



On Site/On Demand Training Program

Developing skills, anytime, anywhere



On Site/On Demand (OSOD)

Program Overview

In 1996, the Minnesota Municipal Utilities Association (MMUA) began providing environmental, health, and safety training to its municipal utility members. Since then, the depth and breadth of the program have grown. Today, we offer instruction on more than 60 topics, covering everything from required training like A workplace accident and injury reduction (AWAIR) and Employee Right to Know to technical training like tree trimming and felling.

Over the years, interest in our training has increased, and we are pleased to offer our courses to a broader audience through this program. Members and nonmembers can take advantage of this opportunity, and best of all, the courses are available at a convenient time to ensure you and your team have the knowledge and skills you need to work safely and keep your compliance program on track.

Program benefits:

- The courses are available on an à la carte basis.
- Training can be customized to meet your needs.
- Qualified MMUA instructors will train at your facility, at a mutually agreed upon date and time.
- A proposal will be provided for approval to ensure the training objectives meet your goals.



Courses

- Accident investigation
- Aerial lift qualified operator
- Arc flash hazards—electric, water, wastewater
- Asbestos hazards in the workplace
- A workplace accident and injury reduction (AWAIR)
- Back safety and lifting
- Bloodborne pathogens
- Chainsaw safety
- Chlorine gas safety
- Commercial driver's license rules and regulations
- Competent person
- Compressed gases
- Confined space entry and rescue
- Contractor safety
- Digger derrick qualified operator
- Dog bites and distractions
- Driving safety
- Drug and alcohol awareness
- Electrical safety
- Emergency action plan
- Employee right to know hazard communication
- Ergonomics
- Excavation and trenching
- Fall protection
- Fire extinguisher training
- Forklift qualified operator
- Hantavirus syndrome
- Hazard identification
- Hazardous materials
- Hearing conservation and noise exposure
- Heat and cold stress
- Job briefings and tailgate meetings
- Job hazard analysis
- Ladder safety
- Load securement strategies
- Lockout/tagout (hazardous energy control)
- Machine guarding
- Mobile phone hazards
- New and seasonal employee orientation
- Office safety
- Park and playground safety
- Personal protective equipment
- Pole-top and bucket rescue
- Respiratory protection
- Rigging and ropes
- Safety awareness at home
- Safety culture and behaviors
- Skid steer qualified operator
- Slips, trips, and fall prevention
- Spill prevention, control, and countermeasure
- Summer and vacation safety
- Supervisor safety training
- Temporary work zone traffic control
- Tool safety basics
- Tow ropes and hazards
- Tree trimming and felling
- Walking and working surfaces
- Welding and hotwork
- Wheel loader qualified operator
- Winter driving safety
- Winter safety
- Workplace violence and stress
- Worksite safety audit and mock Occupational Safety and Health Administration (OSHA) inspection

Course descriptions

Accident investigation

When an accident happens on the job, we may get caught up in the moment and inadvertently overlook essential things that may help prevent such an occurrence from happening again. Following an accident, taking the necessary steps to identify what happened is critical. This course gives attendees an understanding of what to do to minimize the risk of missing a crucial step. The training can be customized to your specific organization, and topics covered may include: accidents, incidents, when and why to investigate, finding the actual cause, steps for a thorough investigation, preparing results, who should see the results, the organization's obligations, and what assistance MMUA safety personnel can offer. We will also review various reports, documents, and record keeping standards.

Aerial lift qualified operator

The most common method of performing continuous work at elevated heights involves the use of aerial lifts and scaffolding. Lifts give a level of protection for employees that allows them to focus on the task assigned; however, the lifts must be set up and used correctly to mitigate the hazards. This course will outline the OSHA standards for scaffolding and aerial lifts, safe setup, securing the scaffolding, proper fall protection, definitions of competent and qualified persons, hazards encountered, authorized persons for aerial lifts, training requirements, and resource availability. Upon completion, attendees will have the knowledge to select, set up, and use scaffolding safely and effectively.



Arc flash hazards

Arc flash and arc blast are potential hazards wherever there is electrical energy. Most water, wastewater, and electrical utilities require periodic assessments and evaluations. We have the knowledge and experience to assist you with identifying the level of protection needed when working around electrical equipment and panels. Our staff can assess your facilities and locations, evaluate levels of protection required, and recommend updates to fire-resistant clothing standards and personal protective equipment. The assessment will include a complete arc flash assessment guide and stickers to place on equipment or facilities as needed. Training is provided to increase awareness of the findings and identify areas of concern in the assessment. Upon completion, your staff should be aware of potential hazards and are able to pass this knowledge on.

