

BOP™ COURSE SYLLABUS

GENERAL EMPLOYEE SAFETY

- ✓ Safety Foundations
- ✓ View *General Safety* video
- ✓ Responsibilities of Owner Facilities, Employers, and Employees
- ✓ General Safety Topics
- ✓ Plant Entry and Security
- ✓ Accident Reporting
- ✓ Problems/Concerns
- ✓ Emergency Alarms and Communication

HAZARD COMMUNICATION

- ✓ OSHA's "right-to-know" Law
- ✓ View *Hazard Communication* video
- ✓ Physical and Health Hazards
- ✓ Recognizing Hazards
- ✓ Material Safety Data Sheets
- ✓ Marking and Labeling for Hazardous Materials
- ✓ NFPA and HMIS Methods for Labeling
- ✓ Asbestos in the Workplace
- ✓ Lead in the Workplace
- ✓ Radioactive/laser sources
- ✓ Hazards of Nitrogen (added content from MASC)

PERSONAL PROTECTIVE EQUIPMENT

- ✓ View *Personal Protective Equipment* video
- ✓ Control of Hazards
- ✓ Assessment/Reassessment of Hazards
- ✓ Selection Guidelines
- ✓ Fitting Devices Correctly
- ✓ Adjustable Features
- ✓ Cleaning and Maintenance
- ✓ FRC (Fire Resistant Clothing)

RESPIRATORY PROTECTION

- ✓ Requirements to Wear a Respirator
- ✓ Respiratory Hazards
- ✓ Types of Respirators
- ✓ Factors That Affect Respirator Fit
- ✓ Limitations of Respirators

HEARING CONSERVATION

- ✓ View *Hearing Conservation* video
- ✓ Effects of Noise
- ✓ Mechanics of Sound and Hearing
- ✓ Symptoms of Exposure
- ✓ OSHA Hearing Conservation Standard
- ✓ Monitoring and Audiometric Testing
- ✓ Impact of Administration and Engineering Controls

ELECTRICAL SAFE-WORK PRACTICES (FOR NON-QUALIFIED)

- ✓ View *Preventing Electrical Accidents* video
- ✓ Causes of Electrical Accidents
- ✓ Unsafe Work Practices
- ✓ Energized and De-Energized Equipment
- ✓ Lockout/Tagout Procedures Overview

ELECTRICAL SAFE-WORK PRACTICES (CONT'D)

- ✓ Permits and Work Authorizations
- ✓ Qualified Person vs. Non-Qualified Person
- ✓ Overhead Line Safety
- ✓ Grounding and GFCIs
- ✓ Energized Parts General Safety Consideration
- ✓ Safe Work Practices for Portable Electrical Equipment

ELEVATED WORK

- ✓ View *Elevated Work Surfaces* video
- ✓ Types of Fall Hazards
- ✓ Fall Prevention and Fall Protection
- ✓ Employer and Employee Responsibilities
- ✓ Training and Retraining Requirements
- ✓ Personal Fall Arrest Systems
- ✓ Falling Objects
- ✓ Primary Fall Prevention Systems
- ✓ Types of Scaffolds
- ✓ Scaffold Construction, Capacity, and Access
- ✓ Scaffold Safe Work Practices
- ✓ Types of Ladders
- ✓ Ladder Duty Rating and Capacity
- ✓ Safe Ladder Use Rules
- ✓ Ladder Inspection
- ✓ Excavation, Trenching and Shoring

PROCESS SAFETY MANAGEMENT

- ✓ View *Process Safety Management* video
- ✓ Employee Involvement
- ✓ Process Safety Information
- ✓ Process Hazard Analysis
- ✓ Operating Procedures and Practices
- ✓ Employee and Contractor Training
- ✓ Pre-Startup Safety
- ✓ Mechanical Integrity
- ✓ Non-Routine Work Authorizations/Hot Work
- ✓ Managing Change
- ✓ Investigation of Incidents
- ✓ Emergency Preparedness
- ✓ Compliance Audits

GENERAL RULES AND EMERGENCY RESPONSE

- ✓ Plant Entry and Security
- ✓ Controlled Substance Policies and Procedures
- ✓ Permit and Work Authorization Procedures
- ✓ Job Site Maintenance and Housekeeping
- ✓ Vehicle and Equipment Safety
- ✓ Hand and Back Safety
- ✓ Chemistry and Classification of Fire
- ✓ Fire Extinguisher Classification
- ✓ Fire Prevention
- ✓ Confined Space Requirements
- ✓ Emergency Action Plans
- ✓ Smoking Restrictions
- ✓ Accident Reporting
- ✓ Emergency Alarms and Communication