



**SAFETY**  
**MANAGEMENT**  
**GROUP**

*Proceed with confidence.*



**2009**  
***Safety Training***  
***Catalog***

## Safety Management Group

Safety Management Group can assist your company in developing safety programs to reduce injuries, contain costs and enhance profitability. The ultimate result is an improvement in the quality of the workplace.

Safety is not an “extra” service for us; it is the only service we provide. Our staff consists of safety professionals who have the technical and practical knowledge to assist your company with an assortment of safety issues. We have a diversity of unique expertise that is difficult to duplicate. We know how to listen to your specific needs and design a custom safety program or provide other safety services for your company.



**“Over 25,000 people received safety training from Safety Management Group in 2007.”**

We provide products and services that focus on your specific needs, requirements and expectations.

## Training Services

Safety Management Group provides a full compliment of safety training that ranges from basic awareness classes to OSHA 10-Hour and 30-Hour training and Competent Person Classes. "Train the Trainer" curriculums are also available for both construction and general industry. A partial listing of Safety Management Group Training Courses includes the following:

- 10 & 30 Hour OSHA Construction Safety
- 10 & 30 Hour OSHA General Industry Safety
- Back Injury Prevention
- Bloodborne Pathogens Training
- Crane Safety
- Develop an Effective Safety Program
- Electrical Safety
- Emergency Response Planning
- Ergonomics Awareness
- Fall Protection
- Forklift Operator (Powered Industrial Vehicle)
- Hazard Communication
- Hearing Protection
- Job Safety/Job Hazard Analysis
- Ladder Safety
- Lead & Asbestos Awareness
- Lockout, Tagout
- Machine Guarding
- New Hire Orientation
- OSHA Compliance Inspections
- Permit-Required Confined Space Entry
- Personal Protective Equipment
- Recordkeeping and Documentation
- Respiratory Protection
- Safety Program Rollout
- Scaffolding
- Trenching and Excavation

Safety Management Group's training methods consist of a combination of lecture, printed handouts, videotaped presentations, overhead projections, and comprehensive follow-up testing.

## OSHA 10-Hour Construction Course

OSHA 10-Hour Construction courses are among the most recognized initiatives of OSHA's primary worker training program. These courses are designed to familiarize employers and employees of OSHA-regulated and other common workplace hazards. OSHA trains all 10-Hour Course trainers, and the materials and the content of the course are designed to meet or surpass OSHA's requirements for 10-Hour Training.

***Many companies utilizing construction trades are requiring their contractors to have OSHA 10-Hour Construction Certified employees on their job sites.***

Safety Management Group's OSHA 10-Hour Construction Courses are designed for construction foremen, superintendents and engineers, safety professionals, construction managers, plant engineers, and any other personnel responsible for workplace safety.

Course topics include: (1) Introduction to OSHA; (2) OSHA Inspections; (3) Electrical Safety; (4) Stairways and Ladders; (5) Scaffolding; (6) Fall Protection; (7) Fire Protection; (8) Excavation and Trenching; and much, much more.

Courses are scheduled on two successive days from 8:00 a.m. until 1:00 p.m. Participants receive a course book of reference material and a copy of the 29 CFR 1926 Construction Standards. Upon completion of the course, each participant receives a wallet card from the US Department of Labor, Occupational Safety and Health Administration (OSHA) and a certificate from Safety Management Group.

***Safety Management Group's OSHA 10-Hour Courses are priced at \$195 per person. A charge of \$155 applies per person if three or more are attending from the same company.***

Dates of **Safety Management Group 10-Hour Construction Courses** for 2009 include:

**January 15-16, 2009**

**February 5-6, 2009**

**March 12-13, 2009**

**April 9-10, 2009**

**April 30-May 1 2009**

**May 21-22, 2009**

**June 4-5, 2009**

**July 9-10, 2009**

**August 13-14, 2009**

**September 3-4, 2009**

**October 1-2, 2009**

**October 22-23, 2009**

**November 12-13, 2009**

**December 10-11, 2009**

To enroll in a course, fill out a registration form located on the last page of this document or enroll online at [SafetyManagementGroup.com](http://SafetyManagementGroup.com).

## OSHA 30-Hour Construction Course

Safety Management Group's OSHA 30-Hour Construction Courses are designed for construction foremen, superintendents and engineers, safety professionals, construction managers, plant engineers, construction inspectors and any other personnel responsible for workplace safety.



