

**Kentucky Transportation Cabinet**  
**Employee Safety & Health Branch Training Programs**

Revised: 9/11/2019

<b>TRAINING CATEGORY</b>	<b>JSA</b>	<b>MYPURPOSE EVENT NAME</b>
Accident Investigation		ESH Accident Investigation
Active Shooter Training		ESH Active Shooter Training
Air Monitoring		ESH Air Monitoring
Amputations		ESH Amputations
Arc Welding	Yes	ESH Arc Welding
Asbestos		ESH Asbestos
Asphalt Sawing	Yes	ESH Asphalt Sawing
Back Safety		ESH Back Safety
Backhoes		ESH Backhoes
Barricades MUTCD		ESH Barricades MUTCD
Battery Charging	Yes	ESH Battery Charging
Blasting		ESH Blasting
Bloodborne Pathogens		ESH Bloodborne Pathogens
Boating Safety		ESH Boating Safety
Bucket Truck		ESH Bucket Truck
Calcium Chloride	Yes	ESH Calcium Chloride
Call 811		ESH Call 811
Carbon Monoxide Poisoning		ESH Carbon Monoxide Poisoning
Caught Between		ESH Caught Between
Chains		ESH Chains
Chainsaws	Yes	ESH Chainsaws
Chemical Storage Procedures		(See HAZ COM)
Chipper Safety	Yes	ESH Chipper Safety
Chocking and Blocking		ESH Chocking and Blocking
Cleaning Maintenance and Repair	Yes	ESH Cleaning Maintenance and Repair

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<b>TRAINING CATEGORY</b>	<b>JSA</b>	<b>MYPURPOSE EVENT NAME</b>
Cold Weather		ESH Cold Weather D
Combustible Dusts		ESH Combustible Dusts
Compressed Gases		ESH Compressed Gases
Concrete and Masonry Construction		ESH Concrete and Masonry Construction
Concrete Sawing	Yes	ESH Concrete Sawing
Concrete Testing	Yes	ESH Concrete Testing
Confined Space Non-Permit Required		ESH Confined Space Non-Permit Required
Cranes		ESH Cranes
Culvert Cleaning and Inspections	Yes	ESH Culvert Cleaning and Inspections
Dead Animal Pickup	Yes	ESH Dead Animal Pickup
De-Icing Operations	Yes	ESH De-Icing Operations
Department of Corrections / Offender		ESH Department of Corrections / Offender
Ditching	Yes	ESH Ditching
Driving Awareness		ESH Driving Awareness
Dump Trucks		ESH Dump Trucks
Electrical Hazards	Yes	ESH Electrical Hazards
Electrical Signal Maintenance and Repair	Yes	ESH Electrical Signal Maintenance and Repair
Emergency Action Plan		ESH Emergency Action Plan
Emergency Response Guidebook		ESH Emergency Response Guidebook
Equipment Backing		ESH Equipment Backing
Equipment Inspection	Yes	ESH Equipment Inspection
Equipment Maintenance and Repair	Yes	ESH Equipment Maintenance and Repair
Ergonomics		ESH Ergonomics
Escort Vehicle		ESH Escort Vehicle
Excavations and Trenching		ESH Excavations and Trenching

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Excavator	Yes	ESH Excavator
Exhaust and Ventilation		ESH Exhaust and Ventilation
Eye Wash		ESH Eye Wash
Fall Protection		ESH Fall Protection
Fire Extinguishers Portable		ESH Fire Extinguishers Portable
Fire Protection		ESH Fire Protection
Flammable and Combustible Liquids		ESH Flammable and Combustible Liquids
Formaldehyde		ESH Formaldehyde
Front End Loaders		ESH Front End Loaders
Foundations for Safety Leadership		ESH Foundations for Safety Leadership
Gases, Vapors, Fumes Dusts & Mists		ESH Gases, Vapors, Fumes Dusts & Mists
General		ESH General
General Environmental Controls		ESH General Environmental Controls
Generators		ESH Generators
Good Housekeeping		ESH Good Housekeeping
Gradalls		ESH Gradalls
Graders		ESH Graders
Hand and Portable Power Tools		ESH Hand and Portable Power Tools
Hazard Communication		ESH Hazard Communication
Hazardous Materials		ESH Hazardous Materials
Hazardous Materials Recertification		ESH Hazardous Materials Recertification
Hazardous Waste and Emergency		ESH Hazardous Waste and Emergency Response
Health Fair		ESH Health Fair
Health Hazards Recognition		ESH Health Hazards Recognition

