

# CIRSA

ONSITE TRAINING

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# COURSE CATALOG





# ONSITE/REGIONAL COURSES

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Some courses may require online training or other classroom pre-requisites.

Courses listed are the most requested by members – If a desired class is not shown, please contact our training team at [training@cirsa.org](mailto:training@cirsa.org).

# ONSITE/REGIONAL COURSES

ACC-101

## ACCIDENT/INCIDENT INVESTIGATIONS

This program provides the framework for members to develop and maintain a comprehensive accident/incident investigation program as well as providing the methodology and understanding of why investigations are not only necessary, but paramount to the success of an agency's risk control efforts.

**Cost:** Free to CIRSA Members

**Course Length:** 4 Hours

**CCWP Approval #:** see course guide

### Learning Objectives:

- Safety Management Systems and Risk Management
- The Cost of an Accident
- Investigation Techniques
- Direct vs. Root Causes
- Case Studies and Group Practical Exercises

**Pre-Requisite Courses:** None

**Notes:** This course is designed for all existing and future supervisory personnel. However, employees at all levels may benefit from this course.

**Applicable Pool:** Property/Casualty & Workers' Compensation

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## **ASBESTOS AWARENESS**

This program addresses the risks of asbestos exposure, where asbestos materials are often found, how to prevent release of asbestos fibers, use of procedures and PPE to minimize exposures and means of safe removal and disposal. Customized procedures can be discussed based upon interest and need such as for the cutting of transite pipe or removal of vinyl asbestos floor tile.

**Cost:** Free to CIRSA Members

**Course Length:** 2 Hours

**CCWP Approval #:** see course guide

**Learning Objectives:**

- Airborne Asbestos Hazards
- Means to Prevent Asbestos Release
- Legal Requirements Related to Asbestos
- Means for Protecting Removal Workers and Personnel

**Pre-Requisite Courses:** None

**Notes:** Perform a review of what surveys have been done of your buildings related to asbestos and what procedures you have in place to prevent accidental release.

**Applicable Pool:** Property/Casualty & Workers' Compensation

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## **BLOODBORNE PATHOGENS AWARENESS, PREVENTION & DISPOSAL**

This one-hour course is designed to provide an awareness level understanding of OSHA's Bloodborne Pathogens Standard, as adopted by the Colorado Department of Public Health and Environment. The course modules will cover basic program requirements with an emphasis on prevention, spill clean-up, and proper disposal.

**Cost:** Free to CIRSA Members

**Course Length:** 60-Minutes

**CCWP Approval #:** see course guide

**Learning Objectives:**

- Pathogens of Concern in the Workplace
- Program Requirements
- Exposure Prevention Techniques
- Treatment and Disposal Methodologies

**Pre-Requisite Courses:** None. Recommend also taking CIRSA's Online Training Center course, *Bloodborne Pathogens*.

**Notes:** N/A

**Applicable Pool:** Workers' Compensation

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## **BACK INJURY PREVENTION**

This program is designed to help reduce back injuries by increasing employee awareness on lifting techniques, musculoskeletal disorders, posture, material handling equipment, and various stresses placed on the body while working in different positions.

**Cost:** Free to CIRSA Members

**Course Length:** 60-Minutes

**CCWP Approval #:** see course guide

**Learning Objectives:**

- Musculoskeletal Disorders
- Posture & Safe Lifting
- Proper Lifting Techniques
- Stretching & Treatment Recommendations

**Pre-Requisite Courses:** None. Recommend also taking CIRSA's Online Training Center course, *Back Safety*.

**Notes:** This is an interactive course. Attendees will be performing mild exercise, stretches and lifts and movement techniques.

**Applicable Pool:** Workers' Compensation



## CHEMICAL HANDLING AWARENESS

This course will provide oversight on how to store, handle, and protect yourself from chemical exposures. This course will discuss safe data sheets, personal protective equipment, and proper clean up procedures.

**Cost:** Free to CIRSA Members

**Course Length:** 90-Minutes

**CCWP Approval #:** see course guide

### Learning Objectives:

- Safety Data Sheet Review & Requirements
- Proper Storage of Chemicals
- Signage Requirements
- Secondary Containment
- Spill Kit Usage
- Personal Protective Equipment Usage

**Pre-Requisite Courses:** None

**Notes:** This training course is for first responders, waste water personnel, parks and recreation staff, and public works department.

