



Training Needs Assessment Guide

This **“YES/NO Guide”** is designed to assist members with determining safety training for each employee under various PEOSH and OSHA Standards and other occupational safety regulations.

Each MSI class has **YES/NO** questions concerning the duties or exposures that should be considered for each employee. A **YES** answer to a question would indicate some level of training or education on the topic is needed for that employee. Employers should consider **MSI Classes** as an option to provide the training identified from using the guide.

Agency

Department

MSI Course Title	Yes / No	Training Assessment
Asbestos Awareness	<input type="checkbox"/> <input type="checkbox"/>	Does the employee perform housekeeping or maintenance in buildings known to, or that may contain asbestos-containing materials? -----
Bloodborne Pathogens	<input type="checkbox"/> <input type="checkbox"/>	Could the employee come in contact with used syringes (such as in trash or playgrounds)?
	<input type="checkbox"/> <input type="checkbox"/>	Does the employee clean restrooms, holding cells, emergency vehicles, and other areas which may have been dirtied with blood or body fluids?
	<input type="checkbox"/> <input type="checkbox"/>	Is the employee required to provide medical care to victims such as law enforcement, fire/EMS, or lifeguards?
	<input type="checkbox"/> <input type="checkbox"/>	Is the employee required to provide medical care under an OSHA regulation (such as confined space rescue or tree work) or by the departmental policy?

MSI Course Title	Yes / No	Training Assessment
Bloodborne Pathogens Administrator Training	<input type="checkbox"/> <input type="checkbox"/>	Every public agency with potential exposure to blood or other potentially infectious materials has to identify a Bloodborne Pathogens Program Administrator. Would your Administrator benefit from a review of the requirements of the PEOSH or OSHA Standard and their roles and responsibilities? -----
CDL: Drivers' Safety Regulations	<input type="checkbox"/> <input type="checkbox"/>	Do you have an employee(s) with a Commercial Driver License (CDL)? -----
CDL Entry Level Driver Training (ELDT) Train-the-Trainer Program	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Does the employee hold a CDL? Does the employee have a minimum of 2 years operating a commercial motor vehicle? or Does the employee have a minimum of 2 years as a behind the wheel instructor? -----
CDL: Supervisors' Reasonable Suspicion Training	<input type="checkbox"/> <input type="checkbox"/>	Does the employee supervise CDL holders such as operators of large trucks, trucks/trailers combination, buses, or truck mechanics? -----
Chainsaw Safety	<input type="checkbox"/> <input type="checkbox"/>	Would workers who use a chainsaw benefit from a discussion about best practices for using chainsaws on the ground and from a bucket truck? -----
Chipper Safety	<input type="checkbox"/> <input type="checkbox"/>	Would workers who use a chipper benefit from a discussion about best practices for using this dangerous piece of equipment? -----
Confined Space Entry	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Does the employee enter one or more permit-required confined spaces, such as manholes, underground vaults or lift stations, tanks, large pipes, catch basins deeper than about 3 feet, vehicle hoppers, and other containers? Does the employee supervise crews that enter confined spaces and/or need a review of the possible hazards in a confined space, personal protective equipment, entry safety procedures, and completing an Entry Permit? <i>Note: This class may not fulfill all the training requirements for agencies that make permit-required confined space entries. Annual drills internally conducted with a contracted rescue agency may also be needed. This class is not Confined Space Rescue training.</i> -----
Designated Employer Representative (DER) Training	<input type="checkbox"/> <input type="checkbox"/>	Does the person in your organization need training on Dept. of Transportation (DOT) CDL drug and alcohol regulations, and act as a resource to the drivers about DOT and employer policies?

