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ASBESTOS/LEAD HAZARD AWARENESS TRAINING

PURPOSE: Designed to provide asbestos and lead hazard information for personnel involved in self-help projects. Personnel who come in contact with asbestos/lead-containing materials during their course of duties are required to attend in accordance with AR 200-1, 40 CFR 763, and 29 CFR 1910.1001 and 1025.

COURSE DESCRIPTION: Course includes training on the characteristics of asbestos and lead, health effects and personal protective measures.

LOCATION: Directorate of Environment & Safety, Bldg. 407, Room 6, Fort Riley, KS

LENGTH: 2 hours

PREREQUISITES: None

ENROLLMENT: Call DES Safety Division at 239-2334/0446

INFORMATION: Call DES Safety Division at 239-6642

FREQUENCY: 16 per year

TRAINING AIDS: Student handouts (1 per student), video tapes "Asbestos Awareness" and "Working with Lead Exposure"

LESSON PLAN: Instructor notes

EQUIPMENT REQUIRED: Color TV, VCR or LCD

Practical Exercise: No

Individual Certificates: No

Group Exercise: No

Group Letter of Completion: Yes

Test: No

Class Size: **Min:** 5 **Max:** 25

After Class Survey: Yes

Training Priority: Personnel involved in self-help projects, first come first served

FY04 TENTATIVE SCHEDULE:

15 OCT 03

12 NOV 03

10 DEC 03

07 JAN 04

21 JAN 04

11 FEB 04

10 MAR 04

24 MAR 04

07 APR 04

21 APR 04

16 JUN 04

30 JUN 04

21 JUL 04

11 AUG 04

25 AUG 04

15 SEP 04

TWO-HOUR ASBESTOS AWARENESS

PURPOSE: Personnel who come in contact with asbestos-containing materials during their course of duties are required to attend in accordance with AR 200-1 and 40 CFR 763.

COURSE DESCRIPTION: Course will include training on the characteristics of asbestos, uses of asbestos in the construction industry, health effects and personal protective measures.

LOCATION: Directorate of Environment & Safety, Bldg. 407, Room 6, Fort Riley, KS

LENGTH: 2 hours

PREREQUISITES: None

ENROLLMENT: Call DES Safety Division at 239-2334/

INFORMATION: Call DES Safety Division at 239-6642

FREQUENCY: 6 per year

TRAINING AIDS: Student handouts, compact disc, videotape "Asbestos Awareness"

LESSON PLAN: Training slides

EQUIPMENT REQUIRED: Overhead projector, computer projector, computer, 10-ft. extension cord, VCR, color TV, TV stand and projector screen or LCD

Practical Exercise: No

Group Exercise: No

Test: Yes

After Class Survey: Yes

Training Priority: First come first served

Individual Certificates: No

Group Letter of Completion: Yes

Class Size: **Min:** 2 **Max:** 25

FY04 TENTATIVE SCHEDULE:

09 OCT 03

18 DEC 03

12 FEB 04

14 APR 04

23 JUN 04

04 AUG 04

LEAD AWARENESS

PURPOSE: Personnel who engage in lead-based paint operations and renovation activities are required to attend in accordance with 29 CFR 1910.1001 and 1025.

COURSE DESCRIPTION: Course will include training on the characteristics of lead, health hazards of exposure and personal protective measures.

LOCATION: Directorate of Environment & Safety, Bldg. 407, Room 6, Fort Riley, KS

LENGTH: 2 hours

PREREQUISITES: None

ENROLLMENT: Call DES Safety Division at 239-2334/0446

INFORMATION: Call DES Safety Division at 239-6642

FREQUENCY: 2 per year

TRAINING AIDS: Student handouts, slide presentation and videotape "Working with Lead Exposure"

LESSON PLAN: Training slides

EQUIPMENT REQUIRED: Overhead projector, 10-ft. extension cord, VCR, color TV, TV stand and projector screen or LCD

Practical Exercise: No

Group Exercise: No

Test: Yes

After Class Survey: Yes

Training Priority: First come first served

Individual Certificates: No

Group Letter of Completion: Yes

Class Size: **Min:** 2 **Max:** 25

FY04 TENTATIVE SCHEDULE:

20 NOV 03

18 JUN 04

CONFINED SPACE ENTRY TRAINING

PURPOSE: In accordance with 29 CFR 1910.146, employees who enter confined spaces must receive training in the procedures to enter these spaces safely. In addition, personnel who are permit-required confined space entry attendants, and supervisors of any employee who enters confined spaces, should also attend this training. The training **must** be completed prior to performing work in confined spaces.

