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Permit 34  
Plover, WI 54467

Wisconsin Rural Water Association  
350 Water Way  
Plover, WI 54467

Please visit our Web Page at  
<http://wrwa.org/workshops.html>  
for future training sessions held  
around the state.

## WISCONSIN RURAL WATER ASSOCIATION

*Presents*

# Office Safety



June 28, 2011  
Richland Center City Hall  
Council Room  
450 S Main Street  
Richland Center, WI

July 13, 2011  
WRWA Training Center  
350 Water Way  
Plover, WI

August 2, 2011  
Ashwaubenon Village Hall  
2155 Holmgren Way  
Green Bay, WI

August 10, 2011  
Johnson Creek Community Center  
417 Union Street  
Johnson Creek, WI

## **AGENDA**

### Code 32 Public Employer Safety

- What is It?

### Injury/Illness Reporting

- Annual Summary's

### Compliance Inspection Questions

- Top Questions for Clerks

### Bloodborne Pathogens

- What is Bloodborne Pathogens
- Occupational Exposure
- Exposure Control Plan
- Methods of Compliance

### Hazard Communication

- Chemical Inventory
- Material Safety Data Sheets

### Office Safety Accidents

- Filing Cabinets/Bookcases
- Electrical Equipment

### Fire Safety

- Flammables
- Fire Extinguisher Inspection

### Workplace Emergency

- Emergency Plans
- Exit Routes

### Lifting

### First Aid/Kits

### Safe Practice in an Office

**This class is intended for anyone working in an office environment. (i.e. Municipal Clerks, Librarians, Administrators, Secretaries, Director of Public Works)**

## **LUNCH IS ON YOUR OWN**

Please visit our Web Page at <http://wrwa.org/workshops.html> for location maps and other training sessions held around the state.

## **INSTRUCTOR**

### **Vincent Matarrese III**

President

*Advanced Safety Technology, Inc. ("AST") is a safety services company; we combine our expertise in safety and our experience to give you the best safety services available. For the last 18 years we have been offering our services to the water/wastewater, public employers and the construction industry throughout the Midwest.*

*Over 34 years of experience in safety and health, with 31 of those years in training personnel in safety and rescue procedures.*

*Background in safety includes: excavations, fall protection safety, emergency and rescue operations, mines, tunnels and shafts, confined space entry, and hazardous waste operations.*

*Training experience includes: construction, general industry, municipalities and fire departments throughout the United States.*

## **Locations – Please check appropriate dates**

The room will be open at 8:30 am with the class starting **PROMPTLY** at 9:00 am. The class will run until approximately 2:30 pm.

## **OFFICE SAFETY**

\_\_\_ June 28, 2011-Richland Center  
\_\_\_ July 13, 2011-Plover  
\_\_\_ August 2, 2011-Ashwaubenon  
\_\_\_ August 16, 2011-Johnson Creek

\_\_\_ Member      \_\_\_ Non-Member  
          \$85.00      \$105.00

Name \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

**Send payment (check only) and form to:**  
WRWA, 350 Water Way, Plover WI 54467

Phone: 715-344-7778

Fax: 715-344-5555

Email: [wrwa@wrwa.org](mailto:wrwa@wrwa.org)

Web Page: [www.wrwa.org](http://www.wrwa.org)