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Learning Management On A Global Scale

2009 Catalog: Environmental Health and Safety

Contents (click the title to jump to that page)

Library, Series and Bundle Breakdown	5
Courses:	13
Basics: Emergency Awareness Plan	13
Basics: Fire Safety	13
Basics: First Aid and CPR	13
Basics: Hazard Awareness for Supervisors	14
Basics: Hazard Communication	14
Basics: Hazard Communication for Supervisors	15
Basics: Material Safety Data Sheets	15
Basics: Safety for Flammable Liquids	15
Basics: Forklift Safety for Supervisors	16
Basics: Ladder Safety for Supervisors	16
Basics: Machine Guarding Safety	16
Basics: Personal Protective Equipment for Supervisors	17
Basics: Power Tool Safety for Supervisors	17
Basics: Safe Lifting for Supervisors	18
Basics: Slips, Trips and Falls for Supervisors	18
Basics: Conveyor Safety	18
Basics: Defensive Driving 1	19
Basics: Defensive Driving 2	19
Basics: Defensive Driving 3	19
Basics: Electrical Safety	20
Basics: Ergonomics for Computer Workstations	20
Basics: Ergonomics for the Workplace	20
Basics: Forklift Re-Fueling Safety	21
Basics: Forklift Safety	21
Basics: Hand Safety	21
Basics: Hearing Safety	22
Basics: Housekeeping Safety	22
Basics: Ladder Safety	22

Basics: New Worker Safety Orientation.....	23
Basics: Office Safety	23
Basics: Personal Protective Equipment.....	23
Basics: Power Tool Safety	24
Basics: Safe Lifting.....	24
Basics: Slips, Trips and Falls.....	24
Basics: Warehouse Safety	25
Basics: Lockout/Tagout Safety	25
Basics: Lockout/Tagout Safety for Supervisors	25
Basics: Fire Safety for Restaurants.....	26
Basics: Hand Safety for Restaurants	26
Basics: Loading Dock Safety	27
Enviro: Hazardous Waste Management Requirements.....	27
Enviro: Pollution Prevention Program Guidelines	28
Enviro: Process Safety Management Procedures	28
Enviro: US Environmental Regulation Guidelines	28
Safety: Emergency Evacuation Procedures.....	29
Safety: Emergency Plan and Evacuation Procedures.....	29
Safety: Emergency Plan and Evacuation Refresher	30
Safety: Fire Control Procedures	30
Safety: First Aid and CPR Principles and Procedures	31
Safety: Hazard Communication Requirements.....	31
Safety: HAZWOPER 8-hour Recertification	32
Safety: Machine Guarding Control Procedures	32
DOT: Transportation Procedures for HAZMAT Transporters.....	32
DOT: Transportation Requirements for Shippers	33
DOT: Transportation Security Requirements.....	33
Safety: Back Protection and Lifting Procedures.....	34
Safety: Defensive Driving Procedures.....	34
Safety: Ergonomics Control Procedures	34
Safety: Ergonomics Management for Supervisors.....	35
Safety: Fall Protection Procedures.....	35

Safety: Forklift Operation Procedures	36
Safety: General Construction Guidelines	36
Safety: Hand and Finger Injury Prevention	37
Safety: Personal Protective Equipment Procedures	37
Safety: Personal Protective Equipment Refresher.....	37
Safety: Respiratory Protection Procedures.....	38
Safety: Slips, Trips, and Falls Control Procedures	38
Safety: Asbestos Awareness Guidelines	39
Safety: Blood-Borne Pathogen Procedures*	40
Safety: Blood-Borne Pathogen Refresher*	40
Safety: Confined Space Entry Procedures.....	40
Safety: Electrical Hazard Procedures	41
Safety: General Worksite Hazard Control Procedures.....	41
Safety: Hearing Conservation Procedures	42
Safety: Hoisting and Rigging Procedures	42
Safety: Injury and Illness Prevention Program Requirements	43
Safety: Ladder and Scaffolding Requirements.....	43
Safety: Lockout-Tagout Control Procedures.....	43
Safety: Lockout-Tagout Control Refresher	44
Safety: Material Handling and Storage Procedures.....	44
Safety: Material Safety Data Sheet Guidelines	45
Safety: Office Hazard Control Procedures	45
Safety: Power Tool Operation Procedures	46
Safety: Risk Management Control Guidelines	46
Safety: Risk Management Evaluation Guidelines	46
Safety: Risk Management Hazard Identification Guidelines.....	47
OSHA Introduction	47

Library, Series and Bundle Breakdown

EHS- Basics Library (Both English and Spanish versions included for /S titles)			
Basics: Emergency Awareness Plan	BSA101/S	Basics: Ergonomics for Computer Workstations	BSA121/S
Basics: Fire Safety	BSA102	Basics: Ergonomics for the Workplace	BSA122/S
Basics: First Aid and CPR	BSA103/S	Basics: Forklift Re-Fueling Safety	BSA123/S
Basics: Hazard Awareness for Supervisors	BSA104	Basics: Forklift Safety	BSA124/S
Basics: Hazard Communication	BSA105/S	Basics: Hand Safety	BSA125/S
Basics: Hazard Communication for Supervisors	BSA106	Basics: Hearing Safety	BSA126/S
Basics: Material Safety Data Sheets	BSA107/S	Basics: Housekeeping Safety	BSA127/S
Basics: Safety for Flammable Liquids	BSA108/S	Basics: Ladder Safety	BSA128/S
Basics: Forklift Safety for Supervisors	BSA109	Basics: New Worker Safety Orientation	BSA129/S
Basics: Ladder Safety for Supervisors	BSA110	Basics: Office Safety	BSA130/S
Basics: Machine Guarding Safety	BSA111/S	Basics: Personal Protective Equipment	BSA131/S
Basics: Personal Protective Equipment for Supervisors	BSA112	Basics: Power Tool Safety	BSA132/S
Basics: Power Tool Safety for Supervisors	BSA113	Basics: Safe Lifting	BSA133/S
Basics: Safe Lifting for Supervisors	BSA114	Basics: Slips, Trips and Falls	BSA134/S
Basics: Slips, Trips and Falls for Supervisors	BSA115	Basics: Warehouse Safety	BSA135/S
Basics: Conveyor Safety	BSA116/S	Basics: Lockout/Tagout Safety	BSA136/S
Basics: Defensive Driving 1	BSA117/S	Basics: Lockout/Tagout Safety for Supervisors	BSA137
Basics: Defensive Driving 2	BSA118/S	Basics: Fire Safety for Restaurants	BSA138/S
Basics: Defensive Driving 3	BSA119/S	Basics: Hand Safety for Restaurants	BSA139/S
Basics: Electrical Safety	BSA120/S	Basics: Loading Dock Safety	BSA140/S

EHS-Essentials Library			
Enviro: Hazardous Waste Management Requirements	ENV101	Safety: Personal Protective Equipment Procedures	SA117
Enviro: Pollution Prevention Program Guidelines	ENV102	Safety: Personal Protective Equipment Refresher	SA118
Enviro: Process Safety Management Procedures	ENV103	Safety: Respiratory Protection Procedures	SA119
Enviro: US Environmental Regulation Guidelines	ENV104	Safety: Slips, Trips, and Falls Control Procedures	SA120
Safety: Emergency Evacuation Procedures	SA101	Safety: Asbestos Awareness Guidelines	SA121
Safety: Emergency Plan and Evacuation Procedures	SA102	Safety: Blood Borne Pathogen Procedures	SA122
Safety: Emergency Plan and Evacuation Refresher	SA103	Safety: Blood Borne Pathogen Refresher	SA123
Safety: Fire Control Procedures	SA104	Safety: Confined Space Entry Procedures	SA124
Safety: First Aid and CPR Principles and Procedures	SA105	Safety: Electrical Hazard Procedures	SA125
Safety: Hazard Communication Requirements	SA106	Safety: General Worksite Hazard Control Procedures	SA126
Safety: HAZWOPER 8-hour Recertification	SA107	Safety: Hearing Conservation Procedures	SA127
Safety: Machine Guarding Control Procedures	SA108	Safety: Hoisting and Rigging Procedures	SA128
DOT: Transportation Procedures for HAZMAT Transporters	DOT101	Safety: Injury and Illness Prevention Program Requirements	SA129
DOT: Transportation Requirements for Shippers	DOT102	Safety: Ladder and Scaffolding Requirements	SA130
DOT: Transportation Security Requirements	DOT103	Safety: Lockout-Tagout Control Procedures	SA131
Safety: Back Protection and Lifting Procedures	SA109	Safety: Lockout-Tagout Control Refresher	SA132
Safety: Defensive Driving Procedures	SA110	Safety: Material Handling and Storage Procedures	SA133
Safety: Ergonomics Control Procedures	SA111	Safety: Material Safety Data Sheet Guidelines	SA134
Safety: Ergonomics Management for Supervisors	SA112	Safety: Office Hazard Control Procedures	SA135
Safety: Fall Protection Procedures	SA113	Safety: Power Tool Operation Procedures	SA136
Safety: Forklift Operation Procedures	SA114	Safety: Risk Management Control Guidelines	SA137
Safety: General Construction Guidelines	SA115	Safety: Risk Management Evaluation Guidelines	SA138
Safety: Hand and Finger Injury Prevention	SA116	Safety: Risk Management Hazard Identification Guidelines	SA139

EHS Basics- English Series			
Basics: Emergency Awareness Plan	BSA101	Basics: Ergonomics for Computer Workstations	BSA121
Basics: Fire Safety	BSA102	Basics: Ergonomics for the Workplace	BSA122
Basics: First Aid and CPR	BSA103	Basics: Forklift Re-Fueling Safety	BSA123
Basics: Hazard Awareness for Supervisors	BSA104	Basics: Forklift Safety	BSA124
Basics: Hazard Communication	BSA105	Basics: Hand Safety	BSA125
Basics: Hazard Communication for Supervisors	BSA106	Basics: Hearing Safety	BSA126
Basics: Material Safety Data Sheets	BSA107	Basics: Housekeeping Safety	BSA127
Basics: Safety for Flammable Liquids	BSA108	Basics: Ladder Safety	BSA128
Basics: Forklift Safety for Supervisors	BSA109	Basics: New Worker Safety Orientation	BSA129
Basics: Ladder Safety for Supervisors	BSA110	Basics: Office Safety	BSA130
Basics: Machine Guarding Safety	BSA111	Basics: Personal Protective Equipment	BSA131
Basics: Personal Protective Equipment for Supervisors	BSA112	Basics: Power Tool Safety	BSA132
Basics: Power Tool Safety for Supervisors	BSA113	Basics: Safe Lifting	BSA133
Basics: Safe Lifting for Supervisors	BSA114	Basics: Slips, Trips and Falls	BSA134
Basics: Slips, Trips and Falls for Supervisors	BSA115	Basics: Warehouse Safety	BSA135
Basics: Conveyor Safety	BSA116	Basics: Lockout/Tagout Safety	BSA136
Basics: Defensive Driving 1	BSA117	Basics: Lockout/Tagout Safety for Supervisors	BSA137
Basics: Defensive Driving 2	BSA118	Basics: Fire Safety for Restaurants	BSA138
Basics: Defensive Driving 3	BSA119	Basics: Hand Safety for Restaurants	BSA139
Basics: Electrical Safety	BSA120	Basics: Loading Dock Safety	BSA140

EHS Basics- Spanish Series			
Basics: Conveyor Safety	BSA116/S	Basics: Hearing Safety	BSA126/S
Basics: Defensive Driving 1	BSA117/S	Basics: Housekeeping Safety	BSA127/S
Basics: Defensive Driving 2	BSA118/S	Basics: Ladder Safety	BSA128/S
Basics: Defensive Driving 3	BSA119/S	Basics: Loading Dock Safety	BSA140/S
Basics: Electrical Safety	BSA120/S	Basics: Lockout/Tagout Safety	BSA136/S
<i>Continued to Next Page</i>		<i>Continued to Next Page</i>	

Basics: Emergency Awareness Plan	BSA101/S	Basics: Machine Guarding Safety	BSA111/S
Basics: Ergonomics for Computer Workstations	BSA121/S	Basics: Material Safety Data Sheets	BSA107/S
Basics: Ergonomics for the Workplace	BSA122/S	Basics: New Worker Safety Orientation	BSA129/S
Basics: Fire Safety for Restaurants	BSA138/S	Basics: Office Safety	BSA130/S
Basics: First Aid and CPR	BSA103/S	Basics: Personal Protective Equipment	BSA131/S
Basics: Forklift Re-Fueling Safety	BSA123/S	Basics: Power Tool Safety	BSA132/S
Basics: Forklift Safety	BSA124/S	Basics: Safe Lifting	BSA133/S
Basics: Hand Safety	BSA125/S	Basics: Safety for Flammable Liquids	BSA108/S
Basics: Hand Safety for Restaurants	BSA139/S	Basics: Slips, Trips and Falls	BSA134/S
Basics: Hazard Communication	BSA105/S	Basics: Warehouse Safety	BSA135/S

EHS Emergency Preparedness Series			
Basics: Emergency Awareness Plan	BSA101	Enviro: Process Safety Management Procedures	ENV103
Basics: Fire Safety	BSA102	Enviro: US Environmental Regulation Guidelines	ENV104
Basics: First Aid and CPR	BSA103	Safety: Emergency Evacuation Procedures	SA101
Basics: Hazard Awareness for Supervisors	BSA104	Safety: Emergency Plan and Evacuation Procedures	SA102
Basics: Hazard Communication	BSA105	Safety: Emergency Plan and Evacuation Refresher	SA103
Basics: Hazard Communication for Supervisors	BSA106	Safety: Fire Control Procedures	SA104
Basics: Material Safety Data Sheets	BSA107	Safety: First Aid and CPR Principles and Procedures	SA105
Basics: Safety for Flammable Liquids	BSA108	Safety: Hazard Communication Requirements	SA106
Enviro: Hazardous Waste Management Requirements	ENV101	Safety: HAZWOPER 8-hour Recertification	SA107
Enviro: Pollution Prevention Program Guidelines	ENV102		