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Ethics for N.J. Local Government Employees	<input type="checkbox"/> <input type="checkbox"/>	Do employees need training on their responsibilities under the NJ Local Government Ethics Act and related state regulations? -----
Excavation, Trenching, and Shoring	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Does the employee remove earth to form a cavity, footings, laying pipe, or similar task? Does the employee enter excavations or trenches? <i>Note: Employees must be protected from cave-ins in accordance with OSHA 1926.652 by examination by a competent person, sloping, benching, or shoring.</i> <i>Note: This class fulfills OSHA's Competent Person <u>training requirements</u>. Other requirements are the responsibility of the employer.</i> -----
Fall Protection Awareness	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Does the employee work at elevations higher than 4 feet such as on roofs or in bucket trucks? Does the employee work adjacent to pits or holes deeper than 4 feet? <i>Note: This class does not fulfill Competent Person Training</i> -----
Fire Extinguisher Safety	<input type="checkbox"/> <input type="checkbox"/>	Are employees permitted under the employer's Emergency Action Plan to use a fire extinguisher on a small fire? (Required) <i>Note: This class is recommended for employees who may use a fire extinguisher at their discretion to protect life or property.</i> -----
Fire Safety	<input type="checkbox"/> <input type="checkbox"/>	Fire Safety Required initial training for all employees on their fire prevention responsibilities and their duties under the Emergency Action Standard. The employer can determine the training frequency to meet the knowledge of the employer's Emergency Action Plan and Fire Prevention Plan thereafter. -----
Flagger Work Zone Safety	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Does the employee set up work zones/detours using cones, signs, and other devices? Does the employee act as a flagger to control traffic through a work zone? Does the employee supervise workers who set up work zones or act as flaggers? -----
Flagger Skills and Safety	<input type="checkbox"/> <input type="checkbox"/>	Does the employee act as a flagger to control traffic through a work zone?

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Forklift Train-the-Trainer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Would your agency benefit from having an in-house trainer conduct initial, refresher, and remedial training and certification/re-certification of your forklift operators?</p> <p>Would one of your experienced forklift operators be willing to accept this role? If yes, they will be provided with the information and training resources during the class.</p> <p>-----</p>
Hazard Communication/Globally Harmonized System (GHS)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee work with chemicals other than domestic cleaners at residential quantities?</p> <p>Has it been 2 or more years since the employee's last training?</p> <p>-----</p>
Hazardous Materials Awareness with Hazard Communication/ Globally Harmonized System (GHS)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Do the duties of the employee include responding as a support agency at chemical spills/releases, such as law enforcement, public works, or EMS?</p> <p>Can it be reasonably anticipated the worker may witness or discover an accidental chemical spill/release or illegal dumping in the course of their duties?</p> <p><i>Note: Fire and public works agencies that take actions to control the chemical spill or release, or to pick-up the spill, will need HazMat Operations Training.</i></p> <p>-----</p>
Hearing Conservation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Is the employee enrolled in the employer's Hearing Conservation Program?</p> <p>Is the employee exposed to loud noises above the OSHA Action Level for routine tasks?</p> <p><i>Note: Exposure to loud noise during emergency operations are exempted</i></p> <p>-----</p>
Heavy Equipment Safety: General Safety	<input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee operate equipment such as backhoes, excavators, dump trucks, or front-end loaders?</p> <p>-----</p>
Heavy Equipment Safety: Earth Moving Equipment	<input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee operate or work around earthmoving equipment such as bucket loaders, backhoes, or skid steers?</p> <p>-----</p>
Heavy Equipment Safety: Tractor Safety	<input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee operate a tractor?</p>

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Heavy Equipment Safety: Trucks and Trailer Safety	<input type="checkbox"/> <input type="checkbox"/>	Does the employee drive a truck with a trailer? -----
Hoists, Cranes & Rigging	<input type="checkbox"/> <input type="checkbox"/>	Does the employee operate hoists, auto cranes, or davits to lift large, heavy objects? -----
Indoor Air Quality Designated Person	<input type="checkbox"/> <input type="checkbox"/>	Is the employee the Designated indoor air quality person for the employer?
	<input type="checkbox"/> <input type="checkbox"/>	Does the employee have the authority to respond and make decisions for indoor air quality concerns? -----
Jetter/Vacuum Safety Awareness	<input type="checkbox"/> <input type="checkbox"/>	Does the employee operate or work on a jetter, jet/vac, or vacuum truck/trailer? -----
Ladder Safety/Walking & Working Surfaces	<input type="checkbox"/> <input type="checkbox"/>	Does the employee use a portable or fixed ladder as part of their job duties?
	<input type="checkbox"/> <input type="checkbox"/>	Does the employee use a portable scaffold or scissor lift as part of their job duties? <i>Note: This class does not include bucket truck operations</i> -----
Leaf Collection Safety Awareness	<input type="checkbox"/> <input type="checkbox"/>	Does the employee use a leaf vac truck or trailer to collect leaves on public streets?
	<input type="checkbox"/> <input type="checkbox"/>	Does the employee collect leaves using claw or clamshell attachments on loaders? -----
Lock Out/Tag Out (Control of Hazardous Energy)	<input type="checkbox"/> <input type="checkbox"/>	Does the employee perform maintenance on electrical, hydraulic, or pneumatic equipment?
	<input type="checkbox"/> <input type="checkbox"/>	Does the employee set-up or change tools or clear jams on electrical, hydraulic, or pneumatic equipment?
	<input type="checkbox"/> <input type="checkbox"/>	Does the employee work on vehicles? -----
Mower Safety	<input type="checkbox"/> <input type="checkbox"/>	Does the employee need initial or refresher training on the safe operation of ride-on mowers?