Safety Management Group's OSHA 30-Hour Construction Course is among the most recognized initiatives of OSHA's primary worker training program. The 30-Hour Course provides a more in-depth examination of workplace safety issues. In addition to covering the same topics as the 10-Hour Construction Courses, the 30-Hour course covers additional safety/OSHA material. Other topics include: OSHA Standards; OSHA Act; OSHA Recordkeeping; Multi-Employer Worksite Issues; Lockout/Tagout; Confined Space Entry; Personal Protective Equipment; Fire Protection and Prevention; Material Handling, Storage, Use, Disposal; Hand and Power Tools; Welding & Cutting; Scaffolding; Fall Protection; Cranes/Derricks; and much, much more.

Courses are scheduled on four successive days from 8:00 a.m. until 5:00 p.m., with one-half hour for lunch. Participants receive a three-ring binder of reference material and a copy of the 29 CFR 1926 Construction Standards. Upon completion of the course, each participant receives a wallet card from the US Department of Labor, Occupational Safety and Health Administration (OSHA) and a certificate from Safety Management Group.

***Safety Management Group's OSHA 30-Hour Construction Courses are priced at \$500 per person. A charge of \$395 applies per person if three or more are attending from the same company.***

Dates of **Safety Management Group 30-Hour Construction Courses** for 2009 include:

**February 17-20, 2009**

**April 21-24, 2009**

**May 26-29, 2009**

**September 22-25, 2009**

**December 15-18, 2009**

To enroll in a course, fill out a registration form located on the last page of this document or enroll online at [SafetyManagementGroup.com](http://SafetyManagementGroup.com).

## OSHA 10-Hour General Industry Course

Safety Management Group's OSHA 10-Hour General Industry Courses provide important information about how OSHA is involved in the general industry community and how employees can recognize and control common workplace hazards.



Safety Management Group's OSHA 10-Hour General Industry Courses are designed for Plant superintendents and engineers, floor foremen, safety professionals, project managers, and any other personnel responsible for workplace safety.

Safety Management Group's OSHA 10-Hour General Industry Courses are designed to familiarize employers and employees with OSHA-regulated and other common workplace hazards.

Course topics include: (1) Introduction to OSHA Standards; (2) Walking and Working Surfaces; (3) Materials Handling; (4) Hazardous Materials; (5) Materials Storage; (6) Machine Guarding; (7) Electrical Safety; (8) Toxic and Hazardous Materials; and much, much more. Participants receive a three-ring binder of useful reference material, a copy of the General Industry Standards, and a wallet-sized certificate of completion from OSHA. Class is scheduled on two successive days from 8:00 AM until 1:00 PM. Enroll ONLINE NOW by clicking "Registration Form" below.

Courses are scheduled on **two successive days** from 8:00 a.m. until 1:00 p.m. Participants receive a three-ring binder of reference material and a copy of the 29 CFR 1910 General Industry Standards. Upon completion of the course, each participant receives a wallet card from the US Department of Labor, Occupational Safety and Health Administration (OSHA) and a certificate from Safety Management Group.

**Please call or visit [www.SafetyManagementGroup.com](http://www.SafetyManagementGroup.com) for further information.**

## OSHA 30-Hour General Industry Course

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Safety Management Group's OSHA 30-Hour General Industry Courses are designed for Plant superintendents and engineers, floor foremen, safety professionals, project managers, and any other personnel responsible for workplace safety.

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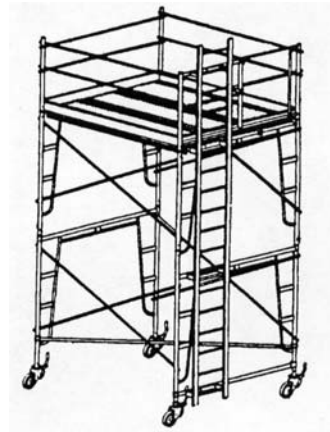
Course topics include: (1) Introduction to OSHA Standards; (2) Walking and Working Surfaces; (3) Materials Handling; (4) Hazardous Materials; (5) Materials Storage; (6) Machine Guarding; (7) Electrical Safety; (8) Toxic and Hazardous Materials; and much, much more. Participants receive a three-ring binder of useful reference material, a copy of the General Industry Standards, and a wallet-sized certificate of completion from OSHA. Class is scheduled on three successive days from 7:00 AM until 6:00 PM. Enroll ONLINE NOW by clicking "Registration Form" below.

Participants receive a three-ring binder of reference material and a copy of the 29 CFR 1910 General Industry Standards. Upon completion of the course, each participant receives a wallet card from the US Department of Labor, Occupational Safety and Health Administration (OSHA) and a certificate from Safety Management Group.

**Please call or visit [www.SafetyManagementGroup.com](http://www.SafetyManagementGroup.com) for further information.**

## Scaffold Safety Training Course

Safety Management Group's Scaffold Safety Training Course takes the mystery out of understanding the basic requirements of OSHA regulations that apply to different types of scaffolding, as well as determining what should not be done with scaffold equipment. This is a "qualified person" course that includes "hands-on" training for participants. Participants receive useful reference material and a wallet-sized certificate of completion from Safety Management Group. The course length is four hours.



***Safety Management Group's Scaffold Safety Training Courses are priced at \$200 per person. A charge of \$175 applies per person if three or more are attending from the same company.***

Dates of **Safety Management Group Scaffold Safety Training Courses** for 2009 include:

**March 23, 2009 (8:00 a.m. – 12:00 p.m.)**  
**October 12, 2009 (8:00 a.m. – 12:00 p.m.)**

To enroll in a course, fill out a registration form located on the last page of this document or enroll online at [www.SafetyManagementGroup.com/events/](http://www.SafetyManagementGroup.com/events/).

## Confined Space Entry Course

This **Confined Space Entry Course** is designed to help employees identify the proper sequence of events to follow for a successful entry, from hazard identification to rescue procedures. Attendees will also learn how to use specialized equipment often required in Confined Space Entry work. Participants receive useful reference material, and a wallet-sized certificate of completion from Safety Management Group. This is a four hour course.

***Safety Management Group's Confined Space Entry Courses are priced at \$200 per person. A charge of \$175 applies per person if three or more are attending from the same company.***

Dates of **Safety Management Group Confined Space Entry Courses** for 2009 include:

**July 13, 2009 (8:00 a.m. – 12:00 p.m.)**  
**September 7, 2009 (8:00 a.m. – 12:00 p.m.)**

To enroll in a course, fill out a registration form located on the last page of this document or enroll online at [SafetyManagementGroup.com](http://SafetyManagementGroup.com).

## Fall Protection Safety Course

The Fall Protection Safety Course identifies the eight types of fall protection allowed under 29CFR 1926 Subpart M, and is designed to help employees recognize and correct fall hazards in the workplace before an accident can occur. Participants receive useful reference material, and a wallet-sized certificate of completion from Safety Management Group. This is a three hour course.



***Safety Management Group's Fall Protection Safety Courses are priced at \$200 per person. A charge of \$175 applies per person if three or more are attending from the same company.***

Dates of **Safety Management Group Fall Protection Course** for 2009 include:

**May 4, 2009 (8:00 a.m. – 11:00 a.m.)**  
**Jun 22, 2009 (8:00 a.m. – 11:00 a.m.)**  
**November 9, 2009 (8:00 a.m. – 11:00 a.m.)**

To enroll in a course, fill out a registration form located on the last page of this document or enroll online at [www.SafetyManagementGroup.com/events/](http://www.SafetyManagementGroup.com/events/).

## Trenching and Excavating Safety Course

The Trenching and Excavating Safety Course helps employers and employees comply with the OSHA standards by determining what type of working hazards exist, how to correct them and the responsibilities of the competent person. It also conveys the importance of using the right protective system during excavation work. Participants receive useful reference material, and a wallet-sized certificate of completion from Safety Management Group. This is a “qualified person” course that lasts four hours.



***Safety Management Group's Trenching and Excavating Safety Courses are priced at \$200 per person. A charge of \$175 applies per person if three or more are attending from the same company.***

Dates of **Safety Management Group Trenching and Excavating Safety Course** for 2009 include:

**February 9, 2009 (8:00 a.m. – 12:00 p.m.)**  
**April 13, 2009 (8:00 a.m. – 12:00 p.m.)**  
**August 3, 2009 (8:00 a.m. – 12:00 p.m.)**

To enroll in a course, fill out a registration form located on the last page of this document or enroll online at [SafetyManagementGroup.com](http://SafetyManagementGroup.com).



## First Aid/ CPR Certification



### **American Red Cross**

Designed for certification in American Red Cross **First Aid**, participants will gain the knowledge and skills necessary to recognize and provide basic care for injuries and sudden illness until advanced medical personnel take over. During the **Adult CPR Course**, participants will learn how to recognize and care for breathing and cardiac emergencies in adults. Upon successful completion of the course, each participant will receive an American Red Cross certification card in First Aid (valid three years) and CPR (valid for one year). Class is scheduled on one day from 8:00 a.m. until 3:00 p.m. Enroll **ONLINE NOW** by clicking "Registration Form" below. *Onsite certification and recertification classes are also available from Safety Management Group. Call (800) 435-8850 for details.*

***Safety Management Group's First Aid/ CPR Certification Courses are priced at \$125 per person.***

Dates of **Safety Management Group First Aid/ CPR Courses** for 2009 include:

