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# Federal OSHA Compliance Manual for the Surface Fabricating Industry (2018)

Virtually every surface fabricating business in the United States is subject to OSHA regulations. Here is the definitive manual that "cracks the Federal OSHA code" and enables you to be current and in compliance. Learn which regulations apply to your industry and how to conform effectively in 2018. This reference manual includes detailed information about new OSHA recordkeeping requirements, inspections and OSHA penalty structure,

as well as regulations on relevant topics such as hazard communication, noise and hearing conservation, electrical safety, respiratory protection, ergonomics and much more. It also includes the information you need to understand the Global Harmonization System of Classification and Labeling of Chemicals (GHS) and the new Crystalline Silica and Walking-Working Surfaces regulations.



# Complete Hazard Communication / Right to Know Guide and Employee Training Set (2018)

If you use even one hazardous chemical in your workplace you must have a complete Right-to-Know Hazard Communication Program and your employees must be trained on their risks and how to protect themselves.

Here is the step-by-step process for the business owner to develop their new "Rightto-Know" Hazard Communication Program and to facilitate the required training of employees. This product includes:

- Detailed employer instruction manual to aid in developing a fully compliant program including fill-in-the-blank forms, SDS request letters, sample labels, a model plan for your written hazard communication program and more.
- Employee handbooks
- Our Get the Point Employee Training Program that includes:
  - Employee training DVDs (PART 1 (17:48) and PART 2 (17:22))
  - Instructor Notes
  - Student Handouts
  - A copy of the OSHA Hazard Communication Standard
  - OSHA QuickCards for GHS Pictograms and Labels
  - Student Quizzes and Answer Keys to ensure the information was understood
  - Training Log and Certificate of Completion to document your training efforts
- Our 800 number with free support in developing your program



# Get the Point Bloodborne Pathogens Employee Safety Training Program (2018)

Nearly everyone has some risk of exposure to bloodborne pathogens, both at work and in our personal lives. In surface fabrication shops, the nature of the work and the materials and equipment used present risks of cuts, crushing and lacerations. While those who may be called upon to administer first aid or those who are

exposed to infectious waste are at highest risk, everyone should have an awareness of the risks of bloodborne pathogens and how to protect themselves. This program includes important information on:

- Who must be included in your program
- The elements of a Written Exposure Control Plan
- Housekeeping precautions to help prevent exposure
- Personal protective equipment
- Vaccinations
- Post-exposure procedures
- Universal Precautions
- Required records

This product is a two disk set that includes:

- Bloodborne Pathogens training DVD (19:33)
- A copy of the OSHA Bloodborne Pathogens standard
- Instructor Notes
- Student Handouts
- Related guidance documents, including a model plan for your OSHA bloodborne pathogens program
- Student Quiz and Answer Key to ensure the information was understood
- Certificate of Completion to document your training efforts
- An instruction guide that lists additional steps you must take to complete training and be in full compliance with OSHA regulations
- Our 800 number with free support



# Get the Point Crystalline Silica Employee Safety Training Program (2018)

Workers involved in manufacturing, finishing and installing natural and manufactured stone countertop products in fabrication shops and during in-home finishing/installation are at risk of exposure to hazardous airborne crystalline silica and lifelong health consequences. OSHA's new Respirable Crystalline Silica regulations have

stringent requirements for protecting the 2.3 million workers who are exposed to this hazard at work. The first deadline for compliance with OSHA's new laws was September 23, 2017. This program includes important information on:

- Where silica is found
- Health hazards
- Job tasks that put you at risk of exposure
- How OSHA's Respirable Crystalline Silica regulations protect you
- Effective solutions to eliminate exposure
- How you can protect yourself

This product is a two disk set that includes:

- Employee training DVD (31:53)
- Instructor Notes
- Student Handouts
- Copies of the OSHA Respirable crystalline silica regulations for General Industry and for Construction
- Important informational documents, including Materials Containing Silica and Hazardous Work Tasks, Silica FAQs, Specified Silica Exposure Control Methods, Exposure to Silica during Countertop Manufacturing, Finishing and Installation, and Medical opinion and Medical Report documents
- Student Quiz and Answer Key to ensure the information was understood
- Certificate of Completion to document your training efforts
- An instruction guide that lists any additional steps you must take to be in full compliance with OSHA regulations
- Our 800 number with free support



# Get the Point Electrical Employee Safety Training Program (2018)

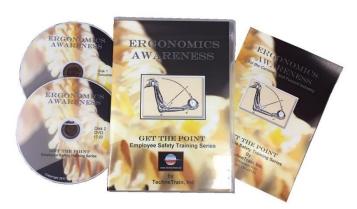
Working with electricity can be dangerous. Almost everyone is exposed to electrical hazards, both at work and in our personal lives. Surface fabrication shops typically use a variety of electrical equipment and tools. This training program includes

important information on:

