

## Safety/Health and Heavy Equipment Operations

### Training Schedule January - June 2026

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 12**. To ensure training is efficient and effective, please adhere to the guidelines below:

- Enroll in classes through your department/section GeoTalent Registrar (CTR)
- 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, don't hesitate to contact [Melissajohnson@cityoftulsa.org](mailto:Melissajohnson@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 [cralston@cityoftulsa.org](mailto:cralston@cityoftulsa.org).

Date	Time	Location
Jan. 7	8 a.m. – 2 p.m.	Safety Training Center
Feb. 4	8 a.m. – 2 p.m.	Safety Training Center
Mar. 11	8 a.m. – 2 p.m.	Safety Training Center
Apr. 1	8 a.m. – 2 p.m.	Safety Training Center
May 6	8 a.m. – 2 p.m.	Safety Training Center
June 4	8 a.m. – 2 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 [cralston@cityoftulsa.org](mailto:cralston@cityoftulsa.org).

### Chainsaw Safety

This class is centered around the safe operation of chainsaws, which are often used for storm debris cleanup and in day-to-day operations. The class will include a discussion and demonstration of safety gear and how to select the right size of chainsaw for a job. The instructor will demonstrate safe starting procedures as well as tree and limb sawing practices. There will be discussions on storage, gas and oil mix, oil usage, and chain selection and sharpening.

These classes are open to the public. In addition to enrolling through GeoTalent, enrollment procedures through [OSU's LTAP Registration](#) must be completed. Reach out to

[MelissaJohnson@cityoftulsa.org](mailto:MelissaJohnson@cityoftulsa.org) for information on the enrollment process.

Date	Time	Location
Feb. 10	8 a.m. – 4 p.m.	Safety Training Center
Feb. 24	8 a.m. – 4 p.m.	Safety Training Center



## 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. **Important:** In addition to the 4 hours of classroom training, practical (hands-on) training must be completed by the employee's work group to receive completion credit for this course. ***This is not a refresher course.***

Date	Time	Location
Jan. 21	8 a.m. – Noon	Safety Training Center
Feb. 26	8 a.m. – Noon	Safety Training Center
Mar. 18	8 a.m. – Noon	Safety Training Center
Apr. 16	8 a.m. – Noon	Safety Training Center
May 28	8 a.m. – Noon	Safety Training Center
June 4	8 a.m. – Noon	Safety Training Center

## Confined Space Entry 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 HR progression requirements. ***This is not a refresher course.***

Date	Time	Location
Jan. 21	8 a.m. – Noon	Safety Training Center
Feb. 26	8 a.m. – Noon	Safety Training Center
Mar. 18	8 a.m. – Noon	Safety Training Center
Apr. 16	8 a.m. – Noon	Safety Training Center
May 28	8 a.m. – Noon	Safety Training Center
June 4	8 a.m. – Noon	Safety Training Center

## 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. 20	8 a.m. – Noon	Safety Training Center
Feb. 5	8 a.m. – Noon	Safety Training Center
Feb. 11	8 a.m. – Noon	Safety Training Center
Feb. 19	8 a.m. – Noon	Safety Training Center
Mar. 12	8 a.m. – Noon	Safety Training Center
Mar 26	8 a.m. – Noon	Safety Training Center
Apr. 14	8 a.m. – Noon	Safety Training Center



Apr. 23	8 a.m. – Noon	Safety Training Center
May 13	8 a.m. – Noon	Safety Training Center
May 27	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 (PPPM 961), & Injury Reporting

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. 13	12:45 – 2:45 p.m.	City Hall – 3 Theater
Jan. 27	12:45 – 2:45 p.m.	City Hall – 3 Theater
Feb. 10	12:45 – 2:45 p.m.	City Hall – 3 Theater
Feb. 24	12:45 – 2:45 p.m.	City Hall – 3 Theater
Mar. 10	12:45 – 2:45 p.m.	City Hall – 3 Theater
Mar. 24	12:45 – 2:45 p.m.	City Hall – 3 Theater
Apr. 7	12:45 – 2:45 p.m.	City Hall – 3 Theater
Apr. 21	12:45 – 2:45 p.m.	City Hall – 3 Theater
May 5	12:45 – 2:45 p.m.	City Hall – 3 Theater
May 19	12:45 – 2:45 p.m.	City Hall – 3 Theater
June 3	12:45 – 2:45 p.m.	City Hall – 3 Theater
June 16	12:45 – 2:45 p.m.	City Hall – 3 Theater
June 30	12:45 – 2:45 p.m.	City Hall – 3 Theater

