



# TRAINING360

## COURSE OVERVIEW

---



# TABLE OF CONTENTS

<b><u>CONSTRUCTION SAFETY</u></b>	<b><u>PAGE 3</u></b>
Ensures that construction workers are following established policies and safety regulations.	
<b><u>CYBERSECURITY</u></b>	<b><u>PAGE 6</u></b>
Provides standards and techniques set forth in published materials that attempt to protect the cyber environment of a user or organization.	
<b><u>EMPLOYEE TRAINING</u></b>	<b><u>PAGE 7</u></b>
Increase employees knowledge of company policies and internal knowledge, as well as improving their skill sets and attitudes. Policy training is generally used to make sure that employees are acting in accordance with both the law and the best interests of the company.	
<b><u>HIPPA</u></b>	<b><u>PAGE 9</u></b>
Provides general guidance on topics addressed by OSHA standards.	
<b><u>SEXUAL HARASSMENT</u></b>	<b><u>PAGE 10</u></b>
Provides critical tools to ensure employees and supervisors understand proper professional conduct at work.	
<b><u>SUPERVISOR TRAINING</u></b>	<b><u>Page 11</u></b>
Increase supervisors knowledge of company policies and internal knowledge, as well as orientation, coaching, counseling, and directing their staff. Policy training is generally used to make sure that supervisors are acting in accordance with both the law and the best interests of the company.	
<b><u>WORKPLACE SAFETY</u></b>	<b><u>Page 14</u></b>
Provides the importance of workplace safety in a variety of atmospheres.	



# CONSTRUCTION SAFETY

## AERIAL LIFTS IN INDUSTRIAL AND CONSTRUCTION ENVIRONMENTS

This course examines different kinds of aerial lifts and their associated hazards. It also explains how to work safely with, or around, a lift.

**Estimated Completion Time:** 15 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## CAUGHT-IN OR BETWEEN HAZARDS IN CONSTRUCTION ENVIRONMENTS

This safety training video identifies the hazards of different surfaces and provides practical information to help employees prevent slips, trips and falls in and around all types of construction sites.

**Estimated Completion Time:** 15 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## CRYSTALLINE SILICA EMPLOYEE TRAINING

This video discusses key requirements of OSHA's crystalline silica standards, as well as work practices employees should follow to protect themselves from crystalline silica.

**Estimated Completion Time:** 15 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## ELECTROCUTION HAZARDS IN CONSTRUCTION ENVIRONMENTS PT.1

This video training is the first in a two-part series addressing the major types of electrocution hazards. In the session, employees learn how to protect themselves from electrical hazards and electrocution in construction environments.

**Estimated Completion Time:** 20 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## ELECTROCUTION HAZARDS IN CONSTRUCTION ENVIRONMENTS PT.2

This session is the second in a two-part series discussing the major types of electrocution hazards, how construction employees can protect themselves from electrical hazards, and employer responsibilities.

**Estimated Completion Time:** 15 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## FIRST AID IN CONSTRUCTION ENVIRONMENTS

This training program shows employees that knowing basic first aid can often limit the severity of any type of injury, or even prevent a death. Topics covered include cuts and bleeding, muscle pulls and sprains, burns, broken bones, shock, artificial respiration and CPR, and AEDs (Automated External Defibrillators).

**Estimated Completion Time:** 16 minutes  
**Languages offered:** English  
**Target Audience:** Employees, Managers

## HEADACHES FOR VANDALS; JOB SITE VANDALISM & TOOL THEFT PREVENTION

This video provides a number of tips and techniques to help reduce or even stop vandalism on your construction sites.

**Estimated Completion Time:** 20 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## HEAT STRESS IN CONSTRUCTION ENVIRONMENTS

This training for employees on heat stress emphasizes that heat-related illnesses can occur in many situations. It also reviews what can be done to address these situations.

**Estimated Completion Time:** 14 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## PIPELAYER TRACTORS; INSPECTION & OPERATION TECHNIQUES

This video training on pipelayer tractor operation covers topics including maintenance and safety inspection points; wire rope inspection; stringing, bending, welding, set-in and tie-in; mechanical and hydraulic winches, and more.

**Estimated Completion Time:** 35 minutes  
**Languages offered:** English  
**Target Audience:** Employees



# CONSTRUCTION SAFETY

## RIGGING & LIFTING; SMALL HYDRAULIC CRANES

This training about different types of rigs covers hitch angles and their effects, inspection of slings, records requirements, tie-down and lifting chain, rigging hardware, and more.

**Estimated Completion Time:** 23 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## RIGGING & LIFTING; STRUCTURAL STEEL

This session on how to safely handle structural steel covers loading for transport, safe binder release and unloading, sorting- “shaking it out,” selecting and inspecting the rigging, making the lift (including Christmas tree lifts), and more.

**Estimated Completion Time:** 26 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## ROAD CREW SAFETY; SAFE PRACTICES ROAD CONSTRUCTION & PAVING

This training examines work zone dangers and offers advice on ways to lower the risks.

**Estimated Completion Time:** 25 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## SAFE AND EFFICIENT OPERATION OF HAND HELD CUTOFF SAWS

This video focuses on the safe use of gas-powered cut-off saws, including saw adjustments, safety devices, correct blade type and application, and more.

**Estimated Completion Time:** 17 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## SCISSOR LIFTS IN INDUSTRIAL AND CONSTRUCTION ENVIRONMENTS

This video training introduces employees to scissor lifts, makes them aware of the hazards associated with these lifts, and gives them the information they need to safely use a scissor lift or work near one.

**Estimated Completion Time:** 11 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## STEALING FROM THIEVES; EQUIPMENT THEFT PREVENTION

Construction sites are highly vulnerable to theft. This training provides tips to help protect your construction site equipment from being stolen.

**Estimated Completion Time:** 30 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## SUPPORTED SCAFFOLDING SAFETY IN CONSTRUCTION ENVIRONMENTS

This training will refresh workers’ understanding of the dangers of working with scaffolds, and how these risks can be minimized by correctly erecting, maintaining, and using scaffolding equipment.

