

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

27<sup>th</sup> ANNUAL  
2019 SAFETY EXPOS  
TO BE HELD ON

JUNE 28, 2019

At The  
Middlesex Fire Academy, Sayreville, NJ

AND ON

SEPTEMBER 27, 2019

At The  
Camden County Emergency Training Center, Blackwood, NJ

**SESSIONS:**

- **Supervisor Roles & Responsibilities in a Changing Environment** *\*\*Full Day Session\*\* This four hour workshop will use Dr. John P. Kotter's 8 Step Process of Change to lead a discussion on being an agent for positive change in an organization.*
- **Safety Fast Track** *–Blood Borne Pathogens, Lockout/Tagout, Fire Safety and Hazardous Communications with GHS*
- **Designated Person Indoor Air Quality Training Program** *\*\* Full Day Session\*\* This four hour workshop will introduce the basic requirements of IAQ compliance, the environmental conditions and potential health issues.*
- **Focus Four Track** *\*\*Full Day Session\*\* – This full day program will focus on the four leading causes of job related fatalities or injuries; Electrocution, Falls, Struck-by and Caught Between.*

## NJUA SAFETY EXPO – 2019 COURSE DESCRIPTIONS

### Track #1 (Must attend full track for TCH/CEU)

**Supervisor Role's & Responsibilities in a Changing Environment:** Change is not easy, but it is one of the most critical work and life skills needed by everyone in your organization. The current rate of change is creating unprecedented uncertainty. Today's supervisors must not only manage change, but lead change in order to meet the changing demands of our stakeholders. This four hour workshop will use Dr. John P. Kotter's 8 Step Process of Change to lead a discussion on being an agent for positive change in an organization. Participants will explore internal and external factors that drive change and how change impacts the organization and its people. Dr. Kotter's Change Model provides a step-by-step approach for staying focused and positive, set the right things in motion the right way, and avoid pitfalls while navigating the team through uncertain times. Change does not have to be the enemy. **Credits: 4.0 TCH Water/Wastewater-Technical or 4.0 CPWM Management CEU**

**Target audience: New and Senior Supervisors**

### Track #2

**Fast Track Safety Short Courses:** Four one-hour classes that 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 Water/Wastewater-Technical or 1.0 CPWM Government CEU or 1.0 RMC-Professional Development**
- **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 Water/Wastewater-Technical or 1.0 CPWM Technical CEU**
- **Fire Safety:** Being ready for fires and other emergencies can be 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 Water/Wastewater-Technical or 0.5 Government or 0.5 CPMW 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 the 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-Technical or 1.0 CPWM Technical CEU**

**Target audience: Employees or Supervisors**

### Track #3 (Must attend full track for CEU)

**Designated Person Indoor Air Quality Training Program:** The Indoor Air Quality Standard is designed to protect public employees in New Jersey from the adverse health effects of poor quality indoor air resulting from improperly maintained buildings. It was established in recognition that health & safety standards designed to protect workers in manufacturing environments were not effective in office and educational facility environments. This four hour workshop will introduce the basic requirements of IAQ compliance, the environmental conditions and potential health issues it is designed to address, and the limitations inherent in

enforcement of the standard. We will also touch on asthma incidence, triggers and response, mold, green cleaning methods and development and implementation of a compliant IAQ program. We will end with the voice of experience from a Certified Education Facility Manager (CEFM) with decades of experience. **Credits: 4.0 TCH Water/Wastewater-Safety or 4.0 CPWM Management CEU**

**Target audience: Employees responsible for Indoor Air Quality program and responding to air quality complaints**

**Track #4 (Must attend full track for TCH)**

**Focus Four:** This four hour program looks at the four leading causes of job related fatalities or injuries; Electrocutation, Falls, Struck-by and Caught Between. The presentation consists of four one-hour training with emphasis on recognizing each Focus Four Hazard applicable to Utilities Authority jobs, Toolbox Safety Talks, Focus Four Specific Safe Work Procedures and PPE. In addition, the presentations discuss the importance of employee-to-employee Job Safety Observations for the Presence of Safety related to Focus Four Hazards. **Credits: 4.0 TCH Water/Wastewater-Safety or 2.0 CPWM-Management & 2.0 CPWM-Government or 4.0 RMC- Professional Development**

**Target audience: Employees or Supervisors**

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 Water/Wastewater License Numbers to Employees Records**  
**Water/Wastewater License numbers must be entered in the MSI Learning Management System by March 30, 2018 in order to receive TCH credits for MSI classes attended**

\*\*\*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. Click the following link for the MEL Safety Institute's Learning Management System:

[www.firstnetcampus.com/meljif](http://www.firstnetcampus.com/meljif)

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 Administrator tab at the top of your screen.
4. Under 'User Administration', 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 numeric license number in the 'License #' field (7<sup>th</sup> field from the bottom). Do not enter a license code. If the employee has multiple licenses, only enter one license number.**
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.

\* Re-enter Password: [\*\*\*\*\*]  
\* Last Name: [Text]  
\* First Name: [Sue]  
Middle Initial: [ ]  
Suffix: [ ]  
Email: [sue@yorktown.co]  
Email/Other: [ ]  
Title: [ ]  
Organization: [ADMINISTRATION]  
Address1: [ ]  
Address2: [ ]  
Address3: [ ]  
City: [ ]  
State: [ ]  
Zip: [ ]  
Phone: [555-456-7891]  
Phone Extension: x [ ]  
Fax: [ ]  
Country: [ ]  
Job Title: [ ]  
Water/Wastewater License Number: [ ]  
\*Employee Status: [OFFICIAL]  
Work Address: [123 Main Street]  
Work City: [Marion]  
Work State: [NJ]  
Work Zip: [08063]  
\*Department: [ADMINISTRATION]  
[Submit]

Please register online by visiting [www.njmel.org](http://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
8:00	Registration, Continental Breakfast, & Opening Comments				8:00
	<b>Supervisor</b>	<b>Fast Track</b>	<b>Designated Person IAQ</b>	<b>Focus Four</b>	
8:30		Bloodborne Pathogens 1 hour		Electrocution 1 hour	8:30
		Lockout/Tagout 1 hour		Falls 1 hour	
9:30		Fire Safety 1 hour		Struck By 1 hour	9:30
		Hazard Communication 1 hour		Caught Between 1 hour	
10:30					10:30
11:30					11:30
12:30	LUNCH	LUNCH	LUNCH	LUNCH	12:30

<b>*PLEASE CIRCLE THE DESIRED TRACK ABOVE</b>					
<b>*PLEASE CIRCLE DATE/LOCATION:</b>					
June 28, 2019- Middlesex Fire Academy		September 27, 2019- Camden County Emergency Training Center			
<b>*EMPLOYEE NAME:</b>					<b>DEPT.</b>
<b>*PHONE NUMBER:</b>					<b>LICENSE #</b>
<b>*AUTHORITY/MUNICIPALITY:</b>					
<b>* must be completed</b>					
Class:			Time:		

For Pre-Registration return by June 14th for the June Expo OR by September 17th for the September Expo date to: Karen Read- [kread@permainc.com](mailto:kread@permainc.com)

# **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.

**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