Asbestos hazards in the workplace

Exposure to asbestos fibers is a hazard someone may encounter in the workplace. To minimize exposure and the potential risks, personnel must understand what asbestos is and where asbestos exposure can commonly occur. This course will cover identifying common asbestos-containing materials and presumed asbestos-containing materials and their locations within the workplace, methods to reduce exposure, exposure limits, precautions to take after potential exposure, and how to protect others from potential secondary exposure. Upon completing this course, attendees will understand the potential hazards of asbestos and how best to protect themselves and their co-workers.

A Workplace Accident and Injury Reduction program (AWAIR)

Minnesota adopted an amendment to Minnesota OSHA statutes that requires many employers to develop and use a formal safety and health program, known commonly as A Workplace Accident and Injury Reduction (AWAIR) program. Under Minnesota Rule 5208.1500, a written AWAIR program is mandated for industries according to the North American Industry Classification System (NAICS). This course will introduce and refresh an employee's understanding of AWAIR and how it affects the community/company that has developed it. The course will explain the history behind the rule, the elements of the written program, who is involved, how to establish a safety committee, how the program defines the roles of those involved, and how to handle updates and revisions. We will review a sample written program and a template of the written program developed by MMUA. We will also incorporate copies of the program elements needed for each unique community's/company's situation. When completed, attendees will understand the AWAIR program and why it is such an essential foundation for the safety culture of Minnesota employers.

Back safety and lifting

Nearly all adults experience back pain at some point in their working lives. This common problem is one of the leading causes of lost workdays and individual suffering. This course will outline best practices for proper lifting, identify common sources of back pain, and recommend stretching and strengthening techniques. Upon completion, the attendees will be able to recall the risk factors for back injury, identify safe work postures, and put into practice techniques for safe lifting.

Bloodborne pathogens

Occupational exposure to bloodborne pathogens is a very real hazard for any employee. Bloodborne pathogens are assumed to be present whenever an employee assists another person and blood or bodily fluids are encountered. This course is designed to inform attendees about the types of pathogens they may encounter and their associated hazards. We will identify the most common pathogens including hepatitis B (HBV), hepatitis C (HCV), and human immunodeficiency virus (HIV), and available vaccinations, we will also define universal precautions, identify defining universal precautions, identifying personal protective equipment, how to handle contaminated items safely, what to do if an exposure occurs, and common sense rules to follow to keep one's self, co-workers, and ultimately, family members safe. Upon completion, attendees will understand the hazards present while performing their jobs and the best practices that should be implemented.

Chainsaw safety

Chainsaws are one of the most used tools in our toolbox and one of the few that have origins around causing physical harm to the human body. Safe operation and handling are a must when working with and around chainsaws. This course gives attendees knowledge regarding OSHA, American National Standards Institute (ANSI), and American Public Power Association (APPA) standards, personal protective equipment, first aid kits, chainsaw parts and safety features, proper starting, safe handling, maintenance basics, and inspections. Attendees will also focus on safe operating distance, working on uneven surfaces, and staying out of the danger zones. A chainsaw is a time-saving tool, but we must teach our employees to operate it safely.

Chlorine gas safety

Chlorine gas is commonly used in our communities' water, wastewater, and aquatic facilities. While there are many benefits, there are also many potential risks. It is easy to become complacent or not explain the risks to new employees. This course familiarizes your employees with this chemical's applications, benefits, risks, and dangers. Covered topics include: safe storage, handling, potential exposures, safety features, leak detection, evacuation steps, first aid, and reporting procedures. As with many of the assigned tasks in a community, identifying hazards and potential risks will make everyone safer.

Commercial driver's license rules and regulations

Your personnel holding a commercial driver's license (CDL) must adhere to specific rules and regulations. This course offers participants an understanding of the regulations related to various driver classifications, endorsements and restrictions, employee responsibilities, and other requirements to maintain the CDL. Employees who complete this course will also learn about updated rules and regulations the Minnesota Department of Transportation (DOT) and the Department of Public Safety (DPS) use to reduce accidents and incidents on roads.

Competent person

Participants will be taught the basics of the OSHA excavation standards (29 CFR 1926—Subpart P), learn about soil testing, use soil information to determine the correct protective system needed, and learn to identify the hazards associated with trenching and excavation. Digging around natural gas and high voltage power lines is a very critical process and needs to be done with extreme care. Attendees will learn the proper techniques when digging around these obstacles.