**Estimated Completion Time:** 17 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## SUSPENDED SCAFFOLDING SAFETY IN CONSTRUCTION ENVIRONMENTS

OSHA requires construction workers to be trained on scaffold use. This video covers the responsibilities of a scaffold expert, hazards of working with suspended scaffolds, suspension devices, maximum intended load, and more.

**Estimated Completion Time:** 15 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## TIPS FROM THE PROS; RIGGING & LIFTING

This video focuses on productivity, technique, and getting more out of the equipment.

**Estimated Completion Time:** 27 minutes  
**Languages offered:** English  
**Target Audience:** Employees





# CONSTRUCTION SAFETY

## WALKING AND WORKING SURFACES IN CONSTRUCTION ENVIRONMENTS

This safety training video identifies the hazards of different surfaces and provides practical information to help employees prevent slips, trips, and falls in and around all types of construction sites.

**Estimated Completion Time:** 17 minutes

**Languages offered:** English

**Target Audience:** Employees

## CRANE SIGNAL PERSON BASIC TRAINING

In this training, workers will learn the two standardized hand signals described in ASME B3.5 and OSHA 29 CFR 1926.

**Estimated Completion Time:** 18 minutes

**Languages offered:** English

**Target Audience:** Employees

## OPERATING AERIAL WORK PLATFORMS SAFELY

This training discusses common hazards aerial work platform operators must consider, as well as safe work practices and operating techniques that must be followed to ensure everyone's safety during the use of an aerial work platform.

**Estimated Completion Time:** 17 minutes

**Languages offered:** English / Spanish

**Target Audience:** Employees



# CYBERSECURITY

## CYBERSECURITY FOR EMPLOYEES: AN OVERVIEW

In this introduction to cybersecurity, employees are taught about the dangers cybercrime poses to any organization. The video explains the essentials of phishing, social media risks, email security, strong passwords, physical data security, and responding to a cyberattack.

**Estimated Completion Time:** 16 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## CYBERSECURITY FOR EMPLOYEES: AVOIDING PHISHING AND OTHER SOCIAL ENGINEERING

Social engineers commit cybercrime by manipulating and deceiving their victims. This course for employees explains the methods used in phishing and other social engineering, so your business can be the one that got away.

**Estimated Completion Time:** 15 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## CYBERSECURITY FOR EMPLOYEES: BEST PRACTICES FOR EMAIL

From classic cons to uniquely digital schemes, this course addresses the common ways cybercriminals use email in their attacks, and how employees can recognize and avoid them.

**Estimated Completion Time:** 15 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## CYBERSECURITY FOR EMPLOYEES: PHYSICAL AND ELECTRONIC INFORMATION SECURITY

This training discusses best practices for keeping electronic and physical information secure. Employees will learn how to keep data on a network or device safe and how to protect devices themselves from theft.

**Estimated Completion Time:** 15 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## CYBERSECURITY FOR EMPLOYEES: RESPONDING TO A CYBERATTACK

This training familiarizes employees with the symptoms of a malware attack, and explains what to do if they spot one at work. Topics covered include reporting the hack, shutting down the browser, securing data, changing passwords, and more.

**Estimated Completion Time:** 15 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## CYBERSECURITY FOR EMPLOYEES: SAFE INTERNET USE

This session explains how to avoid online hazards like malicious links, malware, scareware, phishing sites, and pharming. Also covered are the dangers of public Wi-Fi and the importance of encryption.

**Estimated Completion Time:** 16 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## CYBERSECURITY FOR EMPLOYEES: SOCIAL MEDIA RISKS

It's essential for employees who manage social media to understand the dangers of these platforms. This course highlights the hazards of phishing, imposter accounts, malware, image links, false 'friends,' account hijacking, and more. Employees will additionally learn how to respond to a social media attack.

**Estimated Completion Time:** 15 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## CYBERSECURITY FOR EMPLOYEES: STRONG AND SAFE PASSWORDS

This training teaches employees why computer passwords are important, how to create strong passwords they can remember, and how to manage passwords to keep them secure.

**Estimated Completion Time:** 15 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## TOP 10 CYBERSECURITY TIPS

Any organization, of any size, can be vulnerable to cyberattacks. But a strong cybersecurity program can help protect your company from damage and losses caused by intrusions such as hacking, data theft, and malicious code. Use the ten easy cybersecurity tips in this course to safeguard your business, customers, and valuable information.

**Estimated Completion Time:** 9 minutes  
**Languages offered:** English  
**Target Audience:** Managers



# EMPLOYEE TRAINING

## ACTIVE SHOOTER RESPONSE FOR EMPLOYEES

Active shooter incidents have unfortunately been on the rise in recent years, both in and out of the workplace. Training your employees on what to do before law enforcement arrives can make a life-saving difference. This session offers valuable advice about subjects like planning escape routes in advance, the best ways to take cover, and when and how to attack a shooter in the workplace.

**Estimated Completion Time:** 28 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## BUSINESS ETHICS FOR EMPLOYEES: HONESTY, FAIRNESS, AND RESPECT

Business ethics help shape an organization's reputation in the business community and marketplace. Using real-life examples, this course teaches employees basic principles to apply in the workplace in order to prevent ethical and legal lapses at work.

**Estimated Completion Time:** 30 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## COMMUNICATION SKILLS FOR EMPLOYEES

This training for employees covers best practices for verbal and non-verbal communication in the workplace, including advice for developing effective speaking, writing, and listening skills.

**Estimated Completion Time:** 30 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## CUSTOMER SERVICE: WHAT EMPLOYEES NEED TO KNOW

This training gives employees an understanding of why good customer service is important, the different elements included in customer service, and best practices to follow on the job.

