

COURSE DESCRIPTION

-講義概要-

1. The following are course descriptions of scheduled training classes:
以下は講習の概要です。

a. **Supervisor Safety:** References (a) and (b) require all supervisors to attend initial and annual refresher training on safety responsibilities within the workplace. This training provides an overview of both the Marine Corps and the installations safety programs along with general information about mishap investigation and reporting requirements. Supervisors will also be provided with materials (as requested) and instruction for in house shop safety training. This class is for U.S. civilian personnel, active duty service members E-4 and above, and local national employees serving as supervisors.

監督者安全講習: リファレンス(a)と(b)によりすべての監督者に職場の安全性責任に関する初期教育講習と毎年の再教育講習を受講するよう規定されています。この講習では事故調査と報告手順の一般情報に加えて海兵隊と基地安全プログラムの概観を提供します。また監督者には組織内安全訓練の資料と説明書を提供します(要申請)。この講習は監督職にある米国民間人、E-4以上の現役軍人、そしてMLC/IHA監督者が対象です。

b. **Hazard Communication:** Provides basic information for the Hazard Communication (HAZCOM) Program as required by DoD Instruction 6050.5 and the requirements of the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, "Right to Understand". Training will address hazardous material (HM) properties, Safety Data Sheets (SDS), record keeping, HM labeling, and the classification of HM. This training provides the supervisor with knowledge and understanding necessary to provide work place specific HAZCOM training. **This training is available on the MCB Butler Intranet at <https://intranet.mcipac.usmc.mil/Training/>**

危険有害性情報伝達 (HAZCOM): 米国労働安全衛生局 (OSHA) の危険有害性情報伝達基準である「知る権利」の要件を反映した DoDI 6050.5 で規定されている HAZCOM プログラムの基本的な訓練を提供します。訓練では危険物の性質、安全データシート、記録管理、ラベル貼付、その他について講義します。この訓練は監督者が職場特有の危険有害性情報伝達訓練を教えるのに必要な知識を授けます。

この講習は下記サイトで日本語のオンライントレーニングが利用可能です。

<https://intranet.mcipac.usmc.mil/Training/>

c. **Hearing Conservation:** Addresses the fundamental provisions of hearing loss prevention. This training teaches employees how to evaluate and control noise hazards in the workplace. This training is applicable to both Supervisors and their employees. **Classroom instruction is available in English upon request with a minimum of ten students and two weeks' advanced notice. Online training is available in Japanese on the MCB Butler Intranet: <https://intranet.mcipac.usmc.mil/Training/>**

聴覚保護講習： 難聴防止の基本的規定を講義します。講習には職場における聴力障害の評価と抑制の方法を含みます。この講習は従業員と監督者が対象です。

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d. **Respiratory Protection:** An annual requirement providing basic training for employees that have been identified by the Industrial Hygiene Department, U.S. Naval Hospital Okinawa, as required respirator users. Training will assist employees in proper respirator selection, use, care, and storage. This course includes a fit test. All civilian attendees **must** bring their Medical Surveillance Qualification Card (USNH Oki 6260/3 (1-00)) to verify proof of a physician's approval to wear a respirator. All active duty military attendees **must** bring a letter from their medical department after completion of a Fit for Duty questionnaire to verify qualification to wear a respirator. Personnel receiving an initial fit test do not need to bring a respirator. All other personnel requiring annual training and fit testing are required to bring their own respirator. The fit test **will not** be conducted if there is any hair growth between the skin and the face piece sealing surface.