- How electricity works and how it can hurt you
- Electrical protective devices
- How to recognize electrical hazards in the workplace
- Extension cords and grounding
- Solutions to help control electrical hazards

This product is a two disk set that includes:

- Electrical Safety training DVD (26:13)
- Instructor Notes
- Student Handouts
- Copy of the OSHA Electrical Safety regulations
- Electrical Safety Quick Cards (English and Spanish)
- Electrical Safety Fact Sheet
- Student Quiz and Answer key to ensure the information was understood
- Certificate of Completion to document your training efforts
- An instruction guide that lists additional steps you must take to complete training and be in full compliance with OSHA regulations
- Our 800 number with free support



# Get the Point Ergonomics Awareness Employee Safety Training Program (2017)

Ergonomics at your job can affect your health. Poor workplace design and ergonomically incorrect work practices can cause injury to your muscles, cartilage, bones, and nervous system. Good ergonomics fit the workplace to the worker to provide a higher level of safety and efficiency. Much of the work

performed in surface fabrication shops and at installation sites presents the risk of ergonomic injury. Reaching or working in awkward postures, lifting heavy stock, equipment or supplies, using hand and power tools, and even office work are all likely to cause injury if not performed with good ergonomics. Adoption of ergonomically correct work practices can protect your health and safety, and also contribute to your effectiveness as an employee. This training program provides an overview of ergonomic issues including:

- Understanding what ergonomics is all about
- How to identify conditions that may cause ergonomic problems
- Effective solutions for ergonomic problems
- Safe lifting
- Methods to prevent overreaching or twisting injuries

This product is a two disk set that includes:

- Ergonomics Awareness DVD (17:20)
- Instructor Notes
- Student Handouts
- NIOSH "Elements of Ergonomics Programs" Primer
- OSHA's Ergonomics Guidance Document.
- Student Quiz and Answer Key to ensure the information was understood
- Certificate of Completion to document your training efforts
- An instruction guide that lists additional steps you must take to complete training and be in full compliance with OSHA regulations
- Our 800 number with free support



- Building exits
- Color coding for physical hazards
- Sanitation
- Illumination
- Fire Prevention Plans
- Emergency Plans
- Fire extinguishing and alarm systems
- Medical services and first aid

This product is a two disk set that includes:

- Employee training DVD (19:28)
- Instructor Notes
- Student Handouts
- Copy of the OSHA Exit Routes and Emergency Planning regulation
- Student Quiz and Answer Key to ensure the information was understood
- Certificate of Completion to document your training efforts
- An instruction guide that lists additional steps you must take to complete training and be in full compliance with OSHA regulations
- Our 800 number with free support

Price: \$88

# Get the Point Facility Design and Emergency Planning Employee Training Program (2015)

Safe design of facilities prevents accidents and allows for emergency response. Learn about OSHA regulations pertaining to the design of your facility for emergency preparedness. Help your employees to understand key points related to:



# Get the Point Flammable Liquids Employee Safety Training Program (2017)

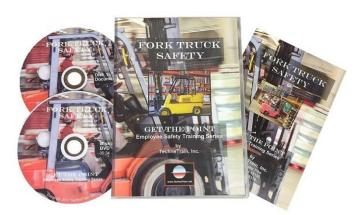
Many products commonly used in surface fabrication shops are flammable. Use of flammable liquids without adequate fire prevention or planning can cost you your facility or even your life. In a typical year, more than 75,000 workplace fires cost businesses more than \$2.3 billion.

Improper use and storage of flammable liquids are the cause of many of these incidents. This program explains the hazards of flammable liquids in the workplace and the precautions that employees must take. It includes important information on:

- Definitions related to flammable liquids
- Which flammable liquids are typically used in surface fabrication shops
- How the OSHA Flammable Liquids Standard protects you
- Storage requirements and why they are so important
- Fire issues and requirements for fire prevention when you use or store flammable liquids at your facility

This product is a two disk set that includes:

- Employee training DVD (24:50)
- Instructor Notes
- Student Handouts
- Revision of Flammables Standard Chart
- GHS Labels for Flammable Liquids
- Copy of the OSHA Flammable Liquids Standard
- Student Quiz and Answer Key to ensure the information was understood
- Certificate of Completion to document your training efforts
- An instruction guide that lists additional steps you must take to complete training and be in full compliance with OSHA regulations
- Our 800 number with free support



#### Get the Point Fork Truck Employee Safety Training Program (2018)

The use of fork trucks for efficient handling of materials and products is vital to the surface fabrication industry. Fork trucks are also a leading cause of accidents and injuries in the workplace. This program provides important information for both operators and non-operators, including:

