



COURSE SCHEDULING AGREEMENT

I. COURSE SELECTION AND SCHEDULING

To schedule training courses with the Center for Young Worker Safety and Health at GTRI (the Center), please contact the Center's director, Jenny Houlroyd at jenny.houlroyd@gtri.gatech.edu or 404-407-8089. Seven different training modules are available from the Center and are described in the catalog appended to this document. Requests for potential dates and course times should be provided to the Center director in writing for determination of scheduling availability.

Class size is restricted to 40 maximum participants for all the courses offered, with a minimum of 3 trainees per class.

II. REGISTRATION AND COURSE LOCATION AND ACCESS

The Center will handle registration of the attendees for courses held on Georgia Tech's campus. For all other courses, registration is the responsibility of the sponsor. The sponsor will be responsible for communicating to us the names of all registrants at least one week prior to the beginning of the course so that we may prepare a course roster, attendance certificates, and name tags. Final certificates for participants in Module 2 or 3 training classes will be mailed to attendees or the sponsor.

III. ATTENDANCE CERTIFICATES

Certificates of attendance will be provided for all who attend at least 90 percent of each course for those participants of the Module 2 or Module 3 training courses. If verification of attendance is needed for attendees of the Module 1, 4, 5, 6, or 7 classes, a copy of the course sign-in sheets and course information can be provided upon request.

IV. COURSE EXAMINATION AND COMPLETION CERTIFICATES

Participants in the Module 3- A Primer of Young Worker Safety and Health will be provided with a written examination, to be offered at the beginning and end of each course. Electronic copies of the course examination may be provided to the sponsor/teacher upon request.

Participants in the Module 5- Young Worker Safety and Health Training for the Cosmetology Industry will be provided with a Salon Safety Quiz. Electronic copies of the course examination may be provided to the sponsor/teacher upon request.

All other course modules have participation requirements, but no written examinations.

Participants of Module 2 and 3 training courses will receive certificates upon successful completion of the course. This includes a requirement of participation in activities and a completion of the examination for Module 3 participants.

V. RESPONSIBILITIES OF CLASS SPONSOR

Classroom Requirements

The sponsor is to provide suitable classroom space (tables and chairs for the number of participants scheduled to attend each course offering, plus two extra tables at the rear reserved for the instructors), an LCD projector, a projection screen (or other suitable surface), and a microphone (if needed for the size room secured). If the sponsor cannot provide the LCD projector, the Center can provide one if given one week notice before the courses.

Location Requirements

The sponsor will be responsible for communicating to us the exact course location including street address, building name/number, if applicable, on-site contact name, if different from sponsor contact and any other information that will aid us in locating and gaining access to the training space. Access to the training course location must be available at least 30 minutes before the course is scheduled to begin each day to allow course instructors to set up the classroom.

Classroom Code of Conduct Requirements

If the course will be conducted in a typical school classroom setting, the classroom teacher(s) are expected to remain in the classroom to assist with workshop and classroom management. The following is a code of conduct that is expected from all course participants:

1. Course participants are expected to attend 90% of the course in order to receive credit for participation.
2. Course participants are expected to arrive prepared for class and on time, and they will remain in class until the class is dismissed.
3. Course participants will treat all members of the learning community with respect. Toward this end, they will promote academic discourse and the free exchange of ideas by listening with civil attention to comments made by all individuals.
4. Course participants will maintain an appropriate academic climate by refraining from all actions that disrupt the learning environment, e.g., making noise, ostentatiously not paying attention, sleeping, and leaving and reentering the classroom inappropriately.
5. **Cell phones must be shut off and not in use at all times.**

Failure for course participants to follow this code of conduct may result in either the course participant being asked to leave the course or the course being cancelled.

COURSE REQUEST FORM

Contact Person: _____

Phone: _____

Email: _____

Module Requested:

- Module 1- Young Worker Safety and Health General Awareness Training (One hour minimum contact requirement)
- Module 2- Young Worker Safety and Health Training for Instructors and Employers (Four –hour minimum contact requirement)
- Module 3- A Safety and Health Primer for Young Workers (Six –hour minimum contact requirement)
- Module 4- Young Worker Safety and Health Training for the Healthcare Industry (One-hour minimum contact requirement)
- Module 5- Young Worker Safety and Health Training for the Cosmetology Industry (One-hour minimum contact requirement)
- Module 6- Young Worker Safety and Health Training for the Culinary Industry (One-hour minimum contact requirement)
- Module 7- Young Worker Safety and Health Training for the Construction Industry (One-hour minimum contact requirement)

Location of Course (School and/or Organization and Address):

Potential Training Dates: _____

Day(s) of Week: _____

Times (include bell schedule if it is to be conducted in a classroom): _____

Course Size (estimate number of students): _____

I consent to the Course Scheduling Agreement, and ensure my students my students will abide by the Classroom code of Conduct.

Signed: _____ Date: _____

Printed Name: _____

Signature of Administrator (for Schools requesting training)

Signed: _____ Date: _____

Printed Name: _____

COURSE CATALOG

All of the courses listed above are offered free of charge through the Center for Young Workers Safety and Health at GTRI. Funding for the Center for Young Worker Safety and Health at Georgia Tech Research Institute is provided under the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA) Susan Harwood Capacity Building Training Grant SH-20848-SH-0.