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Personal Protective Equipment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Is the employee required to wear a hard hat, eye/face protection, hearing protection, protective gloves, or work boots when performing a work task?</p> <p>Has it been more than 4 years since the employee's last training?</p> <p>-----</p>
Sanitation and Recycling Safety	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee collect residential or commercial solid waste as a driver or rear-step collector?</p> <p>Does the employee collect bulk waste pick-up on public streets?</p> <p>-----</p>
Shop and Tool Safety	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee use hand or power tools as part of their job duties?</p> <p>Would the employee benefit from a reminder of general tool safety best practices?</p> <p>-----</p>
Snow Plow/Snow Removal Safety	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee plow snow on public streets?</p> <p>Would the employee benefit from a reminder of general plowing and safe driving during inclement weather?</p> <p>-----</p>
Summer Seasonal Employee Orientation	<input type="checkbox"/> <input type="checkbox"/>	<p>Do you hire seasonal workers (often younger and during summer) who need a broad overview of safety considerations for maintenance, facility, or park operations?</p> <p><i>Note: Topics include bloodborne pathogens, hazard communication, personal protective equipment, and general safety.</i></p> <p>-----</p>
Work Zone: Temporary Traffic Controls	<input type="checkbox"/> <input type="checkbox"/>	<p>Does the employee set up work zones/detours using cones, signs, and other devices?</p>

Non-Regulatory MSI Classes

The following list of MSI classes may be important elements of your training program for workers, supervisors, and managers. Non-regulatory classes offer a deeper and broader understanding of loss control strategies. Many are discussion-based allowing for a more individualized learning experience.

MSI Course Title	Yes / No	Course Objectives
Accident Investigation	<input type="checkbox"/> <input type="checkbox"/>	<p>Would first-line supervisors, department managers, or members of the Safety Committee benefit from a comprehensive review of the accident review process to better create a positive action plan to prevent similar injuries?</p> <p>-----</p>
Safe Patient Lifting for Emergency Responders	<input type="checkbox"/> <input type="checkbox"/>	<p>Would the employee benefit from a discussion on best practices to reduce the likelihood of a muscular-skeletal injury while lifting or carrying heavy objects?</p> <p>-----</p>
Back Safety/Patient Handling for Emergency Responders	<input type="checkbox"/> <input type="checkbox"/>	<p>Would the employee or department leaders benefit from a comprehensive discussion on the factors that lead to the most common injury to law enforcement, fire, and emergency medical service workers?</p> <p>-----</p>
Coaching the Emergency Vehicle Operator (CEVO) Fire – Police – Ambulance	<input type="checkbox"/> <input type="checkbox"/>	<p>Would the employee benefit from a review and discussion of emergency and non-emergency driving considerations, best practices, and legal requirements from an experienced first responder?</p> <p>-----</p>
Coaching the Maintenance Vehicle Operator (CMVO)	<input type="checkbox"/> <input type="checkbox"/>	<p>Would the employee benefit from a reminder of general work truck safety best practices when operating maintenance vehicles such as bucket trucks?</p> <p>-----</p>
Coaching the School Bus Driver	<input type="checkbox"/> <input type="checkbox"/>	<p>Would the employee benefit from a comprehensive discussion with a safety consultant on the regulations and best practices for driving a school bus?</p> <p>-----</p>
Dealing with Difficult People	<input type="checkbox"/> <input type="checkbox"/>	<p>Would the employee benefit from a comprehensive discussion about effective strategies to de-escalate a situation and resolve conflicts with a co-worker or dissatisfied customer?</p>

