

VERTICLIMB



# Course Library & Descriptions

VERTICLIMB online courses

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# AVAILABLE ONLINE COURSES

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\*\* Language: Courses that are available in Spanish are marked as such in the course title.

# OCCUPATIONAL SAFETY & HEALTH TRAINING (OSHA-BASED COMPLIANCE & RISK MANAGEMENT)

## AERIAL AND SCISSOR LIFT SAFETY (\*\* AVAILABLE IN SPANISH)

### 20 MINUTES

Recognize different types and uses for aerial and scissor lifts. Identify hazards of aerial and scissor lift use and operation. Select inspection criteria for the vehicle, the lift, and the work surroundings prior to lift operation. Identify safe work practice for operating aerial and scissor lifts.

## ASBESTOS HAZARD AWARENESS (\*\* AVAILABLE IN SPANISH)

### 22 MINUTES

Identify the workplace conditions that could result in exposure to asbestos. Identify health effects associated with asbestos exposure, including the relationship between smoking and exposure to asbestos in the development of lung disease. Identify the control measures and appropriate actions to minimize the possibility of being exposed to or inhaling asbestos fibers. Identify his/her rights and responsibilities when working with asbestos-containing materials.

## BACK SAFETY & INJURY PREVENTION

### 20 MINUTES

Back pain affects 8 out of 10 people at some point in their lives. Risks are higher for manufacturing, warehouse, hospitality and trades workers, as well as others with physically demanding jobs. The course will (1) Define ergonomics and musculoskeletal disorders (MSDs) and explain the lesson purpose and objectives. (2) Identify back-injury risk factors as well as general tips for maintaining a healthy back, including stretching techniques. (3) Describe actions workers can take to prevent work-related back injuries. (4) Describe actions employers can take to reduce back-injury risks for employees.

## BASIC FIRST AID (\*\* AVAILABLE IN SPANISH)

### 60 MINUTES

Identify the correct actions to take during an initial response to an accident or first aid situation. Identify the correct actions to take when providing first aid in situations involving bleeding. Identify the symptoms of shock and the correct actions to take when providing first aid in situations involving shock. Identify the correct actions to take when providing first aid in situations involving burns. Identify the correct actions to take when providing first aid in electrical accident situations. Identify the symptoms associated with a head injury and the correct actions to take when providing first aid in situations involving potential head injuries. Identify when to suspect a spinal injury and the correct actions to take when providing first aid in situations involving potential spinal injuries. Identify the correct actions to take when providing first aid in situations involving fractures. Identify the signs and symptoms of acute poisonings and the correct actions to take when providing first aid in poisoning accidents. Identify the signs and symptoms associated with environmental emergencies including snakebites, heat, and cold stress and the correct actions to take when providing first aid in these situations. Identify the signs and symptoms associated with medical emergencies including asthma, anaphylaxis, and seizures.

## BASIC RESPIRATORY PROTECTION (\*\* AVAILABLE IN SPANISH)

### 40 MINUTES

Explain why respiratory protection is important, the scope of OSHA's respiratory protection standards, and the objectives for this lesson. Describe the forms and potential effects of respiratory hazards and explain how employers analyze a worksite with regard to respiratory hazards. Describe the methods for controlling respiratory hazards and explain the qualifications for respirator use. List the types of respirators available and describe the criteria used to select an appropriate respirator. Describe respirator use and maintenance requirements.

## BEHAVIOR-BASED SAFETY

### 30 MINUTES

Define Behavior-Based Safety and its key terms. Describe why a behavior-based safety program matters to both employees and companies. Identify methods and tools used to eliminate hazards and prevent injuries on the job. Identify steps to implement a behavior-based safety program.

## BLOODBORNE PATHOGENS (BBP) (\*\* AVAILABLE IN SPANISH)

### 40 MINUTES

Identify the bloodborne pathogens that pose the most serious threat of exposure in the workplace. Identify the characteristics and symptoms of HIV, HBV, and HCV. Identify how HIV, HBV, and HCV pathogens are and are not transmitted. Identify the basic precautions to prevent exposure, including the use of Universal Precautions and hepatitis B vaccination. Identify the requirements for an exposure control plan. Identify the signs, labels, and color-coding used to warn of biohazards and bloodborne pathogens. Identify the engineering and work practice controls used to prevent contact with, or infection from, blood, body fluids or other potentially infectious materials. Identify job classifications and common workplace tasks with reasonable anticipation of contact with blood, body fluids, or other potentially infectious materials. Identify the responsibilities of general employees when they encounter a blood spill. Identify the appropriate response in the event of a potential exposure to bloodborne pathogens. Identify the basic requirements for a Sharps Injury Log, exposure and medical records, and retention and access to these records.

## CARDIOPULMONARY RESUSCITATION (CPR)

### 25 MINUTES

Recognize how a trained and equipped responder initially responds to a cardiac or respiratory emergency and how to protect yourself if blood is present. Recognize the signs of a respiratory emergency and the steps for giving cardiopulmonary resuscitation (CPR) to an adult. Recognize the signs of cardiac arrest and the steps for providing early defibrillation with an automated external defibrillator (AED) to an adult. Recognize the signs of a choking emergency and the steps for giving abdominal thrusts to clear the airway for a conscious adult.