COURSE DESCRIPTION: Course topics include: typical hazards associated with entry into confined spaces, air monitoring equipment and procedures, personal protective equipment, rescue procedures, work practices, and contents of 29 CFR 1910.146.

LOCATION: Directorate of Environment & Safety, Bldg. 407, Room 6, Fort Riley, KS

LENGTH: 8 hours

PREREQUISITES: None

ENROLLMENT: Call DES Safety Division at 239-2334/0446

INFORMATION: Call DES Safety Division at 239-6464

FREQUENCY: As requested

TRAINING AIDS: Student handouts, dry-erase board, PowerPoint presentation

LESSON PLAN: Instructor notes

EQUIPMENT REQUIRED: Computer projector, computer with compact disc drive, screen, 10-ft. extension cord, color TV, VCR and overhead projector

Practical Exercise: Yes

Group Exercise: Yes

Test: No

After Class Survey: Yes

Training Priority: Employees who enter permit-required confined spaces and their supervisors.

Individual Certificates: Yes

Group Letter of Completion: Yes

Class Size: **Min:** 5 **Max:** 30

FY04 SCHEDULE:

Course scheduled upon request

CULTURAL RESOURCES AWARENESS TRAINING

PURPOSE: Provides information to individuals who train in the field or have responsibilities that may alter Fort Riley's Historic District or other cultural resources.

COURSE DESCRIPTION: Course teaches personnel how to identify cultural resources, responsibilities for protection, preservation, Army and installation policies regarding cultural resources.

LOCATION: Directorate of Environment & Safety, Bldg. 407, Room 6, Fort Riley, KS

LENGTH: 1 hour

PREREQUISITES: None

ENROLLMENT: Call DES Conservation Division at 239-2334/0446

INFORMATION: Call DES Conservation Division at 239-3110

FREQUENCY: As requested

TRAINING AIDS: Fort Riley artifacts

LESSON PLAN: Instructor notes

EQUIPMENT REQUIRED: None

Practical Exercise: No

Group Exercise: No

Test: No

After Class Survey: Yes

Training Priority: Personnel requesting training

Individual Certificates: No

Group Letter of Completion: No

Class Size: **Min:** 6 **Max:** 34

FY04 SCHEDULE:

Course scheduled upon request.

ENVIRONMENTAL TEAM TRAINING (ETT)

PURPOSE: To certify Environmental Team Leaders and members in hazardous materials and waste handling, spill response, general worker safety, and the Fort Riley Environmental Compliance Management Plan (ECMP). Environmental Team Leaders and members must attend this course within 60 days of appointment.

COURSE DESCRIPTION: This course covers hazard communication; hazardous materials; hazardous waste, universal waste and controlled material storage and handling procedures, container management and labeling, time and quantity limits; transportation of hazardous material; turn-in procedures; field compliance; maneuver damage; pollution prevention; record keeping, and inspections. Students will conduct a site inspection at a motor pool or environmental site.

LOCATION: Directorate of Environment & Safety, Bldg. 407, Room 6, Fort Riley, KS

LENGTH: 2 days, 0900-1600

PREREQUISITES: The course is designed for Environmental Team Leaders and members

ENROLLMENT: Call DES Training at 239-2334/0446

INFORMATION: Call DES Training at 239-2334/0446

FREQUENCY: 15 classes per year

TRAINING AIDS: ECMP, ETT student booklet (1 per student); Unit motor pool, DES Accumulation Point (AP), Environmental Waste Management Center (EWMC), Recycle Center, ETT training slides; DOT labels; hazardous waste, universal waste, controlled material, empty and satellite accumulation point markings (20 ea.); compressed gas sign; non-flammable and flammable gas signs; "Caution Static Grounding" sign; degreaser (1 gal); 30 wt. oil (qt); 2 sample bottles; green tip fluorescent bulb; Tyvek suit; latex booties; gloves (chemical protective); goggles with side shields; gauging stick; course evaluation form (1 per student); a compact disc with presentation slides; and videotapes "Fort Riley Environmental Awareness" and "What's wrong with this picture?"

