

## JPIA Training Conference Course Descriptions

This list includes course descriptions for the upcoming JPIA Training Conference to be held October 28 & 29, 2025. All courses meet requirements for the JPIA [Professional Development Program](#) (PDP) Specialties including Operations (Ops), Supervisor Basics (Sup) and Human Resources (HR).

### October 28, 2025

Course	PDP Specialty
<b>Accident Investigation</b> Accidents or incidents involving employees, the public, or property produce unintended injury, illness, death, or damage; but they may also provide valuable information for building prevention strategies and corrective actions to avoid future incidents. In this course using actual JPIA case examples, you will learn how to conduct the investigative process, from securing the site, gathering evidence, interviewing witnesses, to identifying the root causes of an accident/incident. You will learn how to compile a complete supervisor's accident/incident investigation report. We will also review other forms required for workers' compensation, liability, or property accidents/incidents. The target audience for this class is managers, supervisors, leads, safety manager/coordinators, and HR representatives.	SUP
<b>Ergonomics</b> The information presented in this course will help water agency managers, supervisors, and employees to identify factors contributing to musculoskeletal injuries and review changes to workstations or workflow that may reduce the potential for those injuries. You will review water agency-focused scenarios and practice sound ergonomic techniques and adjustments.	SUP, HR, OPS
<b>Injury Illness Prevention Program</b> Cal/OSHA requires all employers have an effective injury illness prevention program and the IIPP serves as the framework and foundation for breakthrough changes in the way agencies identify and control hazards leading to a significantly improved workplace health and safety environment. In this course, participants will learn how to develop, implement, and maintain an effective workplace IIPP that meets Cal/OSHA requirements. The course will take an in-depth and hands-on review of an Agency's IIPP assignment of responsibilities and hazard assessment.	SUP, HR, OPS

Course	PDP Specialty
<p><b>Performance Management</b></p> <p>This course, designed for supervisors, managers, and human resource staff will provide participants with the necessary tools to manage the performance of their employees by shaping, coaching, and directing their efforts on a daily basis. This continuous process will help employees better understand the nature and quality of their most recent performance, help them identify what they must do to strengthen that performance, and create a desire for them to improve and develop. Topics covered include goal setting, coaching, and supporting skills.</p>	SUP
<p><b>Trenching &amp; Excavation</b></p> <p>This course is designed to introduce both employers and employees with the Cal OSHA standards (CCR1541) regarding trenching and excavation safety. The course will identify common hazards encountered when working in or near trenching and excavations, best practice methods to correct these hazards, soil testing methods, trench protection systems, and general safety requirements.</p>	OPS
<p><b>Wienhoff DER (Designated Employer Representative) Training</b></p> <p>The DOT requires that each regulated company employ at least one representative to act as the drug and alcohol testing coordinator. The DER navigates the multitude of DOT requirements and coordinates with the Third-Party Testing Administrator (Wienhoff). This course explains DER responsibilities in a clear, logical, understandable manner.</p>	PDP Elective
<p><b>Wienhoff DOT For Supervisors (Drug &amp; Alcohol Reasonable Suspicion)</b></p> <p>The DOT requires that all regulated companies employ supervisors who are trained to recognize the signs and symptoms of drug and alcohol use to determine if reasonable suspicion testing is necessary. This class is designed to satisfy that requirement and equip non-regulated companies with the necessary skills to make legally defensible reasonable suspicion determinations.</p>	SUP, HR
<p><b>Workers' Comp Basics for Supervisors</b></p> <p>This course will include a review of the history and benefits of the workers' compensation system in California. An explanation of the direct and indirect costs associated with a workers' compensation loss, benefits to the injured worker, and the supervisor's role in the agency's return-to-work program will be discussed. It is designed for managers, supervisors, human resource staff, and other interested agency staff.</p>	SUP, HR

**October 29, 2025**

<b>Course</b>	<b>PDP Specialty</b>
<b>Cal/OSHA 101</b>  This new course will fulfill the OSHA Inspections requirement in the JPIA Professional Development Program. This course will help participants understand the Department of Industrial Relations, when to report an injury to Cal/OSHA and what to expect during a Cal/OSHA inspection. It covers the steps the agency should take from the time it is notified of an inspection, through an inspection, and what to do in the event of a citation.	SUP
<b>Confined Space Entry</b>  Entering a confined space can be one of the most hazardous water agency tasks if proper safety procedures are not implemented correctly. This course will increase knowledge of the hazards associated with entering confined spaces and review specific control techniques to mitigate hazards. Basic pre-entry, entry, and post-entry procedures such as monitoring and ventilation techniques to safely perform work in confined spaces will be reviewed, and the duties of supervisors, entrants, attendants, contractors, and host agencies for permit-required and non-permit required confined spaces.	OPS
<b>Documenting</b>  This course is designed for ACWA JPIA member supervisors and managers and emphasizes the importance of documentation for personnel-related situations. In the course, we will discuss the right way and wrong way to develop personnel-related documentation; highlight an “easy-to-remember” system to use; review corrective action/disciplinary procedures, correlating documentation; point out cautionary areas, and provide hands-on practice with documentation.	SUP, HR
<b>Emergency Response Planning</b>  This session is designed to assist participants with the process of developing emergency/disaster response plans. Emphasis is placed on identifying critical systems and resources, on recognizing emergency/disaster potential, and on determining the actions and resources needed to address these situations. Included is a review of emergency response command, control, communications, and logistics actions. Additional emphasis is placed on employee training and on evaluating the effectiveness of plans following practice drills and real-life emergencies/disasters. The course is designed for managers, supervisors, safety officers, and other interested agency staff.	SUP

Course	PDP Specialty
<p><b>Hazard ID</b></p> <p>This course focuses on the importance of workplace inspections for purposes of identifying and correcting hazards. Participants will be taught how to develop and use workplace inspection checklists and how to develop a process for tracking corrective action. Hazard mitigation, as an interim step to hazard elimination, will be discussed. Who should attend: Managers, supervisors, safety officers, and other interested agency staff.</p>	SUP, OPS
<p><b>Respiratory Protection</b></p> <p>This is an awareness-level course designed to help participants understand the dangers associated with respiratory hazards commonly found in the water industry and the Cal/OSHA regulatory requirements for respiratory protection. Topics covered include common respiratory hazards, control measures, respirator types, limitations and selection, requirements of respirator users, &amp; respirator program requirements.</p>	OPS
<p><b>Traffic Control &amp; Flagger</b></p> <p>This course will cover basic principles for establishing and maintaining proper traffic control throughout a work zone including advance-warning signs, traffic control methods, work zone safety, equipment requirements, and flagger operations. Attendees will learn the California Manual for Uniform Traffic Control Devices (CA-MUTCD) requirements and best management practices, as it relates to water utility work in streets and roadways. Addresses Cal/OSHA Construction Safety Orders, Sections 1598 &amp; 1599 requiring employers to train employees in how to safely work in traffic zones and conduct flagging operations prior to being assigned to such work and California Vehicle Code 21367 requiring motorists to follow temporary traffic control signs and devices.</p>	OPS
<p><b>Workers' Comp Basics and Reporting Requirements</b></p> <p>This course, for HR &amp; those who report claims to ACWA JPIA, offers a practical overview of workers' compensation, reporting responsibilities, and return-to-work strategies. Attendees will learn how to identify work-related injuries, differentiate claim types, complete required forms (5020, DWC-1, Supervisor Report), and comply with state-mandated reporting timeframes. The training includes real-world scenarios, discusses employer penalties, and highlights the importance of proper documentation. Designed for supervisors, HR, and risk management staff, this course helps agencies support injured employees while protecting their organization from liability.</p>	SUP, HR