- Risks of fork truck use to operators and other personnel
- Typical causes of accidents
- The types of fork trucks that you may use at your job
- Accident prevention
- Inspections
- Requirements for operators
- Safe operating procedures
- Fork truck maintenance

This product is a two disk set that includes:

- Employee training DVD (30:34)
- Instructor Notes
- Student Handouts
- A copy of the OSHA Powered Industrial Trucks Standard
- Sample Operator Performance Test
- Sample Inspection Checklist
- Student Quiz and Answer Key to ensure the information was understood
- Certificate of Completion to document your training efforts
- An instruction guide that lists additional steps you must take to complete training and be in full compliance with OSHA regulations
- Our 800 number with free support



# Get the Point Formaldehyde Employee Safety Training Program (2018)

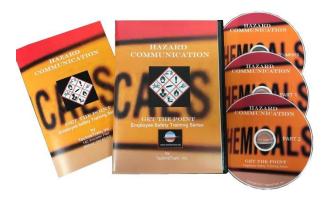
Formaldehyde is extremely hazardous and is a known carcinogen. The main health effects are respiratory cancer, dermatitis, sensory irritation (eyes, nose and throat) and sensitization. This training program provides an overview of

hazards posed by working with or around formaldehyde including important information on:

- How to recognize formaldehyde hazards and health effects
- How to evaluate the potential for formaldehyde exposure
- How formaldehyde affects your Hazard Communication program
- How the OSHA Formaldehyde Standard protects you
- Solutions for controlling exposure

This product is a two disk set that includes:

- Employee training DVD (22:42)
- Instructor Notes
- Student Handouts
- A copy of the OSHA Formaldehyde Standard
- Formaldehyde Fact Sheet
- Student Quiz and Answer Key to ensure the information was understood
- Certificate of Completion to document your training efforts
- An instruction guide that lists additional steps you must take to complete training and be in full compliance with OSHA regulations
- Our 800 number with free support



# Get the Point GHS Hazard Communication Employee Safety Training Program (2018)

If you use even one hazardous chemical in your workplace you must have a complete Right-to-Know Hazard Communication Program and employees must be trained on their risks and how to protect themselves. This training program includes:

- The elements of a Hazard Communication (Right-to-Know) program
- Explanation of the GHS (Globally Harmonized System of Classification and Labeling of Chemicals)
- How chemicals can affect you
- How to determine what chemicals are in your workplace and the risks to your safety and health
- GHS chemical classification system
- How to read Safety Data Sheets (SDS)
- GHS label elements: pictograms, signal words, hazard and precautionary statements
- How to protect yourself at your job

This product is a three disk set that includes:

- Employee training DVDs (PART 1 (17:48) and PART 2 (17:22))
- Instructor Notes
- Student Handouts
- A model plan for your written program
- A copy of the OSHA Hazard Communication Standard
- OSHA QuickCards for GHS Pictograms and Labels
- Student Quizzes and Answer Keys to ensure the information was understood
- Certificate of Completion to document your training efforts
- An instruction guide that lists any additional steps you must take to be in full compliance with OSHA regulations
- Our 800 number with free support



# Get the Point Lockout/Tagout (LOTO) Employee Safety Training Program (2017)

The unexpected release of hazardous energy from equipment can result in serious injury or death. If any equipment maintenance is performed at your facility, you must have a lockout/tagout program and your employees must

understand their role in it. This training program informs your employees about critical information on this topic, including:

- What lockout/tagout is and how it protects you
- The steps involved in lockout/tagout procedures
- Requirements for locks and tags
- Special work situations with respect to LOTO
- The various roles employees have in lockout/tagout everyone is affected!

This product is a two disk set that includes:

- Employee training DVD (26:12)
- Instructor Notes
- Student Handouts
- A copy of the OSHA Lockout/Tagout Standard
- A Typical Minimal Lockout Procedure
- Student Quiz and Answer Key to ensure the information was understood
- Certificate of Completion to document your training efforts
- An instruction guide that lists additional steps you must take to complete training and be in full compliance with OSHA regulations
- Our 800 number with free support



#### Get the Point Machine Guarding Employee Safety Training Program (2018)

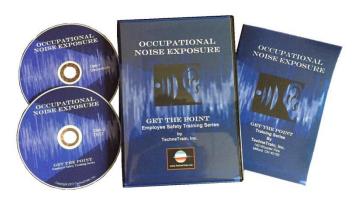
Surface fabrication shops typically have machines, tools and equipment with pinch points and dangerous operations that require various covers and guards to protect personnel. This training program will help you to

understand guarding issues at your facility, including:

- The purpose of machine guards and basic requirements
- Identifying guards supplied by manufacturers and how to maintain them
- Assessing your equipment for proper guards and compliance with OSHA requirements
- The various types of guards on the equipment that you may use at your job
- Guards for grinders and other hand tools

This product is a two disk set that includes:

