



Course Description

Environmental Health and Safety Issues presents best practices for developing and managing an effective environmental health and safety program. You will learn about the regulatory process and how it affects facilities. Compliance with laws and regulations is a key focus. The course will prepare you to conduct site assessments, analyze risk, and cooperate with compliance audits. The course also guides learners through the planning process to mitigate the risk from any workplace emergency, specifically addressing hazardous materials, air quality, water pollution, asbestos and lead hazards, and tank management. The management of and response to specific indoor environmental quality complaints is also addressed. Throughout the course, emphasis is placed on proper record keeping and reporting.

Topics include:

- Regulatory overview, including OSHA and EPA regulations
- Hazard communication and emergency response
- Asbestos and lead management
- Office and industrial ergonomics
- Indoor air quality, air emissions, and pollution control
- Storage tanks, hazardous waste, and site assessment
- Audits, recordkeeping, and legal issues

Course Objectives

Upon successful completion of this course, learners will be able to:

- Develop and manage an effective environmental health and safety program, integrating sustainable best practices wherever appropriate
- Ensure that your facilities are in compliance with Federal, state, and local regulatory mandates
- Assess environmental risk factors and prepare for compliance audits
- Address emergency environmental health situations through proper planning and incident response
- Maintain health and safety records in accordance with industry best practices
- Manage indoor environmental quality complaints related to air, water, mold, radon, asbestos, and other environmental hazards
- Execute appropriate record keeping, reporting, and other requirements associated with aboveground and underground storage tank regulations
- Design and implement a waste management program, including recycling and disposal of all forms of waste including landfills waste, hazardous waste, universal, electronic, and tenant-generated waste

Required Reading

Environmental Health and Safety Issues, Revised 2019

Property & Facilities Management Courses

Asset Management

- Strategic planning, investing, and operating
- Property acquisition and disposition

APPLY THIS COURSE: PMFP, RPA, & FMA

Budgeting and Accounting

- Creating/managing budgets
- Compiling lease abstracts and preparing rent rolls

APPLY THIS COURSE: PAC, PMFP, & RPA

The Design, Operation, & Maintenance of Building Systems, Part I

- Building design and construction basics
- Managing/operating cost-effective building systems

APPLY THIS COURSE: PAC, FMC, RPA, & FMA

The Design, Operation, & Maintenance of Building Systems, Part II

- Proper building/facility maintenance techniques
- Increasing occupant safety and comfort

APPLY THIS COURSE: PAC, FMC, RPA, & FMA

Environmental Health and Safety Issues

- Regulatory overview, audits, and legal issues
- OSHA and EPA regulations

APPLY THIS COURSE: RPA, FMA, & SMA

Ethics Is Good Business® ShortCourse™

- Conflict management
- Proper record keeping and fund usage

APPLY THIS COURSE: RPA & FMA

Facilities Planning and Project Management

- Specifications for facilities performance
- Design development and review

APPLY THIS COURSE: FMA

Fundamentals of Facilities Management

- Managing the many duties of a facilities manager
- Principles of information management

APPLY THIS COURSE: FMC & FMA

High-Performance Sustainable Building Practices

- Implementing high-performance sustainable initiatives
- Sustainable building interior and exterior practices

APPLY THIS COURSE: BOMI-HP

High-Performance Sustainable Building Principles

- Sustainability in the built environment
- Justifying high-performance initiatives

APPLY THIS COURSE: BOMI-HP

High-Performance Sustainable Building Investments

- Cap-ex finance and portfolio management
- Advanced commissioning and technologies

APPLY THIS COURSE: BOMI-HP

Leasing and Marketing for Property Managers

- Market analysis, survey conditions, and planning
- Ownership, investments, and tenant satisfaction

APPLY THIS COURSE: RPA

Managing the Organization

- Effective decision making and problem solving
- Improving team communication and motivation

APPLY THIS COURSE: RPA, FMA, & SMA

Real Estate Investment and Finance

- Asset valuation, appraisal, and enhancement
- Measuring cash flow and life-cycle costs

APPLY THIS COURSE: PMFP, RPA, & FMA

Law and Risk Management

- Properly addressing legal and risk management issues
- Torts, contracts, and property rights

APPLY THIS COURSE: RPA

COURSE LENGTH AND COST

Courses range from 24-30 hours. The total duration and cost depends on the course delivery option(s) chosen and if a course is taken individually or as part of a program.

