

**REGISTRATION PACKET
NEW JERSEY UTILITY AUTHORITY JOINT INSURANCE FUND
AND THE
MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
ARE PLEASED TO ANNOUNCE**

**25th ANNUAL
2017 SAFETY EXPOS**

TO BE HELD ON

JUNE 23, 2017

At The
Middlesex Fire Academy, Sayreville, NJ

AND ON

SEPTEMBER 29, 2017

At The
Camden County Emergency Training Center, Blackwood, NJ

SESSIONS:

- **Supervisor Safety – *Full Day Session*** Toolbox Safety Talks w Job Site Hazard ID, Supervisor Key Safety Performance Indicators and Job Safety Observations
- **Confined Space Entry Procedures with Demonstrations *Full Day Session***
- **Electrical Safety Plans**
- **Shop and Tool Safety**
- **Hot Work & Welding Safety**
- **Safety Fast Track --** LOTO, Blood Borne Pathogens, Hazardous Materials for the Non-Chemist, Distracted Driving and Fire Safety

NJUA SAFETY EXPO - 2017 COURSE DESCRIPTIONS

Supervisor Safety: This full day program reminds us that frontline supervisors have a crucial role in building and maintaining a successful safety culture. The Supervisor Safety consists of three related presentations. Part 1, Toolbox Safety Talks, is a one-hour training using individual and group workshops to focus on how to conduct an effective talk using stories, encouraging worker participation, and keeping talks relevant and specific to the job. Part 2, Supervisor Key Performance Indicators, is a 2-hour program that examines the importance of supervisor participation in Job Safety Observations and the impact these observations can have on preventing at risk actions. Part 3, Job Safety Observations, is a one-hour program that will delve into doing JSO's with a focus on recognizing safe and at-risk actions, real-time safety coaching and identifying contributing factors and root causes. **Target Audience:** Managers and Supervisors. **Credits available for full day attendance:** 4.0 TCH or 4.0 CPWM Management CEU.

Confined Space Entry Procedures with Demo: This full-day program is designed for employees and supervisors who are experienced with confined space entry procedures. The program combines classroom presentations with interactive demonstrations to keep employees safe before and during confined space work. We will explore the difference between Permit Required and Non-Permit Required Confined Spaces, review permit requirements and alternate entry procedures. Engineering controls such air monitoring, ventilation, and isolation techniques will be discussed and demonstrated. Rescue plans and services are part of the workshop along with demonstrations of gas meters, ventilation equipment, and mechanical retrieval equipment. **Target Audience:** Experienced employees and supervisors. **Credits:** 3.5 TCH Water Wastewater Safety or 3.5 CPWM Technical CEU.

Electrical Safety: This 90 minute program provides an introduction into electrical safety with emphasis on arc-flash protection (NFPA 70E). The presentation centers on electrical hazards, circuit and GFCI protection, extension cords and generators, safe work procedures and PPE. **Target Audience:** Employees and Supervisors. **Credits:** 1.5 TCH Safety.

Shop & Tool Safety: This 75 minute presentation focuses on the basics of machine guarding and the safe setup and use of reciprocating saws, pneumatic nail guns, chop saws, portable grinders, powder activated tools, jack hammers, cordless tools, power sewer snakes and portable air generators & receivers. Participant will also discuss and review the unique safeguards for sewer and water utilities, such as treatment plant equipment guards, power transmission for pumps and hot surfaces, post-hole diggers, concrete mixers, chippers, and portable compactors. **Target Audience:** Employees and Supervisors. **Credits:** 1.0 TCH or 1.0 CPWM CEU Technical.