## 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
Jan. 7	9 – 11:30 a.m.	Safety Training Center
Feb. 2	1 – 3:30 p.m.	Safety Training Center
Apr. 13	9 – 11:30 a.m.	Safety Training Center
June 3	1 – 3:30 p.m.	Safety Training Center



## Ergonomics for Office and Field Employees

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. 13	10:15 – 11:45 a.m.	City Hall – 3 Theater
Jan. 27	10:15 – 11:45 a.m.	City Hall – 3 Theater
Feb. 10	10:15 – 11:45 a.m.	City Hall – 3 Theater
Feb. 24	10:15 – 11:45 a.m.	City Hall – 3 Theater
Mar. 10	10:15 – 11:45 a.m.	City Hall – 3 Theater
Mar. 24	10:15 – 11:45 a.m.	City Hall – 3 Theater
Apr. 7	10:15 – 11:45 a.m.	City Hall – 3 Theater
Apr. 21	10:15 – 11:45 a.m.	City Hall – 3 Theater
May 5	10:15 – 11:45 a.m.	City Hall – 3 Theater
May 19	10:15 – 11:45 a.m.	City Hall – 3 Theater
June 3	10:15 – 11:45 a.m.	City Hall – 3 Theater
June 16	10:15 – 11:45 a.m.	City Hall – 3 Theater
June 30	10:15 – 11:45 a.m.	City Hall – 3 Theater

## Excavation/Trenching/Shoring Initial Training

This class is designed for new employees assigned to excavation, trenching, and shoring duties or for employees who haven't performed excavation, trenching, and shoring duties but are now expected to do so. **This is NOT a refresher course.**

Date	Time	Location
Jan. 22	8 a.m. – 12 p.m.	Safety Training Center
Mar. 25	8 a.m. – 12 p.m.	Safety Training Center
May 19	8 a.m. – 12 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. **Departments must pay for their employees to attend this training.**

Date	Time	Location
Mar. 2-6	8 a.m. – 4 p.m.	Safety Training Center
May 11-15	8 a.m. – 4 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 class.** Contact [Safety@cityoftulsa.org](mailto:Safety@cityoftulsa.org) for more information.

Date	Time	Location
Mar. 2	8 a.m. – 4 p.m.	Safety Training Center
Apr. 20	8 a.m. – 4 p.m.	Safety Training Center
May 18	8 a.m. – 4 p.m.	Safety Training Center

## Job Hazard Analysis, 905A & 905B

Students will learn how to properly create and utilize a Job Hazard Analysis (JHA). Injury investigation techniques and the completion of 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. 25	1 – 3 p.m.	Safety Training Center
Apr. 8	1 – 3 p.m.	Safety Training Center
June 10	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. 11	9 – 11 a.m.	City Hall – 03 Presentation Theater
Apr. 22	9 – 11 a.m.	City Hall – 03 Presentation Theater
June 10	9 – 11 a.m.	City Hall – 03 Presentation Theater



## OSHA General Industry – 10 Hour

This training class is intended to provide entry-level general industry workers with 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. 5 – 6	8 a.m. – 5 p.m.	TTC – Industry Training Center
May 7 – 8	8 a.m. – 5 p.m.	TTC – Industry Training Center

## OSHA General Industry – 30 Hour

This training class includes many topics intended to provide general industry workers with 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 8-12	8 a.m. – 5 p.m.	TTC – Industry Training Center

## 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. 13	8:10 – 10 a.m.	City Hall – 3 Theater
Jan. 27	8:10 – 10 a.m.	City Hall – 3 Theater
Feb. 10	8:10 – 10 a.m.	City Hall – 3 Theater
Feb. 24	8:10 – 10 a.m.	City Hall – 3 Theater
Mar. 10	8:10 – 10 a.m.	City Hall – 3 Theater
Mar. 24	8:10 – 10 a.m.	City Hall – 3 Theater
Apr. 7	8:10 – 10 a.m.	City Hall – 3 Theater
Apr. 21	8:10 – 10 a.m.	City Hall – 3 Theater
May 5	8:10 – 10 a.m.	City Hall – 3 Theater
May 19	8:10 – 10 a.m.	City Hall – 3 Theater
June 3	8:10 – 10 a.m.	City Hall – 3 Theater
June 16	8:10 – 10 a.m.	City Hall – 3 Theater
June 30	8:10 – 10 a.m.	City Hall – 3 Theater



