course include: Cal/OSHA requirements, soil classification and pressure determination, shoring systems, trench safety, and when to utilize a professional engineer.</p>	Ops	Peter Kuchinsky II
<p><b>Peer to Boss</b></p> <p>So you now have the position of supervisor or manager, and you are overseeing staff that used to be your peers. The transition can be challenging because you have to represent the organization to your staff, and represent your staff to the organization. In addition, you have to see to it that your staff gets their job done while getting your own work done. This session will highlight areas to focus on so that you avoid the minefields, and introduce a process to use to make your transition a smooth one, while also setting you and your team up for success.</p>	Sup, HR	Patricia Slaven
<p><b>Heat Stress Prevention</b></p> <p>Cal/OSHA has specific regulations to protect employees who work in extreme heat and high humidity. Employers must train their supervisors and workers to recognize the symptoms of heat illness and take steps for prevention. This training will cover: Cal/OSHA's regulations regarding Heat Stress and Illness Prevention, required supervisor training, how to recognize symptoms of heat illness, contributing factors and risks for heat illness, what can be done to prevent heat illness.</p>	Ops	Carol Barake
<p><b>Workplace Violence Prevention</b></p> <p>This course includes many aspects of dealing with violence in the workplace from a management point of view. The content includes a look at policy requirements; warning signs of violent behavior; legal requirements; appropriate action; developing security measures; and an overview of sound practices for dealing with this evolving issue.</p>	Sup, HR	Jesse Cota
<p><b>Documentation</b></p> <p>This course emphasizes the importance of documentation for all personnel-related situations; discusses the right way and wrong way to develop personnel-related documentation; highlights an "easy-to-remember" system to use; reviews corrective action/disciplinary procedures and correlating documentation; points out cautionary areas and provides hands-on development and review of the elements of important written documentation.</p>	Sup, HR	Sarah Crawford

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<p><b>Personal Protective Equipment</b></p> <p>This course will cover the importance of protecting employees from workplace hazards and discuss lines of protection agencies should use. You will leave with knowledge of types of controls and protections necessary to establish and/or implement your agency Personal Protective Equipment (PPE) program.</p>	Ops	Jesse Cota
<p><b>Cal OSHA Inspections</b></p> <p>This course will help participants prepare for all phases of an OSHA inspection and covers the following: The steps to take from the time of notification of an inspection. The actual inspection. What to do in the event of a citation.</p>	Elective	Peter Kuchinsky II
<p><b>Ergonomics</b></p> <p>The purpose of this course is to identify factors contributing to musculoskeletal injuries and to emphasize the importance of implementing workplace and workstation changes that reduce the potential for those injuries. Course participants will take part in a process improvement exercise, giving them an opportunity to practice techniques they can use in their own workplace to identify and reduce the likelihood of ergonomic injuries.</p> <p>The following topics are covered during the training: The economic and operations impact of musculoskeletal injuries, workplace setup and evaluation techniques, factors contributing to office ergonomic injuries, office and field ergonomic problems and solutions, and checklists for identifying problems and solutions.</p>	Sup, HR, Ops	Jesse Cota
<p><b>Nuts &amp; Bolts of Supervision</b></p> <p>This course covers the basics of employment laws in California from a supervisory perspective, raising awareness of the most critical areas. The laws governing employment are very complex. However, if you follow the simple rules outlined in this course, you and your agency will be better prepared to avoid legal difficulties. In addition to these rules of good management, you will also gain a better understanding of the employee/employer relationship and the role of the supervisor in the organization.</p>	Sup, HR	Patricia Slaven