Compressed gases

Compressed gas cylinders are a staple in most maintenance shops and construction sites. The hazards they present are often overlooked, and it is assumed everyone knows the risks they are exposed to when working around them. This course is designed to address the hazards associated with compressed cylinders. It will examine what they are and how they function, common contents stored in them, safe practices for storing them, moving them, and transporting them. Safety concerns will also be addressed for valve protection, considerations for accidental fire exposure, tank rupture or failure, and testing requirements. In general, this course will teach each participant awareness, proper usage, and other safe work practices for employees when their work pertains to compress gas cylinders.

Confined space entry and rescue

Confined space entry is a necessary task while servicing and maintaining infrastructure. This course informs participants of risks and best mitigation methods. The course focuses on defining confined spaces, differentiating between permit-required and non-permit-required confined spaces, identifying team members, determining team members' roles, and completing a permit. We will examine rescue equipment, explain self-rescue, and engage with the rescue team. Upon completion, participants will have the knowledge needed to participate in confined space entry tasks.

Contractor safety

Contractors help your organization complete assigned tasks on time without hiring additional full-time employees. By informing contractors of expectations, tasks completed will meet your standards. The course will focus on defining contractors, identifying responsibilities for contractor and employer, evaluation, communication, implementing safe work practices, and documentation. Upon completion, the attendees will have the knowledge needed to ensure contractors are not introducing additional hazards.



Digger derrick qualified operator

Digger derricks are commonly used pieces of equipment in the utility industry. Proper and safe operation requires operators have a good understanding of the equipment's specification and operational "basics." This means we need to understand its specifications. This course covers these basics, best practices, and regulations for operating this equipment.

Dog bites and distractions

"If it has teeth, it can bite!" is the message passed along to United States postal workers annually during National Dog Bite Prevention Week. This course raises worker awareness of encounters with animals while performing their tasks. The course focuses on understanding surroundings, paying attention to details of the environment, conducting a job hazard analysis, how employee experience applies, assessing each instance, and methods to avoid bites. Upon completion, attendees will better understand why dogs and animals act the way they do and walk through scenarios that provide opportunities to contemplate solutions to avoid injury.

Driving safety

Moving employees and equipment from point A to point B is essential to our members' services and motor vehicle accidents are a leading cause of worker injury. This training develops awareness and promotes safe driving habits. We will review different distractions impacting driving, physical responses and capabilities, defensive driving techniques, seat belt usage, driving with a load, collision avoidance, adjusting for weather conditions, driving under the influence, driving at night, and road rage incidents.

Drug and alcohol awareness

Drugs and alcohol often can affect the function and safety of our employees. Bringing this awareness to them is the key focus of this course. It will review why being aware is so essential, defining blood alcohol content (BAC), identifying the effects of alcohol on the body, common drugs and paraphernalia, typical signs and symptoms, guidelines and procedures and where to find them. Educating employees will help minimize the hazards of drugs and alcohol.

Electrical safety

Electricity is all around us while we work. The focus of this program is to stay safe from electricity hazards while we perform our tasks. Attendees will learn to identify electrical hazards, protection methods, understand employer and employee responsibilities, and examine safety steps that can minimize electricity-associated risks. The course will examine case studies, allow discussion, and promote problem-solving skills for the attendees.

Emergency action plan

A practical and well thought out emergency action plan reduces confusion and stress during an emergency because all employees have been trained. This course gives a framework for handling emergencies and the roles and responsibilities assigned. It will cover a variety of emergencies such as fire, medical, weather, workplace violence, bomb threats, and any other situations unique to your community. Topics covered in scenarios include evacuation, notification, dealing with victims, calling for assistance, and accountability. The goal of this course is to make sure everyone is comfortable in their assigned roles and able to adapt to any emergency presented.

Employee right to know hazard communication

This course explores employees' rights regarding the routine hazards they may be exposed to on the job. We focus directly on hazardous chemicals encountered while performing job tasks. We review the employer responsibilities, employee responsibilities, the Employee Right to Know (ERTK) written program, safety data sheets (SDS) sheets, and training requirements and communicate the information to all employees. Upon completion, attendees will be able to identify where the data is kept, how to access it, and who is responsible for maintaining it. This annual training program is an integral part of the safety culture of any organization because it sets up the lines of communication and accountability regarding hazards.

Ergonomics

Ergonomics standards in the workplace promote worker productivity, safety, and health. This course offers an understanding of musculoskeletal disorders encountered while on the job and how to prevent them. It will identify jobs and employees at risk, activities that may cause injuries and promote healthy workplace changes to reduce risk. It will highlight specific tasks assigned that have a high risk for injury, particular positions that are more prone to injury, techniques to use, engineering steps that organizations can implement, and how co-workers can assist one another to reduce the potential for injury and short- or long-term adverse health effects.

Excavation and trenching

This course fits each unique utility and its needs. Throughout the training, we will address all OSHA requirements and the excavation and trenching standards. We will also outline recognizing dangerous hazards. Attendees will understand different soil types, be able to identify previously disturbed soil, and predict soil behaviors and varying conditions. Employees will learn standard trenching operations, best practices to protect against cave-ins, and other safe work practices for employees.

Fall protection

Falls are one of the major causes of injuries and deaths in the workplace. The impact of having an employee fall can be far-reaching in terms of lost time, damaged property, increased expenses, and low morale in the remaining workforce. This course will focus on employees' controlling the areas they can. Topics include good housekeeping, walking and working surfaces, ladder safety, office fall hazards, floor openings, stairways, fall protection systems, and personal fall arrest protective equipment. Upon completion, attendees will have a clear understanding of the risks they face every day and the tools and foresight to prevent these incidents from happening.

Fire extinguishers

Since fire is one of the most common hazards in the workplace, your employees need to know how to use a fire extinguisher effectively. This course will be tailored to fit the needs of your employees when facing a fire. Throughout the course, we will address how fire extinguishers pertain to the OSHA standards, the common causes of fires, classes of fires, fire prevention methods, types and classes of extinguishers, correct use of extinguishers, and how to correctly inspect a fire extinguisher. Attendees will learn standard fire safety practices on the job, at home, and in the public sector.

Forklift qualified operator

In many industries, forklifts help move large quantities of items around facilities or job sites, move items to and from shelving, move large objects, and more. Forklifts are powered industrial trucks, lift trucks, and fork trucks. While these vehicles are used in many industries, they can expose drivers and pedestrians to hazards if precautions are not followed. In this training, we will cover different types of forklifts found in the workplace, hazards, personal protective equipment, and safe work practices associated with these vehicles.



Hantavirus syndrome

In the wake of the COVID-19 pandemic, our understanding and awareness of health-related topics have increased tremendously. Heightened awareness does not mean that we can drop our guard against other health hazards. Hantavirus is one such hazard that exists in many of the areas to which we may travel. This course intends to bring awareness and focus on a proactive approach to safeguarding employees. The course will cover the virus, how it spreads, where it is most prevalent, the associated health risks, and how to protect yourself. These tools should also be used when dealing with other hazardous viruses. Participants in this course will be able to take the necessary precautions to avoid infection to themselves and their co-workers.

Hazard identification

Workplace injuries, illnesses, and incidents may result from failure to anticipate or identify potential hazards. This course will focus on proactively identifying and assessing such hazards. It will include record keeping requirements, safety and health program support, and whistle blower protections. Attendees will learn how to collect information about hazards, conduct inspections, investigate injuries and incidents, identify and investigate close calls or near misses, group incidents to establish trends, determine the severity of incidents, and prioritize corrective actions. We will share tools, resources, and templates so participants can be effective leaders when dealing with hazard identification. Learning how to fix what can be fixed will lead to a safety culture that promotes creating solutions. Attendees will be able to identify, isolate, and eliminate hazards before they can cause harm, setting up the organization to provide services to their communities successfully.



Hazardous materials

This course is general in nature. It will give the employees a basis to build on when using potentially hazardous materials throughout their work. We will review instructions for identification, labeling, handling, and where to look for additional information. We will look up commonly used materials in several resources, including on-line resources, DOT manuals, and National Institute for Occupational Safety and Health (NIOSH) manuals. Containers and proper package handling, labels, placards, and warning icons used by the Globally Harmonized System (GHS) will also be displayed and reviewed. We will explain where to find the proper steps to follow if an accidental spill or exposure occurs. Upon completion, attendees will have a basic understanding of the potential hazards they can be exposed to when working with these materials.

Hearing protection and noise exposure assessment

A hearing conservation program is designed to protect workers from hearing impairment due to noise exposure that exceeds regulatory thresholds. Excessive noise exposure is louder than machinery. This course will assist in the development of a program that strives to prevent initial hearing loss and preserves and protects remaining hearing. Noise, or unwanted sound, is a product of many processes within your operations that we will assist in identifying. Our noise risk assessment approach will address the following issues: noise source and type identification, sound level mapping and noise surveying, detailed noise measuring and evaluation of exposure, identification of employees exposed above regulatory thresholds, recommendation of noise control methods, personal protective equipment selection and proper use, training to show the effects of noise and exposure assessments, and audiometric testing. Upon completion, your organization will have the information needed to create and implement a written hearing conservation program for the safety of all employees.

Heat and cold stress

Weather in the upper Midwest presents unique hazards that must be reviewed regularly to maintain a safe state of mind. This course is designed to bring awareness to your employees regarding the challenges faced during the hot summer and the cold winter months. Topics that are addressed include historical exposure incidents; physical impacts of heat, cold, wind, and dampness; heat-induced injuries and cold-induced injuries; how to identify and treat heat stroke; how to identify and treat hypothermia, frostbite and trench foot; heat and cold stress prevention; and safety tips to follow. Upon completion, attendees will be aware of the potential safety hazards of working in the hot and cold environments that often must be dealt with to complete the job.

Job briefings and tailgate meetings

Job briefings and tailgate meetings are short informational meetings held with employees to discuss a worksite-related safety topic. The goal of holding tailgate talks is to inform employees of specific hazards and the safe way to do a job. They are designed to communicate existing or potential risks before the job begins or if discovered while working. Topics covered include OSHA standards that apply, identifying hazards, identifying where the work is located, classifying hazards, special work procedures, special precautions, hazardous energy control procedures, personal protective equipment, and completing the job briefing checklist. Employees who complete this course will be able to accurately complete the checklist for any tasks they are assigned.

Job hazard analysis

The job hazard analysis is a method for systematically identifying and evaluating hazards associated with a specific job. It aims to prevent work-related injuries and deaths by breaking down the job into each part for hazard analysis. The topics to be covered are identifying the job to analyze, breaking down the job, identifying hazards, eliminating or controlling hazards, training requirements, identifying equipment needs, developing the accident prevention program, and plans for reassessment. Job hazard analysis is a vital part of the safety culture of any organization. Being proactive when performing the analysis shows a commitment to all employees of the organization.

Ladder safety

With many near misses and injuries on ladders, this course is integral to all safety programs. The course will review the types of ladders used, parts of a ladder, safety features incorporated in ladders, and items to inspect before using a ladder. Participants will learn proper ladder selection, placement, ascending and descending, and the best steps for performing work on the ladder. Fall protection and properly securing the ladder will be reviewed with hands-on demonstrations. Upon completion, attendees will understand the best practices for using this essential tool.

Load securement strategies

Many employees move materials and equipment from staging locations to the work site. This course aims to help employees understand the responsibilities and best practices needed to ensure safe transport. We will work on load identification, equipment inspections, trailer inspections, and identification of securement points, proper securement methods, load balancing, and off-loading techniques. Hands-on reviews of the equipment available and current load practices will be provided. DOT and State Patrol resources will be shared for further questions and answers.

Lockout/tagout (hazardous energy control)

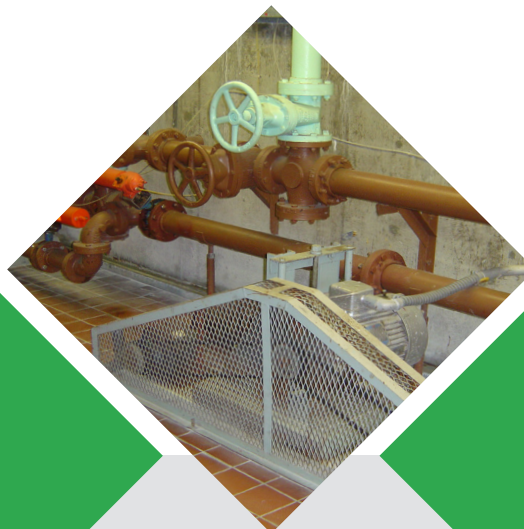
A significant component of any safety program is lockout/tagout procedures. They ensure machines and equipment will not unexpectedly start or be energized when working on or around them. This course defines the types of employees and the duties and responsibilities of each type, describes the kinds of lockout and tagout devices, identifies energy types, reviews the steps included in the process, and the actual lockout and tagout systems in place. Upon completion, attendees will understand the importance of using and following the lockout/tagout system in their job setting.

Machine guarding

Machine guarding is integral to the safety of the participants' machines. Proper guard installation and maintenance are key to preventing accidents while operating or working around these machines. We will cover the parts of machines that need to be guarded, key hazards to guard against, methods of guarding, OSHA standards that apply, personal protective equipment, employer and employee responsibilities, inspection and maintenance, and guards on portable tools. The course will focus on understanding guards and protecting the operators and all employees while these machines and tools are used.