LESSON PLAN: ETT training slides and instructor notes

EQUIPMENT REQUIRED: Projector screen, computer with compact disc drive, dry-erase board and markers, VCR, computer projector, site files, spill report, two military vans for transportation to environmental site

Practical Exercise: Yes

Individual Certificates: No

Group Exercise: Yes

Group Letter of Completion: Yes

Test: Yes

Class Size: **Min:** 6 **Max:** 34

After Class Survey: Yes

Training Priority: Personnel appointed to the Environmental Team, first come first served

FY04 SCHEDULE:

| | |
|---------------------|---------------------|
| 06-07 OCT 03 | 03-04 MAY 04 |
| 17-18 NOV 03 | 07-08 JUN 04 |
| 08-09 DEC 03 | 28-29 JUN 04 |
| 19-20 JAN 04 | 07-08 JUL 04 |
| 02-03 FEB 04 | 19-20 JUL 04 |
| 08-09 MAR 04 | 09-10 AUG 04 |
| 22-23 MAR 04 | 16-17 AUG 04 |
| 05-06 APR 04 | 08-09 SEP 04 |
| 19-20 APR 04 | 27-28 SEP 04 |

ENVIRONMENTAL TEAM TRAINING (ETT) REFRESHER

PURPOSE: Annual refresher for individuals (Environmental Team Leaders and members) certified to handle hazardous waste, universal waste and controlled materials in accordance with the Fort Riley Environmental Compliance Management Plan.

COURSE DESCRIPTION: This course covers hazard communication, hazardous materials and hazardous waste, universal waste and controlled material storage and handling procedures. It is designed to refresh individuals currently performing these duties on the regulations and any changes.

LOCATION: Directorate of Environment & Safety, Bldg. 407, Room 6, Fort Riley, KS

LENGTH: 2 hours, 0900-1130

PREREQUISITES: Must have successfully completed the Environmental Team Training Course within the previous year

ENROLLMENT: Call DES Training at 239-2334/0446

INFORMATION: Call DES Training at 239-2334/0446

FREQUENCY: 14 classes per year

TRAINING AIDS: ETT refresher student booklet (1 per student); ETT refresher training slides on a compact disc; DOT labels; hazardous waste, universal waste, controlled material, empty and satellite accumulation point markings (20 ea.); compressed gas sign; non-flammable and flammable gas signs; "Caution Static Grounding" sign; 117 lbs. of used white paper for recycling; degreaser (1 gal); 30 wt. oil (qt); 2 sample bottles; spill report (1 per student); green tip fluorescent bulb; course evaluation form (1 per student); and videotapes; "What's wrong with this picture?" and "Working with Chemicals Safely"

LESSON PLAN ETT: training slides and instructor notes

EQUIPMENT REQUIRED: Projector screen, computer with compact disc drive, computer projector, VCR, dry-erase board and markers

Practical Exercise: No

Individual Certificates: No

Group Exercise: No

Group Letter of Completion: Yes

Test: Yes

Class Size: **Min:** 6 **Max:** 34

After Class Survey: Yes

Training Priority: Personnel appointed to the Environmental Team, first come first served

FY04 SCHEDULE:

| | |
|------------------|------------------|
| 08 OCT 03 | 15 JUN 04 |
| 25 NOV 03 | 06 JUL 04 |
| 16 DEC 03 | 22 JUL 04 |
| 27 JAN 04 | 24 AUG 04 |
| 24 FEB 04 | 07 SEP 04 |
| 30 MAR 04 | |
| 13 APR 04 | |
| 27 APR 04 | |
| 05 MAY 04 | |

ENVIRONMENTAL TEAM TRAINING OVERVIEW

PURPOSE: To train personnel on hazardous materials and waste handling, spill response and general worker safety and the Fort Riley Environmental Compliance Management Plan (ECMP).

COURSE DESCRIPTION: Contents for this course are tailored specifically for the type of unit/activity that requested training.

LOCATION: Conducted at individual unit/activity locations

LENGTH: 1 hour

PREREQUISITES: None

ENROLLMENT: Call DES Training at 239-2334/0446

INFORMATION: Call DES Training at 239-2334/0446

FREQUENCY: Conducted upon request

TRAINING AIDS: Overhead slide presentation, student hand out (1 per student) POV toolbox (1per student) seasonal safety 2 bottles with oil/water and oil/water/degreaser for demonstration, recycle brochures (1 per student), and absorbent materials

LESSON PLAN: Instructor notes

EQUIPMENT REQUIRED: Projector screen, overhead projector

Practical Exercise: No

Group Exercise: No

Test: No

After Class Survey: Yes

Training Priority: As requested by unit or activity

Individual Certificates: No

Group Letter of Completion: No

Class Size: **Min:** 6 **Max:** No limit

FY04 TENTATIVE SCHEDULE:

13 NOV 03

09 JAN 04

14 MAY 04

17 SEP 04

HAZARD COMMUNICATION (HAZCOM) TRAIN THE TRAINER

PURPOSE: To train instructors in the requirements of FR 385-14 and federal law and provide source information for necessary training aids. Instructors then provide training within their organization to meet FR 385-14 requirements and federal law.