## CHEMICAL MANAGEMENT

### 20 MINUTES

At the completion of the lesson, the student will recognize the purpose of a Chemical Management Program, and identify key activities of that Program, including determining regulatory applicability, complying with notification and reporting requirements and following handling and storage requirements. Students will also identify the requirements for contingency planning, especially SPCC requirements, how chemicals are tracked through their life cycle, and the purpose and benefits of product substitution and waste minimization.

## CHEMICAL SAFETY

### 45 MINUTES

Explain what a chemical is related to his or her workplace and that use of any chemical constitutes potential for an exposure risk; preventing the risk is the worker's responsibility. Recognize hazardous chemicals as classified by the Globally Harmonized System (GHS) and sort them into their respective categories. List conditions that may present an exposure risk, possible routes of exposure and the factors that influence the individual's reaction to a chemical exposure incident. Identify who is responsible for evaluating chemical hazards and how the result of the evaluation is communicated to the end user. Demonstrate safe transport, storage and disposal practices for hazardous chemicals. Describe the procedures for detecting and reacting to potential chemical exposure and the worker's responsibility for minimizing exposure incidents. Identify how to prepare for a chemical related accident and describe the actions to be taken should one occur.

## CHLORINE SAFETY

### 25 MINUTES

Recognize the physical hazards of chlorine in the workplace. Identify the health hazards of chlorine exposure. Identify exposure controls to protect against chlorine hazards. Identify how to respond to a chlorine spill or release.

## COLD STRESS

### 25 MINUTES

Identify cold stress hazards that can exist on the job. Identify the nature, symptoms, and treatment of cold stress. Recognize the precautions for protecting against cold stress.

## COMPRESSED GAS SAFETY

### 25 MINUTES

Identify the hazards posed by components of compressed gas systems and contents. Recognize the requirements for identifying compressed gas cylinder contents. Identify how to safely use a compressed gas cylinder and its components. Recognize how to properly move and store a compressed gas cylinder.

## CONFINED SPACES (\*\* AVAILABLE IN SPANISH)

### 15 MINUTES

Identify characteristics and examples of a confined space. Identify hazards of confined spaces. Identify the differences between permit-required and non-permit-required confined spaces. Recognize the basic requirements of a permit-required confined space entry program.

## CONFINED SPACE ENTRY: PERMIT REQUIRED (\*\* AVAILABLE IN SPANISH)

### 30 MINUTES

Identify characteristics and examples of a confined space. Identify hazards of confined spaces. Identify the differences between permit-required and non-permit-required confined spaces. Identify specific requirements of a Permit-Required Confined Space Entry Program. Identify the requirements of the permit system and the information a permit includes. Recognize the responsibilities of personnel who work in or attend permit spaces.

## CRITICALITY SAFETY

### 10 MINUTES

Recognize fissionable material labels and the hazards associated with improper handling of those containers holding fissionable material. Identify the correct actions to minimize the risk of being exposed to an accidental criticality. Identify the correct actions to minimize radiation exposure in the event of an accidental criticality.

## DISTRACTED DRIVING (\*\* AVAILABLE IN SPANISH)

### 20 MINUTES

When we drive distracted, we physically and/or mentally impair our ability to make decisions and react correctly. This course covers techniques to teach drivers to use to remain safe when sharing the road with distracted drivers and prevent them from becoming distracted. Define distracted driving. Describe why drivers choose to take driving risks. Identify three types of distracted driving and common examples of each. Describe the consequences of distracted driving. Identify techniques to share the road safely with distracted drivers.

## DRIVER SAFETY (\*\* AVAILABLE IN SPANISH)

### 20 MINUTES

Recognize the hazards inherent with vehicle operation on and off the work site. Take the appropriate actions to reduce the risk of vehicle accidents on and off the work site. Know the appropriate actions to take in an emergency situation.

## ELECTRICAL SAFETY (\*\* AVAILABLE IN SPANISH)

### 25 MINUTES

Explain how electricity works. List the primary hazards of electricity. Identify specific safety controls. List general electrical safety practices. Explain the proper responses to electrical emergencies.



## EMERGENCY RESPONSE (\*\* AVAILABLE IN SPANISH)

### 45 MINUTES

Identify required elements of a company emergency action plan and employee responsibilities regarding the plan. Identify when the employer must provide training on emergency action plans. Identify the requirements for alarm systems. Identify elements of a fire prevention plan including fire prevention measures. Identify the requirements for ways of access to emergency exit routes. Recognize employee responsibilities for responding to weather-related and natural disasters. Recognize employee responsibilities for responding to bomb threats, fire, workplace violence, and hazardous materials spills.

