



# NJCE LIVE SAFETY TRAINING CATALOG

# 2024



***Please Note: As a reminder we are offering the majority of the NJCE JIF Safety Training Catalog on a Live Virtual platform through Zoom ([NJCE Live Safety Training Schedules](#)). \*In-Person training is being held via the [MSI/NJCE Expos](#) and for those classes that can not be done virtually.***



## Accident Investigation

**2 hours** - This course leads the student through the 3-step process of 1) collecting good information of the incident, 2) identifying the root cause and contributing factors, and 3) creating an action plan to incorporate what was learned from the investigation.

**Recommended upon initial assignment** This course is strongly recommended for persons involved with incident investigation and analysis, including supervisors, managers and safety coordinators, accident review committee members, and those in safety leadership roles.

Continuing Educational Approvals:  
CPWM - 2.0 Management CEU Credits  
Water/Wastewater - 1.5 Hrs. Safety TCH

## Asbestos Awareness

**2 hours** - EPA regulations require Asbestos Awareness training for maintenance and custodial staff involved in cleaning and maintenance tasks where asbestos containing materials (ACM) may be accidentally disturbed. The covers background information on asbestos, health effects of asbestos, worker protection programs, common locations of ACM in a building, recognition of ACM damage and deterioration, and overview of an Operation & Maintenance (O&M) program for a building.

**Recommended upon initial assignment and annual refresher training as needed** for employees and supervisors who perform housekeeping or maintenance in areas which may have asbestos containing materials (ACM) or presumed asbestos containing materials (PACM).

## Back Safety/ Material Handling

**1 hour** - This course reviews the structure of the spine and common back injury mechanisms. Students will be given the opportunity to discuss common manual labor tasks and best practices to minimize stress on the body.

**Recommended upon initial assignment and refresher training as needed** for employees and supervisors who are involved in manual material handling.

Continuing Education Approvals:  
Water/Wastewater - 1.0 Safety TCH  
CPWM - 1.0 Technical CEU Credit

## Bloodborne Pathogens

**1 hour** - This course reviews the requirements of OSHA's Bloodborne Pathogen Standard and common applications for tasks performed by public employees.

Course requires follow up action by employers. Employers must explain safeguards specific for the employees' workplaces in order to complete annual training.

**Required upon initial assignment and annual retraining** for those employees who come into contact with blood or bodily fluids. This typically includes staff that collects trash, clean restrooms, handles raw sewage, and must perform first aid as part of their job duties.

Continuing Education Approvals:  
CPWM - 1.0 Government CEU Credits  
RMC - 1.0 Professional Development  
Water/Wastewater - 1.0 Safety TCH

## Bloodborne Pathogens Administrator Training

**2 hours** - This course prepares the attendee to fulfill the role of the Bloodborne Pathogen Administrator for their organization. Course objectives are to discuss key elements of the OSHA Standard and the role of the local Program Administrator, including hazard determination, written policies, reporting potential exposures, and evaluating training programs.

**Recommended upon initial assignment** for employees and Supervisors who desire to conduct annual retraining.

Continuing Education Approvals:  
CPWM - 1.0

Technical CEU Credit  
CPWM - 1.0 Management CEU Credit  
Water/Wastewater - 2.0 Non-Safety TCH

## Career Survival for Managers, Business Administrators, and Assistants

**1.5 hours** - Chief Administrative Officers are essential to the orderly, day to day operation and management of local governments in New Jersey. Administrators and Managers are challenged daily in managing their time, addressing to the needs of each department, responding to residents, and working with and for elected officials. It is essential for administrators to develop skill sets that enable them to survive in what can be a politically charged atmosphere.

**Recommended** for Municipal or County Managers and Administrators, Assistant Managers/Business Administrators, and Department Heads who Aspire to the position as a Chief Administrative Officer.

Continuing Education Approvals:  
CMFO/CCFO - 1.5 Office Management /Ancillary Subjects CEU Credits  
CTC - 1.5 General/Secondary CEU Credits  
CPWM - 1.5 Management CEU Credits  
RMC - 1.5 Professional Development CEU Credits  
QPA - 1.5 Office Admin/General Duties CEU Credits

## CDL: Drivers' Safety Regulations

**2 hours** - The Federal Motor Carrier Safety Act requires employers to train Commercial Driver's License holders on the regulations concerning drug and alcohol testing, driver and vehicle disqualification, and other safety issues. HR and Personnel representatives may benefit from class discussion. This class will review the five types of drug and alcohol testing, medical qualification, and other driver responsibilities. Vehicle issues such as pre-trip inspection, licensing, and safe operation will also be covered.

**Required (49 CFR Part 40) upon initial assignment and retraining as needed** for drivers who hold a Commercial Driver's License (CDL).

Also, suggested for supervisors, Human Resource Officers, and truck/bus mechanics.

Continuing Education Approvals:  
CPWM - 2.0 Government CEU Credits  
Water/Wastewater - 2.0 Safety TCH

### CDL: Entry Level Driver Training (ELDT) Train-the-Trainer Program

**1.5 hours** - This class will prepare an experienced Commercial Driver's License Holder to conduct in-house training to satisfy the mandatory minimum Federal Curricula Requirements for Entry Level Driver Training, upgrade their current license, or add endorsements that were mandated to begin on February 7, 2022.

Attendees will be provided with materials necessary to present an ELDT program to potential Commercial Motor Vehicle License applicants and satisfy the mandatory FMCSA curriculum.

This class is a workshop designed for CDL Entry Level Trainers your agency has selected and will review the resources available to create a training program for your agency. This class does not certify a person to be an instructor. The requirements for an instructor are reviewed in the class or you can review the. It is the responsibility of the employer to select an instructor(s) meeting all the requirements.

### CDL: Supervisors' Reasonable Suspicion

**2 hours** - The Federal Motor Carrier Safety Act requires supervisors of Commercial Motor Vehicle drivers be trained on how to detect and approach a driver suspected of being under the influence of alcohol or controlled substances. This class will review the requirements of the Federal regulations, indicators of this misuse in the workplace, how to approach a driver, and the documentation needed.

