



Prairie State College has partnered with the Illinois Safety Council to offer the

**National Safety Administrator Training program**

The purpose of the **National Safety Administrator (NSA) Training program** is to implement a safety learning system that serves as a benchmark for obtaining safety competency for those with safety responsibilities. The skills and knowledge of the NSA program are designed to foster a process to achieve and maintain an injury free workplace. The series is OSHA recognized and CEU approved through the University of Illinois at Chicago.

**Who Should Attend?**

**All employees responsible for safety such as:**

- Safety committee members**
- Human Resource people**
- Safety personnel to enhance knowledge base**
- Newly promoted safety employees**
- Managers, supervisors and Frontline leaders to become familiar with OSHA Requirements**

**What Will They Learn?**

The ten class program covers understanding federal OSHA/IDOL standards, accident investigation, recordkeeping, job safety analysis, conducting internal audits and inspections, on-site emergency response planning, security program elements, PPE, materials handling and storage issues, accident prevention programs, building effective safety committees, workplace hazardous materials regulations, responding to OSHA/IDOL inspections, workplace safety procedures and programs, enhancing facility, office and fleet safety programs/fundamentals of industrial hygiene.

To register call the Matteson Area Center at (708) 709-3750.  
 Cost per class: \$225 ----- Time: 8:30 a.m. to 4:30 p.m.

Location: Prairie State College satellite campus - Matteson Area Center, 4821 Southwick Drive, Matteson, IL  
 (2 Blocks South of Rt. 30 & 1½ Blocks West of Cicero)

Companies with two or more employees may be eligible for 50 percent grant funding. For additional program information or details on grant funds contact Celia Kapost at (708) 709-3941.

**UNDERSTANDING FEDERAL OSHA AND ILLINOIS DEPARTMENT OF LABOR ORGANIZATIONS/STANDARDS**

code: GSCST-009-MC  
 start date: Sept 11 days: TH

**ACCIDENT INVESTIGATION TECHNIQUES AND OSHA RECORD KEEPING**  
 code: GSCST-010-MC  
 start date: Sept 25 days: TH

**JOB SAFETY ANALYSIS/CONDUCTING INTERNAL AUDITS AND INSPECTIONS**  
 code: GSCST-011-MC  
 start date: Oct 9 days: TH

**ON-SITE EMERGENCY RESPONSE PLANNING/ON-SITE SECURITY PROGRAM ELEMENTS**  
 code: GSCST-012-MC  
 start date: Oct 23 days: TH

**PERSONAL PROTECTION EQUIPMENT (PPE) AND MATERIAL HANDLING/STORAGE ISSUES**  
 code: GSCST-013-MC  
 start date: Nov 6 days: TH

**ACCIDENT PREVENTION PROGRAMS/PREPARATION/ADMINISTRATION**

code: GSCST-014-MC  
 start date: Nov 20 days: TH

**PRINCIPLES OF BUILDING AN EFFECTIVE SAFETY COMMITTEE**  
 code: GSCST-015-MC  
 start date: Dec 4 days: TH

**WORKPLACE HAZARDOUS MATERIAL REGULATIONS**  
 code: GSCST-016-MC  
 start date: Dec 18 days: TH

**RESPONDING TO OSHA/IDOL INSPECTIONS/WORKPLACE SAFETY PROCEDURES/PROGRAMS**  
 This class will be offered in Spring 2009.

**ENHANCING FACILITY, OFFICE AND FLEET SAFETY PROGRAMS/FUNDAMENTALS OF INDUSTRIAL HYGIENE**  
 This class will be offered in Spring 2009.

Interested in having these classes delivered at your company site? Contact Celia Kapost at (708) 709-3941.