

# Safety/Health and Heavy Equipment Operations Training Schedule: January – June 2025

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 10](#). 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](mailto: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](mailto:Safety@cityoftulsa.org).

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## 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 classes in CPR/AED/First Aid for groups of seven-to-10 people. There is no cost to your department for non-certification classes. To request more information contact [Safety@cityoftulsa.org](mailto:Safety@cityoftulsa.org).

Date	Time	Location
Jan. 22	8 a.m. – 2:30 p.m.	Safety Training Center
Feb. 5	8 a.m. – 2:30 p.m.	Safety Training Center
March 20	8 a.m. – 2:30 p.m.	Safety Training Center
April 24	8 a.m. – 2:30 p.m.	Safety Training Center
May 1	8 a.m. – 2:30 p.m.	Safety Training Center
June 11	8 a.m. – 2:30 p.m.	Safety Training Center

### CPR/AED/First-Aid Certification

CPR/AED/FA certification classes are available upon request. The cost of this class is approximately \$25 per student, which covers the purchase of student workbooks. To request more information, please contact [Safety@cityoftulsa.org](mailto: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 to be completed in conjunction with each employee's work group.

Date	Time	Location
Jan. 23	8 a.m. – Noon	Safety Training Center
Feb. 27	8 a.m. – Noon	Safety Training Center
March 27	8 a.m. – Noon	Safety Training Center
April 17	8 a.m. – Noon	Safety Training Center
May 22	8 a.m. – Noon	Safety Training Center
June 27	8 a.m. – Noon	Safety Training Center

### Confined Space Awareness – 4 hours

This class is designed for new employees who will **NOT** perform permit-required confined space entry duties. This class is intended to provide a basic understanding of confined space entry to meet progression requirements. ***This is not a refresher course.***

Date	Time	Location
Jan. 23	8 a.m. – Noon	Safety Training Center
Feb. 27	8 a.m. – Noon	Safety Training Center
March 27	8 a.m. – Noon	Safety Training Center
April 17	8 a.m. – Noon	Safety Training Center
May 22	8 a.m. – Noon	Safety Training Center



June 27	8 a.m. – Noon	Safety Training Center
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### Confined Space Entry Refresher – 4 hours

This class is mandatory for employees who currently perform confined space entry duties and are required by City policy to attend refresher training every other year. Each class will carry 4 hours of DEQ credit.

Date	Time	Location
Jan. 7	8 a.m. – Noon	Safety Training Center
Jan. 28	8 a.m. – Noon	Safety Training Center
Feb. 4	8 a.m. – Noon	Safety Training Center
Feb. 25	8 a.m. – Noon	Safety Training Center
Mar. 25	8 a.m. – Noon	Safety Training Center
Apr. 1	8 a.m. – Noon	Safety Training Center
Apr. 8	8 a.m. – Noon	Safety Training Center
Apr. 22	8 a.m. – Noon	Safety Training Center
May 6	8 a.m. – Noon	Safety Training Center
May 20	8 a.m. – Noon	Safety Training Center
June 10	8 a.m. – Noon	Safety Training Center
June 24	8 a.m. – Noon	Safety Training Center

### Defensive Driving, Collision Reporting (PPPM961), & Injury Reporting (PPPM905)

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
Jan. 6	1:30 – 3 p.m.	City Hall – 10 South
Jan. 21	1:30 – 3 p.m.	City Hall – 10 South
Feb. 3	1:30 – 3 p.m.	City Hall – 10 South
Feb. 17	1:30 – 3 p.m.	City Hall – 10 South
March 3	1:30 – 3 p.m.	City Hall – 10 South
March 17	1:30 – 3 p.m.	City Hall – 10 South
March 31	1:30 – 3 p.m.	City Hall – 10 South
April 14	1:30 – 3 p.m.	City Hall – 10 South
April 28	1:30 – 3 p.m.	City Hall – 10 South
May 12	1:30 – 3 p.m.	City Hall – 10 South
May 26	1:30 – 3 p.m.	City Hall – 10 South
June 9	1:30 – 3 p.m.	City Hall – 10 South
June 23	1:30 – 3 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
To be announced	1 – 3:30 p.m.	Safety Training Center
To be announced	1 – 3:30 p.m.	Safety Training Center
To be announced	1 – 3:30 p.m.	Safety Training Center
To be announced	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
Jan. 6	10 – 11:15 a.m.	City Hall – 10 South
Jan. 21	10 – 11:15 a.m.	City Hall – 10 South
Feb. 3	10 – 11:15 a.m.	City Hall – 10 South
Feb. 17	10 – 11:15 a.m.	City Hall – 10 South
March 3	10 – 11:15 a.m.	City Hall – 10 South
March 17	10 – 11:15 a.m.	City Hall – 10 South
March 31	10 – 11:15 a.m.	City Hall – 10 South
April 14	10 – 11:15 a.m.	City Hall – 10 South
April 28	10 – 11:15 a.m.	City Hall – 10 South
May 12	10 – 11:15 a.m.	City Hall – 10 South
May 26	10 – 11:15 a.m.	City Hall – 10 South
June 9	10 – 11:15 a.m.	City Hall – 10 South
June 23	10 – 11:15 a.m.	City Hall – 10 South