**Required (49 CFR Part 40) upon initial assignment and retraining as needed** for immediate supervisors of drivers with Commercial driver's License (CDL).

Also, suggested for department heads and Human Resources/Personnel representatives

Continuing Education Approvals:  
CPWM - 2.0 Management CEU Credits  
Water/Wastewater - 1.5 Safety TCH

### Chainsaw Safety

**1 hour** - The OSHA requirements and best practices for using chainsaws on the ground and in a bucket of a truck will be reviewed. Best practices for pole saws are

**Required on initial assignment and recommended periodic refresher** for employees who use chainsaws.

Recommended for workers on the ground who support chainsaw operations in a bucket truck.

Continuing Education Approvals:  
CPWM - 1.0 Technical CEU Credit  
Water/Wastewater - 1.0 Safety TCH

### Chipper Safety

**1 hour** - Instructors will lead a discussion about the best practices for using a chipper, especially on roadways, to support brush collection or chainsaw Operations also included in the program

**Required upon initial assignment and retraining as needed** for personnel who use a chipper.

Continuing Education Approvals:  
CPWM - 1.0 Technical CEU Credit  
Water/Wastewater - 1.0 Safety TCH

## Confined Space Entry

**3 hours** - This class is for workers who enter or work as attendants during permit-required confined space entries and supervisors of those employees. This educational session will review the OSHA standards that impact typical confined space entries. Discussion includes the definition of confined spaces, a thorough review and evaluation of hazards, personal protective equipment, entry procedures, entry equipment and completion of an entry permit. This class may not satisfy all the required training requirements of OSHA 1910.146.

**Required upon initial assignment and retraining as needed** for personnel who enter non-permit or permit-required confined spaces.

Continuing Education Approvals:  
CPWM - 3.0 Technical CEU Credit  
Water/Wastewater - 3.0 Safety TCH

## Dealing With Difficult People

**2 hours** - This training program examines some of the challenges public sector employees face when dealing with difficult people in various settings. The program includes enhancing vital communication and listening skills, basic steps and techniques to resolve conflicts, and how to maintain a safe working environment while maintaining your equilibrium.

**Recommended upon initial assignment and retraining as needed** for personnel who deal with the public  
Continuing Education Approvals: CEU'S:

CMFO/CCFO - 1.0 Office Mgmt & Ancillary Subjects;  
1.0 Ethics  
Tax Collector - 1.0 General Secondary Duties; 1.0 Ethics  
CPWM.1.0 - Management  
RMC 1.0 - Professional Development  
QPA 1.0 - Office Admin/General Duties  
Water/Wastewater - 1.0 Safety TCH

## Designated Employer Representative (DER)

**6 hours** - Under the Department of Transportation Commercial Driver License (CDL) regulations, employers must designate and train a DER to act as a resource to the drivers about DOT and employer policies. This workbook-driven session will cover mandatory drug and alcohol testing programs Federal Moto Carrier Safety Administration Drug & Alcohol Clearinghouse, the responsibilities of the employer, the DER, third-party administrators, the Medical Review Officer (MRO), and the CDL driver.

**Recommended upon initial assignment and retraining as needed** for individuals assigned the role of DER

Continuing Education Approvals:  
CPWM 5.0 - Management  
RMC 5.0 - Professional Development  
Water/Wastewater - TCH:5.0 - Safety

## Disaster Management

**1.5 hours** - From mitigation through long-term recovery, emergency management should be recognized as a critical government service. Elected officials and other leaders are required under Federal law to take training relevant to their position in their jurisdiction's emergency management structure. This class is a basic overview of Emergency Management in New Jersey.

Continuing Education Approvals:  
CMFO/CCFO - 1.5 Office Management /Ancillary Subjects CEU Credits  
CTC - 1.5 General/Secondary CEU Credits  
CPWM - 1.5 Management CEU Credits  
RMC - 1.5 Professional Development CEU Credits  
QPA - 1.5 Office Admin/General Duties CEU Credits



## Driving Safety Awareness

**1.5 hours** - This class is directed at employees who drive cars or light trucks on behalf of an employer. The tremendous loss potential of motor vehicle accidents is explained including property damage, auto liability and employee injury.

Topics include hydroplaning, the effects of excessive speed, and inclement weather. Distracted driving, the effects of fatigue and alcohol on driver performance and the practice of defensive driving are discussed.

### Recommended upon initial assignment and retraining as needed

Continuing Education Approvals:  
CPWM - 1 Technical CEU Credit  
Water/Wastewater - 1 Safety TCH

## Employee Conduct and Violence Prevention in the Workplace

**1.5 hours** - This course primarily addresses violence in the workplace and steps that can be taken by employees to promote a safe work environment. Topics discussed include the four types of workplace violence, how to recognize the warning signs of potential violence, and coping and de-escalation strategies. Recent domestic violence legislation is also discussed. The Department of Homeland Security's Active Shooter video and active shooter strategies are a component of this course.

**Recommended upon initial assignment and retraining as needed** The course is excellent training for those who deal with the public.

Continuing Education Approvals:  
CPWM - 1.5 Ethics CEU Credits  
RMC - 1.5 Ethics CEU Credits  
CTC - 1.5 Ethics CEU Credits  
CMFO/CCFO - 1.5 Ethics CEU Credits  
QPA - 1.5 Ethics CEU Credits  
Water/Wastewater - 1.5 Safety TCH

## Ethical Decision Making

**2.5 hours** - This course is designed to inform and update local government officials and employees in New Jersey on their responsibilities and the law's status and legal requirements under the NJ Local Government Ethics Act, State regulations, and case law.

Attendees will learn to recognize and understand:

- How ethical decision making can affect the reputation of the agency.
- "Why" corporate ethics are needed and how they can provide strong policy guidance to employees when interacting with clients and associates.
- Issues, areas of risk, and practicing ethical decision making when responding to these challenges.

### Recommended upon initial assignment and retraining as needed

Continuing Education Approvals:  
CMFO/CCFO – 1 Office Management /Ancillary Subjects, 1.5 Ethics CEU Credits  
CTC – 1 General/Secondary, 1.5 Ethics CEU Credits  
CPWM – 1 Management, 1.5 Ethics CEU Credits  
RMC – 1 Professional Development, 1.5 Ethics CEU Credits  
QPA – 1 Office Admin/General Duties, 1.5 Ethics CEU Credits

## Ethics for NJ Local Government Employees

**2 hours** - This course is designed to inform and update local government officials and employees in New Jersey on their responsibilities and the law's status and legal requirements under the NJ Local Government Ethics Act, State regulations, and case law.

### Recommended upon initial assignment and retraining as needed

Continuing Education Approvals:  
CPWM - 2.0 Ethics CEU Credits  
RMC - 2.0 Ethics or Professional Development CEU Credits  
CMFO/CCFO - 2.0 Ethics CEU Credits  
CTC - 2.0 Ethics CEU Credits  
QPA - 2.0 Ethics CEU Credits

**\*Excavation,  
Trenching, and  
Shoring  
Part of the MSI /  
NJCE EXPO**

**4 hours** - The types and hazards of excavation and trenches will be reviewed. Topics include an employer assigned Competent Person, soil analysis and the types and characteristics of soil. Equipment and protective systems such as trench boxes and built-in-place shoring will be discussed. This standard applies to all open excavations made in the earth's surface, including trenches that create a hazard to near-by workers.

**Required upon initial assignment and retraining as needed** for workers with the potential to enter excavations and trenches, including Building & Grounds, Public Works, or Water/Wastewater Utility staffs.

Continuing Education Approvals:  
CPWM - 2.0 Technical CEU Credits  
CPWM - 2.0 Management CEU Credits  
Water/Wastewater - 4.0 Safety TCH

**Fall Protection  
Awareness**

**2 hours** - This course discusses where fall protection is needed and presents the different options for safeguarding workers. The focus is on specific fall hazards in common operations and how employees should protect themselves from falls. The course emphasizes rules for working safely at heights and various types of fall protection systems.

**Required upon initial assignment and retraining as needed** for workers who are exposed to falls of 4 feet or more. This may include Public Works and Utilities (falls into pits).

Continuing Education Approvals:  
Water/Wastewater - 2.0. Safety TCH

**\*Fast Track to Safety  
Part of the  
MSI / NJCE EXPO**

**4 hours** - Fast Track to Safety includes four topics created to meet the regulatory training needs for many public agencies. The session includes NJPEOSH-required refreshers on Bloodborne Pathogens, HazCom /GHS, Fire Safety, and Driving Safety. Full participation is required to receive certificate of completion.

**Please refer to the individual topic in the catalog for retraining requirements and recommendations.**

Continuing Education Approvals:  
CPWM - 4.0 Technical CEU Credits  
Water/Wastewater - 4.0 Safety TCH

**Fire Extinguisher  
Safety**

**1 hour** - Employers who designate employees to fight small incipient fires must provide fire extinguisher training. Topics include matching the fire extinguishers to the 5 classes of fires, the limitations of fire extinguishers, and the proper use and inspection of extinguishers.

**Required upon initial assignment and annual retraining** for Public Works, Utility and others who have been designated by the employer to use an extinguisher.

Continuing Education Approvals:  
CPWM - 1.0 Technical CEU Credits  
Water/Wastewater - 1.0 Safety TCH  
CRP - 1.0 Classroom Credits

**Fire Safety**

**1 hour** - This class discusses the fire triangle as a visual representation of control measures to prevent fires. This class will also cover worker's responses to fire and other workplace emergencies.

**Required for all workers upon initial assignment and retraining as needed**

Employers will need to explain safeguards specific to the individual workplaces.

Continuing Education Approvals:  
CPWM - 0.5 Technical & 0.5 Governmental CEU Credits  
Water/Wastewater - 1.0 Safety TCH

## Flagger Skills and Safety

**1 hour** - Attendees will review the requirements and best practices for directing traffic through a temporary work zone.

for workers and users of the roadway. Proper set-up and techniques for flagging will also be covered. Students will use real-world situations to discuss proper traffic control measures.

**Required upon initial assignment and retraining as needed** for workers who direct traffic through work zones on public roadways.

Continuing Education Approvals:  
 CPWM - 1.0 Technical CEU Credit  
 CPWM - 1.0 Management CEU Credit  
 Water/Wastewater - 1.0 Safety TCH

## \*Flagger Work Zone Safety Part of the MSI / NJCE EXPO

**4 hours** - Students will review the requirements of the Manual for Uniform Traffic Devices (MUTCD) and discuss how each of these requirement impacts safety for workers and users of the roadway. Proper set-up and techniques for flagging will also be covered. Students will use real-world situations to discuss proper traffic control measures.

**Required upon initial assignment and retraining as needed.**

Continuing Education Approvals:  
 CPWM - 2.0 Technical CEU Credits- Eff 9/05  
 CPWM - 2.0 Management CEU Credits - Eff 9/05  
 Water/Wastewater - 2.0 Safety TCH

## \*Forklift Train-the-Trainer

**6 hours** - Employers must train and certify the performance of new operators of forklifts. Re-certification of skills is required every 3 years.

This class will prepare an employer's experienced and qualified forklift operator to conduct in-house training and evaluations for forklift operators. Attendees will be provided with materials necessary to run a class and certify skill performance.

Host location must provide forklift in good operating condition and space for challenge course. Visiting evaluators cannot be certified on host town's vehicles.

**Required upon initial assignment as an employer evaluator.**

Continuing Education Approvals:  
 CPWM - 6.0 Technical CEU Credits  
 CPWM - 6.0 Management CEU Credits



### \*Harassment in the Workplace for Elected Officials, Managers, and Supervisors

**2 hours** - This course is designed for Managers, Supervisors, and Elected Officials. The course includes a review of the current harassment in the workplace statistics, new challenges faced by supervisors and elected officials in the areas of harassment and hostile work environment claims and a review of the New Jersey State laws and regulations designed to protect employees. The program also includes a discussion of case law and important court decisions, fee shifting, the root cause of harassment, as well as a description and discussion of Quid Pro Quo harassment and the creation of a Hostile Work Environment. The Model Anti- Harassment policy developed by the NJMEL, and best practices for public employers to create a zero-tolerance culture of safety for employees are also discussed.