COURSE EXAMS

To apply a course toward a BOMI International program, students must pass an exam with a 70% or higher at the end of the course. Exams are administered via computer at a Pearson VUE testing center.**

COURSE DELIVERY OPTIONS

BOMI International offers the following study methods:

- Online Self-Paced (self-paced course)
- Accelerated Review (3 or 4-day course)
- Instructor-Led Online (15-week course)
- Self-Study (self-paced course)
- Semester-Length Classroom (varies per course)
- Corporate Onsite Instruction (varies per client)

For more details on Course Delivery Options visit:

www.bomi.org/CourseDeliveryOptions.aspx

* Only a few key topic areas (concepts) are listed for each course. Full course descriptions are available online at www.bomi.org.

** Ethics Is Good Business ShortCourse is the only exam not administered at a testing center. More details are provided at the time of registration.

Systems Maintenance & Management Courses

Air Handling, Water Treatment, and Plumbing Systems

- HVAC, fire protection, and alarm systems
- Air cleaning devices and indoor air quality (IAQ)

APPLY THIS COURSE: BEC, SMC, SMT, & SMA

Boilers, Heating Systems, and Applied Mathematics

- Inner workings of boilers, burners, controls, etc.
- Mechanical components of heating systems

APPLY THIS COURSE: SMC, SMT, & SMA

Building Design and Maintenance

- Building foundation materials and systems
- Grounds maintenance and inspection

APPLY THIS COURSE: SMA

Electrical Systems and Illumination

- Electrical safety, operation, and maintenance
- Different sources of electricity

APPLY THIS COURSE: BEC, SMT & SMA

Energy Management and Controls

- Control system applications
- Determining energy consumption

APPLY THIS COURSE: BEC, SMC, SMT, & SMA

Refrigeration Systems and Accessories

- Refrigeration cycles and principles
- Mechanical components of refrigeration systems

APPLY THIS COURSE: SMC, SMT, & SMA

Environmental Health and Safety Issues

Chapter 1: Developing an Effective Environmental Health and Safety Program
Chapter 2: Legal and Regulatory Background
Chapter 3: Property Evaluations and Environmental Compliance Audits
Chapter 4: Risk Assessment
Chapter 5: Emergency Planning
Chapter 6: OSHA
Chapter 7: Indoor Environmental Management
Chapter 8: Occupational Hazards: Asbestos and Lead
Chapter 9: Water Management and Controls
Chapter 10: Recycling and Disposal
Chapter 11: EHS and Tank Management
Chapter 12: Air Pollution and Air Quality Management
Chapter 13: Case Study: Environmental Health and Safety at Atlantic Medical Office Park

Chapter 1: Developing an Effective Environmental Health and Safety Program

1. Introduction
2. Health and the Environment
3. Built versus Social: Psychological Health
4. Real Estate Transactions and Property Values
5. Planning and EHS Program
6. Implementing Continuous Improvement
7. Record Keeping and Training
8. Tools for EHS Program Management
9. Sustainability Practices
10. Chapter Summary

Chapter 2: Legal and Regulatory Background

1. Introduction
2. Regulatory Compliance
3. The Basic Legal Process in the United States
4. Compliance and Regulations
5. The Dynamic Regulatory Landscape
6. The Enforcement Process
7. Inspection Overview
8. Inspections
9. Basics of a Regulatory Compliance Project
10. Record Keeping and Reporting
11. Sustainability Practices
12. Chapter Summary

