

## **S/P2 – “Supervisor’s Course”**

### **Modules**

1. Introduction
2. Legal Issues
3. Right to Know
4. Your Written Plan
5. Self Audit Checklist
6. Surviving an Inspection
7. Coping with Stress in the Workplace
8. Resources
9. Final Exam

### **Learning Objectives upon the Completion of Each Module**

#### **1. Introduction**

Students should:

- identify the goals for Safety and Pollution Prevention Training
- understand who should complete the Supervisor Training and who should complete the Safety and Pollution Prevention Training

#### **2. Legal Issues**

Students should:

- understand the hazardous waste generator classifications
- identify how to document and keep records of all hazardous waste issues

#### **3. Right to Know**

Students should:

- understand what the right to know is
- recognize how to comply with Right to Know issues

#### **4. Your Written Plan**

Students should:

- adapt the customizable Hazardous Waste Plan for your business
- provide your plan to any Environmental Protection Agency inspectors who visit your business

#### **5. Self Audit Checklist**

Students should:

- recognize and identify areas in your shop that may not be in compliance
- understand that truly committing to compliance requires proactive changes in the shop
- determine the use of the downloadable checklist to self-audit your shop for compliance violations
- identify violations and use the checklist to stay compliant

## 6. Surviving an Inspection

Students should:

- understand how to properly handle an Environmental Protection Agency or Occupational Safety and Health Administration inspection
- identify what the EPA or OSHA looks at and how to be in compliance
- recognize basic violations that you can watch for and easily prevent

## 7. Coping with Stress in the Workplace

Students should:

- identify the common causes of workplace stress
- recognize different ways to reduce or cope with stress
- determine how workplace stress can affect you and the people around you

## 8. Resources

S/P2 LINKS	
Document Name	File Type
<a href="#">S/P2 Chemical Information Sheet</a>	MS Excel
<a href="#">S/P2 Written Plan</a>	MS Word
<a href="#">OSHA Respirator Questionnaire</a>	MS Word
<a href="#">Written Respirator Protection Plan</a>	Adobe PDF
<a href="#">S/P2 Checklist</a>	MS Word
OSHA LINKS	
<a href="#">The OSHA website</a>	
<a href="#">The OSHA Act (1970)</a>	
<a href="#">OSHA Hazardous Communication and Employee Training Laws</a>	
<a href="#">OSHA Evacuation Plans and Procedures eTool</a>	
<a href="#">OSHA Fixed Extinguishing System eTool</a>	
<a href="#">OSHA Record Keeping Forms (300, 300A and 301)</a>	
<a href="#">OSHA Labor Poster (Poster 3165)</a>	
EPA LINKS	
<a href="#">The EPA website</a>	

## 9. Final Exam