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Hearing and Noise Conservation		ESH Hearing and Noise Conservation
Hearing Protection		ESH Hearing Protection
Heat Stress		ESH Heat Stress
Highway Bridge Inspection and Maintenance	Yes	ESH Highway Bridge Inspection & Maintenance
Highway Maintenance	Yes	ESH Highway Maintenance
Highway Sign Maintenance	Yes	ESH Highway Sign Maintenance
Highway Traffic Count	Yes	ESH Highway Traffic Count
Installing Culvert	Yes	ESH Installing Culvert
Ionizing Radiation		ESH Ionizing Radiation
Jackhammer	Yes	ESH Jackhammer
Job Briefing Safety Talk		ESH Job Briefing Safety Talk
Job Safety Analysis		ESH Job Safety Analysis
Kayaks		ESH Kayaks
Ladders		ESH Ladders
Lawn Mower - Push	Yes	ESH Lawn Mower - Push
Lawn Mower - Riding	Yes	ESH Lawn Mower - Riding
Lead Exposure		ESH Lead Exposure
Litter Pickup	Yes	ESH Litter Pickup
Lockout/Tagout Procedures		ESH Lockout/Tagout Procedures
Manual Lifting		ESH Manual Lifting
Machine Guarding		ESH Machine Guarding
Material Hoists, Personal Hoists and Elevators		ESH Material Hoists, Personal Hoists and Elevators
Materials Handling & Storage		ESH Materials Handling & Storage

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<b>TRAINING CATEGORY</b>	<b>JSA</b>	<b>MYPURPOSE EVENT NAME</b>
Mechanical Power Press		ESH Mechanical Power Press
Methamphetamine Awareness		ESH Methamphetamine Awareness
Mosquito Pellets Distribution	Yes	ESH Mosquito Pellets Distribution
Needles		ESH Needles
New Employee Safety Orientation		ESH New Employee Safety Orientation
Non-Ionizing Radiation		ESH Non-Ionizing Radiation
Nuclear Gauge	Yes	ESH Nuclear Gauge
Office Safety		ESH Office Safety
Operation Lifesaver		ESH Operation Lifesaver
OSHA 10-Hour Construction Training		ESH OSHA 10-Hour Construction Training
OSHA 10-Hour General Industry Training		ESH OSHA 10-Hour General Industry Training
OSHA Recordkeeping Injury and Illness		ESH OSHA Recordkeeping Injury and Illness
Oxygen Fuel Welding or Cutting	Yes	ESH Oxygen Fuel Welding or Cutting
Paving	Yes	ESH Paving
Paving Lee Boy	Yes	ESH Paving Lee Boy
Paving Oiler	Yes	ESH Paving Oiler
Permit Required Confined Space	Yes	ESH Permit Required Confined Space
Personal Injury, Vehicle/Equipment Accident Forms and Reporting		ESH Personal Injury, Vehicle/Equipment Accident Forms and Reporting
Personal Protective Equipment		ESH Personal Protective Equipment
Pesticide Safety		ESH Pesticide Safety
Pothole Patching	Yes	ESH Pothole Patching
Powered Industrial Trucks		ESH Powered Industrial Trucks

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<b>TRAINING CATEGORY</b>	<b>JSA</b>	<b>MYPURPOSE EVENT NAME</b>
Powered Platforms for Building Maintenance		ESH Powered Platforms for Building Maintenance
Pressure Washers	Yes	ESH Pressure Washers
Process Safety Management		ESH Process Safety Management
Proper Securement of Equipment on Trailers		ESH Proper Securement of Equipment on Trailers
Radiation		ESH Radiation
Red Cross AED		ESH Red Cross AED
Red Cross First Aid and CPR		ESH Red Cross First Aid and CPR
Repetitive Motion		ESH Repetitive Motion
Respiratory Protection		ESH Respiratory Protection
Roadside Awareness		ESH Roadside Awareness
Safe Van Training		ESH Safe Van Training
Safety Awareness (General NEC*) NEC – NOT ELSEWHERE CLASSIFIED		ESH Safety Awareness
Safety Talks		ESH Safety Talks
Salt Conveyer	Yes	ESH Salt Conveyer
Scaffolds		ESH Scaffolds
Seat Belts		ESH Seat Belts
Serving of Multi - Piece and Single Piece Rim Wheels		ESH Serving of Multi - Piece and Single Piece Rim Wheels
Shower Equipment – Emergency		ESH Shower Equipment – Emergency
Silica		ESH Silica
Slips, Slides and Shoulder Repair	Yes	ESH Slips, Slides and Shoulder Repair

