

## BASE SAFETY DIRECTORATE TRAINING COURSES

**AERIAL LIFT SAFETY COURSE:** The Aerial Lift Safety Course provides operators' safety training as **required by OSHA General Industry Standard 1910.178, The American National Standards Institute (ANSI) ANSI-A92.5 and A92.6** as well as the Scaffold Industry Association (SIA) A92 standards. The classroom portion is scheduled 0800-1200. Practical applications (site specific) will occur in the afternoon following the classroom instruction and the following day in both the AM & PM (as required). Students must contact the Base Safety Directorate for information regarding the purchase of their IVES workbooks. Valid driver's license is required. Units are responsible for providing their own Aerial lifts. Units must also show proof that an annual inspection by a qualified mechanic on the specific make and model of aerial lift has been performed. Courses are scheduled as needed. Class is limited to 6 students. **8 Hours**

**CONFINED SPACE ENTRY AWARENESS/REFRESHER COURSE:** Course is awareness training for all MCBH civilian/military personnel who have responsibilities as a Confined Space entry supervisor, attendee, or entrant. Course contents include: review of definition for confined spaces, governing directives, permit and non-required permit spaces, hazardous atmospheres, employee training, supervisor, attendee, and entrant program requirements. Overview of monitoring equipment used for testing for flammability, toxic atmospheres and oxygen levels in a confined space, in addition to atmospheric testing procedures. Course is scheduled quarterly or upon request. Class size is 6 to 48 students. **4 Hours**

**CPR/AED COURSE:** CPR classes are held in the BSD classroom and can be scheduled with the BSD. Course is scheduled quarterly or upon request. Class size is 8 to 10 students. **4 Hours** POC is Mr. Rob McCarthy at 257-1830.

**EXPLOSIVES DRIVERS COURSE:** This course is specifically designed for drivers of Navy and Marine Corps vehicles engaged in the transportation of Ammunition and Explosives (A&E) on-station and over public highways. Purpose of this training is to ensure that Navy and Marine Corps explosive drivers meet all federal and state mandated training requirements prior to assuming duty as an explosive driver. Training is in accordance with NAVSEA OP-5 and NAVSEA SW020-AF-HBK-010. Course is scheduled quarterly. Class size is 15 to 48 students. **8 Hours**

**Prerequisites:** Must be 18 years of age, with valid state driver's license, valid OF-346, and Drivers Improvement/Alive@25 for those under the age of 26.

**EXPLOSIVES DRIVERS REFRESHER COURSE:** This course is specifically designed for drivers of Navy and Marine Corps vehicles engaged in the transportation of Ammunition and Explosives (A&E) on-station and over public highways who have already completed the Explosive Drivers Course. Purpose of this training is to ensure that Navy and Marine Corps explosive drivers meet all federal and state mandated training requirements prior to continuing as an explosive driver. To ensure that operators are aware of any and all changes pertaining to transporting A&E and to refresh operators on basic operations of transporting A&E. Training is in accordance with NAVSEA OP-5 and NAVSEA SW020-AF-HBK-010. Training will be conducted with the Explosive Drivers eight hour course. Those attending the Refresher Course will arrive at the classroom by 0730 to take a pre-test. Students will then sit in the first four hours of class and will be tested by mid-day to complete their training. Course is scheduled quarterly. Class size is 15 to 48 students. **4 Hours**

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**Prerequisites:** Must call BSD Admin (257-1830) to request attendance of the Explosive Drivers Refresher Course. Must be 18 years of age, with valid state driver's license, valid OF-346, and Drivers Improvement/Alive@25 for those under the age of 26.

**EXPLOSIVES MATERIALS HANDLING EQUIPMENT (MHE) COURSE:** This training course establishes the minimum requirements that personnel must successfully meet prior to being issued a powered industrial materials handling equipment (MHE) certificate/card for powered MHE handling ammunitions and explosives (A&E). Course addresses operational safety precautions, operational areas in which the MHE can be operated, explosive hazard class/divisions, handling of A&E and concludes with a test that assesses the students' knowledge of safety requirements and operational proficiency. Operators receiving this training to handle A&E are authorized as described in Naval Supply Command Publication (NAVSUP PUB) 538 to handle general supplies and hazardous materials (HAZMAT). Training will be conducted in accordance with NAVSEA SW023-AH-WHM-010 and NAVSUP PUB 538. Course is scheduled upon request. Class size is 4-6 students. **72 Hours**

**Prerequisite:** Must be 18 years of age, with valid state driver's license, valid medical certificate and Drivers Improvement/Alive@25 for those under the age of 26 and have already attended the IVES Forklift Training. Must provide OF-346 and IVES Forklift Certificate/Card.

**FIRE WARDEN TRAINING:** Instructs new fire wardens on their duties and responsibilities. Training is conducted monthly at Federal Firefighter Department Headquarters. Training held on MCBH quarterly by FFD. Sign-up for this class is via Enterprise Safety Applications Management System (ESAMS) link: [https://esams.cnic.navy.mil/ESAMS\\_GEN\\_2/LoginESAMS.aspx](https://esams.cnic.navy.mil/ESAMS_GEN_2/LoginESAMS.aspx) or 471-8001. Class size is 35 students. **2 Hours**

**FORKLIFT SAFETY COURSE:** The Forklift Safety Course provides forklift operators safety training as required by OSHA General Industry Standard 1910.178, in addition to being an integral step in obtaining their Government Operator's Vehicle License under NAVMC 10964. (Note: the IVES completion card is not a license, it represents proof of training only). The classroom portion is scheduled 0800-1200. Practical applications (site specific) will occur in the afternoon following classroom instruction. Units/sections may contact the Base Safety Directorate for information regarding the purchase of required IVES handbooks. Completion of the IVES handbook prior to scheduled course is mandatory; an incomplete handbook is grounds for immediate dismissal. Students must be at least 18 years of age, and possess a valid driver's license and OF-346 Permit prior to registration. OF-346 Permit is obtainable from Motor T (Bldg. 352/257-2304). A safe, reliable operating forklift for evaluation must be provided by the student's unit/section. Base Safety Directorate is not responsible for coordination or scheduling forklifts for practice or evaluation. Courses are scheduled quarterly. Class size is 4 to 10 students. **8 Hours**

**GROUND SAFETY FOR MARINES (GSFM):** This two-week course is designed for all MCBH civilian/E-6 and above military personnel who have responsibilities to perform the duties of MOS 9956. This course provides instruction on basic Occupational Safety and Health concepts/techniques in the Marine Corps Mishap Prevention and Safety and Occupational Health Program. The course content includes OSH background; Marine Corps and OSH Standards (29 CFR 1910); personal protective equipment; hazardous materials; Industrial Hygiene programs; recreation and off-duty safety; workplace hazard recognition; safety assessments; risk management; mishap investigation and reporting procedures; and motor vehicle and traffic safety

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programs. USMC E-6 and above with three years of service, O-2/O-3/O-4 serving in ground safety billets, or DoD civilians serving work center supervisor billets. All personnel must have at least 12 months from course date remaining in job assignment. Course is scheduled quarterly. Class size is 6 to 40 students. **80 Hours**

**HAZARDOUS COMMUNICATION (HAZCOM):** This course is for all civilian/military that have responsibilities as shop level coordinators. This mandatory safety class fulfills requirements of 29 CFR 1910.1200, NAVMC 5100.8 and Base Order 5100.19. This course provides information about the hazardous properties of chemicals to include flammability, combustibility, toxicity, pH, radioactivity, the ability to polymerize, the ability to release oxygen, and reactivity with other chemicals. The course then focuses on how chemicals can enter the human body and how we can protect ourselves from the harmful effects of chemical exposure. Students learn how to read and interpret a Safety Data Sheet (SDS), handle and store hazardous material. Course is scheduled quarterly. Class size is 6 to 48 students. **4 Hours**

**MATERIALS POTENTIALLY PRESENTING EXPLOSIVE HAZARD (MPPEH):** Required for any personnel that are turning in MPPEH to MCBH Recycle Center or Defense Reutilization Management Office (DRMO) to verify and certify that no potential explosive hazard exist for materials being turned-in. Classes are scheduled on quarterly basis or upon request. Class size is 6 to 48 students. **1 Hour**

**NEW EMPLOYEE/INITIAL SAFETY TRAINING COURSE:** Course is mandatory for all civilian employees/E-4 and below military personnel who work on MCBH. This mandatory safety class fulfills minimum requirements of 1960 CFR, NAVMC 5100.8, and Base Order 5100.19. Topics covered: Occupational Safety Health (OSH) Law, Safety Inspections, Marine Corps OSH, 29 CFR 1960, 29 CFR 1910, 29 CFR 1926, walking and working surfaces, Office Safety, Emergency Action Plans, Fire Safety and basic fire extinguisher familiarization, Life Safety Code, Fire Bills, EGRESS, HAZCOM, Unsafe-Unhealthful Reporting, accident/incident reporting, employee safety responsibilities, Lead/Asbestos/Lock-Out Tag-Out/Confined Space awareness, Personal Protective Equipment (PPE), hearing and sight conservation, ergonomics, blood-borne pathogens, Risk Management (ORM), Job Hazard Analysis (JHA), and Marine Corps Base Hawaii's Safety and Occupational Health System (SOHMS) using elements of the Voluntary Protection Program (VPP). Course is offered monthly. Class size is 6 to 48 students. **4 Hours**

**OVERHEAD CRANE COURSE (CAT III):** Course is designed to train students in the safe crane operations to include; communication, basic rigging, determining weights, crane inspections, crane and lift types and P-307 requirements. Course is scheduled quarterly or upon request. Class size is 4 to 15 students unless prior arrangements have been made with BSD. **16 Hours**

**PERSONAL PROTECTIVE EQUIPMENT (PPE):** Course of instruction provides the information necessary for workers and supervisors to protect themselves from workplace hazards, and comply with the 29 CFR 1910.132-135 requirements for Personal Protective Equipment (PPE). The course addresses the following topics: Overview of the OSHA standards for PPE, Eye Hazards and types of Eye Protection available, Respirators: Requirements for Use and Types or Respirators available Head Protection, How to Select the Proper Gloves, Aprons, Suits, and Boots for the Job, Hearing Protection, When and How. The Course of Instruction is provided on-site, and the maximum class size is 45 persons. All course material, manuals,

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training equipment, and Course Completion Certificates are included. Course is scheduled upon request. Class size is 6 to 48 students. **4 Hours**

**RADIATION PROGRAM ASSISTANT (RPA):** Course is designed to train Radiation Protection Assistants appointed to assist the Command Radiation Safety Officer (CRSO) or Installation Radiation Safety Officer (IRSO) in administration of the command or installation radiation program. This course covers the initial, annual and refresher requirements for RPA, as well as operating procedures for sources in use, radiation exposure limits, site survey requirements, biological effects and risks of exposure, types and sources of ionizing radiation, responsible Individuals, and emergency procedures. Additionally, topics of discussion include potential hazards associated with work areas, priority of Radiation Control (RADCON) vs. other safety considerations during an emergency, and procedures to reduce exposure. Course is offered quarterly by the IRSO, or upon request by units. Class size is 8 to 48 students. **4 hours**

**RESPIRATOR TRAINING & FIT TESTING:** Respirator training is a one-hour training for military and civilian employees which provides quick but effective learning tools in recognizing how hazardous air contaminants get into the body, how to identify these hazards, how to select and wear the proper respirator that will provide the necessary protection and inspection, maintenance and storage of the respirator. Class is provided on a quarterly basis or by request and is a pre-requisite for respirator fit-testing.

- All personnel and supervisors of personnel using a tight fitting-negative pressure respirator, or a filtering face-piece (dust mask) must attend training prior to using this equipment.
- Prior to attending Respiratory Protection training and Fit Testing, all users (except dust mask users) must have undergone a current Physical Health Assessment (PHA) physical based on the age of the user.
- Attendees must bring a copy of their current PHA card and their respirator (which they will be using on the job) on the scheduled day of training.
- Individuals must not have facial hair that will interfere with the face piece seal to the face.
- Refresher training and Fit testing is an annual requirement.
- For questions concerning the respiratory protection program, call the Base Safety Directorate-Respiratory Protection Program Manager at 808-257-1830

Class size is 4 to 8 students. **4-6 Hours** (Depending on number to Fit Test)

**RISK MANAGEMENT (RM):** Course fulfills the requirements of MCO 3500.27. Provides planning, personnel, and practical application on how to fill out mandatory risk management sheets. This is a highly recommended course for all supervisors and or managers. Course is scheduled quarterly or upon request. Class size is 6 to 48 students. **8 Hours**