EHS Personal Safety-Fundamentals Series			
Basics: Conveyor Safety	BSA116	Basics: Hearing Safety	BSA126
Basics: Defensive Driving 1	BSA117	Basics: Housekeeping Safety	BSA127
Basics: Defensive Driving 2	BSA118	Basics: Ladder Safety	BSA128
Basics: Defensive Driving 3	BSA119	Basics: New Worker Safety Orientation	BSA129
Basics: Electrical Safety	BSA120	Basics: Office Safety	BSA130
Basics: Ergonomics for Computer Workstations	BSA121	Basics: Personal Protective Equipment	BSA131
Basics: Ergonomics for the Workplace	BSA122	Basics: Power Tool Safety	BSA132
Basics: Forklift Re-Fueling Safety	BSA123	Basics: Safe Lifting	BSA133
Basics: Forklift Safety	BSA124	Basics: Slips, Trips and Falls	BSA134
Basics: Hand Safety	BSA125	Basics: Warehouse Safety	BSA135

EHS Personal Safety-Advanced Series			
Basics: Forklift Safety for Supervisors	BSA109	Safety: Defensive Driving Procedures	SA110
Basics: Ladder Safety for Supervisors	BSA110	Safety: Ergonomics Control Procedures	SA111
Basics: Machine Guarding Safety	BSA111	Safety: Ergonomics Management for Supervisors	SA112
Basics: Personal Protective Equipment for Supervisors	BSA112	Safety: Fall Protection Procedures	SA113
Basics: Power Tool Safety for Supervisors	BSA113	Safety: Forklift Operation Procedures	SA114
Basics: Safe Lifting for Supervisors	BSA114	Safety: General Construction Guidelines	SA115
Basics: Slips, Trips and Falls for Supervisors	BSA115	Safety: Hand and Finger Injury Prevention	SA116
Safety: Machine Guarding Control Procedures	SA108	Safety: Personal Protective Equipment Procedures	SA117
DOT: Transportation Procedures for HAZMAT Transporters	DOT101	Safety: Personal Protective Equipment Refresher	SA118
DOT: Transportation Requirements for Shippers	DOT102	Safety: Respiratory Protection Procedures	SA119
DOT: Transportation Security Requirements	DOT103	Safety: Slips, Trips, and Falls Control Procedures	SA120
Safety: Back Protection and Lifting Procedures	SA109		

EHS Risk Management Series			
Safety: Machine Guarding Control Procedures	SA108	Safety: Injury and Illness Prevention Program Requirements	SA129
Basics: Lockout/Tagout Safety	BSA136	Safety: Ladder and Scaffolding Requirements	SA130
Basics: Lockout/Tagout Safety for Supervisors	BSA137	Safety: Lockout-Tagout Control Procedures	SA131
Safety: Asbestos Awareness Guidelines	SA121	Safety: Lockout-Tagout Control Refresher	SA132
Safety: Blood Borne Pathogen Procedures	SA122	Safety: Material Handling and Storage Procedures	SA133
Safety: Blood Borne Pathogen Refresher	SA123	Safety: Material Safety Data Sheet Guidelines	SA134
Safety: Confined Space Entry Procedures	SA124	Safety: Office Hazard Control Procedures	SA135
Safety: Electrical Hazard Procedures	SA125	Safety: Power Tool Operation Procedures	SA136
Safety: General Worksite Hazard Control Procedures	SA126	Safety: Risk Management Control Guidelines	SA137
Safety: Hearing Conservation Procedures	SA127	Safety: Risk Management Evaluation Guidelines	SA138
Safety: Hoisting and Rigging Procedures	SA128	Safety: Risk Management Hazard Identification Guidelines	SA139

OSHA 10 with Options Series			
OSHA Introduction	SA140	Safety: Material Handling and Storage Procedures	SA133
Safety: Electrical Hazard Procedures	SA125	Safety: Respiratory Protection Procedures	SA119
Safety: Risk Management Control Guidelines	SA137	Safety: First Aid and CPR Principles and Procedures	SA105
Safety: Hazard Communication Requirements	SA106	Safety: General Worksite Hazard Control Procedures	SA126
Safety: Fall Protection Procedures	SA113	Safety: Ladder and Scaffolding Requirements	SA130
Safety: Personal Protective Equipment Procedures	SA117	Safety: Back Protection and Lifting Procedures	SA109
Safety: Ergonomics Control Procedures	SA111	Safety: Slips, Trips, and Falls Control Procedures	SA120
Safety: Blood Borne Pathogen Procedures	SA122	Safety: Emergency Evacuation Procedures	SA101
Safety: Lockout-Tagout Control Procedures	SA131	Safety: Fire Control Procedures	SA104

EHS Fundamental Safety-English Bundle			
Basics: Lockout/Tagout Safety	BSA136	Basics: New Worker Safety Orientation	BSA129
Basics: Lockout/Tagout Safety for Supervisors	BSA137	Basics: Personal Protective Equipment	BSA131
Basics: Personal Protective Equipment for Supervisors	BSA112	Basics: Slips, Trips and Falls	BSA134
Basics: Slips, Trips and Falls for Supervisors	BSA115	Basics: Fire Safety	BSA102
Basics: Electrical Safety	BSA120	Basics: First Aid and CPR	BSA103
Basics: Hand Safety	BSA125	Basics: Hazard Awareness for Supervisors	BSA104
Basics: Hearing Safety	BSA126		

EHS Fundamental Safety-Spanish Bundle			
Basics: Hand Safety	BSA125/S	Basics: First Aid and CPR	BSA103/S
Basics: Hearing Safety	BSA126/S	Basics: New Worker Safety Orientation	BSA129/S
Basics: Lockout/Tagout Safety	BSA136/S	Basics: Personal Protective Equipment	BSA131/S
Basics: Electrical Safety	BSA120/S	Basics: Slips, Trips and Falls	BSA134/S

EHS Equipment Safety Bundle			
Safety: Machine Guarding Control Procedures	SA108	Basics: Forklift Re-Fueling Safety	BSA123
Basics: Forklift Safety for Supervisors	BSA109	Basics: Forklift Safety	BSA124
Basics: Ladder Safety for Supervisors	BSA110	Basics: Ladder Safety	BSA128
Basics: Power Tool Safety for Supervisors	BSA113	Basics: Power Tool Safety	BSA132

EHS Defensive Driving-English Bundle	
Basics: Defensive Driving 1	BSA117
Basics: Defensive Driving 2	BSA118
Basics: Defensive Driving 3	BSA119

EHS Defensive Driving-Spanish Bundle	
Basics: Defensive Driving 1	BSA117/S
Basics: Defensive Driving 2	BSA118/S
Basics: Defensive Driving 3	BSA119/S

EHS Ergonomics Bundle	
Safety: Ergonomics Control Procedures	SA111
Safety: Ergonomics Management for Supervisors	SA112
Basics: Ergonomics for Computer Workstations	BSA121
Basics: Ergonomics for the Workplace	BSA122

EHS Hazwoper Bundle	
Safety: HAZWOPER 8-hour Recertification	SA107

Courses:

Basics: Emergency Awareness Plan

BSA101 (Also Available in Spanish), Duration: 25 minutes

Summary:

OSHA requires that every workplace have an Emergency Plan. This safety training course describes what topics must be covered in that plan and each party's responsibilities.

Objectives:

- Define an emergency action plan
- Describe the employer and employees responsibilities regarding an emergency action plan
- Describe the correct way to respond in an emergency
- Identify the steps involved in an evacuation
- Describe emergency escape procedures and routes
- Describe the correct procedures for accounting for all individuals and obtaining first aid or medical assistance

Audience: All employees and employers

Primary Regulations: OSHA 29CFR1910.1200, Hazard Communication Standard

Related Regulations: None

Prerequisites: None

Basics: Fire Safety

BSA102, Duration: 45 minutes

Summary:

A comprehensive safety course on basic fire safety in the workplace. It tells each worker how to recognize fire risks, why to inspect a fire extinguisher, and what actions to take in the event of a fire.

Objectives:

- Explain the combustion process
- Define the four classes of fire
- Identify the most common types of portable fire extinguishers
- Discuss the proper technique for using portable fire extinguishers
- Describe common fire hazards in the workplace and how to eliminate them
- Describe fire emergencies

Audience: All employees

Primary Regulations: OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment; OSHA 29 CFR 1910 Subpart R Special Industries

Related Regulations: OSHA 29 CFR 1910 Subpart M, Compressed gas and compressed air equipment; OSHA 29 CFR 1910.119 & 1926.64, Process safety management of highly hazardous chemicals; OSHA 29 CFR 1910.1200, Hazard Communication; OSHA 29 CFR 1910.120, Hazardous Waste Operations

Prerequisites: None

Basics: First Aid and CPR

BSA103 (Also Available in Spanish), Duration: 25 minutes

Summary:

Did you know that a majority of injuries can be resolved with basic first aid and a well stocked workplace safety kit? This training course helps motivate every worker to learn where your first aid safety kits are located and how to apply basic first aid in the workplace.

Objectives:

- Describe first aid and CPR and the employer's responsibility in first aid and CPR training
- Recognize situations that require first aid or CPR
- Identify the equipment used during first aid and CPR
- Identify individuals who are trained to administer first aid and CPR

- Describe procedures to follow if you or a colleague is injured on the job
- Describe actions to take in the case of serious injury, and the importance of acting quickly

Audience: All employees in general industry

Primary Regulations: OSHA 29 CFR 1910.152 [Reserved] Subpart K, Medical and First Aid; OSHA 29 CFR 1910.151, Medical Services and First Aid, Subpart K Medical and First Aid

Related Regulations: OSHA 29 CFR 1926.23 First aid and medical attention, Subpart C General Safety and Health Provisions; OSHA 29 CFR 1926.50 Medical services and first aid, Subpart D Occupational Health and Environmental Controls

Prerequisites: None

Basics: Hazard Awareness for Supervisors

BSA104, Duration: 25 minutes

Summary:

Hazard awareness safety training helps supervisors teach their workers how to quickly identify the hazards in their workplace, so they can reduce injuries and accidents.

Objectives:

- Describe the supervisor's responsibility to maintain a safe work environment and to make sure appropriate safety measures are being taken
- Describe safety training rules and how they are to be enforced in the workplace
- List the supervisor's responsibilities in workplace inspections
- Describe proper inspection of equipment and chemicals within the workplace
- Describe the proper steps to addressing hazards found in the workplace

Audience: Supervisors who will be in work areas where specific job-related hazards (flying/falling objects, hazardous materials, high noise levels, respiratory hazards, exposure to temperature extremes, potential exposure to energy sources, fall potentials, etc.)

Primary Regulations: OSHA 29CFR1910.1200, Hazard Communication Standard

Related Regulations: OSHA 29 CFR 1910.1450 Lab Standard; OSHA 29 CFR 1910 Subpart Z, Toxic and Hazardous Substances; OSHA 29 CFR 1910.119, Process Safety Management; OSHA 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response

Prerequisites: None

Basics: Hazard Communication

BSA105 (Also Available in Spanish), Duration: 20 minutes

Summary:

Workers must be aware of all hazardous materials in the workplace; this safety training course describes the responsibilities of the worker and what the possible risks may be.

Objectives:

- Distinguish which chemicals are and which are not included under OSHA's labeling requirements
- Identify the materials that are exempted under the Hazard Communication Standard
- Explain the importance of labels and MSDS
- Describe the importance of a written hazard communication program within the workplace
- Describe your responsibility in following safe work standards while handling or working around hazardous materials
- Explain the employer's responsibility in providing and maintaining a safe workplace

Audience: All persons who will be in work areas where specific job-related hazards (flying/falling objects, hazardous materials, high noise levels, respiratory hazards, exposure to temperature extremes, potential exposure to energy sources, fall potentials, etc.)

Primary Regulations: OSHA 29 CFR 1910.1200, Hazard Communication

Related Regulations: OSHA 29 CFR 1910.1450 Lab Standard; OSHA 29 CFR 1910 Subpart Z, Toxic and Hazardous Substances; OSHA 29 CFR 1910.119, Process Safety Management; OSHA 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response

Prerequisites: None

Basics: Hazard Communication for Supervisors

BSA106, Duration: 20 minutes

Summary:

This safety-training course describes the supervisor's responsibility in keeping workers informed of the possible risks and how to stay safe around hazardous materials.

Objectives:

- Describe the employers responsibilities in developing and implementing Hazardous Materials Communication according to OSHA standards
- Describe the elements of a Hazardous Materials Communication Program
- Identify proper inventory procedures as well as the proper use and placement of Material Safety Data Sheets (MSDSs) within the workplace
- List the labeling requirements for shipment containers and secondary containers
- Describe who must be trained in handling hazardous materials, and when this training should occur in the workplace
- Describe how to enforce a Hazardous Materials Communication Program

Audience: All persons who will be in work areas where specific job-related hazards (flying/falling objects, hazardous materials, high noise levels, respiratory hazards, exposure to temperature extremes, potential exposure to energy sources, fall potentials, etc.)

Primary Regulations: OSHA 29 CFR 1910.1200, Hazard Communication

Related Regulations: OSHA 29 CFR 1910.1450 Lab Standard; OSHA 29 CFR 1910 Subpart Z, Toxic and Hazardous Substances; OSHA 29 CFR 1910.119, Process Safety Management; OSHA 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response

Prerequisites: None

Basics: Material Safety Data Sheets

BSA107 (Also Available in Spanish), Duration: 20 minutes

Summary:

Material Safety Data Sheets must be kept in all workplaces; this safety training course describes the worker's role in maintaining MSDS records and how they can help to reduce workplace hazards.

Objectives:

- Distinguish which chemicals are and which are not included under OSHA's labeling requirements
- Identify the materials that are exempted under the Hazard Communication Standard
- Explain the importance of labels and MSDS
- Describe the importance of a written hazard communication program within the workplace
- Describe your responsibility in following safe work standards while handling or working around hazardous materials
- Explain the employer's responsibility in providing and maintaining a safe workplace

Audience: All persons who will be in work areas where specific job-related hazards (flying/falling objects, hazardous materials, high noise levels, respiratory hazards, exposure to temperature extremes, potential exposure to energy sources, fall potentials, etc.)

Primary Regulations: OSHA 29 CFR 1910.1200, Hazard Communication

Related Regulations: OSHA 29 CFR 1910.1450 Lab Standard; OSHA 29 CFR 1910 Subpart Z, Toxic and Hazardous Substances; OSHA 29 CFR 1910.119, Process Safety Management; OSHA 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response

Prerequisites: None

Basics: Safety for Flammable Liquids

BSA108 (Also Available in Spanish), Duration: 20 minutes

Summary:

This fire prevention safety training course describes the work practices that must be in place to ensure worker safety when using, storing, and transporting flammable liquids. It also advises on the need for building, truck and car fire safety kits.

Objectives:

- Define flammable liquids and their physical characteristics
- Identify important terms and definitions pertaining to flammable liquids
- Recognize proper flammable liquid use and storage requirements within the workplace
- Describe the dangers of improper use or placement of flammable liquids
- Identify proper safety equipment and PPE to be used while working with flammable liquids

Audience: All personnel pertaining to using, storing, and transporting flammable liquids

Primary Regulations: OSHA 29 CFR 1910.38, Fire Protection; OSHA 29 CFR 1926 Subpart F, Fire Protection and Prevention; OSHA 29 CFR 1910 Subpart E, Means of Egress

Related Regulations: None

Prerequisites: None

Basics: Forklift Safety for Supervisors

BSA109, Duration: 25 minutes

Summary:

This safety-training course shows supervisor's how to develop the safety measures that need to be in place to minimize the chance of serious injuries to workers operating forklifts in the workplace.

Objectives:

- Describe the dangers associated with unsafe forklift use in the workplace
- Recognize basic forklift operation requirements
- Recognize the supervisor's role and the elements involved in training
- Recognize the supervisor's responsibility in ensuring that all forklift safety rules are followed
- Recognize the supervisor's role in daily forklift inspections

Audience: Employees operating and servicing forklifts

Primary Regulations: OSHA 29 CFR 1910.178, Powered Industrial Trucks

Related Regulations: OSHA 29 CFR 1910.110, Storage and Handling of Liquefied Petroleum Gases; OSHA 29 CFR 1910.176, Handling Materials; OSHA 29 CFR 1910.177, Servicing Multi-piece and Single Piece Rim Wheels; OSHA 29 CFR 1915.120, Shipyard Employment; Powered Industrial Truck Operator Training

Prerequisites: None

Basics: Ladder Safety for Supervisors

BSA110, Duration: 25 minutes

Summary:

If your workers are selecting the wrong ladder for the job, they have a high probability of being injured at work. Ladder safety training describes the supervisor's role in ensuring that workers know which type of ladder is suitable for each purpose and how to reduce the injuries that can result if wrong choices are made in deciding which ladder to use for a job.

Objectives:

- Describe the general hazards associated with ladders in the workplace
- Recognize standards for ladder design
- Explain ladder ratings
- Recognize the supervisor's responsibility to ensure that the right ladder is selected for the job
- Recognize the main aspects of appropriate ladder use
- Recognize the supervisor's responsibility to ensure that appropriate ladder safety measures are always taken

Audience: All employees working with ladders, stairways, and scaffolding

Primary Regulations: OSHA 29 CFR 1926.1060 Subpart X, Stairways and Ladders; OSHA 29 CFR 1926.454 Subpart L, Scaffolding

Related Regulations: None

Prerequisites: None

Basics: Machine Guarding Safety

BSA111 (Also Available in Spanish), Duration: 20 minutes

Summary:

This machine worker safety training course outlines how a well-established Machine Guarding Plan will give workers peace of mind about their safety around machinery.

Objectives:

- Identify the safety hazards associated with machine operation and the scope of the problem
- Define safety devices, safety guards, and other terms related to machine operation hazards
- Describe the different types of safety guards and their benefits as well as hazards
- Recognize hazardous machine motions and the components of an effective safety guard
- Define proper maintenance and handling methods for machinery and machine guards

Audience: All employees who use power tools and machines during the course of their work.

Primary Regulations: OSHA 29 CFR 1910.212, Machine Guarding Requirements

Related Regulations: OSHA 29 CFR 1926. 300, Tools, Hand and Power, General Requirements

Prerequisites: None

Basics: Personal Protective Equipment for Supervisors

BSA112, Duration: 20 minutes

Summary:

How can good personal protective equipment training help supervisors improve worker safety and productivity? This course shows you how.

Objectives:

- Identify employer responsibilities for PPE training, distribution, and policy
- Identify employee responsibilities for PPE use, including consequences for noncompliance
- Recognize the importance of using engineering controls to eliminate the need for PPE if possible
- Recognize which specific PPE may be required, depending upon the hazard
- Recognize basic steps that should be taken to maintain, clean, and dispose of PPE, as well as employer responsibilities associated with repair and replacement
- Recognize the importance of daily walkthroughs, scheduled formal inspections, and protocols for investigating injuries and accidents
- Describe how supervisors can promote and enforce appropriate employee use of PPE
- Describe the supervisor's role in a successful PPE program

Audience: Supervisors of personnel working in fields that require PPE.

Primary Regulations: OSHA 29CFR1910.1200, Hazard Communication Standard

Related Regulations: Shipyard Employment - OSHA 29 CFR1915 Subpart D, Welding, Cutting and Heating; Marine Terminal - OSHA 29 CFR 1917. 152, Welding, cutting and heating (hot work); Construction (General Industry) -

OSHA 29 CFR 1926 Subpart J, Welding and Cutting

Prerequisites: None

Basics: Power Tool Safety for Supervisors

BSA113, Duration: 25 minutes

Summary:

Power Tools are both efficient and hazardous for workers. This course will show supervisors how to use simple power tool safety training tips. It also emphasizes the importance of Personal Protective Equipment (PPE) training for your workers.

Objectives:

- Describe the hazards associated with power tool use
- Recognize the supervisor's role in ensuring that all power tools have the appropriate guards
- Recognize the supervisor's role in ensuring that all employees follow safety practices associated with power tool use
- Recognize the supervisor's role in ensuring that employees wear proper PPE when using power tools

Audience: All employees using hand and power tools

Primary Regulations: OSHA 29 CFR 1910.132 (d)(1); OSHA 29 CFR 1926 Subpart I, Tools - Hand and Power; OSHA 29 CFR 1910.212, Machine Guarding Requirements; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment

Related Regulations: OSHA 29 CFR 1910.132 (d)(1); OSHA 29 CFR 1926 Subpart I, Tools - Hand and Power; OSHA 29 CFR 1910.212, Machine Guarding Requirements; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment
Prerequisites: None

Basics: Safe Lifting for Supervisors

BSA114, Duration: 25 minutes

Summary:

What if better back safety training could improve the productivity of your workforce? This course will show your supervisors how to implement correct lifting methods to improve machine, labor, and maintain worker back safety.

Objectives:

- Recognize the costs associated with back injuries, and the scope of the problem
- Identify the major factors that contribute to back injuries
- Identify the parts of the back that are at the highest risk for back injury
- Identify the basic steps for safe lifting
- Describe the supervisor's role in reducing the incidence of back injuries
- Describe elements of a successful back strain prevention program

Audience: All employees, to include supervisors and managers

Primary Regulations: OSHA 29 CFR 1903. 1, The General Duty Clause

Related Regulations: OSHA 29 CFR, Proposed Ergonomics Guidelines

Prerequisites: None

Basics: Slips, Trips and Falls for Supervisors

BSA115, Duration: 20 minutes

Summary:

A safety conscious supervisor can help prevent slips, trips, and falls from becoming a problem at your workplace. This safety training course shows how.

Objectives:

- Recognize the costs associated with slip, trip, and fall related injuries, and the importance of managing slip, trip, and fall injuries in the workplace
- Identify the leading causes for slip, trip, and fall injuries associated with the physical workplace environment
- Identify the leading causes for slip, trip, and fall injuries associated with employee behaviors
- Describe the role of hazard assessment in maintaining a safe workplace
- Describe how supervisors can promote and enforce workplace safety measures for preventing slips, trips, and falls
- Describe the supervisor's role in a successful fall prevention program

Audience: All personnel exposed to a potential slip, trip, and fall hazards while on the job and who have the potential to use or be around ladders during the course of a routine/non-routine workday.

Primary Regulations: OSHA 29 CFR 1910 Subpart D, Walking-Working Surfaces; OSHA 29 CFR 1926 Subpart E, Personal Protective and Life Saving Equipment; OSHA 29 CFR 1910 Subpart F, Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms; OSHA 29 CFR 1926 Subpart L, Scaffolds; OSHA 29 CFR 1926 Subpart M, Fall Protection; OSHA 29 CFR 1926 Subpart P, Excavations; OSHA 29 CFR 1926 Subpart X, Stairways and Ladders

Related Regulations: OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment; OSHA 29 CFR 1910 Subpart R, Special Industries

Prerequisites: None

Basics: Conveyor Safety

BSA116 (Also Available in Spanish), Duration: 25 minutes

Summary:

This course describes how to recognize potential hazards and improve worker safety around conveyors in the workplace.

Objectives:

- Recognize the work hazards associated with conveyors
- List the proper hazard preventions and safety measures to be taken when working with or around conveyors
- Describe the importance of proper PPE associated with conveyers
- Recognize the appropriate uses of conveyors within a work area

Audience: All personnel using conveyors in their job

Primary Regulations: OSHA 29 CFR 1926. 556, Aerial Lifts; OSHA 29 CFR 1926. 605, Protection of Employees Working on Barges; OSHA 29 CFR 1926. 550, Cranes and Derricks; OSHA 29 CFR 1926. 551, Helicopters; OSHA 29 CFR 1926. 552, Material Hoists, Personnel Hoists, and Elevators; OSHA 29 CFR 1926. 553, Base-Mounted Drum Hoists; OSHA 29 CFR 1926. 554, Overhead Hoists; OSHA 29 CFR 1926. 555, Conveyors

Related Regulations: None

Prerequisites: None

Basics: Defensive Driving 1

BSA117 (Also Available in Spanish), Duration: 25 minutes

Summary:

Raise employee awareness to possible road hazards and start improving worker safety today. Each part of the course can be taken separately or combined.

Objectives:

- Recognize the definition of defensive driving
- Recognize unsafe driving practices
- Recognize general methods for preventing accidents
- Identify safe practices for driving in various weather conditions

Audience: All employees and employers

Primary Regulations: OSHA 29 CFR 1903. 1, The General Duty Clause

Related Regulations: None

Prerequisites: None

Basics: Defensive Driving 2

BSA118 (Also Available in Spanish), Duration: 25 minutes

Summary:

Raise employee awareness to possible road hazards and start improving worker safety today. Each part of the course can be taken separately or combined.

Objectives:

- Recognize the risks associated with motor vehicle accidents and the scope of the problem
- Identify the important role of seatbelts in defensive driving
- Describe the risks associated with driving while distracted
- Describe the risks associated with driving while fatigued

Audience: All employees and employers

Primary Regulations: OSHA 29 CFR 1903. 1, The General Duty Clause

Related Regulations: None

Prerequisites: None

Basics: Defensive Driving 3

BSA119 (Also Available in Spanish), Duration: 25 minutes

Summary:

Raise employee awareness to possible road hazards and start improving worker safety today. Each part of the course can be taken separately or combined.

Objectives:

- Recognize the dangers of drunk driving as well as the scope of the problem
- Identify safe alternatives to driving drunk
- Identify safe practices for the use of vehicles on the job

Audience: All employees and employers

Primary Regulations: OSHA 29 CFR 1903. 1, The General Duty Clause

Related Regulations: None

Prerequisites: None

Basics: Electrical Safety

BSA120 (Also Available in Spanish), Duration: 20 minutes

Summary:

Working around electricity can be especially dangerous to workers who are not familiar with basic electrical hazards. This course outlines many workplace safety training tips that you can use to raise the awareness of electrical hazards in the workplace.

Objectives:

- Define the key terms used when working with electrical currents
- Identify the primary causes and physical effects of electric shock in the workplace
- List hazards in the workplace that could result in electric shock, and actions to take when someone is exposed to a live current
- Describe good housekeeping and workplace practices that will help prevent electric shock

Audience: All employees and employers

Primary Regulations: OSHA 29CFR 1926 Subpart K, Electrical - Installation Safety Requirements; OSHA 29CFR 1910 Subpart S, Electrical - Safety-Related Work Practices

Related Regulations: None

Prerequisites: None

Basics: Ergonomics for Computer Workstations

BSA121 (Also Available in Spanish), Duration: 20 minutes

Summary:

Workstation ergonomics are essential to a productive and safe workplace; this course describes how by using good safety procedures and good safety habits, the risk of injuries is greatly reduced.

Objectives:

- Recognize the stress symptoms associated with ergonomically incorrect workstations
- Identify the health effects associated with poor posture and improper lighting
- Describe proper keyboard, screen, and document positioning
- Describe proper desk and chair positioning
- Explain the importance of breaks and exercises that can be done at the workstation

Audience: All persons who have work activities that involve physical efforts involving lifting and handling materials/objects or activities that involve repetitive motions

Primary Regulations: OSHA 29CFR 1910, Ergonomics (Proposed)

Related Regulations: None

Prerequisites: None

Basics: Ergonomics for the Workplace

BSA122 (Also Available in Spanish), Duration: 25 minutes

Summary:

This course describes how to avoid hand, wrist, neck, and back injuries that result from poor design or procedures in the workplace.

Objectives:

- Define the term ergonomics
- Describe the scope of the problem of ergonomic hazards in the workplace
- Describe the importance of an ergonomics safety program in the workplace
- Identify common ergonomic injuries, including Carpal Tunnel Syndrome (CTS)
- Identify factors that can increase the occurrence of CTS and other ergonomic injuries
- Describe steps that can be taken to increase ergonomic safety in your workplace

Audience: All persons who have work activities that involve physical efforts involving lifting and handling materials/objects or activities that involve repetitive motions

Primary Regulations: OSHA 29CFR 1910, Ergonomics (Proposed)

Related Regulations: None

Prerequisites: None

Basics: Forklift Re-Fueling Safety

BSA123 (Also Available in Spanish), Duration: 25 minutes

Summary:

Refueling forklifts must only be undertaken by trained workers. This course outlines the safety training practices that must be followed to maintain safety in the workplace.

Objectives:

- Recognize different refueling methods
- Describe proper refueling techniques
- Identify the hazards associated with each fueling method
- Recognize proper safety equipment and safety procedures for refueling
- Identify the service requirements for each type of forklift

Audience: Employees operating and servicing forklifts

Primary Regulations: OSHA 29 CFR 1910.178, Powered Industrial Trucks

Related Regulations: OSHA 29 CFR 1910.110, Storage and Handling of Liquefied Petroleum Gases; OSHA 29 CFR 1910.176, Handling Materials; OSHA 29 CFR 1910.177, Servicing Multi-piece and Single Piece Rim Wheels; OSHA 29 CFR 1915.120, Shipyard Employment; Powered Industrial Truck Operator Training

Prerequisites: None

Basics: Forklift Safety

BSA124 (Also Available in Spanish), Duration: 25 minutes

Summary:

Forklifts can expose workers to hazards of bodily harm. This safety-training course shows a worker the procedures that need to be in place to maximize forklift safety in the workplace.