## 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. 8	7:30 a.m. – 4 p.m.	Safety Training Center
Jan. 20	7:30 a.m. – 4 p.m.	Safety Training Center
Jan. 23	7:30 a.m. – 4 p.m.	Safety Training Center
Feb. 4	7:30 a.m. – 4 p.m.	Safety Training Center
Feb. 5	7:30 a.m. – 4 p.m.	Safety Training Center
Feb. 19	7:30 a.m. – 4 p.m.	Safety Training Center
Mar. 9	7:30 a.m. – 4 p.m.	Safety Training Center
Mar. 12	7:30 a.m. – 4 p.m.	Safety Training Center
Mar. 19	7:30 a.m. – 4 p.m.	Safety Training Center
Apr. 2	7:30 a.m. – 4 p.m.	Safety Training Center
Apr. 9	7:30 a.m. – 4 p.m.	Safety Training Center
Apr. 16	7:30 a.m. – 4 p.m.	Safety Training Center
May 1	7:30 a.m. – 4 p.m.	Safety Training Center
May 7	7:30 a.m. – 4 p.m.	Safety Training Center
May 21	7:30 a.m. – 4 p.m.	Safety Training Center
June 5	7:30 a.m. – 4 p.m.	Safety Training Center
June 11	7:30 a.m. – 4 p.m.	Safety Training Center
June 16	7:30 a.m. – 4 p.m.	Safety Training Center

## Traffic Control (MUTCD) Training

This class covers what is required to comply with Part VI of the Manual on Uniform Traffic Control Devices (MUTCD), Temporary Traffic Control. This class familiarizes students with the theory of how traffic control devices and signs are used correctly in temporary traffic control situations, including flagging procedures. It will also address the MUTCD Typical Applications and the development of Traffic Control Plans.

These classes are open to the public. In addition to enrolling through GeoTalent, enrollment procedures through [OSU's LTAP Registration](#) must be completed. Reach out to [MelissaJohnson@cityoftulsa.org](mailto:MelissaJohnson@cityoftulsa.org) for information on the enrollment process.

Date	Time	Location
Feb. 18	8 a.m. – 4 p.m.	Safety Training Center



Apr. 22	8 a.m. – 4 p.m.	Safety Training Center
June 17	8 a.m. – 4 p.m.	Safety Training Center

## Traffic Incident Management (TIM) Training

This training is open to all public works transportation and roadway workers, as well as all disciplines of emergency responders, fire, and law enforcement. TIM focuses on developing teams that can work together in a coordinated manner from the moment the first emergency call is made.

Key topics covered will include:

- Proper deployment of response vehicles and equipment,
- Creating safe work areas using traffic control devices,
- Techniques to expedite accident clearance,
- Reduce the number of struck-by incidents among roadway workers and responders,
- Reducing secondary crashes,
- Minimizing responder on-scene times,
- Promoting public education on Oklahoma traffic laws related to these incidents

In addition to enrolling through GeoTalent, enrollment procedures through [\*\*OSU's LTAP Registration\*\*](#) must be completed. Reach out to [\*\*MelissaJohnson@cityoftulsa.org\*\*](mailto:MelissaJohnson@cityoftulsa.org) for information on the enrollment process.

Date	Time	Location
March 16	8 a.m. – Noon	Safety Training Center



## Heavy Equipment Operations Classes

### Entry Level Driver Training Class 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 CMV Trainer	7:30 a.m. – 4 p.m.	Safety Training Center

### Entry Level Driver Training Class 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 CMV Trainer	7:30 a.m. – 4 p.m.	Safety Training Center

### Large Excavator / Dozer Class

Provide WWWO 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
Jan. 12 - 16	7:30 a.m. – 4 p.m.	Safety Training Center
Feb. 23 - 27	7:30 a.m. – 4 p.m.	Safety Training Center
Apr. 6 -10	7:30 a.m. – 4 p.m.	Safety Training Center
June 22 - 26	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 are required to work with or around heavy equipment and is a prerequisite for the “Phase II Backhoe/Excavator” class.