Mobile phone hazards

While our mobile phones can be tremendous tools when used correctly, they also can cause very real risks to employees and co-workers. This course helps employees look at the current obvious risks and identify often overlooked risks. We will cover the topics of cellphone use in the workplace, examples of employer policies, other mobile devices, distractions, theft, malware and viruses, social media, wage and hour management, employee fatigue, safe driving practices, new technology, including cameras and bluetooth connections, training needs, and potential liability for the organization. While the intended use of mobile devices is to make life more convenient, the hazards they can introduce need to be understood and mitigated.



New and seasonal employee orientation

New and seasonal employees are more susceptible to accidents and injuries in the workplace due to being unfamiliar with equipment location, how it is used, and who is using it. They bring attitudes and work practices from their prior employers. This course will help them understand your safety culture. The focus is to expose them to the resources and locations of safety programs and manuals, establish the chain of command for reporting safety concerns, and introduce them to the people responsible for their safety while performing their duties. Participants will learn AWAIR, bloodborne pathogens, ERTK, hazard communications, personal protective equipment, and other programs specific to their expected duties.

Office safety

The hazards encountered by office employees are often seen as being less dangerous than those encountered in the field--but don't fool yourself. Employees who work inside are at risk for accidents and injuries too, so awareness and prevention are essential. We will teach the best practices that can be implemented for accident avoidance. The course will cover slips, trips, falls, strains, lifting techniques, workstation ergonomics, safe storage methods, air quality and ventilation, lighting, noise, electrical safety, and emergency preparedness. Risks are identified with alternative techniques specific to the jobs and work environment in your community.



Park and playground safety

Parks and playgrounds are mainstays in our communities. This course highlights the various safety issues faced by those who maintain them. It will highlight the areas of design and maintenance, including protective surfaces, use zones, entanglement hazards, entrapment openings, equipment spacing, trip hazards, and platform protections. It will give the employees ways to identify unintended uses, age-appropriate activities, maintenance schedules, and equipment not recommended for playground use. Several resources and a sample inspection form to be tailored to your needs are included. Keeping our children safe is a task we are all responsible for, and upon course completion, the participants will have the tools needed to ensure these practices are implemented.

Personal protective equipment (PPE)

This course raises awareness regarding the proper use and inspection of various PPE. It will focus on best practices regarding inspection, proper fit, use, expiration, and replacement. We will demonstrate the protection provided to the head, face, eyes, lungs, hands, and feet. We will review the completion of a job hazard analysis to establish the proper PPE needed to complete the tasks safely. Proper care and maintenance steps will be shown. Logs and documentation support will also be explained. After completing this course, employees will understand the potential hazards and how PPE is often their last protection when completing their job duties.

Pole-top and bucket rescue

Annual pole-top bucket truck (PTB) evaluation is not considered training. If additional training is needed, a qualified person will do it in a separate session. This course will focus on the equipment, the environment, and the process for these rescue procedures. Attendees will inspect and evaluate their equipment, be shown the hazards present, train on the process in a controlled environment, and be allowed to practice the process. They will take all necessary steps to ensure safety, including stopping, explaining, and restarting the process. Upon completing, attendees will be able to assist with rescue operations when someone cannot rescue themselves.

Respiratory protection

Breathing is the fastest and easiest way for contaminants to enter our bodies. Protective measures must be followed to reduce this hazard. This course enables an understanding of hazards and how to protect ourselves and co-workers from exposure. It will address the OSHA standard, how the body processes oxygen, effects of contaminants, environments in which hazards may be encountered, protective measures employers can take to reduce risk, respirator types to be used, proper methods of donning, using, and doffing respirator masks. Upon completion, attendees will understand potential hazards to their respiratory system and establish the best protection steps to stay safe.

Rigging and ropes

This training aims to understand the responsibility and best practices needed to ensure safe movement. Attendees will be tasked with load identification, equipment inspections, identification of securement points, proper securement methods, load balancing, and proper off-loading techniques. Hands-on reviews of the equipment and current load practices will be provided. A clear understanding of raising and lowering techniques and commands, including grounds crew hand signals, will be reviewed. Failures for these tasks can result in damaged products and equipment, and injuries. Completing this course equips employees with the skills to prevent costly damage and protect themselves and others from injury.