Continuing Education Approvals:  
 CMFO/CCFO – 2.0 Ethics CEU Credits  
 CTC - 2.0 Ethics CEU Credits  
 CPWM - 2.0 Ethics CEU Credits  
 RMC - 2.0 Ethics CEU Credits  
 QPA - 2.0 Ethics CEU Credits

### Hazard Communication/ Globally Harmonized System (GHS)

**1.5 hours** - This course will meet the general training requirements for RTK, HazCom and GHS. Content includes understanding labels, using safety data sheets and basic chemical terminology. The rights and responsibilities of employees are also reviewed.

Employers will need to explain safeguards specific to the individual workplaces.

### Required upon initial assignment and biannual refresher training.

Continuing Education Approvals:  
 CPWM - 1.0 Technical CEU Credits  
 CPWM - 1.0 Governmental CEU Credits  
 Water/Wastewater - 1.5 Safety TCH

### HazMat Awareness with Hazard Communication/ Globally Harmonized System (GHS)

**3 hours** - This is a chemical safety course for employees who work with hazardous chemicals in their workplace (HazCom), and may also discover or respond to chemical emergencies outside of their workplace (HazMat).

This course reviews hazardous substances, the risks associated with them in the workplace and at an incident. Training will cover recognition and identification of hazardous substances in an emergency, the role of the first responder, & HazCom/ GHS/Right to Know rules.

### Required upon initial assignment and annual refresher training.

Continuing Education Approvals:  
 CPWM - 3.0 Technical CEU Credits  
 Water/Wastewater - 3.0 Safety TCH

### Hearing Conservation

**1 hour** - This class focuses on the training requirements for employees who are enrolled in the employer's Hearing Conservation Program, but is appropriate for any employee exposed to high levels of noise in the workplace. Discussions include hazardous levels of noise, the benefits of various hearing protective devices, and the OSHA Hearing Protection Standard.

### Required upon initial assignment and annual refresher training.

Continuing Education Approvals:  
 CPWM - 1.0 Government CEU Credits  
 CPWM - 1.0 Technical CEU Credit  
 Water/Wastewater - 1.0 Safety TCH

### Heavy Equipment Safety: General Safety

**2 hours** - This program offers basic safety procedures and information that applies to working with any of the heavy equipment commonly used in the workplace. The information provided in this training should be considered as the basis for the other equipment-specific training being offered and primarily designed for individuals working around heavy equipment.

**Required upon initial assignment and retraining as needed** for a worker working on or around heavy equipment.

Continuing Education Approvals:  
CPWM - 2.0 Technical CEU Credits

### Hoists, Cranes, and Rigging

**2 hours** - Moving heavy objects requires knowledge of hoisting and rigging. This session will cover DOT regulations on hoist equipment, sling types, and equipment inspection. Basic rigging techniques will be discussed with emphasis on operations such as moving pipe, moving road plates and lifting large or bulky equipment such as pumps or hydrants.

**Required for all workers upon initial assignment and retraining as needed** for employees who use auto cranes, chain hoists, and similar lifting equipment.

Continuing Education Approvals:  
CPWM - 2.0 Technical CEU Credits  
Water/Wastewater - 2.0 Safety TCH

### Implicit Bias in the Workplace

**1.5 hours** - Participants will develop an understanding of how implicit bias impacts the work environment. Individual stereotypes and unconscious beliefs can discourage employee participation in solving problems, thwart imagination, and lead to a reduction in organizational productivity. Additionally, when left unmanaged, such biases create a toxic work environment that may become unsafe while also fostering workplace discrimination allegations.

**Recommended upon initial assignment and retraining as needed** for General Employees, Managers, Organization Leaders, and Human Resource Professionals. This course is not intended to serve as Implicit Bias Training for police officers.

Continuing Education Approvals:  
CPWM - 1.5 Ethics CEU Credits  
RMC - 1.5 Ethics CEU Credits  
CMFO/CCFO - 1.5 Ethics CEU Credits  
CTC - 1.5 Ethics CEU Credits  
QPA - 1.5 Ethics CEU Credits

### Indoor Air Quality Designated Person Training

**1 hour** - The NJ Indoor Air Quality (IAQ) standard requires that employers designate and train a staff member to act as the Designated Person. This training is designed to satisfy this requirement.

**Recommended for your agency's IAQ Designated person.** Training should be completed before assuming the role of the IAQ Designated Person and every 3 years after that.

Continuing Education Approvals:  
CMFO/CCFO – 1 Office Management /Ancillary Subjects CEU Credits  
CTC – 1 General/Secondary CEU Credits  
CPWM – 1 Management CEU Credits  
RMC – 1 Professional Development CEU Credits  
QPA – 1 Office Admin/General Duties CEU Credits

### Introduction to Communication Skills

**2 hours** - We communicate with each other every day, but in the workplace social interactions can be strained and cause conflict due to both personal and workplace pressures. This course will help identify key communication skills of speaking and listening, and how to effectively use these tools to develop a greater understanding with your employees and improve workplace productivity.

Continuing Education Approvals:  
CPWM - 2.0 Management CEU Credits  
RMC - 2.0 Professional Development CEU Credits  
CTC - 2.0 General CEU Credits  
CMFO/CCFO - 2.0 Office Mgmt. & Ancillary Subjects

### Introduction to Management Skills

**2 hours** - Leading and motivating people effectively while achieving organizational goals is not an easy job. This course will address the role of the supervisor and provide practical information and tools that can be used to build stronger teams, increase self-awareness, and understand your management style.