Objectives:

- Describe the dangers associated with unsafe forklift use in the workplace
- Recognize basic forklift operation requirements
- Identify the rules that apply to driving forklifts
- Recognize the elements of daily forklift inspection

Audience: Employees operating and servicing forklifts

Primary Regulations: OSHA 29 CFR 1910.178, Powered Industrial Trucks

Related Regulations: OSHA 29 CFR 1910.110, Storage and Handling of Liquefied Petroleum Gases; OSHA 29 CFR 1910.176, Handling Materials; OSHA 29 CFR 1910.177, Servicing Multi-piece and Single Piece Rim Wheels; OSHA 29 CFR 1915.120, Shipyard Employment; Powered Industrial Truck Operator Training

Prerequisites: None

Basics: Hand Safety

BSA125 (Also Available in Spanish), Duration: 25 minutes

Summary:

Hand injuries are far too common in the workplace. This safety training course outlines the risks and how to minimize them.

Objectives:

- Describe the general hazards associated with hands and fingers in the workplace
- Identify the responsibilities of the employer and employee concerning hand safety in the workplace
- Identify the different types of hand injuries that can occur in the workplace
- Identify various types of hand protection, their uses, and under what circumstances they are and are not to be used
- Describe the proper care, maintenance, useful life, and disposal of various types of hand protection

- Explain the appropriate steps involved in dealing with a hand injury

Audience: All employees using hand and power tools

Primary Regulations: OSHA 29 CFR 1910.132 (d)(1); OSHA 29 CFR 1926 Subpart I, Tools - Hand and Power; OSHA 29 CFR 1910.212, Machine Guarding Requirements; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment

Related Regulations: OSHA 29 CFR 1910.132 (d)(1); OSHA 29 CFR 1926 Subpart I, Tools - Hand and Power; OSHA 29 CFR 1910.212, Machine Guarding Requirements; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment

Prerequisites: None

Basics: Hearing Safety

BSA126 (Also Available in Spanish), Duration: 25 minutes

Summary:

Hearing protection is a mandatory part of the OSHA rules at every workplace. This course outlines how a hearing conservation plan and personal protective equipment training can reduce hearing hazards.

Objectives:

- Identify related responsibilities of the employer and employee, including the employers responsibility to create a Hearing Conservation program
- Describe the purpose of hearing tests, and test procedures for workers in high noise level environments
- Identify a variety of types of hearing protectors, including their purposes, advantages, disadvantages, and attenuation
- Describe the process of selection, fitting, use, care, and cleaning of various hearing protection devices

Audience: Individuals who work at jobs that endanger their hearing

Primary Regulations: OSHA 1910.95, Occupational Noise Exposure

Related Regulations: None

Prerequisites: None

Basics: Housekeeping Safety

BSA127 (Also Available in Spanish), Duration: 25 minutes

Summary:

Good Housekeeping is a basic tenet of improving workplace safety. This course describes how to encourage a climate where Good Housekeeping will thrive and the dangers of poor housekeeping in the workplace.

Objectives:

- Describe the hazards that can develop from poor housekeeping practices
- Describe the importance of housekeeping safety in the workplace
- Describe the housekeeping steps that must be taken to prevent fires in the workplace
- Describe good housekeeping cleanup procedures
- Describe the housekeeping steps that must be taken to ensure safe aisles and passageways
- Describe housekeeping practices concerning covers and guardrails
- Describe housekeeping practices associated with floor loading protection

Audience: All persons who work in either the industrial work environment or administrative areas.

Primary Regulations: OSHA 29 CFR 1910 Subpart D, Walking-Working Surfaces; OSHA 29 CFR 1910 Subpart E, Means of Egress; OSHA 29 CFR 1910 Subpart G, Occupational Health and Environmental Control

Related Regulations: OSHA 29 CFR 1910 Subpart H, Hazardous Materials; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment; OSHA 29 CFR 1910 Subpart J, General Environmental Controls; OSHA 29 CFR 1910 Subpart L, Fire Protection; OSHA 29 CFR 1910 Subpart N, Materials Handling and Storage

Prerequisites: None

Basics: Ladder Safety

BSA128 (Also Available in Spanish), Duration: 20 minutes

Summary:

Ladders expose workers to many hazards. This course teaches how to choose the “right ladder for the right job” to maximize ladder safety.

Objectives:

- Describe the general hazards associated with ladders in the workplace

- Recognize standards for ladder design
- Identify different types of ladders and their ratings
- Identify factors involved in choosing the right ladder for the job
- Recognize the main aspects of appropriate ladder use
- Recognize safety measures that must be taken when using ladders

Audience: All employees working with ladders, stairways, and scaffolding

Primary Regulations: OSHA 29 CFR 1926. 1060 Subpart X, Stairways and Ladders; OSHA 29 CFR 1926. 454 Subpart L, Scaffolding

Related Regulations: None

Prerequisites: None

Basics: New Worker Safety Orientation

BSA129 (Also Available in Spanish), Duration: 20 minutes

Summary:

OSHA requires new workers receive safety training. This course is intended for new employees, and describes the importance of workplace safety and how it is every worker's responsibility to stay safe at work.

Objectives:

- Recognize the importance of working safely
- Describe the Occupational Safety and Health Administration (OSHA)
- Explain how to set up rules about safety
- Describe the responsibilities of the employee and employer

Audience: All new employees.

Primary Regulations: OSHA 29 CFR 1903. 1, The General Duty Clause

Related Regulations: None

Prerequisites: None

Basics: Office Safety

BSA130 (Also Available in Spanish), Duration: 20 minutes

Summary:

Workplace hazards are present in every office; this safety training course helps you identify what these hazards may be and how to reduce them. The importance of good housekeeping is also emphasized.

Objectives:

- Identify the most common injuries and the leading causes of injury within an office
- List the different types of hazards that exist in an office
- Recognize good housekeeping and cleaning procedures that will help ensure office safety
- Describe the necessary steps to be taken when an emergency or injury occurs within the workplace

Audience: Personnel working in administrative areas.

Primary Regulations: OSHA 29 CFR 1910.1200, Hazard Communication; OSHA 29 CFR 1910, Ergonomics (proposed); OSHA 29 CFR 1910.1030, blood-borne Pathogens; OSHA 29 CFR 1910 Subpart S, Electrical-Safety-Related Work Practices

Related Regulations: None

Prerequisites: None

Basics: Personal Protective Equipment

BSA131 (Also Available in Spanish), Duration: 20 minutes

Summary:

Personal Protective Equipment training or PPE is a very important part of reducing the impact of hazards at work. This course outlines the correct choices, use and care of PPE in the workplace.

Objectives:

- Describe the importance of PPE, and the risks associated with neglecting to wear appropriate PPE
- Identify employer responsibilities concerning PPE training, distribution, and policy
- Identify employee responsibilities concerning PPE use, including consequences for noncompliance

- Recognize which specific PPE may be required, depending upon the hazard
- Recognize appropriate steps taken to adjust, wear, don, and doff PPE
- Recognize basic steps you should take to maintain, clean, and dispose of PPE
- Recognize your right to be adequately protected against exposure, and steps to take if you feel your PPE is not effective

Audience: Personnel working in fields that require PPE.

Primary Regulations: OSHA 29CFR1910.1200, Hazard Communication Standard

Related Regulations: None

Prerequisites: None

Basics: Power Tool Safety

BSA132 (Also Available in Spanish), Duration: 20 minutes

Summary:

Power Tools are both efficient and hazardous for workers. This course will show you how to promote valuable power tool safety training tips and the importance of Personal Protective Equipment (PPE) training at your workplace.

Objectives:

- Describe the hazards associated with power tool use
- Recognize the importance and function of power tool guards
- Identify safety practices associated with power tools
- Recognize the importance of wearing proper PPE when using power tools

Audience: All employees using hand and power tools

Primary Regulations: OSHA 29 CFR 1910.132 (d)(1); OSHA 29 CFR 1926 Subpart I, Tools - Hand and Power; OSHA 29 CFR 1910.212, Machine Guarding Requirements; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment

Related Regulations: OSHA 29 CFR 1910.132 (d)(1); OSHA 29 CFR 1926 Subpart I, Tools - Hand and Power; OSHA 29 CFR 1910.212, Machine Guarding Requirements; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment

Prerequisites: None

Basics: Safe Lifting

BSA133 (Also Available in Spanish), Duration: 20 minutes

Summary:

Back injuries are the cause of more lost workdays than any other worker injury. This safety course shows how to minimize the risks of a back injury by employing correct lifting methods.

Objectives:

- Recognize the costs associated with back injuries, and the scope of the problem
- Identify the major factors that contribute to back injuries
- Identify the parts of the back that are at the highest risk for injury
- Identify the basic steps for safe lifting
- Recognize common lifting aids and their uses

Audience: All employees, to include supervisors and managers

Primary Regulations: OSHA 29 CFR 1903.1, The General Duty Clause

Related Regulations: OSHA 29 CFR, Proposed Ergonomics Guidelines

Prerequisites: None

Basics: Slips, Trips and Falls

BSA134 (Also Available in Spanish), Duration: 20 minutes

Summary:

Slips, trips, and falls are one of the most common causes of serious injuries at work. This course shows how workers can help each other avoid slips, trips, and falls in the workplace.

Objectives:

- Recognize the costs associated with slip, trip, and fall related injuries, and the scope of the problem
- Identify the leading causes for slip, trip, and fall injuries associated with the physical workplace environment
- Identify the leading causes for slip, trip, and fall injuries associated with employee behaviors

- Understand employer responsibilities associated with preventing slips, trips, and falls in the workplace
- Recognize actions employees should take to reduce risk for slip, trip, and fall related injuries in the workplace

Audience: All personnel exposed to a potential slip, trip, and fall hazards while on the job and who have the potential to use or be around ladders during the course of a routine/non-routine workday.

Primary Regulations: OSHA 29 CFR 1910 Subpart D, Walking-Working Surfaces; OSHA 29 CFR 1926 Subpart E, Personal Protective and Life Saving Equipment; OSHA 29 CFR 1910 Subpart F, Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms; OSHA 29 CFR 1926 Subpart L, Scaffolds; OSHA 29 CFR 1926 Subpart M, Fall Protection; OSHA 29 CFR 1926 Subpart P, Excavations; OSHA 29 CFR 1926 Subpart X, Stairways and Ladders

Related Regulations: OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment; OSHA 29 CFR 1910 Subpart R, Special Industries

Prerequisites: None

Basics: Warehouse Safety

BSA135 (Also Available in Spanish), Duration: 20 minutes

Summary:

Warehouse safety training outlines the hazards that may be present in any warehouse and what a worker must be aware of to help all other workers be safe.

Objectives:

- Recognize the leading causes of injury within a warehouse
- List and describe warehouse hazards
- Describe the importance of proper material handling
- Describe good housekeeping and its importance within a warehouse
- Identify the importance of warehouse inspection

Audience: All personnel working in warehouses

Primary Regulations: OSHA 29 CFR 1926 Subpart C - General Safety and Health Provisions

Related Regulations: None

Prerequisites: None

Basics: Lockout/Tagout Safety

BSA136 (Also Available in Spanish), Duration: 20 minutes

Summary:

Lockout/Tagout rules are an important part of OSHA workplace safety requirements. This course explains the training procedures needed to implement lockout/tagout rules to help workers be safe while industrial machinery is in use.

Objectives:

- Define stored energy and recognize the hazards associated with various energy sources
- Define the purpose and function of an energy control program
- Identify the practices involved in a Lockout/tagout program
- Identify the limitations of tags
- Identify personnel who are qualified to perform Lockout/tagout

Audience: All persons whose jobs will require the operation or use of a machine or equipment on which service or maintenance is to be performed, or whose duties will require that person to work in an area in which such servicing or maintenance is being performed.

Primary Regulations: OSHA 29 CFR 1910.147, The Control of Hazardous Energy

Related Regulations: OSHA 29 CFR 1910 Subpart R, Special Industries; OSHA 29 CFR 1910 Subpart S, Electrical; OSHA 29 CFR 1910 Subpart O, Machinery and Machine Guarding

Prerequisites: None

Basics: Lockout/Tagout Safety for Supervisors

BSA137, Duration: 25 minutes

Summary:

This safety training course shows that supervisors must be aware of Lockout / Tagout rules and procedures in order to improve machine worker hand safety and maintenance worker safety in your workplace.

Objectives:

- Define stored energy *and recognize* the hazards associated with various energy sources
- Define the purpose and function of an energy control program, and the supervisors role
- Describe the correct Lockout/tagout procedure and order of tasks
- Describe the consequences that can result if Lockout/tagout procedure is not followed
- Identify personnel who are qualified to perform Lockout/tagout
- Recognize that supervisors must ensure that lockout/tagout is only performed by personnel who are trained to perform it

Audience: All persons whose jobs will require the operation or use of a machine or equipment on which service or maintenance is to be performed, or whose duties will require that person to work in an area in which such servicing or maintenance is being performed.

Primary Regulations: OSHA 29 CFR 1910.147, The Control of Hazardous Energy

Related Regulations: OSHA 29 CFR 1910.134, Respiratory Protection; OSHA 29 CFR 1926. 59, Hazard Communication Occupational Health and Environmental Controls; OSHA 29 CFR 1926. 21 Safety Training and Education

Prerequisites: None

Basics: Fire Safety for Restaurants

BSA138 (Also Available in Spanish), Duration: 45 minutes

Summary:

Fire is historically a danger to all restaurants. This risk can be reduced with effective fire safety equipment and planning. This training course describes the fire risks present in restaurants and how to reduce them.

Objectives:

- Identify common fire hazards in the kitchen, dining room, and food preparation areas
- Recognize the guidelines for safe usage of equipments and tools used in restaurants
- Identify emergency response plans if a fire breaks out in a restaurant

Audience: All employees working in a restaurant

Primary Regulations: OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment; OSHA 29 CFR 1910 Subpart R Special Industries

Related Regulations: OSHA 29 CFR 1910 Subpart M, Compressed gas and compressed air equipment; OSHA 29 CFR 1910.119 & 1926. 64, Process safety management of highly hazardous chemicals; OSHA 29 CFR 1910.1200, Hazard Communication; OSHA 29 CFR 1910.120, Hazardous Waste Operations

Prerequisites: None

Basics: Hand Safety for Restaurants

BSA139 (Also Available in Spanish), Duration: 25 minutes

Summary:

Hand injuries are far too common in the restaurant setting. This safety training course outlines the risks and how to minimize them.