The length of each course and topics included are required under the terms of our grant from OSHA. *Any deviation from the required course length, including varying from typical start and end times, must be communicated in writing to, and approved by, the Center Director at the time the course is scheduled. Any further changes, must be communicated in writing to, and approved by, the Center Director at least two weeks prior to the course date.*

Module 1- Young Worker Safety and Health General Awareness Training (One hour minimum contact requirement)

This one- to two-hour session focuses on the importance of young worker safety and health. In particular, this training will cover young worker rights and US Department of Labor child laws. This training is designed for all audiences: young workers, employers, teachers, and parents of young workers.

Young Worker Safety and Health Training for Instructors and Employers

This four-hour workshop provides employers and teachers all the resources they need to train young workers. This interactive, hands-on training covers the following topics:

- Young Worker Injuries and Illnesses
- Identification of workplace hazards (including chemical, biological, safety, and other health hazards)
- Ways to reduce young worker injuries and illnesses
- Young worker rights and responsibilities- An overview of Young Worker Labor Laws

Module 2- Young Worker Safety and Health Training for Instructors and Employers (Four – hour minimum contact requirement)

This four-hour workshop provides employers and teachers all the resources they need to train young workers. This interactive, hands-on training covers the following topics:

- Young Worker Injuries and Illnesses
- Identification of workplace hazards (including chemical, biological, safety, and other health hazards)
- Ways to reduce young worker injuries and illnesses
- Young worker rights and responsibilities- An overview of Young Worker Labor Laws

Participants in this class will receive both lesson plans and PowerPoint presentations needed to train young workers.

Module 3- A Safety and Health Primer for Young Workers (Six –hour minimum contact requirement)

This training is designed for young workers, ages 15-24, as they enter the workforce. This 6-8 hour workshop class covers the following topics:

- An introduction to young worker injuries and illnesses
- Identification of workplace hazards (e.g., chemical, biological, safety, and other health hazards)
- Personal Protective Equipment
- Young Worker Rights and Responsibilities
- An overview of young worker labor laws
- Finding a Voice—Speaking up and against workplace hazards
- Taking Action

This class is designed to be delivered in either a classroom setting or at a place of employment.

Module 4- Young Worker Safety and Health Training for the Healthcare Industry (One-hour minimum contact requirement)

This one-hour workshop course is designed to provide an interactive approach to training young workers about the central hazards associated with the healthcare industry. This training is designed to be presented for: young workers, employers, and teachers. This workshop covers the following topics:

- Boodborne Pathogens (BBP) and Infection Control
- Respiratory Protection
- Ergonomics
- Workplace Violence
- Emergency Response

This class is designed to be delivered in either a classroom setting or at a place of employment. Employers and teachers participating in this class will receive both lesson plans and PowerPoint presentations needed to train young workers.

Module 5- Young Worker Safety and Health Training for the Cosmetology Industry (One-hour minimum contact requirement)

This one-hour workshop course is designed to provide an interactive approach to training young workers about emerging issues and the main hazards associated with the cosmetology industry. This training is designed to be presented for: young workers, employers, and teachers. This workshop covers the following topics:

- Chemical Safety and Hazard Communication (e.g., such as formaldehyde in hair straightening products)
- Bloodborne Pathogens and Infection Control
- Respiratory Protection
- Ergonomics

This class is designed to be delivered in either a classroom setting or at a place of employment. Employers and teachers participating in this class will receive both lesson plans and PowerPoint presentations needed to train young workers.

Module 6- Young Worker Safety and Health Training for the Culinary Industry (One-hour minimum contact requirement)

This course will provide an interactive approach to training young workers about the hazards in the culinary industry covering the following topics:

- Knife safety;
- Bloodborne pathogens;
- Preventing heat-related illness;
- Workplace violence;
- Ergonomics; and
- Slips, trips and falls.

This class is designed to be delivered in either a classroom setting or at a place of employment. Employers and teachers participating in this class will receive both lesson plans and PowerPoint presentations needed to train young workers.

Module 7- Young Worker Safety and Health Training for the Construction Industry (One-hour minimum contact requirement)

This course provides an interactive one-hour training module designed to engage and promote class participation for young workers who are seeking employment or have recently entered the construction industry. Technical training content for Module VII will be developed for each of the following areas:

- Focus 4 topics: falls, struck-by, caught in or between, electrocution;
- Personal protective equipment/fall protection;
- Preventing heat-related illness; and
- Ergonomics.

This class is designed to be delivered in either a classroom setting or at a place of employment. Employers and teachers participating in this class will receive both lesson plans and PowerPoint presentations needed to train young workers.

Customized Courses

In addition to the free courses listed in the catalog, customized fee-based courses can also be developed and tailored to meet the needs of a specific client or audience. If you are interested in a custom designed course to meet your needs, please contact Center Director Jenny Houlroyd at 404-407-8088 or jenny.houlroyd@gtri.gatech.edu.