



MSI LIVE



Training Needs Assessment Guide

This “**YES/NO Guide**” is designed to assist members with determining safety training for each employee under various PEOSH and OSHA Standards and other occupational safety regulations.

Each MSI class has **YES/NO** questions concerning the duties or exposures that should be considered for each employee. A **YES** answer to a question would indicate some level of training or education on the topic is needed for that employee. Employers should consider **MSI LIVE** classes as an option to provide the training identified from using the guide.

Agency

Department

Regulatory Training Assessment for MSI LIVE Classes

MSI Course Title	Yes / No	Training Assessment
Asbestos, Lead, and Silica Industrial Safety Overview	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Could the employee remove or disturb lead-based paint, or use lead-containing solder?</p> <p>Does the employee work with masonry materials such as pavers, concrete, or bricks?</p> <p>Does the employee perform housekeeping or maintenance in buildings known to, or that may contain asbestos-containing materials?</p> <p><i>Note: This course does not fulfill the EPA required 2-hour Asbestos Awareness training for maintenance and custodial staff involved in cleaning and minor maintenance tasks where asbestos-containing materials (ACM) may be accidentally disturbed.</i></p> <p>-----</p>
Bloodborne Pathogens	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Could the employee come in contact with used syringes (such as in trash or playgrounds)?</p> <p>Does the employee clean restrooms, holding cells, emergency vehicles, and other areas which may have been dirtied with blood or body fluids?</p> <p>Is the employee required to provide medical care to victims such as law enforcement, fire/EMS, or lifeguards?</p> <p>Is the employee required to provide medical care under an OSHA regulation (such as confined space rescue or tree work) or by the departmental policy?</p>

MSI Course Title	Yes / No	Training Assessment
Bloodborne Pathogens Administrator Training	<input type="checkbox"/> <input type="checkbox"/>	<p>Every public agency with potential exposure to blood or other potentially infectious materials has to identify a Bloodborne Pathogens Program Administrator. Would your Administrator benefit from a review of the requirements of the PEOSH or OSHA Standard and their roles and responsibilities?</p> <p>-----</p>
CDL: Drivers' Safety Regulations	<input type="checkbox"/> <input type="checkbox"/>	<p>Do you have an employee(s) with a Commercial Driver License (CDL)?</p> <p>-----</p>
CDL: Supervisors' Reasonable Suspicion Training	<input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee supervise CDL holders such as operators of large trucks, trucks/trailers combination, buses, or truck mechanics?</p> <p>-----</p>
Chainsaw Safety	<input type="checkbox"/> <input type="checkbox"/>	<p>Would workers who use a chainsaw benefit from a discussion about best practices for using chainsaws on the ground and from a bucket truck?</p> <p>-----</p>
Chipper Safety	<input type="checkbox"/> <input type="checkbox"/>	<p>Would workers who use a chipper benefit from a discussion about best practices for using this dangerous piece of equipment?</p> <p>-----</p>
Confined Space Entry for Entrants and Attendants	<input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee enter one or more permit-required confined spaces, such as manholes, underground vaults or lift stations, tanks, large pipes, catch basins deeper than about 3 feet, vehicle hoppers, and other containers?</p> <p><i>Note: This class <u>may not fulfill all the training requirements</u> for agencies that make permit-required confined space entries. Annual drills internally conducted with a contracted rescue agency may also be needed. This class is not Confined Space Rescue training.</i></p> <p>-----</p>
Confined Space Entry for Supervisors	<input type="checkbox"/> <input type="checkbox"/>	<p>Do supervisors of crews who enter confined spaces need a review of the possible hazards in a confined space, personal protective equipment, entry safety procedures, and completing an Entry Permit?</p> <p>-----</p>
Designated Employer Representative (DER) Training	<input type="checkbox"/> <input type="checkbox"/>	<p>Does the person in your organization need training on Dept. of Transportation (DOT) CDL drug and alcohol regulations, and act as a resource to the drivers about DOT and employer policies?</p>