Objectives:

- Describe the general hazards associated with hands and fingers in the workplace
- Identify the responsibilities of the employer and employee concerning hand safety in the workplace
- Identify the different types of hand injuries that can occur in the workplace
- Identify various types of hand protection, their uses, and under what circumstances they are and are not to be used
- Describe the proper care, maintenance, useful life, and disposal of various types of hand protection
- Explain the appropriate steps involved in dealing with a hand injury

Audience: All employees using hand and power tools

Primary Regulations: OSHA 29 CFR 1910.132 (d)(1); OSHA 29 CFR 1926 Subpart I, Tools - Hand and Power; OSHA 29 CFR 1910.212, Machine Guarding Requirements; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment

Related Regulations: OSHA 29 CFR 1910.132 (d)(1); OSHA 29 CFR 1926 Subpart I, Tools - Hand and Power; OSHA 29 CFR 1910.212, Machine Guarding Requirements; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment

Prerequisites: None

Basics: Loading Dock Safety

BSA140 (Also Available in Spanish), Duration: 20 minutes

Summary:

Loading docks are a source of many injuries. This safety training course teaches the most common loading dock hazards and helps workers better understand hand safety and back safety to avoid injuries.

Objectives:

- Describe the hazards and injuries associated with loading docks
- Identify the hazards of different types of jacks and lifts
- Describe proper machine and equipment operation while loading and unloading materials
- List proper safety measures and actions that should be taken while loading and unloading materials
- Recognize proper handling procedures and precautionary measures to be taken when loading and unloading hazardous materials or chemicals

Audience: All persons whose jobs will require the operation or use of a machine or equipment on which service or maintenance is to be performed, or whose duties will require that person to work in an area in which such servicing or maintenance is being performed.

Primary Regulations: Hazardous Materials Regulations (HMR), 49 CFR Parts 171-180

Related Regulations: None

Prerequisites: None

Enviro: Hazardous Waste Management Requirements

ENV101, Duration: 60-90 minutes

Summary:

This course gives employees the background necessary to recognize when they have a hazardous waste problem. This course introduces employees to the Resource Conservation and Recovery Act (RCRA) and the Pollution Prevention Act of 1990, which govern waste management. This course will give employees the background to manage hazardous waste according to federal regulations. Employees will learn to recognize when they have a regulated hazardous waste. After successfully completing the course, employees will be able to summarize the steps for properly managing hazardous waste including generation, transportation, treatment, storage, and disposal.

Objectives:

- Recognize a hazardous waste
- Define ignitable, corrosive, reactive and toxic wastes
- Be familiar with the types of wastes that appear on the K, F, U, P, and D lists
- Summarize the purpose of and procedure for standard waste determination tests: the TCLP, Flash Point testing, determination of pH
- Define three generator stat uses: LOG, SQG, CESQG and know that the three categories have differing responsibilities under the regulations
- Summarize the steps for properly managing hazardous waste from cradle-to-grave, including generation, transportation, treatment, storage, and disposal
- State the main idea of the pollution prevention philosophy
- Describe the purpose of the PBT list of high priority wastes
- State the main elements of several other regulations that are related to RCRA
- Know your role in reducing risk from waste
- Describe recent developments in waste management: fluorescent lamps, CRT's
- Know where to obtain assistance with waste disposal questions

Audience: All employees who are involved in the generation and management of hazardous waste.

Primary Regulations: RCRA (1976, amended 1984); Pollution Prevention Act of 1990

Related Regulations: The Clean Air Act (CAA), 42 CFR 85 IV-A (1970); The Clean Water Act (CWA), 33 CFR 26 (1977); The Safe Drinking Water Act (SDWA), 42 CFR 6A XII Part A Sec. 300f. (1974); The Toxic Substances Control Act (TSCA), 15 CFR 53 (1976); Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund) 42 CFR 103 (1980); Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), 7 CFR 6 (1972); The Emergency Planning & Community Right-To-Know Act (EPCRA) 42 CFR 116

Prerequisites: None

Enviro: Pollution Prevention Program Guidelines

ENV102, Duration: 60-90 minutes

Summary:

This course presents an overview of pollution prevention. By defining pollution, the causes of pollution, and pollution preventatives, this course instructs employees in general industry of the key elements to pollution prevention.

Objectives:

- Define pollution prevention
- Identify the key participants in a pollution prevention program
- Identify the regulatory requirements related to pollution prevention
- Identify different classes of waste generators
- Identify different pollution prevention methods
- Understand the steps in pollution prevention practice

Audience: Pollution Prevention is a U.S. Federal policy. Every employer and employee needs to be familiar with this topic.

Primary Regulations: The Pollution Prevention Act of 1990

Related Regulations: None

Prerequisites: None

Enviro: Process Safety Management Procedures

ENV103, Duration: 60-90 minutes

Summary:

This course is designed to help employees, contractors, and contract employees who work at industrial process plants to recognize the potential health and safety implications associated with their jobs. This course is intended to educate the trainee in order to help prevent or minimize the consequences of a catastrophic release of toxic, reactive, flammable, or explosive Highly Hazardous Chemicals (HHC) from a process.

Objectives:

- Define pollution prevention
- Identify the key participants in a pollution prevention program
- Identify the regulatory requirements related to pollution prevention
- Identify different classes of waste generators
- Identify different pollution prevention methods
- Understand the steps in pollution prevention practice

Audience: Personnel working in industrial process plants

Primary Regulations: OSHA 29 CFR 1910.119, Process Safety Management of Highly Hazardous Chemicals. OSHA 29 CFR 1910.119, Appendix A, List of Highly Hazardous Chemicals, Toxics, and Reactives OSHA Directives CPL 2-2. 45A CH-1. Process Safety Management of Highly Hazardous Chemicals - Compliance Guidelines and Enforcement Procedures (1994, September 13). CPL 2. 94. OSHA Response to Significant Events of Potentially Catastrophic Consequences (1991, July 22).

Related Regulations: None

Prerequisites: None

Enviro: US Environmental Regulation Guidelines

ENV104, Duration: 45-60 minutes

Summary:

This course presents the history, purpose, and mission of key regulatory agencies including OSHA, EPA, and DOT. The intent of the course is to provide the learner with an understanding of the sources of regulatory occupational safety and health work practices and standards.

Objectives:

- Define the purpose of The Toxic Substances Control Act (TSCA)
- Identify the specific standards written that outline requirements to comply with TSCA
- Specify the purpose of The Resource Conservation and Recovery Act (RCRA)
- Identify the specific standards written that outline requirements to comply with RCRA

- Specify the purpose of The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) also known as Superfund
- Identify the specific standards written that outline requirements to comply with CERCLA
- Specify the purpose of The National Environmental Policy Act (NEPA) | Identify the specific standards written that outline requirements to comply with NEPA

Audience: Managers and supervisors of industry.

Primary Regulations: 40 CFR, Protection of the Environment

Related Regulations: None

Prerequisites: None

Safety: Emergency Evacuation Procedures

SA101, Duration: 45-60 minutes

Summary:

This course covers information for both employees and supervisors on safe egress. This training course provides information about planning for safe egress, communicating that plan to employees, and enforcing the plan. The course stresses the importance of preparation for evacuation situations. It includes the different responsibilities of each personnel level as it relates to ensuring proper egress in the facility.

Objectives:

- Identify various means of egress
- Specify the physical requirements for exit routes to comply with OSHA standards
- Identify the components of an emergency action plan
- Identify organizational training needs related to egress
- Distinguish between employee and employer responsibilities related to safe egress compliance
- Specify actions to take in case of an emergency evacuation
- Identify the components of a fire prevention plan
- Recognize egress hazards
- Apply safe housekeeping practices as they relate to egress

Audience: All employers and employees

Primary Regulations: OSHA 1910.36, General Requirements; OSHA 1910.37, Means of Egress, General; OSHA 1910.38, Employee Emergency Plans and Fire Prevention Plans

Related Regulations: OSHA General Duty Clause

Prerequisites: None

Safety: Emergency Plan and Evacuation Procedures

SA102, Duration: 45-60 minutes

Summary:

This training course provides instruction on emergency response, safety, reporting, and evacuation of company facilities and work areas in the event of a natural disaster, fire, bomb threat, or other emergency. The procedures contained in this training should be followed unless otherwise directed by your employer, police or fire department officials.

Objectives:

- Identify the provisions of an employer's emergency response plan
- Specify the purpose of a chain of command
- Specify the methods used to request emergency help
- Specify the function of an emergency evacuation plan and circumstances for implementation
- Identify actions to take in the event of an earthquake
- Identify actions to take in the event of a flood
- Identify actions to take in the event of a tornado
- Identify actions to take in the event of a fire
- Identify actions to take if you receive a bomb threat
- Identify actions to take if a hazardous material spill occurs
- Identify violent behavior warning signs
- Identify the components of a violence prevention plan
- Describe how to report workplace violence incidents

Audience: All employees.

Primary Regulations: OSHA 29 CFR 1910.31 Means of Egress. OSHA 29 CFR 1910.38 Employee Emergency Plans and Fire Prevention

Related Regulations: None

Prerequisites: None

Safety: Emergency Plan and Evacuation Refresher

SA103, Duration: 15-30 minutes

Summary:

This 20-minute Awareness Level training course is developed to provide an overview of emergency response, safety, reporting, and evacuation procedures of company facilities and work areas in the event of a fire, hazardous material spill, natural disaster, workplace violence incident, or bomb threat.

Objectives:

- Identify the provisions of an employer's emergency response plan
- Specify the purpose of a chain of command
- Specify the methods used to request emergency help
- Specify the function of an emergency evacuation plan
- Identify appropriate responses during a fire, hazardous material spill and natural disaster(s)
- Identify violent behavior warning signs, the components of a violence prevention plan, and reporting strategies for incidents of workplace violence
- Identify appropriate responses to receiving a bomb threat

Audience: All employees

Primary Regulations: OSHA's 29 CFR 1910.38

Related Regulations: OSHA 29 CFR 1910 Subpart H, Hazardous Materials; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment; OSHA 29 CFR 1910 Subpart J, General Environmental Controls; OSHA 29 CFR 1910 Subpart K, Medical and First Aid; OSHA 29 CFR 1910 Subpart L, Fire Protection

Prerequisites: None

Safety: Fire Control Procedures

SA104, Duration: 45-60 minutes

Summary:

This course introduces the student to basic fire safety principles, including the recognition and prevention of potential fire hazards and proper emergency procedures such as proper fire extinguisher operation and maintenance. Information required by OSHA's Workplace Fire Protection Program, including the employer's responsibility to provide proper exits, firefighting equipment, and employee training to prevent fire, death, and injury in the workplace is included in this course.

Objectives:

- Define the chemistry of fire
- Specify the dangers of fire
- Specify the classification and proper use of portable fire extinguishers
- Identify the general requirements of the means of egress standards
- Identify the basic requirements of emergency evacuation planning
- Specify the requirements for a written fire prevention plan
- Identify the basic steps for preventing workplace fires
- Specify the basic operation and purpose of fire/smoke detection and alarm systems
- Identify correct fire exit design
- Identify the 5 areas evaluated during OSHA's Fire Safety Inspections
- Identify employer responsibilities and employee responsibilities under OSHA
- Site other sources of information for fire safety and prevention in the workplace

Audience: All employees

Primary Regulations: OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment; OSHA 29 CFR 1910 Subpart R Special Industries

Related Regulations: OSHA 29 CFR 1910 Subpart M, Compressed gas and compressed air equipment; OSHA 29 CFR 1910.119 & 1926.64, Process safety management of highly hazardous chemicals; OSHA 29 CFR 1910.1200, Hazard Communication; OSHA 29 CFR 1910.120, Hazardous Waste Operations

Prerequisites: None

Safety: First Aid and CPR Principles and Procedures

SA105, Duration: 45-60 minutes

Summary:

This course covers basic First Aid and CPR practices in the workplace. It will not provide First Aid or CPR certification. Instruction will be provided on appropriate responses to emergency situations such as bleeding, shock, burns, eye injuries, heart attack, fractures, exposure to chemicals, etc. Having completed this course, participants will be able to face emergency and first aid situations with confidence, knowing where their responsibilities begin and end.

Objectives:

- Describe the "Three Ss" of first aid
- Discuss personal liability and Good Samaritan Laws
- Explain universal precautions for blood-borne pathogens
- Describe the steps in assessing a scene and victim(s) for appropriate action
- Describe the steps in caring for a victim in shock
- Describe the steps in caring for bleeding, amputation and impalement
- Describe the steps in caring for burns, including chemical and electrical burns
- Describe the steps in caring for injuries of the bones, joints, and muscles
- Describe the steps in caring for seizures & fainting
- Describe the steps in caring for stroke and heart attack victims
- Explain the "ABCs" of first aid
- Describe the steps in caring for breathing emergencies
- Describe the steps necessary to perform CPR
- Recognize the need for additional training

Audience: All employees in general industry

Primary Regulations: OSHA 29 CFR 1910.152 [Reserved] Subpart K, Medical and First Aid; OSHA 29 CFR 1910.151, Medical Services and First Aid, Subpart K Medical and First Aid

Related Regulations: OSHA 29 CFR 1926.23 First aid and medical attention, Subpart C General Safety and Health Provisions; OSHA 29 CFR 1926.50 Medical services and first aid, Subpart D Occupational Health and Environmental Controls

Prerequisites: None

Safety: Hazard Communication Requirements

SA106, Duration: 45-60 minutes

Summary:

This course covers information required by the Hazard Communication Standard. The course provides the learner with an overview of OSHA's Hazard Communication Standard, which requires that hazardous materials used at the work site are identified, labeled, handled, used, and disposed of properly. The intent of the information is to help prevent or minimize employee exposures to the materials and minimize accidental releases of the material to the work environment.

Objectives:

- List topics required in an OSHA compliant Hazard Communications program
- Identify the three chemical states
- Identify employer responsibilities and employee responsibilities under the Hazard Communication Standard
- Identify the company's goals (which include OSHA's requirements) for the Hazard Communication Standard
- Identify Federal agencies that regulate workplace chemicals

Audience: All persons who will be in work areas where specific job-related hazards (flying/falling objects, hazardous materials, high noise levels, respiratory hazards, exposure to temperature extremes, potential exposure to energy sources, fall potentials, etc.)