**SUPERVISOR/MANAGER SAFETY TRAINING:** Required course for civilian and E-5 and above military managers and supervisors who work on MCBH. This safety class fulfills the new supervisor requirements of 29 CRF 1960, and the annual refresher requirement in the NAVMC 5100.8, and Base Order 5100.19. Provides basic knowledge on recognizing safety hazards in the workplace, abatement methods, safety standards, supervisors responsibility for maintaining a safe and healthful workplace, processing unsafe/unhealthful reports, correcting workplace

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deficiencies, performing accident investigations and report filing, new employee safety training, intro to fire life safety code requirements. This is a required course for newly assigned supervisors and managers. Course is scheduled quarterly. Class size is 6 to 48 students. **4 Hours**

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## MOTORCYCLE, ALIVE@25 & ROHVA CLASSES

**ADVANCED MOTORCYCLE TRAINING, LEVEL 3:** Is a controlled, risk-mitigated motorcycle training event that allows riders to develop or refine motorcycle handling skills by pushing both rider and motorcycle to physical and mechanical limits not possible under current on-base training conditions. Prerequisite requirements are completion of Level 1 and Level 2 required training. This course meets refresher requirements. Class is limited to 18 students. **4 Hours**

**ALIVE @ 25 NSC:** This course is a National Safety Council (NSC) Driver Improvement Program that is endorsed by the Department of Defense for all service members under the age of 26 regardless of rank. This course will educate students on how changing their driving behavior makes personal, legal and financial sense. The Base Safety Directorate (Building 279) will conduct courses monthly, from 0800-1200, except holidays. Participants must be in the uniform of the day. Class size is limited to 20. **4 Hours**

**ATV RIDER COURSE:** Provides hands-on training, with emphasis on the safety implications relating to each lesson. Riders will learn basic techniques for riding an all-terrain vehicle responsibly. The lessons include starting and stopping, quick turns, swerving and riding over obstacles. Riders participate in both discussion and riding lessons. In addition, the instructor evaluates rider performance during each lesson and provides a written copy of this evaluation to each student at the end of training. A card is also issued to each rider from the ATV Specialty Vehicle Institute of America. Riders must provide their own ATVs and PPE. Course is scheduled upon request. Class size limited to 6 riders. **8 Hours**

**BASIC RIDER COURSE (BRC), LEVEL 1:** This is the basic course developed by the Motorcycle Safety Foundation and required by all Marine Corps and Navy personnel regardless of age, rank or riding experience. This course has both classroom instruction and practical riding on a controlled motorcycle range. Participants use their own motorcycles in the course. This course prepares the rider to operate a motorcycle safely with emphasis on the special skills and mental attitude necessary for dealing with traffic. The classroom discusses the different types of motorcycles, their controls and how they operate; develops riding strategies for riding in traffic and dealing with critical situations; riders will also find out how alcohol and other drugs affect one's ability to ride safely. The hands-on training develops basic skills for straight line riding, turning, shifting and stopping. Range skill exercises progress to effective cornering, swerving and emergency braking techniques. The course concludes with a knowledge test and a riding skills evaluation. **You must be able to safely operate a 2 wheel single track vehicle (i.e. bicycle) in order to learn and accomplish the objectives of the BRC. If you are not able to advance you may discontinue the skills exercises at any time. For your safety and the safety of others, you may be dismissed from attempting further exercises.** Class size 6 riders. **16 Hours.**

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Registration Form:

<http://www.mcbhawaii.marines.mil/Portals/114/WebDocuments/Safety/Motorcycle%20Registration%20Form%20rev.pdf>

### **EXPERIENCED RIDER COURSE (ERC)/BASIC RIDER COURSE-2 (BRC-2)/LEVEL 2:**

Designed for current experienced riders of Cruiser or Standard-style bikes to hone their skills and fine-tune their mental skills needed for survival in traffic. As such, the ERC should be utilized after periods of absence from riding such as a long deployment or down time. The ERC/BRC-2 covers the use of protective gear and rider responsibility. The classroom discussion with other experienced riders also covers how to balance the mental and physical aspects of safe riding, managing risk by increasing visibility and optimizing lane position. Using participants' own motorcycle, ERC/BRC-2 participants put into practice the techniques of managing traction, controlling rear-wheel skids, stopping quickly, cornering and swerving. The course concludes with a knowledge test and skills evaluation. Class size is 6 riders. Length of course is **8 hours**.