- Employee training DVD (24:14)
- Instructor Notes
- Student Handouts
- Copies of OSHA's Machinery and Machine Guarding, and Hand and Portable Powered Tools and Other Hand-Held Equipment Standards
- Student Quiz and Answer Key to ensure the information was understood
- Certificate of Completion to document your training efforts
- An instruction guide that lists additional steps you must take to complete training and be in full compliance with OSHA regulations
- Our 800 number with free support
- Price: \$88



# Get the Point Occupational Noise Exposure Safety Training Program (2017)

Much of the equipment used in surface fabrication shops generates significant levels of noise, requiring a hearing conservation program to protect employees. Noise-induced hearing loss is often not detected until its later stages when it is too

late. However, it is 100% preventable. This program covers the health effects of noise and how an OSHA Hearing Conservation Program protects you. It includes important information on:

- How noise exposure can affect you
- How much noise is too much?
- How to determine if your hearing is being damaged before it is too late
- The components of an effective OSHA Hearing Conservation Program
- Noise Monitoring
- Training
- Audiometric Testing of Employees
- Noise Controls and Personal Protective Equipment
- Recordkeeping

This product is a two disk set that includes:

- Employee training DVD (30:52)
- Instructor Notes
- Student Handouts
- A copy of the OSHA Occupational Noise Exposure Standard
- Methods for Estimating the Adequacy of Hearing Protector Attenuation
- Student Quiz and Answer Key to ensure the information was understood
- Certificate of Completion to document your training efforts
- An instruction guide that lists any additional steps you must take to be in full compliance with OSHA regulations
- Our 800 number with free support

Price: \$88



# Get the Point Personal Protective Equipment (PPE) Employee Safety Training Program (2018)

Personal Protective Equipment, also known as PPE, is equipment and clothing that is used to protect you from workplace hazards. When these hazards cannot be eliminated through the use of engineering and

administrative controls, OSHA requires the use of PPE to minimize employee exposure. PPE is required for a number of tasks that employees must perform in surface fabrication shops. This program includes important information on:

- What PPE is
- When and why you need to use it
- The types PPE available and the purpose of each
- What PPE can and cannot do to protect you
- Selecting and maintaining PPE
- What you need to know before using PPE at your job

This product is a two disk set that includes:

- Employee training DVD (18:27)
- Instructor Notes
- Student Handouts
- Copies of the OSHA Personal Protective Equipment Standards
- Student Quiz and Answer Key to ensure the information was understood
- Certificate of Completion to document your training efforts
- An instruction guide that lists any additional steps you must take to be in full compliance with OSHA regulations
- Our 800 number with free support



#### Get the Point OSHA Recordkeeping Training Program (2018)

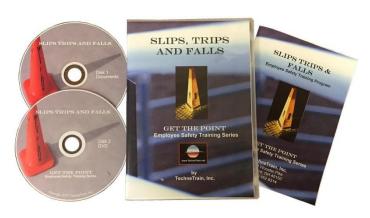
The Federal government recently made key revisions to OSHA recordkeeping rules that went into effect in 2017. These changes impact all industries. The revised rule also updates the list of industries that are exempt from the requirement to

routinely keep OSHA injury and illness records. Learn how to comply with OSHA recordkeeping requirements and understand the exemptions available to certain employers.

- Who must maintain OSHA injury and illness records
- Definition of recordable injury or illness
- What records must be kept and who may access them
- How long records must be maintained
- When and how to report to OSHA
- Electronic records submission

This product is a two disk set that includes:

- Employee training DVD (21:40)
- Copy of the OSHA Recordkeeping Standard
- OSHA Recordkeeping Forms
- Overview of Updates to Rule
- New Reporting Requirements
- Establishments Required to Submit Electronic Records
- Student Quiz and Answer Key to ensure the information was understood
- Our 800 number with free support



# Get the Point Slips Trips and Falls Employee Safety Training Program (2017)

Slips, trips and falls constitute the majority of general industry accidents. They cause 15% of all accidental deaths, and are second only to motor vehicle accidents as a cause of fatalities. OSHA revised its regulations for Walking-Working Surfaces that went into effect in 2017. This training

program provides information on specific hazards in the workplace and how to prevent accidents and injuries.

- Slippery surfaces
- Tripping hazards
- Floor openings
- Ladders
- Outdoor hazards
- How to work safely

This product is a two disk set that includes:

- Employee training DVD (27:06)
- Instructor Notes
- Student Handouts
- A copy of the OSHA Walking-Working Surfaces Standard
- Fact Sheet Walking-Working Surfaces and Fall Protection
- Student Quiz and Answer Key to ensure the information was understood
- Certificate of Completion to document your training efforts
- An instruction guide that lists any additional steps you must take to be in full compliance with OSHA regulations
- Our 800 number with free support