Hot Work & Welding Safety: Fires and explosions due to hot work, and torching and welding are preventable. This one-hour program highlights the hazards and safe work procedures for electric arc and Oxy-fuel gas welding along with acetylene use, noise exposure and PPE. Special emphasis on the hot work permit system and recommendations from the Federal Chemical Safety Board. **Target Audience:** Employees and Supervisors. **Credits:** 1.0 TCH or 1.0 CPWM Technical CEU

Fast Track Safety Short Courses: Five short (50 – 60 minute) classes provide the basics:

- **Bloodborne Pathogens:** This one-hour presentation looks at what are Bloodborne Pathogens, the likelihood of job exposure, safety procedures and PPE to prevent BBP exposure and post-exposure care. **Credits:** 1.0 TCH or 1.0 CPWM & RMC CEU

- **Lockout/Tagout:** When servicing or repairing equipment, the unexpected or unplanned release of hazardous energy can lead to an injury. Learn the key steps to stay safe in this one-hour training that includes types of hazardous energy, employee designations, and LO/TO procedures and equipment. **Credits:** 1.0 TCH or CPWM Technical CEU.
- **Fire Safety:** Being ready for fires and other emergencies can make the difference between life and death. This one-hour training has important information as to fires and their hazards, emergency evacuation plans, portable fire extinguishers as well as fire safety at home. **Credits:** 1.0 TCH; 0.5 Government and 0.5 Technical CEU.
- **Hazard Communication with GHS:** To keep employees safe from hazardous materials, a good understanding of chemical characteristics and properties is needed. This one-hour program is geared for the non-chemist, and takes an in-depth look at boiling point, flash point, vapor density, pH, vapor pressure and reactivity to better appreciate how hazardous materials act in routine and non-routine activities. **Credits:** 1.0 TCH Water & Wastewater.
- **Distracted Driving:** This one-hour class looks at Distracted Driving and the significant risk to every business that has employees who drive both company owned and personal vehicles on company business. According to the National Safety Council, 26% of all vehicle crashes involve mobile phone use, including hands-free. This course will discuss the common activities that divert attention from the road including texting, mobile phone use, eating/drinking, reaching for an object, and reading navigation systems. Target Audience: All employees and Supervisors. **No Credit.**

In order to run TCH training reports for NJDEP for your licenses we need to ask all Training Administrators to enter their employees' license numbers into their profiles on the MSI Learning Management System. Please see below instructions on how to enter license numbers to employee records.

How to Add License Numbers to Employee Records

***You must have Administrator Access in the MSI Learning Management System to access employee records. If you are a Training Administrator and do not have Administrator access call the MSI helpline at **866-661-5120**.

1. Access the MSI Learning Management System – NJMEL.org; Click the MSI logo at the top of the page for the MSI log in page or click this link for direct access: <http://firstnetcampus.com/meljif/entities/mel/logon.htm>
2. Log in: If you do not know your username/password, call the MSI Helpline shown above. If you are new, click "I am a new user." Complete the fields and you will receive a confirmation email with your username and password. You will then need to call the MSI helpline to gain Admin access.
3. Once logged in, click the Admin tab at the top of your screen.
4. Under 'Administrator Functions', click the 'Edit User' option to display the list of your employees.
5. To access and modify the individual employee records, click on the employee's name.
6. Now within the employee's Edit User screen, click 'Edit User Properties'.
7. Enter the Employee's license number in the 'License #' field (6th field from the top). This is a fee form field that will accept any number or character entered.
8. Verify your entry, then click the 'Submit' button at the bottom of the screen.
9. Additional fields in the Edit User Properties screen can also be modified here as needed.
10. Call the MSI Helpline with any questions at 866-661-5120.

The screenshot shows a web browser window displaying the 'Edit User Properties' form for a user named 'Test Person'. The form includes fields for Password, Re-enter Password, Last Name, First Name, Job Title, License #, Department (set to OTHER), Employee Status, Email, Re-enter Email, Work Address, Work City, Work State, Work Zip, Phone, and Phone Ext. X. A 'Submit' button is located at the bottom of the form. The browser's address bar shows the URL: http://firstnetcampus.com/MEL_SF/campus/courses.asp?home.asp. The MSI logo is visible in the top left corner of the page.