Continuing Education Approvals:  
CPWM - 2.0 Management CEU Credits  
RMC - 2.0 Professional Development CEU Credits  
CTC - 2.0 General CEU Credits  
CMFO/CCFO - 2.0 Office Mgmt. & Ancillary Subjects

### Introduction to Understanding Conflict

**2 hours** - The workplace is constantly changing, and in times of stress it can be more prone to conflicts both among employees and between employees and managers. This course will explore A better understanding of conflict in the workplace. Students will discuss proven techniques for classifying and resolving conflict in the organization, while creating a more positive work environment.

Continuing Education Approvals:  
CPWM - 2.0 Management CEU Credits  
RMC - 2.0 Professional Development CEU Credits  
CTC - 2.0 General CEU Credits  
CMFO/CCFO - 2.0 Office Mgmt. & Ancillary Subjects

### Jetter/Vacuum Safety Awareness

**2 hours** - The general hazards of working in and around wastewater and sewage will be reviewed. The hazards created by operating vacuum and jetting equipment will be discussed, as well as the safety considerations for each.

Employers will need to explain safeguards specific to their individual workplaces.

**Recommended upon initial assignment and retraining as needed** for employees who use vacuum or jetting equipment as part of their job duties.

Continuing Education Approvals:  
CPWM - 2.0 Technical CEU Credits  
Water/Wastewater - 2.0 Safety TCH

### Ladder Safety/ Walking & Working Surfaces

**2 hours** - The objectives of the course are to familiarize participants with OSHA walking/working surface requirements. Requirements include how to safeguard openings and slip-fall prevention from walking areas such as stairs and skylights. The course shows the various types of ladders and scaffolds, and how to use them safely.

**Required upon initial assignment and retraining as needed** for employees who use ladders and portable scaffolds

Continuing Education Approvals:  
Water/Wastewater - 2.0. Safety TCH

### \*Law Enforcement: Below 100

**3.5 hours** - The Below 100 Mission is to influence law enforcement culture by providing innovative training and awareness, through presentations, social media, and webinars on identifying the leading causes and current trends in preventable line of duty deaths and injuries. The 5 TENETS of the Program:

- Wear Your Belt
- WIN - What's Important Now?
- Wear Your Vest
- Remember, Complacency Kills!
- Watch Your Speed

**Recommended** for all police personnel

### Law Enforcement: Building Trust and a Constitutionally Sound Police Agency Through Training

**2 hours** - This training provides an explanation to community leaders of why police training should be just one component of a more comprehensive professional development program rather than a "check the box" approach. Training which is completed to simply "get it done" will not result in a Constitutionally Sound Police Agency that is trusted by the community which in the long term exposes local government, its leaders, police officers, and community members to many risks.

**Recommended** for Fund Commissioners, Mayors, Business Administrators, Elected Leaders, Chiefs of Police, Police Command Personnel

**\*Law Enforcement:  
Training Program  
for Front-Line  
Supervisors**

**4 days** - The Police Front Line Supervisor course is designed to assist our clients with preparing officers for the challenges of leading and managing police personnel. This four-day course includes training topics on leadership, wellness, mentorship, dealing with difficult employees, decision making, and responding to critical incidents. First-line supervisors are responsible for turning policy into training, their ability to make good decisions can affect personal and agency reputation. Students are taught the importance of coaching, counseling, and mentoring their personnel for long-term success.

This course is taught by the staff members of the Law Enforcement Unit at J.A. Montgomery Consulting.

**Law Enforcement:  
Understanding  
Cannabis: A Must  
For Every Agencies  
Officer Safety and  
Wellness Program**

**1.5 hours** - This presentation will review the negative consequences and impacts associated with the increasing use of cannabis in our society. Law Enforcement professionals must be aware of the many risks of cannabis to help them make better-informed decisions to implement and enhance their safety and wellness programs.

**\*Law Enforcement:  
Use of Force - Body  
Worn Camera  
Reviews**

**4 hours** - This course is designed to assist personnel tasked with reviewing body-worn camera videos involving the Use of Force. Students will understand the standard of force under the Graham factors. Identify red flag alerts for force incidents. Understand how to conduct and systematically review a Use of Force Incident. Write an effective report describing the who, what, where, why, when, how, and what happened based on the subject officer's perspective, training, and experience.

**Recommended upon the assignment of an officer** who is tasked with the responsibility of reviewing body-worn camera recordings.



**\*Law Enforcement:  
Career Survival  
for First-Line  
Supervisors**

**3.5 hours** - The “First Line Supervisor” is one of the most important and challenging assignments an employee can be tasked with during their career. They are the first line personnel who turn policy into action. They are required to provide leadership at all times, and their personnel will look for guidance and support from them during critical incidents. Making good decisions is crucial, and the First Line Supervisor needs to understand the importance of following current case law, agency rules, and policies to reduce liability and career failure.

**Recommended** for First Line Supervisors

**\*Law Enforcement:  
Career Survival for  
Police Officers**

**3.5 hours** - A career in law enforcement is a labor-intensive profession that requires personnel to understand the risks that are associated with enforcing the law and abiding by the agency’s rules and regulations. New Jersey is one of the most plaintiff- friendly states, and liability claims can negatively affect the agency’s resources and reputation. The “Career Survival for Police Officers” training program was designed to supplement academy and field training programs for operational personnel. The training program identifies and encourages discussion on many of the personal and legal challenges police officers are confronted with on a daily basis.

**Recommended** for First Line Police Personnel

**Law Enforcement:  
Risk and Wellness  
Considerations  
for the Emergency  
Call Taker and  
Dispatcher**

**2 hours** - Emergency Call-Takers and Dispatchers play a significant role in the criminal justice system and in the delivery of emergency services. The involvement of a police officer or other first responder often begins with a citizen call where the call-taker serves as the “first, first-responder.” Those serving in such positions face many of the same risks confronting police officers, firefighters, and EMS personnel. This course explores the unique mental and physical demands of the Emergency Call-Taker and Dispatcher professional as well as how such advances in video technology have brought the call-taker to the scene more than ever before. The unique interaction between the dispatcher and first responder can often shape the outcome of a particular response, and specific incidents will be reviewed to better understand the benefits and risks associated with such interactions. A review of the common risks facing first responders will also be discussed which include social media use, workplace conduct, general liability, and whistleblower considerations. In light of the Emergency Call-Taker and Dispatcher serving as the “First, First-Responder” it is imperative that they receive training that has been commonly offered to other first responders.