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Slips, Trips and Falls		ESH Slips, Trips and Falls
Slope Mower	Yes	ESH Slope Mower
Snow & Ice		ESH Snow & Ice
Snow Plowing and Salting Highways	Yes	ESH Snow Plowing and Salting Highways
Spray Truck		ESH Spray Truck
Stairs and Stairways		ESH Stairs and Stairways
Storing and Handling of LP Gases		ESH Storing and Handling of LP Gases
Stress Management		ESH Stress Management
Surveying Operations	Yes	ESH Surveying Operations
Thermoplastic Replacement	Yes	ESH Thermoplastic Replacement
Three Points of Contact		ESH Three Points of Contact
Toxic Substances Exposure Monitoring		ESH Toxic Substances Exposure Monitoring
Tractors	Yes	ESH Tractors
Traffic Control / Flagger Certification		ESH Traffic Control / Flagger Certification
Traffic Incident Management (TIM)		ESH Traffic Incident Management (TIM)
Tree and Brush Work	Yes	ESH Tree Work
Tuberculosis		ESH Tuberculosis
Utility Vehicle		ESH Utility Vehicle
Vehicle Backing		ESH Vehicle Backing
Weather Safety		ESH Weather Safety
Webinars – KY OSHA		ESH Webinars – KY OSHA
Weedeaters	Yes	ESH Weedeaters
Welding, Cutting and Brazing		ESH Welding, Cutting and Brazing
Winter Driving		ESH Winter Driving
Work Platforms		ESH Work Platforms

# Kentucky Transportation Cabinet Employee Safety & Health Branch Training Programs

Revised: 9/11/2019

These listings represent initial revisions of Safety and Health Training Programs for identification and entry into the MyPurpose learning management system. Any changes must be approved by the KYTC Safety and Health Branch Manager. For additional information, please contact the KYTC Safety and Health Branch, Central Office at 502-564-6963.

The Employee Safety and Health (ESH) Branch mandates that certain safety training be taught. In order to properly track these training sessions, ESH has determined that ALL districts should use the same class titles in MyPurpose. To accomplish this, ESH—with the help of the MyPurpose Support Team—has created over 150 Events (classes) in MyPurpose for you to use.

All ESH classes must be recorded on the TC 25-2 Training Report Form.

All Training must be provided by a KYTC ES&H Safety Specialist, Safety Coordinator, Safety Administrator, Branch Manager or a designated authorized individual. Reference Safety and Health Administration Guide, Employee Safety and Health Manual, applicable OSHA Standards and/or best work best practices.

NOTE: When creating a Session from these Events, use your District number as your Class ID – example: D5

Add instructor(s) if known. If you need an instructor added, please contact [kycu@ky.gov](mailto:kycu@ky.gov) with the name of the instructor. Only instructors who are in the MyPurpose system can be added – no external instructors.

NOTE: Listings are not all-inclusive to all possible exposure hazards an employee could encounter. Occupational risk may occur at any work location. Training needs will increase with higher levels of occupational risk.

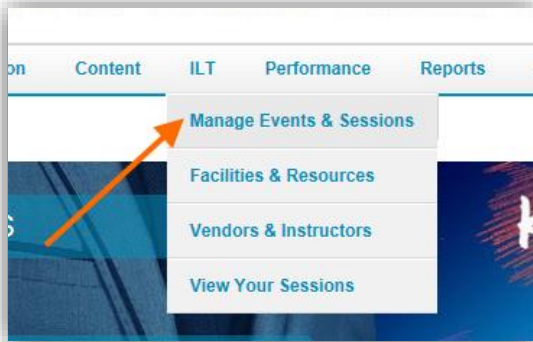
Refer to the **How to Create ESH Sessions** document for further details on how to enter safety training courses into MY Purpose.