**Estimated Completion Time:** 30 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## DISTRACTED DRIVING PREVENTION FOR EMPLOYEES

With automobile accidents a leading cause of workplace fatalities, distracted driving is a serious matter for employers and employees alike. This course explains in detail the dangers of common high- and low-tech distractions like cell phones, in-vehicle electronics, billboards, other passengers, and eating and drinking. Complete with quizzes and animated vignettes, the training also covers legal issues and tips for avoiding distractions behind the wheel.

**Estimated Completion Time:** 25 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## WORKPLACE STRESS MANAGEMENT: KEEPING YOUR COOL IN THE WORKPLACE

Work-related stress can take a toll on employee health, morale, and productivity. This course examines the causes and symptoms of workplace stress, and offers steps and solutions for coping when the pressure's on.

**Estimated Completion Time:** 25 minutes  
**Languages offered:** English  
**Target Audience:** Employees, Managers

## SUBSTANCE ABUSE PREVENTION IN THE WORKPLACE: A GUIDE FOR EMPLOYEES

This course provides valuable information to employees on the nature of substance abuse. Topics covered include risk factors and symptoms, effects on personal health and job performance, resources for recovery both inside and outside of work, and the legal implications of working while under the influence of drugs or alcohol.

**Estimated Completion Time:** 25 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## A BULLY-FREE WORKPLACE: WHAT EMPLOYEES NEED TO KNOW

This training gives employees an understanding of the causes and harmful effects of bullying in the workplace, with the purpose of fostering a bully-free work environment beneficial to employees and organizations alike.

**Estimated Completion Time:** 20 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## STEPS TO SUCCESSFUL EMPLOYEE COMMUNICATION

In this training course, we discuss best practices for employee communication.

**Estimated Completion Time:** 10 minutes  
**Languages offered:** English  
**Target Audience:** Human Resources, Managers



# EMPLOYEE TRAINING

## TEN LOW-COST BENEFITS FOR BUILDING EMPLOYEE SATISFACTION

A satisfied workforce may be more motivated, productive, and loyal--all of which are essential to your success. Of course, paying your employees well is one obvious way to build satisfaction and loyalty, but when raises and bonuses aren't in the immediate budget, there are plenty of options that won't damage your bottom line. Learn about these benefits options in this training course.

**Estimated Completion Time:** 10 minutes

**Languages offered:** English

**Target Audience:** Human Resources, Managers





# HIPAA

## FAMILY AND MEDICAL LEAVE ACT: AN OVERVIEW AND BASIC GUIDELINES

This training session reviews key aspects of the federal Family and Medical Leave Act, including employer and employee coverage, entitlement to leave, notice requirements, and maintenance of benefits.

**Estimated Completion Time:** 30 minutes  
**Languages offered:** English  
**Target Audience:** Human Resources, Managers

## PREVENTING FMLA ABUSE

The federal Family and Medical Leave Act, or FMLA, provides eligible employees with unpaid, job-protected leave to take care of certain family and medical situations. Unfortunately, some employees abuse FMLA leave. Learn how to prevent this abuse with this training course.

**Estimated Completion Time:** 10 minutes  
**Languages offered:** English  
**Target Audience:** Human Resources, Managers

## HIPAA FOR GENERAL EMPLOYERS

This course explains how the HIPAA Privacy, Security, and Breach Notification Rules apply to employers who are not in the health care industry. Topics covered include Privacy Rule essentials, the Notice of Privacy Practices requirement, and steps to take if protected health information is breached.

**Estimated Completion Time:** 30 minutes  
**Languages offered:** English  
**Target Audience:** Managers

## HIPAA FOR HEALTH CARE EMPLOYEES

This course covers HIPAA Privacy Rule and Security Rule essentials, including how and when protected health information can be disclosed in a health care setting, and best practices for securing this information in compliance with the law.

**Estimated Completion Time:** 35 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## HIPAA FOR HEALTH CARE MANAGERS: THE PRIVACY RULE

This course covers the HIPAA Privacy Rule, addressing issues such as the definition of protected health information (PHI), when and how PHI may be disclosed, the Notice of Privacy Practices requirement, and tips for safeguarding PHI.

**Estimated Completion Time:** 50 minutes  
**Languages offered:** English  
**Target Audience:** Managers

## HIPAA FOR HEALTH CARE MANAGERS: THE SECURITY AND BREACH NOTIFICATION RULES

This course covers the HIPAA Security and Breach Notification Rules, including the required administrative, physical, and technical safeguards, and what to do if protected health information is breached.

**Estimated Completion Time:** 30 minutes  
**Languages offered:** English  
**Target Audience:** Managers



# SEXUAL HARASSMENT

## HARASSMENT-FREE WORKPLACE TRAINING FOR CALIFORNIA EMPLOYEE

This training session for employees of California employers teaches how to identify and prevent different types of harassment such as Quid Pro Quo, as well as gain essential skills for creating a harassment-free workplace, such as bystander intervention and prevention of bullying.

**Estimated Completion Time:** 30 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## HARASSMENT-FREE WORKPLACE TRAINING FOR CALIFORNIA MANAGER

This training session for California employers educates managers and supervisors on how to prevent unwelcome and harassing behavior from occurring in their workgroups, and provides guidance on how to appropriately respond to unacceptable behavior. California-specific laws including AB 1825, SB 292 and AB 253 are satisfied with this course.

**Estimated Completion Time:** 120 minutes  
**Languages offered:** English  
**Target Audience:** Human Resources, Managers

## HARASSMENT-FREE WORKPLACE TRAINING FOR NEW YORK EMPLOYEE

This training session for employees of New York employers explores the issue of sexual harassment in the workplace, including how to recognize it, procedures for reporting it, and strategies for preventing it.

**Estimated Completion Time:** 35 minutes  
**Languages offered:** English/Spanish  
**Target Audience:** Employees

## HARASSMENT-FREE WORKPLACE TRAINING FOR NEW YORK MANAGER

This training session for managers and supervisors of New York employers explores the issue of sexual harassment in the workplace, including how to recognize it, procedures for reporting it, and strategies for preventing it.