## Excavation/Trenching/Shoring Initial Training – 8 hours

This training teaches safe work practices for trenching and shoring operations. Employees learn how to recognize hazards, understand OSHA regulations, and identify the City of Tulsa excavation policy.

***This is NOT a refresher course.***

Date	Time	Location
Feb. 26	8 a.m. – 4 p.m.	Safety Training Center
May 13	8 a.m. – 4 p.m.	Safety Training Center
June 12	8 a.m. – 4 p.m.	Safety Training Center

## HAZWOPER – 40-Hour Certification

This training class is intended to provide basic health and safety skills necessary to work with and around hazardous materials and hazardous waste. The course provides 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](mailto:Safety@cityoftulsa.org) for more information.

Date	Time	Location
April 28 – May 2	8 a.m. – 5 p.m.	Safety Training Center

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

This course meets the requirements in OSHA 29 CFR 1910.120 and is intended as a yearly refresher to HAZWOPER 40. The refresher course provides basic health and safety skills necessary to work with and around hazardous materials and hazardous waste. **Departments must pay for their employees to attend this training.** Contact [Safety@cityoftulsa.org](mailto:Safety@cityoftulsa.org) for more information.

Date	Time	Location
March 3	8 a.m. – 5 p.m.	Safety Training Center
April 21	8 a.m. – 5 p.m.	Safety Training Center
May 19	8 a.m. – 5 p.m.	Safety Training Center

## Job Hazard Analysis, 905A & 905B

Students will learn how to properly create and utilize a Job Hazard Analysis (JHAs). 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 and is intended for crew leaders, supervisors, and managers.

Date	Time	Location
Feb. 12	1 – 3 p.m.	Safety Training Center
April 15	1 – 3 p.m.	Safety Training Center
June 17	1 – 3 p.m.	Safety Training Center

## Office & Administrative - Safety in the Workplace

This class is designed to increase safety awareness in the office for new and tenured employees. Employees who attend the class 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
Feb. 4	9 – 11 a.m.	City Hall – 3 <sup>rd</sup> Floor Theater
April 15	9 – 11 a.m.	City Hall – 3 <sup>rd</sup> Floor Theater
May 29	9 – 11 a.m.	City Hall – 3 <sup>rd</sup> Floor Theater

## OSHA General Industry – 10 Hour

This training class is intended to provide entry-level general industry workers 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 is a great class for all City personnel regardless of what you do and where you work. Students who complete the class will receive a 10-Hour OSHA Certification Card.



Date	Time	Location
Feb. 6 – 7	8 a.m. – 5 p.m.	Tulsa Technology Center 3638 S. Memorial Dr.
May 8 – 9	8 a.m. – 5 p.m.	Tulsa Technology Center 3638 S. Memorial Dr.

**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 is a great class for City managers, supervisors, safety committee members, and staff who administer safety programming. Students who complete the class will receive a 30-Hour OSHA Certification Card. You must attend all class days to receive the 30-hour certification.

Date	Time	Location
June 9-13	8 a.m. – 4 p.m.	Tulsa Technology Center 3638 S. Memorial Dr.