Chapter 3: Property Evaluations and Environmental Compliance Audits

1. Introduction
2. Contamination and the Environment
3. Regulatory Overview
4. ECAs versus ESAs
5. Environmental Compliance Audits
6. Environmental Site Assessments
7. Selecting and Managing Environmental Consultants
8. Record Keeping
9. Sustainability Practices
10. Chapter Summary

Chapter 4: Risk Assessment

1. Introduction
2. Types of Risks in the Built Environment
3. Conducting a Risk Assessment
4. Risk-Assessment Methods and Compliance Programs
5. Communicating Risks
6. Record Keeping and Checklists
7. Sustainability Practices
8. Chapter Summary

Chapter 5: Emergency Planning

1. Introduction
2. Business Continuity
3. Planning for and Responding to Emergencies
4. Selected OSHA Fire Safety Regulations
5. Hazardous Waste Operations and Emergency Response Standard
6. Emergency Response Training
7. Hazardous Material Spills
8. Record Keeping
9. Sustainability Practices
10. Chapter Summary

Chapter 6: OSHA

1. Introduction
2. Employer Responsibilities: Using OSHA to Manage Safety
3. Understanding OSHA Standards
4. Inspections
5. Work-Site Hazard Assessment
6. Worker Safety and Health on the Job
7. Electrical Safety
8. Chemical and Materials Hazards
9. OSHA Training Requirements
10. Record Keeping and Checklists
11. Sustainability Practices
12. Chapter Summary

Chapter 7: Indoor Environmental Management

1. Introduction
2. Health Issues Associated with Poor Indoor Environmental Quality
3. Indoor Air Quality
4. IEQ Management and Continuous Improvement
5. Common Sources of IEQ Complaints
6. Managing Common Sources of IEQ Complaints
7. Operations and Maintenance: Taking Action
8. Complaint Investigations, Management, and Testing
9. Mold 101 for the Manager
10. Radon
11. Record Keeping and Checklists
12. Sustainability Practices
13. Chapter Summary

Chapter 8: Occupational Hazards: Asbestos and Lead

1. Introduction
2. Asbestos and Lead: The Basics
3. Asbestos and Lead Sources in Buildings
4. Health Concerns Related to Asbestos and Lead
5. Asbestos and Lead Testing and Analysis
6. The Basics of Managing Asbestos and Lead
7. Asbestos and Lead Record Keeping
8. Sustainability Practices
9. Chapter Summary

Chapter 9: Water Management and Control

1. Introduction
2. Overview of Facility Operation and Activities
3. Potable and Nonpotable Water and Conservation
4. Regulations and Standards
5. Water Treatment for Consumption
6. Stormwater
7. Record Keeping and Checklists
8. Sustainability Practices
9. Chapter Summary

Chapter 10: Recycling and Disposal

1. Introduction
2. Waste Hierarchy
3. Landfill Wastes
4. Hazardous Waste
5. Other Regulated Wastes
6. Universal Wastes
7. Electronic Wastes
8. Tenant Waste Generation
9. Record Keeping and Checklists
10. Sustainability Practices
11. Chapter Summary

Chapter 11: EHS and Tank Management

1. Introduction
2. Types of Storage Tanks
3. Regulatory Concerns with Storage Tanks
4. Tank Management
5. Underground Storage Tank Construction
6. Record Keeping and Checklists
7. Sustainability Practices
8. Chapter Summary

Chapter 12: Air Pollution and Air Quality Management

1. Introduction
2. Air Pollution Control Regulations
3. Local Authority Jurisdiction
4. Pollutant Classifications
5. National Ambient Air Quality Standards
6. Effects of Air Pollution
7. Air Quality Index
8. Air Quality Management Programs
9. Carbon Management
10. Air Emissions Permits
11. Reporting and Record Keeping
12. Sustainability Practices
13. Chapter Summary

Chapter 13: Case Study: Environmental Health and Safety at Atlantic Medical Office Park

1. Introduction
2. Atlantic Medical Office Park
3. Case Study 1: Internal Investigations
4. Case Study 2: Emergency Preparation
5. Case Study 3: Pollution and Contamination Control
6. Case Study 4: Modified EHS Program