Registration form is available at:

Registration Form:

<http://www.mcbhawaii.marines.mil/Portals/114/WebDocuments/Safety/Motorcycle%20Registration%20Form%20rev.pdf>

**GROUP RIDER COURSE (GRC):** This course covers information you need to know to put safety first whenever participating in a group ride. Riders learn about ride preparation, organization, pre-ride meetings, hand signals and proper riding formations in complex traffic situations. This course may be used to support unit group rides, increase safety awareness for riders returning from deployment as well as to enhance the Motorcycle Mentorship Program. The GRC is only scheduled through respective unit mentors, who coordinate with Base Safety (257-1830). Prerequisite requirements are completion of Level 1 and Level 2 required training. **4 Hours**

### **RECREATIONAL OFF-HIGHWAY VEHICLE ASSOCIATION (ROHVA) OPERATOR**

**COURSE:** ROHVA training is conducted by qualified personnel. The ROHVA Operator Course provides hands-on training, with emphasis on the safety implications relating to each lesson. Students learn basic techniques for operation of a ROHVA responsibly. Lessons include stability weight distribution, turning, stopping, traversing hill sides, driving up and down steep inclines. Some exercises are converted to asphalt areas for a complete understanding of the capabilities and limitations this surface provides. Units must provide their own fully-operational ROHVAs. Owner's manual for each ROHVA, valid driver's license and proper PPE is also required. Course is scheduled twice a month. Class size is based upon 2 operators per vehicle. Class size of 6 operators maximum. **4 Hours**

#### **Prerequisite:**

- Complete the ROHVA Safety E-Course prior to the ROHV Basic DriverCourse date.
- Visit <https://cvt.rohva.org/login/index.php>. Follow the directions on this page for First Time Visitor to create an account.
- Complete the free ROHVA Safety E-Course after you create your account.
- Bring the e-course completion certificate to class with you. *Without proof of e-course completion, you will not be permitted to take the ROHVA Basic DriverCourse Course.*

**MILITARY SPORT BIKE RIDER COURSE (MSRC/ARC): LEVEL 2:** MSF approved course designed for experienced Sport Bike riders in the military. This course is a Level 2

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course for sport bike riders. For the purposes of this course, an experienced rider is one who has basic skills and is a current rider with a motorcycle license. The MSRC complements the skill learned and experienced in the Level 1 course. Special emphasis is given to self-assessment, risk management, rider behavior, riding strategies and overall skill development, particularly in braking, cornering and swerving procedures and techniques. Students must have attended the Level 1 training prior to attending this course. Class size is 12 riders. **8 Hours.** Click below for the Registration Form:

<http://www.mcbhawaii.marines.mil/Portals/114/WebDocuments/Safety/Motorcycle%20Registration%20Form%20rev.pdf>

**REMEDIAL DRIVER IMPROVEMENT COURSE:** The AAA Remedial Drivers Improvement Program/National Safety Council Attitudinal Dynamics of Driving course is held the first Saturday of each month. The traffic court magistrate has mandated these classes. The course covers attitudes, fatigue, and driver impairment due to the use of alcohol or other drugs, consequences of improper/poor driving habits, and other appropriate topics. Marine Corps students need to be in their CHARLIES. Navy students need to be in their Summer Whites. DOD civilians or dependents need to be in business professional attire. Class is scheduled the first Saturday of each month, 0800-1400, except for holidays. Class size is 20 students. **6 Hours**

**RIDER COACH PREPARATION COURSE (RCP):** The MSF RCP is a performance-based program designed to prepare a well-skilled, safety-motivated motorcyclist in becoming a MSF-certified Rider Coach. During the course, candidates learn how to teach the BRC curriculum through practice teaching in the classroom, manage range exercises and how to evaluate and coach students as they develop their riding skills. The course culminates when candidates teach a complete BRC to a group of new riders. Successfully completing student teaching is your final requirement to qualify for MSF certification. This course is scheduled annually or as needed. Class size is 4 to 12 candidates. **64 Hours.**