**Estimated Completion Time:** 60 minutes  
**Languages offered:** English  
**Target Audience:** Human Resources, Managers

## SEXUAL HARASSMENT PREVENTION FOR CT EMPLOYEES

This training session for employees of Connecticut employers explores the issue of sexual harassment in the workplace, including how to recognize it, procedures for reporting it, and strategies for preventing it.

**Estimated Completion Time:** 30 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## SEXUAL HARASSMENT PREVENTION FOR EMPLOYEES

This training session for employees explores the issue of sexual harassment in the workplace, including how to recognize it, procedures for reporting it, and strategies for preventing it.

**Estimated Completion Time:** 30 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## SEXUAL HARASSMENT PREVENTION FOR MANAGERS & SUPERVISORS

This training session for managers and supervisors explores the issue of sexual harassment in the workplace, including how to recognize it, procedures for reporting it, and strategies for preventing it.

**Estimated Completion Time:** 30 minutes  
**Languages offered:** English  
**Target Audience:** Human Resources, Managers

## SEXUAL HARASSMENT PREVENTION FOR ME EMPLOYEES

This training session for employees of Maine employers explores the issue of sexual harassment in the workplace, including how to recognize it, procedures for reporting it, and strategies for preventing it.

**Estimated Completion Time:** 30 minutes  
**Languages offered:** English  
**Target Audience:** Employees



# SUPERVISOR TRAINING

## AVOIDING COMMON COBRA MISTAKES

COBRA violations can cost your company big. Learn how to avoid these violations with this training course.

**Estimated Completion Time:** 10 minutes  
**Languages offered:** English  
**Target Audience:** Human Resources, Managers

## COMMON HOURS WORKED MISTAKES

As a manager or business owner who employs non-exempt workers, you know that calculating hours worked can be a complicated subject. In this training session, we offer some information that can save you fines, penalties, and headaches when deciding which hours must be counted.

**Estimated Completion Time:** 10 minutes  
**Languages offered:** English  
**Target Audience:** Human Resources, Managers

## CONFLICTS IN THE WORKPLACE

In this training, viewers learn about constructive responses to destructive conflict. Techniques covered include responding with empathy, active listening, setting a limit, finding something to agree with, using “I” language instead of “you” language, disengaging to cool off, appealing to mutual self-interest, and attacking the problem, not the person.

**Estimated Completion Time:** 17 minutes  
**Languages offered:** English  
**Target Audience:** Employees, Managers, Human Resources

## DISTRACTED DRIVING FOR EMPLOYERS

We’ve all heard the messages: driving while texting or otherwise distracted is dangerous. As an employer, you are required by law to take steps to keep your workers safe.

**Estimated Completion Time:** 10 minutes  
**Languages offered:** English  
**Target Audience:**

## DIVERSITY: FOSTERING A DYNAMIC, SUPPORTIVE, AND ENERGETIC WORKPLACE

This training session explores the concept of diversity and explains how fostering diversity can create a more cooperative and productive work environment.

**Estimated Completion Time:** 30 minutes  
**Languages offered:** English  
**Target Audience:** Human Resources, Managers

## EMPLOYEE DISCIPLINE FOR MANAGERS AND SUPERVISORS

This training session provides step-by-step guidance on the employee discipline process, from establishing a workplace code of conduct to implementing an effective discipline policy and enforcing it fairly and consistently.

**Estimated Completion Time:** 30 minutes  
**Languages offered:** English  
**Target Audience:** Human Resources, Managers

## EMPLOYEE HANDBOOKS

In this training course, we discuss an essential tool for onboarding a new employee at your company: the employee handbook.

**Estimated Completion Time:** 10 minutes  
**Languages offered:** English  
**Target Audience:** Human Resources, Managers

## EMPLOYMENT LAWS WHAT SUPERVISORS NEED TO KNOW

Narrated by a labor and employment law attorney, this video addresses common legal questions that arise in the workplace, including issues of fairness, scheduling, employee requests for leave or accommodations, and the challenges presented by social media in the workplace.

**Estimated Completion Time:** 19 minutes  
**Languages offered:** English  
**Target Audience:** Managers, Human Resources

## FIVE MOST COMMON QUESTIONS REGARDING I-9 FORMS

This course covers the most common questions employers have regarding I-9 forms.

**Estimated Completion Time:** 10 minutes  
**Languages offered:** English  
**Target Audience:** Human Resources, Managers



# SUPERVISOR TRAINING

## FIVE MUST-DO'S FOR EMPLOYEE ORIENTATION

New employee orientation is an important piece of HR and employee management. In this training course, we discuss practices for employee orientation.

**Estimated Completion Time:** 10 minutes

**Languages offered:** English

**Target Audience:** Human Resources, Managers

## HANDLING HOLIDAY BONUSES

In this training course, we discuss the basics of holiday bonuses, and provide insight on factors to keep in mind as they are implemented.

**Estimated Completion Time:** 10 minutes

**Languages offered:** English

**Target Audience:** Human Resources, Managers

## HIRING PROCESS: EFFICIENT, EFFECTIVE, LEGALLY COMPLIANT

This training session features practical guidance on how to manage the hiring process, from creating an effective job description to utilizing appropriate interview questions and other selection procedures to make the best hiring decisions.

**Estimated Completion Time:** 45 minutes

**Languages offered:** English

**Target Audience:** Human Resources, Managers

## HOW TO HIRE TOP TALENT

In this training course, we discuss the best strategies for recruiting top talent to your business.

**Estimated Completion Time:** 10 minutes

**Languages offered:** English

**Target Audience:** Human Resources, Managers

## HOW TO KEEP EMPLOYEES MOTIVATED

Whether you're the CEO of a Fortune 500 company or the owner of a five-person firm, you know that a motivated team is essential to your success. This course details how to keep your employees motivated.