**Recommended** for Emergency Call-Takers, 911 Operators, Emergency Dispatchers, Wellness Coordinators, Resiliency Protection Officers, Chiefs, Command Staff Members, Supervisors.

### \*Leadership Skills for Supervisors Workshop

**2 days (6 hours per day)** - provides opportunities for participants to practice important leadership and supervisory skills by engaging in-group exercises including role playing, case studies and self-assessments. Lessons were created based on the challenges supervisors face in today's complex public sector workplace. Supervisors and those persons who may be considered for supervisory positions will have the opportunity to strengthen their: Communication skills, Team building and performance strategies, Coaching and delegating techniques, Conflict management skills

### Recommended for new and senior supervisors.

Continuing Education Approvals:  
 CMFO/CCFO – 8 Office Management /Ancillary Subjects CEU Credits  
 CTC – 8 General/Secondary CEU Credits  
 CPWM – 8 Management CEU Credits  
 RMC – 8 Professional Development CEU Credits  
 QPA – 8 Office Admin/General Duties CEU Credits

### Leaf Collection Safety Awareness

**2 hours** - A review of the hazards of collecting leaves, including working on roadways, noise, moving machinery, and muscle strains. The class covers various methods of leaf pick-up, including leaf vacuums, claw attachments, and bagged leaf collections. Students will review safeguards for each method.

### Recommended upon initial assignment and retraining as needed

for employees who collect leaves on roadways. This may include employees of Public Works and Building & Ground.  
 Continuing Education Approvals:  
 CPWM - 2.0 Technical CEU Credits  
 Wastewater - 2.0 Safety TCH

### Lock Out/Tag Out (Control of Hazardous Energy)

**2 hours** - The OSHA standard and the need to identify various types of energy, as well as the need to shutdown and lockout procedures for each piece of equipment will be reviewed. Examples of safety measures and the various types of lockout devices will also be discussed. This class will also review the basics of electrical safety and the hazards associated with electrical and other energy sources.

### Required upon initial assignment and retraining as needed

for workers who participate in the employer's Lock Out/Tag Out Program  
 Continuing Education Approvals:  
 CPWM - 2.0 Technical CEU Credits  
 Water/Wastewater - 2.0 Safety TCH

### Microlearning Theory and Practice

**2 hours** - The principle of learning in small, repetitive chunks is an effective tool for workplace learning and performance. Learners learn best and are more likely to recall learning when they can process information through short, timely, and focused conversations. The class will provide strategies to have those learning events.

### Recommended for all levels of supervisors and managers

Continuing Education Approvals:  
 CMFO/CCFO - 2.0 Office Management /Ancillary Subjects CEU Credits  
 CTC - 2.0 General/Secondary CEU Credits  
 CPWM - 2.0 Management CEU Credits  
 RMC - 2.0 Professional Development CEU Credits  
 QPA - 2.0 Office Admin/General Duties CEU Credits

### Mower Safety

**1 hour** - The safety considerations for using walk-behind and ride-on mowers and tractors will be discussed.

### Required upon initial assignment and retraining as needed

for workers who use walk-behind and ride-on mowers.  
 Continuing Education Approvals:  
 CPWM - 1.0 Technical CEU Credit

## Personal Protective Equipment

**2 hours** - The OSHA hazard assessment process to identify the hazards associated with each type job will be reviewed to identify the need for PPE, and determine the type of PPE needed. Various types of PPE will be discussed, and how to choose the most appropriate style for protection.

**Required upon initial assignment and recommended retaining** every 3 years or if using new equipment or if performance deficiencies are observed.

Continuing Education Approvals:  
CPWM - 2.0 Technical CEU Credits  
Water/Wastewater - 2.0 Safety TCH

## Playground Safety Inspections

**2 hours** - This class provides attendees with a survey of the playground environment, types of injuries, the nomenclature of the individual pieces of equipment and the application of the inspection criteria. Photos will illustrate the concerns or provide illustration of the criteria. Includes a brief description of the test kit tools and recommended action plan for compliance with NJ playground regulations.

**Recommended upon initial assignment and retraining as needed** for employees who inspect, maintain or repair public playgrounds.

Continuing Education Approvals:  
CPWM - 2.0 Technical CEU Credits  
Park and Rec Professionals - .2 CEU Credits

## \*The Power of Collaboration (JIF 101)

**4 hours** - The course provides risk management tools and best practices for local government employees and officials (municipal and county). It is recommended for elected officials, administrators, department heads, and employees who serve as fund commissioners in a joint insurance fund or as Safety Coordinators.

**Recommended upon initial assignment**

Continuing Education Approvals:  
CMFO/CCFO – 4 Office Management /Ancillary Subjects CEU Credits  
CTC – 4 General/Secondary CEU Credits  
CPWM – 4 Management CEU Credits  
RMC – 4 Professional Development CEU Credits  
QPA – 4 Office Admin/General Duties CEU Credits

## \*Practical Leadership - 21 Irrefutable Laws

**3 hours** - Leadership is about influence and understanding what motivates people. There are numerous programs that study leadership principles, but this program develops your ability to practice leadership strategies on a day-to-day basis. The 21 Irrefutable Laws of Leadership is the cornerstone of this program and the materials provided will help with the practical application of leading and motivating personnel in your organization.

**Recommended upon initial assignment and retraining as needed.**

Continuing Education Approvals:  
CMFO/CCFO - 3.0 Office Management /Ancillary Subjects CEU Credits  
CTC - 3.0 General/Secondary CEU Credits  
CPWM - 3.0 Management CEU Credits  
RMC - 3.0 Professional Development CEU Credits  
QPA - 3.0 Office Admin/General Duties CEU Credits

## Preparing for First Amendment Audits

**2 hours** - First Amendment Audit groups claim to be a social movement that takes it upon themselves to conduct audits of government entities to promote transparency and open government. Representatives of the groups will show up at government facilities, video record the parking lot, and the facilities operations. On some occasions, they will question employees, asking for their names and position. They may ask about accessing official government records. When public employees ask questions, the attitude and demeanor of some of these people can be unnerving, annoying, flippant, aggressive, and on occasion, they may use foul and abusive language. Unfortunately, many of the audits may become confrontational in nature. The purpose of this course is to prepare public employees for these types of audits.

