

## **OSHA ESSENTIALS/GENERAL SAFETY**

### **Access to Medical and Exposure Records**

Federal law provides employees with the basic right to know the extent and consequences of their exposure to harmful substances they work with. This means they are entitled to full access to all of the medical and exposure records generated for them while working for a given employer. This course covers employee rights to access medical exposure records, how to access those records and what information is exempt from employee access. **Course Length:** 31 min

### **Accident Investigation and Root Cause Analysis**

Thousands of accidents occur throughout the United States every day. Accident investigations determine how and why these accidents occur. By using the information gained from an investigation, a similar or perhaps more serious accident may be prevented. This course will introduce basic accident investigation procedures, root cause analysis, and accident analysis techniques. **Course Length:** 44 min

### **Aerial Lifts v2**

Aerial lifts are frequently used to perform work in areas that cannot be accessed from the ground or from solid construction. Each year, workers die or are seriously injured when using aerial lifts. When working with an aerial lift, an awareness of hazards is a must. This course will introduce common hazards associated with aerial lifts and will discuss safe work practices that should always be followed.

**Course Length:** 34 min

### **Ammonia Awareness**

Ammonia is an extremely useful chemical. It is used as a refrigerant, a cleaning and bleaching agent, and a household cleanser. It is also used to produce fertilizers, plastics, explosives and pharmaceuticals. It is found in water, soil, and air, and is a source of much needed nitrogen for plants and animals. There are, however, some hazards associated with ammonia. The purpose of this course is to discuss these hazards and how to protect against them.

**Course Length:** 28 min

### **Arsenic Awareness**

OSHA requires inorganic arsenic training whenever employees are exposed to arsenic at or above a certain level. This course explains the possible health effects related to inorganic arsenic and how to reduce and/or eliminate the exposures that can lead to these health effects. **Course Length:** 20 min

### **Asbestos Awareness Intro v2**

This introductory course will provide Class III and Class IV asbestos workers with an introduction to a three-part series of courses that will teach asbestos awareness and applicable federal regulations for each asbestos work classification.

**Course Length:** 4 min

### **Asbestos Awareness Part 1 v2**

This course is a continuation of Asbestos Awareness Introduction and will provide Class III and Class IV asbestos workers with the knowledge and skills necessary to identify asbestos hazards, the nature of operations that could result in exposure to asbestos, and the importance of necessary protective controls. This course describes the health effects of asbestos and where it is commonly found. In addition workers will learn ways to prevent exposure and the importance of respiratory protection. **Course Length:** 56 min

### **Asbestos Awareness Part 2 v2**

This is Part 2 of a three-part training course designed to provide Class III and Class IV asbestos workers with the knowledge and skills necessary to identify asbestos hazards, the nature of operations that could result in exposure to asbestos, and the importance of necessary protective controls. Part 2, "Asbestos Control Measures," will outline the precautionary measures to take to reduce or eliminate asbestos exposure. **Course Length:** 44 min

### **Asbestos Awareness Part 3 v2**

This is Part 3 of a three-part training course designed to provide Class III and Class IV asbestos workers with the knowledge and skills necessary to identify asbestos hazards, the nature of operations that could result in exposure to asbestos, and the importance of necessary protective controls. Part 3, "Respiratory Protection," will provide an overview of various types of respirators, their limitations, and how to properly put on and take off a respirator.

**Course Length:** 47 min

### **Basic First Aid Part 1**

In the United States, injuries (all types) may represent the single most important public health problem. The outcome of occupational injuries depends not only on the severity of the injury, but also the rendering of first aid care. This two part lesson discusses the steps in responding to a health or medical emergency, and how to provide first aid to victims. In part 1, we discuss the OSHA regulation; what first aid is; how to recognize and respond to a health/medical emergencies; how to activate the Emergency Medical Service; and how to transfer care to EMS providers. **Course Length:** 21 min

### **Basic First Aid Part 2 – Intervention**

In the United States, injuries (all types) may represent the single most important public health problem. The outcome of occupational injuries depends not only on the severity of the injury, but also the rendering of first aid care. This two part lesson discusses the steps in responding to a health or medical emergency, and how to provide first aid to victims. In Part 2 we discuss how to assess a victim; how to care for the victim; how to take precautions against infectious disease; how to treat specific injuries and what should be in a First Aid Kit. **Course Length:** 42 min

### **Basic Rigging Principles - Part 1**

Rigging is the process of moving heavy loads with slings, chains, hoists, and other special tools. The equipment used for lifting and moving loads is also called rigging. This is Part 1 of a two-part course covering basic rigging principles. Part 1 describes the equipment used to rig a load, including the function, inspection and storage requirements.

**Course Length:** 55 min

### **Basic Rigging Principles - Part 2**

Rigging is the process of moving heavy loads with slings, chains, hoists, and other special tools. The equipment used for lifting and moving loads is also called rigging. This is Part 2 of a two-part course covering basic rigging principles. Part 2 covers general safety rules to be observed while rigging and how to plan and prepare a safe rigging job.

**Course Length:** 29 min

### **Battery and Charger Safety**

Batteries provide electric power for equipment like forklifts, narrow-aisle trucks, airport vehicles, electric buses, autos and golf cars. When used properly, batteries are a safe and reliable source of power. As with any power source, there are some hazards. This lesson covers these hazards, including electrical shock, corrosive chemical exposure and battery handling. **Course Length:** 28 min

### **Benzene Safety**

Benzene is an aromatic hydrocarbon which is produced by the burning of natural products. It is found in gasoline and other fuels, and is used in the manufacture of plastics, detergents, pesticides, and other chemicals. Benzene is a clear, colorless liquid with a pleasant, sweet odor. The odor of benzene does not provide adequate warning of its hazard. In fact, benzene can cause serious health problems that you must understand if you work with it. This module covers the hazards of benzene and how to work safely with benzene.

**Course Length:** 22 min

### **Bloodborne Pathogens v4**

There are many jobs that employees are dying to get, but there are none worth dying for. The Occupational Safety and Health Administration (OSHA) estimates that more than 5.6 million workers in health care and related occupations such as nurses, custodians, maintenance staff and research personnel are at risk of occupational exposure to bloodborne pathogens.

**Course Length:** 45 min

### **Boating Safety**

According to the U.S. Coast Guard, every year boating accidents result in more than 3,000 injuries, over 700 fatalities and nearly \$44 million in property damage. And of course, many of these accidents could have been prevented. This course addresses important hazards and precautions that boat passengers need to know about.

**Course Length:** 39 min

### **Chlorine Awareness**

Chlorine has a huge variety of uses. Its chemical properties make it an extremely effective disinfectant and an essential component in the chemical manufacture of literally thousands of vital products used every day. However, there are some hazards associated with chlorine and you need to know about them and how to protect yourself against them. This course presents information about the hazards of chlorine and how to handle it safely. **Course Length:** 28 min

### **Cleaning Up Small Chemical Spills**

Spills in the workplace are almost inevitable. Because of the range and quantity of substances used in laboratories and other work areas, preplanning is needed to respond safely to chemical spills. Spills should be cleaned up only by knowledgeable and experienced staff. This training will provide the information needed to handle small chemical spills in the workplace. **Course Length:** 23 min

### **Cold Stress**

Cold stress is the loss of body heat to the environment. Low temperature, wind, and wetness have a combined effect on the body to create cold stress, injuries, and illness. Cold-related disorders such as hypothermia and frostbite can kill or injure workers. Employers and employees should be aware of cold stress hazards, cold-related disorders and how to treat and prevent them. **Course Length:** 32 min

### **Combustible Dust**

This course provides a general understanding of the hazards, precautions, and potential consequences associated with combustible dust in the workplace. It will help learners recognize combustible dust hazards at their location and provide good housekeeping practices that will help minimize the likelihood of an explosion in the workplace. This course does not provide technical information suitable to engineers who design, build, and maintain equipment and facilities.

**Course Length:** 35 min

### **Compressed Gas Cylinder Safety**

Industrial and laboratory operations require compressed gases for a variety of uses and applications. Those who work with compressed gas cylinders shoulder the responsibility to safely manage and use them. In addition to their practical applications, compressed gas cylinders also pose a unique hazard because there may be exposure to both physical hazards and chemical hazards. This training provides information on handling compressed gas cylinders safely.

**Course Length:** 31 min

### **Confined Space Hazards v2**

People are injured or killed every year as a result of improperly entering or working in a confined space. Potential hazards in confined spaces include explosions, toxins and oxygen-deficient atmospheres. More than half of the people that die in confined spaces are would-be rescuers. Because confined spaces may be encountered in virtually any occupation, workers need to be able to recognize confined spaces and understand their hazards. This training will provide that knowledge. **Course Length:** 30 min

### **Confined Space Permit-Required v2**

Many workplaces contain spaces that are considered "confined" because their design hinders the activities of those who must enter, work in and exit them. Those who work in confined spaces may face an increased risk of bodily injury, illness and death. This course presents the procedures for permit-required confined space (permit-space) entry and provides valuable information that will help workers identify the different types of confined spaces and their associated hazards. **Course Length:** 69 min

### **Contractor Safety**

OSHA requires that companies provide a safe workplace for all workers. In order to provide a safe work place, rules must be in place. Accidents occur as a result of an unsafe condition or an unsafe act, or both. Both are the result of the actions of people. All accidents and injuries are preventable. This orientation will explain the rules in place to prevent accidents and provide a safe work place. **Course Length:** 42 min

### **CPR Training v2**

Incidents requiring CPR can happen anywhere and at any time. The first response to such an incident is the most important. CPR given at the scene can improve a victim's chances of survival and recovery. This course will demonstrate how to recognize and respond to a severe life-threatening emergency until the Emergency Medical Services (EMS) personnel arrive. **Course Length:** 35 min

### **Crane Operator Safety**

About 250,000 people operate cranes daily and have to deal with the risks involved. Although you may already be aware of the proper operating techniques associated with cranes, it is sometimes easy to forget to implement them in your daily

routine. This module focuses on crane operator safety and how it relates to you and your work environment

**Course Length:** 37 min

### **Egress and Emergency Actions Plans v2**

Each year, more than 200 deaths and 5,000 injuries result from fires and explosions in the workplace. The National Fire Protection Association reports over 115,000 non-residential structural fires for 2004, accounting for \$2.4 billion in direct property damage. Those are the losses due to fires, but there are other hazardous situations that can threaten a worker's life and limb. These include severe weather, medical emergencies, chemical release, and bomb threats.

**Course Length:** 48 min

### **Electrical Hazards and NFPA 70E (Overview) v2**

Every year, between 300 and 500 people are fatally electrocuted in U.S. workplaces. Many of those people, including office workers and operators, work only indirectly with electricity. Electricity, as a raw source of power, presents as many hazards as it does benefits. This course will describe the basic premise of the NFPA 70E regulations and how they affect workplace safety procedures. **Course Length:** 66 min

### **Electrical Safety: Introduction to NFPA 70E 600 Volts or Greater v2**

The goal of this program is to reduce the number of electrical incidents that happen each year. To do this, we provide a foundation of the National Fire Protection Association (NFPA) 70E standard and how it applies to your organization when combined with other job and equipment-related training.

**Course Length:** 35 min

### **Electrical Safety: Introduction to NFPA 70E 600 Volts or Less v2**

This training is important for anyone who works on or near exposed electrical equipment that is energized from 50 volts through 600 volts. Understand why applying the National Fire Protection Association (NFPA) 70E standard benefits your organization. **Course Length:** 46 min

### **Electrical Safety and Lockout/Tagout v2**

Working with electricity can be dangerous. Every year, between 300 and 500 people in the U.S. are killed by electrocutions at work. To handle electricity safely, you need to know how it acts, how it can be controlled, and its hazards. Workers performing service or maintenance on machinery and equipment may be injured by the unexpected startup of the machinery or equipment, or release of stored electrical energy in the equipment. In fact, failure to lock out machinery before working on it is a major cause of injury and death in the United States. **Course Length:** 53 min

### **Emergency Response for Multi-Story Buildings**

In the event of an emergency in a multi-story building, all occupants need to know what to do, where to go and who is in charge. This course will provide you with the information you need to safely evacuate a multi-story building in case of an emergency. **Course Length:** 35 min

### **Excavation and Trenching Safety**

Trenching and excavation work is performed thousands of times daily, throughout the United States in all types of conditions. Unfortunately, each year in this country there are about 70 fatalities, in addition to over 1,000 work-related injuries associated with trenching and excavation incidents. Cave-ins can occur suddenly, without warning, giving little

time to react. But their signs are present when proper safety precautions are not taken. This program has been created to increase your awareness and provide you with a better understanding of the laws, regulations, and company safety policies and procedures associated with your work. **Course Length:** 48 min

### **Fall Protection v2**

Each year, many workers are hurt or killed as a result of falls in the workplace. Falls are usually complex events that involve a variety of factors. For that reason, OSHA's fall protection standard deals with both human and equipment related issues for protecting workers from fall hazards. This training will cover systems and procedures designed to prevent falls off, onto or through working levels and to protect workers from being struck by falling objects.

**Course Length:** 53 min

### **Fall Protection for Mobile Equipment**

Not everything we have to work on is within reach. There are times we need a little help. Sometimes ladders are chosen, other times fixed scaffolds, and still other times mobile equipment like scissor lifts and articulating boom/bucket lifts are chosen. Working safely with this last category will be the focus of this course. **Course Length:** 43 min

### **Fire Extinguisher Safety v2**

A fire is the most common type of emergency for which organizations must plan. Small fires can often be put out quickly by a well-trained employee with a portable fire extinguisher. However, to do this safely, those employees must understand the uses and limitations of a portable fire extinguisher and the hazards associated with fighting fires. This training will provide that knowledge.

**Course Length:** 40 min

### **Fire Prevention and Safety**

Every year in the United States, fires cause huge losses. There are approximately 1 million fires in buildings and other structures, causing about 8,000 deaths each year. The total annual property loss is about \$7 billion, not counting indirect costs such as litigation and investigations. Workplace fires and explosions kill 200 and injure more than 5,000 workers each year. However, many if not most of these fires are preventable. This training focuses on how to prevent and protect against workplace fires. **Course Length:** 33 min

### **Fire Watch**

Many insurance companies report that hot work losses are among the top causes of loss at the properties they insure. That's not surprising: a fire can do a lot of damage very quickly. A fire watch, conducted properly, is one of the most important ways to keep workers safe during hot work and prevent damage and destruction to property.

**Course Length:** 34 min

### **First Aid - Basics v2**

Incidents requiring first aid can happen anywhere and at any time. The first response to such an incident is the most important. First aid given at the scene can improve a victim's chances of survival and recovery. This course presents ways to respond to basic first aid situations until the Emergency Medical Services (EMS) personnel arrive.

**Course Length:** 45 min

### **First Aid - Medical Emergencies**

Injuries, both on and off the job, represent a significant health problem. The outcome of injuries depends on not only the severity of the injury, but also on the rendering of first aid care. Prompt, properly administered first aid care can mean the difference between life and death. This course will cover a variety of emergency scenarios and the appropriate first aid care. **Course Length:** 37 min

### **Flammable and Combustible Liquids**

You're taking this training because you work with flammable and combustible liquids. This may not seem like a really big deal. After all, gasoline is a flammable liquid, and practically everyone uses it. Of course, about one gas station in every thirteen experiences a fire every year. Flammable and combustible liquids are just as dangerous in your workplace. That's why agencies like the Occupational Safety and Health Administration, or OSHA, regulate workplaces that use flammable and combustible liquids. **Course Length:** 42 min

### **Formaldehyde Safety**

Formaldehyde is commonly used in anatomy labs, medical research and teaching facilities as a tissue preservative or as an organic chemical reagent. This course will inform you of the health risks, precautions, and handling procedures you need to know when working with formaldehyde.

**Course Length:** 26 min

### **Grounding**

What makes a good line or cable worker? It's not just their knowledge of electrical principles or their experience – a good line worker or cable worker is one that is committed to taking the time and the steps necessary to work safely. In this course we will cover the reasons for grounding, planning your approach, and discuss details around the grounding procedure. **Course Length:** 31 min

### **Guarding Floor and Wall Openings and Holes v2**

This is a summary of the Guarding Floor and Wall Openings and Holes Standard 1910.23 of the Occupational Safety and Health Act. This module is not intended to be totally inclusive but rather to highlight the information and requirements in the complete OSHA standard. **Course Length:** 41 min

### **Hand and Power Tool Safety v2**

This presentation focuses on the importance of hand and power tool safety and the precautions needed to work safely with these tools. Increasing your knowledge about these topics will help reduce the risk of injury when working with tools. **Course Length:** 29 min

### **Hand, Wrist and Finger Safety v2**

Your hands and wrists help you do a remarkable variety of tasks. You use your hands all day, everyday, both at home and at work and this makes them highly prone to accidents and injuries. Throughout the day, our hands can encounter any number of hazards. Hand and wrist injuries can be accompanied by initial pain, but also may require prolonged recovery, including long hours of physical rehabilitation. Fortunately, these injuries are preventable. This course will present potential hand, wrist and finger hazards, as well as the steps to take to avoid them. **Course Length:** 30 min

### **Hazard Communication v2**

More than 32 million workers work with and are potentially exposed to one or more chemical hazards in more than 3 million American workplaces. With over 650,000 existing

chemical products, and new ones are being introduced every day, a serious problem is posed for exposed workers and their employers. Hazard Communication (Hazcom) training is designed to provide workers with the information they need to know in order to understand the hazards and identities of the chemicals they are exposed to when working.