**Estimated Completion Time:** 10 minutes

**Languages offered:** English

**Target Audience:** Human Resources, Managers

## INTERNAL INVESTIGATIONS IN THE WORKPLACE: WHY AND HOW

This training session provides an overview of the internal investigation process, including common reasons why a workplace investigation may be necessary and strategies for conducting a thorough and objective investigation

**Estimated Completion Time:** 35 minutes

**Languages offered:** English

**Target Audience:** Human Resources, Managers

## INTERVIEWING: THE ART AND SCIENCE OF CONDUCTING EFFECTIVE, LEGAL, AND COMPLIANT INTERVIEWS

This training session covers the interviewing process in detail, including preparing job-related interview questions, guidance for conducting the interview meeting, and strategies for evaluating candidates.

**Estimated Completion Time:** 30 minutes

**Languages offered:** English

**Target Audience:** Human Resources, Managers

## LEADERSHIP AT EVERY LEVEL

This training demonstrates successful management styles, explains steps every leader must take, and discusses personal qualities employees should develop to become good leaders.

**Estimated Completion Time:** 24 minutes

**Languages offered:** English

**Target Audience:** Managers, Human Resources

## LISTENING UNDER PRESSURE

This session on customer service explains how three specific listening skills can soothe problem customers, help get the information needed to solve customer problems, and help employees keep their focus in spite of interruptions.

**Estimated Completion Time:** 14 minutes

**Languages offered:** English

**Target Audience:** Employees, Human Resources





# SUPERVISOR TRAINING

## MANAGEMENT AND LEADERSHIP SKILLS FOR SUPERVISORS

Narratives spoken from experience punctuate this feature film-quality production portraying people skills supervisors must have. These important, but often subtle, skills are key to managing people the right way.

**Estimated Completion Time:** 17 minutes  
**Languages offered:** English  
**Target Audience:** Managers, Human Resources

## PERFORMANCE REVIEWS: TIPS AND TACTICS FOR SUPERVISORS

This training session highlights the importance of employee performance reviews, and provides techniques and strategies to help make the process more efficient and productive.

**Estimated Completion Time:** 30 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## REVIEWING AND UPDATING COMPANY POLICIES

Well thought-out and consistently administered policies are essential to your company's success. They keep your department and your organization running efficiently, and provide guidelines for staying in compliance with federal, state, and local laws. Learn how to review and update your company's policies with this training course.

**Estimated Completion Time:** 10 minutes  
**Languages offered:** English  
**Target Audience:** Human Resources, Managers

## SUBSTANCE ABUSE IN THE WORKPLACE: A MANAGERS GUIDE

This training session offers practical guidance on how to handle substance abuse in the workplace, including the rights and responsibilities of both employers and employees and procedures for addressing suspected abuse and performance-related issues.

**Estimated Completion Time:** 25 minutes  
**Languages offered:** English  
**Target Audience:** Human Resources, Managers

## TERMINATING EMPLOYEES: A SUPERVISOR'S GUIDE TO THE PROCESS

This training session covers the termination process in detail, from making the decision to terminate an employee, to managing key legal issues relevant to termination, conducting the termination meeting, and satisfying post-termination obligations.

**Estimated Completion Time:** 35 minutes  
**Languages offered:** English  
**Target Audience:** Human Resources, Managers

## WHAT EMPLOYERS NEED TO KNOW ABOUT DISABILITY AND RELIGIOUS ACCOMMODATION

In all likelihood, your company or organization employs individuals of many different backgrounds and abilities. At times, these differences may require what is known as an accommodation. Learn more about these accommodations and how they may impact your business with this training course.

**Estimated Completion Time:** 10 minutes  
**Languages offered:** English  
**Target Audience:** Human Resources, Managers

## WORKPLACE VIOLENCE PREVENTION FOR MANAGERS

This course provides an overview of workplace violence prevention, including early warning signs of workplace violence and its contributing factors, an employer's legal duty to provide a safe workplace, and how to design an effective prevention program.

**Estimated Completion Time:** 35 minutes  
**Languages offered:** English  
**Target Audience:** Human Resources, Managers



# WORKPLACE SAFETY

## A BETTER WAY TO LIFT

Presented by a back-injury prevention speaker, this engaging video training shows your employees how to lift smarter and safer.

**Estimated Completion Time:** 13 minutes  
**Languages offered:** English  
**Target Audience:** Employees, Managers

## ABOUT CONFINED SPACE ENTRY CONCISE

This training details the steps outlined in the Confined Space Entry Program that are designed to keep confined space workers safe. Topics include the confined space entry permit, atmospheric hazards, atmospheric testing and monitoring, and duties of the entry team members.

**Estimated Completion Time:** 12 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## ABOUT EMERGENCY RESPONSE CONCISE

This safety training video teaches employees what to do to stay safe during different types of emergencies. Topics include: fire response, responding to chemical leaks and spills, severe weather and earthquakes, and medical emergencies.

**Estimated Completion Time:** 14 minutes  
**Languages offered:** English  
**Target Audience:** Employees, Managers

## ABOUT ERGONOMICS CONCISE

Using proper work practice controls can prevent musculoskeletal disorders. This session addresses how workers can use these controls to reduce, control, or eliminate ergonomic risk factors.

**Estimated Completion Time:** 12 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## ABOUT FIRE PREVENTION & RESPONSE CONCISE

This training discusses how workers can prevent fires and how they should respond should one occur. Topics include classes of fire, good housekeeping, storage of flammable materials, hot work precautions, and responding to fires.

**Estimated Completion Time:** 12 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## ABOUT GOOD HOUSEKEEPING CONCISE

This training discusses the importance of good housekeeping to worker safety. It explains practices employees should follow to maintain a tidy and well-organized work area.

**Estimated Completion Time:** 10 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## ABOUT HANDLING MATERIALS SAFELY CONCISE

This training discusses safe work practices workers must follow to prevent injuries and property damage while transporting loads throughout the workplace.

**Estimated Completion Time:** 13 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## ABOUT MACHINE GUARDING AND SAFETY DEVICES CONCISE

Typically, it's a machine's operator who is closest to a machine's hazards. Machine operators must make it a point to know and understand the hazards presented by any machine or equipment they operate.