Primary Regulations: OSHA 29 CFR 1910.1200, Hazard Communication

Related Regulations: OSHA 29 CFR 1910.1450 Lab Standard; OSHA 29 CFR 1910 Subpart Z, Toxic and Hazardous Substances; OSHA 29 CFR 1910.119, Process Safety Management; OSHA 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response

Prerequisites: None

Safety: HAZWOPER 8-hour Recertification

SA107, Duration: 8-10 hours

Summary:

This course is an annual refresher training of eight hours and is required for regular hazardous waste site workers and managers. The eight-hour course is a refresher to an original 24 or 40 hour training course in hazardous waste operations and emergency response. It includes the following: Decontamination in Industrial Environments; Fire and Explosion Safety in Industrial Environments; Hazard Communication for Industry; Industrial Facility Regulatory Overview; Industrial Spill Response/Spill Control; PPE/Respiratory Protection in Industrial Environments; Site Safety and Health Plans/Procedures for Industry; Site Control in Industrial Environments; Toxicology; and Working in Extreme Temperatures.

Objectives:

- Identify the general requirements of a hazardous waste site safety and health program
- Specify how to evaluate a sites characteristics
- Identify site training requirements
- Identify Medical Surveillance requirements
- Specify how to reduce exposures below established exposure levels for hazardous substances
- Define Air monitoring and its use in evaluating and controlling personal exposure to hazardous chemicals
- Identify newly developed air and contaminant monitoring equipment
- Identify new developments in personal protective equipment
- Specify proper decontamination procedures
- Recognize elements of a properly developed emergency response plan to handle possible onsite emergencies
- Recognize elements of a properly developed offsite emergency response plan
- Identify changes to pertinent provisions of EPA or OSHA standards or laws
- Specify new developments with respect to material covered in the 40hour course

Audience: Regular hazardous waste site workers and managers.

Primary Regulations: OSHA 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response

Related Regulations: OSHA 29 CFR 1926|OSHA 29 CFR OSHA 29 CFR 1926; OSHA 29 CFR 1910 Subpart E, Means of Egress; OSHA 29 CFR 1910 Subpart H, Hazardous Materials; OSHA 29 CFR 1910 Subpart J, General Environmental Controls; OSHA 29 CFR 1910 Subpart K, Medical and First Aid; OSHA 29 CFR 1910 Subpart L, Fire Protection; OSHA 29 CFR 1910 Subpart R, Special Industries; OSHA 29 CFR 1910 Subpart Z, Toxic and Hazardous Substances; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment, Including Respiratory Protection; OSHA 29 CFR 1910.146 Permit Required Confined Spaces; EPA 40 CFR PART 311, Worker Protection

Prerequisites: None

Safety: Machine Guarding Control Procedures

SA108, Duration: 45-60 minutes

Summary:

This course provides definitions and requirements for different kinds of machinery with regard to the Machine Guarding Program. It provides a general discussion of various guarding methods, and defines terms associated with Machine Guarding.

Objectives:

- Identify types of machine guarding
- Define "Point of operation guarding"
- Identify examples of machinery that require guarding
- Specify the purpose and the requirements of a Machine Guarding Program

Audience: All employees who use power tools and machines during the course of their work.

Primary Regulations: OSHA 29 CFR 1910.212, Machine Guarding Requirements

Related Regulations: OSHA 29 CFR1926. 300, Tools, Hand and Power, General Requirements

Prerequisites: None

DOT: Transportation Procedures for HAZMAT Transporters

DOT101, Duration: 60-90 minutes

Summary:

This course is designed for drivers who carry hazardous materials. The course will educate them about the regulations and requirements they must follow. Learners will come to understand the basic requirements of the Hazardous Materials (HAZMAT) Regulations, as well as recognize the basic training requirements for hazardous materials for transporters. This course also examines the difference between non-hazardous and regulated hazardous materials.

Objectives:

- Recognize the basic requirements of the Hazardous Materials (HAZMAT) Regulations
- Recognize the basic training requirements for hazardous materials for transporters
- Identify the sections of the hazardous materials table
- Identify hazard classes and divisions
- Differentiate between nonhazardous and regulated hazardous materials
- Recognize the required HAZMAT shipping paperwork
- Recognize HAZMAT packaging requirements
- Recognize proper HAZMAT placarding, marking, and labeling
- Describe proper loading of hazardous material
- Describe compatibility with other transported materials
- Describe proper emergency response procedures

Audience: Drivers who carry hazardous materials

Primary Regulations: Hazardous Materials Regulations (HMR), 49 CFR Parts 171-180

Related Regulations: None

Prerequisites: None

DOT: Transportation Requirements for Shippers

DOT102, Duration: 60-90 minutes

Summary:

This course is designed to educate shippers of hazardous materials in the regulations and requirements they must follow. Aside from obtaining a general understanding of shipping hazardous materials, learners will also come to recognize the parts of the hazardous materials table as well as recognize whether a material is a hazardous material.

Objectives:

- Recognize the basic requirements of the Hazardous Materials Regulations
- Recognize the basic training requirements
- Identify the parts of the hazardous materials table
- Identify hazard classes and divisions
- Recognize whether a material is a hazardous material
- Recognize the required HAZMAT shipping paperwork
- Recognize HAZMAT packaging requirements
- Recognize proper HAZMAT marking and labeling
- Recognize proper HAZMAT placarding

Audience: Shippers of hazardous materials, process engineers, safety committees, process operators, process specialists, shipping personnel, receiving personnel, corporate managers, department managers, first line supervisors, maintenance personnel, hazardous waste workers, accident investigation team members.

Primary Regulations: Hazardous Materials Regulations (HMR), 49 CFR Parts 171-180

Related Regulations: None

Prerequisites: None

DOT: Transportation Security Requirements

DOT103, Duration: 60-90 minutes

Summary:

This training covers the Security Regulations for companies who work with and transport hazardous materials. The course will define the DOT Security Requirement rule, and will detail requirements under the rule that must be followed by employees who are involved in the transport of hazardous materials. The course will identify ways to evaluate potential threats to security, and will detail secure practices for transporting hazardous substances.

Objectives:

- Recognize the DOT Security Requirements rule
- Recognize the security risks related to the transportation of hazardous materials
- Recognize methods and practices designed to enhance the security of hazardous materials in transportation
- Identify individuals who are a potential threat to hazmat security
- Recognize the Department of Homeland Security's warning system
- Recognize and respond to possible security threats

Audience: Drivers who carry hazardous materials

Primary Regulations: The DOT Security Requirements rule

Related Regulations: None

Prerequisites: None

Safety: Back Protection and Lifting Procedures

SA109, Duration: 45-60 minutes

Summary:

This course provides general back safety awareness information regarding job specific hazards, safe work practices, and ergonomics.

Objectives:

- Identify the extent of back injury problems in the workplace
- Identify the basic requirements for recognition and control of occupational ergonomic hazards
- Identify basic risk identification skills for supervisors
- Define ergonomics
- Recognize good practice for reducing back injuries
- Identify job specific hazards
- Identify back safety safe work practices
- Specify how to conduct an ergonomics assessment
- Identify the steps in conducting health screenings
- Define engineering controls and the types available for implementation

Audience: All employees, to include supervisors and managers.

Primary Regulations: OSHA 29 CFR 1903. 1, The General Duty Clause

Related Regulations: OSHA 29 CFR, Proposed Ergonomics Guidelines

Prerequisites: None

Safety: Defensive Driving Procedures

SA110, Duration: 45-60 minutes

Summary:

This course provides easy to follow defensive driving techniques which will help reduce your chances of being in a motor vehicle accident. This training will define defensive driving, show how to recognize accident prevention methods, describe the impact of drinking and driving, and identify vehicle safety measures on the job.

Objectives:

- Define defensive driving
- Recognize accident prevention methods
- Identify the importance of using the seat belt
- Describe the facts concerning the impact of "drinking and driving"
- Identify vehicle safety measures on the job

Audience: All employees and employers.

Primary Regulations: OSHA 29 CFR 1903. 1, The General Duty Clause

Related Regulations: None

Prerequisites: None

Safety: Ergonomics Control Procedures

SA111, Duration: 45-60 minutes

Summary:

This course addresses the key components of an Ergonomics Program identified by OSHA in the DRAFT Ergonomics Standard and the NIOSH manual “Elements of Ergonomics Program,” including information regarding the risk factors, signs, and symptoms of “work-related musculoskeletal disorders” (MSD).

Objectives:

- Recognize signs and symptoms of musculoskeletal injury and the importance of early reporting
- Identify risk factors for injury to the muscles and skeleton
- Specify controls and work practices to reduce and/or eliminate risk factors for injury to the muscles and skeleton
- Specify how to report WMSD signs, symptoms, and hazards in your job and how to make recommendations to address them
- Identify the elements of an ergonomics program and the role of the employee within that program
- Recognize the general requirements of the ergonomics standard

Audience: All persons who have work activities that involve physical efforts involving lifting and handling materials/objects or activities that involve repetitive motions.

Primary Regulations: OSHA 29CFR 1910, Ergonomics (Proposed)

Related Regulations: None

Prerequisites: None

Safety: Ergonomics Management for Supervisors

SA112, Duration: 45-60 minutes

Summary:

This course addresses the key components of an Ergonomics Program identified by OSHA in the DRAFT Ergonomics Standard and the NIOSH manual “Elements of Ergonomics Program,” including information regarding the risk factors, signs, and symptoms of work-related musculoskeletal disorders (MSD). Specifically, the course is designed for those who supervise people working in jobs that put them at risk for MSD and details the process to follow when an incident occurs.

Objectives:

- Define the terms: musculoskeletal disorder (MSD) and ergonomics
- Locate the most common parts of the body susceptible to MSDs
- Recognize the signs and symptoms of injury to the muscles, skeleton, and nervous system
- Classify some of the most common types of MSDs and their locations
- Identify risk factors and work activities most commonly related to injury of the muscles, skeleton, and nervous system
- Select controls and work practices that reduce and/or eliminate risk factors for injury to the muscles and skeleton
- Identify the core elements of an ergonomics program and the roles of the employer and employees in making the program successful
- Describe basic procedures for reporting MSD signs, symptoms and hazards in the jobs you supervise
- Illustrate the general sequence of events that employers should follow if an MSD, or its signs or symptoms, are reported
- Identify the elements of an ergonomics program and the roles of the employer and employees in making the program successful

Audience: All persons who supervise individuals who have work activities that involve physical efforts involving lifting and handling materials/objects or activities that involve repetitive motions.

Primary Regulations: OSHA 29CFR1910, Ergonomics (Proposed)

Related Regulations: None

Prerequisites: None

Safety: Fall Protection Procedures

SA113, Duration: 45-60 minutes

Summary:

This course provides basic fall protection principles to employees who might be exposed to fall hazards. Upon successful completion of this course, students will be able to identify hazards, specify

guidelines for fall protection systems, recognize methods to minimize the risk of falls, specify employer and employee roles and responsibilities in fall protection, and recognize safety equipment limitations.

Objectives:

- Identify the nature of fall hazards in the work area
- Define the correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems
- Identify methods to minimize fall hazards
- Specify the role of each employee in the safety monitoring system when the system is in use
- Identify mechanical equipment limitations that occur during the performance of low sloped roof work
- Define the correct procedures for equipment, materials handling and storage, and the erection of overhead protection
- Specify the employees role in fall protection plans

Audience: All personnel exposed to a potential free fall greater than six feet while on the job.

Primary Regulations: OSHA 29CFR 1910 Subpart D, Walking-Working Surfaces; OSHA 29CFR 1910 Subpart F, Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms; OSHA 29 CFR 1926 Subpart M, Fall Protection; OSHA 29 CFR 1926 Subpart L, Scaffolds; OSHA 29 CFR 1926 Subpart E, Personal Protective and Life Saving Equipment; OSHA 29 CFR 1926 Subpart X, Stairways and Ladders; OSHA 29 CFR 1926 Subpart P, Excavations
Related Regulations: OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment; OSHA 29 CFR 1910 Subpart R Special Industries

Prerequisites: None

Safety: Forklift Operation Procedures

SA114, Duration: 45-60 minutes

Summary:

The purpose of this training is to help employees become qualified forklift operators. The course includes practical exercises in forklift operation and safety, illustrating good habits and providing the necessary training to become a qualified forklift operator.

Objectives:

- Define forklift physics
- Specify proper forklift operation procedures (speed, turns, 8 inch rule, overhead clearance)
- Identify proper forklift safety practices (pinch points, proper use of forks, surroundings, intersections, tip-overs)
- Identify general forklift preventative maintenance practices
- Specify safe refueling and recharging procedures

Audience: Employees operating and servicing forklifts.

Primary Regulations: OSHA 29 CFR 1910.178, Powered Industrial Trucks

Related Regulations: OSHA 29 CFR 1910.110, Storage and Handling of Liquefied Petroleum Gases; OSHA 29 CFR 1910.176, Handling Materials; OSHA 29 CFR 1910.177, Servicing Multi-piece and Single Piece Rim Wheels; OSHA 29 CFR 1915.120, Shipyard Employment; Powered Industrial Truck Operator Training

Prerequisites: None

Safety: General Construction Guidelines

SA115, Duration: 75-90 minutes

Summary:

This course provides an overview of the hazards inherent in construction work, and identifies principles and practices to mitigate them.

Objectives:

- Identify general considerations for contractors and employees
- Discuss special requirements for tools and equipment used in concrete and masonry construction
- Discuss hazards associated with confined spaces
- Recognize considerations for working safely around cranes
- Identify safe practices for working with and around electricity
- Discuss who is covered and what activities are covered by the Lockout/Tagout standard

- Identify hazards associated with trenching and excavation work
- Identify required types of fall protection
- Identify covers/guards for each type of opening and hole
- Identify hazards and precautions associated with hand and power tools
- Discuss right to know training and chemical warning labels
- Discuss ladder safety, inspection and storage
- Identify principles of scaffold safety
- Discuss proper moving, handling, and storage of materials
- Identify when PPE should be worn

Audience: All workers in the construction industry

Primary Regulations: OSHA 29 CFR 1926 Subpart C - General Safety and Health Provisions

Related Regulations: None

Prerequisites: None

Safety: Hand and Finger Injury Prevention

SA116, Duration: 45-60 minutes

Summary:

Almost 1/3 of industrial accidents that involve body parts affect the hand and fingers. This course provides an overview of the safety precautions required to prevent hand and finger injuries.