**Course Length:** 39 min

### **HAZWOPER Refresher Training v3 - Module 01 - Scope, Application and Training Requirements**

The Occupational Safety and Health Administration (OSHA) 29 CFR 1910.120 regulations mandate training for all individuals who are involved in Hazardous Waste Operations or in emergency response to hazardous substance releases - this is usually called HAZWOPER training. All new employees must be trained before entering work assignments in the scope of this standard and contaminated work zones. Employees covered under this standard must also receive refresher training on an annual basis as outlined in 1910.120(e)(8).

**Course Length:** 53 min

### **HAZWOPER Refresher Training v3 - Module 02 - Environmental Issues for HAZWOPER**

Hazardous waste operations and emergency response need to be conducted in an environmentally responsible manner and in compliance with all applicable environmental laws and regulations. This is Part Two of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part Two covers operations that are regulated by the US Environmental Protection Agency (EPA) and reviews environmentally responsible ways of dealing with industrial waste to prevent pollution from hazardous waste.

**Course Length:** 41 min

### **HAZWOPER Refresher Training v3 - Module 03 - Hazard Communication: Your Right to Know**

This is Part Three of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part Three covers Hazard Communication (Hazcom), which provides workers with the information they need to know in order to understand the hazards and identities of the chemicals they may be exposed to when working. **Course Length:** 46 min

### **HAZWOPER Refresher Training v3 - Module 04 - Hazards and Risk Assessment Techniques**

This is Part Four of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part Four covers hazard and risk assessment. Individuals involved in hazardous waste operations and emergency response need to know and understand what hazards they may encounter in their work environment. They must be trained to identify hazards so that they can first assess them, and then take steps to control them whenever possible.

**Course Length:** 56 min

### **HAZWOPER Refresher Training v3 - Module 05 - Toxicology**

This is Part Five of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part Five covers toxicology. Everyone is exposed on and off the job to a variety of chemical substances. Most are not hazardous under ordinary circumstances, but they all have the potential

to cause injury at some concentration. How a material is used is the major factor for determining its hazard potential.

**Course Length:** 45 min

### **HAZWOPER Refresher Training v3 - Module 06 - Monitoring and Medical Surveillance**

This is Part Six of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part Six covers monitoring and medical surveillance. Because of the potentially harmful effects of hazardous waste, the OSHA HAZWOPER standard requires monitoring and medical surveillance of certain employees involved with hazardous waste operations and emergency response. Monitoring helps to determine what protection is needed before exposure to hazardous materials. **Course Length:** 46 min

### **HAZWOPER Refresher Training v3 - Module 07 - Respiratory Protection**

This is Part Seven of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part Seven covers respiratory protection. Respirators provide vital protection against chemicals and oxygen-deficient atmospheres. For this reason it is critical to know how to select and use the appropriate respirator for the job. All respirators are not created equal: not all of them will provide protection in atmospheres with low oxygen or certain other atmospheric hazards. **Course Length:** 37 min

### **HAZWOPER Refresher Training v3 - Module 08 - Personal Protective Equipment**

This is Part Eight of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part Eight covers PPE, personal protective equipment, your last line of defense against hazardous materials in your work environment. Although PPE cannot provide protection from all exposure, when properly selected and worn it can prevent unnecessary harmful exposures. For this reason it is critical to select the appropriate protective equipment for the job. **Course Length:** 27 min

### **HAZWOPER Refresher Training v3 - Module 09 - Confined Spaces**

This is Part Nine of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part Nine covers confined spaces. Many work environments contain spaces that are considered 'confined' because their shape and size make conditions difficult for employees who must enter, work in, and exit them. There are many instances where employees who work in confined spaces face increased risk of exposure to serious hazards.

**Course Length:** 27 min

### **HAZWOPER Refresher Training v3 - Module 10 - Spill Prevention**

This is Part Ten of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part Ten covers spill prevention. Those working in hazardous waste operations and emergency response need to know how to prevent spills or leaks of hazardous materials and how to respond if or when they do occur. Prompt and proper action can mean the difference between an emergency and a disaster. **Course Length:** 34 min

### **HAZWOPER Refresher Training v3 - Module 11 - Site Control**

This is Part 11 of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part 11 covers site control. If uncontrolled, a spill or release of hazardous waste could spread rapidly, leading to contamination on a large scale. For this reason, site control is required on a hazardous waste site. Site control helps limit the spread of contamination in the event of a spill or release of a hazardous substance and is a critical component of the HAZWOPER standard. **Course Length:** 31 min

### **HAZWOPER Refresher Training v3 - Module 12 - Decontamination**

This is Part 12 of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part 12 covers decontamination, an important set of procedures designed to protect the environment, emergency responders, and other people from exposures or contamination resulting from a hazardous materials incident. This module presents the basics of decontamination to prevent the spread of hazardous materials to people and the environment.

**Course Length:** 31 min

### **HAZWOPER Refresher Training v3 - Module 13 - Emergency Response**

This is Part 13 of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. This final module of our hazwoper training deals with emergency response. Emergency incidents are actual or potential spills or releases of hazardous materials into the environment. Because the possibility of damage to people, property and the environment is so serious, prompt and proper emergency response is critical. Training in safe emergency response practices will reduce the chances of harm to people or property. **Course Length:** 39 min

### **Hearing Conservation v2**

Every year, approximately 30 million people in the U.S. are exposed to hazardous noise on the job. Damage to your hearing caused by hazardous noise exposure is PERMANENT. The good news is that noise-induced hearing loss is fully preventable. This course will introduce the requirements of your employer's hearing conservation program and will describe how you and your employer can work together to prevent hearing loss. **Course Length:** 31 min

### **Heat Stress v2**

Heat exposure may occur in many workplaces. Furnaces, bakeries, smelters, foundries and heavy equipment are significant sources of heat inside workplaces. For outdoor workers, direct sunlight is the main source of heat. In mines, geothermal gradients and equipment contribute to heat exposure. Humidity in workplaces also contributes to heat stress. The key to preventing excessive heat stress is knowing the hazards of working in heat and the benefits of implementing proper controls and work practices. You'll learn about all of these in this training. **Course Length:** 33 min

### **Hot Work**

The OSHA standards lay out precautions for hot work and reference the NFPA (National Fire Protection Association) 51B Standard for Fire Prevention During Welding, Cutting and Other Hot Work for more detail about these precautions. This

course is based on the OSHA standards and NFPA code, but your institution may have its own rules, and because your insurance company and local Fire Marshal have something to say about fire prevention it's quite likely that your company's procedures will be more stringent than the minimum requirements of the standards we'll discuss. **Course Length:** 44 min

### **Housekeeping on the Job**

Good housekeeping makes your job easier, more efficient and not to mention - safer. This training provides key information to eliminating and controlling clutter, chemicals and other hazards when practicing good housekeeping on the job. **Course Length:** 47 min

### **Human Element**

So, how do we make good decisions? Knowledge alone doesn't guarantee good decisions. That driver may have run that red light knowing there was a chance someone would get hurt, but he did it anyway. Why might that have happened? What might have affected his decision? The answers to these questions are going to be explored as we try to gain an understanding of the human element in safety. **Course Length:** 55 min

### **Hydrogen Sulfide Safety - Part 1**

Part 1 of this two-part course describes hydrogen sulfide (known as H<sub>2</sub>S) and emphasizes the critical rules of H<sub>2</sub>S safety. Any worker who has the potential to be exposed to H<sub>2</sub>S at or above the Threshold Limit Value of 10 parts per million in an 8 hour workday must receive this training prior to working in that environment and on an annual basis thereafter. **Course Length:** 54 min

### **Hydrogen Sulfide Safety - Part 2**

Part 2 of this two-part course identifies how you can detect, monitor and protect yourself from hydrogen sulfide (H<sub>2</sub>S). This course also addresses H<sub>2</sub>S contingency and emergency response plans. **Course Length:** 54 min

### **Industrial Ergonomics**

Jobs in an industrial environment can be physically demanding. Preventing work-related musculoskeletal problems rests on an ergonomically sound work environment, good work practices and employee awareness. This course will introduce common risk factors and methods to prevent musculoskeletal injury. **Course Length:** 39 min

### **Injury & Illness Prevention Program**

California's Occupational Safety and Health Act requires every employer in California to have a written Injury and Illness Prevention Program (IIPP). This training describes the IIPP program requirements so employees can comply and know where to go with questions, concerns and ideas on safety and health issues. **Course Length:** 37 min

### **Introduction to Industrial Hygiene**

Industrial hygiene is a science that benefits everyone. It helps employers and industrial hygienists anticipate, recognize, evaluate and control environmental and physical hazards, which can affect the health and well-being of workers and community members. **Course Length:** 37 min

### **Introduction to OSHA v2**

After the Occupational Safety & Health Act was passed in 1970, OSHA (Occupational Safety and Health Administration) was established to help make our workplaces safer. This

course examines OSHA's role in promoting the health and safety of America's workers as well as the rights and responsibilities of the employer and the employee.

**Course Length:** 78 min

### **Ionizing Radiation v2**

Although radiation offers many benefits, exposure to it can also threaten our health and the quality of our environment. We cannot eliminate radiation, but this training shows how we can reduce our risk by controlling our exposure to it.

**Course Length:** 40 min

### **Job Hazard Analysis**

What if you could eliminate or minimize risks before an incident occurs? You can. In fact, a job hazard analysis provides a systematic way to identify potential hazards for a task so you can take measures to remove or control the risks. There are also additional benefits to conducting a job hazard analysis, which you'll learn about in this course.

**Course Length:** 36 min

### **Ladder Safety v2**

All employees who may use ladders need to know how to use them safely to prevent injury or death. This program covers the consequences of unsafe ladder use, the types of ladders and when and how to use each type, and ladder safety, inspection and storage. **Course Length:** 47 min

### **Laser Safety v2**

Since the 1960s, lasers have been used in many applications in the engineering, biological and industrial fields. However, lasers can present a variety of potentially serious hazards, including hazardous biological or chemical fumes given off by materials being lasered and injury to the eyes and the skin from laser radiation. Lethal electrical and fire hazards can also be present with high-powered lasers. This course outlines the hazards that lasers present as well as how to work safely with and around them. **Course Length:** 41 min

### **Lead Poisoning Awareness**

Exposure to lead can cause serious health effects, so it's important that you understand what the effects are and how you can avoid them as well as the responsibility your employer has to notify you of potential lead exposure. By taking this training, you'll gain the knowledge you need to protect yourself from lead poisoning.

**Course Length:** 48 min

### **Lockout/Tagout v3**

Failure to lock out machinery before working on it is a major cause of injury and death in the United States. These deaths and injuries can be prevented by establishing and following an effective lockout/tagout program.

**Course Length:** 46 min

### **Logging and Chainsaw Safety**

Logging is one of the most hazardous industries in the U.S. Medical costs for chainsaw injuries amount to about \$350 million per year in the U.S and every year, a number of loggers are fatally injured on the job. This course addresses the hazards of logging with chainsaws and safety precautions workers need to take to reduce their risk of injury on the job.

**Course Length:** 40 min

### **Machine Guarding**

Machine guards are designed to protect you from the hazards of moving machinery parts. This training describes common hazards associated with moving machinery parts and the requirements and safeguards that should be used to minimize your risk of injury. **Course Length:** 35 min

### **Materials Handling and Storing v2**

Nobody wants to be in an accident on the job. This is why you need to be aware and take the proper precautions when performing your job functions each day. But, there are a large number of people who forget to safely move, handle and store Materials they work with everyday, because the task may seem ordinary to them, not something they really need to be concerned with. In spite of this perception (or perhaps because of it) there are hundreds of thousands of Materials handling accidents every year, ranging from small splinters, cuts or scrapes, to crushed fingers, hands and feet – even deaths. **Course Length:** 55 min

### **Office Ergonomics v5**

In all work locations, we must take the time to evaluate our work areas to ensure we have them set up to best fit the individual. The goal of this learning module is to assist employees in evaluating and modifying their own office work environment to reduce ergonomic risk.

**Course Length:** 40 min

### **Office Safety v2**

Office safety is everyone's responsibility. It involves two major factors. First, you must understand what you can do to stay safe on the job. Second, you need to be aware of how to correct unsafe conditions. This course provides the information you need to work safer in your office environment. **Course Length:** 43 min

### **OSHA 300 - OSHA Recordkeeping Requirements**

OSHA has a set of rules for recordkeeping. This training summarizes the key provisions of the new rules. It also highlights the major changes from OSHA's previous recordkeeping regulation. **Course Length:** 47 min

### **OSHA: What You Need to Know**

The goal of this course is to assure the safety and health of workers by providing information on OSHA standards, training, outreach and education. A great asset and overall benefit of the OSHA: What You Need To Know training course is the time factor. The ability to learn at your own comfortable pace is one of the largest reasons for the success of students who have taken similar courses. With the use of printable handouts and knowledge checks, as well as interactive exercises, workers gain the confidence they need to identify, minimize and report safety and health violations.

**Course Length:** 91 min

### **Overhead and Gantry Crane Safety**

It's important for operators and supervisors to realize the power of overhead and gantry cranes since the very power that makes them so useful also makes them dangerous. By properly maintaining and operating the cranes with which you work, you can protect yourself and coworkers.

**Course Length:** 40 min

### **Pandemic Influenza**

An influenza pandemic occurs when a new influenza virus, like the H1N1 virus, emerges and starts spreading as easily as normal influenza. Pandemics can result in millions of deaths

and major disruptions of society, But their effects can be mitigated. That is why this nation, as well as the rest of the world, is undertaking preparations to quickly identify an emerging pandemic and then delay its spread while countermeasures can be developed.

**Course Length:** 38 min

### **Performing Safety Inspections**

Safety inspections help employers identify unsafe work conditions and practices, eliminate any barriers to safe, efficient production, recognize and share safer, more efficient ways to get the job done, demonstrate their commitment to employee safety, raise safety awareness, meet regulatory requirements and avoid liability and prevent injuries and incidents. This training focuses on the general techniques and approaches that can be used to conduct efficient and effective safety inspections. **Course Length:** 48 min

### **Personal Protective Equipment Overview v2**

Workplaces can be very dangerous and unpredictable places with loud noises, falling objects, flying sparks, toxic chemicals, whirling blades and belts, you name it. So what's one way to keep yourself safe? By wearing personal protective equipment, commonly known as PPE, you can protect yourself against hazards and reduce your chances of getting hurt - or even killed. **Course Length:** 44 min

### **Personal Protective Equipment (PPE) Part One**

This course introduces the 10-part training suite on personal protective equipment (PPE). In this introduction, you'll learn about OSHA's PPE standard and how employers determine PPE requirements. **Course Length:** 15 min

### **Personal Protective Equipment (PPE) Part Two**

Head injuries can turn fatal. Therefore, it's important to be aware of potential hazards and always wear the proper head protection. This course presents head protection basics guiding you on selecting the right class of protection.

**Course Length:** 15 min

### **Personal Protective Equipment (PPE) Part Three**

You increase your risk of eye and face injuries when you don't wear personal protective equipment (PPE) or select the right kind of protection for the hazard. Learn how to select hazard-specific eye and face protection in this course.

**Course Length:** 17 min

### **Personal Protective Equipment (PPE) Part Four**

When engineering, work practice or administrative controls do not eliminate hand and arm hazards, you must wear the appropriate type of protection. This portion of the Personal Protective Equipment (PPE) training suite helps you guard against hand and arm injuries. **Course Length:** 15 min

### **Personal Protective Equipment (PPE) Part Five**

Body protection is available to protect you against specific hazards. Learn more about hazard-specific body protection in this portion of the Personal Protective Equipment (PPE) training suite. **Course Length:** 7 min

### **Personal Protective Equipment (PPE) Part Six**

Think about it – how would your job change if you had a foot injury? Doesn't it make sense to wear foot protection when you need it? This course examines types of foot and leg protection.

**Course Length:** 13 min

**Personal Protective Equipment (PPE) Part Seven**

Protection against excessive noise exposure is the only way to avoid permanent hearing damage. In this course, you'll learn about types of hearing protection as well as how to select, wear and maintain hearing protection.