## ERGONOMICS – INDUSTRIAL (\*\* AVAILABLE IN SPANISH)

### 30 MINUTES

Explain the goal of ergonomics (to fit the workspace to the employee in order to avoid the occurrence of cumulative trauma disorders or CTDs). Identify 10 ergonomic principles. Identify common ergonomic problems, including CTDs (also known as cumulative trauma disorders). Identify the signs and symptoms of work-related CTDs. Explain how changes in daily habits and workspace arrangement can reduce ergonomic problems.

## ERGONOMICS – OFFICE (\*\* AVAILABLE IN SPANISH)

### 35 MINUTES

Define, and explain the purpose of, ergonomics. Define musculoskeletal disorders (MSDs). Identify the MSD risk factors associated with office work. Identify MSD symptoms and stages. Describe MSD treatment options. Describe what office workers can do to help prevent MSDs. Describe what employers can do to help prevent MSDs.

## EXCAVATION, TRENCHING AND SHORING SAFETY

### 20 MINUTES

Identify safety requirements when setting up an excavation site. Identify hazards in and around an excavation, trenching, and shoring site. Identify precautions, protective measures, and the types of support systems used at an excavation site. Recognize cave-in protection requirements and identify proper procedures to keep employees safe on an excavation.

## FIRE SAFETY (\*\* AVAILABLE IN SPANISH)

### 30 MINUTES

Identify elements of a fire prevention plan including fire prevention measures. Identify the requirements for emergency exits. Identify what to do in the event of a fire including basic guidelines for evacuation and for using a hand portable fire extinguisher. Identify the classes of fire, the types of portable fire extinguishers, and workplace requirements for fire extinguishers.

## FLAMMABLE LIQUID SAFETY

### 30 MINUTES

The learner will correctly apply the principles of hazard recognition, safety, flashpoint protection, and inventory inspections in the use of flammable and combustible liquids in the workplace.

## FORMALDEHYDE SAFETY

### 30 MINUTES

Recognize the hazards of formaldehyde. Identify how workers can be exposed and the health effects of formaldehyde. Identify the exposure controls for protecting against formaldehyde hazards. Identify how to respond to a formaldehyde spill or release.

## HAND & POWER TOOL SAFETY (\*\* AVAILABLE IN SPANISH)

### 30 MINUTES

State general hazards associated with hand and portable power tool use and the safety practices for protecting against these hazards. Define the different sources that power tools. List hazards specific to hand tools, and explain how to prevent them. Identify appropriate safety practices for electric and pneumatic tools. Explain proper use of liquid-fueled and powder-actuated tools. Identify safety requirements for using portable abrasive wheel tools. Describe proper use of operator controls and guards. Explain when tools must be inspected, and what actions to take if damage is found.

## HAND SAFETY (\*\* AVAILABLE IN SPANISH)

### 25 MINUTES

Identify common hazards to the hands. List methods and devices used to prevent hand injuries. Describe the differences in hand protection devices (gloves).

## HAZARD COMMUNICATION (\*\* AVAILABLE IN SPANISH)

### 40 MINUTES

Recognize the purpose, scope and elements of the hazard communication standard. Identify how chemical hazards are determined. Identify the purpose of a Safety Data Sheet, and its components. Identify chemicals and their hazards, through labeling and warning practices. Recognize the physical and health hazards inherent with hazardous chemicals. Recognize the information and training required by OSHA's Hazard Communication Standard.

## HEARING CONSERVATION (\*\* AVAILABLE IN SPANISH)

### 20 MINUTES

Identify how noise impacts hearing and the factors that determine the extent of hearing loss. Identify noise exposure levels that require hearing protection according to Part VII of Canadian Regulations. Identify how the types of hearing protectors are selected for a job, and their advantages and disadvantages for controlling noise exposure. Identify correct use, care, and maintenance practices for hearing protectors. Identify the requirements of a Hearing Conservation Program.

## HEAT STRESS (\*\* AVAILABLE IN SPANISH)

### 25 MINUTES

Identify heat stress hazards that can exist on the job. Identify the nature, symptoms, and treatment of heat stress. Recognize the precautions for protecting against heat stress.

## HOT WORK WITH ARC WELDING (\*\* AVAILABLE IN SPANISH)

### 30 MINUTES

Identify the hazards of hot work. Identify the basic requirements for performing hot work. Identify elements of equipment safety. Identify special equipment and precautions to ensure the personal safety of hot work employees. Identify appropriate safety practices for arc welding and cutting and oxygen-fuel gas cutting and welding.

## HYDROGEN SULFIDE SAFETY

### 30 MINUTES

Explain how hydrogen sulfide is created in the natural world and the industries it affects. Identify the properties of hydrogen sulfide. Identify the hazards and health effects of exposure to hydrogen sulfide. Explain the methods used to detect, monitor and warn of hydrogen sulfide. List methods used to protect against hydrogen sulfide exposure. Explain appropriate responses to hydrogen sulfide exposures and emergencies.

## INCIDENT INVESTIGATION

### 40 MINUTES

Recognize the purpose and benefits of an incident investigation. Identify common practices to follow and information to be gathered during an investigation. Describe documenting and reporting responsibilities. Recognize the importance of and common practices for determining root cause. Discuss the importance of implementing corrective actions.

## INDOOR AIR QUALITY

### 30 MINUTES

Define the term "indoor air quality" and recognize the consequences of indoor air contamination. Recognize the causes and sources of the major indoor air contaminants. Identify the health effects and major risks of indoor air contamination. Identify controls to help maintain good indoor air quality.

## LABORATORY SAFETY

### 35 MINUTES

Identify hazardous substances in your laboratory and the need to minimize exposure. Explain the purpose of the Laboratory and Hazard Communication standards and their primary directives. Recognize your employer's responsibility to provide you with information and training at the time of your initial assignment to a work area or a new exposure situation. Identify the information that must be included in a Chemical Hygiene Plan and your employer's responsibility to communicate the location and availability of the plan. State the various controls that protect laboratory personnel, including engineering, administrative, work

practices, and personal protective equipment. Recognize your employer's responsibilities and your rights relative to exposure monitoring, medical consultation and examinations, and records.

## LADDER SAFETY (\*\* AVAILABLE IN SPANISH)

### 35 MINUTES

Identify the terms and definitions associated with ladder work, including the basic ladder types. Recognize common hazards associated with using ladders in the workplace. Recognize general requirements for using ladders safely on the job. Identify fall prevention requirements for working with ladders. Recognize how to inspect ladders before and after use.

## LEAD AWARENESS (\*\* AVAILABLE IN SPANISH)

### 35 MINUTES

Recognize the hazards of lead in the workplace. Identify how lead can enter the body. Identify the health effects of lead overexposure. Identify where lead is found. Identify OSHA's permissible exposure limit for lead. Identify practices for limiting lead exposure. Identify the purpose for monitoring airborne lead exposure. Recognize the requirements for using PPE such as respirators and protective clothing. Recognize housekeeping and hygiene practices which limit lead exposure. Recognize the two components of the medical surveillance program. Identify the purpose of the Medical Removal Program and its benefits. Identify recordkeeping requirements.

## LOCK AND TAG (\*\* AVAILABLE IN SPANISH)

### 20 MINUTES

Recognize the basic requirements of the OSHA lockout/tagout standard. Identify various sources of common energy hazards and the consequences of improperly controlling them. Recognize why locks and tags are used and the consequences of removing them. Recognize the responsibilities and authorities of the "authorized", "affected" and "other" employees. Recognize the common procedures that are used to apply locks and tags to isolate de-energized equipment. Identify training and communication responsibilities of the employer according to the OSHA lockout/tagout standard.

## MACHINE GUARDING (\*\* AVAILABLE IN SPANISH)

### 25 MINUTES

Define mechanical hazards associated with machinery use. Identify the requirements for what a safeguard must do to protect workers from mechanical hazards. Identify methods for machine guarding and specific types of machine safeguards. Identify the rights and responsibilities of an employee when working around guarded machinery, including PPE use and training requirements.

## OSHA WORK-RELATED INJURY AND ILLNESS RECORDKEEPING

### 20 MINUTES

Recognize the purpose of OSHA requirements for work-related injury and illness recordkeeping and fatality reporting by employers. Identify the types of organizations that must comply with work-related injury and illness recordkeeping and fatality reporting regulations. Identify the criteria for work-related injury and illness. Identify the purpose and guidelines for the basic work-related injury and illness record

types required under 29CFR Part 1904. Recognize OSHA safeguards for privacy in employer recording of work-related illness and injury. Recognize reporting requirements for work-related fatalities and multiple hospitalizations. Identify employee involvement and rights related to work-related injury and illness reporting and recordkeeping. Recognize employer responsibilities for providing work-related injury, illness and fatality records for OSHA inspection and investigation.

## OVERHEAD AND GANTRY CRANE SAFETY (\*\* AVAILABLE IN SPANISH)

### 30 MINUTES

Identify the safety devices that should be found on overhead and gantry cranes. Identify the required steps for inspecting crane equipment. Identify the requirements for pre-operation testing for overhead and gantry cranes. Identify the requirements for proper load rigging for overhead and gantry cranes. Identify the required procedures for lifting and moving loads with overhead and gantry cranes. Identify required safety practices for leaving equipment unattended, working around other personnel, and disconnecting power to the equipment.

## PERSONAL FALL ARREST SYSTEMS (\*\* AVAILABLE IN SPANISH)

### 25 MINUTES

Identify the hazards posed by falling four feet or more without and with a personal fall arrest system. Identify the components of a personal fall arrest system and how they work together to arrest a fall. Identify the steps for properly inspecting and donning the full-body harness. Identify key fall arrest system design requirements, including the maximum free fall distance permitted, the maximum deceleration distance allowed, and the safety factor required for lanyards and anchorage points. Identify the criteria for properly attaching the connecting device to an anchorage connector, vertical or horizontal lifeline.

