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**NC Industrial Commission
4339 Mail Service Center
Raleigh, NC 27699-4339
919-807-2602 Fax: 919-715-6573**

**ADVANCED 30-Hour Accident
Prevention Certificate
Awareness Program**

2011 DATES

[] **ADVANCED—\$79.95/Person**

- January 26-27, 2011, Atlantic Beach
- March 28-29, 2011, Flat Rock
- September 12—13, 2011, Atlantic Beach

NAME: _____

JOB TITLE: _____

EMPLOYER: _____

ADDRESS: _____

CITY: _____

STATE, ZIP: _____

E-MAIL: _____

PHONE: _____



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**North Carolina
Industrial Commission**

<http://ic.nc.gov/safety.html>

ADVANCED

**30-Hour
Accident
Prevention
Certificate
Awareness**



We Are Working for You!

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ADVANCED
30-Hour Accident
Prevention Certificate
Awareness Program

The North Carolina Industrial Commission's (NCIC) Safety Education Section has wrapped up new Advanced Accident Prevention Certificate Awareness Program (APCAP).

This class is a two-day event offered only to people who have completed any one of our original 30-Hour APCAP classes that have been offered throughout the state since 2006.

It will build on some of the topics covered in the original 30-Hour and will add some new subjects.

Subject matter is intended to assist people with workplace safety responsibilities in reducing work related injuries and illnesses by building on concepts presented in the original 30- hour APCAP.



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The program will consist of the following modules:

The first session in the course will be, "**Project Management for Safety Folks**". This class will cover basic project management techniques and will provide a foundation for the rest of the sessions in addition to providing a durable tool that can be used over and over again not only in safety, but in many other business activities as well.

The next session will be a class titled, "**Worker's Comp How To**". It will be presented by seasoned Worker's Comp personnel from the NCIC and will provide an excellent opportunity to get information straight from the source.

"**Body Mapping for Ergonomics**" will build on the Ergonomics class taught in the original 30-Hour sessions. It will provide a fun, unique method of identifying and fixing ergonomic issues.

"**Safety and Health Audits**" will be the next class and will expand upon the 30-Hour APCAP class "Safety and Health Programs". The activities will include discussing written plans and comparing them to the real world of the shop floor. Gap analysis will be covered.

On the heels of "Safety and Health Audits", the next topic will be "**Observation-based Safety and Health Audits**". Participants will use a Job Hazard Analysis (JHA) from their workplace to identify which behaviors are critical to ensuring safety.

Discussion on how to conduct observations will be a big part of this session. Previous 30-Hour APCAP classes taught JHA, and the Observation-based S&H class will put that knowledge to use.



The program will consist of the following modules:

The first day will conclude with "**Recognition Programs**". In this class participants will use a template supplied by the NCIC to fill out a sample written plan that can be taken back to their workplaces and submitted for approval.

The second day will begin with "**Safety Committees**", a class on roles and responsibilities of a safety committee. Training and motivating the safety committee will be included as well.

The participants will move into the "**Safety Math**" class which is a basic overview of common metrics used by employers and safety personnel. Things learned here will carry over into the next class, "Selling Safety to Management".

Up next is "**Safety Rules**". In this session participants will submit their sites' safety rules to the instructors who will review them and help fill out an application for acceptance into a potential money-saving program related to the NC General Statutes 97-12 rule. If applicable, site visits can be scheduled for companies who want to take advantage of this program.

The last class of the event will be "**Contractor Safety**", wherein participants will fill in a contractor safety sample plan with their own site's information and have a second document ready to submit to their management for approval.

Certificates will be awarded at the end of the second day, concluding the class.

For more information,
contact Dennis Parnell at
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