Please register online by visiting www.njmel.org and clicking on the MSI button in the upper right hand corner and click on "MSI LOGIN". If this is your first time visiting a MSI Training Site and you do not have your user ID, please call the MSI Helpline at 1-866-661-5120 to obtain your user ID.

time	Track 1	Track 2	Track 3	Track 4	time
	Supervisor Safety	Confined Space	Shop	Safety Fast Track	
8:00-9:00	Continental Breakfast & Opening Comments				8:00-9:00
9:00-9:15	Toolbox Safety Talks with Job Hazard ID *Full Day Session* 1 hour	Confined Space Entry Procedures with Demonstrations *Full Day Session*	Electrical Safety Plans (90 Minutes)	LOTO (60 Minutes)	9:00-9:15
9:15-9:30					9:15-9:30
9:30-9:45					9:30-9:45
9:45-10:00					9:45-10:00
10:00-10:15					10:00-10:15
10:15-10:30	Supervisor Key Safety Performance Indicators *Full Day Session* (continued) 120 Minutes w/break	LUNCH	BREAK	BBP (60 Minutes)	10:15-10:30
10:30-10:45					10:30-10:45
10:45-11:00					10:45-11:00
11:00-11:15					11:00-11:15
11:15-11:30					11:15-11:30
11:30-11:45	Job Safety Job Safety Observations *Full Day Session* (continued) 1 hr	Confined Space Entry Procedures with Demonstrations (continued)	Shop & Tool Safety (75 Minutes)	Hazardous Materials for the Non-Chemist (60 Minutes)	11:30-11:45
11:45-12:00					11:45-12:00
12:00-12:15					12:00-12:15
12:15-12:30					12:15-12:30
12:30-12:45					12:30-12:45
12:45-1:00	LUNCH	LUNCH	Hot Work & Welding Safety (60 Minutes)	Distracted Driving (60 minutes) C.N.A.	12:45-1:00
1:00-1:15					1:00-1:15
1:15-1:30					1:15-1:30
1:30-1:45					1:30-1:45
1:45-2:00					1:45-2:00
2:00-2:15	Fire Safety (60 Minutes)				2:00-2:15
2:15-2:30					2:15-2:30

IF YOU ARE UNABLE TO REGISTER ONLINE YOU MAY UTILIZE THE FOLLOWING FORM:

Courses have been placed into convenient "tracks" to allow participants to take advantage of the maximum number of classes during the Expo.

*PLEASE CIRCLE DESIRED TRACK ABOVE OR CREATE YOUR OWN TRACK (see below)			
*PLEASE CIRCLE DATE/LOCATION:			
June 23, 2017- Middlesex Fire Academy		September 29, 2017- Camden County Emergency Training Center	
*EMPLOYEE NAME:			DEPT.
*PHONE NUMBER:			LICENSE #
*AUTHORITY/MUNICIPALITY:			
* must be completed			
Class:		Time:	
Class:		Time:	
Class:		Time:	
Be sure that your classes do not overlap! Students must sign in and out to earn credit.			
For Pre-Registration return by June 14th for the June Expo OR by September 19th for the September Expo date to: Karen Read- 9 Campus Drive, Suite 216, Parsippany, NJ 07054 Fax: 856-552-4713/kread@permainc.com			

Camden County Emergency Services Training Center
420 North Woodbury-Turnersville Road
Blackwood, New Jersey 08012

From the Northeast

I95/NJTP South to exit 3 for NJ-168/N/S Black Horse Pike
Take NJ-168 South towards Blackwood (approximately 6 miles) to Lakeland Road
Continue on Lakeland Road for approximately .75 miles and make right onto County House/Woodbury-Turnersville Road

From Northwest

Take US-206 South to I-295 South
I-295 South to Exit 28 for NJ-168/N/S Black Horse Pike
Take NJ-168 South towards Blackwood (approximately 8 miles) to Lakeland Road
Make a right and continue on Lakeland Road for approximately .75 miles and make right onto County House/Woodbury-Turnersville Road

From Ocean County Area

Take NJ-70 West to NJ-73 North
Takes NJ-73 North to I-295 South
I-295 South to Exit 28 for NJ-168/N/S Black Horse Pike
Take NJ-168 South towards Blackwood (approximately 8 miles) to Lakeland Road
Make a right and continue on Lakeland Road for approximately .75 miles and make right onto County House/Woodbury-Turnersville Road

From Princeton/Trenton Area

I-295 South to Exit 28 for NJ-168/N/S Black Horse Pike
Take NJ-168 South towards Blackwood (approximately 8 miles) to Lakeland Road
Make a right and continue on Lakeland Road for approximately .75 miles and make right onto County House/Woodbury-Turnersville Road

From Pennsville Area

I-295 North to exit 21 for Woodbury/National Park
Follow signs for Woodbury/County Road 640 East and merge onto County Road 640 East
Continue onto Cooper Street/County Road 706
Bear right onto County House Road/County Road 534/Woodbury-Turnersville Road

From The Southern Shore Points

Garden State Parkway North to exit 38A to merge onto Atlantic City Expressway West Exit onto NJ-42 North and take exit 7 toward and make right onto County Road 534/Route 705/Sicklerville Road/Woodbury-Turnersville Road
Continue on County House Road/Woodbury-Turnersville Road

Middlesex Fire Academy

1001 Fire Academy Drive
Sayreville, NJ 08872

Via Route 9 / Route 35 Northbound:

Come up through South Amboy into Sayreville. Do not go over the bridge. Take the exit on to the Route 9/Route 35 circle. The sign for the exit reads North 35. The ramp is just after a large sign marked Colosseum (sic). At the bottom of the ramp merge right into the circle, then move quickly to the left lane to go around the circle. Bear left going around the circle, passing the Amboy Cinemas. After going under Route 9, merge to the right and take the first right turn-off, on to Chevalier Drive, just past the Sayreville Motor Lodge (Note: Chevalier Drive street sign may be missing, look for signs for Garden State Parkway "South"). After 1/4 mile (just past the Parkway entrance) turn left on to Main Street (large church at corner). After 3/4 mile take the exit for Kennedy Drive. At the bottom of the ramp turn right into the Academy.

Traveling from Perth Amboy on Route 35 Southbound:

Take Route 35 south, crossing the Victory Bridge, and passing the back of Amboy Cinemas. Follow the Route 9/Route 35 circle under Route 9. After going under Route 9, merge to the right and take the first right turn-off, on to Chevalier Drive, just past the Sayreville Motor Lodge (Note: Chevalier Drive street sign may be missing, look for signs for Garden State Parkway "South"). After 1/4 mile (just past the Parkway entrance) turn left on to Main Street (large church at corner). After 3/4 mile take the exit for Kennedy Drive. At the bottom of the ramp turn right into the Academy.

Via East Brunswick / South River via Route 535:

Route 535 is Cranbury Road in East Brunswick. It becomes Main Street in South River. Travel North on Route 535 through South River and over the Veterans' Memorial Bridge, stay in left lane. At the light after the bridge go straight on to Washington Road. At the next light, (this will be the second traffic light after crossing the bridge) turn left on to Main Street. Proceed to the fourth traffic light (approx. 5 miles) and make a left into the Fire Academy.

Via the Garden State Parkway Northbound:

Take Exit 125 (just after the Raritan tolls and before the bridge). At the bottom of the ramp turn left on to Chevalier Drive, then make the first on to Main Street (large church at corner). After 3/4 mile take the exit for Kennedy Drive. At the bottom of the ramp turn right into the Academy.

Via the Garden State Parkway Southbound:

Take Exit 124 (just after the Raritan tolls). At the bottom of the ramp turn right on to Main Street and after a few hundred feet make the first right on to Kennedy Drive. Stay on Kennedy Drive for 3/4 of a mile, through the traffic light, and straight into the Fire Academy.

Via Route 9 Southbound:

Take Route 9 south from Woodbridge over the Raritan River. Take the first exit (marked South Amboy Business Center). At the bottom of the ramp take the first right turn on to Chevalier Drive just past the Sayreville Motor Lodge (Note: Chevalier Drive street sign may be missing, look for signs for Garden State Parkway "South"). After 1/4 mile (just past the Parkway entrance) turn left on to Main Street (large church at corner). After 3/4 mile take the exit for Kennedy Drive. At the bottom of the ramp turn right into the Academy.

From the New Jersey Turnpike North or South:

Take Turnpike Exit 11 for the Garden State Parkway (GSP). After the tolls, bear left and on to the Garden State Parkway (GSP) traveling south. From the GSP take Exit 124 (just after the Raritan tolls). At the bottom of the ramp turn right on to Main Street and after a few hundred feet make the first right on to Kennedy Drive. Stay on Kennedy Drive for 3/4 of a mile, through the traffic light, and straight into the Fire Academy.