MSI Course Title	Yes / No	Training Assessment
Ethics for N.J. Local Government Employees	<input type="checkbox"/> <input type="checkbox"/>	Do employees need training on their responsibilities under the NJ Local Government Ethics Act and related state regulations? -----
Excavation, Trenching, and Shoring	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Does the employee remove earth to form a cavity, footings, laying pipe, or similar task? Does the employee enter excavations or trenches? <i>Note: Employees must be protected from cave-ins in accordance with OSHA 1926.652 by examination by a competent person, sloping, benching, or shoring.</i> <i>Note: This class fulfills OSHA's Competent Person <u>training requirements</u>. Other requirements are the responsibility of the employer.</i> -----
Fall Protection Awareness	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Does the employee work at elevations higher than 4 feet such as on roofs or in bucket trucks? Does the employee work adjacent to pits or holes deeper than 4 feet? <i>Note: This class does not fulfill Competent Person Training</i> -----
Fire Extinguishers	<input type="checkbox"/> <input type="checkbox"/>	Are employees permitted under the employer's Emergency Action Plan to use a fire extinguisher on a small fire? (Required) <i>Note: This class is recommended for employees who may use a fire extinguisher at their discretion to protect life or property.</i> -----
Fire Safety		ALL employees are required to receive annual training on their fire prevention responsibilities and their duties under the Emergency Action Standard. -----
Flagger and Work Zone Safety	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Does the employee set up work zones/detours using cones, signs, and other devices? Does the employee act as a flagger to control traffic through a work zone? Does the employee supervise workers who set up work zones or act as flaggers? -----
Flagger Skills and Safety	<input type="checkbox"/> <input type="checkbox"/>	Does the employee act as a flagger to control traffic through a work zone? -----

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Forklift Train-the-Trainer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Would your agency benefit from having an in-house trainer conduct initial, refresher, and remedial training and certification/re-certification of your forklift operators?</p> <p>Would one of your experienced forklift operators be willing to accept this role? If yes, they will be provided with the information and training resources during the class.</p> <p>-----</p>
Hazard Communication/Globally Harmonized System (GHS)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee work with chemicals other than domestic cleaners at residential quantities?</p> <p>Has it been 2 or more years since the employee's last training?</p> <p>-----</p>
Hazardous Materials Awareness with Hazard Communication/ Globally Harmonized System (GHS)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Do the duties of the employee include responding as a support agency at chemical spills/releases, such as law enforcement, public works, or EMS?</p> <p>Can it be reasonably anticipated the worker may witness or discover an accidental chemical spill/release or illegal dumping in the course of their duties?</p> <p><i>Note: Fire and public works agencies that take actions to control the chemical spill or release, or to pick-up the spill, will need HazMat Operations Training.</i></p> <p>-----</p>
Hearing Conservation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Is the employee enrolled in the employer's Hearing Conservation Program?</p> <p>Is the employee exposed to loud noises above the OSHA Action Level for routine tasks?</p> <p><i>Note: Exposure to loud noise during emergency operations are exempted</i></p> <p>-----</p>
Heavy Equipment Safety	<input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee operate equipment such as backhoes, excavators, dump trucks, or front-end loaders?</p> <p>-----</p>
Heavy Equipment: Earth Moving Equipment Safety	<input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee operate or work around earthmoving equipment such as bucket loaders, backhoes, or skid steers?</p> <p>-----</p>
Heavy Equipment: Tractor Safety	<input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee operate a tractor?</p>

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Heavy Equipment: Trucks & Trailer Safety	<input type="checkbox"/> <input type="checkbox"/>	Does the employee drive a truck with a trailer? -----
Hoists, Cranes & Rigging	<input type="checkbox"/> <input type="checkbox"/>	Does the employee operate hoists, auto cranes, or davits to lift large, heavy objects? -----
Jetter/Vacuum Safety Awareness	<input type="checkbox"/> <input type="checkbox"/>	Does the employee operate or work on a jetter, jet/vac, or vacuum truck/trailer? -----
Ladder Safety/Walking & Working Surfaces	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Does the employee use a portable or fixed ladder as part of their job duties? Does the employee use a portable scaffold or scissor lift as part of their job duties? <i>Note: This class does not include bucket truck operations</i> -----
Landscape Safety	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Does the employee operate mowers, chainsaws, or other landscape equipment? Does the employee operate aerators or paint machines on athletic fields or parks? Does the employee apply fertilizers, soil conditioners, or paint to athletic fields? -----
Leaf Collection Safety Awareness	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Does the employee use a leaf vac truck or trailer to collect leaves on public streets? Does the employee collect leaves using claw or clamshell attachments on loaders? -----
Lock Out/Tag Out (Control of Hazardous Energy)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Does the employee perform maintenance on electrical, hydraulic, or pneumatic equipment? Does the employee set-up or change tools or clear jams on electrical, hydraulic, or pneumatic equipment? Does the employee work on vehicles? -----
Mower Safety	<input type="checkbox"/> <input type="checkbox"/>	Does the employee need initial or refresher training on the safe operation of ride-on mowers?