## PERSONAL PROTECTIVE EQUIPMENT (\*\* AVAILABLE IN SPANISH)

### 50 MINUTES

Describe why the use of personal protective equipment is required to ensure one's safety. Recall employer responsibilities to provide PPE and the employee's responsibility to wear it, maintain it, inspect it, and select the right type for the application. Identify specific hazards posed to a worker's head and the common types of equipment that protect against those hazards. Identify specific hazards posed to a worker's eyes and face and the types of equipment that protect against those hazards. Recognize basic hazards posed to a worker's respiratory system, the types of equipment that protect against those hazards, and the training that is required before their use. Identify the common types of equipment that protect against noise hazards. Identify specific hazards posed to a worker's hands and the common types of equipment that protect against those hazards. Recognize specific hazards posed to a worker's feet and the common types of equipment that protect against those hazards.

## PORTABLE FIRE EXTINGUISHER SAFETY

### 20 MINUTES

Identify fire and extinguisher basics. Evaluate conditions to determine whether to evacuate or fight the fire. Demonstrate the techniques used to extinguish a fire.

## POWERED INDUSTRIAL TRUCK SAFETY

### 25 MINUTES

Define powered industrial trucks – understand the most common industry types and their purpose in the workplace. Recognize workplace, vehicle based, and operator influenced conditions that may contribute to PIT-related accidents. Identify the preoperational, operational and load handling requirements for PITs and corresponding safe operating practices. Explain how proper maintenance, refueling and recharging of PITs contribute to the safety of all employees. Describe the components of a comprehensive safety training program.

## PROCESS SAFETY MANAGEMENT

### 30 MINUTES

Recognize the requirements of an effective process safety management program. Identify the types of company processes that are affected by OSHA's process safety standard. Recognize the types of information included in a process safety management program. Recognize the various areas that a process hazard analysis must address. Recognize the minimum information required to be in your employer's written operating procedures for safely conducting activities involved in each covered process. Identify information that must be in a work authorization notice or permit. Identify the requirements for initial, refresher, and hands-on training. Recognize the responsibilities that the hiring company and contract employers have regarding safety performance, evaluations, and programs. Recognize how process safety procedures are maintained including safety reviews, mechanical integrity programs, inspection and testing, and process change management. Recognize the basic elements in an incident investigation.

## RADIO COMMUNICATIONS

### 20 MINUTES

Identify why radio operator training is required and recognize key operator responsibilities. Identify how to prioritize messages and recognize approved and prohibited message content. Identify proper procedures for calling and acknowledging radio messages. Identify radio code words. Identify general radio communication requirements.

## SAFE DRIVING BEHAVIORS FOR COMMERCIAL MOTOR VEHICLES (CMVs)

### 35 MINUTES

This course describes safe driving behaviors for commercial motor vehicles (CMVs) in the 10,000 to 26,000 pound range. In most instances a commercial driver license is not required to operate this vehicle. This course lists undesirable driving habits that are the cause of the majority of commercial motor vehicle crashes. Describes driver pre-trip responsibilities for the avoidance of crashes. Describes safe driver responsibilities and desired driving behaviors on the road. How to recognize and respond to potential roadway hazards.

## SAFETY AUDITS

### 20 MINUTES

Recognize the importance of safety audits and the objectives of a safety audit program. Identify how to plan and conduct a safety audit. Identify how to inspect the work area and work practices. Identify how to formulate recommendations for corrective action recommendations, make audit reports, and conduct follow-ups.

## SCAFFOLD SAFETY

### 35 MINUTES

Define common types of scaffolds and terms associated with their use. Identify hazards associated with scaffolds. Recognize who may build and design scaffolds. Recognize required safe practices for working on or near scaffolds. Identify fall protection requirements specific to work on scaffolds. Identify requirements for operating and working in aerial lifts.

## SLIPS, TRIPS, AND FALLS (\*\* AVAILABLE IN SPANISH)

### 25 MINUTES

Identify workplace hazards that could lead to slips, trips, and falls. Identify good housekeeping practices that eliminate slip, trip, and fall hazards. Identify the responsibility to report slip, trip, and fall hazards that cannot be personally handled. Recognize safety requirements for walking and working surfaces that help prevent slips, trips, and falls. Identify safety requirements for stairs, catwalks, and other open-sided, elevated surfaces that help prevent slips, trips, and falls. Recognize behaviors that could result in personal injury, disability, death, property damage, and lost production. Identify employer responsibilities to provide PPE and the employee's responsibility to wear it.

## TRAFFIC CONTROL (FLAGGER)

### 45 MINUTES

Identify the importance of proper work methods, physical fitness, professionalism, and clothing regulations. Identify the signs, barriers, flags, STOP/SLOW paddle, and lights employees use at the work site. Recognize where to position himself/herself for optimum safety, how to judge traffic speed and congestion, and regulate it accordingly. State common methods to communicate with other flaggers and the public. Recognize the various types of warning signs, channeling devices, and tapers and how they are set up. Identify the special equipment and precautions associated with night and freeway flagging.