Training Requirements in OSHA Standards <https://www.osha.gov/Publications/osha2254.pdf>

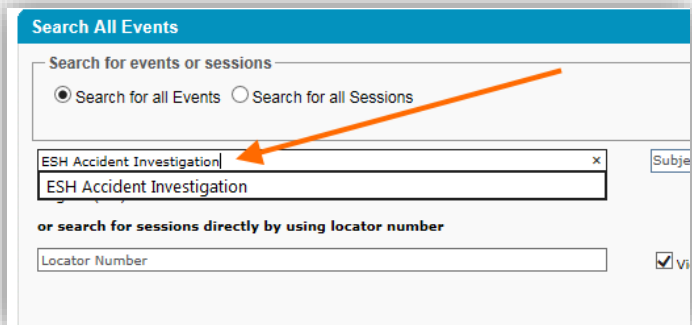


## How to Create ESH Sessions

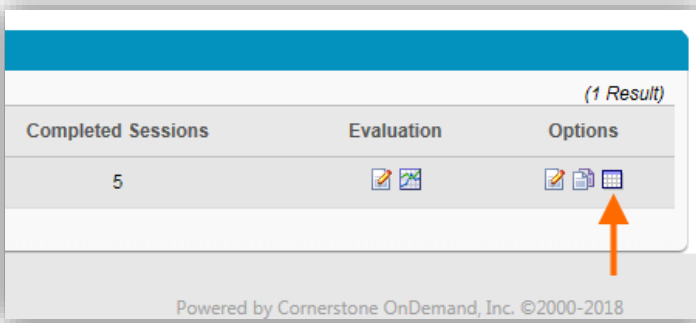
We have created “Events” for all the ESH Training. You will need to create “Sessions” from these events. Here’s how:



Search for the Event you need to add, e.g., “ESH Accident Investigation,” from the “Manage Events and Sessions” tab.



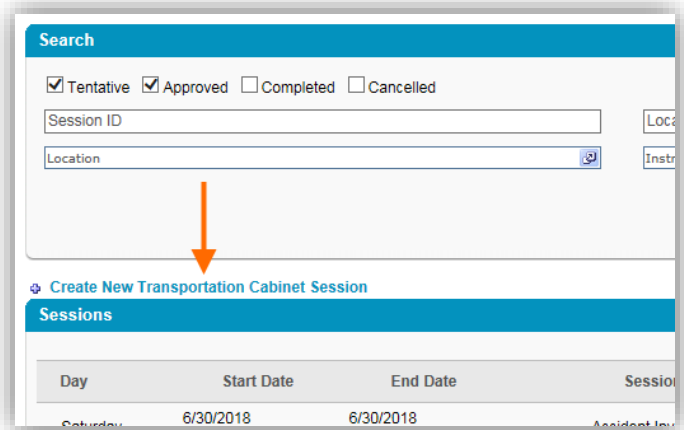
Type in the Event you are looking for in the search field.



When you find the Event, click on the “Sessions” icon (the little calendar on the far right).

On the sessions page, click on the “Create New Transportation Cabinet Session.”

Alternatively, you could search for one of your past Sessions and copy it. You would click the “Completed” box to pull up past trainings. (Instructions in manual.)



On the new Session screen, enter the following:

- **Name** – which should be exactly the same as the name of the Event.
- **Location** – You have to choose a location in this system. Find a location in your district.
- **Add Instructor** – this isn't required, but you can do this. If you need an instructor added, email [kytcu@ky.gov](mailto:kytcu@ky.gov)
- **Dates/Times**

The screenshot shows the 'Edit Part' screen for a session titled 'ESH Accident Investigation'. The interface includes a sidebar with 'Parts Schedule' selected. The main form has several sections:
 

- Name:** 'ESH Accident Investigation' (indicated by an orange arrow).
- Description:** (empty field).
- Location:** 'KYTC Central Office Building - 1st Fl.' (indicated by an orange arrow).
- DATE AND TIME:**
  - Start Date:** 6/20/2018
  - End:** 6/20/2018 (indicated by an orange arrow).
  - Start Time:** 9:30 AM
  - End:** 12:30 PM (indicated by an orange arrow).
  - Time Zone:** (UTC-05:00) Eastern Time (US & Canada)
  - Part Duration:** 3 Hour(s) 0 Minute(s)
- PART BREAK:** (empty section)
- PART OCCURRENCE:**
  - Occurs:** Radio buttons for 'Once' (selected), 'Daily', 'Weekly', and 'Monthly'.
  - Duration:** Start Date: 6/20/2018
- Buttons:** 'Save Part', 'Save & Add New Part', and 'Cancel' (indicated by an orange arrow).

Once you have completed these steps, click "Save Part."

On the "Parts Schedule" Screen, click on "Check Schedule." If there's no conflict with location, the status light will turn GREEN. If there's a conflict, you may have to find another location. Click "NEXT."

The screenshot shows the 'Parts Schedule' screen. At the top, there are buttons for 'Add Part', 'View Events Calendar', 'Export to Excel', and 'Check Conflicts'. Below is a table with the following data:
 

Status	Day	Part Name	Starts	Ends	Training Hours	Location	Instructor	Options
●	Wednesday	ESH Accident Investigation	6/20/2018 9:30 AM EST	6/20/2018 12:30 PM EST	3 Hour(s) 0 Minute(s)	KYTC Central Office Building - 1st Floor - TCOB Room 110		[Edit] [Delete]

 Below the table are 'Save', 'Cancel', and 'Next >' buttons. An orange arrow points to the 'Check Conflicts' button, and another points to the 'Next >' button.

On the "Details" screen, enter a Session ID – Use your District, e.g., D10. Then enter "Credits" which should be the number of hours in training. Click "NEXT."

The screenshot shows the 'Details' screen for the session. The sidebar has 'Details' selected. The main form contains:
 

- Session ID:** Input field with 'D10' (indicated by an orange arrow).
- Credits:** Input field with '4' (indicated by an orange arrow).
- Required Training Approvals:** Input field with a note: 'Place a value in this box greater than 0 to require this r. Changes to this field will only apply to users who do not'.
- Required Completion Approvals:** Input field with a note: 'Place a value in this box greater than 0 to require this r. Completed. If this box is blank, the LO will not require c'.
- Training Topics:** (empty text area).

**IMPORTANT:** If this is an “ESH Safety Talk,” add the subject of the talk after the Session ID, e.g., D6 – Brown Recluse Spiders. This is the only way we’ll know what the subject is. Also add this to the “Training Topics.”

**Details ?**

Session ID:  Locator Number

Credits:

Required Training Approvals:  Place a value in this box greater than 0 to require this number of training approvals to all users. Changes to this field will only apply to users who do not have this Cohort on their transcript.

Required Completion Approvals:  Place a value in this box greater than 0 to require this number of training completion approvals. If this box is blank, the LO will not require completion approval. NOTE: Changes to this field will only apply to users who do not have this Cohort on their transcript.

Training Topics:

On the “Availability” screen, choose the Transportation Cabinet (this may be already chosen for you). Make sure “PRE-APPROVED” is checked. Click “NEXT.”

**ESH Accident Investigation**  
- Created by Michael Camenisch on 6/29/2018

Select the group(s) of employees who should be allowed to register for this session. You may enter any combination of the criteria below. Employees who have not been selected for availability may still register if they are granted an exception.

**Session** Show Me

- Parts Schedule
- Details
- Availability**
- Emails
- Summary

**Availability**

Do not allow users to Request this session by Exception Request. If checked, only users in availability below will see this session.

**AVAILABILITY**

The availability criteria that you select will only include employees who meet the following criteria: (Organization is or below Transportation Cabinet)

Select Criteria:

REMOVE CRITERIA

Criteria	INCLUDE SUBORDINATES	PRE-APPROVED	REGISTER UPON APPROVAL
All users in Organization: Transportation Cabinet (10101918)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

On the “Emails” screen, make sure “No Emails” is chosen. Click “NEXT.” This is VERY important to make sure attendees don’t get confusing emails.

**ESH Accident Investigation**  
- Created by Michael Camenisch on 6/29/2018

**Session** Show Me

- Parts Schedule
- Details
- Availability
- Emails**
- Summary

**Emails ?**

System Defaults - Use default emails based on settings and emails that have not yet been queued.

Custom Emails - All emails related to this learning object based on the custom templates below. Changes made to the templates will be reflected in the emails sent.

No Emails - No emails will be sent in association with this session.

Look over the “Summary” screen to make sure everything is correct. Click “SAVE.”

Once saved, you have created this Session. You can now add attendees to the roster.