呼吸器保護講習： 海軍病院の産業衛生専門官によりマスク使用者として判定された従業員に毎年受講が要件である基本的訓練を提供します。訓練では正しいマスクの選択、使用、管理、保管について従業員に教授します。訓練にはフィットテストが含まれます。すべての民間人従業員（MLC/IHAを除く）はマスク着用を医師が承諾したことを証明する医療調査資格カードを持参する必要があります。すべての現役軍人はマスク着用資格確認のための業務適合質問書を記入後に医療部署が発行する書類を持参しなくてはなりません。フィットテストを初めて受ける従業員はマスクを持参する必要はありません。1年ごとの訓練とフィットテストを受ける必要があるその他の従業員は自分のマスクを持参してください。皮膚とマスクの間にひげや毛がある場合はフィットテストは実施されません。

e. **Asbestos Awareness:** This class is **mandatory** for all maintenance employees and custodial workers who conduct repair and maintenance operations that will **not** result in the disturbance of Asbestos Containing Materials (ACM) or Presumed Asbestos Containing Materials (PACM). This is a 2-hour class and annual refresher training is required. **Classroom instruction is available upon request with a minimum of ten students and two weeks' advanced notice. This training is available on the MCB Butler Intranet at**

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アスベスト(石綿)講習： アスベスト(石綿)講習：アスベスト含有物質(ACM)または含有すると推定される物質(PACM)の飛散を伴わない修理および保守作業を行う従業員の必修講習です。講習時間は2時間で毎年受講が義務付けられています。この講習の催行人数は10人以上で少なくとも2週間前のリクエストが必要です。

注) この講習は日本語では提供していません。

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f. **Confined Space:** Instruction includes the basic knowledge of confined space operations and the Confined Space Entry Program. Students will learn the responsibilities and requirements of attendants, entrants, supervisors, and rescue personnel. This course also covers potential hazards inside of confined spaces, use of gas detection equipment, personal protective equipment, and the differences between a confined space and a permit-required confined space. This course is required for all personnel who conduct confined space operations. Recertification is required annually, when a worker can no longer perform confined space work safely, or lacks basic knowledge of the program. **Refresher confined space (JP) training is available on the MCB Butler Intranet at <https://intranet.mcipac.usmc.mil/Training/>**

密閉空間の立ち入り:

密閉空間作業立ち入りプログラムに関する基礎的な知識について講義します。受講者は作業員、見張り人、監督者、そして観望者の責任を学びます。このコースでは密閉空間内の潜在的危険性、ガス検知器の使用、個人保護具、そして密閉空間と必要でない密閉空間の違いについても触れます。この講習は密閉空間で作業するすべての従業員が対象です。密閉空間作業を携う従業員は修習の更新が必要となります。

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(注) Confined Space Initial (JP) は初めて講習を受講する方が対象です。2回目以降の受講(Refresher)は日本語のオンライントレーニングを受講してください。

g. **Energy Control (Lockout/Tagout):** Addresses the requirements and provisions necessary for the establishment of an energy control (Lockout/Tagout (LOTO)) program in accordance with 29 CFR 1910.147 and 333. Training will cover general regulatory provisions to include USMC and MCB program requirements, establishing SOPs, duties of the LOTO Coordinator, identifying authorized personnel, training and record keeping procedures, program evaluation, identifying affected operations, developing written procedures, the use of LOTO log books, the use of approved LOTO devices, and the enforcement of LOTO requirements. **This training is available in Japanese on the MCB Butler Intranet at <https://intranet.mcipac.usmc.mil/Training/>**

Note: Personnel should be a designated activity energy control (lockout/tagout) coordinator.

ロックアウト/タグアウト: ロックアウト/タグアウト (LOTO) プログラムの設置に必要な要件と規定について講義します。講習では海兵隊基地でのプログラム要件、作業手順の設置、LOTO コーディネーターの義務、認定従業員の役割、訓練と記録の管理、プログラム評価、影響を受ける作業の見分け方、文章になった手順の展開、LOTO 記録簿の使用、LOTO 装置の使用、そして LOTO 要件の実施等が含まれます。

(注) 受講者は LOTO コーディネーターに任命されている必要があります。

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h. **Personal Protective Equipment (PPE)**: The issue, maintenance, and use of PPE are necessary to protect Marine Corps personnel when engineering and administrative controls are not available or effective. This class will provide personnel with information on PPE surveys, training, and use as required by NAVMC DIR 5100.8, Chapter 13 and 29 CFR 1910, Subpart I. **This training is available on the MCB Butler Intranet at <https://intranet.mcipac.usmc.mil/Training/>**

NOTE: Respiratory Protection and Hearing Conservation classes are held separately from this course of instruction.