**Course Length:** 14 min

**Personal Protective Equipment (PPE) Part Eight**

Hazardous materials can enter your body by ingestion, absorption or inhalation. Proper respirator usage can protect you from inhalation hazards. Learn more about respiratory protection in this portion of the Personal Protective Equipment (PPE) training suite. **Course Length:** 12 min

**Personal Protective Equipment (PPE) Part Nine**

When working around electricity you always follow proper safety precautions and choose the right tools for the job. This includes wearing the right type of personal protective equipment (PPE). This portion of the PPE training suite explores the types of electrical protective devices as well as their classes and ratings. **Course Length:** 13 min

**Personal Protective Equipment (PPE) Part Ten**

When faced with hazards, you must select the appropriate level of protection based on the severity of the hazard. This course examines personal protective equipment (PPE) selection factors and levels of protection.

**Course Length:** 15 min

**Pest Management**

Besides being a nuisance, pests have the potential to harm people, equipment and facilities. This course explores pest management strategies that prevent pest problems. Emphasis is placed on safety information for the person handling and applying pesticides, and personal safety strategies when encountering and removing pests. **Course Length:** 30 min

**Powered Industrial Trucks: Operators Overview**

Powered industrial trucks like forklifts, motorized pallet jacks, tuggers, tow motors and other powered equipment are used every day to lift and move equipment or materials. This course is designed to provide refresher training on powered industrial trucks and their operation. **Course Length:** 35 min

**Powered Industrial Trucks Part 1: Introduction Pre-Operation Procedures**

Powered Industrial Trucks like forklifts, motorized pallet jacks, tuggers, tow motors and other powered equipment are used every day to lift and move equipment or materials. According to the U.S. Bureau of Labor Statistics, every year powered industrial trucks are involved in approximately 68,400 accidents, 34,000 injuries and 85 fatalities. Because of this high risk of injury and even death while operating a powered industrial truck, OSHA regulates their operation.

**Course Length:** 46 min

**Powered Industrial Trucks Part 2: Pre-Operation Inspection and Maintenance**

Powered Industrial Trucks like forklifts, motorized pallet jacks, tuggers, tow motors and other powered equipment are used every day to lift and move equipment or materials. According to the U.S. Bureau of Labor Statistics, every year powered industrial trucks are involved in approximately 68,400 accidents, 34,000 injuries and 85 fatalities. Because of this high risk of injury and even death while operating a powered industrial truck, OSHA regulates their operation.

**Course Length:** 48 min

**Powered Industrial Trucks Part 3: Stability and Handling Loads**

Powered Industrial Trucks like forklifts, motorized pallet jacks, tuggers, tow motors and other powered equipment are used every day to lift and move equipment or materials. According to the U.S. Bureau of Labor Statistics, every year powered industrial trucks are involved in approximately 68,400 accidents, 34,000 injuries and 85 fatalities. Because of this high risk of injury and even death while operating a powered industrial truck, OSHA regulates their operation.

**Course Length:** 36 min

**Pre-Job Briefings for Electrical Work**

Every day, all over the country, electrical work takes place. There are many risks associated with this type of work, and many different safety precautions are required depending on what is being done, as well as where and by whom it is carried out. Pre-job briefings make sure workers know about the current hazards and any changes that will affect how they work, as well as the safety precautions they need to take. This course covers how to conduct a pre-job briefing for electrical work. **Course Length:** 16 min

**Pressure Vessel Safety**

We use pressure vessels in a variety of residential and industrial applications. Yet we must respect the dangers associated with them. The release of stored or potential energy and hazardous materials can cause personal injury, loss of life and catastrophic property damage. In this course, you'll explore how pressure vessels are categorized and regulated, what safety measures you can take to stay safe and prevent pressure vessel failures, and what to look for when visually inspecting pressure vessels. **Course Length:** 30 min

**Preventing Back Injury**

Have you ever had a sharp pain in your back? Each year, millions of workers suffer from back ailments that can be debilitating. This module helps you understand how the back works and what you can do to prevent back injuries. **Course Length:** 37 min

**Preventing Cuts and Puncture Wounds**

When you or an employee gets a cut or puncture wound, precautions should be taken to prevent infection, in order to help prevent serious or even life threatening injuries. This course provides guidance on using machinery, knives and other sharp objects in a safe manner as well as treating cut and puncture wounds. **Course Length:** 35 min

**Preventing Slips, Trips and Falls**

Preventing slips, trips and falls is fairly inexpensive and easy, but often ignored in the daily routine of trying to get work done quickly and efficiently. This course defines slips, trips and falls and details how you can avoid them. **Course Length:** 25 min

**Process Safety Management**

When managing hazards associated with work processes using highly hazardous chemicals, Process Safety Management (PSM) programs require active participation by both the employer and the employee to prevent harm from coming to hundreds and thousands of people. In this 30-minute course, you'll learn about process safety management, which involves proactive identification, evaluation and either prevention or mitigation of chemical

releases that could occur as a result of failures in processes, procedures, or equipment. **Course Length:** 36 min

### **Radiofrequency (RF) Training**

Many consumer and industrial products and applications make use of radiofrequency ("RF") energy. RF energy includes radio waves and microwaves, which is used for providing telecommunications, broadcast and other services. Although RF energy has many important uses, it also poses some significant health risks you need to understand if you may be exposed to RF. In this course, you'll learn about these risks and what you can do to avoid them.

**Course Length:** 65 min

### **Respiratory Protection Program Administrator (RPPA) Training, PS4 (CEU=0.7)**

Contains: RPPA Training A: Course Set-Up (CEU), RPPA Training B: The Respiratory Protection Program (CEU), RPPA Training C: The Respiratory Protection Program (CEU), RPPA Training D: Respiratory Protection Services (CEU).

The purpose of this program is to provide Respiratory Protection Program Administrators with the knowledge and skills necessary to manage a worksite respiratory protection program, and to inform them on how to develop and apply basic strategies to ensure Respiratory Protection Program success. The American Board of Industrial Hygiene (ABIH) has approved the curriculum and will award 3.0 CM points to individuals who successfully complete the course. **Course Length:** 389 min

### **Safety Orientation**

This employee safety program is much more than an examination of set rules. It is a common sense approach to training employees in order to prevent injuries and illness.

**Course Length:** 25 min

### **Scaffold Safety Awareness**

Every employee who works on or around scaffolding should be aware of scaffold safety requirements as a means of reducing injuries and preventing deaths. This course examines the common hazards associated with scaffolds and the basics to scaffold safety. **Course Length:** 40 min

### **Spray Finishing v2**

Spray operations can present both physical and health hazards to those involved. This module covers flammable and combustible finishing materials when applied as a spray by compressed air in indoor spray applications.

**Course Length:** 25 min

### **Tree Trimming Safety**

Tree trimming operations require climbing, pruning, and felling trees. Hand and portable power tools such as loppers, trimmers, and chainsaws make the necessary cuts. Aerial lifts and chippers bring workers to the right height and clean up the worksite. All of these activities have the potential to be extremely hazardous. This course covers safety precautions for tree trimming. **Course Length:** 42 min

### **Walking/Working Surfaces v2**

Slips and falls on walking and working surfaces can occur almost anywhere at any time. Few surfaces can be ignored. This course provides a clear understanding of the general requirements for OSHA's standard on walking and working surfaces. **Course Length:** 21 min

### **Warehouse Safety**

When working in warehouses, you could be presented with kinds of materials, equipment and vehicles. These items can be dangerous if you don't practice safe work procedures, monitor your surroundings and correct unsafe conditions. This training will help you create a safe warehouse environment.

**Course Length:** 57 min

### **Welding, Cutting and Brazing**

Workers must take steps to prevent injury and damage when welding, cutting and brazing. The risk from fatal injuries alone is more than four deaths per thousand workers over a working lifetime. Therefore, care must be taken to ensure that work is performed safely. This course introduces common hazards associated with welding, cutting, and brazing and ways to prevent injury and damage.

**Course Length:** 35 min

### **West Nile Virus**

West Nile Virus (WNV) is a potentially serious illness, most often spread by the bites of infected mosquitoes. This course covers the history of the virus and what individuals can do to minimize their risk of exposure to it.

**Course Length:** 32 min

### **Workplace Hazardous Materials Information System (WHMIS)**

Canada's Workplace Hazardous Materials Information System (WHMIS) makes hazardous material information uniformly available to all Canadian workers. Given the amount of information and number of parties involved, this can be a complex undertaking. This course explains how WHMIS works, who is responsible for various tasks under WHMIS and how everyone can take full advantage of the hazardous material information available to them.

**Course Length:** 60 min

### **Workplace Violence Prevention**

Recent statistics show that every year, about 1.7 million U.S. residents are victims of workplace violence incidents. You or someone you know could be involved in workplace violence at any time, anywhere. This course will give you a basic understanding of what constitutes workplace violence, the warning signs to watch for, and what you and others around you can do to prevent it. **Course Length:** 55 min

### **Workplace Violence Prevention - Health Care and Social Service Workers**

Workplace violence is any physical assault, threatening behavior or verbal abuse. It can occur in the work setting including, but not limited to, a work building and its surrounding perimeters, field locations, clients' homes and travel to and from work assignments. This course explores the elements of a good workplace violence prevention program for health care and social service environments.

**Course Length:** 26 min

### **Workplace Violence Prevention - Late-Night Retail Establishments**

Physical assault, threatening behavior and verbal abuse are examples of workplace violence. These types of violence can occur in any work setting including retail and late-night establishments. Therefore, it's important to learn the elements of a good workplace violence prevention program and establish such a program in your workplace.

**Course Length:** 24 min

## GENERAL INDUSTRY MINI-MODULES

### Bloodborne Pathogens v4

There are many jobs that employees are dying to get, but there are none worth dying for. The Occupational Safety and Health Administration (OSHA) estimates that more than 5.6 million workers in health care and related occupations such as nurses, custodians, maintenance staff and research personnel are at risk of occupational exposure to bloodborne pathogens. **Course Length:** 45 min

### Confined Space Hazards v2

People are injured or killed every year as a result of improperly entering or working in a confined space. Potential hazards in confined spaces include explosions, toxins and oxygen-deficient atmospheres. More than half of the people that die in confined spaces are would-be rescuers. Because confined spaces may be encountered in virtually any occupation, workers need to be able to recognize confined spaces and understand their hazards. This training will provide that knowledge. **Course Length:** 30 min

### Defensive Driving: Small Vehicles

Most vehicle accidents are actually the result of human error. If an error is made at the wrong moment, an accident or collision will result. A consistent, defensive approach to driving is the best way to reduce the likelihood of driver error. The goal of this course is simple: to provide you with the knowledge and safe driving techniques you need to prevent collisions and violations. **Course Length:** 65 min

### Distracted Driver v2

The National Highway Traffic Safety Administration (NHTSA) estimates that driver inattention is a factor in 80 percent of highway collisions. By failing to give full attention to the road, distracted drivers put themselves, their passengers and everyone else on the road at risk. This course presents strategies drivers can use to remain focused on the road. **Course Length:** 65 min

### Egress and Emergency Actions Plans v2

Each year, more than 200 deaths and 5,000 injuries result from fires and explosions in the workplace. The National Fire Protection Association reports over 115,000 non-residential structural fires for 2004, accounting for \$2.4 billion in direct property damage. Those are the losses due to fires, but there are other hazardous situations that can threaten a worker's life and limb. These include severe weather, medical emergencies, chemical release, and bomb threats. **Course Length:** 48 min

### Hand, Wrist and Finger Safety v2

Your hands and wrists help you do a remarkable variety of tasks. You use your hands all day, everyday, both at home and at work and this makes them highly prone to accidents and injuries. Throughout the day, our hands can encounter any number of hazards. Hand and wrist injuries can be accompanied by initial pain, but also may require prolonged recovery, including long hours of physical rehabilitation. Fortunately, these injuries are preventable. This course will present potential hand, wrist and finger hazards, as well as the steps to take to avoid them. **Course Length:** 30 min

### Hazard Communication v2

More than 32 million workers work with and are potentially exposed to one or more chemical hazards in more than 3 million American workplaces. With over 650,000 existing chemical products, and new ones are being introduced every day, a serious problem is posed for exposed workers and their employers. Hazard Communication (Hazcom) training is designed to provide workers with the information they need to know in order to understand the hazards and identities of the chemicals they are exposed to when working. **Course Length:** 39 min

### Hearing Conservation v2

Every year, approximately 30 million people in the U.S. are exposed to hazardous noise on the job. Damage to your hearing caused by hazardous noise exposure is PERMANENT. The good news is that noise-induced hearing loss is fully preventable. This course will introduce the requirements of your employer's hearing conservation program and will describe how you and your employer can work together to prevent hearing loss. **Course Length:** 31 min

### Lockout/Tagout v3

Failure to lock out machinery before working on it is a major cause of injury and death in the United States. These deaths and injuries can be prevented by establishing and following an effective lockout/tagout program. **Course Length:** 46 min

### Machine Guarding

Machine guards are designed to protect you from the hazards of moving machinery parts. This training describes common hazards associated with moving machinery parts and the requirements and safeguards that should be used to minimize your risk of injury. **Course Length:** 35 min

### Personal Protective Equipment Overview v2

Workplaces can be very dangerous and unpredictable places with loud noises, falling objects, flying sparks, toxic chemicals, whirling blades and belts, you name it. So what's one way to keep yourself safe? By wearing personal protective equipment, commonly known as PPE, you can protect yourself against hazards and reduce your chances of getting hurt - or even killed. **Course Length:** 44 min

### Preventing Back Injury v2

Have you ever had a sharp pain in your back? Each year, millions of workers suffer from back ailments that can be debilitating. This module helps you understand how the back works and what you can do to prevent back injuries. **Course Length:** 37 min

### Preventing Slips, Trips and Falls v3

Preventing slips, trips and falls is fairly inexpensive and easy, but often ignored in the daily routine of trying to get work done quickly and efficiently. This course defines slips, trips and falls and details how you can avoid them. **Course Length:** 25 min

### Respiratory Protection v2

Inhalation is the most common way chemicals enter the body. Therefore, understanding and complying with the OSHA Respiratory Protection Standard could prevent hundreds of deaths and thousands of illnesses annually. This training will present the basic requirements of the respiratory protection program and will focus on the types and limitations of respirators. **Course Length:** 35 min

## **CONSTRUCTION, MINING, AND HEAVY EQUIPMENT**

### **Aerial Lifts for Construction**

Aerial lifts are frequently used to perform work in areas that cannot be accessed from the ground or from solid construction. Each year, workers die or are seriously injured when using aerial lifts. When working with an aerial lift, an awareness of hazards is a must. This course will introduce common hazards associated with aerial lifts and will discuss safe work practices that should always be followed.

**Course Length:** 34 min

### **Basic Rigging for Construction v2**

Rigging is a process used to secure materials to be moved by cranes, hoists or other lifting equipment. There are many factors to consider when applying slings and chains to secure a load. The knowledge of riggers is crucial to incident-free execution of lifts. Improper rigging can lead to dropped loads and catastrophic failure of lifting equipment, which can cost lives. **Course Length:** 77 min

### **Blasting Area Safety**

Blasting Area Safety creates an awareness of the activities that occur in a blasting area and describes the procedures of a typical blast sequence. This course is not designed for blasters or their crew, but is aimed at the other personnel that might be near a blasting site. The hazards of the site are discussed with the emphasis placed on flyrock, which is any material that travels beyond the boundary of the established blast area. **Course Length:** 29 min

### **Blocking and Cribbing for Heavy Equipment**

Servicing heavy equipment can be challenging. Heavy equipment is often large, uniquely shaped and impractical to move from the field for service work. Much service work requires the use of lifting tools such as hydraulic jacks, cranes and truck hoists. Because these lifting tools are used so frequently and are usually reliable, you may be lulled into forgetting that any lifting tool can potentially fail. But if you happened to be under a load during such a failure, chances are you would be injured or killed. That's why raised heavy equipment must be properly blocked or cribbed. This lesson is designed to teach general blocking and cribbing safety principles and demonstrate how those principles are applied in various common blocking and cribbing procedures.

**Course Length:** 49 min

### **Concrete and Masonry for Construction**

Every year in the construction industry, there are many accidents, injuries and even fatalities resulting from formwork collapse during concrete and masonry construction. Most of these incidents are preventable. This course will focus on how to remain safe during concrete and masonry construction.

**Course Length:** 33 min

### **Confined Space Hazards for Construction**

People are injured or killed every year as a result of improperly entering or working in a confined space. Potential hazards in every confined space include explosions, toxins, and oxygen-deficient atmospheres. The Bureau of Labor Statistics reports an average of 20 people a year die from confined space hazards. More than half of the fatality victims are would-be rescuers. You may encounter confined spaces in virtually any occupation; therefore, you need to be able to recognize confined spaces and understand their hazards. This training will provide that knowledge. **Course Length:** 30 min

### **Contractor Safety**

OSHA requires that companies provide a safe workplace for all workers. In order to provide a safe work place, rules must be in place. Accidents occur as a result of an unsafe condition or an unsafe act, or both. Both are the result of the actions of people. All accidents and injuries are preventable. This orientation will explain the rules in place to prevent accidents and provide a safe work place. **Course Length:** 42 min

### **Crane Hand Signaling Part 1**

Cranes can be very dangerous when used in an unsafe manner. The signal person provides vital instructions to the crane operator to ensure operations are conducted safely. Part 1 of this two-part course on crane hand signaling covers basic skills and knowledge needed to use hand or voice signals to direct the movements of mobile and tower cranes.