**Applicable Pool:** Property/Casualty & Workers' Compensation

## CONFINED SPACE AWARENESS

This classroom based training module covers the basic elements of confined space entry. Both permit required and non-permit required spaces are discussed. This course follows the “best practices” as established via OSHA regulations and ANSI standards.

**Cost:** Free to CIRSA Members

**Course Length:** 2 Hours

**CCWP Approval #:** see course guide

### Learning Objectives:

- Confined Space Overview
- Entry and Atmospheric Hazards
- Program Guidelines and Permitting Procedures
- Atmospheric Testing
- Retrieval and Rescue Procedures Overview

**Pre-Requisite Courses:** None. Recommend also taking CIRSA’s Online Training course, *Confined Space Entry*.

**Notes:** CIRSA recommends students also participate in CSE-102, *Confined Space Entry, Retrieval & Rescue*.

**Applicable Pool:** Workers’ Compensation

## CONFINED SPACE ENTRY, RETRIEVAL & RESCUE

This “hands-on” course module is conducted at member sites, using member equipment and facilities. Actual and/or simulated confined spaces will be utilized. Member agencies must provide all PPE, retrieval and rescue equipment, air/gas monitoring instruments and ventilation equipment as well as all necessary support equipment, vehicles, etc., used in their site-specific confined space operations. Students will use knowledge gained from CIRSA training course CSE- 101, *Confined Space Awareness* to transition into field level activities.

**Cost:** Free to CIRSA Members

**Course Length:** (See Notes Below) Minimum of 4 Hours

**CCWP Approval #:** see course guide

### Learning Objectives:

- Site Safety Procedures
- Permitting Applications
- Personal Protective Equipment Usage
- Atmospheric Testing and Monitoring
- Ventilation Set-up and Usage
- Retrieval & Rescue Set-Up and Usage
- Respiratory Protection Usage (As necessary)

**Pre-Requisite Courses:** CIRSA CSE-101, *Confined Space Awareness* or an approved equivalent course.

**Notes:** Course length is dependent upon the number of attendees in the course. Additionally, CIRSA Staff will need access at least one day prior to all member owned equipment and facilities as well as a member representative for a safety evaluation of training spaces and equipment integrity/safety. This course is dependent upon these items.

**Applicable Pool:** Workers’ Compensation

## **SAFE DRIVING STRATEGIES: A FOCUS ON DISTRACTED AND DEFENSIVE DRIVING**

This course covers the most common forms of driving related accidents with regard to distracted driving. The focus is placed on recognizing the mistakes that we all make while driving, the assumptions we adhere to with regard to our perceived level of safe driving and the techniques we can employ to drive defensively and most importantly, safely.

**Cost:** Free to CIRSA Members

**Course Length:** 3 Hours

**CCWP Approval #:** see course guide

### **Learning Objectives:**

- Fundamental Principles of Safe Driving
- Categories and Types of Distraction
- Legal Requirements
- Defensive Driving Strategies
- Specific Concentration Areas

**Pre-Requisite Courses:** None. Recommend also taking CIRSA's Online Training Center course(s), *Defensive Driving*, *Winter Driving Safety* and the *Light Truck Series*.

**Notes:** This course does not cover winter driving hazards. Please take CIRSA's Online Training Center course, *Winter Driving Safety*.

**Applicable Pool:** Property/Casualty & Workers' Compensation

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## **SAFE DRIVING STRATEGIES: HANDS-ON (3 SEASON)**

This course utilizes member vehicles in an access-controllable large parking lot to help reinforce the dangers of distracted driving. Attendees will practice appropriate braking of ABS brake systems and navigate a serpentine course and a figure-eight obstacle course while attempting to keep distractions limited.

**Cost:** Free to CIRSA Members

**Course Length:** (See Notes Below) Minimum of 3 Hours

**CCWP Approval #:** see course guide

### **Learning Objectives:**

- Proper ABS Braking
- Forward and Reverse Navigation in tight spacing
- Distracted Driving Prevention
- Obstacle Avoidance

**Pre-Requisite Courses:** None. Recommend also taking DDD-101 and/or CIRSA's Online Training Center course(s), *Defensive Driving* and the *Light Truck Series*.

**Notes:** Course length is dependent upon the number of attendees in the course. Additionally, CIRSA Staff will need access at least one day prior to the member-chosen parking lot or training space, as well as a member representative for a safety evaluation of said spaces. This "hands-on" course will not be conducted if member facilities and equipment are deemed unsafe for use as determined by CIRSA Risk Control Staff.