**February 3, 2009 (8:00 a.m. – 3:00 p.m.)**

**June 9, 2009 (8:00 a.m. – 3:00 p.m.)**

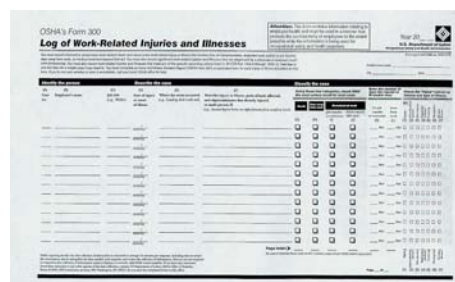
**September 15, 2009 (8:00 a.m. – 3:00 p.m.)**

**December 1, 2009 (8:00 a.m. – 3:00 p.m.)**

To enroll in a course, fill out a registration form located on the last page of this document or enroll online at [SafetyManagementGroup.com](http://SafetyManagementGroup.com).

## Recordkeeping

This class reviews the changes made to OSHA's Recordkeeping requirements effective January 2003. The OSHA 300 Log and related injury reports and summaries will be reviewed in detail, as well as the broad criterion used to determine how work-related injuries and illnesses are to be documented. This course provides critical information that can be used by administrative personnel assigned safety recordkeeping responsibilities.



Safety Management Group's Recordkeeping Courses are priced at \$200 per person. A charge of \$175 applies per person if three or more are attending from the same company.

Dates of **Safety Management Group Recordkeeping Courses** for 2009 include:

**January 12, 2009 (8:00 a.m. – 12:00 p.m.)**  
**December 14, 2009 (8:00 a.m. – 12:00 p.m.)**

To enroll in a course, fill out a registration form located on the last page of this document or enroll online at [SafetyManagementGroup.com](http://SafetyManagementGroup.com).

## Safety Management Group Training at your location?

If you would like to Safety Management Group perform safety training at your location, please contact us at (800) 435-8850 for pricing and scheduling. All of the courses presented in this catalog can be performed at your location and can often be more cost effective than sending employees off-site for training. General pricing without travel expenses is listed below for reference, but call us for an exact quote!

	<u>Up to 12</u>	<u>Up to 20</u>
OSHA 10 Hour Courses (GI and Construction)	\$2,000	\$2,500
OSHA 30 Hour Courses (GI and Construction)	\$3,500	\$4,100
Forklift Training (Powered Industrial Vehicle)	\$1,100	\$1,800
First Aid & Adult CPR Training (Amer. Red Cross)	\$1,200	\$2,100
Competent Person & Awareness Courses (Recordkeeping, Trenching & Excavating, CSE, etc.)	\$900	1,100

## Directions to Safety Management Group

- Take US 421 N exit 27 from I-465
- Turn North (Right from East, Left from West) onto Michigan Road and proceed .1 mile
- Turn Left onto West 96th Street and proceed 1.6 miles
- At the stop light, proceed across North Zionsville Road and continue on 96th Street
- Turn Right onto Technology Center Drive and look for the sign on the back of the building on your left

### Safety Management Group

6500 Technology Center Drive  
Suite 200  
Indianapolis, IN 46278

**Our New Location  
as of August 28, 2006!**



## Terms

Payment is required two weeks prior to the scheduled date of the class. All cancellations must be **in writing** and submitted to Safety Management Group no less than seven days prior to course date in order to avoid a \$50.00 **cancellation fee**.

Substitutions are welcome, please advise Safety Management Group prior to course date.

Make checks payable to "Safety Management Group". Visa and Master Card accepted! Please fax or mail completed Enrollment form to:



**Safety Management Group**  
**6500 Technology Center Drive**  
**Suite 200**  
**Indianapolis, IN 46278**  
**Phone: (800) 435-8850**  
**Fax: (317) 873-5096**

or enroll online at:

[SafetyManagementGroup.com](http://SafetyManagementGroup.com)

### SMG Training Course Enrollment Form

Name of Course: \_\_\_\_\_

Date(s) of Course: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Course Attendees:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Number of Attendees: \_\_\_\_\_

Payment is required two weeks prior to the scheduled date of the class. All cancellations must be **in writing** and submitted to Safety Management Group no less than seven days prior to course date in order to avoid a \$50.00 **cancellation fee**. Substitutions are welcome, please advise SMG prior to course date. **Make check payable to "Safety Management Group"**. Please fax or mail completed Enrollment form to:

**Safety Management Group**  
**6500 Technology Center Drive, Suite 200**  
**Indianapolis, IN 46278**  
**Fax: (317) 873-5096**



Credit Card Authorization/Purchase Form

CC Type: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Client Code or Name: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Zip Code: \_\_\_\_\_

Type of Service: \_\_\_\_\_

Amount of Purchase: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CCV Code (3 digit number on back of card): \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Name of Employee submitting this form: