

## Regulatory Compliance Kits

- Manuals • Booklets • Posters
- Videos • DVDs



Regulatory Compliance has become an ongoing activity in virtually all environments. OSHA is actively citing facilities for not complying with their regulations... and many times issuing hefty fines as well. Insurance companies are also insisting that facilities implement compliance programs in order to keep their liability coverage in force. And employees have become very interested in anything affecting their health and safety. MARCOM's Regulatory Compliance Kits provide materials that all facilities need to come into compliance with OSHA and DOT regulations. The Compliance Manuals, Videotapes/DVDs, Booklets and other products are straightforward and easy to use, making them a very cost-effective approach to compliance.

### OSHA COMPLIANCE KITS

"OSHA Compliance Kits" provide the materials needed to set up and conduct compliance programs for various OSHA regulations. Each kit includes a Compliance Manual with a complete "fill-in-the-blank" Written Compliance Program... a Videotape or DVD (with Instructor's Guide, and reproducible Scheduling and Attendance Form, Employee Quiz and Training Certificates)... 5 brightly colored Posters... and 30 Employee Booklets. Kits are available for:

- Asbestos Awareness\*
- Bloodborne Pathogens
  - Heavy Industry
  - Commercial & Light Industrial
  - First Responders
  - Healthcare
- Confined Space Entry
- Emergency Planning
- Forklift/Powered Industrial Truck Safety
- Hearing Conservation & Safety
- Indoor Air Quality\*
- Laboratory Standard
- Lead Standards
- Lock-Out/Tag-Out
- OSHA Recordkeeping
  - Managers/Supervisors
  - Employees
  - Managers/Supervisors and Other Employees
- Personal Protective Equipment
- Respiratory Protection & Safety
- Supported Scaffolding Safety\*
- Suspended Scaffolding Safety\*
- Tuberculosis\*
  - Institutional
  - Healthcare
  - First Responders

*\*Asterisked kits do not include Compliance Manuals.*

### "RIGHT-TO-KNOW" COMPLIANCE KITS

In addition to the Compliance Manual, Videotape/DVD, 5 Posters and 30 Employee Booklets contained in other OSHA Compliance Kits, "Right-To-Know" Kits contain a complete Container Labeling System which meets OSHA's Hazardous Chemical Labeling requirements. Kits are available for:

- Auto Service Facilities
- Building & Construction
- Cleaning & Maintenance
- Food Retailers
- Healthcare Facilities
- Hospitality Facilities
- Industrial Facilities
- Laboratory Operations

### DEPARTMENT OF TRANSPORTATION COMPLIANCE KITS

"DOT Compliance Kits" provide the materials needed to comply with training requirements in the DOT regulations on handling & transporting hazardous materials. Each kit contains a Videotape or DVD (with Instructor's Guide, Scheduling & Attendance Form, Employee Quiz and required Recordkeeping Forms). The "In-depth Security" kit also includes a Compliance Manual with "fill-in-the-blank" written security plan. Also included in each kit are 5 brightly colored Posters and 30 Employee Booklets. Kits are available for:

- HAZMAT General Awareness
- HAZMAT Safety Training
- HAZMAT Security Awareness
- HAZMAT In-depth Security

### "REFRESHER TRAINING" KITS

All recent OSHA regulations require that employees be "retrained" at least once a year. Refresher Training Kits include a "general awareness" Videotape/DVD (with Instructor's Guide, Scheduling & Attendance Form and Employee Quiz) which reviews highlights of the regulation and reminds employees of the most important aspects of compliance. Also included in the kits are 5 Posters and 30 Employee Booklets. Kits are available for:

- Bloodborne Pathogens
- Confined Space Entry
- Forklift/Powered Industrial Truck Safety
- Hearing Conservation & Safety
- Laboratory Standard
- Lead Standards
- Lock-Out/Tag-Out
- Personal Protective Equipment
- Respiratory Protection & Safety
- "Right-To-Know"

### HAZWOPER VIDEO SERIES

The "HAZWOPER Videotape/DVD Training Series" provides employees with information that the OSHA regulation requires them to receive in their training sessions. By combining various programs in the 23-part series, packages can be configured for the following OSHA-mandated categories:

- Annual Refresher
- Emergency Response: Awareness
- 40-Hour Training
- Emergency Response: Operations
- Emergency Response: HAZMAT Technician
- General Training
- Supplemental Training

**All Videotape/DVD Programs, Posters and Booklets are available in both English and Spanish.**

## ADDITIONAL INFORMATION

The materials in the Regulatory Compliance Kits are comprehensive and easy to use. Compliance Manuals include:

- Background of the regulation.
- Major compliance requirements.
- A "fill-in-the blank" written Compliance Program.
- Forms and procedures.
- A Glossary of Terms.

Videotapes/DVDs provide the information that OSHA requires be given to employees, and come with Leader's Guides, Scheduling and Attendance Forms and Quizzes. Information covered in the Videos and Booklets includes:

### **Asbestos Awareness**

- Hazards of Asbestos.
- Composition & nature of ACMs.
- Types of ACMs.
- Limiting exposure.
- Using proper PPE.
- Air monitoring & decontamination.

### **Bloodborne Pathogens**

- Contents of the Standard.
- Bloodborne diseases.
- The Exposure Control Plan.
- Emergency procedures.
- Signs, labels and PPE.

### **Confined Space Entry**

- Identifying "Permit Spaces".
- The Entry Permit.
- Entry Supervisors, Entrants and Attendants.
- Safety equipment.
- Emergency rescue.

### **DOT Hazmat Series**

#### **General Awareness**

- A review of the regulation.
- Communicating hazards through:
  - Labeling & placarding.
  - Documentation.
- Recognizing Hazmats.
- Where Hazmats are found.

#### **Safety Training**

- Hazard Indicators (labels, shipping papers, etc.).
- Use of PPE.
- Safe chemical handling.
- Accident avoidance.
- Emergency procedures.
- Spills and cleanup.

### **Security Awareness**

- Internal vulnerabilities.
- Securing HAZMATs and the facility.
- Shipping HAZMATs.
- Unloading HAZMATs.

### **In-Depth Security Training**

- The "Security Plan".
- Targeted materials.
- Facility security.
- Shipping HAZMATs.
- Avoiding hijacking.
- Unloading HAZMATs.

### **Emergency Planning**

- Types of emergencies.
- The Emergency Plan.
- The Crisis Management Team.
- Evacuation.
- Communications.
- Involving outside agencies.
- Practice sessions and drills.

### **Forklift/Powered Industrial Truck Safety**

- Equipment inspection.
- Surveying the work area.
- Safe operating procedures.
- Forklift stability.
- Tip-overs.
- Equipment maintenance.

### **Hearing Conservation and Safety**

- How the ear works.
- Types of hearing problems.
- Causes of hearing damage.
- Noise avoidance.
- Use of PPE.

### **Indoor Air Quality**

- Sources of contamination.
- Symptoms of poor air quality.
- Air ducts and crawlspaces.
- HVAC systems & Humidifiers.
- Effects of occupants.
- Proper housekeeping.
- Smoking.

### **Lock-Out/Tag-Out**

- Background of the Standard.
- Major compliance requirements.
- General Lock-Out/Tag-Out concepts and procedures.
- Locking electrical, hydraulic and pneumatic systems.

### **OSHA Laboratory Standard**

Compliance Manual, Videotape and Booklet cover the same information contained in the "Right-To-Know" products, but from a laboratory perspective.

### **OSHA Lead Standards**

- PELs, TWAs and Action Levels.
- Exposure assessment and air monitoring.
- Hygiene and housekeeping.
- Personal protective equipment.
- Medical surveillance.

### **OSHA Recordkeeping**

- Why recordkeeping is important.
- Work-related illnesses and injuries.
- Using new recordkeeping forms.
- Recordable incident scenarios.

### **Personal Protective Equipment**

- Areas of the body needing protection.
- Available protective equipment.
- Matching the equipment to the hazard.
- Proper use of PPE.

### **Respiratory Protection and Safety**

- Physiology of the respiratory system.
- How the respiratory system functions.
- Common causes of problems.
- Potential effects of hazards.
- Safety practices.
- Use of safety equipment.

### **Right-To-Know**

- Chemical hazard concepts.
- Material Safety Data Sheets.
- Types of hazardous chemicals.
- Safe handling practices.
- Container labeling.
- Use of PPE.
- Spills and cleanup.

A Chemical Container Labeling Kit is also included in all Right-To-Know Kits. It provides all the materials necessary to create "pictographic" labels and tags to convey required hazard information.

### **Supported Scaffolding Safety**

- Maximum Intended Loads.
- Scaffold assembly.
- The danger of power lines.
- Platform hazards.
- Ramps and walkways.

### **Suspended Scaffolding Safety**

- Platforms and planking.
- Danger of power lines.
- Platform hazards.
- Personal Fall Arrest Systems.

### **Tuberculosis**

- Tuberculosis as a disease.
- Transmission & symptoms.
- Recognizing exposure situations.
- The Exposure Control Plan.
- Administrative and engineering controls.
- Respirators and PPE.

### **Refresher Videos**

The videotapes in the "Refresher Training Kits" cover the same material as the "Regulatory Compliance" video programs. The difference is that the "Refresher" programs do not go into nearly as much detail as the full "Regulatory Compliance" Videos.

### **Hazwoper Video Series**

Programs from this 23-part series can be combined to help meet the training requirements for all six OSHA-required training categories, from Annual Refresher to full "40-Hour" training. Contact your distributor for information about the specific titles and packages in the series.

### **Online Training**

All of MARCOM'S safety and regulatory compliance programs are also available as online courses. To view a demonstration course, go to [www.marcomltd.com](http://www.marcomltd.com), click on "Products" then on "Online Training."

### **Other Products**

Safety Meeting Kits™ are available on topics such as "Back Safety", "Electrical Safety", "Ergonomics" and other general safety issues. Interactive CD-ROM and online courses on these topics are also available, if individualized training is needed. The Safety Game™, a Jeopardy-style computer-based training tool for the classroom, is available for many general safety and regulatory topics. Go to [www.marcomltd.com](http://www.marcomltd.com) for more information.

**Quality Safety and Health Products for Today...and Tomorrow.**

FOR MORE INFORMATION, CONTACT YOUR DISTRIBUTOR: