

**At Your Pace Online LLC**  
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<b>Oregon - 5-hour Utility Management for Water/Wastewater Treatment Operators</b>	<b>5h 18m 58s</b>
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Section/Topic Titles	Word Count	Minute Count	Lesson Time	In-Text Q's
<b>MODULE #1 – Waterworks Operations</b>				
I. Water Utility Management Class	304	3.3	<b>26m 16s</b>	
a. Characteristics of Successful Management	157	1.7		
1. Delegation	135	1.5		
2. Communication	138	1.5		
3. Recognition	134	1.5		
4. Authority	341	3.7		
b. The Functions of Management	133	1.5		
1. Planning	182	2.0		
2. Organizing	308	3.4		
3. Requisition	199	2.2		
4. Leading	163	1.8		
5. Controlling	168	1.8		
Review Question	Q	0.5		1



c. Competitiveness	222	2.4		
d. Lack of Responsibility	211	2.3		
e. Micromanagement	365	4.0		
f. Discipline	649	7.1		
g. Emotional Abuse	214	2.3		
h. Human Factors	226	2.5		
Review Question	Q	0.5		1
IV. Risk Management	98	1.1	<b>19m 9s</b>	
a. The Purpose of Risk Management	45	0.5		
b. Traditional Risk Management Summarized	168	1.8		
c. Ways to Handle or Address Risk	40	0.4		
1. Avoidance	113	1.2		
2. Reduction	72	0.8		
3. Sharing	43	0.5		
4. Retention	41	0.4		
d. Risk Management Plan	266	2.9		
1. Risk Management is Continuous or Cyclical	72	0.8		
e. Steps in the Risk Management Process	6	0.1		
1. Identify	41	0.4		

2. Analyze	199	2.1		
3. Plan	304	3.3		
4. Tracking	76	0.8		
5. Control	70	0.8		
6. Communicate	23	0.3		
f. End of the Module	32	0.3		
Review Question	Q	0.5		1
<b>MODULE #2 – Security &amp; Safety Procedures</b>				
V. Introduction to Safety Training for Water Treatment Operators (Video)	V	3.1	<b>3m 36s</b>	
Review Question	Q	0.5		1
VI. Overview of Workplace Safety	381	4.2	<b>44m 30s</b>	
a. OSHA	167	1.8		
1. Coverage Under the OSH Act	308	3.4		
2. State Plan States	129	1.4		
3. OSHA Standards	413	4.5		
b. Who is Responsible for a Safe Workplace?	298	3.3		
1. Employer and Employee Responsibilities	264	2.9		
2. Safety Committees versus Safety Meetings	381	4.2		
3. Hazard Assessment	275	3.0		
c. Training	199	2.2		

1. How to Design an Effective Training Program	377	4.1		
d. Medical Requirements	516	5.6		
1. Recordkeeping	134	1.5		
2. Accident and Injury Recording and Reporting Procedures	192	2.1		
Review Question	Q	0.5		1
VII. Hazardous Substances & Environmental Risks	5	0.1	<b>38m 59s</b>	
a. Chemical Hazards	220	2.4		
1. Rule of Thumb for Chemical Exposure	147	1.6		
2. Forms of Chemical Hazard	340	3.7		
3. Importance of a Safety Program	161	1.8		
4. Rules for Chemical Handling and Safety	344	3.8		
5. Hazard Communication	244	2.7		
a. Labeling	285	3.1		
b. Use of Material Safety Data Sheets (SDS)	474	5.2		
b. Chlorine	223	2.4		
c. Mold	272	3.0		
1. "Toxic Mold" - <i>Stachybotrys Chartarum</i>	422	4.6		
2. Mold Remediation	270	2.9		
d. Mercury and Heavy Metals	121	1.3		
Review Question	Q	0.5		1



1. Proper Lifting Techniques	201	2.2		
2. How to Avoid Injury from Lifting	198	2.2		
c. Working in Confined Spaces	517	5.6		
d. Extreme Temperatures	134	1.5		
1. Working in Cold Weather	192	2.1		
a. Preventing Cold Stress	309	3.4		
e. Working in Warm Conditions	395	4.3		
f. Excessive Noise & Vibration	248	2.7		
g. Conclusion	71	0.8		
Review Question	Q	0.5		1
XI. Physical Hazards	111	1.2	<b>35m 41s</b>	
a. Electrical Hazards	547	6.0		
1. Electric Shocks from Power Tools	276	3.0		
2. Ground-Fault Circuit Interrupters	375	4.1		
3. Electric Shocks from Ground Faults that Affect the Work Area	189	2.1		
4. Overheating from Inadequate Insulation	126	1.4		
b. Burns from Hot Equipment or Steam	139	1.5		
c. Eye Injury from Flying Particles	237	2.6		
d. Injury from Hand Tools or Worksite Hazards (Ladders)	560	6.1		
e. Slips Trips and Falls from Working in a Wet Environment	271	3.0		

f. Extended Workdays and Working Alone	394	4.3		
Review Question	Q	0.5		1
XII. Safety Recommendations for Water Treatment Operators	8	0.1	<b>11m 5s</b>	
a. Personal Protective Equipment	287	3.1		
b. Lockout/Tagout	99	1.1		
c. General Rules for Working Safely at Water/Wastewater Treatment Plants	509	5.6		
d. Conclusion	7	0.1		
e. End of the Class	60	0.7		
Review Question	Q	0.5		1
<b>Total Word Count</b>	<b>28688</b>	<b>313.0</b>	<b>5h 12m 58s</b>	
<b>Total Presented Questions</b>	<b>12</b>	<b>6.0</b>	<b>0h 6m 0s</b>	
<b>Total Time for Words and Questions</b>		<b>319.0</b>	<b>5h 18m 58s</b>	