**Applicable Pool:** Property/Casualty & Workers' Compensation

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## **SAFE DRIVING STRATEGIES: HANDS-ON (WINTER - GEORGETOWN ONLY)**

This course utilizes member vehicles on an access-controlled, approved ice driving course to help reinforce the dangers of distracted driving. Attendees will practice functions such as ABS braking, navigating a serpentine course, controlling slides and spins (oversteer and understeer), and avoiding obstacles. The course will culminate with a timed run on an obstacle course designed to allow each driver to practice each skill learned during the course.

**Cost:** Free to CIRSA Members

**Course Length:** (See Notes Below) Minimum of 3 Hours

**CCWP Approval #:** see course guide

### **Learning Objectives:**

- Proper ABS Braking
- Forward and Reverse Navigation in Tight Spacing
- Distracted Driving Prevention
- Obstacle Avoidance

**Pre-Requisite Courses:** None. Recommend also taking DDD-101 and/or CIRSA's Online Training Center course(s), *Defensive Driving*, *Winter Driving Safety*, and the *Light Truck Series*.

**Notes:** Course length is dependent upon the # of attendees in the course. This course will only be held on a certified ice lake or other approved ice driving course. Personal vehicles will not be allowed on the course at any time. Members are responsible for their own protection from the elements. Heavy winter clothing and waterproof outerwear is highly recommended.

**Applicable Pool:** Property/Casualty & Workers' Compensation

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## **OFFICE ERGONOMICS**

This course will discuss the proper way to set up your workspace as well as provide demonstrations. Illustrations will be used to discuss particular workspace challenges and subsequent strategies for improvement. A segment on field ergonomics will also be provided upon request, illustrating proper tools and usage, body mechanics, etc.

**Cost:** Free to CIRSA Members

**Course Length:** 90-Minutes

**Learning Objectives:**

- Injury Prevention
- Workstation Comfort Challenges
- Computer Workstation Set-Up
- Body Mechanics & Personal Responsibility

**Pre-Requisite Courses:** None

**Notes:** None

**Applicable Pool:** Workers' Compensation

## EXCAVATION & TRENCHING AWARENESS

This classroom based training module covers the basic elements of excavation and trenching safety. This course follows the “best practices” as established via OSHA regulations and industry proven techniques.

**Cost:** Free to CIRSA Members

**Course Length:** 2 Hours

**CCWP Approval #:** see course guide

**Learning Objectives:**

- Shielding, Shoring, Sloping and Benching
- Soil Collapse & Additional Hazards
- Types of Soil
- Colorado 811 Overview
- Steps to Safe Excavation

**Pre-Requisite Courses:** None. Recommend also taking CIRSA’s Online Training Center course, *Trenching & Excavation Safety*.

**Notes:** None

**Applicable Pool:** Workers’ Compensation



## **EXCAVATION & TRENCHING OPERATIONS**

This “hands-on” course module is conducted at member sites, using member equipment and facilities. Actual excavations will be excavated and used. Member agencies must provide all mechanized equipment, shielding and/or shoring equipment, employee PPE, at least one equipment operator as well as all necessary support equipment, vehicles, etc., used in their site-specific excavation and trenching operations. Students will use knowledge gained from CIRSA training course EXT-101, *Excavation & Trenching Awareness* to transition into field level activities.

**Cost:** Free to CIRSA Members

**Course Length:** (See Notes Below) Minimum of 3 Hours

**CCWP Approval #:** see course guide

### **Learning Objectives:**

- Shielding, Shoring, Sloping and Benching
- Soil Collapse & Additional Hazards
- Types of Soil
- Colorado 811 Overview
- Safe Excavation Implementation

**Pre-Requisite Courses:** CIRSA EXT-101, *Excavation & Trenching Awareness* or an approved equivalent course.

**Notes:** Course length is dependent upon the number of attendees in the course. Additionally, CIRSA Staff will need access at least one day prior to all member owned equipment and facilities as well as a member representative for a safety evaluation of the training area and equipment integrity/safety. This “hands-on” course will not be conducted if member facilities and equipment are deemed unsafe for use as determined by CIRSA Risk Control Staff.