Objectives:

- Identify the primary types of hand and finger injuries in the workplace
- Identify the main hazards for mechanical and hand tool accidents
- Describe safe practices for working around equipment
- Describe effective engineering and administrative controls to increase hand and finger safety
- Recognize the importance of PPE
- Identify the purpose and correct use of machine guards

Audience: All employees using hand and power tools.

Primary Regulations: OSHA 29 CFR 1910.132 (d)(1); OSHA 29 CFR 1926 Subpart I, Tools - Hand and Power; OSHA 29 CFR 1910.212, Machine Guarding Requirements; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment

Related Regulations: OSHA 29 CFR 1910.132 (d)(1); OSHA 29 CFR 1926 Subpart I, Tools - Hand and Power; OSHA 29 CFR 1910.212, Machine Guarding Requirements; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment

Prerequisites: None

Safety: Personal Protective Equipment Procedures

SA117, Duration: 45-60 minutes

Summary:

This course covers types of personal protective equipment, when personal protective equipment is necessary, and the selection, use, and maintenance of personal protective equipment in the workplace.

Objectives:

- Specify when PPE is necessary
- Identify what PPE is necessary based upon the hazards present
- Understand how to properly don, doff, adjust, and wear PPE
- Identify the limitations of PPE
- Specify the proper care, maintenance, useful life, and disposal of PPE

Audience: Personnel working in fields that require PPE.

Primary Regulations: OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment

Related Regulations: OSHA 29 CFR 1910 Subpart R, Special Industries; OSHA 29 CFR 1910 Subpart L, Fire Protection; OSHA 29 CFR 1910 Subpart D, Walking-Working Surfaces; OSHA 29 CFR 1910 Subpart F, Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms

Prerequisites: None

Safety: Personal Protective Equipment Refresher

SA118, Duration: 15-30 minutes

Summary:

This course covers types of personal protective equipment, when personal protective equipment is necessary, and the selection, use, and maintenance of personal protective equipment in the workplace.

Objectives:

- Specify when PPE is necessary
- Identify what PPE is necessary based upon the hazards present
- Understand how to properly don, doff, adjust, and wear PPE
- Identify the limitations of PPE
- Specify the proper care, maintenance, useful life, and disposal of PPE

Audience: Personnel working in fields that require PPE.

Primary Regulations: OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment

Related Regulations: OSHA 29 CFR 1910 Subpart R, Special Industries; OSHA 29 CFR 1910 Subpart L, Fire Protection; OSHA 29 CFR 1910 Subpart D, Walking-Working Surfaces; OSHA 29 CFR 1910 Subpart F, Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms

Prerequisites: None

Safety: Respiratory Protection Procedures

SA119, Duration: 45-60 minutes

Summary:

This comprehensive course covers information relating to respiratory hazards, protection mechanisms, and safe work practices. The course includes information on how to use respiratory protection for protection against hazardous airborne contaminants in the work environment.

Objectives:

- Specify why respiratory protection is necessary
- Identify employee and employer responsibilities for respiratory protection
- Identify the nature, extent, and effects of respiratory hazards to which you may be exposed
- Identify the operation, limitations, and capabilities of respirators
- Identify respirator selection procedures and practices
- Specify proper respirator use and inspection practices
- Recognize proper respirator maintenance, cleaning, and storage practices
- Recognize respirator malfunction and follow-up procedures

Audience: Persons who will be exposed to potentially hazardous airborne contaminants in the course of their work.

Primary Regulations: OSHA 29 CFR 1910 Subpart I, Respiratory Protection

Related Regulations: OSHA 29 CFR 1910 Subpart H, Hazardous Materials; OSHA 29 CFR 1910 Subpart J, General Environmental Controls; OSHA 29 CFR 1910 Subpart Z, Toxic and Hazardous Substances

Prerequisites: None

Safety: Slips, Trips, and Falls Control Procedures

SA120, Duration: 45-60 minutes

Summary:

Slips, trips, and falls constitute the majority of general industry accidents. They cause 15% of all accidental deaths and are second only to motor vehicles as a cause of fatalities. This course provides employees with the ability to recognize and prevent slip, trip, and fall hazards and to address the key components of ladder safety.

Objectives:

- Identify the general OSHA requirements for housekeeping, aisles and passageways, covers and guardrails, floor loading protection
- Specify the proper guarding procedures for floor and wall openings and holes (including protection of open sided floors, platforms, runways, stairway railings, and guards)
- Identify the nature of fall hazards in the work area
- Specify the procedures for fixed industrial stairs
- Identify various types of ladders and the differences between them
- Specify the proper construction, use, placement, and care in handling of all ladders
- Determine the maximum intended load carrying capacities of various ladders used

- Specify the proper procedures for portable ladder use
- Specify the proper procedures for fixed ladder use
- Specify correct procedures for erecting, maintaining, and disassembling the fall protection systems to be used
- Identify safety requirements for scaffolding
- Specify the proper procedures for manually propelled mobile ladder stands and scaffolds (towers) | Specify safety procedures for other working surfaces

Audience: All personnel exposed to a potential slip, trip, and fall hazards while on the job and who have the potential to use or be around ladders during the course of a routine/non-routine workday.

Primary Regulations: OSHA 29 CFR 1910 Subpart D, Walking-Working Surfaces; OSHA 29 CFR 1926 Subpart E, Personal Protective and Life Saving Equipment; OSHA 29 CFR 1910 Subpart F, Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms; OSHA 29 CFR 1926 Subpart L, Scaffolds; OSHA 29 CFR 1926 Subpart M, Fall Protection; OSHA 29 CFR 1926 Subpart P, Excavations; OSHA 29 CFR 1926 Subpart X, Stairways and Ladders

Related Regulations: OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment; OSHA 29 CFR 1910 Subpart R, Special Industries

Prerequisites: None

Safety: Asbestos Awareness Guidelines

SA121, Duration: 45-60 minutes

Summary:

This course provides information about the serious health hazards and available protective measures associated with asbestos. Upon successful completion of this course, students will be able to identify where asbestos containing materials are commonly found, know requirements for signs and labels where asbestos hazard areas exist, be familiar with circumstances where employees may risk asbestos exposure, describe safety measures to protect against exposure, identify illnesses and describe the medical program required by OSHA.

Objectives:

- Define health effects associated with asbestos exposure
- Define the relationship between smoking and exposure to asbestos producing lung cancer
- Specify the quantity, location, manner of use, release, and storage of asbestos, and the specific nature of operations which could result in exposure to asbestos
- Define the required engineering controls, work practices, and associated work activities involving asbestos
- Identify the specific procedures implemented to protect employees from exposure to asbestos, such as appropriate work practices, emergency and cleanup procedures, and personal protective equipment to be used
- Specify the purpose, proper use, and limitations of respirators and protective clothing, if appropriate
- Specify the purpose and components of the medical surveillance program required by 29 CFR 19101001
- Identify the purpose of 29 CFR 19101001
- Identify additional resources, which provide information, materials, and/or conduct programs concerning smoking cessation (Appendix I of 29 CFR 1001)
- Define the requirements for posting signs and affixing labels and the meaning of the required legends for such signs and labels
- Recognize asbestos containing material (ACM) and presumed asbestos containing material (PACM) damage and deterioration
- Define proper response to fiber release episodes

Audience: Employees exposed to asbestos at or above the permissible exposure levels. Employees who perform housekeeping operations in areas that contain ACM and PACM.

Primary Regulations: OSHA 29 CFR 1910.1001, Asbestos

Related Regulations: OSHA 29 CFR 1910 Subpart I, Respiratory Protection; OSHA 29 CFR 1910 Subpart Z, Toxic and Hazardous Substances; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment; OSHA 29 CFR 1910 Subpart G, Occupational Health and Environmental Controls

Prerequisites: None

Safety: Blood-Borne Pathogen Procedures*

SA122, Duration: 45-60 minutes

Summary:

This course provides information that will help minimize serious health risks to people who may potentially be exposed to blood and other potentially infectious materials. *This course is also available in the Human Resources Library.*

Objectives:

- Define blood-borne pathogens and symptoms of blood-borne diseases
- Specify the purpose of the company's Written Exposure Control Plan
- Identify different modes of transmission of blood-borne pathogens
- Recognize tasks and activities that may involve exposure to blood and other potentially infectious materials
- Identify standard precautions, appropriate engineering controls, work practices, and PPE to prevent exposure
- Specify the proper type, location, use, handling, decontamination and disposal of PPE
- Specify the effectiveness and safety of the Hepatitis B vaccine
- Specify emergency procedures for incidents involving potentially infectious materials
- Specify the procedures to follow if an exposure incident occurs

Audience: Persons involved in administering healthcare, emergency medical/first aid response, cleaning of healthcare areas, equipment or devices or any other likely exposure to human blood or body fluids.

Primary Regulations: OSHA 29 CFR 1910.1030, blood-borne Pathogens

Related Regulations: Meatpacking Plant Guidelines

Prerequisites: None

Safety: Blood-Borne Pathogen Refresher*

SA123, Duration: 15-30 minutes

Summary:

This awareness level course provides general information that will help minimize serious health risks to people who may be exposed to blood and other potentially infectious materials. *This course is also available in the Human Resources Library.*

Objectives:

- Define blood-borne pathogens
- Identify the components of an employee's Exposure Control Plan
- Practice universal precautions
- Describe standard control methods and safe handling procedures, including engineering and work practice controls
- Identify different means of transmission and contamination
- Specify the proper type, use, handling, and disposal of personal protective equipment
- Describe the appropriate response protocols if an exposure incident occurs

Audience: Persons involved in administering healthcare, emergency medical/first aid response, and persons involved in the cleaning of healthcare areas, equipment, or devices or any other likely exposure to human blood or body fluids.

Primary Regulations: OSHA 29 CFR 1910.1030 blood-borne Pathogens

Related Regulations: Meatpacking Plant Guidelines

Prerequisites: None

Safety: Confined Space Entry Procedures

SA124, Duration: 45-60 minutes

Summary:

This course covers information about confined spaces, hazardous atmospheres, necessary equipment, and permits. The intent of the course is to provide the learner with information about the hazards and hazard control methods that will permit safe work in enclosed work areas or confined spaces.

Objectives:

- Define a confined space
- Identify hazards associated with confined spaces

- Identify the classifying requirements of permit required and non-permit required confined spaces
- Define terms associated with confined space such as enclosed space, entry, authorized entrant, and attendant
- Define hazardous atmosphere and identify conditions that produce a hazardous atmosphere
- Identify equipment needed for confined space entry
- Specify pre-entry requirements for confined space
- Recognize permits posted at points of entry to a confined space and specify their purpose and use
- Identify the duties and responsibilities of a confined space attendant

Audience: Employees who are assigned work in and around work areas that have been identified as confined spaces

Primary Regulations: OSHA 29 CFR 1910.146, Permit-Required Confined Spaces

Related Regulations: OSHA 29 CFR 1910 Subpart Z, Toxic and Hazardous Substances

Prerequisites: None

Safety: Electrical Hazard Procedures

SA125, Duration: 45-60 minutes

Summary:

This course is designed for those who regularly work with electricity or who may be exposed to live electrical wiring or devices during the course of their job. By the end of this course, learners will be able to distinguish exposed live parts from other parts of electric equipment as well as identify other electrically related safety practices.

Objectives:

- Identify the general safety related work practices required by 29 CFR1910331 through 29 CFR1910335 that pertain to respective job assignments
- Identify necessary skills and techniques to distinguish exposed live parts from other parts of electric equipment
- Specify the clearance distances specified in 29 CFR 1910333(c) and the corresponding voltages to which the qualified person will be exposed
- Identify other electrically related safety practices that are not specifically addressed by 29 CFR1910331 through 29 CFR1910335, but are necessary for safety reasons
- Identify the basic requirements of ground fault protection on construction sites
- Recognize hazardous (classified) locations
- Identify OSHA electrical standards for construction

Audience: All employees and employers.

Primary Regulations: OSHA 29CFR 1926 Subpart K, Electrical - Installation Safety Requirements; OSHA 29CFR 1910 Subpart S, Electrical - Safety-Related Work Practices

Related Regulations: None

Prerequisites: None

Safety: General Worksite Hazard Control Procedures

SA126, Duration: 45-60 minutes

Summary:

This course will provide an awareness level orientation of basic industrial safety fundamentals. It was designed to provide an overview of some of the basic concepts and techniques used in modern industry to protect workers. Course content covers; Hazard Communication, blood-borne Pathogens, Lockout-Tagout, Confined Space Entry, PPE, Emergency Response Planning, and Respiratory Protection.

Objectives:

- Identify local safety rules, policies, and regulations
- Identify general employee protective measures
- Identify the general purpose of OSHA 29 CFR 1910, Industrial Safety Standards
- Identify methods and techniques used to protect workers
- Specify safety programs that most workers encounter in the workplace
- Identify the purpose and general requirements of the Hazard Communication Program

- Identify the general purpose the following Programs:
 - blood-borne Pathogen Safety
 - Lockout Tagout
 - Confined Space
 - Employee Emergency Actions
 - Respiratory Protection
 - Personal Protective Equipment
 - Hearing Conservation

Audience: All new employees.

Primary Regulations: OSHA 29 CFR 1903. 1, The General Duty Clause

Related Regulations: None

Prerequisites: None

Safety: Hearing Conservation Procedures

SA127, Duration: 45-60 minutes

Summary:

This training course provides information to help employees prevent noise-induced hearing loss. It also explains the purpose and components of a Hearing Conservation Program.

Objectives:

- Identify the effects of noise on hearing
- Identify the purpose of OSHA's Hearing Conservation Program
- Specify the purpose and procedures of audiometric testing
- Specify the purpose of hearing protectors and the advantages and disadvantages of the various types
- Specify the proper fitting, use, and care of hearing protectors

Audience: Individuals who work at jobs that endanger their hearing.

Primary Regulations: OSHA 1910.95, Occupational Noise Exposure

Related Regulations: None

Prerequisites: None

Safety: Hoisting and Rigging Procedures

SA128, Duration: 45-60 minutes

Summary:

This course educates the worker on the significant safety issues to be considered while moving large, heavy loads associated with today's manufacturing and construction industries.