Safety awareness at home

This course may overlap with their work environment safety, especially since many employees can work from home. Topics covered include slips, trips, falls, poisoning and hazardous materials, carbon monoxide, fire, drowning, choking, kitchen, garage, and yard hazards. Precautions for data control, money scams, and security will also be covered. Keeping your employees safe and secure at home will allow them to focus and concentrate on their jobs when they are at work.

Safety culture and behavior

This program is designed to strengthen a culture of safety as the foundation for preventing accidents and injuries. Participants will learn to stay alert, recognize potential hazards, and take immediate action to correct issues—or report them through the proper channels if they cannot be fixed. The course will address personal, team, and public safety concerns, clarify the role of the safety committee, and reinforce clear communication practices. By fostering shared responsibility and proactive problem-solving, this training supports the ultimate goal: making sure every employee goes home safe at the end of the day.

Skid steer qualified operator

Skid steers are widely used across many industries to move large quantities of materials, transport bulky objects, and handle items on and off shelving. While highly versatile, these machines can pose serious hazards to both operators and nearby pedestrians if safety precautions are not followed. This course will review the different types of skid steers, common hazards, required personal protective equipment, and safe work practices. When operated correctly, skid steers can make work faster and easier—but taking shortcuts or ignoring safety procedures can be dangerous. Employees who complete this course will have the knowledge and skills to operate skid steers safely and avoid accidents and injuries.

Slips, trips and fall prevention

Slips, trips, and falls are the most common causes of workplace injuries, affecting employees in every role and at every level. While no formal training is required, employers must ensure workers can recognize and avoid unsafe conditions. This course builds awareness of the risks—such as clutter, protruding objects, and wet surfaces—and explains how physical factors like friction, momentum, and gravity can contribute to accidents. Participants will learn the importance of hazard identification and proper maintenance in preventing incidents. Training tips and site-specific hazard information will be provided, giving employees the knowledge and tools to reduce the risk of slips, trips, and falls.

Spill prevention control and countermeasure (SPCC)

This course explains the purpose and requirements of the Spill Prevention, Control, and Countermeasure (SPCC) rule and how it applies to your facility. Participants will learn why their facility has an SPCC plan, the location and contents of their specific plan, and where oil and other regulated materials are stored on-site. The training will cover realistic spill scenarios, spill prevention strategies, safe response procedures, proper reporting, inspection protocols, and record keeping requirements. By the end of the course, attendees will be able to identify potential spill risks, take preventive measures, respond effectively and safely to spills, and follow proper reporting and documentation practices. The ultimate goal is to protect both employees and the environment from the hazards associated with oil spills and other regulated material releases.



Summer and vacation safety

Summer and vacations bring specific safety concerns to mind. Ensuring our staff are knowledgeable about hazards to watch for is key to keeping everyone mentally and physically healthy. This course will cover topics such as environmental risks of heat exposure, explaining the heat index, identifying heat stress, heat exhaustion, heat stroke, diet and hydration, personal protective equipment, and work practices for heat management. Vacation hazards include acclimatization, jet lag, elevation changes, personal safety, and food and alcohol consumption. Giving staff the tools and knowledge to identify hazardous situations can ensure everyone has a fun time and are re-energized when they return.

Supervisor safety training

Supervisors and managers play a critical role in shaping their department's safety culture. This course equips leaders with the skills to model safe behaviors, set clear expectations, and coach employees toward meeting them. Participants will learn how to address safety concerns effectively, increase staff engagement in training, promote a positive safety culture, prioritize safety in daily operations, and understand current OSHA requirements. By actively participating in the safety program and leading by example, supervisors who complete this course will be better prepared to set the tone for safety and guide their teams toward consistently safe work practices.

Temporary work zone traffic control

This course familiarizes participants with setting up temporary work zones to control traffic. We explain hazard identification and safety precautions to mitigate hazards while working in traffic. Communication methods will be discussed to ensure awareness of the task to be completed and the safety precautions that are expected to be in place. Personal protective equipment requirements will be provided along with displays of signs and signals that are commonly used. Stationary and mobile work zones will be compared, and differences will be highlighted. Working in traffic is one of the most dangerous activities that public employees are asked to do, and providing training to navigate these tasks safely is essential. A review of the current DOT manuals and website will also be provided.



Tool safety basics

This course provides employees with the knowledge and skills needed to use workplace tools safely and effectively. Participants will learn to identify common hand tools, select the right tool for the job, and use appropriate personal protective equipment. The training will cover secure transportation and safe handling methods, the use of guards and protectors, the advantages and hazards of power-operated tools, proper maintenance, and when to replace tools. By the end of the course, attendees will be able to choose, operate, and maintain tools in a manner that improves efficiency, reduces hazards, and prevents injuries on the job.