個人用保護具 (PPE) : 工学的抑制と運営管理抑制が利用できない、または効果がないときに海兵隊従業員を保護するため個人用保護具の提供、メンテナンス、使用が必要になります。この講習では NAVMC DIR 5100.8 の第 13 章と 29 CFR 1910 のサブパート I に規定されている個人用保護具の調査、訓練、使用についての情報を提供します。

(注) 呼吸器保護講習と聴覚保護講習は、この講習とは別々に行われます。
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i. **Fall Protection**: Falls are one of the most common types of mishaps in the workplace. This course is an introduction to the prevention of fall hazards and addresses criteria for establishing a fall protection program. Students will learn how to reduce exposures to fall hazards when performing work related functions. Instruction includes fall protection systems, ladder safety, rescue procedures, and training requirements.

Prerequisite for English Fall Protection Class: Complete two fall protection awareness trainings listed on ESAMS web training page (https://esams.cnic.navy.mil/ESAMS_GEN_2/GlobalTraining/WebTraining.asp) : Naval Fall Protection (Slip, Trips and Same Level Falls) Awareness (1259) & Naval Fall Protection Awareness Training for End Users Working at Heights and Supervisors of End Users (2018). Bring the certificates on the day of training.

転落防止 : 転倒・転落はどの職場でもよく起こる事故の1つです。この講習は転落の危険防止への基礎であり、転落防止プログラム設置の基準について講義します。受講者は作業中の転落の危険性をどのようにして減少させるかを学習します。学習内容には転落防止システム、はしごの安全、救助の手順、そして訓練要件が含まれます。当日は各自使用しているハーネスを準備してください。講習後に行なわれる筆記試験と実践訓練に合格すると修了書が授与されます。

j. **Ergonomics Training**: The purpose of this class is to provide supervisors information on ergonomics and how to prevent musculoskeletal disorders by identifying, analyzing, and mitigating ergonomic risk factors in the work place. The class content includes the definition of ergonomics, risk factors, work related musculoskeletal disorders, ergonomic surveys, how to evaluate job tasks, and how to recognize early warning signs of ergonomic related illnesses as well as where to get help. **Classroom instruction is available upon request with a minimum of ten students and two weeks' advanced notice. This training is available on the MCB Butler Intranet at <https://intranet.mcipac.usmc.mil/Training/>**

エルゴノミクス (人間工学) : この講習の目的は監督者にエルゴノミクスと職場でのリスクファクターを判定、解析、軽減することにより筋骨格障害を予防する方法について情報を提供することです。講義内容にはエルゴノミクスの定義、リスクファクター、業務上の筋骨格障害、エルゴノミクス調査、ジョブタスクの評価方法、そしてエルゴノミクス関連疾病の初期症状とその対処方法が含まれます。この講習は最小で10人の受講者と2週間前の申請が必要です。この講習は下記サイトで日本語のオンライントレーニングが利用可能です。

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k. **Risk Management Training:** The purpose of this class is to give the individual the tools to be able to recognize and identify safety hazards that exist in the work space and in everyday life. The individual will understand the 5-step RM process and will be able to complete the operational risk management worksheet. This class will suffice the annual requirement for training. **This class is available upon request with a minimum of ten students and two weeks' notice.** This training is not provided in Japanese.