COURSE DESCRIPTION: Hazardous chemicals are virtually in every workplace. This course trains trainers on program requirements and the formal training requirements to provide soldiers/employees with safety precautions and information on chemical health hazards.

LOCATION: Directorate of Environment & Safety, Bldg. 407, Room 6, Fort Riley, KS

LENGTH: 4 hours, 0900-1400

PREREQUISITES: Must be SGT or above and possess the ability to conduct training

ENROLLMENT: Call DES Training at 239-2334/0446

INFORMATION: Call DES Safety Division at 239-2334/0446

FREQUENCY: 11 classes per year

TRAINING AIDS: Hazard Communication (HAZCOM) Train the Trainer booklet (1 per student), compact disc containing slide presentation (1), 3.5 floppy disc containing training presentation slides, FR 385-14 (1 per student), HAZCOM written test (1 per student) and answer key, instructor evaluation sheet (1 per student)

LESSON PLAN: HAZCOM Train the Trainer booklet

EQUIPMENT REQUIRED: Projector screen, computer projector, computer with disc drive, dry-erase board with markers, overhead projector and transparencies (standby equipment)

Practical Exercise: No

Individual Certificates: Yes

Group Exercise: No

Group Letter of Completion: No

Test: Yes

Class Size: **Min:** 6 **Max:** 34

After Class Survey: Yes

Training Priority: HAZCOM Officers/NCOs, first come first served

FY04 SCHEDULE:

14 NOV 03

11 DEC 03

23 JAN 04

20 FEB 04

02 MAR 04 *

15 APR 04

06 MAY 04

04 JUN 04

09 JUN 04 *

23 JUL 04

03 AUG 04 *

16 SEP 04

* Conducted in conjunction with the Safety Officer/NCO Course

MOTORCYCLE DEFENSIVE DRIVING COURSE (MDDC)

PURPOSE: To reduce the risk of death or injury to Army and civilian personnel who operate motorcycles on or off post in accordance with AR 385-55

COURSE DESCRIPTION: All soldiers must complete a Motorcycle Safety Foundation (MSF) course prior to operating motorcycles/mopeds on, or off post. This course includes MSF instruction on the proper techniques for safe operation of the motorcycle as well as a driver skill test. Civilians operating motorcycles/mopeds on post or on official business off post are required to complete this training. Soldiers possessing a Motorcycle Safety Foundation completion card do not have to take this class.

LOCATION: Directorate of Environment & Safety, Bldg. 407, Room 6, Fort Riley, KS

LENGTH: 8 hours: 4 hour classroom (0900-1300) and 4 hours riding skills (1400-1800)

PREREQUISITES: Licensed by civil authority to drive motorcycle/moped. Possess a motorcycle in safe operating condition with insurance as required by Kansas law and personal protective equipment as required by AR 385-55, Appendix B, and paragraph B-3.

ENROLLMENT: Call DES Training at 239-2334/0446

INFORMATION: Call DES Safety Division at 239-2514/2073. No charge to Department of the Army Civilians, active duty and their family members, all others pay \$55.00.

FREQUENCY: Scheduled monthly, April through October, as needed. Classes are subject to cancellation due to weather conditions, 8 per year.

TRAINING AIDS: Provided by contractor hired to conduct course; all videotapes provided by DES (4) ("Riding Street Skills," "Riding Control," "Riding Straight," and "A Common Road")

LESSON PLAN: Provided by contractor hired to conduct course

EQUIPMENT REQUIRED: Computer projector, VCR, projector screen, overhead projector and a 35mm projector

Practical Exercise: Yes

Group Exercise: Yes

Test: Yes

After Class Survey: Yes

Training Priority: First come first served

Individual Certificates: MDDC card

Group Letter of Completion: No

Class Size: **Min:** 3 **Max:** 12

FY04 SCHEDULE:

09 APR 04

23 APR 04

07 MAY 04

21 MAY 04

11 JUN 04

09 JUL 04

13 AUG 04

10 SEP 04

OSHA 8-HOUR HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE (HAZWOPER) REFRESHER

PURPOSE: Annual refresher for individuals certified to work on clean-up operations at uncontrolled hazardous waste sites; treatment, storage and disposal facilities (DRMO); and for those personnel involved in the emergency response operations for releases of hazardous substances in accordance with 29 CFR 1910.120.

COURSE DESCRIPTION: This course covers topics such as: toxicology, medical surveillance, decontamination, site characterization, air monitoring, confined spaces, site emergencies and site/incident safety plans, site control safety plans as well as drum and container handling. This course will provide a review on regulatory guidelines, training requirements, HAZCOM and Personal Protective Equipment (PPE).

LOCATION: Directorate of Environment & Safety, Bldg. 407, Room 6, Fort Riley, KS

LENGTH: 8 hours, 0800-1630

PREREQUISITES: Successful completion of the 40-hour HAZWOPER course. Must provide proof of completion of the 40-hour HAZWOPER and annual 8-hour HAZWOPER refresher training thereafter

ENROLLMENT: Call DES Training at 239-2334/0446

INFORMATION: Call DES Safety Division at 239-2334/0446

FREQUENCY: 4 classes per year

TRAINING AIDS: U.S. Army Safety and Health for Hazardous Waste Sites VHS tapes (2), instructor guide, student study guides (1 per student), written tests (1 per student) and answer key, NIOSH pocket guides to chemical hazards, (1 per 2 students), North American Emergency Response Guidebooks (1 per 2 students), EPA Standard Operating Safety Guides (1 per student) and course evaluation sheets (1 per student), compact disc containing slide presentation

LESSON PLAN: U.S. Army Safety and Health for Hazardous Waste Sites instructor notes

EQUIPMENT REQUIRED: Projector screen, computer projector, computer with disc drive, 10-ft. extension cord, VCR, overhead projector and slides (standby equipment), absorbent socks (2), 55- gal drum (1), absorbent pads (5 per class) and a HAZMAT building

Practical Exercise: Yes

Group Exercise: Yes

Test: Yes

After Class Survey: Yes

Training Priority: 40-hr HAZWOPER qualified, first come first served

Individual Certificates: Yes

Group Letter of Completion: No

Class Size: **Min:** 5 **Max:** 34

FY04 SCHEDULE:

29 OCT 03

27 FEB 04

25 JUN 04

20 AUG 04

PESTICIDE MANAGEMENT FOR DISTRIBUTION FACILITY PERSONNEL

PURPOSE: To inform individuals handling pesticides at Fort Riley distribution centers of safe pesticide handling practices in accordance with AR 40-5 Para.10-4 and Appendix C. The training will include instruction on: 1) physical and health hazards of pesticides, 2) measures employees can take to protect themselves from the hazards, 3) methods and observations used to detect spills and releases of pesticides, 4) procedures to clean up minor spills, 5) how to read and use pesticide labels and Material Safety Data Sheets (MSDS), and 6) an overview of pesticide merchandising regulations.

COURSE DESCRIPTION: This course emphasizes the hazards of pesticides, protection from exposure hazards, detection of spills and leaks, clean up of minor spills, pesticide labels and MSDSs, and merchandising of display criteria.

LOCATION: Directorate of Environment & Safety, Bldg. 407, Room 6, Fort Riley, KS or on site at the distribution center

LENGTH: 2 hours

PREREQUISITES: None

ENROLLMENT: Call DES Training at 239-2334/0446

INFORMATION: Call DES Conservation Division at 239-3953

FREQUENCY: 6 times per year

TRAINING AIDS: Poster presentation, 5 to 10 pesticide products from customer inventory to use for examples, handouts, gloves (1pair), latex boots (1 pair), Tyvek suit, goggles and apron, test (1 per student), course evaluation form (1 per student) and presentation slides on compact disc

LESSON PLAN: Poster presentation and instructor notes

EQUIPMENT REQUIRED: Computer with compact disc drive, computer projector, projector screen, 10-ft. extension cord, flip chart/easel, pointer, dry erase board and markers

Practical Exercise: No

Individual Certificates: No

Group Exercise: Yes

Group Letter of Completion: Yes

Test: Yes

Class Size: **Min:** 6 **Max:** 34

After Class Survey: Yes

Training Priority: Persons occupationally exposed to pesticides, first come first served

FY04 SCHEDULE:

| | |
|------------------|------------------|
| 17 FEB 04 | 1300-1500 |
| | 1500-1700 |
| 18 FEB 04 | 0900-1100 |
| | |
| 18 AUG 04 | 1300-1500 |
| | 1500-1700 |
| 19 AUG 04 | 0900-1100 |

RESPIRATORY SAFETY TRAINING

PURPOSE: FR 11-34 prescribes responsibilities, policies, and essential elements to establish, execute, and maintain the Army Respiratory Protection Program at Fort Riley. Commanders and Directors will ensure that any operation requiring personnel to wear a respirator for their safety and health are identified and evaluated, that soldiers and supervisors are properly trained, and the personnel required to wear respirators are fit tested.