Tow ropes and hazards

This course will discuss the benefits and hazards of using a tow rope. While the tow rope can be a quick and convenient way to move a non-driving or disabled piece of equipment, the potential for mishap is always present. Reviewing the opportunity for use, equipment inspection, load determination, proper connection points, methods of pulling, warnings and flags, and explanations of current laws and statutes will all be provided. Participants will expand their knowledge of how best to use tow ropes and the best way to avoid dangerous situations.

Tree trimming and felling

This course is a comprehensive safety training program tailored specifically for municipal utility workers, public works departments, and other city employees involved in tree trimming, felling, roping, and rigging operations. It is structured into three progressive tiers, each designed to support individuals at various skill levels, from entry-level workers to those taking on more complex, higher-risk tasks. It ensures that participants gain the theoretical knowledge and practical experience necessary to safely and efficiently perform tree-related tasks. The overarching goal of the course is to minimize risk, foster confidence, and enhance the competence of workers, enabling them to carry out tree operations safely in their daily duties.

Walking and working surfaces

A walking-working surface is defined as any horizontal or vertical surface on or through which an employee walks, works, or gains access to a work area. This course will raise your employees' awareness of the hazards encountered while using the walking and working surfaces. The topics include general safety requirements, maintenance, ladders, steps, stairs, scaffolds, rope descent systems, employee fall protection, and falling object protection. The focus will be on hazard identification, tool and equipment selection, equipment inspections, proper placement, and safe usage. Upon completion, attendees will understand the hazards encountered when working and walking on the job site and will have the skills to navigate safely.

Welding and hotwork

This course prepares employees to perform welding and hot work safely by building awareness of the hazards involved and the precautions required. Participants will learn to identify potential hazards, understand different types of welding, and apply fire prevention measures. Training will cover employer and employee safety responsibilities, proper use of personal protective equipment, recognition and control of hazardous fumes, safe practices for confined space work, ventilation requirements, electrical and compressed gas hazards, and equipment inspection procedures. By the end of the course, attendees will be able to recognize and control welding and hot work hazards, follow required safety procedures, and take proactive steps to prevent accidents and injuries in their work environment.

Wheel loader qualified operator

Wheel loaders are widely used to move large quantities of materials, handle bulky objects, excavate, and transport dirt on job sites and in facilities. While versatile and efficient, their size and blind spots can create serious hazards for operators and pedestrians. This course covers the types of wheel loaders found in the workplace, required inspections, common hazards, necessary personal protective equipment, maintenance, and safe operating practices. By the end of the training, qualified operators will know how to operate wheel loaders safely, minimize risks, and protect both people and property while taking full advantage of the equipment's capabilities.

Winter driving safety

This course develops the mindset of best practices when driving during winter. Topics include vehicle preparation, route planning, winter driving hazards, other vehicles on the road, what to do when stuck, surviving in a stranded car, and safety tips to follow in winter weather. Upon completion, attendees will be aware of the potential hazards encountered during winter driving and how best to protect themselves and others on the winter roads.

Winter safety

This course is designed to raise your employees' awareness of the challenges during the winter months. Topics addressed include historical exposure incidents; physical impacts of cold, wind, and dampness; cold-induced injuries; navigating ice and snow while walking; driving on ice and snow; and safety tips for dealing with winter. After completing this course, the employees will be aware of the potential hazards encountered during winter weather and how best to protect themselves.

Workplace violence

Workplace violence is a growing concern, and awareness is key to staying safe. This course gives participants the tools to recognize potential threats and plan an effective response. Topics include defining workplace violence and potential perpetrators, management responses, worksite analysis, communication channels, hazard prevention and mitigation, and the basics of conflict resolution. Through discussion and realistic scenarios, employees will practice evaluating situations and deciding on appropriate actions. By the end of the course, participants will be better prepared to prevent, respond to, and reduce the impact of workplace violence.

Worksite safety audit and mock OSHA inspection

OSHA may conduct unannounced visits or inspections of your worksites at any time. Consistent adherence to safety practices and fostering a safety culture is the best way to make such visits as painless as possible. This training covers why inspections occur, how to respond when an inspector arrives, required communications, and locating documentation. Participants will learn to identify necessary personal protective equipment and apply relevant standards and regulations. As part of the day, we will conduct a mock worksite inspection. The inspection will assess the job, current tasks, and potential safety issues, concluding with a findings report highlighting any problems.



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