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l. **Bloodborne Pathogens Training:** The purpose of this class is to provide a basic understanding of bloodborne pathogens, common modes of transmission, prevention methods, and other pertinent information. In March 1992, OSHA's Bloodborne Pathogen Standard, 29 CFR 1910.1030 took effect. This standard was designed to prevent more than 200 deaths and 9,000 bloodborne infections every year. If you can **reasonably anticipate** facing contact with human blood and/or other potentially infectious materials as part of your job duties, this training is essential for you and your workforce. **Classroom instruction is available upon request with a minimum of ten students and two weeks' notice. This training is available in Japanese on the MCB Butler Intranet at**

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血液媒介病原菌 : この講習の目的は血液媒介病原菌についての基本的理解、共通する伝染態様、予防の方法、その他関連する情報を提供することです。1992年3月にOSHAの血液媒介病原菌基準、29 CFR 1910.1030が施行されました。この基準は毎年200人以上の死者と9000人以上の血流性感染を防ぐために立案されました。もし職務で人間の血液や感染物質に接触する危険性があれば、この講習は必須になります。この講習は最小で10人の受講者と2週間前の申請が必要です。この講習は下記サイトで日本語のオンライントレーニングが利用可能です。

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m. **OSHA General Industry 10-Hour Course:** The Occupational Safety and Health Administration (OSHA) Outreach Training Program (OTP) for General Industry teaches general industry workers about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid, and prevent job related hazards. Upon completion of the course, students will receive a course completion card. For additional information on this and other courses, please visit the OSHA website at www.osha.gov and click on the link for training. This training is not provided in Japanese.

(注) この講習は日本語では提供していません。

n. **Supervisor Respirator Protection**: This training is an annual requirement for supervisors who manage employees On the Installation's Respiratory Protection Program. This course highlights program management requirements and assists supervisors by providing tips in maintaining a healthy respiratory protection program. The class concludes with a question and answer session and review of the unit's respiratory program. Supervisors **MUST BRING** their Standard Operating Procedures, a copy of their Industrial Hygiene Survey and previous years program audits to assist in the review. Please call Mr. Richard R. Duran 623-4053 or email at richard.duran1@usmc.mil for further details.

監督者用呼吸器保護講習：呼吸器保護プログラムに該当する従業員の監督者向け講習で毎年の受講が必要です。この講習ではプログラムの管理に焦点をあて、監督者が呼吸器保護プログラムを維持するコツを教授します。講習の最後には質疑応答を行い、部隊の呼吸器保護プログラムの再評価をします。プログラムの再評価にはマスクを使う作業の標準作業手順書（SOP）、産業衛生調査（Industrial Hygiene Survey）のコピー、前年度のプログラム監査の結果が必要ですので必ず持参してください。詳細についての問い合わせ先：リチャード・デュラン 623-4053 richard.duran1@usmc.mil.

（注）この講習は日本語では提供していません。

***** The listed courses target attendees as follows:**

JP - Courses are designed and limited to Japanese speaking employees including MLC's & IHA's.

EN - Courses are designed and limited to English speaking employees

TYPHOON/INCLEMENT WEATHER POLICY

1. Tropical Cyclone Condition of Readiness (TCCOR) can change at a moment's notice during the typhoon season (June - Oct). Schedule changes and/or cancellations apply when the following typhoon conditions have been declared:

a. Tropical Cyclone Condition of Readiness 1 (TCCOR-1)

(1) Prior to 1130 (Mon-Fri): classes will be postponed or cancelled.

(2) After 1300 (Mon-Fri): classes will continue until 1600.

b. Tropical Cyclone Condition of Readiness 1 Caution (TCCOR-1C)- The Installation Safety Office will be closed and students attending classes will be dismissed so they may return to their residence. Prior to release, they will be informed of scheduling/class changes accordingly.

c. Tropical Cyclone Condition of Readiness Storm Watch (TCCOR-SW)- Students should contact the Installation Safety Office at 645-3806/3783 for the status of updated class schedules that may be affected by typhoon conditions.