COURSE DESCRIPTION: Course describes why the respirator is necessary, limitations and capabilities of the respirator, how to effectively use the respirator in normal and emergency situations, inspection procedures, donning and doffing, proper fitting, seal checks, care, maintenance and proper storage procedures. Fit testing will commence after classroom training.

LOCATION: Directorate of Environment and Safety, Bldg 407, Room 217, Fort Riley, KS

LENGTH: 2 1/2 hours, 0900-1130, class followed by fit testing

PREREQUISITES: Must be assigned duties that require the use of a respirator and/or have been identified as requiring a respirator during the hazard assessment. **Prior to fit testing and training, all personnel must be screened by the Occupational Health Representative (239-7042) at Irwin Army Community Hospital.**

ENROLLMENT: Call DES Safety Division at 239-2334/0446

INFORMATION: Call DES Safety Division at 239-3212

FREQUENCY: Initial and annually thereafter as required

TRAINING AIDS: Sample respiratory SOP and video-tape, "Respiratory Protection"

LESSON PLAN: Respiratory protection training outline

EQUIPMENT REQUIRED: Computer with disc drive, VCR, computer projector and projector screen

Practical Exercise: No

Individual Certificates: Yes and fit test card

Group Exercise: No

Group Letter of Completion: No

Test: No

Training Class Size: **Min:** 4 **Max:** 30

After Class Survey: Yes

Fit Test: **Max:** 6

Training Priority: Training required to perform duties

FY04 SCHEDULE:

Course scheduled upon request

RISK MANAGEMENT (TRAIN THE TRAINER)

PURPOSE: To train leaders to train subordinates on the five basic steps used in risk management: 1) identify hazards 2) assess hazards 3) develop controls & make risk decisions 4) implement controls 5) supervise & evaluate in accordance with AR 385-10 and FM 100-14

COURSE DESCRIPTION: Risk management is a logic-based common sense approach to making calculated decisions on human, materials, and environmental factors before, during and after every operation, task or event. Using the risk management process will enable leaders to maximize operational capabilities while minimizing risks to soldiers, employees and property. Leaders at every level have the responsibility to identify hazards, to take measures to reduce or eliminate hazards, and then to accept risk only to the point that the benefits outweigh the potential losses. During this training all participants will learn the five basic steps involved in risk management and perform several risk management evaluations.

LOCATION: Directorate of Environment & Safety, Bldg. 407, Room 6, Fort Riley, KS

LENGTH: 3 hours

PREREQUISITES: None. All military leaders will be trained in the five-step risk management process. Civilian leaders and supervisors are encouraged to attend this class. Personnel in a supervisory position for the first time should attend this class soon after becoming a supervisor.

ENROLLMENT: Call DES Safety Division at 239-2334/0446

INFORMATION: Call DES Safety Division at 239-2334/0446

FREQUENCY: 4 per year

TRAINING AIDS: VHS videotape "Nobody's Fault"

LESSON PLAN: Risk management support package, instructor and leader guides

EQUIPMENT REQUIRED: Color TV with stand, VCR, computer projector, and projector screen

Practical Exercise: Yes

Individual Certificates: No

Group Exercise: Yes

Group Letter of Completion: No

Test: Yes

Class Size: **Min:** 6 **Max:** 30

After Class Survey: Yes

Training Priority: Supervisory position, first come first served

FY04 TENTATIVE SCHEDULE:

03 OCT 03

06 FEB 04

02 APR 04

06 AUG 04

SAFETY OFFICER/NCO COURSE

PURPOSE: To gain proficiency in the field of accident prevention in order to reduce accidental manpower and monetary losses at the unit level. Unit Safety Officers/NCOs must attend this course within 90 days of appointment.

COURSE DESCRIPTION: Course covers program requirements, prevention of accidents involving Army motor vehicles and privately owned vehicles, fire, radiation safety, accident causation, tactical safety, hazard identification, off duty safety, POV safety, accident reporting, asbestos/lead overview, explosive ordnance disposal, Ammunition Supply Point (ASP), range safety, phase 1 training, on-site safety survey by the Provost Marshal Office (PMO), and other related topics. Students will be issued handouts, but should bring pencil and paper for taking notes.