## HR/EMPLOYMENT LAW RISK MANAGEMENT TRAINING

### ABSENCES FROM THE WORKPLACE

### 35 MINUTES

Identify federal employment laws that cover employee absences from the workplace. Identify federal employment law requirements for covered employers and eligible employees. Identify federal

employment law requirements for advance notice of absence, medical certification, and returning to work. Identify federal employment law provisions for job benefits and job protection.

## AIDS IN THE WORKPLACE

### 20 MINUTES

Identify facts and myths about HIV. Identify ways to manage risk of infection. Identify fair employment practices related to HIV infected employees. Identify elements of an HIV/AIDS workplace policy.

## COMPUTER SECURITY

### 35 MINUTES

Describe their role in ensuring and maintaining security. List best practices necessary to insure the physical security of commonly-used devices. Identify methods that are commonly used to protect software and data on corporate devices. Recognize the need for and approaches to ensuring security when online. List best practices when creating and using passwords for online services, local devices and services. Recognize the value of backing up data as a critical computer security measure.

## DISABILITY IN THE WORKPLACE

### 20 MINUTES

Identify the purpose and scope of Americans with Disabilities Act (ADA), define disability, and recognize examples of disabilities. Identify the requirements mandated in the Employment (Title I) section by defining "qualified with a disability," "reasonable accommodations," "essential functions," and "undue hardship." Determine whether specific examples are in compliance with or in violation of ADA.

## DISCRIMINATION-FREE WORKPLACE

### 35 MINUTES

States what constitutes employment discrimination. Identifies the federal discrimination laws in place to protect individual worker's rights. Recognizes the importance of promoting a discrimination-free workplace. Identifies recommended guidelines for employers and managers. Recognizes the actions taken if a discrimination charge is made.

## DRUG AND ALCOHOL FREE WORKPLACE

### 10 MINUTES

Identify and state why they should be concerned about substance abuse at work. Identify and state how they can identify substance abuse problems. Identify and state how to report their concerns and how to get help for themselves if they have a substance abuse problem.

## EMPLOYEE CONCERNS

### 20 MINUTES

Identify the purpose, scope, and elements of an Employee Concerns "Program" or an employee concerns reporting mechanism. State the preferred process for reporting and resolving workplace problems or



concerns. Identify the rights and responsibilities of employees and management in resolving concerns. State the key steps that occur following an employee concern being raised.

## ETHICS

### 30 MINUTES

State the purpose of an ethics program, define ethics, and list common characteristics of the ethics program. Identify ethical standards for fairness and honesty, accurate record keeping, and complying with antitrust laws. Identify ethical standards for giving and receiving gifts, gratuities, and entertainment with customers and suppliers, government and non-government personnel, and foreign officials. Identify standards for handling conflicts of interest, financial standards, including preservation of assets, restrictive trade practices, intellectual properties, and employee relations. Recognize the responsibility to comply with and report suspected ethical violations, what disciplinary action could result from failure to comply with or report violations, and how to raise ethical concerns and seek additional counsel. Recognize the application of ethics principles through the use of case studies.

## HIRING AND LAWFUL TERMINATION

### 35 MINUTES

Identify relevant laws and their associated requirements to prevent discrimination in the hiring process. Recognize legal criteria for application and interview questions and good practices for interviews. State legal requirements and appropriate considerations prior to termination. State legal requirements and appropriate actions for an employment termination interview. State legal requirements and appropriate actions following the termination of an employee.

## SEXUAL HARASSMENT FOR EMPLOYEES

### 30 MINUTES

Define sexual harassment. Identify behaviors that might be considered sexual harassment. Identify the steps an employee should take if harassment occurs. Identify actions that can help prevent sexual harassment in their workplace. Identify management responsibilities in responding to a harassment complaint. Define retaliation and identify examples.

## SEXUAL HARASSMENT FOR MANAGERS

### 90 MINUTES

Recognize why understanding sexual harassment in the workplace is important for managers. Identify the responsibilities of the company and managers regarding discrimination and sexual harassment in the workplace. Define sexual harassment. Identify behaviors that might be considered sexual harassment. Identify managerial actions that can help prevent sexual harassment in the workplace. Explain precautions employers can take to exercise due care to prevent and correct sexual harassment. Identify the steps an employee should take if sexual harassment occurs. Identify the steps a manager should take in response to a sexual harassment complaint. Identify examples of retaliation.

## SEXUAL HARASSMENT FOR SUPERVISORS AB1825 (CALIFORNIA)

### 120 MINUTES

Recognize why understanding sexual harassment in the workplace is important for managers. Identify the responsibilities of the company and managers regarding discrimination and sexual harassment in the workplace. Identify federal and state laws regarding discrimination and sexual harassment in the workplace. Define sexual harassment. Identify behaviors that might be considered sexual harassment. Identify managerial actions that can help prevent sexual harassment in the workplace. Explain precautions employers can take to exercise due care to prevent and correct sexual harassment. Identify the steps an employee should take if sexual harassment occurs. Identify the steps a manager should take in response to a sexual harassment complaint. Identify examples of retaliation. Identify steps a manager can take to promote a discrimination-free and harassment-free workplace.

## VIOLENCE IN THE WORKPLACE

### 30 MINUTES

Define workplace violence. Identify job tasks and occupations at increased risk for workplace violence. Identify the categories of perpetrators of workplace violence. Identify precautions to help prevent workplace violence. Recognize warning signs of violent behavior and how to respond. Identify the appropriate response to a violent event occurring in the workplace. Identify what to do after a violent incident takes place.

## ENVIRONMENTAL MANAGEMENT LIBRARY

### EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA)

#### 30 MINUTES

Identify the origin and goals of the EPCRA regulation. Identify the four specific types of chemicals listed in the regulation. Identify the emergency planning requirements of Section 302 and 303. Identify the emergency release notification requirements of Section 304, including release POSSIBILITIES AT A FACILITY. Identify the requirements and exemptions for SDS submissions in Section 311 and chemical inventory reporting in Section 312, specifically Tier II reporting. Identify the requirements of toxic chemical release reporting in Section 313.

### ENVIRONMENTAL MANAGEMENT

#### 20 MINUTES

Identify hazards of environmental waste. Identify waste management concepts and ways to reduce waste and to prevent pollution. Identify how to respond effectively to a spill or release of hazardous material.

### HAZARDOUS WASTE MANAGEMENT

#### 65 MINUTES

Identify the purpose of a waste management program. Define the categories of waste, including hazardous, universal, "potentially" hazardous, and non-hazardous. Identify the purpose for regulating

hazardous waste, which regulatory standards apply to hazardous waste management, and the three classifications of waste generators under RCRA. Recognize the criteria for determining if "you" generate a hazardous waste. Identify the container, labeling, and storage requirements for hazardous waste. Identify the requirements for developing and implementing an inspection program for hazardous waste. Identify transportation and disposal requirements for hazardous waste. Identify the requirements for emergency preparedness and contingency planning. Recognize the requirements for training personnel, reporting, and recordkeeping. Identify examples of typical hazardous wastes, universal wastes, and potentially hazardous wastes. Identify proper management and disposal procedures for typical hazardous, universal, and potentially hazardous wastes. Recognize methods for minimizing the generation of hazardous waste and evaluating those methods.

## SPILL PREVENTION, CONTROL, AND COUNTERMEASURE (SPCC) PLAN

### 25 MINUTES

Harmful effects of spilled oil and the applicable laws and regulations for oil pollution prevention. The purpose and general requirements of a facility SPCC Plan. General operating procedures designed to prevent spills. General control measures to prevent an oil spill from reaching navigable waters and adjoining shorelines. Basic countermeasures for stopping a spill from reaching the environment and how to respond to facility shutdown and evacuation.

## STORMWATER MANAGEMENT

### 25 MINUTES

Identify the regulatory background and requirements for stormwater discharges. Identify the components of a typical Stormwater Pollution Prevention Plan (SWPPP). Identify the Best Management Practices (BMPs) including good housekeeping, prevention, inspections, and erosion control. Identify the procedures for responding to a toxic spill or hazardous material release.

## FORKLIFT OPERATOR SAFETY

**NOTE:** There are 6 Courses in this library. Each lesson is sold as a separate course.

## FORKLIFT OPERATOR 6-COURSE SUMMARY

### 80 MINUTES TOTAL FOR ALL SIX COURSES

Identify forklift types and differences, the basic key features of the forklift such as essential controls and safety features. Recognize the definition and location for the center of gravity for the unloaded lift, the "stability triangle" on the forklift, its combined center of gravity, how it changes with the position of the load, how it determines the stability of the forklift, and weight restrictions and load limits. Understand the necessary requirements for before and during picking up a load, the correct height to travel with a load, the correct method to negotiate grades or ramps with both a loaded and unloaded forklift, as well as the correct steps and practices in setting down a load, and when working with stacks. Know the differences between a forklift and an automobile, the hazardous conditions for forklift operation and safe practices for working around pedestrians and around docks. State the proper way to leave a forklift, recognize general rules for safe operation and identify the correct response to a tip-over accident. Identify when the forklift must be inspected, which equipment must be inspected, and the correct

procedure for inspection, as well as recognize how to resolve equipment problems, identify the precautions that must be taken to avoid refueling hazards and the required steps for refueling.

### FORKLIFT - FUNDAMENTALS (\*\* AVAILABLE IN SPANISH)

10 MINUTES

### FORKLIFT - STABILITY AND CAPACITY (\*\* AVAILABLE IN SPANISH)

15 MINUTES

### FORKLIFT - LOAD HANDLING (\*\* AVAILABLE IN SPANISH)

15 MINUTES

### FORKLIFT - SAFE DRIVING PRACTICES (\*\* AVAILABLE IN SPANISH)

20 MINUTES

### FORKLIFT - SAFETY STANDARDS (\*\* AVAILABLE IN SPANISH)

15 MINUTES

### FORKLIFT - INSPECTION AND MAINTENANCE (\*\* AVAILABLE IN SPANISH)

15 MINUTES

## **ALCOHOL SERVER & FOOD SAFETY**

Learn basic food safety and alcohol server responsibility safe practices.

