

Safety/Health and Heavy Equipment Operations Training Schedule July – December 2024

We are excited to offer another six months of safety and heavy equipment training classes. This training schedule is located on the [Safety & Training SharePoint Site](#). Maps to the various training centers are provided on [page 11](#). To ensure training is efficient and effective, please adhere to the guidelines below:

- Enroll in classes through your department/section GeoTalent Registrar (GTR)
- CDL training enrollees must submit a copy of the employee’s permit and current state driver’s license to Kyle Beaman at KBeaman@cityoftulsa.org before enrollment.
- If you are unable to attend a class, please let your GTR know so the vacant seat can be filled.
- **Important: Please remember to be on time for classes – those arriving late may not be allowed into class and will need to reschedule**

Safety and HEO Training Contact Information

Our staff is ready and willing to assist you with your training needs. If you have questions, specific training needs, or special requests, please contact Safety@cityoftulsa.org.

Table of Contents

Safety and Health Classes	2
CPR/AED/First Aid	2
Confined Space Entry I – 8 hours	2
Confined Space Entry Awareness – 4 hours	2
Defensive Driving, Collision Reporting (PPPM 961), & Injury Reporting	3
Drug-Free Workplace for Supervisors.....	3
Ergonomics for the Field Employee	3
Excavation/Trenching/Shoring Initial Training – 8 hours.....	4
Excavation/Trenching/Shoring Refresher	4
HAZWOPER – 40-Hour Certification	4
HAZWOPER – 8-Hour Refresher for 40-Hour Certification Renewal.....	5
This course meets the requirements in OSHA 29 CFR 1910.120 and.....	5
Job Hazard Analysis, 905A & 905B	5
Office & Administrative - Safety in the Workplace.....	5
OSHA General Industry – 10 Hour	5
OSHA General Industry – 30 Hour	6
Safety Planning, Observation, and Coaching	6
Smith System Driver Training.....	6
Spare Me the Pain – Office Ergonomics.....	7
Traffic Control (MUTCD) Training	7
Traffic Incident Management Basics (TIMS).....	8
Heavy Equipment Operations Classes.....	8
Entry Level Driver Training Class A & B.....	8
Large Excavator / Dozer Class	9
Phase I – Basic Heavy Equipment Operations Safety.....	8
Phase II Backhoe/Track Hoe Class	8
Fundamentals of Backhoe/Track Hoe Operations Class (Phase III).....	9
Forklift Safety Certification (Classroom only)	9
Fundamentals of Rigging and Lifting.....	9
Training Class Location Maps	11



Safety and Health Classes

CPR/AED/First Aid Non-Certification

Learn new skills or refresh and update your old skills in cardiopulmonary resuscitation and automatic external defibrillator. This class teaches the same materials and skills as the certification class and includes lectures, hands-on, and discussion with some videos. We will schedule special non-certification CPR/AED/First Aid classes for groups of seven-to-10 people. There is no cost to your department for non-certification courses. To request more information, contact Safety@cityoftulsa.org.

Date	Time	Location
July 11	8 a.m. – 2 p.m.	Safety Training Center
Aug. 8	8 a.m. – 2 p.m.	Safety Training Center
Sept. 12	8 a.m. – 2 p.m.	Safety Training Center
Oct. 24	8 a.m. – 2 p.m.	Safety Training Center
Nov. 14	8 a.m. – 2 p.m.	Safety Training Center
Dec. 5	8 a.m. – 2 p.m.	Safety Training Center

CPR/AED/First-Aid Certification

CPR/AED/FA certification classes are available upon request. This class costs approximately \$25 per student, which covers the purchase of student workbooks. To request more information, please contact Safety@cityoftulsa.org.

Confined Space Entry I – 8 hours

This class is designed for new employees assigned to perform permit-required confined space entry duties or for employees who haven't performed permit-required confined space entry but are now expected to do so. **This is not a refresher course.** Practical, hands-on training must be completed in conjunction with each employee's work group.

Date	Time	Location
July 24	8 a.m. – Noon	Safety Training Center
Aug. 29	8 a.m. – Noon	Safety Training Center
Sept. 19	8 a.m. – Noon	Safety Training Center
Oct. 17	8 a.m. – Noon	Safety Training Center
Nov. 22	8 a.m. – Noon	Safety Training Center
Dec. 12	8 a.m. – Noon	Safety Training Center

Confined Space Entry Awareness – 4 hours

This awareness class is designed to give employees a basic understanding of confined space entry. This class does not meet the training requirements for confined space entry duties. Employees will learn about the policy and procedures for permit-required confined space entries. The course is intended for those needing general safety training for **progression purposes**.

Date	Time	Location
July 24	8 a.m. – Noon	Safety Training Center
Aug. 29	8 a.m. – Noon	Safety Training Center



Sept. 19	8 a.m. – Noon	Safety Training Center
Oct. 17	8 a.m. – Noon	Safety Training Center
Nov. 22	8 a.m. – Noon	Safety Training Center
Dec. 12	8 a.m. – Noon	Safety Training Center

Defensive Driving, Collision Reporting (PPPM 961), & Injury Reporting

In this class, employees will receive an introduction to the Smith System of defensive driving, review the City of Tulsa policies on employee driver licenses, collision/incident reporting, and the City's injury reporting process.

This is a new employee orientation class, but all employees are welcome to enroll.

Date	Time	Location
July 8	1 – 2:30 p.m.	City Hall – 10 South
July 22	1 – 2:30 p.m.	City Hall – 10 South
Aug. 5	1 – 2:30 p.m.	City Hall – 10 South
Aug. 19	1 – 2:30 p.m.	City Hall – 10 South
Sept. 3	1 – 2:30 p.m.	City Hall – 10 South
Sept. 16	1 – 2:30 p.m.	City Hall – 10 South
Sept. 30	1 – 2:30 p.m.	City Hall – 10 South
Oct. 14	1 – 2:30 p.m.	City Hall – 10 South
Oct. 28	1 – 2:30 p.m.	City Hall – 10 South
Nov. 12	1 – 2:30 p.m.	City Hall – 10 North
Nov. 25	1 – 2:30 p.m.	City Hall – 10 South
Dec. 9	1 – 2:30 p.m.	City Hall – 10 South
Dec. 23	1 – 2:30 p.m.	City Hall – 10 South

Drug-Free Workplace for Supervisors

Supervisors and managers are encouraged to attend this class to learn more about drugs in the workplace, properly dealing with “for cause,” also known as “reasonable suspicion” situations, and the City of Tulsa’s drug-testing policy. The class is mandatory for supervisors and managers of CDL drivers to comply with Department of Transportation regulations of attending drug-free workplace training every three years.

Date	Time	Location
TBD	1 – 3:30 p.m.	Safety Training Center

Ergonomics for the Field Employee

Learn how to apply ergonomic practices and principles on your job site, minimizing strain and stress put on your body. **This is a new employee orientation class, but all employees are welcome to enroll.**

Date	Time	Location
July 8	10 – 11 a.m.	City Hall – 10 South
July 22	10 – 11 a.m.	City Hall – 10 South
Aug. 5	10 – 11 a.m.	City Hall – 10 South
Aug. 19	10 – 11 a.m.	City Hall – 10 South



Sept. 3	10 – 11 a.m.	City Hall – 10 South
Sept. 16	10 – 11 a.m.	City Hall – 10 South
Sept. 30	10 – 11 a.m.	City Hall – 10 South
Oct. 14	10 – 11 a.m.	City Hall – 10 South
Oct. 28	10 – 11 a.m.	City Hall – 10 South
Nov. 12	10 – 11 a.m.	City Hall – 10 North
Nov. 25	10 – 11 a.m.	City Hall – 10 South
Dec. 9	10 – 11 a.m.	City Hall – 10 South
Dec. 23	10 – 11 a.m.	City Hall – 10 South

Excavation/Trenching/Shoring Initial Training – 8 hours

This class is designed for new employees assigned to excavation, trenching, and shoring duties or for employees who haven't performed excavation, trenching, and shoring duties but are now expected to do so. ***This is NOT a refresher course.***

Date	Time	Location
Sept. 3	8 a.m. – 4 p.m.	Safety Training Center
Oct. 3	8 a.m. – 4 p.m.	Safety Training Center
Nov 19	8 a.m. – 4 p.m.	Safety Training Center

Excavation/Trenching/Shoring Refresher

This class is designed for employees who have been performing trenching and shoring duties performing trenching and shoring duties and needing and who need to attend a refresher class to comply with COT retraining policy every other year. Classes will include four hours of DEQ credits.

Date	Time	Location
Aug. 7	8 a.m. – Noon	Safety Training Center
Aug. 20	8 a.m. – Noon	Safety Training Center
Sept. 11	8 a.m. – Noon	Safety Training Center
Sept. 26	8 a.m. – Noon	Safety Training Center
Oct. 2	8 a.m. – Noon	Safety Training Center
Oct. 7	8 a.m. – Noon	Safety Training Center
Oct. 15	8 a.m. – Noon	Safety Training Center
Nov. 20	8 a.m. – Noon	Safety Training Center
Nov. 21	8 a.m. – Noon	Safety Training Center
Dec. 11	8 a.m. – Noon	Safety Training Center
Dec. 17	8 a.m. – Noon	Safety Training Center
Dec. 18	8 a.m. – Noon	Safety Training Center

HAZWOPER – 40-Hour Certification

This training class will provide basic health and safety skills for employees working with and around hazardous materials and waste. The course offers the 40-hour safety training requirements mandated by OSHA 29 CFR 1910.120. It also includes OSHA regulations, identifying hazardous materials in the workplace, limiting hazardous



exposure with PPE, establishing site plans, and understanding the use of SDSs. Students completing this class will receive a 40-hour HAZWOPER certification card. **Departments must pay for their employees to attend this training.** Contact Safety@cityoftulsa.org for more information.

Date	Time	Location
July 8 - 12	8 a.m. – 4 p.m.	Safety Training Center
Oct. 21 – 25	8 a.m. – 4 p.m.	Safety Training Center

HAZWOPER – 8-Hour Refresher for 40-Hour Certification Renewal

This course meets the OSHA 29 CFR 1910.120 requirements and is intended as a yearly refresher to HAZWOPER 40. The refresher course provides basic health and safety skills for working with and around hazardous materials and waste. **Departments must pay for their employees to attend this class.** Contact Safety@cityoftulsa.org for more information.

Date	Time	Location
Aug. 12	8 a.m. – 4 p.m.	Safety Training Center
Aug. 26	8 a.m. – 4 p.m.	Safety Training Center
Sept. 3	8 a.m. – 4 p.m.	Safety Training Center

Job Hazard Analysis, 905A & 905B

Students will learn how to create and utilize a Job Hazard Analysis (JHAs) properly. Injury investigation techniques and completing the injury investigation reports (905A and 905B) will be covered. The class will consist of group lectures and breakout sessions for crew leaders, supervisors, and managers.

Date	Time	Location
July 10	1 – 3 p.m.	Safety Training Center
Sep. 11	1 – 3 p.m.	Safety Training Center
Nov. 6	1 – 3 p.m.	Safety Training Center

Office & Administrative - Safety in the Workplace

This class, for new and tenured employees, is designed to increase safety awareness in the office. Employees who attend the course will leave with a heightened awareness of office hazards and how to prevent injuries. Topics include adjusting for ergonomics, injury prevention, office hygiene, and back safety.

Date	Time	Location
July 10	9 – 11 a.m.	City Hall – 10 South
Sep. 11	9 – 11 a.m.	City Hall – 10 South
Nov. 6	9 – 11 a.m.	City Hall – 10 South

OSHA General Industry – 10 Hour

This training class is intended to provide entry-level general industry workers with information about their rights, employer responsibilities, and how to identify, abate, avoid, and prevent job-related hazards on a job site. It covers a variety of general industry safety and health hazards that workers may encounter. This course is excellent for all City personnel regardless of your work and location. Students who complete the class will receive a 10-Hour OSHA Certification Card.



Date	Time	Location
Aug. 15 -16	8 a.m. – 5 p.m.	TTC – Industry Training Center
Nov. 6 - 7	8 a.m. – 5 p.m.	TTC – Industry Training Center

OSHA General Industry – 30 Hour

This training class includes many topics intended to provide general industry workers the knowledge to understand OSHA standards and subparts within the Department of Labor, conduct a worksite safety and health analysis, and implement strategies to prevent or control hazards in the workplace. This class is excellent for City managers, supervisors, safety committee members, and staff administering safety programming. Students who complete the course will receive a 30-Hour OSHA Certification Card. You must attend all class days to receive the 30-hour certification.

Date	Time	Location
Sept. 30 – Oct. 4	8 a.m. – 5 p.m.	TTC – Industry Training Center

Safety Planning, Observation, and Coaching

This class is designed to help new employees learn how to address unsafe conditions/behaviors to help prevent injuries and improve our safety culture. This is a new employee orientation class, but all employees are welcome to enroll.

Date	Time	Location
July 8	8 – 10 a.m.	City Hall – 10 South
July 22	8 – 10 a.m.	City Hall – 10 South
Aug. 5	8 – 10 a.m.	City Hall – 10 South
Aug. 19	8 – 10 a.m.	City Hall – 10 South
Sept. 3	8 – 10 a.m.	City Hall – 10 South
Sept. 16	8 – 10 a.m.	City Hall – 10 South
Sept. 30	8 – 10 a.m.	City Hall – 10 South
Oct. 14	8 – 10 a.m.	City Hall – 10 South
Oct. 28	8 – 10 a.m.	City Hall – 10 South
Nov. 12	8 – 10 a.m.	City Hall – 10 North
Nov. 25	8 – 10 a.m.	City Hall – 10 South
Dec. 9	8 – 10 a.m.	City Hall – 10 South
Dec. 23	8 – 10 a.m.	City Hall – 10 South

Smith System Driver Training

The City of Tulsa has adopted the Smith System for non-sworn driver training. This course combines classroom and behind-the-wheel training to equip your drivers with the knowledge and skills to reduce crashes, lower costs, and save lives regardless of the vehicle the employee drives. The class consists of two hours of classroom instruction and six hours of driving. Students will perform several driving demonstrations while assessing other students' use of the Smith 5 Keys.

Date	Time	Location
July 8	7:30 a.m. – 4:00 p.m.	Safety Training Center



July 9	7:30 a.m. – 4:00 p.m.	Safety Training Center
July 23	7:30 a.m. – 4:00 p.m.	Safety Training Center
Aug. 5	7:30 a.m. – 4:00 p.m.	Safety Training Center
Aug. 6	7:30 a.m. – 4:00 p.m.	Safety Training Center
Aug. 20	7:30 a.m. – 4:00 p.m.	Safety Training Center
Sept. 5	7:30 a.m. – 4:00 p.m.	Safety Training Center
Sept. 10	7:30 a.m. – 4:00 p.m.	Safety Training Center
Sept. 20	7:30 a.m. – 4:00 p.m.	Safety Training Center
Oct. 7	7:30 a.m. – 4:00 p.m.	Safety Training Center
Oct. 17	7:30 a.m. – 4:00 p.m.	Safety Training Center
Oct. 22	7:30 a.m. – 4:00 p.m.	Safety Training Center
Nov. 4	7:30 a.m. – 4:00 p.m.	Safety Training Center
Nov. 7	7:30 a.m. – 4:00 p.m.	Safety Training Center
Nov. 12	7:30 a.m. – 4:00 p.m.	Safety Training Center
Dec. 2	7:30 a.m. – 4:00 p.m.	Safety Training Center
Dec. 3	7:30 a.m. – 4:00 p.m.	Safety Training Center
Dec. 19	7:30 a.m. – 4:00 p.m.	Safety Training Center

Spare Me the Pain – Office Ergonomics

Participants will learn how to apply ergonomic practices and principles at their office workstations, helping minimize the strain and stress on their bodies. **This is a new employee orientation class, but all office employees are welcome to enroll.**

Date	Time	Location
July 8	11 a.m. – 12:00 p.m.	City Hall – 10 South
July 22	11 a.m. – 12:00 p.m.	City Hall – 10 South
Aug. 5	11 a.m. – 12:00 p.m.	City Hall – 10 South
Aug. 19	11 a.m. – 12:00 p.m.	City Hall – 10 South
Sept. 3	11 a.m. – 12:00 p.m.	City Hall – 10 South
Sept. 16	11 a.m. – 12:00 p.m.	City Hall – 10 South
Sept. 30	11 a.m. – 12:00 p.m.	City Hall – 10 South
Oct. 14	11 a.m. – 12:00 p.m.	City Hall – 10 South
Oct. 28	11 a.m. – 12:00 p.m.	City Hall – 10 South
Nov. 12	11 a.m. – 12:00 p.m.	City Hall – 10 North
Nov. 25	11 a.m. – 12:00 p.m.	City Hall – 10 South
Dec. 9	11 a.m. – 12:00 p.m.	City Hall – 10 South
Dec. 23	11 a.m. – 12:00 p.m.	City Hall – 10 South

Traffic Control (MUTCD) Training

This class covers what is required to comply with Part VI of the Manual on Uniform Traffic Control Devices (MUTCD), Temporary Traffic Control. This class familiarizes students with the theory of how traffic control devices



and signs are used correctly in temporary traffic control situations, including flagging procedures. It will also address the MUTCD Typical Applications and the development of Traffic Control Plans.

These classes are open to the public. In addition to enrolling through GeoTalent, enrollment procedures through OSU's LTAP registration must be completed. Reach out to Safety@cityoftulsa.org for information on the enrollment process.

Date	Time	Location
Aug. 7	8 a.m. – Noon	Safety Training Center
Sept. 5	8 a.m. – Noon	Safety Training Center
Nov. 7	8 a.m. – Noon	Safety Training Center

Heavy Equipment Operations Classes

Entry Level Driver Training Class A

This class is designed for employees who are required to receive a Class A license. Employees will need to obtain their CDL A permit before enrolling in the class. The class also includes instructions on safely operating City commercial-size vehicles. **All CDL Class A Training dates will be set as needed.** To enroll, contact Kyle Beaman at kbeaman@cityoftulsa.org.

Date	Time	Location
Contact CMV Trainer	7:30 a.m. – 4 p.m.	Safety Training Center

Entry Level Driver Training Class B

This class is designed for employees who are required to receive a Class B license. Employees will need to obtain their CDL B permit before enrolling in the class. The class also includes instructions on safely operating City commercial-size vehicles. **All CDL Class B Training dates will be set as needed.** To enroll, contact Kyle Beaman at kbeaman@cityoftulsa.org.

Date	Time	Location
Contact CMV Trainer	7:30 a.m. – 4 p.m.	Safety Training Center

Phase I – Basic Heavy Equipment Operations Safety

This class is designed for new employees who work with or around heavy equipment. This course is a Phase II Backhoe/Track Hoe class prerequisite.

Date	Time	Location
Sept. 4	8 a.m. – Noon	Safety Training Center
Dec. 4	8 a.m. – Noon	Safety Training Center

Phase II Backhoe/Track Hoe Class

This class is designed for employees who operate heavy equipment. It is a prerequisite class for the Fundamentals of Backhoe/Track Hoe Operations course. Employees must complete Phase I and have their Commercial Driver's License before attending. Contact David Bradshaw dbradshaw@cityoftulsa.org for more



information.

Date	Time	Location
July 30 – 31	7:30 a.m. – 4:00 p.m.	Safety Training Center
Aug. 27 - 28	7:30 a.m. – 4:00 p.m.	Safety Training Center
Sept. 30 – Oct 1	7:30 a.m. – 4:00 p.m.	Safety Training Center
Nov. 13 – 14	7:30 a.m. – 4:00 p.m.	Safety Training Center

Fundamentals of Backhoe/Track Hoe Operations Class (Phase III)

To provide employees the training necessary for a basic working knowledge of excavating equipment. Employees who complete this class can apply for heavy equipment operator positions when available. Employees must meet the prerequisites before they are approved to take this class. **Departments must have equipment available for each employee enrolled.** Contact David Bradshaw Dbradshaw@cityoftulsa.org for more information.

Date	Time	Location
July 15 - 19	7:30 a.m. – 4:00 p.m.	Safety Training Center
Aug. 5 – 9	7:30 a.m. – 4:00 p.m.	Safety Training Center
Oct. 7 - 11	7:30 a.m. – 4:00 p.m.	Safety Training Center
Nov. 4 – 8	7:30 a.m. – 4:00 p.m.	Safety Training Center

Large Excavator / Dozer Class

Provide WWWO IIIA and S&S operator III employees the training for a basic working knowledge of earth-moving equipment operations. **Departments must have equipment available for each employee enrolled.** Specific criteria and prerequisites must be met before enrollment. Contact David Bradshaw Dbradshaw@cityoftulsa.org for more information.

Date	Time	Location
July 8 – 12	7:30 a.m. – 4:00 p.m.	Safety Training Center
Aug. 12 – 16	7:30 a.m. – 4:00 p.m.	Safety Training Center
Sept. 23 - 27	7:30 a.m. – 4:00 p.m.	Safety Training Center
Oct. 28 – Nov. 1	7:30 a.m. – 4:00 p.m.	Safety Training Center

Forklift Safety Certification (Classroom only)

Employees assigned to operate forklift-type equipment must have a safety certification to comply with OSHA regulations. This is the classroom portion, and after completion, employees must pass a “hands-on” evaluation before being certified. Workgroups needing hands-on or re-certification must contact David Bradshaw at dbradshaw@cityoftulsa.org to schedule.

Date	Time	Location
Aug. 21	8 – 11 a.m.	Safety Training Center
Sept. 4	1 p.m. – 4 p.m.	Safety Training Center
Dec. 4	1 p.m. – 4 p.m.	Safety Training Center

Fundamentals of Rigging and Lifting

Employees will learn rigging and lifting fundamentals with an emphasis on risk management, rigging principles, and “the rigging triangle.” By the end of class, employees will understand the development of basic rigging plans,



proper operating practices, and applicable ASME expectations. Contact David Bradshaw Dbradshaw@cityoftulsa.org for more information.

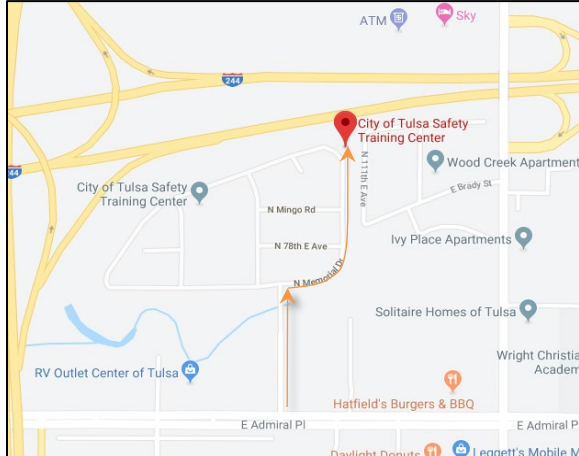
Date	Time	Location
Sept. 17 (Tentatively)	8 a.m. – Noon	Safety Training Center
Sept. 18 (Tentatively)	8 a.m. – Noon	Safety Training Center



Training Class Location Maps

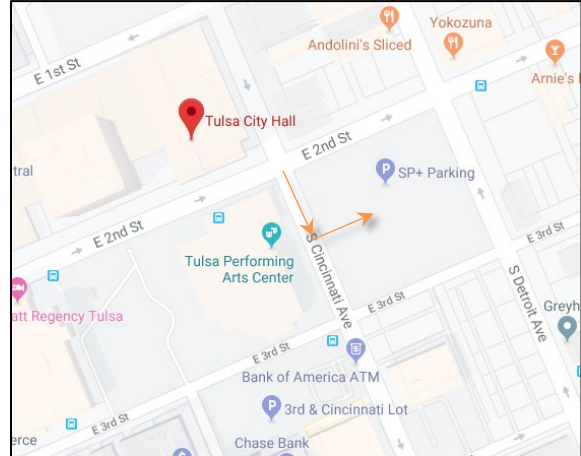
Safety Training Center

10926 E. Cameron St., Tulsa, OK 74116



City Hall (OTC)

175 E. 2nd St., Tulsa, OK 74103



TTC - Industry Training Center

3638 S. Memorial Dr., Tulsa, OK 74104