**Estimated Completion Time:** 13 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## ABOUT LOCKOUT/TAGOUT CONCISE

This training explains procedures that protect workers from injury caused by unplanned releases of hazardous energy. Topics include employee designations, situations requiring lockout, lockout/tagout devices, energy control procedures, and returning equipment to service.

**Estimated Completion Time:** 12 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees



# WORKPLACE SAFETY

## ABOUT PERSONAL FALL ARREST SYSTEMS CONCISE

In this training session, workers learn about the proper selection and use of fall arrest equipment. Topics include the three components of a personal fall arrest system, calculating total fall distance, safe use of self-retracting lifelines, and survival and rescue after a fall event.

**Estimated Completion Time:** 12 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## ABOUT PERSONAL PROTECTIVE EQUIPMENT CONCISE

This video training on personal protective equipment teaches workers about the basic types of personal protective equipment, including hard hats, hearing protection, eye and face protection, gloves, and foot protection.

**Estimated Completion Time:** 12 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## ABOUT PREVENTING BACK INJURIES CONCISE

This training explains how to avoid painful back injuries by lifting and carrying objects properly and maintaining your back's natural "S" curve while sitting or standing.

**Estimated Completion Time:** 12 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## ABOUT PREVENTING ELECTRIC SHOCK CONCISE

This training provides an overview of how electricity works, explaining safe practices to prevent electric shock-related injuries and fatalities. Topics include common electrical terminology, avoiding contact with energized parts, ground fault circuit interrupters, and responding to a shock event.

**Estimated Completion Time:** 12 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## ABOUT PREVENTING EYE INJURIES CONCISE

This video training explains how to prevent workplace eye injury by taking precautions and using protective devices like safety glasses, goggles, face shields, and laser and welding protection.

**Estimated Completion Time:** 12 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## ABOUT PREVENTING HEARING LOSS CONCISE

Loud equipment can damage workers' hearing on the job. This session explains the essentials of hearing loss prevention programs, including permissible exposure levels, use of earplugs, ear muff use, audiometric testing, and more.

**Estimated Completion Time:** 12 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## ABOUT PREVENTING SLIPS, TRIPS & FALLS CONCISE

This program outlines common safe practices for workers to prevent slips, trips, and falls. Topics include the effects of gravity, friction, and momentum; the importance of wearing proper footwear; and other tips to prevent slips and trips.

**Estimated Completion Time:** 12 minutes  
**Languages offered:** English / Spanish  
**Target Audience:**

## ABOUT SAFE FORKLIFT OPERATION CONCISE

This training reviews proper operating procedures for forklift operators. Topics include operator training and certification, pre-operational inspection, maintaining a truck's stability, lifting and placing loads, safe driving techniques, and loading docks and trailers.

**Estimated Completion Time:** 12 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## ABOUT THE PROPER USE OF A FIRE EXTINGUISHER CONCISE

This video training discusses the different types of fire extinguishers, how to decide whether to use a fire extinguisher, and how to use fire extinguishers properly.

**Estimated Completion Time:** 12 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees



# WORKPLACE SAFETY

## ACCIDENT INVESTIGATION

This training on accident investigations explains the steps to a thorough investigation, including investigative goals, securing an accident scene, interviews, and more.

**Estimated Completion Time:** 13 minutes

**Languages offered:** English

**Target Audience:** Employees, Managers

## ACTIVE SHOOTER - HOW TO SURVIVE

This training video features a dramatization of an active shooter event and identifies behavior and procedures that save the lives of those involved.

**Estimated Completion Time:** 7 minutes

**Languages offered:** English

**Target Audience:** Employees, Managers, Human Resources

## ASBESTOS AWARENESS EMPLOYEE BASIC TRAINING

This training forms the core of the two-hour asbestos awareness training requirement mandated by OSHA. It is ideal for custodians, maintenance workers, and others who might contact asbestos-containing materials during the course of their work.

**Estimated Completion Time:** 18 minutes

**Languages offered:** English

**Target Audience:** Employees

## BATTERY CHARGING SAFETY

This important training addresses safety precautions in handling batteries on forklifts and powered pallet jacks. The video examines personal protective equipment use and general safety rules when engaging in electric battery charging operations.

**Estimated Completion Time:** 10 minutes

**Languages offered:** English

**Target Audience:** Employees

## BLOODBORNE PATHOGENS FOR CUSTODIANS

This training for custodial and maintenance staff demonstrates how to safely clean up spills of blood or other potentially infectious materials without risking exposure.

**Estimated Completion Time:** 12 minutes

**Languages offered:** English

**Target Audience:** Employees

## BLOODBORNE PATHOGENS GENERAL AWARENESS

This video provides general awareness training for all employees on the dangers of bloodborne pathogens, how to protect yourself from them, and ways to minimize the risk of transmission.

**Estimated Completion Time:** 11 minutes

**Languages offered:** English

**Target Audience:** Employees

## COLD STRESS - WORKING SAFELY IN COLD WEATHER

Cold and wet weather can have a negative effect on the body, threatening worker safety. This employee training explains the signs and treatment of cold stress conditions like hypothermia, frostbite, and trench foot.

**Estimated Completion Time:** 8 minutes

**Languages offered:** English

**Target Audience:** Employees

## COMPRESSED AIR SAFETY

This training demonstrates the hazards of compressed air. Workers will learn about cleaning with compressed air, compressed air injuries, inspection and maintenance of compressed air equipment, and components of compressed air systems.

**Estimated Completion Time:** 15 minutes

**Languages offered:** English

**Target Audience:** Employees

## CONSTRUCTION EMPLOYEE SAFETY

This training is designed to increase safety awareness among construction employees. Using live-action narration, animated scenarios, slides, and quizzes, the course explains precautions for work around electrical equipment; floor and wall openings; elevated surfaces; and hand and power tools, among other construction-related hazards.