**Recommended** for Fund Commissioners, Mayors, Business Administrators, Elected Leaders, Chiefs of Police, Police Command Personnel Police Officers, Clerks, and Administrative Personnel

Continuing Education Approvals:  
 CPWM - 1.0 Government, 1.0 Ethics CEU Credits  
 RMC - 1.0 Professional Development, 1.0 Ethics CEU Credits  
 CMFO/CCFO - 1.0 Office Management & Ancillary Subjects, 1.0 Ethics CEU Credits  
 CTC - 1.0 General/ Secondary, 1.0 Ethics CEU Credits  
 QPA - 1.0 Office Admin /General Duties, 1.0 Ethics CEU Credits

## Preparing for the Unspeakable

**1.5 hours** - Designed by our law enforcement consultants to assist our clients with the process of developing action plans for workplace violence and active shooter incidents. OSHA/PEOSH requires public entities to prepare for recognized hazards. Unfortunately, workplace violence has become a recognized hazard. Loss of life, multiple serious injuries, business interruption, and mental health impacts are reasonably foreseeable consequences. Planning and preparation are key elements in mitigating these types of risks. This course walks the participant through a strategic planning process on best business practices.

**Required upon initial assignment and retraining as needed** for Administrators, Managers, Supervisors, OEM, and Human Resources.

Continuing Education Approvals:  
 CMFO/CCFO – 1.5 Office Management /Ancillary Subjects CEU Credits  
 CTC – 1.5 General/Secondary CEU Credits  
 CPWM – 1.5 Management CEU Credits  
 RMC – 1.5 Professional Development CEU Credits  
 QPA – 1.5 Office Admin/General Duties CEU Credits

## Productive Meeting Best Practices

**1.5 hours** - Today's organizations hold many meetings to share information, coordinate activities or goals, and make decisions. The class will discuss best practices for holding in-person, virtual, and hybrid meetings that get things done. Meeting leaders and attendees will benefit from the content of the class.

### Recommended upon initial assignment

Continuing Education Approvals:  
 CMFO/CCFO – 1.5 Office Management /Ancillary Subjects CEU Credits  
 CTC – 1.5 General/Secondary CEU Credits  
 CPWM – 1.5 Management CEU Credits  
 RMC – 1.5 Professional Development CEU Credits  
 QPA – 1.5 Office Admin/General Duties CEU Credits

**Protecting Children from Abuse: For Managers/ Supervisors/Elected Officials**

**2 hours** - This course discusses child abuse and the responsibilities of the local government to protect children.

**Recommended initially for Manger, Supervisors, and Elected Officials.**

Continuing Education Approvals:  
 CPWM - 1.0 Government, 1.0 Ethics CEU Credits - Eff 12/20  
 RMC - 1.0 Professional Development, 1.0 Ethics CEU Credits - Eff 12/20  
 CMFO/CCFO - 1.0 Office Management & Ancillary Subjects, 1.0 Ethics CEU Credits - Eff 12/20  
 CTC - 1.0 General/ Secondary, 1.0 Ethics CEU Credits - Eff 12/20  
 QPA - 1.0 Office Admin /General Duties, 1.0 Ethics CEU Credits

**Public Employers: What You Need to Know**

**1.5 hours** - A regulatory and safety overview of responsibilities of the employer to the employees and best practices to create and implement a positive safety culture and limit liability exposure to your agency and your employees.

**Recommended** for Executive Directors, Municipal Administrators and JIF Fund Commissioners upon initial assignment and retraining as needed.

Continuing Education Approvals:  
 CMFO/CCFO – 1.5 Office Management /Ancillary Subjects CEU Credits  
 CTC – 1.5 General/Secondary CEU Credits  
 CPWM – 1.5 Management CEU Credits  
 RMC – 1.5 Professional Development CEU Credits  
 QPA – 1.5 Office Admin/General Duties CEU Credits

**Public Works & Utility: Safety & Regulatory Awareness Training**

**4 hours** - This class provides students with a discussion of the hazards and hazard control tactics associated with working in the Department of Public Works and Utility Authorities. The core class covers the fundamentals of Machinery, Tools, and Equipment, Back Care and Safe Lifting, Slips and Falls, HazCom, Personal Protective Equipment, Fire Safety, and Blood Borne Pathogens. The course is intended as a refresher and additional classes may be needed based on their job description, please reach out to your Risk Control Consultant to discuss if needed.

**Required upon initial assignment and recommended annual refresher training.**

Continuing Education Approvals:  
 CPWM - 3.5 Management CEU Credits  
 Water/Wastewater - 3.5 Safety TCH



## Risk and Wellness Considerations for the Emergency Call Taker and Dispatcher

**2 hours** - Emergency Call-Takers and Dispatchers play a significant role in the criminal justice system and in the delivery of emergency services. The involvement of a police officer or other first responder often begins with a citizen call where the call-taker serves as the “first, first-responder.” Those serving in such positions face many of the same risks confronting police officers, firefighters, and EMS personnel. This course explores the unique mental and physical demands of the Emergency Call-Taker and Dispatcher professional as well as how such advances in video technology have brought the call-taker to the scene more than ever before. The unique interaction between the dispatcher and first responder can often shape the outcome of a particular response, and specific incidents will be reviewed to better understand the benefits and risks associated with such interactions. A review of the common risks facing first responders will also be discussed which include social media use, workplace conduct, general liability, and whistleblower considerations. In light of the Emergency Call-Taker and Dispatcher serving as the “First, First-Responder” it is imperative that they receive training that has been commonly offered to other first responders.