**Safety Planning, Observation, and Coaching**

This class is designed to help new employees learn the steps of addressing 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
Jan. 6	8 – 9:45 a.m.	City Hall – 10 South
Jan. 21	8 – 9:45 a.m.	City Hall – 10 South
Feb. 3	8 – 9:45 a.m.	City Hall – 10 South
Feb. 17	8 – 9:45 a.m.	City Hall – 10 South
March 3	8 – 9:45 a.m.	City Hall – 10 South
March 17	8 – 9:45 a.m.	City Hall – 10 South
March 31	8 – 9:45 a.m.	City Hall – 10 South
April 14	8 – 9:45 a.m.	City Hall – 10 South
April 28	8 – 9:45 a.m.	City Hall – 10 South
May 12	8 – 9:45 a.m.	City Hall – 10 South
May 26	8 – 9:45 a.m.	City Hall – 10 South
June 9	8 – 9:45 a.m.	City Hall – 10 South
June 23	8 – 9:45 a.m.	City Hall – 10 South

**Smith System Driver Training**

The City of Tulsa has now 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 no matter what kind of vehicle the employee is driving. The class consists of two hours of classroom instruction followed by six hours of driving. Students will perform several driving demonstrations while also participating in the assessment of other students' use of the Smith 5 Keys.



Date	Time	Location
Jan. 3	8 a.m. – 4 p.m.	Safety Training Center
Jan. 9	8 a.m. – 4 p.m.	Safety Training Center
Jan. 16	8 a.m. – 4 p.m.	Safety Training Center
Feb. 6	8 a.m. – 4 p.m.	Safety Training Center
Feb. 20	8 a.m. – 4 p.m.	Safety Training Center
Feb. 24	8 a.m. – 4 p.m.	Safety Training Center
March 10	8 a.m. – 4 p.m.	Safety Training Center
March 11	8 a.m. – 4 p.m.	Safety Training Center
March 25	8 a.m. – 4 p.m.	Safety Training Center
April 7	8 a.m. – 4 p.m.	Safety Training Center
April 17	8 a.m. – 4 p.m.	Safety Training Center
April 23	8 a.m. – 4 p.m.	Safety Training Center
May 8	8 a.m. – 4 p.m.	Safety Training Center
May 12	8 a.m. – 4 p.m.	Safety Training Center
May 20	8 a.m. – 4 p.m.	Safety Training Center
May 28	8 a.m. – 4 p.m.	Safety Training Center
June 10	8 a.m. – 4 p.m.	Safety Training Center
June 12	8 a.m. – 4 p.m.	Safety Training Center

## Spare Me the Pain – Office Ergonomics

Learn how to apply ergonomic practices and principles at your office workstation, helping to minimize strain and stress put on your body. ***This is a new employee orientation class, but all office employees are welcome to enroll.***

Date	Time	Location
Jan. 6	11:15 a.m. – 12:30 p.m.	City Hall – 10 South
Jan. 21	11:15 a.m. – 12:30 p.m.	City Hall – 10 South
Feb. 3	11:15 a.m. – 12:30 p.m.	City Hall – 10 South
Feb. 17	11:15 a.m. – 12:30 p.m.	City Hall – 10 South
March 3	11:15 a.m. – 12:30 p.m.	City Hall – 10 South
March 17	11:15 a.m. – 12:30 p.m.	City Hall – 10 South
March 31	11:15 a.m. – 12:30 p.m.	City Hall – 10 South
April 14	11:15 a.m. – 12:30 p.m.	City Hall – 10 South
April 28	11:15 a.m. – 12:30 p.m.	City Hall – 10 South
May 12	11:15 a.m. – 12:30 p.m.	City Hall – 10 South
May 26	11:15 a.m. – 12:30 p.m.	City Hall – 10 South
June 9	11:15 a.m. – 12:30 p.m.	City Hall – 10 South
June 23	11:15 a.m. – 12:30 p.m.	City Hall – 10 South



## Heavy Equipment Operations Classes

### Entry Level Driver Training – CDL 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](mailto:kbeaman@cityoftulsa.org).

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

### Entry Level Driver Training – CDL 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](mailto:kbeaman@cityoftulsa.org).

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

### Large Excavator/Dozer Training

Provide WWWW IIIA and S&S operator III employees the training necessary for a basic working knowledge of earth-moving equipment operations. You must meet certain criteria before you can be enrolled. Contact David Bradshaw at [Dbradshaw@cityoftulsa.org](mailto:Dbradshaw@cityoftulsa.org) for more information.