Date	Time	Location
Mar. 17	8 a.m. – Noon	Safety Training Center
May 21	8 a.m. – Noon	Safety Training Center



## Phase II Backhoe/Track Hoe Class

This class is designed for employees who will be operating heavy equipment and is a prerequisite class for the “Fundamentals of Backhoe/Track Hoe Operations” class. Employees must have a CDL before attending the Phase II class.

Date	Time	Location
Feb. 16 -17	7:30 a.m. – 4 p.m.	Safety Training Center
Mar. 3 - 4	7:30 a.m. – 4 p.m.	Safety Training Center
Mar. 31 - Apr. 1	7:30 a.m. – 4 p.m.	Safety Training Center
May 11 - 12	7:30 a.m. – 4 p.m.	Safety Training Center

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

To provide employees with the training necessary for 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. 9 -13	7:30 a.m. – 4 p.m.	Safety Training Center
Mar. 23 - 27	7:30 a.m. – 4 p.m.	Safety Training Center
May 4 - 8	7:30 a.m. – 4 p.m.	Safety Training Center

## Forklift Safety Certification (Classroom only)

Employees who are assigned to operate forklift-type equipment must have a forklift 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 recertification must contact David Bradshaw at [Dbradshaw@cityoftulsa.org](mailto:Dbradshaw@cityoftulsa.org) to schedule.

Date	Time	Location
Mar. 17	1 – 4 p.m.	Safety Training Center
May 21	1 – 4 p.m.	Safety Training Center

## Fundamentals of 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 at [Dbradshaw@cityoftulsa.org](mailto:Dbradshaw@cityoftulsa.org) for more information. **The dates are subject to change.**

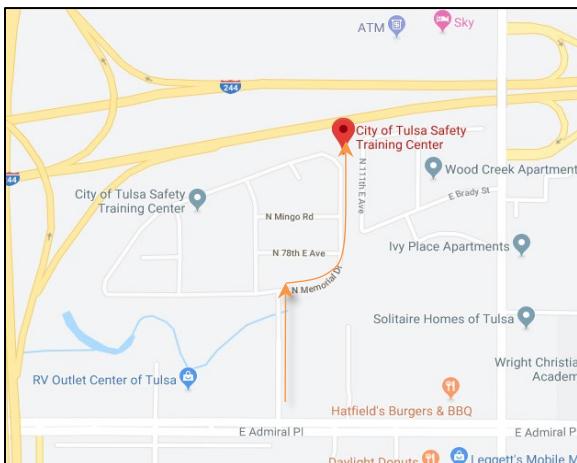
Date	Time	Location
Apr. 7	8 a.m. – Noon	Safety Training Center
Apr. 8	8 a.m. – Noon	Safety Training Center



## Training Center Location & Parking Maps

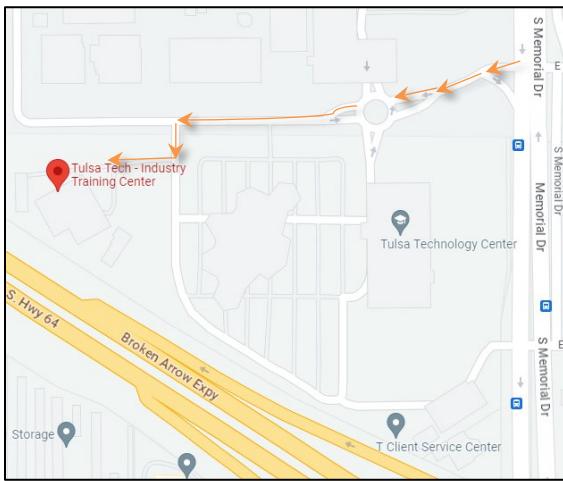
### Safety Training Center

10926 E. Cameron St., Tulsa, OK 74116



### TTC - Industry Training Center

3638 S. Memorial Dr., Tulsa, OK 74104



### City Hall (OTC)

175 E. 2<sup>nd</sup> St., Tulsa, OK 74103

