

Job Safety Analysis Made Easy

1 Who Should Attend . . .

This program is a must for anyone concerned about health and safety on the job including:

- ▶ Managers concerned about liability and workers' compensation costs.
- ▶ Employees who want to learn proper techniques for protecting their safety and health at work.
- ▶ Business owners who want to learn about compliance with Michigan Occupational Safety and Health Administration (MIOSHA).

2 MIOSHA Training Institute

MIOSHA Consultation Education and Training (CET) Division and Macomb Community College (MCC) have developed the MIOSHA Training Institute (MTI) through a formal alliance. The MTI introduced an Assessment-Based Certificate program, effective October 1, 2007. This course is a MTI Level Two course. The certificate program offers participants an opportunity to be recognized for their educational efforts and increased technical expertise. Courses are offered throughout the state in sponsorship with other M-TECSM facilities, community colleges, and safety and health organizations. To learn more about the certificate program, log-on to the CET Division website at www.michigan.gov/mti.

3 What You'll Learn . . .

Job Safety Analysis (JSA) has been identified as a key component in an effective Safety and Health Management System. Training will provide attendees with the tools and knowledge required to prioritize, create, use, and review a JSA program to enhance their overall Safety and Health Management System. In addition, worksite analysis is one of the five required elements used to judge a company's readiness for inclusion in the prestigious Michigan Voluntary Protection STAR program. The JSA training will help participants justify the need for a hazard identification program to their upper management and create buy-in from production employees.

Agenda

We offer a flexible program agenda to emphasize the construction topics you want most.

- ▶ Describe what a Job Safety Analysis (JSA) is and the purpose.
- ▶ Create a simple and effective JSA.
- ▶ Identify how to use a JSA within Safety and Health Systems.

Required Class for
Safety & Health
Management Systems
Level Two
MTI Certificate

The meeting site and parking is accessible. Individuals attending the meeting are requested to refrain from using heavily scented personal care products, in order to enhance accessibility for everyone. People with disabilities requiring additional services (such as materials in alternative format) in order to participate in the meeting should call 517.322.1809. The Department of Licensing and Regulatory Affairs is an equal opportunity employer/program.

Facilitator

Debra Gundry has been with the State of Michigan since 1979. She is a graduate of Michigan State University and joined the Consultation Education and Training Division as a MIOSHA consultant in 1992. Debra provides services to Shiawassee, Clinton, Ionia, Ingham, Eaton, Jackson, and Hillsdale counties.

Debra's duties include consultative services to establish a company or organization's Safety and Health Management System; and planning and conducting training programs for management, trainers, supervisors, and employees regarding the Michigan Occupational Safety and Health Standards. She also serves on several CET committees.

Presenters: Debra Gundry and Karen Odell, Senior Occupational Safety Consultants; MIOSHA-CET Division



Debra Gundry
Senior Occupational Safety Consultant,
MIOSHA, CET Division

Program Details

DATE: December 8, 2011
LOCATION: Alro Steel Processing/
Conference Center
2500 Enterprise Drive
Jackson, Michigan 49203
COST: \$75 per person.
Includes course materials.
Certification/Maintenance Points Available

TIME: Check-in - 8:30 a.m.
Program - 9:00 a.m. to 12:30 p.m.
DEADLINE: Register by December 2, 2011
Please register early!
CONTACT: Annette Norris - 517.782.8268
anorris@enterprisegroup.org

COSPONSOR: Jackson Area Manufacturers Association (JAMA)

If this valuable seminar doesn't fit with your schedule or position, please pass this flyer on to a colleague.

How to Register

Job Safety Analysis Made Easy

Four Easy Ways to Register:

- ▶ **Phone:** 517.782.8268
- ▶ **Fax:** 517.782.0061
- ▶ **Email:** anorris@enterprisegroup.org
- ▶ **Mail:** Jackson Area Manufacturers Assoc.
100 W. Michigan Ave., 11th Floor
PO Box 80
Jackson, Michigan 49204-0080
Attn: Annette Norris

*Please enclose check or
money order made payable to:
Academy for Manufacturing Careers*

Name: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____
Credit Card #: _____ CVC: _____
Print Card Holder's Name: _____
Signature: _____ Exp. Date: _____
Card Address: _____
City: _____ State: _____ Zip: _____

*This course has been approved for residential builders
pre-licensure safety training requirements.*

Complete Separate Registration Form for Each Attendee

All meetings are accessible and barrier free. Please contact the cosponsor or CET Division, at least two weeks in advance, to request necessary accommodations.