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The Hane – Client Relationship

Our Commitment to You

Hane Training's goal is to provide you, our customer, with effective training which, when employed on the job, will help you **decrease** maintenance and operational costs and **increase** your quality and productivity. To accomplish our goal we make the following commitments to you:

1. *You will be provided with an instructor who is an experienced troubleshooter in the subject he teaches and who is certified in effective Hane training methodology.*
2. *Every participant will have at least 50% hands-on activities in a workshop.*
3. *Every participant will receive a customized workbook for each course they take. This is not a conventional textbook, but rather a specialized tool designed to actively engage the participants in the workshop, and which makes a particularly suitable "job aid" while troubleshooting on the job.*
4. *All participants who successfully complete the workshop will receive a "Certificate of Achievement" with the appropriate Continuing Education Units (CEU).*
5. *You will receive telephone assistance prior to the workshop to customize the training to suit your exact need and after the training for reinforcement of learning.*
6. *You may videotape the workshop for later retrieval of information by the participants.*
7. *Your operations will be unaffected by Hane during the training – we bring in all our own equipment.*

Unconditional Guarantee

We are so confident that you will benefit from Hane Training, that we offer you an unconditional guarantee of satisfaction. If for any reason you are dissatisfied with the training, and if there is nothing that we can do to remedy the problem to your satisfaction, you will owe us nothing. **No questions asked!**

On-Site Delivery

On-site training has several of the following distinct advantages over other forms of training.

- You save thousands of dollars in travel and per diem costs.
- You have the opportunity to train more people on-site than you could in a public workshop at a lower cost.
- You can customize on-site courses to better suit your plant needs.
- You need not worry about participants unintentionally discussing company proprietary information if the training is confined to your facility.
- You can have an integrated program developed with several courses to meet your specific needs.
- You and your participant's supervisors have the opportunity to sit in on the training – to see what the students are really learning.
- You have a live instructor to answer questions and interact with you and your participants.

Team Based Environment

In accordance with Hane's mission to provide you with total solutions to your training needs. It is very important that we understand your needs and problems before we present you a potential solution.

To achieve your solution multiple people may communicate with you. Every customer has at least one training coordinator, one technical specialist and a member of management at their disposal.

This team is a very powerful combination capable of providing input from all aspects of Hane to ensure that we can provide you an all-inclusive solution to your need.

The Hane Quality Stamp of Approval

Instructor Training Process

New instructor candidates must undergo a rigorous **three-month** training program in course content and Hane methodology.

1. 1 week in orientation and receiving instruction on Hane methodology.
2. 2 weeks in field viewing Hane workshops presented by certified instructors.
3. 2 weeks practicing techniques – including video taping which is critiqued by a professional development team (PDT).
 - Instructor candidate will not proceed to the next phase until the PDT is satisfied that he/she is ready.
4. **“The Dry Run”** – the instructor candidate delivers portions of a workshop before various Hane colleague.
 - If the instructor candidate satisfactorily passes **“The Dry Run”** he/she may proceed to the next phase.
5. **“The Wet Run”** – the instructor candidate delivers portions of a workshop in the field. Another certified instructor is present.
 - If the instructor candidate’s delivery is satisfactory he/she is allowed to gradually deliver larger and larger portions of the workshop.
 - This phase normally takes 3 to 4 weeks to complete.
 - **A candidate may never proceed to the next phase until they are completely ready.**
6. **“The Solo Run”** – the instructor candidate assumes the role of an instructor and delivers an entire workshop to a client. An additional certified instructor acts as an assistant to ensure no problems.

Only those candidates’ who successfully complete this program become a certified Hane instructor and only in the course that he/she trained for.

Third Party Endorsements

The International Association for Continuing Education and Training (IACET)

IACET is the caretaker of the Continuing Education Units (CEU). Achieving IACET’s organizational certification gives our customers several assurances. First of all, every course at Hane has CEU awarded upon completion. Secondly it ensures our customers that we are devoted to the improvement of the quality and effectiveness of continuing education, training and human resource development.

The American Council on Education (ACE)

A team of college faculty members representing ACE ascertained after a rigorous evaluation of the content and delivery of Hane courses and of our company management processes that many of our courses are equivalent to college level courses. The team recommended that the courses be approved for college transfer credit under ACE’s College Credit Recommendation Service.

Any time you see  in the upper right corner of the page – you know that this course is ACE approved. All the student has to do is ask for ACE, give their social security number as a unique identifier and score at least a 70% on the post-test.

You benefit by having the opportunity to provide training for your employees that has recommended college transfer credit. With an ACE approved course there are many benefits you can receive. Employers can save tuition costs in assisting their employees with college education. This gives employees an additional company benefit, confirms employers’ interest in their welfare, and encourages them to pursue formal post-secondary education, which provides you with a higher quality workforce – and at no additional cost! Your employee’s benefit by being offered the opportunity to earn college credits while receiving company sponsored training, which gives them opportunities for growth, development, and advancement.

Methodology of Hane Training

Hane training is designed to ensure that learning occurs. Hane does not leave the learning process to chance. Everything that takes place in a Hane workshop has a carefully thought out purpose and was designed to actively engage participants in the training. One of the key reasons that Hane training has proven to be so effective over the years is the method of instruction that we employ in our training. Hane training has proven to be effective because it takes into consideration the full range of human faculties that can be utilized in the learning process – audio, visual, and kinesthetic.

The main goal of Hane training is to teach participants to effectively and efficiently troubleshoot and correct problems encountered in our clients' equipment. The Hane methodology, with which an Hane instructor must be proficient, has proven to be very successful in accomplishing this.

The Socratic instructional method

This requires the instructor to use skillfully formulated questions to lead the students to predetermined conclusions regarding knowledge of the basics of the subject as well as the use of troubleshooting techniques and repair procedures that apply to the subject.

Periodic review employed to reinforce learning

An appropriate use of repetition has proven time and again to facilitate learning, and if used properly, it allows the materials being presented to be referenced back and tied in with previously covered materials.

At least fifty percent Hands-on

Hane instructors are skilled at teaching students how to use various testing instruments to troubleshoot problems on lab trainers designed by Hane to closely simulate problems found in equipment on the plant floor. Even the discussion portions of the training are highly interactive while the instructor is demonstrating topics; the students are taking measurements and making calculations in their workbooks.

Liberal use of audio-visual aids

The instructors use overhead projectors to display every page as the class moves through the workbook. The workbooks then become particularly suitable job aids for retrieval of information by students while on the job later.

Hane training is enjoyable

Our experience has taught us that the students in our workshops learn best when they enjoy the training; therefore, we do everything possible to make the training fun.

In addition to making them proficient troubleshooters and repairmen, training that is fun produces these additional benefits for students: it reduces their fear and anxiety; it builds their self-confidence; it improves their attitudes; and it permits them to enjoy success.

Effectively trained employees contribute to an increase in the bottom line. We accomplish our mission when we help our clients reduce operational and maintenance costs and increase quality and productivity, and as a result help them to be more competitive and profitable.

Course Numbering System

Hane course numbers have two parts: a two-character department code followed by a three-digit number. The first of the three-digit number represents the level of difficulty, background or prerequisites needed.

For example:

EE 101 – *Electrical Controls* is a fundamental electrical course, which anyone may take.

EE 201 – *Industrial Electronics Maintenance Level One* is more challenging and requires background knowledge.

EE - Electrical / Electronics
 FM - Facilities Maintenance
 FP - Fluid Power
 HS - Health & Safety
 ME - Mechanical
 NC - Computer Numerical Control (CNC)
 PL - Programmable Logic Control (PLC)
 PM - Predictive Maintenance

100 - Fundamental
 200 - Intermediate
 300 - Specialized
 400 - Advanced

Our Most Valued Source of Information...You!

Our goal is to develop and maintain long term relationships by delivering customer focused training that meets or exceeds your expectations. How do we fill such a tall order? The answer is actually very simple, we listen to you.

We welcome and appreciate your input. We use your suggestions and comments in the evaluation, modification, and development of our products and services. We are eager to hear from you. You may submit your comments and suggestions to our web site at www.hanetraining.com, or via email to your customer representative, or contact us toll free at 1-800-777-0753.

Course Development

Our most successful courses have been those in which the customers participated in the development process. If you have a need that we do not address with an existing course offering, we would like to know. It may be a course that we are planning to develop and your input could play an important role in determining the content.

Course Improvement and Enhancement

Through student evaluations, contact reports and customer feed back, we determine necessary modifications and enhancements to our courses. Some of these improvements include updating our training equipment. We strive to provide lab activities that facilitate the most accurate hands-on, real world experience possible. Frequently, we update our course content and materials to respond to the new problems that come with today's rapidly changing industries.

We value your input on course content enhancements. Please feel free to contact our development team at 1-800-777-0753 to submit any course or material improvement suggestions.

References

We have provided a limited client list for your reference. You will find many of our customers are among the prestigious ranks of the Fortune 500. We do not list our customers' contact information for privacy and security reasons. If you need additional information or references, please contact us and we will be happy to accommodate you.

Ford Motor Company

General Motors Corporation

Delphi Automotive

DaimlerChrysler

Visteon Automotive

Pratt & Whitney

Eastman Kodak

Carrier Corporation

International Paper

Georgia Pacific

Procter & Gamble

State Farm Insurance

Lucent Technologies

American Electric Power

Willamette Industries

Weyerhaeuser

Allison Transmission

Anheuser-Busch

Johnson Control

Alcoa

Boise Cascade

Rubbermaid

ZF Batavia



- **Pneumatic Controls for HVAC Systems**
- **Direct Digital Controls for HVAC Systems**
- **Boilers and Combustion Control Systems**
- **HVAC Re-commissioning / System Analysis**
- **Fundamentals of Refrigeration**
- **Troubleshooting Air Conditioning & Refrigeration Systems**
- **Maintenance & Repair of Plumbing Fixtures**
- **Wiring Simplified**
- **2002 National Electrical Code**
- **Door Hardware**

Pneumatic Controls for HVAC Systems

Category D	Course Number FM 101
Course Description	This forty hour, hands-on course provides skills needed to keep HVAC systems working efficiently. The participants will work with actual pneumatic control systems such as: Honeywell, Johnson Controls, Barber-Colman and Landis & Gyr.
Who Should Attend	Building and plant technicians, operators, engineers, supervisors and managers
Prerequisites	None
Length	40 hours
Class Size	Up to 12
CEU Awarded	3.5
Format	Hands-on Workshop.
Learning Objectives	Participants will learn to: <ul style="list-style-type: none">• Perform calibration procedures for pneumatic sensors, thermostats and receiver controllers• Analyze and configure HVAC subsystem controls, including: mixed air control loops; coil control loops; and zone control loops• Troubleshoot HVAC systems to include single-zone systems and multi-zone systems
Course Customization	Call 1-800-777-0753 for a detailed outline or for information about tailoring this course to your specific needs.

To Schedule please call 1-800-777-0753. Ask for your Client Representative.

Direct Digital Controls for HVAC Systems

Category D	Course Number FM 111
Course Description	This forty hour, hands-on course provides skills needed to keep HVAC systems working in the most efficient manner possible. The participants will gain considerable hands-on experience with direct digital controls.
Who Should Attend	Building and plant technicians, operators, engineers, supervisors and managers
Prerequisites	None
Length	40 hours
Class Size	Up to 12
CEU Awarded	3.5
Format	Hands-on Workshop.
Learning Objectives	Participants will learn to: <ul style="list-style-type: none">• Setup complex HVAC systems strategies in DDC software-based control systems• Document DDC system strategies• Analyze system data to determine proper system performance• Analyze and configure HVAC subsystem controls to include: mixed air control loops, coil control loops and zone control loops• Troubleshoot HVAC systems to include single-zone and multi-zone systems
Course Customization	Call 1-800-777-0753 for a detailed outline or for information about tailoring this course to your specific needs.

To Schedule please call 1-800-777-0753. Ask for your Client Representative.

Boilers & Combustion Control Systems

Category D	Course Number FM 121
Course Description	There are two secrets to learning how to quickly and effectively operate and troubleshoot flame safeguard systems. The first is learning the sequence of operation and the second is writing it down. This course teaches how to properly operate and maintain combustion equipment.
Who Should Attend	Boiler operators or anyone responsible for the safe operation, maintenance and troubleshooting of boiler equipment.
Prerequisites	None
Length	20 hours
Class Size	Up to 12
CEU Awarded	1.75
Format	Hands-on Workshop.
Learning Objectives	Participants will learn to: <ul style="list-style-type: none">• Demonstrate an understanding of boiler design as it applies to maintenance and operation• Develop troubleshooting and operational systems that really work• Increase boiler and combustion efficiency without breaking the budget• Demonstrate an understanding of stack gases and how they relate to efficiency and to EPA guidelines• Approach adjusting combustion in a safe and logical manner• Evaluate your control systems as they compare to industry standards
Course Customization	Call 1-800-777-0753 for a detailed outline or for information about tailoring this course to your specific needs.

To Schedule please call 1-800-777-0753. Ask for your Client Representative.

HVAC Re-commissioning / System Analysis

Category D	Course Number FM 131
Course Description	In order to effectively re-commission an HVAC system you must first perform a Total System Analysis. In this course participants will learn to perform and understand a Total System Analysis. Then they will apply their knowledge to re-commissioning an HVAC system.
Who Should Attend	Building and plant technicians, HVAC technicians, engineers, supervisors and managers.
Prerequisites	None
Length	40 hours
Class Size	Up to 12
CEU Awarded	3.5
Format	Hands-on Workshop.
Learning Objectives	Participants will learn to: <ul style="list-style-type: none">• Effectively set-up and re-commission the air and waterside of the VAV's and AHU's• Correct troubleshooting skills necessary to maintain a complex HVAC system, including but not limited to:<ul style="list-style-type: none">▪ VAV units▪ AHU units▪ Primary and secondary chill water loops
Course Customization	Call 1-800-777-0753 for a detailed outline or for information about tailoring this course to your specific needs.

To Schedule please call 1-800-777-0753. Ask for your Client Representative.

Refrigeration Theory

Category B	Course Number FM 142
Course Description	This forty-hour, hands-on course discusses the theory of heating, cooling and refrigeration. General safety practices and operating procedures are discussed. Recovery, recycling, reclaiming, and retrofitting the refrigerant and oil are explained.
Who Should Attend	Building and plant technicians, HVAC technicians, engineers, supervisors and managers.
Prerequisites	None
Length	40 hours
Class Size	Up to 12
CEU Awarded	3.5
Format	Hands-on Workshop.
Learning Objectives	Participants will learn to: <ul style="list-style-type: none">• Explain the transfer of heat by convection, conduction and radiation• Define matter, density, specific gravity, specific volume, and horsepower• Describe the basic refrigeration cycle• Work safely and properly with refrigeration systems• Describe hand tools and equipment used by the air conditioning, heating and refrigeration technician• List the different types of tubing and describe methods of cutting and bending• Describe types of evacuation and list the proper practices• Discuss refrigerant blends, refrigerant oils, CFC's and related EPA regulations• Describe how refrigerant is charged into systems in the vapor and liquid states• Test and calibrate analysis instruments
Course Customization	Call 1-800-777-0753 for a detailed outline or for information about tailoring this course to your specific needs.

To Schedule please call 1-800-777-0753. Ask for your Client Representative.

Troubleshooting Air Conditioning & Refrigeration Systems

Category D	Course Number FM 142
Course Description	<p>This hands-on course covers the basic principles of air conditioning and refrigeration in a practical manner. The function and design of each of the major systems components is covered with an emphasis on everyday troubleshooting. Students practice evacuation, recovery and recharge procedures on operating units using state-of-the-art equipment.</p> <p>This EPA certification program, meets the requirements set forth in Section 608 of the Clean Air Act, as regulated by the United States Environmental Protection Agency.</p>
Who Should Attend	<p>Anyone maintenance professional involved in the installation and troubleshooting of air conditioning and refrigeration equipment: mechanics, machinery maintenance mechanics and electromechanical repair technicians, facilities/building maintenance technicians.</p>
Prerequisites	None
Length	24 hours
Class Size	Up to 12
CEU Awarded	2.1
Certification	EPA certification testing is available at the completion of this course.
Format	Hands-on Workshop. One lab station for every two participants.
Learning Objectives	<p>Participants will learn to:</p> <ul style="list-style-type: none">• An understanding of the refrigeration cycle• Identification and use of major components• Refrigerants & refrigerant oils• Safe handling of procedures for refrigerants• Compressors• Evaporators and metering devices• Condensers and cooling towers• Evacuating a system• Control systems• Maintenance & troubleshooting techniques• Steps for diagnosing compressor problems• Use of diagnostic test equipment
Course Customization	<p>Call 1-800-777-0753 for a detailed outline or for information about tailoring this course to your specific needs.</p>

To Schedule please call 1-800-777-0753. Ask for your Client Representative.

Maintenance & Repair of Plumbing Fixtures

Category D	Course Number FP 151
Course Description	This course will demonstrate the theory of operation of a multitude of commonly used plumbing fixtures. Through step-by-step, hands-on lab activities, participants will gain a working knowledge of repair and maintenance.
Who Should Attend	Anyone involved in the installation and troubleshooting of plumbing fixtures: millwrights, plumbers, pipefitters, mechanics, machinery maintenance mechanics and electromechanical repair technicians, facilities/building maintenance technicians.
Prerequisites	None
Length	24 hours
Class Size	Up to 12
CEU Awarded	2.1
Format	Hands-on Workshop. One lab station for every two participants.
Learning Objectives	Participants will learn to: <ul style="list-style-type: none">• Install, adjust and repair flush valves• Troubleshoot, repair and maintain faucets• Understand and maintain interceptors• Understand and maintain water hammer arrestors• Repair, troubleshoot and maintain pressure regulators• Maintain, repair and troubleshoot back flow preventers• Maintain water cooler flow controls• Troubleshoot, maintain and repair electric water heaters
Course Customization	Call 1-800-777-0753 for a detailed outline or for information about tailoring this course to your specific needs.

To Schedule please call 1-800-777-0753. Ask for your Client Representative.

Wiring Simplified

Category D	Course Number EE 121
Course Description	This three-day course is an introduction to wiring fundamentals. This course covers current, conductors, connectors, conduit bending, and wiring receptacles. Through step-by-step hands-on lab activities, participants will gain a working knowledge of installation and troubleshooting.
Who Should Attend	Anyone involved in the installation and troubleshooting of electrical fixtures: maintenance mechanics, maintenance supervisors, electromechanical repair technicians, and facilities/building maintenance technicians.
Prerequisites	None
Length	24 hours
Class Size	Up to 12
CEU Awarded	2.1
Format	Hands-on Workshop. One lab station for every two participants.
Learning Objectives	Participants will learn to: <ul style="list-style-type: none">• Practice “electrically-safe” work habits• Apply National Electrical Code standards• Describe electrical distribution component functions• Calculate circuit loads and select conductors• Select circuit protective devices• Bend conduit• Connect components to form electrical circuits• Route conductors through raceways• Use a multimeter to troubleshoot circuits• Repair minor circuit fault
Course Customization	Call 1-800-777-0753 for a detailed outline or for information about tailoring this course to your specific needs.

To Schedule please call 1-800-777-0753. Ask for your Client Representative.

The 2002 National Electrical Code

Category A	Course Number EE 142
Course Description	The 2002 National Electrical Code course provides the latest information regarding changes to the NEC. The course is composed of a stand-alone, two-day core that teaches participants how to find, interpret, and apply NEC standards. Selecting any or all of four half-day modules provides additional subject-specific practice for participants.
Who Should Attend	Electrical engineers, contractors, inspectors, construction mechanics, maintenance mechanics, electricians, supervisors, safety engineers and apprentices.
Prerequisites	None
Length	Core Course -16 hours Subject Specific Modules - 4 hours each
Class Size	Up to 24
CEU Awarded	Core: 1.4; Subject Modules .35 each
Format	Lecture/discussion with demonstrations
Learning Objectives <i>Core Module</i>	Participants will learn to: <ul style="list-style-type: none">• Find an applicable section of the 2002 National Electrical Code• Interpret 2002 National Electrical Code standards• Apply exceptions to 2002 National Electrical Code standards• Apply 2002 National Electrical Code requirements to<ul style="list-style-type: none">▪ Service, Branch, and Feeder Circuits▪ Overcurrent protective devices▪ Conductor selection and sizing▪ Motor and motor-control circuits▪ Transformers▪ Grounding and bonding circuits
Module One	Basic Circuit Standards and Overcurrent Protection
Module Two	Grounding and Motor-Circuit Standards
Module Three	Wiring Methods, Lighting System, Transformer, and Control Circuit Standards
Module Four	Hazardous-Location and Employee-Safety Standards
Course Customization	Call 1-800-777-0753 for a detailed outline or for information about tailoring this course to your specific needs.

To Schedule please call 1-800-777-0753. Ask for your Client Representative.

Door Hardware

Category D	Course Number FM 161
Course Description	This three-day course covers the fundamentals of commonly used industrial door hardware. Course topics include frames, hinges, handsets, cylinder locks, exit devices, door closers and electric strikes. Through step-by-step hands-on lab activities participants will gain a working knowledge of installation and troubleshooting.
Who Should Attend	Anyone involved in the installation, troubleshooting and maintaining of door hardware: maintenance mechanics, maintenance supervisors, mechanical repair technicians, and facilities/building maintenance technicians.
Prerequisites	None
Length	24 hours
Class Size	Up to 12
CEU Awarded	2.1
Format	Hands-on Workshop. One lab station for every two participants.
Learning Objectives	Participants will learn to: <ul style="list-style-type: none">• Identify door frames and components• Determine Handing• Select appropriate hinges• Maintain and install handsets• Maintain and install cylinder locks• Install, adjust and maintain exit devices• Select appropriate door closers• Identify door closer components• Install and maintain a door closing device• Install, maintain and troubleshoot an electric strike.
Course Customization	Call 1-800-777-0753 for a detailed outline or for information about tailoring this course to your specific needs.

To Schedule please call 1-800-777-0753. Ask for your Client Representative.



"Lab activities were excellent . . . it represents real life problems."

- **OSHA 10 Hour Safety**
- **Confined Space Industrial Rescue**
- **Confined Space Entry**
- **Confined Space Entry Refresher**
- **Industrial Emergency Response**
- **Respiratory Protection**
- **Bloodborne Pathogens**
- **Asbestos Awareness**
- **Hazardous Materials Worker**
- **Hazardous Material Transportation – DOT HM-126F**
- **Hazard Communication**
- **OSHA Electrical Safety**
- **Lockout/Tagout**
- **Working Safely with Electrical Controls**
- **2002 National Electrical Code**
- **Industrial Rigging Safety**

OSHA & DOT Mandated Training

Category D	Course No. (See courses listed below)
Course Description	A variety of courses are available to assist you in meeting you're OSHA training requirements.
Who Should Attend	Supervisors, operators, maintenance staff or anyone involved with OSHA or DOT safety requirements.
Course Name	<i>OSHA 10 Hour Safety</i>
Length	2 days
Class Size	Up to 15
Course Number	HS 101
Course Name	<i>Confined Space Industrial Rescue</i>
Length	24 hours
Class Size	Up to 15
Course Number	HS 111
Course Name	<i>Confined Space Entry</i>
Length	8 hours
Class Size	Up to 15
Course Number	HS 112
Course Name	<i>Confined Space Entry Refresher</i>
Length	4 hours
Class Size	Up to 20
Course Number	HS 113
Course Name	<i>Industrial Emergency Response</i>
Length	24 hours
Class Size	Up to 15
Course Number	HS 121
Course Name	<i>Respiratory Protection</i>
Length	4 hours
Class Size	Up to 20
Course Number	HS 131
Course Customization	Call 1-800-777-0753 for a detailed outline or for information about tailoring this course to your specific needs.

To Schedule please call 1-800-777-0753. Ask for your Client Representative.

OSHA & DOT Mandated Training

Course Name *Bloodborne Pathogens*

Length 2 hours
Class Size Up to 30
Course Number HS 132

Course Name *Asbestos Awareness*

Length 2 hours
Class Size Up to 30
Course Number HS 133

Course Name *Hazardous Materials Worker*

Length 40 hours
Class Size Up to 15
Course Number HS 141

Course Name *Hazardous Materials Transportation – DOT HM – 126F*

Length 16 hours
Class Size Up to 20
Course Number HS 142

Course Name *Hazard Communication*

Length 4 hours
Class Size Up to 30
Course Number HS 143

Course Name *OSHA Electrical Safety*

Length 8 hours
Class Size Up to 20
Course Number HS 151

Course Name *Lockout / Tagout*

Length 4 hours
Class Size Up to 30
Course Number HS 152

Course Customization Call 1-800-777-0753 for a detailed outline or for information about tailoring this course to your specific needs.

To Schedule please call 1-800-777-0753. Ask for your Client Representative.

Working Safely with Electrical Controls

Category A	Course Number EE 104
Course Description	This forty hour course is an introduction to electrical fundamentals with a special emphasis on working safely with electricity. The course covers electrical components, electrical controls, terminology and diagrams. There is an emphasis on respect for the potential danger of electricity while building the participant's confidence to work with it safely.
Who Should Attend	Beginning electricians, equipment operators and people in skilled trades who are cross training from other disciplines.
Prerequisites	None
Length	40 hours
Class Size	Up to 12
CEU Awarded	3.5
Format	Hands-on Workshop. One lab station for every two participants.
Learning Objectives	Participants will learn to: <ul style="list-style-type: none">• Work safely with electricity and understand the dangers of electrical circuits• Use simple math to calculate voltage drops, current and resistance• Safely use multimeter to take voltage and current readings• Use clamp-on meter to measure AC/DC current, voltage and continuity• Safely test relays, solenoids, contactors, switches, and motor starters• Read single-line drawings and control-circuit ladder diagrams• Safely check fuses, circuit breakers and ground fault interrupters• Identify component parts in schematics and ladder diagrams• Demonstrate an understanding of basic principles of AC and DC motors
Course Customization	Call 1-800-777-0753 for a detailed outline or for information about tailoring this course to your specific needs.

To Schedule please call 1-800-777-0753. Ask for your Client Representative.

Industrial Rigging Safety

Category A	Course Number ME 112
Course Description	In this twenty hour, hands-on course you will learn how to determine safe load limits, figure balance points of loads, apply the techniques of a skilled crane operator, inspect cranes for safety and work safely while rigging.
Who Should Attend	Riggers, crane hookers, equipment setup people, crane maintenance workers, mechanical or electrical maintenance crafts, production employees, shipping and receiving personnel, crane operators, plant managers or anyone involved in the operation of a crane at your site.
Prerequisites	None
Length	20 hours
Class Size	Up to 12
CEU Awarded	1.75
Format	Hands-on Workshop. One lab station for every two participants.
Learning Objectives	Participants will learn to: <ul style="list-style-type: none">• Inspect the following equipment for safety:<ul style="list-style-type: none">- Hooks- Chains- Nylon Sling- Chain Slings- Wire Rope Slings- Hoist Chain- Wire Rope- Metal Mesh- Fiber Rope- Metal Mesh Slings• Determine safe load limits• Calculate balance point of loads• Apply the techniques of a skilled rigger• Demonstrate an understanding of proper and safe sling angles for lifting loads
Course Customization	Call 1-800-777-0753 for a detailed outline or for information about tailoring this course to your specific needs.

To Schedule please call 1-800-777-0753. Ask for your Client Representative.