Date	Time	Location
Feb. 3 – 7	7:30 a.m. – 4 p.m.	Safety Training Center
March 10 - 14	7:30 a.m. – 4 p.m.	Safety Training Center
June 2 - 6	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/Excavator training prerequisite.

Date	Time	Location
March 12	8 a.m. – Noon	Safety Training Center
June 4	8 a.m. – Noon	Safety Training Center

### Phase II Backhoe/Excavator Training

This class is designed to train new employees on the proper securement procedures and transportation of heavy equipment. This training shall be completed prior to employees transporting heavy equipment. It is a prerequisite class for the Fundamentals of Backhoe/Excavator Operations course. Employees must complete Phase I and have their Commercial Driver’s License before attending. Contact David Bradshaw [Dbradshaw@cityoftulsa.org](mailto:Dbradshaw@cityoftulsa.org) for more information.

Date	Time	Location
Jan. 7 – 8	7:30 a.m. – 3:30 p.m.	Safety Training Center





Feb. 11 – 12	7:30 a.m. – 4 p.m.	Safety Training Center
April 21 – 22	7:30 a.m. – 4 p.m.	Safety Training Center
May 6 – 7	7:30 a.m. – 4 p.m.	Safety Training Center

### Fundamentals of Backhoe/Excavator Operations Training (Phase III)

This provides employees with the basic skills necessary for the safe operation of excavating equipment. Training will include excavating around underground utilities, installing protection systems, and trenching/excavations techniques. 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](mailto:Dbradshaw@cityoftulsa.org) for more information.

Date	Time	Location
Jan. 27 - 31	7:30 a.m. – 4 p.m.	Safety Training Center
March 17 – 21	7:30 a.m. – 4 p.m.	Safety Training Center
April 28 – May 2	7:30 a.m. – 4 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](mailto:Dbradshaw@cityoftulsa.org) to schedule.

Date	Time	Location
March 12	1 p.m. – 3 p.m.	Safety Training Center
June 4	1 p.m. – 3 p.m.	Safety Training Center

### 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](mailto:Dbradshaw@cityoftulsa.org) for more information.

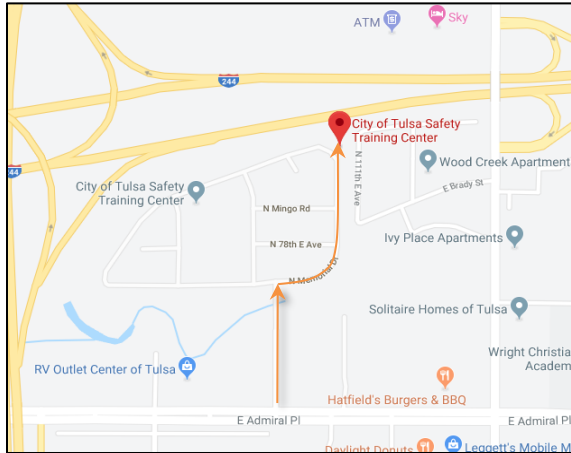
Date	Time	Location
April 9	8 a.m. – Noon	Safety Training Center
April 10	8 a.m. – Noon	Safety Training Center



## Training Class Location Maps

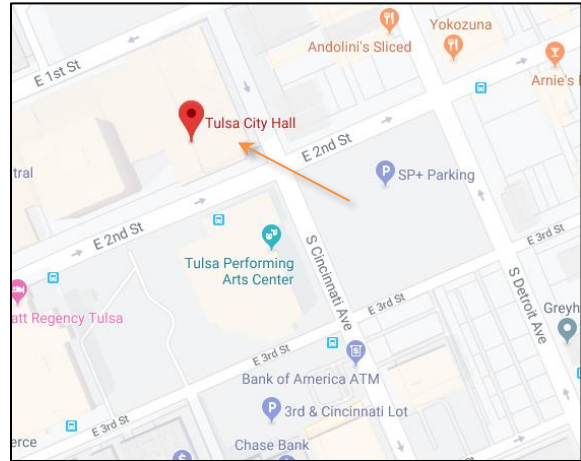
### Safety Training Center

10926 E. Cameron St., Tulsa, OK 74116



### City Hall (OTC)

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



### Tulsa Technology Center (TTC)

3638 S. Memorial Dr., Tulsa, OK 74104