LOCATION: Directorate of Environment & Safety, Bldg. 407, Room 6, Fort Riley, KS

LENGTH: 5 days: Mon, Tue, Wed, Fri 0900-1630, Thursday, 0800-1600

PREREQUISITES: SSG or above. **Candidates must have one year or more remaining in the unit.**

ENROLLMENT: Call DES Training at 239-2334/0446

INFORMATION: Call DES Safety Division at 239-2073

FREQUENCY: 4 times per year

TRAINING AIDS: Inspection checklists and PowerPoint presentation, videotape "It Only Takes a Second"

LESSON PLAN: Instructor guide and notes

EQUIPMENT REQUIRED: VCR, color TV with stand, screen, computer, computer projector, and compact disc with presentation

Practical Exercise: Yes

Group Exercise: Yes

Test: Yes

After Class Survey: Yes

Training Priority: On orders as unit Safety Officer or NCO, first come first served

Individual Certificates: Yes

Group Letter of Completion: No

Class Size: **Min:** 6 **Max:** 34

FY04 SCHEDULE:

20-24 OCT 03

01-05 DEC 03*

12-16 JAN 04

15-19 MAR 04

12-16 JUL 04

***CONDUCTED BY U.S. ARMY SAFETY CENTER FROM FT. RUCKER, ALABAMA. (3 COLLEGE CREDITS)**

SUPERVISOR SAFETY TRAINING

PURPOSE: To assist supervisors in better understanding their role in the accident prevention process.

COURSE DESCRIPTION: Supervisors play an essential role in the prevention of accidents and in helping to reduce civilian compensation costs at Fort Riley. Upon completion of this course, supervisors will have a better understanding of the Fort Riley Safety Program and be better equipped to perform their duties and responsibilities concerning accident prevention in accordance with AR 385-10. Course topics include: OSHA and the federal employee, accident reporting, hazard recognition, and safety training requirements. This class is open to civilian and military supervisors.

LOCATION: Directorate of Environment & Safety, Bldg. 407, Room 6, Fort Riley, KS

LENGTH: 7 hours, 0800-1630

PREREQUISITES: None. Personnel (civilian or military) in a leadership capacity are welcome to attend the class. Personnel in a supervisory position for the first time should attend this class soon after becoming a supervisor

ENROLLMENT: Call DES Training at 239-2334/0446

INFORMATION: Call DES Safety Division at 239-2334/0446

FREQUENCY: 4 times per year

TRAINING AIDS: VHS videotapes (4) "No Injury, No Accident," "The Lighter Side of Lifting," "Respiratory Protection" and "Safety is Our Business; digital projector and computer; and CD with presentation

LESSON PLAN: Leader's safety guide and instructor notes

EQUIPMENT REQUIRED: Color TV, TV stand, projector screen, 10-ft. extension cord and VCR

Practical Exercise: Yes

Individual Certificates: Yes

Group Exercise: Yes

Group Letter of Completion: No

Test: Yes

Class Size: **Min:** 5 **Max:** 34

After Class Survey: Yes

Training Priority: Civilian and military supervisors, first come first served

FY04 SCHEDULE:

16 OCT 03

06 JAN 04

25 MAR 04

10 JUN 04

**CHEMICAL AGENT DETECTOR (CAD)/IMPROVED CHEMICAL AGENT MONITOR (ICAM)
RADIATION SAFETY TRAINING**

PURPOSE: Chemical Agent Detector (CAD) and Improved Chemical Agent Monitor (ICAM) training is required by FR 11-9 and applicable Nuclear Regulatory Commission regulations and licenses.

COURSE DESCRIPTION: This training provides individuals with an understanding of the characteristics of Americium-241 and its potential for contamination. It is mandatory that all personnel who work in direct support CAD and ICAM control repair shops, and their supervisors, attend this course annually and understand the proper procedures required for wipe testing, safe handling and repair of CADs and ICAMs.

LOCATION: Directorate of Environment & Safety, Bldg. 407, Room 6, Fort Riley, KS

LENGTH: 6 hours, 0900-1500

PREREQUISITES: None

ENROLLMENT: Call DES Training at 239-2334/0446

INFORMATION: Call DES Safety Division at 239-8539

► **This course satisfies initial and annual training requirements**

FREQUENCY: 2 times per year

TRAINING AIDS: Videotape "CAM Maintenance Training," overheads, and computer disc with presentation

LESSON PLAN: Lesson outline and instructor notes

EQUIPMENT REQUIRED: Computer projector, computer, overhead projector, 10-ft. extension cord and projector screen

Practical Exercise: No

Individual Certificates: No

Group Exercise: No

Group Letter of Completion: Yes

Test: No

Class Size: **Min:** 6 **Max:** 34

After Class Survey: Yes

Training Priority: By MOS, first come first served

FY04 SCHEDULE:

14 APR 04

25 AUG 04

LOCAL RADIATION SAFETY OFFICER (LRSO) TRAINING

PURPOSE: Fort Riley Local Radiation Safety Officer (LRSO) training is offered to meet the requirements FR 11-9 and applicable Nuclear Regulatory Commission regulations and licenses.

COURSE DESCRIPTION: This training provides individuals with an understanding of the principles of radiation safety, radioactive material management and the potential of radiation contamination. It is mandatory that each individual appointed as an LRSO or alternate LRSO in direct support of Improved Chemical Agent Monitor (ICAM) and Chemical Agent Detector (CAD) maintenance shops, tritium fire control repair shop, calibration facility, or consolidated supply commodity warehouse understand the procedures for proper management of a local radiation protection program.

LOCATION: Civilian Personnel Advisory Center (CPAC), Bldg. 319, Fort Riley, KS

LENGTH: 40 hours, Mon-Fri, 0730-1600

PREREQUISITES: Individuals will be assigned as LRSOs or alternate LRSOs

ENROLLMENT: Call DES Safety Division at 239-6702/8539/2514

INFORMATION: Call DES Safety Division at 239-8539

► **This course is open to personnel from other installations**

FREQUENCY: Annually

TRAINING AIDS: Provided by CECOM personnel

LESSON PLAN: Provided by CECOM

EQUIPMENT REQUIRED: Provided by contractor hired to conduct course, CECOM

Practical Exercise: Yes

Group Exercise: Yes

Test: Yes

After Class Survey: Yes

Training Priority: On orders, first come first served

Individual Certificates: Yes

Group Letter of Completion: No

Class Size: **Min:** 15 **Max:** 26

FY40 SCHEDULE:

03-07 MAY 04

TRITIUM RADIATION SAFETY TRAINING

PURPOSE: Tritium radiation safety training is offered to meet the requirements of the initial and annual refresher training required by FR 11-9 and applicable Nuclear Regulatory Commission regulations and licenses.

COURSE DESCRIPTION: This training provides individuals with an understanding of the characteristics of tritium and its potentials, contamination and safe handling techniques. It is mandatory that all personnel who work in direct support of tritium fire control repair shops, and their supervisors, attend this course annually and understand the proper procedures required for the safe handling of tritium commodities.

LOCATION: Directorate of Environment & Safety, Bldg. 407, Room 6, Fort Riley, KS

LENGTH: 3 hours, 0900-1200

PREREQUISITES: None

ENROLLMENT: Call DES Training at 239-2334/0446

INFORMATION: Call DES Safety Division at 239-8539

► **This course satisfies initial and annual training requirements**

FREQUENCY: 2 times per year

TRAINING AIDS: Overhead slides, videotape "Fundamentals of Radiation" and presentation slides on compact disc

LESSON PLAN: Class outline and instructor notes

EQUIPMENT REQUIRED: VCR, color TV, TV stand, overhead projector, screen, computer with compact disc drive, computer projector and a 10-ft. extension cord

Practical Exercise: Yes

Group Exercise: No

Test: No

After Class Survey: Yes

Training Priority: By MOS, first come first served

Individual Certificates: No

Group Letter of Completion: Yes

Class Size: **Min:** 6 **Max:** 34

FY04 SCHEDULE:

10 MAR 04

12 AUG 04

RANGE OFFICER IN CHARGE/RANGE SAFETY OFFICER (OIC/RSO) CERTIFICATION COURSE

PURPOSE: To provide potential Range Officer in Charge (OIC) and Range Safety Officer (RSO) the rules and regulations on safe and efficient conduct of all Fort Riley weapons ranges and training areas.

COURSE DESCRIPTION: Phase 1 training will consist of a three-hour block of instruction and a two-hour test on Fort Riley Regulation 385-12, Range and Training Safety. Topics covered will be responsibilities, range policy and procedures, range communication procedures, range and training area operations, range safety, ammunition procedures, and an overview of specific weapon systems. Upon completion, qualified personnel will be familiar with the policies and procedures outlined in FR Reg. 385-12.

LOCATION: Bldg. 7719, Platoon Training Center

LENGTH: 1 day, 0900-1200 and 1300-1500

PREREQUISITES: Personnel designated by their Battalion Commander to operate range facilities

ENROLLMENT: Call G-3 Schools at 239-8219

FREQUENCY: The first and last Tuesday of every month

TRAINING AIDS: Presentation slides, disc with presentation, student handout provided by G-3 training.

EQUIPMENT REQUIRED: Overhead projector, screen, extension cord, laptop computer and computer projector

Practical Exercise: No

Individual Certificates: No

Group Exercise: No

Group Letter of Completion: No

Test: Yes

Class Size: **Min:** 5 **Max:** 50

After Class Survey: Yes

Training Priority: Designated Range OICs and RSOs

FY04 SCHEDULE:

Scheduled by G-3