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Personal Protective Equipment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Is the employee required to wear a hard hat, eye/face protection, hearing protection, protective gloves, or work boots when performing a work task?</p> <p>Has it been more than 4 years since the employee's last training?</p> <p>-----</p>
Sanitation and Recycling Safety	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee collect residential or commercial solid waste as a driver or rear-step collector?</p> <p>Does the employee collect bulk waste pick-up on public streets?</p> <p>-----</p>
Seasonal (Summer) Employee Orientation	<input type="checkbox"/> <input type="checkbox"/>	<p>Do you hire seasonal workers (often younger and during summer) who need a broad overview of safety considerations for maintenance, facility, or park operations?</p> <p><i>Note: Topics include bloodborne pathogens, hazard communication, personal protective equipment, and general safety.</i></p> <p>-----</p>
Shop and Tool Safety	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee use hand or power tools as part of their job duties?</p> <p>Would the employee benefit from a reminder of general tool safety best practices?</p> <p>-----</p>
Snow Plow/Snow Removal Safety	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee plow snow on public streets?</p> <p>Would the employee benefit from a reminder of general plowing and safe driving during inclement weather?</p> <p>-----</p>
Work Zone: Temporary Traffic Controls	<input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee set up work zones/detours using cones, signs, and other devices?</p> <p>-----</p>
Work Zone: Safety for Supervisors	<input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee supervise workers who set up work zones or act as flaggers?</p>

Non-Regulatory MSI LIVE Classes

The following list of MSI LIVE classes may be important elements of your training program for workers, supervisors, and managers. Non-regulatory classes offer a deeper and broader understanding of loss control strategies. Many are discussion-based allowing for a more individualized learning experience.

MSI Course Title	Yes / No	Course Objectives
Accident Investigation	<input type="checkbox"/> <input type="checkbox"/>	<p>Would first-line supervisors, department managers, or members of the Safety Committee benefit from a comprehensive review of the accident review process to better create a positive action plan to prevent similar injuries?</p> <p>-----</p>
Back Safety/Material Handling	<input type="checkbox"/> <input type="checkbox"/>	<p>Would the employee benefit from a discussion on best practices to reduce the likelihood of a muscular-skeletal injury while lifting or carrying heavy objects?</p> <p>-----</p>
Back Safety/Patient Handling for Emergency Responders	<input type="checkbox"/> <input type="checkbox"/>	<p>Would the employee or department leaders benefit from a comprehensive discussion on the factors that lead to the most common injury to law enforcement, fire, and emergency medical service workers?</p> <p>-----</p>
Coaching the Emergency Vehicle Operator (CEVO) Fire – Police – Ambulance	<input type="checkbox"/> <input type="checkbox"/>	<p>Would the employee benefit from a review and discussion of emergency and non-emergency driving considerations, best practices, and legal requirements from an experienced first responder?</p> <p>-----</p>
Coaching the Maintenance Vehicle Operator (CMVO)	<input type="checkbox"/> <input type="checkbox"/>	<p>Would the employee benefit from a reminder of general work truck safety best practices when operating maintenance vehicles such as bucket trucks?</p> <p>-----</p>
Coaching the School Bus Driver	<input type="checkbox"/> <input type="checkbox"/>	<p>Would the employee benefit from a comprehensive discussion with a safety consultant on the regulations and best practices for driving a school bus?</p> <p>-----</p>
Dealing with Difficult People	<input type="checkbox"/> <input type="checkbox"/>	<p>Would the employee benefit from a comprehensive discussion about effective strategies to de-escalate a situation and resolve conflicts with a co-worker or dissatisfied customer?</p>