**Course Length:** 24 min

### **Crane Hand Signaling Part 2**

Cranes can be very dangerous when used in an unsafe manner. The signal person provides vital instructions to the crane operator to ensure operations are conducted safely. Part 2 of this two-part course on using hand signals to direct the movements of mobile and tower cranes demonstrates standard hand signals. In addition, guidelines for using voice signals are provided.

**Course Length:** 36 min

### **Crane Operator Safety for Construction**

About 250,000 people operate cranes daily and have to deal with the risks involved. Workers in construction may already be aware of the proper operating techniques associated with cranes, but may sometimes easy to forget to implement them in their daily routine. This course stresses crane operator safety in the construction environment.

**Course Length:** 31 min

### **Electrical Safety and Lockout/Tagout for Construction**

Working with electricity can be dangerous. Every year, between 300 and 500 people in the U.S. are killed by electrocutions at work. To handle electricity safely, you need to know how it acts, how it can be controlled, and its hazards. Workers performing service or maintenance on machinery and equipment may be injured by the unexpected startup of the machinery or equipment, or release of stored electrical energy in the equipment. In fact, failure to lock out machinery before working on it is a major cause of injury and death in the United States. **Course Length:** 56 min

### **Ergonomics for Heavy Equipment**

Working with heavy equipment can be physically demanding. You may be required to lift, push, pull, and handle heavy loads. Some tasks may be repetitious and require you to stand or sit for extended periods. Each person has physical limits or a "comfort zone" of activities that he or she can tolerate without developing lingering symptoms. Preventing work-related musculoskeletal problems rests on an ergonomically sound work environment, good work practices, and employee awareness. This course will introduce common risk factors and methods to prevent musculoskeletal injury.

**Course Length:** 40 min

**Exposure Hazards for Heavy Equipment**

What we don't know about exposure hazards can hurt us! Thousands were exposed to lead and asbestos before we learned about the exposure hazards and proper precautions for handling these materials. This training will help employees recognize types of exposure hazards, harmful effects and methods to eliminate or reduce exposure hazards.

**Course Length:** 34 min

**Fabrication Safety for Heavy Equipment**

Working in a fabrication area requires your attention to safety. This course provides an introduction to safety awareness in fabrication areas. **Course Length:** 35 min

**Fall Protection for Construction**

Each year, an average of between 150 and 200 workers are killed and more than 100,000 are injured as a result of falls at construction sites. Falls are usually complex events that involve a variety of factors. For that reason, OSHA's fall protection standard deals with both human and equipment related issues for protecting workers from fall hazards. This training will cover systems and procedures designed to prevent you from falling off, onto or through working levels and to protect you from being struck by falling objects.

**Course Length:** 53 min

**Fall Protection for Mobile Equipment**

Not everything we have to work on is within reach. There are times we need a little help. Sometimes ladders are chosen, other times fixed scaffolds, and still other times mobile equipment like scissor lifts and articulating boom/bucket lifts are chosen. Working safely with this last category will be the focus of this course. **Course Length:** 40 min

**Field Service Hazards for Heavy Equipment**

Say you're on a service call and you realize you don't have a tool you need. What do you do? All work has been halted until you can service the equipment, so do you...Take time to go back to the shop and hold up the project longer? Use whatever is available to get the job done while running the risk of injuring yourself or damaging the equipment? Or ask the site manager if they have the tool you need? The last option is probably your best, but you could avoid the entire situation with better planning before making the service call. In this training, we're going to examine the steps you can take to perform your job efficiently and safely from beginning to end. **Course Length:** 39 min

**Fire Extinguisher Safety for Construction**

A fire is the most common type of emergency for which organizations in the construction industry must plan. Small fires can often be put out quickly by a well-trained employee with a portable fire extinguisher. However, to do this safely, those employees must understand the uses and limitations of a portable fire extinguisher and the hazards associated with fighting fires. This training will provide that knowledge.

**Course Length:** 36 min

**First Aid for Back Pain**

About one-half of all working Americans admit to having back pain symptoms each year. Back pain is one of the most common reasons for missed work and it is the second most common reason for visits to the doctor's office. However, many symptoms of back pain can be treated by the individuals experiencing them. First Aid for Back Pain not only relieves pain, but also stops the problem from getting worse.

**Course Length:** 25 min

**Guarding Floor and Wall Openings and Holes v2**

This is a summary of the Guarding Floor and Wall Openings and Holes Standard 1910.23 of the Occupational Safety and Health Act. This module is not intended to be totally inclusive with these tools. Increasing your knowledge about these topics will help reduce the risk of injury when working with tools during construction work. **Course Length:** 41 min

**Hand and Power Tool Safety for Construction**

This presentation focuses on the importance of hand and power tool safety and the precautions needed to work safely with these tools. Increasing your knowledge about these topics will help reduce the risk of injury when working with tools during construction work. **Course Length:** 29 min

**Hand, Wrist and Finger Safety Around Heavy Equipment**

Your hands and wrists help you do a remarkable variety of tasks. You use your hands all day, everyday, both at home and at work and this makes them highly prone to accidents and injuries. Throughout the day, our hands can encounter any number of hazards, especially in the manufacturing, construction, mining, energy and petrochemical industries. Hand and wrist injuries can be accompanied by initial pain, but also may require prolonged recovery, including long hours of physical rehabilitation. Fortunately, these injuries are preventable. **Course Length:** 33 min

**Hazard Awareness for EPG Technicians**

Learn about safety measures EPG technicians can employ when preparing for and performing service work on electrical power generators as well as when returning from and closing out after a service call. **Course Length:** 41 min

**Hazard Awareness for Field Service Crane Operators**

Most likely, you have already received training on the OSHA 1926.550 and ANSI B30.5 crane operating standards, plus you probably have hands-on, practical experience operating a crane – so what's the purpose of this course? Well, it serves as a refresher, to remind you of actions you can take – such as remaining alert to the work you're performing as well as your surroundings – in order to reduce or eliminate potential hazards on the job. However, if this is your first training on crane safety, pay close attention, as there's a lot of information covered in a relatively short amount of time. You should also follow up with your supervisor to identify what additional training is needed. **Course Length:** 32 min

**Hazard Communication for Construction**

More than 32 million workers work with and are potentially exposed to one or more chemical hazards in more than 3 million American workplaces. With over 650,000 existing chemical products, and new ones are being introduced every day, a serious problem is posed for exposed workers and their employers. Hazard Communication (Hazcom) training is designed to provide construction workers with the information they need to know in order to understand the hazards and identities of the chemicals they are exposed to when working.

**Course Length:** 44 min

**Health Hazards in Construction v2**

Workers in the construction industry face a number of health and safety hazards in their work sites everyday, including exposure to materials that can cause serious illness and affect the worker's health in the long term. This course was designed to provide awareness of the potential dangers of some common materials to which construction workers may be exposed. **Course Length:** 59 min

**Hydraulic Lock Valve Accident Prevention for Telehandlers**

The pressure in a typical telehandler hydraulic system is at least 3,500 pounds per square inch. Therefore, you must protect yourself from the hazards associated with hydraulic lock valves as you work with telehandlers. This course describes the special procedures for releasing pressure before working with those components. **Course Length:** 83 min

**Ladder Safety for Construction**

Why do you need a course on Ladder Safety? All employees who use ladders need to know how to use them safely to prevent injury or death. This program covers the consequences of unsafe ladder use, the proper use of different types of ladders as well as ladder safety, inspection and storage. **Course Length:** 35 min

**Load Securement for Heavy Equipment**

The North American Cargo Standard forms the basis for the cargo securement and distribution regulations in the United States and Canada. The regulations are designed to ensure cargo stays in place, keeping drivers and other motorists safe. This training covers the regulations and best practices for loading, securing and unloading heavy equipment. **Course Length:** 51 min

**Materials Handling and Storage for Construction**

Your hands are your livelihood. So learn how to handle materials safely and keep your hands and yourself safe on the job. **Course Length:** 37 min

**Materials Handling Safety Around Heavy Equipment**

Material handling is a significant part of working with heavy equipment. Yet the ordinary nature of these activities can lull us into forgetting how important it is to take proper safety precautions when performing such activities. This course presents information on handling materials safely. **Course Length:** 45 min

**MSHA Part 46 Surface Miner Training**

Our Surface Miner Training courses are designed to help mine owners and operators meet MSHA training requirements detailed in Title 30 CFR Part 46. Based on the insights and knowledge of experienced miners, extensive industry research, and MSHA best practices, these courses can be used in conjunction with supervised, on-site training as part of an approved training plan. **Course Length:** 574 min

**OSHA Inspections for Construction and Multi-Employer Worksites**

Very few people really look forward to OSHA inspections. All the same, an average of 1,000 employers per week receive a compliance inspection. Like it or not, inspections happen, so employers need to be prepared. This training provides an overview of the OSHA inspection process for construction and multi-employer worksites. **Course Length:** 63 min

**Personal Protective Equipment (PPE) for Construction**

Construction workers face a significant risk of death or injury from work-related hazards. The course presents an array of personal protective equipment (PPE) as well as the guidance on selecting, wearing and maintaining PPE.

**Course Length:** 62 min

**Personal Protective Equipment Overview v2**

Workplaces can be very dangerous and unpredictable places with loud noises, falling objects, flying sparks, toxic chemicals, whirling blades and belts, you name it. So what's one way to keep yourself safe? By wearing personal protective equipment, commonly known as PPE, you can protect yourself against hazards and reduce your chances of getting hurt - or even killed. **Course Length:** 44 min

**PPE for Heavy Equipment Part 1 - Overview**

Think of the hazards you face at work, or even when doing home repairs or yard work. Do you wear personal protective equipment, or PPE? The Occupational Safety and Health Administration, more commonly known as OSHA, contributes the vast majority of injuries and fatalities to workers not wearing PPE, as well as not wearing the right kind of protection for the hazard. **Course Length:** 14 min

**PPE for Heavy Equipment Part 2 - Head Protection**

Hazards leading to head injuries are often difficult to anticipate and control. To protect yourself and even save your life, you should always: Assess your work environment or situation. Anticipate potential hazards that could lead to a head injury. And, select the appropriate head protection for the hazard. **Course Length:** 21 min

**PPE for Heavy Equipment Part 3 - Eye and Face Protection**

Thousands of people each year suffer from work-related eye injuries that could have been prevented with the proper selection and use of eye and face protection. If you are exposed to any of these hazards, or any hazards that might damage your eyes or face, you must wear the right kind of protection. **Course Length:** 16 min

**PPE for Heavy Equipment Part 4 - Hand and Arm Protection**

Selecting the best hand and arm protection can be a challenge. Gloves and sleeves offer varying degrees of protective qualities as well as limitations. So be sure to consult with your employer and the manufacturer. **Course Length:** 16 min

**PPE for Heavy Equipment Part 5 - Body Protection**

Body protection helps keep contaminants off of your clothing and away from your body. And it helps safeguard you against chemical, electrical and physical hazards. **Course Length:** 13 min

**PPE for Heavy Equipment Part 6 - Foot and Leg Protection**

If you have ever stubbed your toe, you know that impact injuries can hurt. At work, heavy objects can fall on your feet. Typical foot injuries are caused by objects falling less than 4 feet and at an average weight of 65 pounds. If you work around sharp objects, you can step on something sharp and

puncture your foot or brush up against sharp objects and cut your leg. **Course Length:** 17 min

### **PPE for Heavy Equipment Part 7 - Hearing Protection**

In hazardous workplaces, we depend on our hearing to help alert us to dangers. Yet workplace hazards can include excessive noise levels that cause damage to our hearing or even hearing loss. By choosing the right hearing protection according to its Noise Reduction Rating (or NRR), we can bring excessive noise levels down to an acceptable level and still be able to hear those around us as well as any safety alerts or alarms. **Course Length:** 18 min

### **PPE for Heavy Equipment Part 8 - Respiratory Protection**

Hazardous materials can enter your body by ingestion, absorption or inhalation. Proper respirator usage can protect you from inhalation hazards. Dusts, fumes, gases or vapors, and temperature extremes can penetrate and damage your respiratory system. Dust and fumes can irritate your nose and throat, and in some cases, your lungs. Gases and vapors can be absorbed from your lungs into your bloodstream, where they have the potential to damage your brain and internal organs. **Course Length:** 15 min

### **PPE for Heavy Equipment Part 9 - Electrical Protection**

When working around electricity you always follow proper safety precautions and choose the right tools for the job. This includes wearing the right type of personal protective equipment (PPE). This portion of the PPE training suite explores the types of electrical protective devices as well as their classes and ratings. **Course Length:** 16 min

### **Pre-Job Briefings for Electrical Work**

Every day, all over the country, electrical work takes place. There are many risks associated with this type of work, and many different safety precautions are required depending on what is being done, as well as where and by whom it is carried out. Pre-job briefings make sure workers know about the current hazards and any changes that will affect how they work, as well as the safety precautions they need to take. This course covers how to conduct a pre-job briefing for electrical work. **Course Length:** 16 min

### **Pressure Vessel Safety**

We use pressure vessels in a variety of residential and industrial applications. Yet we must respect the dangers associated with them. The release of stored or potential energy and hazardous materials can cause personal injury, loss of life and catastrophic property damage. In this course, you'll explore how pressure vessels are categorized and regulated, what safety measures you can take to stay safe and prevent pressure vessel failures, and what to look for when visually inspecting pressure vessels.

**Course Length:** 30 min

### **Preventing Strains and Back Injuries Around Heavy Equipment**

Many pieces of equipment can be heavy and awkward to handle. Therefore, you run the risk of straining and injuring your back if you don't use proper lifting, handling and climbing techniques. This training is designed to help you minimize the risks of back strains and injuries when handling or lifting heavy parts and equipment.

**Course Length:** 37 min

### **Scaffolding for Construction**

An estimated 2.3 million construction workers, or 65% of the construction industry, work on scaffolds frequently. To reduce injuries and help prevent deaths, you should educate your employees on scaffold safety requirements. This course examines the common hazards associated with scaffolds and the basics to scaffold safety. **Course Length:** 43 min

### **Struck By, Caught Between**

According to OSHA, the four most frequent types of construction incidents are falls from elevation, electrical shock and being either struck by or caught in/between materials and equipment. This course focuses on the steps workers can take to avoid being struck by or caught between hazards at work, including hazard awareness, prevention and control, with an emphasis on taking personal responsibility for safety. **Course Length:** 33 min

### **Trenching and Excavation Safety for Construction**

Armed with the proper safety information you can take action and help prevent trenching and excavation injuries and fatalities. This course provides an overview of the hazards associated with this type of work and techniques to keep workers safe. **Course Length:** 53 min

### **Vehicle Inspection for Heavy Equipment**

When driving to service calls or various work sites, you don't have time to waste with a flat tire, overheated engine or some other maintenance problem that could possibly cause you to become involved in a motor vehicle incident. That's why it's essential to maintain your work vehicle and perform pre-trip inspections. Inspections help you identify and address problems before getting on the road. And ultimately, they help save you and your company time and money.

**Course Length:** 25 min

### **Welding, Cutting, and Brazing for Construction**

Construction workers must take steps to prevent injury and damage when welding, cutting and brazing. The risk from fatal injuries alone is more than four deaths per thousand workers over a working lifetime. Therefore, care must be taken to ensure that work is performed safely. This course introduces common hazards associated with welding, cutting, and brazing and ways to prevent injury and damage.

**Course Length:** 35 min

### **Work Zone Safety**

The objective of this class is to help you understand the dangers associated with highway and road construction as well as how to protect yourself. With the number of traffic fatalities in highway work zones rising, it is imperative workers understand the unique problems associated with working with live traffic. **Course Length:** 39 min

### **Worker Orientation for Construction v2**

We believe accidents and injuries are preventable and they occur as a result of unsafe conditions and an unsafe acts. This orientation course explains some basic safety rules to help prevent you from injuring yourself or someone else.

**Course Length:** 32 min

## CONSTRUCTION MINI MODULES

### Aerial Lifts

This concise mini-module addresses the core elements that workers need to understand to conduct their aerial lift operations in a safe manner. Employers can use this course to ingrain fundamental terms and employee responsibilities. This course is an excellent tool for organizations who want to bolster or supplement their current Aerial Lifts training program. **Course Length:** 15 min

### Basic Rigging

This concise mini-module addresses the core elements that workers need to understand to conduct their rigging operations in a safe manner. Employers can use this course to ingrain fundamental terms and employee responsibilities. This course is an excellent tool for organizations who want to bolster or supplement their current Rigging training program. **Course Length:** 16 min

### Concrete Construction

This concise mini-module addresses the core elements that workers need to understand to conduct their concrete operations in a safe manner. Employers can use this course to ingrain fundamental terms and employee responsibilities. This course is an excellent tool for organizations who want to bolster or supplement their current Concrete Safety training program. **Course Length:** 14 min

### Confined Spaces

This concise mini-module addresses the core elements that workers need to understand to conduct their Confined Space operations in a safe manner. Employers can use this course to ingrain fundamental terms and employee responsibilities. This course is an excellent tool for organizations who want to bolster or supplement their current Confined Spaces training program. **Course Length:** 16 min

### Electrical Safety and Lockout/Tagout

The Electrical Safety and Lockout/Tagout course provides you with a fundamental understanding of how to work safely with electricity. After completing the course, you will be able to identify basic facts about electricity, understand how to work safely around electricity and recognize the fundamentals of lockout/tagout. **Course Length:** 14 min

### Fall Protection

This concise mini-module addresses the core elements that workers need to understand when working around fall hazards on a job site. Employers can use this course to ingrain fundamental terms and employee responsibilities. This course is an excellent tool for organizations who want to bolster or supplement their current Fall Protection training program. **Course Length:** 16 min

### Fire Extinguisher Safety

Construction fires present a very real and very dangerous hazard. That's why it's important that, by the time you complete this Fire Extinguisher Safety module, you'll be able to recognize when it's appropriate to fight or flee, specify how a fire extinguisher works and understand the various types and applications of fire extinguishers.

**Course Length:** 10 min

### Fleet Safety

Effective incidental fleet management is a necessity for any business to limit accident costs, to minimize the severity of injury to yourself and your passengers and to reduce the substantial liability exposures. After completing the Fleet Safety course, you will be able to understand the fundamentals of fleet safety, recognize what to do at an accident scene and identify effective driving habits.

**Course Length:** 15 min

### Guarding Floor and Wall Openings and Holes

Almost all work sites have unprotected sides and edges, wall openings, or floor holes at some point during construction. If these sides and openings are not protected at your site, injuries from falls or falling objects may result, ranging from sprains and concussions to death. After completing the Guarding Floor and Wall Openings course, you will be able to identify which floor and wall openings need to be guarded, recognize how to guard open-sided floors, platforms and runways and describe the guidelines for guarding stairways.

**Course Length:** 11 min

### Hazard Communication

This specialized HazCom course provides you with the knowledge and skills you need to understand the fundamentals of hazard communication. After completing this course, you will be able to identify the basic components of HazCom, understand your HazCom responsibilities and recognize the function and administration of material safety data sheets. **Course Length:** 16 min

### Health Hazards in Construction

Workers in the construction industry face a number of health and safety hazards in their work sites every day, including exposure to materials like silica and lead, that can cause serious illness and affect the worker's health in the long term. This mini module was designed to provide a high level awareness of the potential dangers of some common materials to which construction workers may be exposed.

**Course Length:** 14 min

### Ladder Safety

Falls from heights in general are one of the most severe hazard exposures in the construction industry. By the time you complete this specialized module on Ladder Safety, you will be able to identify how to reduce injuries related to ladder accidents and how to reduce your exposure to the associated costs and understand how to choose the right type of ladder for the job, set it up appropriately and then verify the safety of its setup. **Course Length:** 9 min

### Materials Handling and Storage

People forget to safely move, handle and store materials they work with everyday, because the task seems ordinary. Did you know there are hundreds of thousands of materials handling accidents every year, ranging from small splinters, cuts or scrapes, to crushed fingers, hands and feet – even deaths? After completing the Material Handling and Storing course, you will be able to identify potential hazards of handling and storing material, properly move, handle and store materials, identify various types of materials-handling equipment and understand the basic ergonomic safety and health principles for handling and storing material.

**Course Length:** 15 min

### **Personal Protective Equipment (PPE)**

This module provides you with knowledge about the effective use of personal protective equipment (of PPE). After completing the Personal Protective Equipment course, you will be able to identify general guidelines for safely using PPE and understand basic procedures for protecting specific parts of the body. **Course Length:** 18 min

### **Power Tool Safety**

One of the most frequent types of construction accidents involves the use of power tools. By the time you finish this module on Power Tool Safety, you should be able to understand the risks associated with the unsafe use of power tools and identify a wide array of general precautions to help keep you safe while using power tools.

**Course Length:** 9 min

### **Scaffolding**

According to OSHA, 20% of construction deaths due to falls are from scaffolds or elevated work platforms. That's why, in this module for Scaffolding for Construction, you'll learn about the common hazards associated with scaffolding.

**Course Length:** 8 min

### **Stormwater and Erosion Control Best Management Practices**

Runoff from rainstorms and snowmelt picks up pollutants like sediment, oil, grease and other chemicals. Contaminated runoff may flow into storm drains or it may flow directly into lakes, rivers and streams. Preventing stormwater contamination ensures clean water for swimming, fishing and drinking. U.S. Federal law requires construction sites to obtain stormwater permits any time an acre or more of land will be disturbed. As part of the permitting process companies implement stormwater pollution prevention programs, or SWPPPs. **Course Length:** 15 min

### **Trenching and Excavation**

Thousands of injuries occur and far too many lives are lost every year as a result of trenching and excavation incidents. Armed with the proper safety information you can take action to prevent these incident. This mini module gives you a high level overview of trenching and excavation work and techniques to keep you safe. **Course Length:** 13 min

### **Welding, Cutting and Brazing**

This module will provide you with the knowledge and skills you need to safely weld, cut and braze. After completing the Welding, Cutting and Brazing course, you will be able to understand basic tenets of fire prevention, identify the fundamentals of the hot work permit system and comprehend both fire watch and fire extinguishers.

**Course Length:** 14 min

### **Work Zone Safety**

This specialized module will provide you with the knowledge and skills you need to work safely in and around work zones. After completing the Work Zone Safety course, you will be able to recognize fundamental facts about work zones, identify various traffic control standards and understand basic work zone safety practices. **Course Length:** 9 min

## **DRIVER SAFETY**

### **15 Passenger Van Safety**

A 15-passenger van behaves much differently from a passenger car. Most people do not know that these vans are more likely to roll over than any other type of vehicle. This course offers safe van-driving techniques that, if implemented, will drastically reduce the risk of injury or even death when driving a 15-passenger van.

**Course Length:** 46 min

### **Accident and Breakdown Procedures**

Breakdowns and accidents are unplanned events. You never know if, when, where, or how they will happen. But every time you get behind the wheel, you need to be prepared for the worst. The purpose of this course is to make you more prepared in the event of an accident or breakdown.

**Course Length:** 34 min

### **Avoiding Rear-End Collisions - Large Vehicles v2**

Rear-end collisions can be very serious since the vehicle that is struck from behind is usually stopped or moving very slowly. The potential for catastrophe is even greater when the vehicle in motion is a large truck and the vehicle that is struck is a smaller vehicle such as an automobile. This course focuses on the common causes of rear-end collisions and what drivers of large vehicles can do to reduce the risk of being involved in such a collision. **Course Length:** 33 min

### **Avoiding Rear-End Collisions - Light Commercial Vehicles v2**

Rear-end collisions can be very serious since the vehicle that is struck from behind is usually stopped or moving very slowly while the other vehicle is in motion. The potential for catastrophe is amplified when the vehicle in motion is a van or truck and the vehicle that is struck is a smaller vehicle such as an automobile. This course focuses on the common causes of rear-end collisions and what drivers of light commercial vehicles can do to reduce their risk of being involved in such a collision. **Course Length:** 35 min

### **Changing Lanes for Large Vehicles**

Any time a driver changes position in the flow of traffic with a large vehicle – whether passing other vehicles, merging or exiting roadways – the chances of a mishap increase. This course helps drivers become aware of safe, professional maneuvering techniques to apply when they're on the road.

**Course Length:** 12 min

### **Changing Lanes for Light Commercial Vehicles**

Any time a driver changes position in the flow of traffic with a commercial vehicle – whether passing other vehicles, merging or exiting roadways – the chances of a mishap increase. This course helps drivers become aware of safe, professional maneuvering techniques to apply when they're on the road.

**Course Length:** 12 min

### **Defensive Driving: Large Vehicles**

Most vehicle accidents are actually the result of human error. If an error is made at the wrong moment, an accident or collision will result. A consistent, defensive approach to driving is the best way to reduce the likelihood of driver error. The goal of this course is simple: to provide you with the knowledge and safe driving techniques you need to prevent collisions and violations. **Course Length:** 57 min

### **Defensive Driving: Small Vehicles**

Most vehicle accidents are actually the result of human error. If an error is made at the wrong moment, an accident or collision will result. A consistent, defensive approach to driving is the best way to reduce the likelihood of driver error. The goal of this course is simple: to provide you with the knowledge and safe driving techniques you need to prevent collisions and violations. **Course Length:** 65 min

### **Distracted Driver v2**

The National Highway Traffic Safety Administration (NHTSA) estimates that driver inattention is a factor in 80 percent of highway collisions. By failing to give full attention to the road, distracted drivers put themselves, their passengers and everyone else on the road at risk. This course presents strategies drivers can use to remain focused on the road. **Course Length:** 65 min

### **DOT Driver Compliance v2**

This training covers some important U.S. Department of Transportation (DOT) rules that all Commercial Motor Vehicle (CMV) drivers are required to follow. The purpose of all of these rules is to keep CMV drivers and everyone else on the road safe. **Course Length:** 20 min

### **Driver Fatigue**

Fatigue impairs a driver's ability to safely operate a large truck or other types of equipment. It leads to accidents that cause vehicle damage, property damage, injury and even death. **Course Length:** 36 min

### **Extreme Driving Conditions**

Extreme weather driving includes every adverse weather condition that could cause a hazardous driving situation, such as rain, snow, ice, fog, or extremely cold or hot weather. The purpose of this training is to show drivers how to handle extreme weather conditions on the road so they you can stay safe - rain, snow or shine. **Course Length:** 35 min

### **Fleet Safety**

Statistics show that operating a motor vehicle is one of the most hazardous activities that we undertake everyday. With today's accident cost potential, effective incidental fleet management is a necessity for any business. This training will focus on fleet vehicles that generally do not fall under DOT rules and regulations. **Course Length:** 52 min

### **Food Service & Distribution - Delivery Driver Safety**

Food service delivery drivers have a demanding job lifting and maneuvering heavy loads. This course presents delivery drivers with proper lifting techniques and good body mechanics to help reduce their risk of injury. **Course Length:** 36 min

### **Hazards of Speeding - Large Vehicles v2**

The vast majority of speeders realize the potential consequences of their actions. Yet many motorists continue to put themselves and others at risk when they refuse to adopt a common sense approach to driving. In this course, we will examine the hazards of speeding. We'll also explore reasons why speeding just doesn't make good sense, even when you're rushing to meet a deadline. **Course Length:** 14 min

### **Hazards of Speeding - Light Commercial Vehicles**

Many experts note an increase in average highway speeds, on both interstate and rural roads - and they cite this trend as

the prime reason why the number of deaths on those highways is nearing an all-time high. The vast majority of speeders realize the potential consequences of their actions. Yet many motorists continue to put themselves and others at risk when they refuse to adopt a common sense approach to driving. In this course, we will examine the hazards of speeding. We'll also explore reasons why speeding just doesn't make good sense, even when you're rushing to meet a deadline. **Course Length:** 13 min

### **Hazards of Tailgating - Large Vehicles**

Professional drivers need to be able to react swiftly to events which may happen farther along the roadway. Tailgating limits the reaction time of professional drivers, significantly increasing the chance of an accident. This course explains the consequences of tailgating and lists strategies to overcome the impulse to tailgate. **Course Length:** 15 min

### **Hazards of Tailgating - Light Commercial Vehicles**

Professional drivers need to be able to react swiftly to events which may happen farther along the roadway. Tailgating limits the reaction time of professional drivers, significantly increasing the chance of an accident. This course explains the consequences of tailgating and lists strategies to overcome the impulse to tailgate. **Course Length:** 15 min

### **Road Rage**

In today's fast paced world, it seems that many drivers carry their frustrations and impatience into their vehicle with them. Road rage is something you must be aware of and control as a driver. This training is designed to give you the information you need to avoid becoming the victim of road rage - or succumbing to it yourself. **Course Length:** 27 min

### **Safe Backing and Turning v2**

Backing is our weakest skill because we spend 99% of our time driving forward. A consistent defensive approach to backing and turning can reduce the likelihood of driver error. This training is designed to serve as a training tool for new drivers as well as veteran drivers. **Course Length:** 38 min

### **Safe Vehicle Operations**

This course educates commercial vehicle operators and other personnel at trucking companies about how to avoid accidents caused by speeding, following other vehicles too closely and executing turns incorrectly. **Course Length:** 20 min

### **Stop Signs & Signals - Large Vehicles v2**

The time you save by rolling past a stop sign or blazing past a yellow or red light will never justify the potential harm you might do to yourself and to other motorists. That's the central message of this course. **Course Length:** 12 min

### **Stop Signs & Signals - Light Commercial Vehicles**

The time you save by rolling past a stop sign or blazing past a yellow or red light will never justify the potential harm you might do to yourself and to other motorists. That's the central message of this course. **Course Length:** 17 min

### **Towing Trailers**

Trailers towed by motor vehicles provide an efficient, convenient way to carry heavy loads but they present challenges to drivers. To avoid accidents, you should understand exactly how towing a trailer affects the vehicle you are driving and what you can do as a driver to stay safe as you tow your load. **Course Length:** 22 min

**Vehicle and Roadside Inspections, PS4 eLesson**

This course educates commercial big-rig truck drivers and other personnel at trucking companies about the importance of vehicle and roadside inspections. This course will provide information about the items for which drivers or enforcement officers will check during an inspection.

**Course Length:** 20 min

**EMERGENCY PREPAREDNESS****Domestic Preparedness Awareness Overview**

The purpose of this course is to provide training for Domestic Preparedness Awareness Level instruction. The presentation is designed to increase your knowledge about nuclear, biological, and chemical agents, often called NBC agents. **Course Length:** 50 min

**Domestic Preparedness Biological Terrorism**

The average person's risk of exposure to a biological weapon is small, but it is something worth considering. This course presents information about potential biological weapons, their effects and how they are likely to be used.

**Course Length:** 43 min

**Egress and Emergency Actions Plans v2**

Each year, more than 200 deaths and 5,000 injuries result from fires and explosions in the workplace. The National Fire Protection Association reports over 115,000 non-residential structural fires for 2004, accounting for \$2.4 billion in direct property damage. Those are the losses due to fires, but there are other hazardous situations that can threaten a worker's life and limb. These include severe weather, medical emergencies, chemical release, and bomb threats. We can't completely eliminate dangerous workplace situations, but we can reduce the number of associated injuries and deaths attributable to these incidents. This course will focus on two important aspects of this effort: egress and emergency action plans. Those are the losses due to fires, but there are other hazardous situations that can threaten a worker's life and limb. These include severe weather, medical emergencies, chemical release, and bomb threats. We can't completely eliminate dangerous workplace situations, but we can reduce the number of associated injuries and deaths attributable to these incidents. This course will focus on two important aspects of this effort: egress and emergency action plans.

**Course Length:** 48 min

**ENVIRONMENTAL****Environmental Awareness Part 1**

The purpose of this 3 course series is to help you work in an environmentally responsible manner and in compliance with all applicable environmental laws and regulations. This, the first course, outlines the environmental issues and goals, the purpose of Emergency Management Systems, identifying EPS issues, and management practices when dealing with industrial waste. **Course Length:** 34 min

**Environmental Awareness Part 2**

The purpose of this 3 course series is to help you work in an environmentally responsible manner and in compliance with all applicable environmental laws and regulations. This, the second course, identifies additional EPA regulated environmental issues and the best management practices for dealing with these issues. **Course Length:** 34 min

**Environmental Awareness Part 3**

The purpose of this 3 course series is to help you work in an environmentally responsible manner and in compliance with all applicable environmental laws and regulations. This, the third course, outlines OSHA regulated environmental issues, the elements of an Emergency Action Plan, major steps in spill and fire response, storage requirements for hazardous chemicals, and issues related to handling chemicals. **Course Length:** 39 min

**Environmental Overview Training**

The purpose of this training is to provide a general understanding of how our daily work activities can potentially alter environmental balances. By being more aware of this, we can act responsibly to protect our communities, our air, water, land and ourselves. **Course Length:** 21 min

**HAZWOPER Refresher Training v3 - Module 01 - Scope, Application and Training Requirements**

The Occupational Safety and Health Administration (OSHA) 29 CFR 1910.120 regulations mandate training for all individuals who are involved in Hazardous Waste Operations or in emergency response to hazardous substance releases - this is usually called HAZWOPER training. All new employees must be trained before entering work assignments in the scope of this standard and contaminated work zones. Employees covered under this standard must also receive refresher training on an annual basis as outlined in 1910.120(e)(8). **Course Length:** 53 min

**HAZWOPER Refresher Training v3 - Module 02 - Environmental Issues for HAZWOPER**

Hazardous waste operations and emergency response need to be conducted in an environmentally responsible manner and in compliance with all applicable environmental laws and regulations. This is Part Two of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part Two covers operations that are regulated by the US Environmental Protection Agency (EPA) and reviews environmentally responsible ways of dealing with industrial waste to prevent pollution from hazardous waste. **Course Length:** 41 min

**HAZWOPER Refresher Training v3 - Module 03 - Hazard Communication: Your Right to Know**

This is Part Three of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part Three covers Hazard Communication (Hazcom), which provides workers with the information they need to know in order to understand the hazards and identities of the chemicals they may be exposed to when working. **Course Length:** 46 min

**HAZWOPER Refresher Training v3 - Module 04 - Hazards and Risk Assessment Techniques**

This is Part Four of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part Four covers hazard and risk assessment. Individuals involved in hazardous waste operations and emergency response need to know and understand what hazards they may encounter in their work environment. They must be trained to identify hazards so that they can first assess them, and then take steps to control them whenever possible. **Course Length:** 56 min

**HAZWOPER Refresher Training v3 - Module 05 - Toxicology**

This is Part Five of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part Five covers toxicology. Everyone is exposed on and off the job to a variety of chemical substances. Most are not hazardous under ordinary circumstances, but they all have the potential to cause injury at some concentration. How a material is used is the major factor for determining its hazard potential.