### ALCOHOL SERVER

#### APPROXIMATELY 3 HOURS

Learn the essentials of responsible alcohol service. Protect yourself and your operation from risks and liabilities with alcohol training and certification. Inquire for your state requirements.

### FOOD SAFETY – FOOD ALLERGEN TRAINING

#### APPROXIMATELY 2 HOURS

Interactive course drives home critical information your employees and managers need in order to accommodate guests with food allergies. Online course covers such topics as identifying allergens, communication with the guest, preventing cross-contact, food labels and more. Inquire for your state requirements.

## FOOD SAFETY – FOOD HANDLER (\*\* AVAILABLE IN SPANISH)

### APPROXIMATELY 60 MINUTES

Learn basic food safety practices for preparing and serving food. Earn your food handler certificate. Inquire for your state requirements.

## FOOD SAFETY – FOOD MANAGER (\*\* AVAILABLE IN SPANISH)

### APPROXIMATELY 8 HOURS

Learn about foodborne illness, how to prevent it and how to train employees in food sanitation. Choose from several online, classroom and language options. Inquire for your state requirements.

## MEDICAL / HEALTHCARE SAFETY

### ABUSE, NEGLECT AND EXPLOITATION

#### 40 MINUTES

Define abuse, neglect, and exploitation. Identify the signs and symptoms of abuse, neglect, and exploitation in the healthcare setting. List the behaviors of the abused. List the characteristics of an abuser. Identify ways in which you can protect patients from abuse, neglect, and/or exploitation. Know the obligation to report suspected abuse.

### BACK CARE ERGONOMICS

#### 30 MINUTES

Define ergonomics and musculoskeletal disorders (MSDs) and explain the lesson purpose and objectives. Identify some general MSD risk factors faced by individuals who work in medical facilities and some techniques for reducing those risk factors. Explain ways to prevent injuries that might result from lifting, transferring, repositioning, and caring for patients. Explain ways to prevent injuries that might result from lifting, moving, and carrying materials. Explain ways to prevent injuries that might result from working at a computer or medical workstation. Describe some actions that health care industry employers can take to reduce MSD risks for employees.

### BLOODBORNE PATHOGENS FOR HEALTHCARE WORKERS

#### 40 MINUTES

Identify the bloodborne pathogens that pose the most serious threat of exposure in the workplace. Identify the characteristics and symptoms of HIV, HBV, and HCV. Identify how HIV, HBV, and HCV pathogens are and are not transmitted. Identify the basic precautions to prevent exposure, including the use of Standard Precautions and hepatitis B vaccination. Identify the requirements for an exposure control plan. Identify the signs, labels, and color-coding used to warn of biohazards and bloodborne pathogens. Identify the engineering and work practice controls used to prevent contact with, or infection from, blood, body fluids or other potentially infectious materials. Identify job classifications and common workplace tasks with reasonable anticipation of contact with blood, body fluids, or other potentially infectious materials. Identify the responsibilities of general employees when they encounter a blood spill.

Identify the appropriate response in the event of a potential exposure to bloodborne pathogens. Identify the basic requirements for a Sharps Injury Log, exposure and medical records, and retention and access to these records.

## ELECTRICAL SAFETY FOR HEALTHCARE

### 20 MINUTES

Describe the basic terms of electricity and the effects of electric shock on the body. Identify the hazards associated with electricity. Describe measures for minimizing electric hazards. Understand the proper response to an emergency event.

## FIRE SAFETY: PATIENT EVACUATION

### 20 MINUTES

Explain the employer's role in fire safety. Identify the components of a safety plan. Identify fire risks in the work setting and explain how to avoid them. Explain how to respond to a fire emergency, including how to properly use a fire extinguisher. Describe the procedures for protecting patients in case of fire, including evacuation procedures.

## MEDICAL HAZARD COMMUNICATION

### 40 MINUTES

Recognize the purpose, scope and elements of the hazard communication standard. Identify how chemical hazards are determined. Identify the purpose of a Safety Data Sheet, and its components. Identify chemicals and their hazards, through labeling and warning practices. Recognize the physical and health hazards inherent with hazardous chemicals. Recognize the information and training required by OSHA's Hazard Communication Standard.

## LIFTING AND TRANSFERRING PATIENTS

### 15 MINUTES

List the potential risks involved with lifting and transferring patients and how to reduce these risks. Identify the steps for planning the movement of patients. Identify proper techniques for common lifts and transfers of patients.

## PERSONAL PROTECTIVE EQUIPMENT FOR HEALTHCARE

### 20 MINUTES

Describe the purpose of PPE. Describe how to select the appropriate PPE and to use it safely and effectively. Describe guidelines for removing, maintaining, and disposing of PPE.