Train the Trainer Program on Workplace Safety and Health
Sponsored by the Labor Safety and Health Training Project,
National Labor College

May 14-19, 2013
The Maritime Institute of Technology and Graduate Studies (MITAGS)
Linthicum Heights, Maryland

WHAT: A six-day “train the trainer” program on workplace safety and health using a participatory popular education approach. Participants will learn the fundamentals of workplace safety and health, with a focus on the topics below. They will also learn how to teach or facilitate classes on these subjects for other union/organization members. Specific topics to be covered include:

- Worker and Union Roles in Workplace Safety and Health
- Identifying Hazards in the Workplace
- Legal Safety and Health Rights of Workers and Unions
- Record Keeping (OSHA 300 Log) Requirements
- Introduction to Ergonomics
- Effective Safety and Health Committees

This program is different from the OSHA 30 and 10 hour programs and is a good complement to these programs. Much of what is covered in the program can be incorporated in other OSHA training.

WHO: For union and community organization activists, staff, local union safety and health representatives, and apprenticeship trainers who would like to teach workers about workplace safety and health issues. Participants must be sponsored by their union or organization and must agree to do safety and health training in their union or organization. The union or organization must make a commitment to support the participant in doing safety and health training.

WHEN: May 14-19, 2013. Participants are expected to arrive on Tuesday, May 14. Program begins at 1 p.m. on Tuesday and ends at 3:00 p.m. on Sunday.

COST: There is no charge for tuition or materials. The cost for a single residence room at the MITAGS Conference Center for five nights (Tuesday-Saturday) and all meals is $992.70 ($198.54 per day). The cost per person for a double room including meals is $722.55 (in order to be in a double, you need to have a roommate). For commuters, there is a mandatory conference fee of $238.50 to be paid the first day of the class at the MITAGS Front Desk. The fee includes conference support services supplied by various departments and programs at the MITAGS Conference Center, the lunch meal only, as well as the generous mid-morning and afternoon break service, and taxes. Once you have applied and been accepted for the program, you will be sent information on how to reserve a residence room.

FINANCIAL ASSISTANCE: Financial assistance may be available based on need. Please check on your application if you need financial assistance and provide a letter from your union/organization as to why assistance is necessary.

CREDITS: Participants will receive three undergraduate college credits for this course.

HOW TO APPLY: Fill out the two-page application form below, sign it and also have your sponsoring union or organization complete and sign the application. Then email or fax it to Melanie Miller at the email address or fax number provided on the form.

WHEN TO APPLY: By May 3, 2013

QUESTIONS: Contact Henry Jajuga at the National Labor College at hjajuga@nlc.edu, or Melanie Miller at mmiller@nlc.edu or at 301-431-5406.

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APPLICATION FOR
“TRAIN THE TRAINER PROGRAM
ON WORKPLACE SAFETY AND HEALTH” - LBSH 4927
May 14 – 19, 2013

Mail, fax or e-mail completed 2-page application by May 3, 2013 to:

Melanie Miller
Applications, Safety and Health Train the Trainer Program
National Labor College
10000 New Hampshire Avenue
Silver Spring, Maryland 20903
Fax: (301) 431-5411
Phone: (301) 431-5406
E-mail: mmiller@nlc.edu

Identification Information: (*Information used for statistical purposes only)
Name: (Mr./Ms.): __________________________
Date of Birth: ______________ Gender*: ______ Ethnic Origin*: __________
Not Seeking Degree: _________ Primary Degree Major: _______________________

Home or Personal Contact Information
Street Address: _____________________________________________________________
City: ___________________ State/Province _______ Zip Code: _________________
Home Phone: _______________ Cell: ________________________________
E-Mail Address ________________________________

Union/Organization Information
Union/Organization: _______________________________________________________
Local/Council: ___________________ Union Position: _________________________
Work Address: ______________________
City: ___________________ State/Province _______ Zip Code: _________________
Work Phone: ___________________ Fax: ________________________________

Cost of program: There is no charge for tuition or materials. The cost for a single residence room at the MITAGS Conference Center for five nights (Tuesday-Saturday) and all meals is $992.70 ($198.54 per day). The cost per person for a double room including meals is $722.55 (in order to be in a double, you need to have a roommate). For commuters, there is a mandatory conference fee of $238.50 to be paid the first day of class at the MITAGS Front Desk. The fee includes conference support services supplied by various departments and programs at the MITAGS conference center, the daily lunch meal only, as well as the generous mid-morning and afternoon break service, and taxes.

_______ Check here if you would like to request financial assistance
Both pages of this registration must be completed!
The following must be signed by applicant and sponsoring union/organization:

Applicant and sponsoring organization understand that this program requires that applicants have the following qualities:

- Interested in workplace safety and health;
- Committed to participating fully in the Train the Trainer program and in facilitating future trainings in their own unions/organizations;
- Responsible, organized and able to sincerely listen to people;
- Particularly helpful (but not required): ability to speak and write in Spanish or other non-English language commonly spoken by your union’s/organization’s members.

Applicant and sponsoring union/organization agree to the following:

- Applicant is able to complete a 6 day train the trainer program;
- Applicant will teach at least three safety and health training programs for workers using the curricula they have been trained to facilitate. Programs can be one hour to one day in length and must be completed by September 30, 2013;
- Applicant will work with the appropriate union/organization officers to organize, promote and provide these programs; and
- Applicant will have the institutional support of his/her union or organization in order to accomplish the above.

SIGNATURES

Applicant Signature ___________________________ Date ___________________________

Print Sponsoring Union/Organization: ___________________________

Print Representative of Union/Organization: ___________________________

Union/Organization Representative Signature ___________________________

Position in Union/Organization ___________________________

Business Address ___________________________
City: ___________________________ State/Province ___________________________ Zip Code: ___________________________

Business Phone: ___________________________ Fax: ___________________________

E-Mail Address ___________________________