**ESH Accident Investigation**  
Created by Michael Camenisch on 6/29/2018

**Session** | Show Me

- Parts Schedule
- Details
- Availability
- Emails
- Summary**

**Summary**

Description:  
Subject(s): Safety, Health & W  
Available Languages: English (US)

**SESSION DETAILS**

Provider: Transportation C  
Duration: 3 Hours 0 Min  
Locator Number: 28461  
Session ID: D10  
Credits: 3  
Training Topics:  
LEGACY ACTIVITY CODE:  
Price: \$0.00  
Training Contact: Michael Camen  
Availability: All users in Organ  
Evaluation: Level 1 Reactor  
Level 2 Learning  
Level 3 Behavio  
Created By: Michael Camenisch  
Last Modified By: Michael Camenisch  
Registration Deadline: 6/20/2018 9:30 A  
Seats Available: 1000  
Maximum Registration: 1000  
Currently Registered: 0

**SCHEDULE**

Training Hours: 3 Hour(s) 0 Minute(s)

Day	
Wednesday	ESH Accident Investigation

« Back Save Cancel

Once you have saved your Session, you’ll end up back at the Sessions screen. Find the Session you created and click on the tiny “View Roster” icon.

**ESH Accident Investigation** | Show Me

**Search**

Tentative  Approved  Completed  Cancelled

Session ID:  Locator Number:  Start Date:  to

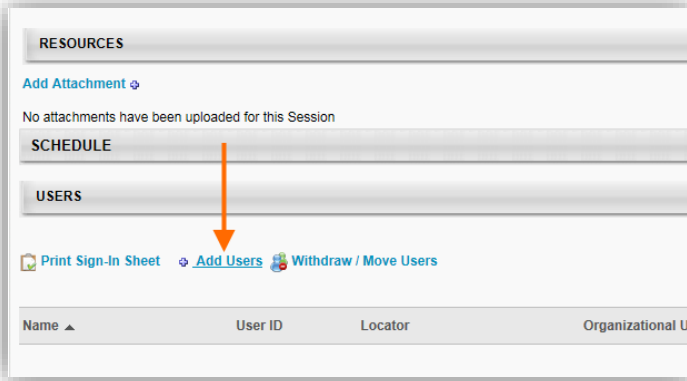
Location:  Instructor:

↳ Create New Transportation Cabinet Session

**Sessions** (4 Results)

Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Saturday	6/30/2018 8:30 AM EST	6/30/2018 5:30 PM EST	Accident Investigation	28460	Administrative Specialist III	0 of 1000		Approved	
Wednesday	6/20/2018 9:30 AM EST	6/20/2018 12:30 PM EST	D10	28461	KYTC Central Office Building - 1st Floor - TCOB Room 110	0 of 1000		Approved	
Friday	6/15/2018 8:30 AM EST	6/15/2018 5:30 PM EST	Esh Accident Investigation	28003	District 3 Three Springs Complex - District 3 Three Springs Complex	0 of 1000		Approved	
Thursday	6/7/2018 8:30 AM EST	6/7/2018 5:30 PM EST	Esh Accident Investigation	27920	District 3 Three Springs Complex - District 3 Three Springs Complex	0 of 1000		Approved	

Once you're on the Roster screen, you can add your attendees. Click on "Add Users."



When the "Add Users" screen opens, type in a name you want, then click the BLUE + next to their name. This will put them in the "Selected User" section.

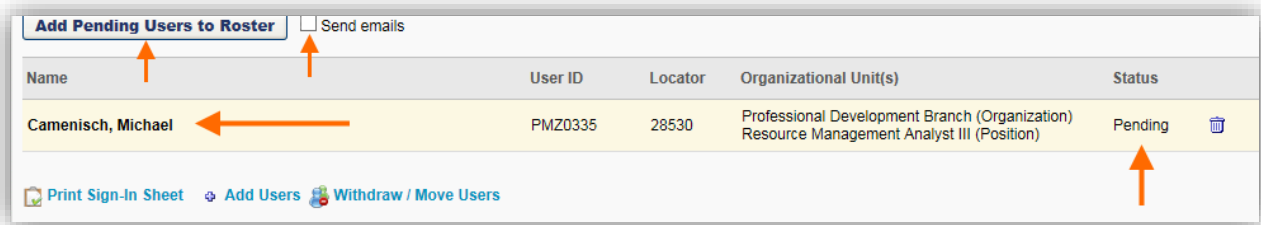
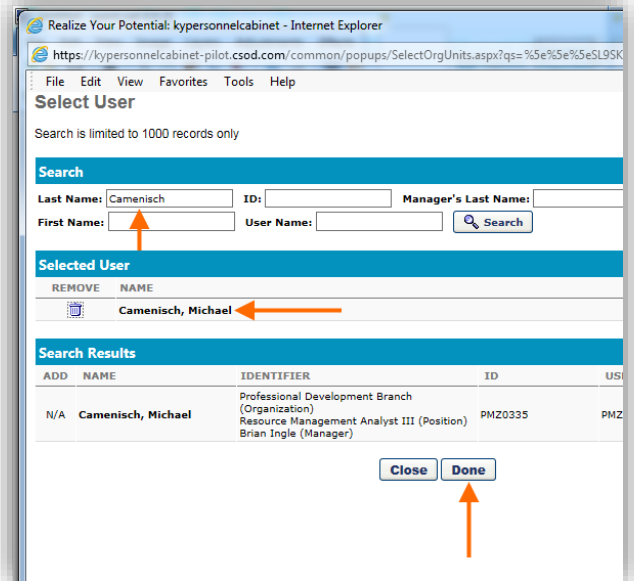
Add the rest of your attendees.