**Applicable Pool:** Workers’ Compensation

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## **FALL PROTECTION AWARENESS (WORKING AT ELEVATION)**

This course will provide affected users who work at elevated heights, with the basic knowledge to safely select, use, inspect, and maintain applicable types of Fall protection for their departments and work tasks. This course is designed to help ensure users are adequately protected from fall hazards in the workplace, such as but not limited to, working above 4' in an industrial setting or 6' in construction settings or working within 6' of the leading edge on structures.

**Cost:** Free to CIRSA Members

**Course Length:** 2.5 Hours

**Learning Objectives:**

- The Purpose and Use of Fall Protection
- Types and Selection of Equipment
- Types and Selection of PPE
- Inspection of all Equipment
- Maintenance and Installation of Equipment
- Self-rescue Guidelines

**Pre-Requisite Courses:** None. CIRSA recommends that students take the 1-hour "Fall Protection" course provided free of charge within the CIRSA Online University.

**Notes:** This is an awareness-level course.

**Applicable Pool:** Workers' Compensation

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## **FIRE EXTINGUISHER AWARENESS**

This “add-on” course uses a digital fire extinguisher trainer to provide students with the basics of incipient stage fire suppression techniques. This training is quick at approximately 10-minutes per person and therefore, this is not a stand-alone course. It may be offered in conjunction with other scheduled courses.

**Cost:** Free to CIRSA Members

**Course Length:** Minimum 60 minutes

**CCWP Approval #:** see course guide

**Learning Objectives:**

- Basic Fire Extinguisher Types & Application
- When to use an Extinguisher vs. Calling 911
- Proper Handling & Operation
- Fire Extinguishment
- Inspection, Recharge & Refill Guidelines

**Pre-Requisite Courses:** None

**Notes:** None

**Applicable Pool:** Property/Casualty & Workers’ Compensation

## FORK LIFT OPERATIONS

This dual requirement course provides both the classroom style and hands-on competency demonstration necessary to safely operate any type of forklift. Students must first complete the online training center *Forklift Safety* course and must present certificates prior to completing the hands-on portion. Students will then conduct a forklift inspection and navigate an obstacle course while lifting/moving loads.

**Cost:** Free to CIRSA Members

**Course Length:** (See Notes Below) Minimum of 3 Hours

**CCWP Approval #:** see course guide

### Learning Objectives:

- Forklift Safety Fundamentals
- Equipment Assessment & Inspection
- Safe Operations/Lifting

**Pre-Requisite Courses:** Online Training Center course, *Forklift Safety*

**Notes:** Course length is dependent upon the number of attendees in the course. Additionally, CIRSA Staff will need access at least one-half day prior to the member owned forklift(s) that will be used, the training facilities as well as a member representative for a safety evaluation of the training area and a forklift integrity/safety inspection. This "hands-on" course will not be conducted if member facilities and equipment are deemed unsafe for use as determined by CIRSA Risk Control Staff.

**Applicable Pool:** Property/Casualty & Workers' Compensation

## FIRST RESPONDER/HAZMAT AWARENESS

This course provides a basic understanding of what to do in a hazardous material emergency. Designed for non-professional rescuers, who as part of their daily jobs, may come in contact with an unknown, potentially dangerous spilled, leaking, overturned, or otherwise suspicious substance. This course does not prepare students to become HAZMAT Technicians, Operators, Specialists, or Incident Commanders, nor does it meet any HAZWOPER requirements for first responder training. However, this course will provide practical knowledge of how to use the Emergency Response Guidebook while responding to a potential HAZMAT event.

**Cost:** Free to CIRSA Members

**Course Length:** 2 Hours

**CCWP Approval #:** see course guide

### Learning Objectives:

- HAZMAT Emergency Basics
- Emergency Response Guidebook Usage/Navigation
- Site Assessment, Isolation & Protection Distances
- Public & Responder Safety
- Incident Command Basics

**Pre-Requisite Courses:** None

**Notes:** It is recommended for students to take CIRSA's Online Training Center course, *Emergency Response: Incidental Chemical Releases*.

**Applicable Pool:** Property/Casualty & Workers' Compensation

## **HAND AND POWER TOOL SAFETY AWARENESS**

This course will covers best practices for the use of hand and power tools, and machine guarding. Hazard assessment techniques and tool maintenance diligence will be discussed to assist in the overall management of a tool safety program as part of an overall safety management system. Training will incorporate instructional materials, class discussions, PowerPoint presentations, videos, and exercises to reinforce learning.

**Cost:** Free to CIRSA Members

**Course Length:** 2 Hours

### **Learning Objectives:**

- Find and identify specific information on power tools
- Personal Protective Equipment
- Purpose and use of hand & power tools
- Selection of correct tool
- Maintenance of tools
- Tool maintenance log

**Pre-Requisite Courses:** None

**Notes:** This is an awareness level course. All tool specific, manufacturers guidelines must be followed to ensure the overall safety and proper maintenance.

**Applicable Pool:** Property/Casualty & Workers' Compensation

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## **INDOOR AIR QUALITY**

This course will cover the common concerns related to indoor air quality within office environments, including temperature, humidity, mold, carbon monoxide and air flow and exchange rates. IAQ tools and sampling strategies will be discussed with regard to acceptable air quality conditions.

**Cost:** Free to CIRSA Members

**Course Length:** 1.5 Hours

**Learning Objectives:**

- Air Quality Hazards & Awareness
- Air Quality Tools & Sampling Strategies
- Perceived Risks of Chemicals, Vapors and Biological Agents
- Group Discussion

**Pre-Requisite Courses:** None

**Notes:** None

**Applicable Pool:** Property/Casualty & Workers' Compensation

## **LOCKOUT/TAGOUT AWARENESS**

This classroom based training module covers the basic elements of lockout & tagout operations. This course follows the “best practices” as established via OSHA regulations and industry proven techniques.

**Cost:** Free to CIRSA Members

**Course Length:** 2 Hours

**CCWP Approval #:** see course guide

### **Learning Objectives:**

- Lockout vs. Tagout
- Locking & Tagging Methods and Equipment
- Program Recommendations & Inspection Protocols
- Training

**Pre-Requisite Courses:** None. Recommend also taking CIRSA’s Online Training Center course, *Lockout/Tagout Training*.

**Notes:** None

**Applicable Pool:** Property/Casualty & Workers’ Compensation



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## **CDOT FLAGGER CERTIFICATION**

This 4 hour course follows CDOT's requirements for flagging based on the Flaggers Training Manual, Reference Guide and CDOT's Flagging Video. Students are required to take and pass one of 3 CDOT developed written exams as well as a demonstration exam prior to becoming certified as a flagger.

**Cost:** Free to CIRSA Members

**Course Length:** 4 Hours

**CCWP Approval #:** see course guide

**Learning Objectives:**

- CDOT Flagging Requirements
- MUTCD and CDOT Clothing/Hard Hat Requirements
- Flagger Responsibilities, Duties and Safe Operations
- Proper Flagging Techniques

**Pre-Requisite Courses:** None

**Notes:** This course may be combined with CIRSA Course, MOT-102, *Work Zone Safety: Maintenance of Traffic*, for a more comprehensive and informative training class.

**Applicable Pool:** Property/Casualty & Workers' Compensation

## WORK ZONE SAFETY: MAINTENANCE OF TRAFFIC TRAINING

This course goes beyond the basics of the CDOT Flagger Training Course by providing a more in-depth look into the requirements of the MUTCD as well as more discussion on overall traffic safety, set-up procedures and demobilization of work zones.

**Cost:** Free to CIRSA Members

**Course Length:** 4 Hours

**CCWP Approval #:** see course guide

### Learning Objectives:

- Risk Management and Work Zones
- Components of a Work Zone
- Types of Tapers and Length Calculations Overview
- Sign and Device Spacing within Work Zones
- Flagging Fundamentals (Overview not CDOT Certification)

**Pre-Requisite Courses:** None. Recommend also taking a CDOT Flagger Certification Course.

**Notes:** This course may be combined with CIRSA course, MOT-101, *CDOT Flagger Certification*, for a more comprehensive and informative training class.

**Applicable Pool:** Property/Casualty & Workers' Compensation

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## **WORK ZONE SAFETY/CDOT FLAGGER CERTIFICATION**

This course provides a combined version of CIRSA course MOT-102, *Work Zone Safety* and CIRSA Course MOT-101, *CDOT Flagger Certification* to provide the most comprehensive training for employees while also allowing students to sit for the CDOT Flagger Certification Test.

**Cost:** Free to CIRSA Members

**Course Length:** 6 Hours

**Learning Objectives:**

- Risk Management and Work Zones
- Components of a Work Zone
- Types of Tapers and Length Calculations Overview
- Sign and Device Spacing within Work Zones
- CDOT Flagging Requirements

**Pre-Requisite Courses:** None

**Notes:** This course may be combined with CIRSA course, MOT-101, *CDOT Flagger Certification*, for a more comprehensive and informative training class.

**Applicable Pool:** Property/Casualty & Workers' Compensation

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## **SLIP AND FALL PREVENTION**

This course reviews causes and prevention strategies for reducing slips and falls. The goal of this program is to help reduce workers compensation and liability exposures. Slip and Fall checklists, ladder safety, three point contact and various other loss prevention methods are discussed.

**Cost:** Free to CIRSA Members

**Course Length:** 60-Minutes

**CCWP Approval #:** see course guide

**Learning Objectives:**

- Slip and Fall Hazards
- 3-Point Contact Method
- Ladder Safety
- Various Other Prevention Methods and Group Discussion

**Pre-Requisite Courses:** None

**Notes:** None

**Applicable Pool:** Workers' Compensation

## **RESPIRATORY PROTECTION AWARENESS**

This course will provide affected users the basic knowledge to safely select, use, and maintain applicable types of respirators for their industries. The purpose of this course is to help ensure users are adequately protected from inhalation hazards in the workplace, such as, but not limited to, fumes, vapors, gases, particulate matter, and/or poor air quality.

**Cost:** Free to CIRSA Members

**Course Length:** 60-Minutes

**CCWP Approval #:** see course guide

### **Learning Objectives:**

- The Purpose and Use of Respirators
- Obtaining Medical Clearance
- Types and Selection of Filters and Cartridges
- Fit Testing of Respirators
- Maintenance of Respirators
- Maintaining a Respiratory Program

**Pre-Requisite Courses:** None

**Notes:** This is an awareness level course. Multiple types of respirators exist along with variations within brands, and various filtering/purifying media. Attendees are expected to read and follow all instructions provided with their entities chosen respirators, filters, cartridges, etc.

**Applicable Pool:** Workers' Compensation

## **STOP THE BLEED**

Uncontrolled bleeding is the number one cause of preventable death from trauma. This two-hour course will focus on bleeding control for gunshots, stab wounds, and other penetration type injuries. Attendees will practice with tourniquets, learn how to pack wounds, and apply compression bandages. Prior First Aid experience is not necessary

**Cost:** Free to CIRSA Members

**Course Length:** 2 Hours

**CCWP Approval #:** approval not available for this course

**Learning Objectives:**

- Identification of Uncontrolled, Life-Threatening Bleeding
- Wound Packing with Sterile Gauze
- Preparation, Placement, and Use of Tourniquets
- Application of Pressure Bandages

**Pre-Requisite Courses:** None

**Notes:** Obtaining First Aid, CPR, AED Training will complement this course.

**Applicable Pool:** Property/Casualty & Workers' Compensation

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## **SAFETY 101**

With all the challenges we face during the day at work, going home without an accident or injury should be a top priority. During this training we'll discuss some of the most common hazards you encounter day-to-day on the job. This will focus on high priority issues such as, fall protection, ladder safety, hazard recognition, and a variety of other important topics.

**Cost:** Free to CIRSA Members

**Course Length:** 3 Hours

**CCWP Approval #:** see course guide

**Learning Objectives:**

- Hazard Recognition
- Protective Measures
- Proper Use of Equipment
- Rules & Regulations
- Personal Protective Equipment Usage

**Pre-Requisite Courses:** None

**Notes:** This training is for new employees, seasonal workers, first responders, waste water personnel, parks and recreation staff, public works department, and anyone at your entity who would benefit from some safety training.

**Applicable Pool:** Property/Casualty & Workers' Compensation

# SEMINARS & WORKSHOPS

**ABU-101**

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## **ABUSE RISK MANAGEMENT SEMINAR**

This periodic seminar discusses the all too common and unfortunate topic of abuse towards children, youth and seniors. Presented by one of the premier leaders in abuse risk management, this seminar is invaluable to members who may service the affected populations. There are currently no POST or OCPO training units available for this seminar.

**Cost:** Free to CIRSA Members

**Course Length:** 4 Hours

**Learning Objectives:**

- How Abuse Happens
- How to Detect Warning Signs
- How to Respond to Suspicions and Concerns

**Pre-Requisite Courses:** None

**Notes:** None

**Applicable Pool:** Workers' Compensation



## ADA COORDINATOR SEMINAR

Based on current Department of Justice ADA regulations, this course will provide an overview of the regulation changes, effective dates, provisions for newly designed and constructed or altered facilities, and will discuss the scope of technical provisions. This seminar covers; planning and coordinating overall compliance efforts, developing and implementing a grievance procedure, coordinating a self-evaluation, transition plans, employer responsibilities, guidance for reasonable accommodations, effective communication, essential job functions, and service animals, safety concerns, documentation of disability, and non-discriminatory hiring practices.

**Cost:** Free to CIRSA Members

**Course Length:** 7 hours

### Learning Objectives:

- Title I & Title II Overviews
- Establishing an ADA Coordinator
- Employee & Public Accommodations
- Transition Plan Overview

**Pre-Requisite Courses:** None

**Notes:** Personnel working towards an ADA Coordinator certification may use this seminar as continuing education.

**Applicable Pool:** Property/Casualty & Workers' Compensation

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## **CIRSA NEW EMPLOYEE/NEW MEMBER ORIENTATION WORKSHOP**

These seminars are provided as needed (virtually and/or in-person). They are designed to familiarize new CIRSA contacts and employees with our operations as well as to provide an overview of services that are available to our members. CIRSA department heads will be introduced and will provide presentations representative of their areas of expertise, applicable member offerings and provide the opportunity to meet departmental staff. Refer to CIRSA website for dates and content.

**Cost:** Free to CIRSA Members

**Course Length:** 6.5 Hours (Lunch Provided by CIRSA)

**Learning Objectives:**

- CIRSA History, Mission and Member Services
- Coverages and Services
- Claims Reporting, Investigation & Litigation
- Colorado Governmental Immunity Act and Employment Liability
- Financial Condition, Member Equity and Contributions
- Risk Control, Training Programs, Travel Reimbursement, and Industrial Hygiene Services

**Pre-Requisite Courses:** None

**Notes:** None

**Applicable Pool:** Property/Casualty & Workers' Compensation

## **CYBERSECURITY FOR NON-TECHNICAL PERSONNEL**

In this seminar, we will explain what basic cybersecurity precautions are essential in 2023 and beyond. We will show how CIRSA members can implement, train, and manage these processes without breaking the bank, and using existing management skills they already possess for dealing with other HR, Legal, and Administrative requirements. Hands-on exercises that illustrate the need for an Incident Response Plan, and how to create one, will be provided.

**Cost:** Free to CIRSA Members

**Course Length:** 5 hours

**Learning Objectives:**

- Step-by-Step Demonstrations
- Examples of Common Security Tools and Precautions
- Better Understanding of Cybersecurity Basics
- How-To Guide to Protect your Organization and Self

**Pre-Requisite Courses:** None

**Notes:** The presenter has over 27 years of experience in Software Engineering and IT Security to improve business processes and data security awareness to small-to-medium enterprises.

**Applicable Pool:** Property/Casualty & Workers' Compensation

## **EFFECTIVE SAFETY COMMITTEE MANAGEMENT & DEVELOPMENT**

This workshop provides a forum of discussion for determining why Safety Committees are valuable for organizations and how they can be utilized and optimized. Resources for maximizing safety committee efforts will be discussed and offered during the workshop. Action plans for enhancing safety culture through the Safety Committee can be developed during and at the end of the workshop.

**Cost:** Free to CIRSA Members

**Course Length:** 3 Hours

### **Learning Objectives:**

- What are the Benefits of a Safety Committee
- How Can the Committee be Leveraged and Utilized Most Effectively
- What Resources are Available to Streamline Safety Culture Efforts
- Develop an Action Plan to Move Forward with your Safety Committee

**Pre-Requisite Courses:** None

**Notes:** It would be helpful to have an existing Safety Committee and a stated "vision" and mission for the Committee.

**Applicable Pool:** Property/Casualty & Workers' Compensation

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## **HAZARDOUS OPERATIONS (HAZOPS)**

The hazardous operations seminars cover three of the most hazardous job categories most municipalities face. Those are lockout/tagout operations, confined space entry operations and excavation & trenching operations. This awareness level seminar series provides the minimum elements every employee should know prior to performing these work tasks.

**Cost:** Free to CIRSA Members

**Course Length:** 4 Hours

**CCWP Approval #:** see course guide

**Learning Objectives:**

- Lockout/Tagout Fundamental Principles
- Confined Space Entry Fundamental Principles
- Excavation & Trenching Fundamental Principles

**Pre-Requisite Courses:** None

**Notes:** Members who wish to take CSE-102, *Confined Space Entry, Retrieval & Basic Rescue*, may utilize the HAZOPS course in place of CSE -101, *Confined Space Awareness* as long as the HAZOPS seminar has been taken by all employees within 60 days of the CSE-102 Course being provided.

**Applicable Pool:** Property/Casualty & Workers' Compensation

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## **INJURY PREVENTION**

Utilizing case studies and group exercises, CIRSA's Injury Prevention seminar will provide members the new safety or risk contact with the framework to establish or improve their overall risk management programs. This seminar may also serve as a refresher for seasoned safety and risk professionals. This regional event is open to all member risk control contacts, affected department heads, supervision, and any other interested member employees.

**Cost:** Free to CIRSA Members

**Course Length:** 5 Hours

**Learning Objectives:**

- Understanding the Hierarchy of Controls Within Risk Control Programs
- Review of Annual Safety Goals
- Discuss Pertinent Risk Control Issues
- Implementing Incident Investigation and Corrective Actions

**Pre-Requisite Courses:** None.

**Notes:** This event is delivered by the CIRSA Risk Control Department.

**Applicable Pool:** Property/Casualty & Workers' Compensation

## INTERPERSONAL SKILLS

This seminar will provide a hands-on, interactive training to introduce information on these very important, but often overlooked, skills which can be useful in both our professional and personal lives. This course series is applicable to all departments and personnel.

**Cost:** Free to CIRSA Members

**Course Length:** 4 Hours

**Learning Objectives:**

- Improving Organizational and Personal Communication
- Understanding Learning and Communication Styles
- Developing Leadership Skills
- Time Management Skills
- Group Exercises

**Pre-Requisite Courses:** None.

**Notes:** This series is part of CIRSA's Signature Series (CS2) courses.

**Applicable Pool:** Property/Casualty & Workers' Compensation

## **JOB SAFETY ANALYSIS (JSA) DEVELOPMENT**

This course is designed to educate supervisory personnel on the benefits, usage and development of job safety analyses. The use of JSA's has proven to help ensure consistent job task performance, reduce or eliminate some human error potential and reduce injuries, illnesses and property damage.

**Cost:** Free to CIRSA Members

**Course Length:** 3 Hours

**Learning Objectives:**

- JSA Fundamentals
- Benefits of Using JSA's
- JSA Development
- Program Evaluation
- Group Exercises

**Pre-Requisite Courses:** None, but recommend also taking CIRSA's Online Training Center course, *Job Safety Analysis*.

**Notes:** None

**Applicable Pool:** Property/Casualty & Workers' Compensation



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## **POLICE RISK MANAGEMENT SEMINAR SERIES**

These periodic seminars and workshops provide a variety of law enforcement risk management topics and/or training that are sure to educate, provide timely policy, program, and implementation strategies, and help to improve engagement with citizens and coworkers. One and two-day programs include Active Bystandership for Law Enforcement (ABLE), ICAT, EDMUS, Tactical Leadership, and Recruitment & Retention.

**Cost:** Free to CIRSA Members

**Course Length:** Varies by program

**Learning Objectives:** Varies by program

**Pre-Requisite Courses:** None

**Notes:** None

**Applicable Pool:** Property/Casualty & Workers' Compensation

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## LAW ENFORCEMENT ROUNDTABLES

CIRSA's regional roundtables provide a fast-paced, multi-topic roundtable format, covering hot-topic issues. These seminars are open to all member police department command staff, city and town managers, attorneys and safety/risk management staff. Topics are selected from police-community feedback and industry legal trends.

**Cost:** Free to CIRSA Members

**Course Length:** 4 Hours

**Learning Objectives:** Changed annually to meet industry trends and current legislation.

**Pre-Requisite Courses:** None

**Notes:** This event is held regionally approximately 5-7 seminars per year. The agenda will include pertinent law enforcement issues, emerging or current police liability concerns, and other law enforcement requested topics.

**Applicable Pool:** Property/Casualty & Workers' Compensation

## **FALL SAFETY CONFERENCES**

Each year the Risk Control Department conducts several mini-conferences at different regional locations around the state. Topics are chosen based on industry trends, high-frequency and/or high-severity claim areas, and member feedback.

**Cost:** Free to CIRSA Members

**Course Length:** Varies by program

**Learning Objectives:** Varies by program

**Pre-Requisite Courses:** None

**Notes:** Multiple topics over 2-3 days. Members may attend a single event, a single day, or multiple days.

**Applicable Pool:** Property/Casualty & Workers' Compensation