MSI Course Title	Yes / No	Course Objectives
Defensive Driving Course (DDC-4) 4 hr. NJ State Safety Council course	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Would the employee benefit from a discussion on the best practices for operating a vehicle under normal driving conditions and during inclement weather?</p> <p>Would the employer benefit if their drivers were more courteous and drove more defensively?</p> <p>Does the driver need to remove points from their driving abstract?</p> <p>-----</p>
Driving Safety Awareness	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Would the employee benefit from a discussion on the best practices for operating a vehicle under normal driving conditions and during inclement weather?</p> <p>Would the employer benefit if their drivers were more courteous and drove more defensively?</p> <p>-----</p>
Employee Conduct and Violence Prevention in the Work Place	<input type="checkbox"/> <input type="checkbox"/>	<p>Do you have employees who deal with the public?</p> <p>-----</p>
Hazard Identification: Making Your Observations Count	<input type="checkbox"/> <input type="checkbox"/>	<p>Would your workers and supervisors benefit from a discussion on the best practices for performing job site observations and facility surveys, with an emphasis on increasing the safety and performance of the organization?</p> <p>-----</p>
Housing Authority Sensibility	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Would your employees benefit from training in acceptable workplace conduct including sexual harassment, bullying, and dealing with difficult residents in the Public Housing setting?</p> <p>Do you have employees and supervisors who need skills training on reducing violence and successfully managing conflict in the Housing Authority setting?</p> <p>Do you have employees and supervisors who would benefit from training on skills and strategies to reduce and cope with stress in the Housing Authority setting?</p> <p>-----</p>
Implicit Bias in the Workplace	<input type="checkbox"/> <input type="checkbox"/>	<p>Would employees benefit from training on 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.</p>

MSI Course Title	Yes / No	Course Objectives
Office Safety	<input type="checkbox"/> <input type="checkbox"/>	<p>Would office employees benefit from a discussion of various safety concerns such as properly setting up a work station, office chemicals, fire safety in the office setting, and preventing the two most common injuries lifting/carrying and slip/trip?</p> <p>-----</p>
Playground Safety Inspections	<input type="checkbox"/> <input type="checkbox"/>	<p>Would the employer and employee benefit from a more in-depth knowledge of NJ Playground Safety Subcode and related playground safety regulations?</p> <p>-----</p>
Preparing for First Amendment Audits	<input type="checkbox"/> <input type="checkbox"/>	<p>Would employees and managers benefit from a discussion on preparing for a First Amendment Audit from a group that claims to be a social movement that takes it upon themselves to conduct audits of government entities to promote transparency and open government?</p> <p>-----</p>
Safety Committee Best Practices	<input type="checkbox"/> <input type="checkbox"/>	<p>Would your Safety Coordinator and members of your Safety Committee benefit from a discussion of best practices for reviewing safety activities, reviewing injury reports, and a better understanding of risk control principles?</p> <p>-----</p>
Safety Coordinators' Skills Training	<input type="checkbox"/> <input type="checkbox"/>	<p>Would your Safety Coordinator benefit from a comprehensive discussion that includes: holding effective meetings, conducting effective facility surveys and job site safety observations, the MEL/JIF system in NJ, the MEL Safety Institute, the Learning Management System, and creating an action plan from conducting injury reviews?</p> <p>-----</p>
Schools: Chemical Lab Safety for Science Teachers	<input type="checkbox"/> <input type="checkbox"/>	<p>Would your chemical lab teacher benefit from a review of general lab safety best practices and emergency procedures?</p> <p>-----</p>
Shift Briefing Essentials	<input type="checkbox"/> <input type="checkbox"/>	<p>Would your staff benefit from frequent, short, and timely safety messages given by a member of your team?</p> <p><i>Note: Employees taking this class must be willing to deliver a briefing if s/he was coached on how to prepare and deliver them. Resources for message content will be shared with students.</i></p> <p>-----</p>
Special Event Management	<input type="checkbox"/> <input type="checkbox"/>	<p>Would department leaders benefit from a workshop to strengthen coordination between departments in planning, managing, and debriefing a special event?</p>

Having difficulty deciding if “**YES or NO**” is the correct response?

Contact the **MSI Help Line** at **866-661-5120** and they will have your Risk Control Consultant contact you directly.

The MSI Catalog features information about MSI LIVE Course offerings and you can view the current schedule and register for classes on the website: melsafetyinstitute.org