When completed, click the "Done" button.

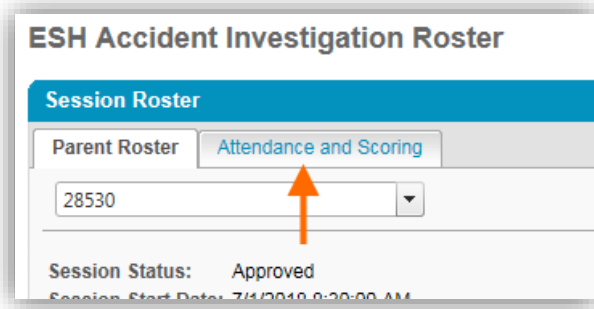
Once you've added all your attendees, you'll be back at the previous screen with your attendees listed. Notice they currently say "Pending."

Make sure "Send emails" is unchecked.

Click on the "Add Pending Users to Roster" button.



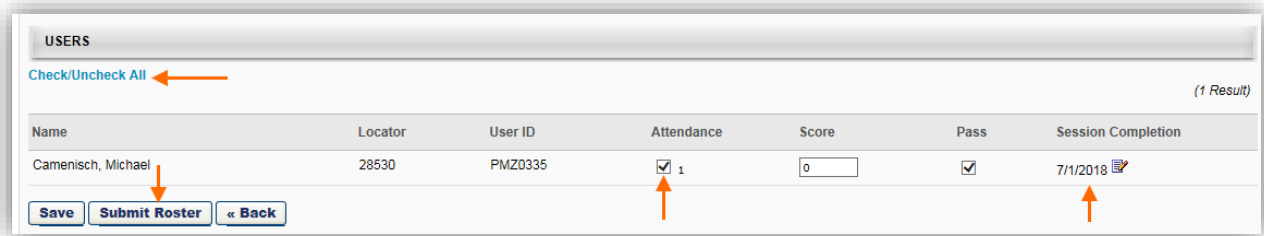
NOTE: MyPurpose will only add 10 people at a time to the roster. So if you selected more than 10, you may have to "Add Pending Users to Roster" more than once. Which means you'll also have to uncheck "Send emails" again.



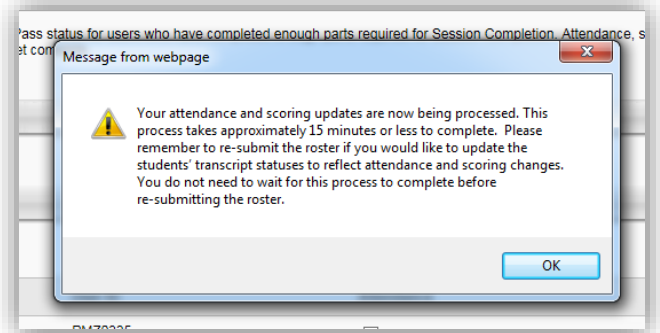
Once attendees have been moved to “Registered” status, click on the “Attendance and Scoring” tab.

On the “Attendance and Scoring” screen, click the box for those who attended. You can also click the “Check/Uncheck All” to check everyone on your list. The session completion will be the same date as you put in the Session earlier. Once finished, click on “Submit Roster.”

NOTE: If you mark attendees as “Attended” before the date of the training, the training will not show up on their Transcript until that date.



You will then see a message that it may take up to 15 minutes to process this submission. Click “OKAY.”



Once processed, you can see the attendee(s) are marked as “Attended” and “Completed.”