Objectives:

- Specify the employers role in the recognition of manufacturers specifications and limitations applicable to the operation of any and all cranes and derricks, crawler, locomotive, and truck cranes; hammerhead tower cranes; overhead and gantry cranes
- Identify safety requirements pertaining to derricks, floating cranes and derricks, mobile cranes mounted on barges, and permanently mounted floating cranes and derricks
- Specify safety requirements for employees working onboard marine vessels
- Identify applicable regulations that pertain to helicopter crane operations
- Recognize all safety aspects involved with the use of a helicopter for transportation of loads and slung cargo
- Specify general safety requirements for material hoists, personnel hoists, and elevators
- Specify general safety requirements for base mounted drum hoists, overhead hoists, and conveyors
- Specify general safety requirements of aerial lifts - 1926556|Specify safety requirements for ladder trucks and tower trucks, extensible and articulating boom platforms

Audience: All rigging personnel as it pertains to their job descriptions

Primary Regulations: OSHA 29 CFR 1926. 556, Aerial Lifts; OSHA 29 CFR 1926. 605, Protection of Employees Working on Barges; OSHA 29 CFR 1926. 550, Cranes and Derricks; OSHA 29 CFR 1926. 551, Helicopters; OSHA 29 CFR 1926. 552, Material Hoists, Personnel Hoists, and Elevators; OSHA 29 CFR 1926. 553, Base-Mounted Drum Hoists; OSHA 29 CFR 1926. 554, Overhead Hoists; OSHA 29 CFR 1926. 555, Conveyors

Related Regulations: None

Prerequisites: None

Safety: Injury and Illness Prevention Program Requirements

SA129, Duration: 30-45 minutes

Summary:

This course provides information about workplace safety and health hazards and how they are addressed under a comprehensive Injury and Illness Prevention Program.

Objectives:

- Explain IIPP responsibilities
- Discuss how to identify workplace hazards
- Discuss communication
- Discuss training and instruction
- Define incident reporting and investigation
- Explain hazard correction
- Explain record keeping and documentation
- Discuss program auditing

Audience: All employees and employers

Primary Regulations: None

Related Regulations: None

Prerequisites: None

Safety: Ladder and Scaffolding Requirements

SA130, Duration: 45-60 minutes

Summary:

This course trains employees to recognize the hazards associated with ladders, stairways, and the type of scaffolding that is used at worksites. This course also outlines the procedures needed to control or minimize those hazards.

Objectives:

- Identify the construction, use, placement, care, and handling of ladders
- Describe the proper use of a ladder
- Specify what safety features you should look for when selecting a ladder
- Identify the correct procedures for erecting ladders
- Identify types of fall protection devices for ladders
- Identify the nature of scaffold hazards
- Specify factors to consider when erecting and moving scaffolding
- Identify general scaffolding requirements
- Describe fall and falling object protection guidelines for scaffolding
- Recognize electrical hazard safety guidelines

Audience: All employees working with ladders, stairways, and scaffolding.

Primary Regulations: OSHA 29 CFR 1926. 1060 Subpart X, Stairways and Ladders; OSHA 29 CFR 1926. 454 Subpart L, Scaffolding

Related Regulations: None

Prerequisites: None

Safety: Lockout-Tagout Control Procedures

SA131, Duration: 45-60 minutes

Summary:

This course provides information regarding the control of hazardous energy and work under the protection of a lockout/tagout permit. The intent of the course is to provide basic information on lockout/tagout practices and the significance of lockout/tagout devices that help identify and control hazardous energy sources.

Objectives:

- Define lockout/tagout terms
- Identify the purpose and use of the lockout/tagout program
- Identify the general requirements of lockout/tagout

- Identify the limitations of tags used in the lockout/tagout program
- Identify the hazards and consequences of operating machines or equipment that have been locked out or tagged out

Audience: All persons whose jobs will require the operation or use of a machine or equipment on which service or maintenance is to be performed, or whose duties will require that person to work in an area in which such servicing or maintenance is being performed.

Primary Regulations: OSHA 29 CFR 1910.147, The Control of Hazardous Energy

Related Regulations: OSHA 29 CFR 1910 Subpart R, Special Industries; OSHA 29 CFR 1910 Subpart S, Electrical; OSHA 29 CFR 1910 Subpart O, Machinery and Machine Guarding

Prerequisites: None

Safety: Lockout-Tagout Control Refresher

SA132, Duration: 15-30 minutes

Summary:

This course provides information regarding the control of hazardous energy and work under the protection of a lockout/tagout permit. The intent of the course is to provide basic information on lockout/tagout practices and the significance of lockout/tagout devices that help identify and control hazardous energy sources.

Objectives:

- Define lockout/tagout terms
- Identify the purpose and use of the lockout/tagout program
- Identify the general requirements of lockout/tagout
- Identify the limitations of tags used in the lockout/tagout program
- Identify the hazards and consequences of operating machines or equipment that have been locked out or tagged out

Audience: All persons whose jobs will require the operation or use of a machine or equipment on which service or maintenance is to be performed, or whose duties will require that person to work in an area in which such servicing or maintenance is being performed.

Primary Regulations: OSHA 29 CFR 1910.147, The Control of Hazardous Energy

Related Regulations: OSHA 29 CFR 1910.134, Respiratory Protection; OSHA 29 CFR 1926.59, Hazard Communication Occupational Health and Environmental Controls; OSHA 29 CFR 1926.21 Safety Training and Education

Prerequisites: None

Safety: Material Handling and Storage Procedures

SA133, Duration: 45-60 minutes

Summary:

This course covers information about drum handling, compressed gas cylinders, flammable materials, slings, safe lifting techniques, and safe handling procedures. The intent of the information is to familiarize the learner with necessary safe work practices to prevent injury while handling materials and equipment in the workplace.

Objectives:

- Identify safe lifting techniques when manually handling an object
- Identify hazards associated with handling drums and containers
- Specify the proper handling, transportation, storage, and use of compressed gas cylinders
- Identify hazards associated with handling acetylene, oxygen, or hydrogen
- Specify how to detect leaks
- Recognize materials that may be flammable and/or combustible
- Identify the factors involved in the proper selection, use, and inspection of slings used to hold suspended loads
- Identify safe handling and moving practices when performing routine maintenance

Audience: Persons who will be moving or handling objects in and around the workplace.

Primary Regulations: OSHA 29 CFR 1910 Subpart N, Materials Handling and Storage

Related Regulations: OSHA 29 CFR 1910 Subpart H, Hazardous Materials; OSHA 29 CFR 1910 Subpart L, Fire Protection; OSHA 29 CFR 1910 Subpart M, Compressed Gas and Compressed Air Equipment; OSHA 29 CFR 1910 Subpart Z, Toxic and Hazardous Substances

Prerequisites: None

Safety: Material Safety Data Sheet Guidelines

SA134, Duration: 45-60 minutes

Summary:

This course provides both workers and supervisors with a better understanding of how to interpret a Material Safety Data Sheet (MSDS), as well as address specific requirements associated with MSDSs in the workplace.

Objectives:

- Define MSDS and the purpose of an MSDS
- Identify the types of information that is found on an MSDS
- Specify the requirements of the Hazard Communication Program and the availability of the MSDS in the workplace
- Identify various resources that can be used to obtain an MSDS

Audience: Anyone who must use chemical agents on the job

Primary Regulations: OSHA 29 CFR 1910.1200, Hazard Communication

Related Regulations: None

Prerequisites: None

Safety: Office Hazard Control Procedures

SA135, Duration: 45-60 minutes

Summary:

This course covers hazards that may be encountered when working in administrative areas. The areas of concern include ergonomic stress, hazard communication, blood-borne pathogens, and electrical safety.

Objectives:

- Identify employer and employee responsibilities under the Hazard Communication Standard
- Identify the company's goals (which include OSHA's requirements) under the Hazard Communication Standard
- Define the terms: "work related musculoskeletal disorder" (WMSD), and "ergonomics"
- Recognize signs and symptoms of injury to the muscles and skeleton, and the importance of early reporting
- Identify risk factors for injury to the muscles and skeleton
- Specify controls and work practices to reduce and/or eliminate risk factors for injury to muscles and skeleton
- Specify how to report WMSD signs, symptoms, and hazards in your job and how to make recommendations to address them
- Identify the elements of an Ergonomics Program and the role of the employee within it
- Recognize the general requirements of the ergonomics standard
- Define blood-borne pathogens and symptoms of blood-borne diseases
- Specify the purpose of the company's written Exposure Control Plan
- Identify different modes of transmission of blood-borne pathogens
- Recognize tasks and activities that may involve exposure to blood and other potentially infectious materials
- Identify standard precautions, appropriate engineering controls, work practices, and PPE to prevent exposure
- Identify basic safety related work practices required by OSHA that pertain to respective job assignments and electrical safety
- Identify any electrically related safety practices which are not specifically addressed by OSHA, but are necessary for safety

Audience: Personnel working in administrative areas.

Primary Regulations: OSHA 29 CFR 1910.1200, Hazard Communication; OSHA 29 CFR 1910, Ergonomics (proposed); OSHA 29 CFR 1910.1030, blood-borne Pathogens; OSHA 29 CFR 1910 Subpart S, Electrical-Safety-Related Work Practices

Related Regulations: None

Prerequisites: None

Safety: Power Tool Operation Procedures

SA136, Duration: 45-60 minutes

Summary:

Employees use a variety of hand-held tools in the workplace. This course will provide an understanding of the potential hazards associated with the use of hand tools and power tools as well as the safety precautions required to prevent those hazards from occurring. Power tool hazards are addressed by the power source used: pneumatic, liquid fueled, hydraulic, and powder-actuated.

Objectives:

- Define general hand-tool safety precautions
- Specify the requirements for the management of a Hand Tool Safety Program
- Identify specific hazards and prevention measures involved with hand tools
- Identify general power tool safety precautions
- Specify the purpose and correct usage of guards
- Specify how safety switches work and what tools are equipped with them
- Identify specific hazards and prevention measures involved with electrical tools
- Identify specific hazards and prevention measures involved with powered abrasive wheel tools
- Identify specific hazards and prevention measures involved with pneumatic tools
- Identify specific hazards and prevention measures involved with powder-actuated tools
- Identify specific hazards and prevention measures involved with hydraulic tools

Audience: All employees using hand and power tools.

Primary Regulations: OSHA 29 CFR 1926 Subpart I, Tools - Hand and Power; OSHA 29 CFR 1910 Subpart P, Hand and Portable Powered Tools and Other Hand-Held Equipment

Related Regulations: OSHA 29 CFR 1926 Subpart F, Fire Protection and Prevention; OSHA 29 CFR 1915 Subpart H, Tools and Related Equipment; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment; OSHA 29 CFR 1910 Subpart J, General Environmental Controls

Prerequisites: None

Safety: Risk Management Control Guidelines

SA137, Duration: 45-60 minutes

Summary:

The process of risk management consists of three major components: identifying hazards, evaluating their risk, and controlling that risk. Module 3, Controlling Risk, teaches you to establish control measures to reduce the likelihood of the hazard occurring and/or the severity of its effect.

Objectives:

- Identify five types of control measures
- Prioritize control measures according to their effectiveness
- Define the criteria for stopping a job
- Distinguish roles and responsibilities in the risk assessment process

Audience: All employees involved in workplace risk management

Primary Regulations: OSHA 29 CFR 1910 Subpart D, Walking-Working Surfaces; OSHA 29 CFR 1910 Subpart E, Means of Egress; OSHA 29 CFR 1910 Subpart G, Occupational Health and Environmental Control

Related Regulations: None

Prerequisites: Hazard Identification and Evaluating Risks

Safety: Risk Management Evaluation Guidelines

SA138, Duration: 15-30 minutes

Summary:

The process of risk management consists of three major components: identifying hazards, evaluating their risk, and controlling that risk. Module 2, Evaluating Risk, teaches you to quantify the effect of the hazard and determine the probability of exposure.

Objectives:

- Define factors that contribute to the assessment of risk
- Use a Risk Analysis Matrix to evaluate risk factors

- Determine a numerical representation that reflects the probability of a hazard occurrence
- Qualitatively assess the level of risk involved in a task

Audience: All employees involved in workplace risk management

Primary Regulations: OSHA 29 CFR 1910 Subpart D, Walking-Working Surfaces; OSHA 29 CFR 1910 Subpart E, Means of Egress; OSHA 29 CFR 1910 Subpart G, Occupational Health and Environmental Control

Related Regulations: None

Prerequisites: Safety: Risk Management Hazard Identification Guidelines

Safety: Risk Management Hazard Identification Guidelines

SA139, Duration: 15-30 minutes

Summary:

The process of risk management consists of three major components: identifying hazards, evaluating their risk, and controlling that risk. Module 1, Hazard Identification, teaches you to identify hazards involved in a workplace task.

Objectives:

- Differentiate between a hazard and a hazard effect
- Categorize a task
- Define the composition and function of a Task Risk Assessment team
- Determine how to identify hazards and their sources

Audience: All employees involved in workplace risk management

Primary Regulations: OSHA 29 CFR 1910 Subpart D, Walking-Working Surfaces; OSHA 29 CFR 1910 Subpart E, Means of Egress; OSHA 29 CFR 1910 Subpart G, Occupational Health and Environmental Control

Related Regulations: None

Prerequisites: None

OSHA Introduction

SA140, Duration: 60 minutes

Summary:

This course introduces companies to the basic safety requirements identified by the Occupational Safety and Health Administration (OSHA). Join us for an informative discussion of such topics as employee/employer rights and responsibilities, basic recordkeeping requirements, how to prepare for an OSHA inspection, requirements for responding to an OSHA citation, and resources companies can use to enhance their current safety program.

Objectives:

- Provide an overview of the Occupational Safety and Health Act.
- Describe two important OSHA regulations related to workplace safety: the General Duty Clause and the General Safety and Health Provisions (Subpart C).
- Identify employer/employee rights and responsibilities for maintaining a safe work environment.
- Discuss the rights and protections provided to any company "whistleblower."
- Prepare and maintain records of occupational injuries and illnesses in accordance with OSHA recordkeeping standards.
- Prepare for an OSHA inspection.
- Describe the process for responding to an OSHA citation.
- Identify available OSHA resources companies can use to promote a safe and healthy work environment.

Audience: All employees and employers

Primary Regulations: 29 CFR 1903.1 General Duty Clause; 29 CFR 1904 and 1952 Recording and Reporting Occupational Injuries and Illness; 29 CFR 1910 General Industry Standards

Related Regulations: None

Prerequisites: None