**Recommended** for Emergency Call-Takers, 911 Operators, Emergency Dispatchers, Wellness Coordinators, Resiliency Protection Officers, Chiefs, Command Staff Members, Supervisors.

## Safety Committee Best Practices

**1.5 hours** - The foundation of an effective safety program is involvement of both management and employees in an effective safety committee.

This program will present the steps to develop and run an effective safety committee. Topics will include: designing and planning your committee, choosing members for your committee, the role of the committee members, effective meeting strategies, and establishing goals and objectives for the safety committee.

### Recommended upon initial assignment

Continuing Education Approvals:  
 CPWM - 1.5 Management CEU Credits  
 RMC - 1.5 Professional Development CEU Credits  
 Water/Wastewater - 1.5 Safety TCH

### Sanitation and Recycling Safety

**2 hours** - This course will discuss various topics relating to Sanitation Safety for solid waste and recyclable collection crews including the review of appropriate personal protective equipment, safe operating procedures, proper lifting techniques, proper driving techniques, rider positions, effective route layout and relevant provisions of the MUTCD pertaining to traffic safety.

**Required upon initial assignment and recommended retaining** every 3 years or if using new equipment or if performance deficiencies are observed.

Continuing Education Approvals:  
CPWM - 2.0 Technical CEU Credits  
CRP - 2.0 Classroom Credits

### Shop and Tool Safety

**1 hour** - The OSHA standard relating to machine guarding will be reviewed. The emphasis of the class is on the safe use of common hand and power tools, ranging from chisels to circular saws to jack hammers.

**Recommended upon initial assignment and retraining as needed** for employees who use hand & power tools.

Continuing Education Approvals:  
CPWM - 1.0 Technical CEU Credit  
Water/Wastewater - 1.0 Safety TCH

### Snow Plow/Snow Removal Safety

**2 hours** - The hazards of icy road surfaces, low visibility and objects being obstructed by snow can create a hazardous situation for the operators of snow plows.

This program will review the hazards associated with the operation of snowplows, snow blowers and shoveling snow. Proper planning and safety measures are presented in this program.

**Required upon initial assignment and retaining** every 3 years or if using new equipment.

Continuing Education Approvals:  
CPWM - 2.0 Technical CEU Credits  
Water/Wastewater - 2.0 Safety TCH

## Special Event Management

**2 hours** - This presentation will focus on issues and exposures created by special events. Proper planning procedures will be reviewed, and many hazard and liability considerations will be discussed.

The goal of the program will be to allow the attendees to coordinate the planning process and preparations for special events.

**Recommended upon initial assignment and retraining as needed** for employees who plan special events.

Continuing Education Approvals:  
 CPWM - 2.0 Management CEU Credits  
 RMC - 2.0 Professional Development CEU Credits  
 Wastewater - 2.0 Safety TCH

## Understanding Cannabis: Integral To Injury Prevention and Employee Wellness

**1.5 hours** - This presentation reviews the consequences and negative impacts associated with the increasing prevalence and use of cannabis in our society. Every employer and every employee must be aware of the multiple risks of cannabis to help them make better-informed decisions and to implement and enhance safety and wellness programs.

Continuing Education Approvals:  
 CMFO/CCFO - 1.5 Office Management /Ancillary Subjects CEU Credits  
 CTC - 1.5 General/Secondary CEU Credits  
 CPWM - 1.5 Management CEU Credits  
 RMC - 1.5 Professional Development CEU Credits  
 QPA - 1.5 Office Admin/General Duties CEU Credits

## Wellness for Government Employees

**2.5 hours** - This program is designed to help employees identify and address the unique challenges they may face when working for a government entity. Public visibility of personnel and work product, demands for additional resources, OPRA, social media, internal strife, and employee well-being are discussed during this presentation. Developing a plan of action by reducing risk, developing resiliency, recognizing the signs and symptoms of stress, responding to these challenges, and identifying resources are presented with the goal of promoting health and wellness in the workforce.

**Recommended upon initial assignment and retraining as needed.**

Continuing Education Approvals:  
 CMFO/CCFO - 2.5 Office Management /Ancillary Subjects CEU Credits  
 CTC - 2.5 General/Secondary CEU Credits  
 CPWM - 2.5 Management CEU Credits  
 RMC - 2.5 Professional Development CEU Credits  
 QPA - 2.5 Office Admin/General Duties CEU Credits

## Work Zone: Temporary Traffic Controls

**2 hours** - This course will discuss the provisions of the Manual on Uniform Traffic Control Devices for Mobile, Short-Term, and Short-Term Stationary work zones on non-highway roadways.

**Required upon initial assignment and recommended retaining** every 3 years or if using new equipment or if performance deficiencies are observed.

Continuing Education Approvals:  
 CPWM - 2.0 Technical CEU Credits  
 CPWM - 2.0 Management CEU Credits  
 Water/Wastewater - 2.0 Safety TCH

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 CMFO/CCFO – 2.5 Office Management /Ancillary Subjects CEU Credits  
 CTC – 2.5 General/Secondary CEU Credits  
 CPWM – 2.5 Management CEU Credits  
 RMC – 2.5 Professional Development CEU Credits  
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**2 hours** - This course will discuss the provisions of the Manual on Uniform Traffic Control Devices for Mobile, Short-Term, and Short-Term Stationary work zones on non-highway roadways.

#### Required upon initial assignment and retraining as needed for workers who plan, set-up, or work within roadway work zones.

Continuing Education Approvals:  
 CPWM - 2.0 Technical CEU Credits  
 CPWM - 2.0 Management CEU Credits

### Work Zone Safety for Supervisors

**1 hour** - Instructors will discuss the roles and responsibilities of supervisors of crews who work on roadways to keep workers safe, within the rules of the Manual of Uniform Traffic Control Devices (MUTCD). Topics include safety best practices and options, training, and work zone evaluation.

#### Recommended upon initial assignment and retraining as needed for supervisors of workers who plan, set-up, or work within roadway work zones.

Continuing Education Approvals:  
 CPWM - 1.0 Technical CEU Credit  
 CPWM - 1.0 Management CEU Credit