**Course Length:** 45 min

**HAZWOPER Refresher Training v3 - Module 06 - Monitoring and Medical Surveillance**

This is Part Six of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part Six covers monitoring and medical surveillance. Because of the potentially harmful effects of hazardous waste, the OSHA HAZWOPER standard requires monitoring and medical surveillance of certain employees involved with hazardous waste operations and emergency response. Monitoring helps to determine what protection is needed before exposure to hazardous materials. **Course Length:** 46 min

**HAZWOPER Refresher Training v3 - Module 07 - Respiratory Protection**

This is Part Seven of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part Seven covers respiratory protection. Respirators provide vital protection against chemicals and oxygen-deficient atmospheres. For this reason it is critical to know how to select and use the appropriate respirator for the job. All respirators are not created equal: not all of them will provide protection in atmospheres with low oxygen or certain other atmospheric hazards. **Course Length:** 37 min

**HAZWOPER Refresher Training v3 - Module 08 - Personal Protective Equipment**

This is Part Eight of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part Eight covers PPE, personal protective equipment, your last line of defense against hazardous materials in your work environment. Although PPE cannot provide protection from all exposure, when properly selected and worn it can prevent unnecessary harmful exposures. For this reason it is critical to select the appropriate protective equipment for the job. **Course Length:** 27 min

**HAZWOPER Refresher Training v3 - Module 09 - Confined Spaces**

This is Part Nine of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part Nine covers confined spaces. Many work environments contain spaces that are considered 'confined' because their shape and size make conditions difficult for employees who must enter, work in, and exit them. There are many instances where employees who work in confined spaces face increased risk of exposure to serious hazards. **Course Length:** 27 min

**HAZWOPER Refresher Training v3 - Module 10 - Spill Prevention**

This is Part Ten of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required

by OSHA for all employees affected by this regulation. Part Ten covers spill prevention. Those working in hazardous waste operations and emergency response need to know how to prevent spills or leaks of hazardous materials and how to respond if or when they do occur. Prompt and proper action can mean the difference between an emergency and a disaster. **Course Length:** 34 min

**HAZWOPER Refresher Training v3 - Module 11 - Site Control**

This is Part 11 of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part 11 covers site control. If uncontrolled, a spill or release of hazardous waste could spread rapidly, leading to contamination on a large scale. For this reason, site control is required on a hazardous waste site. Site control helps limit the spread of contamination in the event of a spill or release of a hazardous substance and is a critical component of the HAZWOPER standard. **Course Length:** 31 min

**HAZWOPER Refresher Training v3 - Module 12 - Decontamination**

This is Part 12 of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. Part 12 covers decontamination, an important set of procedures designed to protect the environment, emergency responders, and other people from exposures or contamination resulting from a hazardous materials incident. This module presents the basics of decontamination to prevent the spread of hazardous materials to people and the environment.

**Course Length:** 31 min

**HAZWOPER Refresher Training v3 - Module 13 - Emergency Response**

This is Part 13 of a 13-part series of modules on HAZWOPER designed to provide the annual refresher training as required by OSHA for all employees affected by this regulation. This final module of our hazwoper training deals with emergency response. Emergency incidents are actual or potential spills or releases of hazardous materials into the environment. Because the possibility of damage to people, property and the environment is so serious, prompt and proper emergency response is critical. Training in safe emergency response practices will reduce the chances of harm to people or property. **Course Length:** 39 min

**Resource Conservation Recovery Act (RCRA) (2 parts)**

Contains: RCRA Part 1 and RCRA Part 2.

**Course Length:** 67 min

**Spill Prevention, Control and Countermeasures (SPCC)**

The SPCC training program is designed for any employee involved in oil handling, transferring, storing, responding to spills or maintaining oil equipment. Participants will learn the steps to take in the event of a spill, how to prevent spills, and how to properly handle waste and drums. **Course Length:** 26 min

**Stormwater Pollution Prevention**

Laws require us to regulate stormwater in order to reduce the pollution of rivers and lakes. Identifying sources of storm water pollution and keeping them from coming in contact with runoff is one of the best and most economical ways of

protecting the quality of our waters. This course presents best management practices to prevent stormwater pollution.

**Course Length:** 36 min

## **ERGONOMICS**

### **Ergonomics for Heavy Equipment**

Working with heavy equipment can be physically demanding. You may be required to lift, push, pull, and handle heavy loads. Some tasks may be repetitious and require you to stand or sit for extended periods. Each person has physical limits or a "comfort zone" of activities that he or she can tolerate without developing lingering symptoms. Preventing work-related musculoskeletal problems rests on an ergonomically sound work environment, good work practices, and employee awareness. This course will introduce common risk factors and methods to prevent musculoskeletal injury.

**Course Length:** 40 min

### **First Aid for Back Pain**

About one-half of all working Americans admit to having back pain symptoms each year. Back pain is one of the most common reasons for missed work and it is the second most common reason for visits to the doctor's office. However, many symptoms of back pain can be treated by the individuals experiencing them. First Aid for Back Pain not only relieves pain, but also stops the problem from getting worse.

**Course Length:** 25 min

### **Industrial Ergonomics**

Jobs in an industrial environment can be physically demanding. Preventing work-related musculoskeletal problems rests on an ergonomically sound work environment, good work practices and employee awareness. This course will introduce common risk factors and methods to prevent musculoskeletal injury. **Course Length:** 36 min

### **Office Ergonomics v6**

In all work locations, we must take the time to evaluate our work areas to ensure we have them set up to best fit the individual. The goal of this learning module is to assist employees in evaluating and modifying their own office work environment to reduce ergonomic risk.

**Course Length:** 34 min

## **FOOD SERVICES AND DISTRIBUTION SAFETY**

### **Ammonia Awareness**

Ammonia has a variety of uses. In the food service and distribution industry, anhydrous ammonia serves as a highly effective and cost-efficient refrigerant. Ammonia refrigeration preserves the quality of foods as they are processed, transported and stored in food processing and storage facilities. However, ammonia also presents hazards to those responsible for storing and transferring it. This course discusses those hazards and how to work safely around anhydrous ammonia. **Course Length:** 25 min

### **Delivery Driver Safety**

Food service delivery drivers have a demanding job lifting and maneuvering heavy loads. This course presents delivery drivers with proper lifting techniques and good body mechanics to help reduce their risk of injury.

**Course Length:** 36 min

### **Delivery Procedures**

Why does transportation need standard operating procedures (SOPs) for food safety and security during deliveries? Well-defined SOPs ensure that food will consistently be of high quality when it reaches customers, thereby increasing customer satisfaction. This training presents best practices for deliveries. **Course Length:** 27 min

### **Food Safety, Basic Overview**

It's estimated that more than 76 million cases of foodborne illness – including 325,000 hospitalizations and 5,000 deaths – occur annually from foodborne illness. Infected restaurant employees were identified as a contributing factor in more than 65% of U.S. foodborne illness outbreaks in restaurants. With numbers as high as these, it's clear that food safety – taking the right precautions to make sure the food we serve and eat is not contaminated – is critically important.

**Course Length:** 35 min

### **Food Safety, Foodborne Pathogens**

Foodborne illnesses are caused by eating food or drinking beverages contaminated with disease-causing organisms. Foodborne illnesses can cause symptoms that range from an upset stomach to more serious effects, including diarrhea, fever, vomiting, abdominal cramps, dehydration and yes, even death. These microscopic disease vectors are collectively known as pathogens. **Course Length:** 77 min

### **HACCP Overview**

Every year, about 76 million people in the United States become ill from pathogens in food. That's about one in every three people. Although most foodborne infections go undiagnosed and unreported, the Centers for Disease Control and Prevention (CDC) does provide this estimate. Note that these figures do NOT include the additional instances where people find foreign objects or other materials in their food. These numbers would be even higher if the Food and Drug Administration had not adopted a food safety program developed in the late 1950s for astronauts. That program focused on preventing hazards that cause foodborne illnesses by applying science-based controls at every critical point in the process involved with converting raw materials to finished products. This program is appropriately called Hazard Analysis and Critical Control Points, or "HACCP."

**Course Length:** 33 min

### **HACCP - Principle 1: Conduct a Hazard Analysis**

Every segment of the food industry is tasked with ensuring the conditions necessary to protect food while it is under their control are in place. Food processors, distributors and food service organizations address food safety through the adoption of principles outlined in HACCP (Hazard Analysis and Critical Control Points). This course covers the preliminary activities and the all-important first step or principle in developing a HACCP plan – conducting a hazard analysis. **Course Length:** 29 min

### **HACCP - Principle 2: Determine the Critical Control Points**

After completing a hazard analysis, the second principle in developing a HACCP plan is to evaluate the product processing steps and identify the critical control points (CCPs). These points are a critical moment, procedure or step in a process at which time control can be applied to eliminate or prevent a food safety hazard, or reduce it to an acceptable level. **Course Length:** 26 min

**HACCP - Principle 3: Establish Critical Limits**

The third principle in developing a HACCP plan involves establishing the critical limits associated with each critical control point (CCP). Critical limits help distinguish between safe and unsafe operating conditions at a critical control point. **Course Length:** 32 min

**HACCP - Principle 4: Establish Monitoring Procedures**

Monitoring procedures is the fourth principle in developing a HACCP plan. This step helps you assess whether a critical control point (CCP) is actually under control. **Course Length:** 28 min

**HACCP - Principle 5: Establish Corrective Actions**

The fifth principle in developing a HACCP plan focuses on establishing corrective actions. These corrective actions should be designed to eliminate or correct the exceeded critical limits or deviations, identify the cause of the deviation as well as the ways to bring the critical control points (CCP) back under control, establish measures to prevent recurrence and prevent contaminated or hazardous foods from reaching consumers. **Course Length:** 30 min

**HACCP - Principle 6: Establish Verification Procedures**

When developing a HACCP plan, the sixth principle requires you to establish regular procedures for verifying each critical control point (CCP). Verification involves evaluation methods, procedures and tests to determine the conformance and effectiveness of the HACCP system. This evaluation confirms each CCP is being implemented effectively as outlined in your written HACCP plan. **Course Length:** 29 min

**HACCP - Principle 7: Establish Record-Keeping and Documentation Procedure**

As a final principle in developing a HACCP plan, you must establish record-keeping and documentation procedures for each critical control point (CCP) as well as the entire HACCP plan. There is a distinction between the two – record-keeping is a record of the process “results” and documentation describes processes as well as the establishment of these processes. **Course Length:** 28 min

**Replenishing and Loading**

Following SOPs ensures that food will consistently be of high quality when it reaches the restaurant. Also, delivering high quality product increases driver and restaurant satisfaction. **Course Length:** 15 min

**Sanitation**

It is necessary to have a good sanitation program throughout your organization in order to keep the warehouse clean, keep the food and the warehouse safe, and to ensure product quality. **Course Length:** 23 min

**Pest Management**

Besides being a nuisance, pests have the potential to harm people, equipment and facilities. This course explores pest management strategies that prevent pest problems. Emphasis is placed on safety information for the person handling and applying pesticides, and personal safety strategies when encountering and removing pests. **Course Length:** 30 min

**Process Safety Management (PSM) - Food Industry**

For your safety, you must be aware of safety rules and procedures at your food processing facility. The rules and procedures provide evacuation and emergency procedures in the event of fire, severe weather, natural disaster, acts of terrorism or even the release of hazardous chemicals. This course provides information that could help you during an emergency. **Course Length:** 16 min

**HEALTH AND WELLNESS****Diet and Exercise v2**

Poor diet and physical inactivity lead to more than 100,000 deaths each year in the United States. People who are overweight or obese increase their risk for heart disease, diabetes, stroke, high blood pressure, arthritis-related disabilities, and some cancers. This course presents information that will help improve your personal health, avoid illness and help prevent diseases associated with poor diet and physical inactivity. **Course Length:** 54 min

**Drug and Alcohol Awareness**

Substance Abuse affects every worker directly or indirectly. When it impacts the workplace, productivity and profits suffer. This course will talk about what substance abuse is, the costs and the effects of substance abuse on the workplace, and the effects of a variety of substances on the body, the mind, and the emotions. **Course Length:** 81 min

**First Aid for Back Pain**

About one-half of all working Americans admit to having back pain symptoms each year. Back pain is one of the most common reasons for missed work and it is the second most common reason for visits to the doctor's office. However, many symptoms of back pain can be treated by the individuals experiencing them. First Aid for Back Pain not only relieves pain, but also stops the problem from getting worse. **Course Length:** 20 min

**Living a Less Stressful Life v2**

Stress—or how people handle it—is the number one killer of our times. While you can't eliminate stress, you can choose to respond to it with different coping methods. Choice—identifying and selecting among options—drives your success, your coping skills, and your life itself. This lesson will teach you how to make good choices to better deal with stress in your life. **Course Length:** 36 min

**Pandemic Influenza**

An influenza pandemic occurs when a new influenza virus, like the H1N1 virus, emerges and starts spreading as easily as normal influenza. Pandemics can result in millions of deaths and major disruptions of society, But their effects can be mitigated. That is why this nation, as well as the rest of the world, is undertaking preparations to quickly identify an emerging pandemic and then delay its spread while countermeasures can be developed. **Course Length:** 36 min

**Tobacco and Smoking Awareness**

Smoking and tobacco usage are major health concerns today. The links between tobacco use and health are well-documented and you've probably heard many – if not all – of them before. So why learn more about smoking now? Well, knowing more can help you to make good choices about smoking and using tobacco, whether you're trying to quit or trying not to start! **Course Length:** 59 min

## HEALTHCARE

### **Bloodborne Pathogens - Blood and OPIM, PS4 eLesson**

There are many jobs that employees are dying to get, but there are none worth dying for. The Occupational Safety and Health Administration (OSHA) estimates that more than 5.6 million workers in healthcare and related occupations such as nurses, custodians, maintenance staff and research personnel are at risk of occupational exposure to bloodborne pathogens. In addition to the obvious risk to the healthcare community, many other occupations also encounter potential exposures to bloodborne pathogens: teachers, custodians, sanitation workers, or any concerned coworker in any job offering help to another sick or hurt team member. If your job duties include even occasional contact with blood or other infectious materials, you need to know how to effectively protect yourself against potential bloodborne pathogens, because understanding simple precautions can greatly minimize your chances of contracting a bloodborne disease.

**Course Length:** 42 min

### **CPR Training v2, PS4 eLesson**

Incidents requiring CPR can happen anywhere and at any time. The first response to such an incident is the most important. CPR given at the scene can improve a victim's chances of survival and recovery. This course will demonstrate to hospital employees who do not provide direct care, how to recognize and respond to a severe life-threatening emergency until the Emergency Medical Services (EMS) personnel or a hospital response team arrives.

**Course Length:** 32 min

### **Disruptive Behavior, PS4 eLesson**

This course provides learners with an understanding of what disruptive behavior in the healthcare environment is. It also provides information about the impact of disruptive behavior on healthcare setting safety, the work environment, personal health and interpersonal relationships. This course is intended for all healthcare workers.

**Course Length:** 21 min

### **Electrical Safety, PS4 eLesson**

This course provides learners with information about the potential hazards of exposure to electrical hazards. It also describes how to identify and avoid the dangers of electric exposure. The course provides training for non-electrically qualified workers and is intended for doctors, nurses, lab technicians and other healthcare personnel.

**Course Length:** 26 min

### **Ergonomics, PS4 eLesson**

Jobs in a healthcare environment can be physically demanding even if that job does not involve direct patient care. Preventing work-related musculoskeletal problems rests on an ergonomically sound work environment, good work practices and employee awareness. This course will introduce common risk factors and methods to prevent musculoskeletal injury.

**Course Length:** 35 min

### **Fire Prevention, PS4 eLesson**

This course is intended to educate healthcare workers about fire prevention. The focus is on the common and special hazards associated with their industry and work environment.

**Course Length:** 37 min

### **Fire Safety, PS4 eLesson**

This course is intended to educate healthcare workers on the common and special hazards associated with fires in their work environment.

**Course Length:** 22 min

### **Formaldehyde, PS4 eLesson**

Formaldehyde is commonly used in anatomy labs, medical research and teaching facilities as a tissue preservative or as an organic chemical reagent. This course will inform you of the health risks, precautions, and handling procedures you need to know when working with formaldehyde in those clinical and healthcare environments.

**Course Length:** 29 min

### **Glutaraldehyde, PS4 eLesson**

This course provides learners with information about the uses of glutaraldehyde, exposure and associated risk, and safe work practices. This course is intended for healthcare workers whose specific work activities may expose them to glutaraldehyde.

**Course Length:** 19 min

### **Hazard Communication, PS4 eLesson**

More than 32 million workers work with and are potentially exposed to one or more chemical hazards in more than 3 million American workplaces, including the healthcare industry. With over 650,000 existing chemical products, and new ones are being introduced every day, a serious problem is posed for exposed workers and their employers. Hazard Communication (Hazcom) training is designed to provide workers with the information they need to know in order to understand the hazards and identities of the chemicals they are exposed to when working.

**Course Length:** 36 min

### **Hearing Conservation, PS4 eLesson**

Every year, approximately 30 million people in the U.S. are exposed to hazardous noise on the job. This number also includes workers in the healthcare industry who are exposed to hazardous noise. Damage to your hearing caused by hazardous noise exposure is PERMANENT. The good news is that noise-induced hearing loss is fully preventable. This course will introduce the requirements of your employer's hearing conservation program and will describe how you and your employer can work together to prevent hearing loss.

**Course Length:** 27 min

### **Infection Control - Handwashing, PS4 eLesson**

This course provides learners with basic information about hand washing as it relates to infection control principles. This course is intended for all healthcare workers.

**Course Length:** 13 min

### **Laboratory Safety, PS4 eLesson**

Working in a laboratory setting involves the use of many potentially hazardous chemicals. Hazardous situations can occur if general chemical safety and laboratory procedures are not followed. A laboratory safety program depends on every employee's participation and cooperation. This course will describe common hazards associated with laboratory environments and will introduce ways to control and limit chemical exposure.

**Course Length:** 41 min

### **Laboratory Safety – Overview of Exposures Part 1, PS4 eLesson**

This course is the first of two courses that provide learners with high-level information about potential exposures and hazards associated with working in a laboratory. These courses serve as an introduction only and do not replace the

need to learn about specific exposures or hazards associated with working in a healthcare or clinical laboratory setting. This course is intended for all personnel who currently work or will begin working in a laboratory environment.

**Course Length:** 19 min

### **Laboratory Safety – Overview of Exposures Part 2, PS4 eLesson**

This course is the second of two courses that provide learners with high-level information about potential exposures and hazards associated with working in a laboratory. These courses serve as an introduction only and do not replace the need to learn about specific exposures or hazards associated with working in a healthcare or clinical laboratory setting. This course is intended for all personnel who currently work or will begin working in a laboratory environment.

**Course Length:** 16 min

### **Latex Allergy, PS4 eLesson**

This course provides learners with an understanding of what natural rubber latex is, how widespread it is in the healthcare industry and the hazards associated with it. The course is intended for the broad spectrum of healthcare workers who need a general awareness and understanding of latex exposure and types of allergic reactions that can occur with use of natural rubber latex. **Course Length:** 18 min

### **Legionnaires' Disease, PS4 eLesson**

This course provides learners with a basic understanding of how Legionnaires' disease can be transmitted in the healthcare industry, associated signs and symptoms, vulnerable populations, and control and prevention measures. This course is intended for the broad spectrum of healthcare workers. **Course Length:** 17 min

### **Machine Guarding, PS4 eLesson**

Machine guards are designed to protect you from the hazards of moving machinery parts. This training describes common hazards associated with moving machinery parts and the requirements and safeguards that should be used to minimize your risk of injury. **Course Length:** 35 min

### **MDRO/MRSA, PS4 eLesson**

This course provides learners with an in-depth overview of MDRO and MRSA development, risk factors and prevention techniques. This course is intended for a broad spectrum of healthcare workers. **Course Length:** 21 min

### **Mercury Exposure, PS4 eLesson**

This course provides learners with a basic understanding of the health hazards associated with mercury exposure as well as prevention and post-spill procedures. This course is intended for a broad spectrum of healthcare workers.

**Course Length:** 19 min

### **Needlestick and Sharps Injuries, PS4 eLesson**

This course provides learners with a general understanding of needlestick and sharps injury hazards, avoidance techniques and prevention measures. It also explains the importance of reporting needlestick and sharps injuries and the steps involved with these reports. This course is intended for healthcare workers who have direct contact with needles and sharps and includes assistive personnel as well as nurses and physicians. **Course Length:** 19 min

### **Patient Handling, PS4 eLesson**

This course provides learners with information about the inherent risks associated with lifting and handling patients as well as measures aimed at injury prevention for healthcare facilities and caregivers. This course is intended for healthcare workers who are responsible for patient handling and movement (lifting), which includes RNs, LPNs, nursing assistants and patient transport technicians. Other pertinent audience members include risk managers, safety officers, quality managers, administrators who influence workplace safety and anyone responsible for maintaining lifting devices.

**Course Length:** 23 min

### **PPE in the Healthcare Environment, PS4 eLesson**

This course provides learners with information about the importance of using personal protective equipment (PPE) and the risks associated with not using PPE. The course is intended for all healthcare employees with the exception of those employees whose jobs are similar to those found in general industry. **Course Length:** 19 min

### **Prevention and Control of TB Part 1, PS4 eLesson**

This course provides learners with an overview of methods to prevent and control tuberculosis (TB) in the healthcare environment. This course is intended for a broad range of workers in the healthcare industry and is appropriate for all job descriptions, including non-healthcare workers as well as hands-on caregivers. **Course Length:** 21 min

### **Prevention and Control of TB Part 2, PS4 eLesson**

This course provides learners with an in-depth overview of abatement methods for the control of tuberculosis (TB), including early identification, medical surveillance and case management. This course also includes information about employer recordkeeping requirements. This course is intended for a broad range of workers in the healthcare industry and is appropriate for all job descriptions, including non-healthcare workers as well as hands-on caregivers.

**Course Length:** 19 min

### **Radiation Safety, PS4 eLesson**

This course provides learners with essential information about potential radiation exposure and safety measures for radiation exposure. This course is intended for x-ray workers including technicians and physicians as well as nurses who may potentially be exposed to radiation.

**Course Length:** 18 min

### **Slips, Trips and Falls, PS4 eLesson**

Preventing slips, trips and falls is fairly inexpensive and easy, but often ignored in the daily routine of trying to get work done quickly and efficiently. This course defines slips, trips and falls and details how you can avoid them within a healthcare setting. **Course Length:** 23 min

### **TB in the Healthcare Environment, PS4 eLesson**

This course is a general awareness course designed to educate workers about tuberculosis (TB). Learners will understand the definition, types, transmission, symptoms, diagnosis and treatment of TB. This course is intended for healthcare professionals as well as non-professional personnel who may come in contact with persons infected with TB in a hospital or clinical setting. **Course Length:** 19 min

**Universal Precaution Risks, PS4 eLesson**

This is an awareness level course which provides basic information about the importance of implementing universal precautions. The course is suitable for initial and annual training for all healthcare workers and is intended to serve as a reminder that workers need to take appropriate action to protect themselves against infectious diseases.

**Course Length:** 18 min

**Workplace Stress, PS4 eLesson**

This course provides learners with information about workplace stress, its health effects, and methods and programs aimed at stress reduction and prevention. The course is intended for the broad spectrum of healthcare workers. **Course Length:** 18 min

**Workplace Violence Prevention, PS4 eLesson**

For many years, healthcare and social service workers have faced a significant risk of job-related violence. You or someone you know could be involved in workplace violence at any time, anywhere. This course will give you a basic understanding of what constitutes workplace violence in the healthcare environment, the warning signs to watch for, and what you and others around you can do to prevent it.

**Course Length:** 30 min

**LABORATORY SAFETY****Biosafety Hazardous Waste Handling and Disposal**

If you work with biological materials, it's quite possible that you will produce hazardous waste. What types of hazardous waste might you produce? The obvious answer is biohazardous, or medical, waste. But if you're like a lot of people who work with biological materials, you may also work with or around other hazardous chemicals and radioactive materials, which wind up as waste too.

**Course Length:** 47 min

**Lab Safety**

A laboratory safety program depends on every employee's participation and cooperation. This course describes common hazards associated with laboratory environments and introduces ways to control and limit chemical exposure.

**Course Length:** 41 min

**Laboratory Safety - Biohazards, Part 1: Understanding Risk**

Our course is based on "Biosafety in Microbiological and Biomedical Laboratories" (BMBL) published by the CDC (Centers for Disease Control) and N.I.H. (National Institute of Health). This publication establishes biological safety levels and defines work practices and lab construction features required for each level. The BMBL is an advisory document that represents standard industry practice.

**Course Length:** 37 min

**Laboratory Safety - Biohazards, Part 2: Controlling Risk**

In Part 2, you will learn about various ways that these risks are managed. In this part, you will learn about engineering controls, administrative controls and work practice controls. Then you will learn about personal protection equipment, your last line of defense against exposure. The course ends with a discussion of what to do when things go wrong, starting with spill procedures and finally covering emergency procedures.

**Course Length:** 40 min

**Laboratory Safety – Cleanrooms, PS4 eLesson**

Where could you go to find a space that is cleaner than the operating room at your local hospital? You could go to the nearest cleanroom in any laboratory in town. Hospitals pretty much only have to worry about the germs in their operating rooms. Laboratories have to worry about all airborne particles in their cleanrooms. If they didn't, they wouldn't be able to obtain the results they're looking for, and they couldn't be sure of the results they do obtain. This course will focus on the crucial role that proper cleanroom procedures play in preserving the integrity of the laboratory. If you work in or in conjunction with a cleanroom, this information is for you.

**Course Length:** 36 min

**Laboratory Safety – Radiation, PS4 eLesson**

Ionizing radiation is insidious. You can't see it. You can't feel it. But it can cause irreparable damage at the cellular level, leading to sickness or death. Radiation in the workplace is not limited to X-ray machines in dentists' offices or airport security checkpoints or even nuclear power plants. You could encounter radiation in a variety of other industries and situations. This course will focus on working safely with radiation encountered in a laboratory.

**Course Length:** 33 min

**SEMICONDUCTOR SAFETY****Semiconductor Chemical Safety Part 1 v2**

Improper use of chemicals can result in serious injury or death. To be able to store, handle, and use chemicals safely, it is important to fully understand the hazardous properties associated with them. Chemical safety can be accomplished through engineering, administrative and personal protective equipment controls and following key emergency procedures and practices. **Course Length:** 73 min

**Semiconductor Chemical Safety Part 2 v2**

Improper use of chemicals can result in serious injury or death. To be able to store, handle, and use chemicals safely, it is important to fully understand the hazardous properties associated with them. Chemical safety can be accomplished through engineering, administrative and personal protective equipment controls, and by following key emergency procedures and practices. **Course Length:** 113 min

**Semiconductor Electrical Safety Awareness v2**

Both Semiconductor Equipment and Materials International (SEMI) safety guidelines, and electrical safety regulations of various countries, require that semiconductor equipment manufacturers incorporate electrical safety into the design of their equipment. This course is designed to provide you with an understanding of the safe work practices necessary to protect you from electric shock, secondary injuries associated with electric shock, fires and arc flashes when working on systems operating between 50 and 600 volts.

**Course Length:** 86 min

**Semiconductor Environmental, Health and Safety at Work v2**

The course explains environmental, health and safety (EHS) and how it applies to you in the semiconductor industry. It provides general safety precautions, reviews manufacturing hazards, gives procedures in the case of an emergency and teaches you how to properly report an accident. In addition, it describes the company EHS policy and philosophy, as well as your role and responsibilities related to EHS.

**Course Length:** 44 min

### **Semiconductor Ergonomics for Maintenance and Service v2**

Both Semiconductor Equipment and Materials International (SEMI) safety guidelines and electrical safety regulations of various countries require that semiconductor equipment manufacturers incorporate electrical safety into the design of their equipment. This class is designed to provide you with an understanding of the safe work practices necessary to protect you from electric shock, secondary injuries associated with electric shock, fires and arc flashes when working on systems operating between 50 and 600 volts. **Course Length:** 47 min

### **Semiconductor Fabrication Worker Safety v2**

Your company's foremost goal is protecting your health and safety during performance of your job. In addition, customers expect that all vendor field personnel will be trained on common hazards found in the fabrication industry and the specific hazards associated with your company's equipment. This course is intended for all fab workers including Field Service Engineers (FSE), Application Engineers, installation teams, and direct and contract personnel who work in a semiconductor fabrication environment. **Course Length:** 65 min

### **Semiconductor Hazardous Energy v2**

Semiconductor fabrication and equipment manufacturing facilities contain nearly every type of hazardous energy. Hazardous energies can be found within process and support equipment, as well as the facilities. Some semiconductor tools, such as inspection equipment, may have only one or two forms of hazardous energy. Others, such as chemical vapor deposition tools, ion implantors, and chemical mechanical polishers (CMP), may contain multiple forms of hazardous energy. Knowledge and understanding of all the types of hazardous energy, in the semiconductor equipments is a must to protect yourself and others from injury. **Course Length:** 54 min

## **SUPERVISORY SAFETY**

### **Effective Supervision**

In today's increasingly competitive marketplace, people are an organization's most valuable resource. Effectively supervising this resource is crucial to success. This course presents the tools needed to be an effective supervisor. The course will help those new to the supervisory role transition to their new responsibilities, while providing a good review for more seasoned supervisors. **Course Length:** 76 min

### **Reasonable Suspicion Training for Alcohol and Substance Abuse**

PureSafety's Reasonable Suspicion Training for Alcohol and Substance Abuse was developed for Managers and Supervisors affected by DOT regulations. This interactive module covers the signs and symptoms of alcohol and drug abuse; how safety and performance standards are enforced, and how to challenge alcohol and drug use in the workplace. **Course Length:** 60 min

### **Safety and You v2**

As a supervisor your actions directly impact the employees you supervise. How you handle yourself, what you say and even what you don't say impacts how employees behave. Therefore, we'll examine several safety management approaches and help you build an enhanced climate for safety in your workplace. **Course Length:** 56 min

## **TELECOMMUNICATIONS SAFETY**

### **Battery Safety for Telecommunications**

Telecommunication services depend on batteries and power plants. The chemical and electrical components of these power sources have the potential to seriously injure, or even kill. Fortunately, the proper safety precautions offer protection from these hazards. This course is designed to provide the information needed to stay safe when working with batteries and power plants. **Course Length:** 35 min

### **Fall Prevention and Protection for the Telecommunications Industry**

There are many practices and tools you can use to prevent falling on the job or minimize the impact of a fall. This training is designed to give you an overview of those practices and tools. **Course Length:** 41 min

### **Radiofrequency (RF) Training**

Many consumer and industrial products and applications make use of radiofrequency ("RF") energy. RF energy includes radio waves and microwaves, which is used for providing telecommunications, broadcast and other services. Although RF energy has many important uses, it also poses some significant health risks you need to understand if you may be exposed to RF. In this course, you'll learn about these risks and what you can do to avoid them. **Course Length:** 65 min

## **TRANSPORTATION SAFETY**

### **15 Passenger Van Safety**

A 15-passenger van behaves much differently from a passenger car. Most people do not know that these vans are more likely to roll over than any other type of vehicle. This course offers safe van-driving techniques that, if implemented, will drastically reduce the risk of injury or even death when driving a 15-passenger van. **Course Length:** 46 min

### **Defensive Driving: Small Vehicles**

Most vehicle accidents are actually the result of human error. If an error is made at the wrong moment, an accident or collision will result. A consistent, defensive approach to driving is the best way to reduce the likelihood of driver error. The goal of this course is simple: to provide you with the knowledge and safe driving techniques you need to prevent collisions and violations. **Course Length:** 65 min

### **Defensive Driving: Large Vehicles**

Most vehicle accidents are actually the result of human error. If an error is made at the wrong moment, an accident or collision will result. A consistent, defensive approach to driving is the best way to reduce the likelihood of driver error. The goal of this course is simple: to provide you with the knowledge and safe driving techniques you need to prevent collisions and violations. **Course Length:** 57 min

### **Distracted Driver v2**

The National Highway Traffic Safety Administration (NHTSA) estimates that driver inattention is a factor in 80 percent of highway collisions. By failing to give full attention to the road, distracted drivers put themselves, their passengers and everyone else on the road at risk. This course presents strategies drivers can use to remain focused on the road. **Course Length:** 35 min

### **DOT Driver Compliance v2**

This training covers some important U.S. Department of Transportation (DOT) rules that all Commercial Motor Vehicle (CMV) drivers are required to follow. The purpose of all of these rules is to keep CMV drivers and everyone else on the road safe. **Course Length:** 20 min

### **HazMat Transportation v2 - Introduction**

Hazardous materials are such a common part of our daily lives despite the fact that they can be poisonous, toxic, flammable, explosive or corrosive by nature. We also transport more than four billion tons of it by highway, air, rail and vessel all across the US each year. The problem comes when there's a release of HAZMAT. **Course Length:** 11 min

### **HazMat Transportation v2 - Part 1 - The Hazardous Materials Table**

Because of the risks and dangers associated with shipping hazardous materials, the U.S. Department of Transportation's Pipeline and Hazardous Materials Safety Administration and its supporting agencies regulate the transport of these materials within the US and ensure we comply with the Hazardous Materials Regulations (or the HMR). **Course Length:** 25 min

### **HazMat Transportation v2 - Part 2 - Shipping Papers**

PureSafety's series of Hazardous Materials Transportation e-Lessons provides general awareness training for the U.S. Department of Transportation's (USDOT) Hazardous Materials Regulations. Module 2 of the PureSafety Hazmat training series covers the components of a properly prepared shipping paper. **Course Length:** 39 min

### **HazMat Transportation v2 - Part 3 - Packaging**

If given the task of packaging or inspecting and accepting hazardous materials for transportation could you do so in compliance with the HMR's (Hazardous Materials Regulations) packaging requirements? Your employer wants to make sure you can, since the U.S. Department of Transportation (or DOT) and its designated agencies regulate the packaging and transportation of hazardous materials. These agencies also have the authority to inspect hazardous materials, or HAZMAT, packages and, fine or penalize you as well as your employer for any HMR violations. Therefore, this module focuses on the various actions shippers and carriers must take to ensure that hazardous materials meet the general packaging requirements. **Course Length:** 25 min

### **HazMat Transportation v2 - Part 4 - Marking**

PureSafety's series of Hazardous Materials Transportation e-Lessons provides general awareness training for the U.S. Department of Transportation's (USDOT) Hazardous Materials Regulations. Module 4 of the PureSafety Hazardous Materials Transportation Training Modules covers the marking and labeling of Hazardous Materials. **Course Length:** 37 min

### **HazMat Transportation v2 - Part 5 - Labeling and Placarding**

PureSafety's series of Hazardous Materials Transportation e-Lessons provides general awareness training for the U.S. Department of Transportation's (USDOT) Hazardous Materials Regulations. Module 5 of the PureSafety Hazardous Materials Transportation Training Modules covers Placarding. **Course Length:** 37 min

### **HazMat Transportation v2 - Part 6a - Carrier Requirements - Highway**

PureSafety's series of Hazardous Materials Transportation e-Lessons provides general awareness training for the U.S. Department of Transportation's (USDOT) Hazardous Materials Regulations. Module 6 of the PureSafety Hazardous Materials Transportation Training Modules, is comprised of three parts: Module 6A covers Highway Carrier Requirements. **Course Length:** 38 min

### **HazMat Transportation v2 - Part 6b - Carrier Requirements - Air (IATA)**

When it comes to transporting hazardous materials by air, Part 175 of the Hazardous Materials Regulations or HMR provides air carriers with the specific requirements they need to accept, handle and transport hazardous materials. **Course Length:** 25 min

### **HazMat Transportation v2 - Part 6c - Carrier Requirements - Rail**

The DOT (Department of Transportation) identifies requirements for transporting hazardous materials by rail in Part 174 of the HMR (Hazardous Materials Regulations). **Course Length:** 38 min

### **HazMat Transportation v2 - Part 6d - Carrier Requirements - Vessel (IMDG)**

In this module, we'll focus on the actions we can take to protect our waters and marine life when transporting hazardous materials by any type of vessel or ship. **Course Length:** 25 min

### **HazMat Transportation - Security Awareness**

This course provides security awareness information for people who work at companies involved in the packaging, shipment, transportation and distribution of hazardous materials. **Course Length:** 32 min

### **Infectious Materials Transportation**

Poor management of infectious materials in transportation can lead to disaster. The potential hazards posed by the transportation of infectious or potentially infectious materials are controlled through regulations that impose classification, packaging, marking, labeling, documentation and other requirements on shippers and carriers. This training covers the regulations in detail. **Course Length:** 62 min

### **Load Securement and Distribution**

The North American Cargo Standard forms the basis for the cargo securement and distribution regulations in the United States and Canada. The regulations are designed to ensure cargo stays in place, keeping drivers and other motorists safe. This training details the securement regulations for most types of cargo. **Course Length:** 51 min

### **Reasonable Suspicion Training for Alcohol and Substance Abuse**

PureSafety's Reasonable Suspicion Training for Alcohol and Substance Abuse was developed for Managers and Supervisors affected by DOT regulations. This interactive module covers the signs and symptoms of alcohol and drug abuse; how safety and performance standards are enforced, and how to challenge alcohol and drug use in the workplace. **Course Length:** 60 min

### **Runway Incursions Part 1**

For years, one of the most dangerous problems in aviation has been runway incursions. In fact, runway incursions are the number one aviation safety hazard in the United States today. Although they are covered intensely during pilot certifications and safety seminars, the number of runway incursions continues to increase. Part 1 of this 3-part series of modules teaches how to prevent runway incursions.

**Course Length:** 21 min

### **Runway Incursions Part 2**

As we discussed in module 1, runway incursions continue to be one of the most persistent problems in aviation today. So what can you do to prevent these potential disasters?

**Course Length:** 15 min

### **Runway Incursions Part 3**

In this module, we will continue to see what you can do to help prevent runway incursions. Everyone operating on an airport must know the signs, markings and lighting used to mark taxiways and runways to prevent runway incursions. These signs are used in conjunction with radio transmissions to control the flow of all traffic on the airport.

**Course Length:** 21 min

## **UNIVERSITY/STUDENT SAFETY**

### **Alcohol Awareness**

This survival guide is designed to inform you of the facts you should know and understand about alcohol. It will help you identify the many pitfalls and consequences you may face when you choose to drink alcohol excessively, and provide you with eye opening assistance in making right choices for being a responsible drinker. **Course Length:** 38 min

### **Campus Safety**

Safety and Security may be the last things on your mind while you're in school, but don't think for a minute they don't affect you. Serious crimes like rape and murder do occur on campus. And every year, tens of thousands of crimes are reported at colleges and universities throughout the United States. However, by taking a few simple, commonsense precautions you can protect your property and yourself and avoid many dangerous situations. **Course Length:** 31 min

### **Fire Safety**

There are an average of 1,800 fires every year in residence halls, fraternities, and sororities, many resulting in death. In fact in recent years, eight students were killed in two fires, one at Seton Hall University and one at the University of North Carolina. **Course Length:** 17 min

## **DRUG AND ALCOHOL POLICIES**

### **Drug and Alcohol Awareness**

Substance Abuse affects every worker directly or indirectly. When it impacts the workplace, productivity and profits suffer. This course will talk about what substance abuse is, the costs and the effects of substance abuse on the workplace, and the effects of a variety of substances on the body, the mind, and the emotions. **Course Length:** 81 min

### **Reasonable Suspicion Training for Alcohol and Substance Abuse**

PureSafety's Reasonable Suspicion Training for Alcohol and Substance Abuse was developed for Managers and Supervisors affected by DOT regulations. This interactive

module covers the signs and symptoms of alcohol and drug abuse; how safety and performance standards are enforced, and how to challenge alcohol and drug use in the workplace.

**Course Length:** 60 min

## **EMPLOYMENT LIABILITY**

### **Access to Medical and Exposure Records**

Federal law provides employees with the basic right to know the extent and consequences of their exposure to harmful substances they work with. This means they are entitled to full access to all of the medical and exposure records generated for them while working for a given employer. This course covers employee rights to access medical exposure records, how to access those records and what information is exempt from employee access. **Course Length:** 31 min

### **Diversity - Valuing Differences (Managers and Supervisors)**

This program addresses diversity from a manager's point of view. This course will assist the manager to guide his/her employees to work effectively with each other in a diverse workplace. **Course Length:** 52 min

### **People With Disabilities at Work for Employees**

Companies need to be willing to hire and work with qualified people with disabilities. That means employees need to know the facts about disabilities, what the law says and the consequences of discrimination, which will be presented in this course. **Course Length:** 52 min

### **People With Disabilities at Work for Managers**

Companies today need to be willing to hire and work with people with disabilities who are qualified to do the job. That means that managers need to know more facts about disabilities, what the law says, what they need to do in the workplace, and what the consequences of discrimination could be. This course provides those facts. **Course Length:** 50 min

### **Preventing Workplace Harassment -(Employees)**

This program addresses a crucial issue in the workplace: respect. Respect is reflected in a broad range of behavior. It's opposite, disrespectful behavior, encompasses behavior that includes racial and sexual harassment, and discrimination. The consequences of disrespectful behavior for employees and the company can be devastating. Everyone deserves a respectful workplace, and this program will help you be able to do your part in creating one. **Course Length:** 40 min

### **Preventing Workplace Harassment - (Managers and Supervisors)**

Victims of harassment have well-established rights under federal law and, in many cases, under state and local law, too. And as a Manager or Supervisor, you have an important responsibility to both prevent harassment from taking place and to address it whenever it occurs in your organization. In order to meet that responsibility, you need to know what harassment and discrimination are, what laws prohibit discrimination and harassment in the workplace, what you must do to prevent and act upon workplace harassment, and how your organization's anti-discrimination policy helps you do this. That's what you're going to learn in this course.

**Course Length:** 49 min

**Racial Harassment**

This course will help you recognize and respond to racial harassment and other inappropriate, racially-motivated conduct in the workplace. **Course Length:** 13 min

**Sexual Harassment Prevention for Managers CA AB 1825 v3 (CEU=0.3)**

This two-part course fulfills the California AB 1825 requirement that employers of 50 or more employees train supervisors on sexual harassment every two years. Potential sexual harassment entanglements can appear anywhere in the work environment and in many different forms. As a manager, you need to be on constant alert as to what's going on in the workplace and know how to deal with inappropriate and illegal behaviors. This two-part course provides practical examples designed to raise management's awareness of the potential employee issues and the legal liabilities associated with sexual harassment. **Course Length:** 189 min

**Sexual Harassment Prevention for Managers v2**

Sexual harassment cases cost corporations millions of dollars in legal fees and lost revenue every year. Potential sexual harassment entanglements can appear anywhere in the work environment and in many different forms. As a manager, you need to be on constant alert as to what's going on in the workplace and know how to deal with inappropriate and illegal behaviors. This course provides practical examples designed to raise management's awareness of the potential employee issues and the legal liabilities associated with sexual harassment. To fulfill the two-hour sexual harassment training requirements of California AB 1825, this course should be taken in conjunction with Sexual Harassment Prevention for Managers CA AB 1825. **Course Length:** 130 min

**Workplace Violence Prevention**

Recent statistics show that every year, about 1.7 million U.S. residents are victims of workplace violence incidents. You or someone you know could be involved in workplace violence at any time, anywhere. This course will give you a basic understanding of what constitutes workplace violence, the warning signs to watch for, and what you and others around you can do to prevent it. **Course Length:** 55 min

**Workplace Violence Prevention - Health Care and Social Service Workers**

For many years, healthcare and social service workers have faced a significant risk of job-related violence. You or someone you know could be involved in workplace violence at any time, anywhere. This course will give you a basic understanding of what constitutes workplace violence in the healthcare environment, the warning signs to watch for, and what you and others around you can do to prevent it. **Course Length:** 30 min

**Workplace Violence Prevention - Late-Night Retail Establishments**

Physical assault, threatening behavior and verbal abuse are examples of workplace violence. These types of violence can occur in any work setting including retail and late-night establishments. Therefore, it's important to learn the elements of a good workplace violence prevention program and establish such a program in your workplace. **Course Length:** 24 min

**GENERAL HUMAN RESOURCES****Behavioral Interviewing**

One of the best predictors of future success is past success. Behaviorally based questions are purposefully designed to elicit answers from candidates about past actions and behaviors. The Behavioral Interviewing course provides a structured process to assist the hiring manager in creating the appropriate set of questions designed to assist in selecting the most suitable candidate for a position.

**Course Length:** 45 min

**Being a Successful Team Member**

Successful groups and teams can be efficient, productive and synergistic, providing outputs beyond what individual members alone could produce. Being part of a team can be challenging and frustrating, and therefore takes special skills and understanding. This course provides a general understanding of what it takes to be a successful member of a team. **Course Length:** 80 min

**Code of Conduct v2**

Business ethics guide company and employee behavior in a manner of what's right and wrong or acceptable and unacceptable. Key stakeholders and top executives are responsible for developing the morally and socially responsible business policies and principles that serve as a standard for employee behavior, or conduct. Often these ethical policies and principles reflect the organization's values and goals as well as social and cultural norms and government regulations and are contained in a document called Code of Conduct, or Code of Ethics.

**Course Length:** 38 min

**Conducting Performance Reviews**

This course is designed to give you an overview of the performance management process, and then focus on the mechanics of what you need to do to prepare for, conduct and follow-up on performance reviews. Although the major emphasis will be on the formal, annual review, the same mechanics work whenever managers are required to give feedback on an employee's performance.

**Course Length:** 54 min

**Conflict Management for Employees**

Conflict is defined as any situation where two or more people have differing ideas, approaches, outcomes, or desires. This course is designed to help employees work through conflicts at their lowest levels, rather than allow them to escalate and impact their effectiveness. **Course Length:** 71 min

**Conflict Management for Managers v2**

Conflict is defined as any situation where two or more people have differing ideas, approaches, outcomes or desires. A manager's role is to help employees work through conflicts at their lowest levels, rather than allow them to escalate and impact the department's effectiveness. This presentation provides conflict management solutions for managers of people. **Course Length:** 101 min

**Effective Supervision**

In today's increasingly competitive marketplace, people are an organization's most valuable resource. Effectively supervising this resource is crucial to success. This course presents the tools needed to be an effective supervisor. The course will help those new to the supervisory role transition to their new responsibilities, while providing a good review for more seasoned supervisors. **Course Length:** 76 min

**Family Medical Leave Act**

When employees have a legitimate need to be away from work to address injury, illness or family needs; employers must comply with the Family Medical Leave Act (FMLA). This training is designed to help you understand how and when leave can be taken as well as what your obligations are to your employer or to the employee. **Course Length:** 34 min

**Health Insurance Portability and Accountability Act (HIPAA)**

In 1996, United States Congress enacted the Health Insurance Portability and Accountability Act, known as HIPAA. One aspect of HIPAA is titled "Administrative Simplification". It is this portion of HIPAA that authorized the U.S. Department of Health and Human Services to put out new regulations governing the use and disclosure of individually identifiable health information. This rule is commonly referred to as the HIPAA privacy regulation. This training program deals solely with the HIPAA privacy regulation. **Course Length:** 93 min

**Managing a Successful Team**

Formal or informal, newly formed or long performing; knowing how to successfully manage the team you are responsible for will help you, the team, and the team members achieve positive results and meet your goals. Whether you are a new or experienced team leader, this course will help you manage your team more effectively. **Course Length:** 75 min

**Managing Stress for Employees v2**

Stress is often unavoidable – but it doesn't have to have a negative effect on your work or other areas of your life. You can manage job stress – and in turn learn how to manage 'life' stress. **Course Length:** 33 min

**Managing Stress for Managers v2**

Stress: everyone feels it, its effects can hurt us and we all need to manage it. Do you know what it costs? What it does to you? Bad ways and good ways to handle it? With this program, you'll learn all this and more. You'll discover practical ways to reduce the negative stress you feel and to increase your resilience in the face of our stressful world. **Course Length:** 42 min

**Organizational Change v2**

No matter where you work, things will change. It's inevitable. Therefore, the purpose of this training is to provide you, a manager of people, with insight on how people react to change and how to best manage change in your organization. You'll also learn why change is sometimes necessary and how to avoid some of the common pitfalls associated with managing change. **Course Length:** 31 min

**OSHA 300 - OSHA Recordkeeping Requirements v2**

OSHA has a set of rules for recordkeeping. This training summarizes the key provisions of the new rules. It also highlights the major changes from OSHA's previous recordkeeping regulation.

**Learning Objectives:** OSHA 300 Rule ; Recording work-related injuries and illnesses ; Classifying injuries and illnesses ; Calculating injury and illness incidence rates **Course Length:** 47 min

**Safety and You v2**

As a supervisor your actions directly impact the employees you supervise. How you handle yourself, what you say and even what you don't say impacts how employees behave. Therefore, we'll examine several safety management approaches and help you build an enhanced climate for safety in your workplace. **Course Length:** 56 min

**Workplace Violence Prevention**

Recent statistics show that every year, about 1.7 million U.S. residents are victims of workplace violence incidents. You or someone you know could be involved in workplace violence at any time, anywhere. This course will give you a basic understanding of what constitutes workplace violence, the warning signs to watch for, and what you and others around you can do to prevent it. **Course Length:** 55 min