

## **FORKLIFT – TRAIN THE TRAINER cont.**

You bring us the experience in operating forklifts and/or supervising forklift operators and we will give you the training and knowledge required to train your operators

## **CONFINED SPACE ENTRY**

**January 6, 2009** from 8 AM – 4 PM at the Oil Region CareerLink, 255 Elm St., Oil City. Presenter: Dennis Cralley, Cralley Consulting. Cost: \$175. (Lunch on own) Attendees will receive training on; 1) developing a written confined space entry program, 2) evaluating and mitigating the hazards of confined spaces, 3) completing a written confined space entry permit and an entry log, and 4) evaluating and classifying confined spaces at your facility. This course meets the OSHA requirements to qualify employees to the Entrant, Attendant and Entry Supervisor levels

## **ORGANIZING, TRAINING AND CERTIFYING A WORKPLACE SAFETY COMMITTEE: February 10, 2009**

from 11:30 am – 1:30 pm at the Oil Region CareerLink, 255 Elm St., Oil City. Presenter: Dennis Cralley, Cralley Consulting. Cost: \$75 – Includes lunch.

An Employee Safety Committee or Employee Safety Improvement Team can be one of the most effective tools for safety performance improvement at your plant or it can be a self-perpetuating monthly gripe session. To be effective a team should be employee driven but organizationally guided.

The following topics will be covered to help your organization establish and maintain an effective Employee Safety Improvement Team:

- **ORGANIZATION:** Who should be on the team?
- **RESPONSIBILITIES:** What are the team and team member's responsibilities to the organization, employees and the team?  
**MISSION AND GOALS:** THE importance of developing a Mission Statement and setting realistic, measurable, achievable and time bound goals.
- **STRATEGIES FOR ACHIEVING TEAM GOALS:** Tips on developing an implement plan to achieve established goals.
- **ACCOUNTABILITY:** We should expect results from the team, but measuring safety and health performance and holding the team accountable can be challenging.
- **RESOURCES:** You wouldn't expect a department to achieve its goals without proper resources, so why would you a safety team?
- **PA CERTIFICATION:** How to applying for certification and save money on your Workers Comp premiums.
- **PITFALLS TO AVOID:** Learning from our own mistakes and those of others.

**To register please call 814.226.0626 or fill out and return the attached registration form.**

## **Registration Form:**

- I would like to attend – Accident Investigation: Root Cause Analysis on October 29, 2008 at SMI in Strattanville, PA.
- I would like to attend - Forklift Training – Train the Trainer on November 18 at SMI in Strattanville, PA.
- I would like to attend – Confined Space Entry on January 6 in Oil City.
- I would like to attend - Organizing, Training & Certifying a Workplace Safety Committee on February 10 in Oil City.

Please include payment with registration. Checks should be made payable to:

**Keystone CEC**

For additional info please call 814-226-0626.

**Please Print**

---

Name

---

Company

---

Address 1

---

Address 2

---

City

State

Zipcode

---

Contact #

---

Email

**Return to:  
Keystone CEC  
22868 Rt. 68, Suite 6  
Clarion, PA 16214**

**ACCIDENT INVESTIGATION: ROOT CAUSE ANALYSIS: October 29, 2008**

from 8 – Noon at **SMI** (Structural Modular, Inc.) 101 Southern Ave., Strattanville, PA.

Presenter: Dennis Cralley, Cralley Consulting. Cost: \$95.

This seminar will include – how to determine the effectiveness of your current accident investigation processes; the ramifications of not conducting thorough accident investigations; which accidents and incidents should be investigated; developing a procedure and skills to properly investigate accidents, including how to preserve and collect evidence, interview witnesses and analyze data; understanding the basic causes of accidents and the concepts of Root Cause Analysis, participator hands-on team accident investigations using root cause analysis techniques and the importance that determining the root causes of accidents plays in accident prevention, understand the basic concepts of action planning for corrective action, and developing measurement tools to use in auditing the accident investigation process.

**FORKLIFT – TRAIN THE TRAINER**

**November 18, 2008** from 8 – Noon at **SMI** (Structural Modular, Inc.) 101 Southern Ave., Strattanville, PA. Presenter: Dennis Cralley, Cralley Consulting. Cost: \$95

Persons completing the course will receive a certificate and be certified to train those within their workplace on forklift safety. This course will provide prospective Forklift Operator Trainers with the necessary skills and tools to successfully develop and administer a Powered Industrial Truck (Forklift) operator-training progress following OSHA guidelines. (continued inside)

**Keystone Community Education Council**  
22868 Rt. 68, Suite 6; Clarion, PA 16214  
Oil Region CareerLink, 255 Elm St., Oil City, PA 16301

# Safety Series

## Clarion and Oil City, PA



**October 29, 2008**  
**ACCIDENT INVESTIGATION: ROOT CAUSE ANALYSIS**

**November 18, 2008:**  
**FORKLIFT – TRAIN THE TRAINER**



**January 6, 2009**  
**CONFINED SPACE ENTRY**

**February 10, 2009:**  
**WORKPLACE SAFETY COMMITTEES**



**KEYSTONE COMMUNITY EDUCATION COUNCIL**

*Serving the Workforce Development needs of Clarion, Crawford, and Venango Counties, and Surrounding Areas.*