MSI Course Title	Yes / No	Course Objectives
Defensive Driving Course (DDC-4) 4 hr. NJ State Safety Council Course	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Would the employee benefit from a discussion on the best practices for operating a vehicle under normal driving conditions and during inclement weather?</p> <p>Would the employer benefit if their drivers were more courteous and drove more defensively?</p> <p>Does the driver need to remove points from their driving abstract?</p> <p>-----</p>
Driving Safety Awareness	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Would the employee benefit from a discussion on the best practices for operating a vehicle under normal driving conditions and during inclement weather?</p> <p>Would the employer benefit if their drivers were more courteous and drove more defensively?</p> <p>-----</p>
Employee Conduct and Violence Prevention in the Workplace	<input type="checkbox"/> <input type="checkbox"/>	<p>Do you have employees who deal with the public?</p> <p>-----</p>
Housing Authority Sensibility	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Would your employees benefit from training in acceptable workplace conduct including sexual harassment, bullying, and dealing with difficult residents in the Public Housing setting?</p> <p>Do you have employees and supervisors who need skills training on reducing violence and successfully managing conflict in the Housing Authority setting?</p> <p>Do you have employees and supervisors who would benefit from training on skills and strategies to reduce and cope with stress in the Housing Authority setting?</p> <p>-----</p>
Implicit Bias in the Workplace	<input type="checkbox"/> <input type="checkbox"/>	<p>Would employees benefit from training on how implicit bias impacts the work environment? Individual stereotypes and unconscious beliefs can discourage employee participation in solving problems, thwart imagination, and lead to a reduction in organizational productivity.</p> <p>-----</p>
Microlearning Theory and Practice	<input type="checkbox"/> <input type="checkbox"/>	<p>Would your workers and supervisors benefit from a discussion on the best practices for performing job site observations and facility surveys, with an emphasis on increasing the safety and performance of the organization?</p>

MSI Course Title	Yes / No	Course Objectives
Office Safety	<input type="checkbox"/> <input type="checkbox"/>	<p>Would office employees benefit from a discussion of various safety concerns such as properly setting up a work station, office chemicals, fire safety in the office setting, and preventing the two most common injuries lifting/carrying and slip/trip?</p> <p>-----</p>
Playground Safety Inspections	<input type="checkbox"/> <input type="checkbox"/>	<p>Would the employer and employee benefit from a more in-depth knowledge of NJ Playground Safety Subcode and related playground safety regulations?</p> <p>-----</p>
Preparing for First Amendment Audits	<input type="checkbox"/> <input type="checkbox"/>	<p>Would employees and managers benefit from a discussion on preparing for a First Amendment Audit from a group that claims to be a social movement that takes it upon themselves to conduct audits of government entities to promote transparency and open government?</p> <p>-----</p>
Safety Committee Best Practices	<input type="checkbox"/> <input type="checkbox"/>	<p>Would your Safety Coordinator and members of your Safety Committee benefit from a discussion of best practices for reviewing safety activities, reviewing injury reports, and a better understanding of risk control principles?</p> <p>-----</p>
Safety Coordinators' Skills Training	<input type="checkbox"/> <input type="checkbox"/>	<p>Would your Safety Coordinator benefit from a comprehensive discussion that includes: holding effective meetings, conducting effective facility surveys and job site safety observations, the MEL/JIF system in NJ, the MEL Safety Institute, the Learning Management System, and creating an action plan from conducting injury reviews?</p> <p>-----</p>
Schools: Chemical Lab Safety for Science Teachers	<input type="checkbox"/> <input type="checkbox"/>	<p>Would your chemical lab teacher benefit from a review of general lab safety best practices and emergency procedures?</p> <p>-----</p>
Shift Briefing Essentials	<input type="checkbox"/> <input type="checkbox"/>	<p>Would your staff benefit from frequent, short, and timely safety messages given by a member of your team?</p> <p><i>Note: Employees taking this class must be willing to deliver a briefing if s/he was coached on how to prepare and deliver them. Resources for message content will be shared with students.</i></p> <p>-----</p>
Special Event Management	<input type="checkbox"/> <input type="checkbox"/>	<p>Would department leaders benefit from a workshop to strengthen coordination between departments in planning, managing, and debriefing a special event?</p>

Having difficulty deciding if **“YES or NO”** is the correct response?

Contact **Andrea Felip** at **856-552-4740** and she will have your Risk Control Consultant contact you directly.

The MSI Catalog features information about MSI Course offerings and you can view the current schedule and register for classes on the website:
melsafetyinstitute.org