**Estimated Completion Time:** 25 minutes

**Languages offered:** English

**Target Audience:** Employees





# WORKPLACE SAFETY

## DEALING WITH DRUG & ALCOHOL ABUSE FOR CONSTRUCTION MANAGERS

This video discusses forms of substance abuse typically found in the workplace, how managers and supervisors can detect substance abuse, and what they should and should not do if they discover a worker with a substance abuse problem.

**Estimated Completion Time:** 19 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Managers

## DEALING WITH HAZARDOUS SPILLS

This training is designed to help employees who seldom face a hazardous spill deal with a cleanup situation. Topics covered include the Hazard Communication Plan, the Emergency Response Plan, five levels of OSHA's HAZMAT training, initial spill response, spill containment, instruments used to identify chemicals, and additional hazards of a spill site.

**Estimated Completion Time:** 23 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## DOT HAZMAT SAFETY TRAINING

This video provides the safety training required by the Department of Transportation's HAZMAT training regulation on handling and transporting hazardous materials. Employees will learn to be aware of the hazards of the materials they handle and how to work with them safely.

**Estimated Completion Time:** 18 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## DOT HAZMAT SECURITY AWARENESS

This video provides security awareness training to employees of companies that handle hazardous materials, as required by Department of Transportation (DOT) HAZMAT regulations.

**Estimated Completion Time:** 13 minutes  
**Languages offered:** English  
**Target Audience:** Employees, Managers

## ELECTRICAL SAFETY FOR NON-ELECTRICIANS

This training for general employees is designed to raise awareness about electrical hazards and help prevent common electrical injuries. Topics covered include basic electrical terms and definitions, common electrical hazards, and safety practices to prevent injury.

**Estimated Completion Time:** 15 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## FIRST AID; UNTIL HELP ARRIVES

This training, narrated by experienced EMT and author Martin Lesperance, shows employees how to respond in a variety of emergency situations.

**Estimated Completion Time:** 20 minutes  
**Languages offered:** English  
**Target Audience:** Employees, Managers

## FORKLIFT OPERATOR CERTIFICATION SERIES

This series contains four training programs to help certify operators at your facility and prevent injuries, death, and property damage during lift truck operation.

**Estimated Completion Time:** 45 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees, Managers

## FORKLIFT SAFETY LESSONS FOR THE SAFE PEDESTRIAN

Forklifts can be dangerous for both operators and employees out on the floor. In this session, viewers will learn how to prevent serious injuries that occur when forklifts come into contact with pedestrians.

**Estimated Completion Time:** 15 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## GHS LABELS REFRESHER (EMPLOYEE)

Refresh your training with this short, effective safety video. Less than five minutes long, the training nonetheless covers essential points. The session is designed as a reminder and to refocus safety attitudes for people who have already had more extensive how-to training.

**Estimated Completion Time:** 5 minutes  
**Languages offered:** English  
**Target Audience:** Employees



# WORKPLACE SAFETY

## GHS LABELS REFRESHER (SUPERVISOR)

Refresh your training with this short, effective video. The video covers key points on the topic. Designed to refresh and refocus safety attitudes for people who have already had more extensive how-to training.

**Estimated Completion Time:** 5 minutes  
**Languages offered:** English  
**Target Audience:** Managers

## GHS OVERVIEW REFRESHER (EMPLOYEE)

Refresh your training with this short effective safety video, covering key points on the topic. Designed to refresh and refocus safety attitudes for people who have already had more extensive how-to training.

**Estimated Completion Time:** 5 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## GHS OVERVIEW REFRESHER (SUPERVISOR)

Refresh your training with this short effective safety video, covering key points on the topic. Designed to refresh and refocus safety attitudes for people who have already had more extensive how-to training.

**Estimated Completion Time:** 5 minutes  
**Languages offered:** English  
**Target Audience:** Managers

## GHS SDS REFRESHER (EMPLOYEE)

Refresh your training with this short effective safety video, covering key points on the topic. Designed to refresh and refocus safety attitudes for people who have already had more extensive how-to training.

**Estimated Completion Time:** 7 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## GHS SDS REFRESHER (SUPERVISOR)

Refresh your training with this short, effective safety video. The video is less than five minutes long but covers essential points. This session is designed as a reminder and to refocus safety attitudes for people who have already had more extensive how-to training.

**Estimated Completion Time:** 7 minutes  
**Languages offered:** English  
**Target Audience:** Managers

## HANG UP AND DRIVE

This first-person account of a fatal car crash caused by a driver on a cell phone can help you change the culture of cell phone use and driving at your organization. This video was a Bronze Winner of the 34th Annual Telly Awards.

**Estimated Completion Time:** 20 minutes  
**Languages offered:** English  
**Target Audience:** Employees, Managers

## HAZMAT SECURITY; DOT REQUIREMENTS

This training teaches employees about security risks associated with transporting hazardous materials. Topics covered include security risks associated with transporting hazardous materials, methods to enhance transportation security, how to recognize security risks, and responding to possible security threats.

**Estimated Completion Time:** 13 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## HAZWOPER; CHEMICAL PROTECTIVE CLOTHING

This training outlines the different types of protection available to workers for exposure to different types of chemicals.

**Estimated Completion Time:** 12 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## HAZWOPER; DONNING/DOFFING/ DECONTAMINATION

This training shows workers how to follow correct procedures in the donning and doffing of protective suits. All levels of protection from A through C are shown.

**Estimated Completion Time:** 17 minutes  
**Languages offered:** English  
**Target Audience:** Employees



# WORKPLACE SAFETY

## HAZWOPER; IDENTIFYING HAZARDOUS MATERIALS

This video training teaches methods to properly identify hazards so proper protection and plans can be developed to protect everyone on site.

**Estimated Completion Time:** 15 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## HAZWOPER; MEDICAL SURVEILLANCE PROGRAM

This training covers the topic of medical surveillance programs for workers handling hazardous waste. Such programs can provide emergency and other treatment as needed, and keep accurate records for future reference.

**Estimated Completion Time:** 14 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## HAZWOPER; ON-SITE SAFETY CONSIDERATIONS

When they hear HAZWOPER, people think of large spills, chemical hazards, fumes, and fire. But there are many hazards at a HAZWOPER response incident that are not directly related to the chemical posing the threat. This program examines some of these hazards and explains ways to minimize their risk.

**Estimated Completion Time:** 14 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## HAZWOPER; ORIENTATION

This training focuses on laws and regulations relating to hazardous waste. In particular, the video addresses the basics of HAZWOPER requirements, laws, and regulations, including minimum emergency plans and regulations applicable to HAZWOPER operations.

**Estimated Completion Time:** 16 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## HAZWOPER; RESPIRATORY PROTECTION

Harmful gases, fumes, vapors, chemicals, oxygen-deficient atmospheres... all of these pose a threat to the respiratory system. Respiratory protection--ranging from a simple dust mask, all the way up to SCBA--is used to protect workers from respiratory threats. This session provides workers information and training on respiratory equipment.

**Estimated Completion Time:** 24 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## HAZWOPER; SITE SAFETY & HEALTH PLAN

This training explains what must be included in a site safety plan for hazardous substance response, how to develop such a plan, and how to make sure workers are familiar with the plan before they respond to any incident.

**Estimated Completion Time:** 18 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## HYDROGEN SULFIDE EMPLOYEE TRAINING

This training reviews precautions that protect employees from hydrogen sulfide exposure, including following the employer's hydrogen sulfide contingency plan, knowing how and when to use respiratory protection, understanding a facility's warning sounds and signals, and more.

**Estimated Completion Time:** 22 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## LADDER SAFETY FOR EMPLOYEES

This course explains safe practices for employees' use of different types of ladders, including stepladders, portable ladders, and fixed ladders. Important safety advice on ladder set up, inspection, and safe climbing is covered in the video training, which goes over precautions like making sure ladders are set up on stable, even surfaces, and checking ladders for specific defects before using them.

**Estimated Completion Time:** 12 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## LOCKOUT TAGOUT REFRESHER (EMPLOYEE)

Refresh your training with this short, effective safety video. The training is less than five minutes but covers essential points. The session is designed as a reminder and to refocus safety attitudes for people who have already had more extensive how-to training.

**Estimated Completion Time:** 4 minutes  
**Languages offered:** English  
**Target Audience:** Employees





# WORKPLACE SAFETY

## LOCKOUT TAGOUT REFRESHER (SUPERVISOR)

Refresh your training with this short, effective safety video. The training covers essential points on the topic in under five minutes. Designed as a reminder and to refocus safety attitudes for people who have already had more extensive how-to training.

**Estimated Completion Time:** 4 minutes  
**Languages offered:** English  
**Target Audience:** Managers

## MACHINE GUARDING AND OPERATOR SAFETY

This video for machine operators conveys the importance of understanding the hazards of specific equipment in their work areas. Operators will learn how injuries can be avoided through the proper use of machine guarding, safety devices, and safe work practices.

**Estimated Completion Time:** 18 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## MANAGING THE DRUG FREE WORKPLACE

Showing managers and supervisors what to do if they become aware of substance abuse among their direct reports, this video helps meet training requirements and provides guidance for your supervisory employees.

**Estimated Completion Time:** 23 minutes  
**Languages offered:** English  
**Target Audience:** Managers, Human Resources

## OFFICE INJURY PREVENTION

This session addresses common office safety issues, teaching employees proper work practices to avoid injury.

**Estimated Completion Time:** 18 minutes  
**Languages offered:** English  
**Target Audience:** Employees, Managers

## OSHA TOP TEN VIOLATIONS

This video covers the 10 most common OSHA violations, explaining what your company and employees can do to help avoid an OSHA citation.

**Estimated Completion Time:** 27 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees, Managers

## PERSONAL PROTECTIVE EQUIPMENT

Drawing on OSHA regulations, this course teaches employees about the importance of personal protective equipment and how to use it on the job. The video training highlights different types of personal protective equipment, including head protection, eye and face protection, respiratory protection, and others.

**Estimated Completion Time:** 13 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## POWERLIFT LIFTING TECHNIQUES FOR A HEALTHY BACK

This training demonstrates how to combine various lifts and postures associated with Dr. Schaefer's PowerLift technique, to overcome the challenges presented by material handling situations.

**Estimated Completion Time:** 19 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees, Managers

## PPE REFRESHER (EMPLOYEE)

Refresh your training with this short, effective safety video. The video covers essential points on the topic in under five minutes. Designed as a reminder and to refocus safety attitudes for people who have already had more extensive how-to training.

**Estimated Completion Time:** 4 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## PPE REFRESHER (SUPERVISOR)

Refresh your training with this short, effective safety video, which is less than five minutes long but covers essential points on the topic. Designed as a reminder and to refocus safety attitudes for people who have already had more extensive how-to training.

**Estimated Completion Time:** 4 minutes  
**Languages offered:** English  
**Target Audience:** Managers





# WORKPLACE SAFETY

## PREVENTING FIRES; HOT WORK OPERATIONS CONCISE

This video training discusses safe work practices to prevent the ignition of vapors, liquids, and solids during “hot work.” The session also reviews the responsibilities of workers involved in hot-work tasks.

**Estimated Completion Time:** 10 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## PREVENTING FOODBORNE ILLNESS

Contaminated food can lead to life-threatening illnesses, affecting major bodily systems. Watch this video to learn about proper storage, refrigeration, sanitation, and hygiene techniques to help prevent dangerous foodborne illness.

**Estimated Completion Time:** 7 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## PREVENTING WORKPLACE FIRES

Workplace fires can cause devastating human injury and business losses, and are often preventable. This course explains simple steps you can take, like maintaining fire alarm and sprinkler systems, to guard against damaging fires at your worksite.

**Estimated Completion Time:** 7 minutes  
**Languages offered:** English  
**Target Audience:** Managers

## RCRA TRAINING FOR HAZARDOUS WASTE GENERATORS

This video training provides an overview of the responsibilities of hazardous waste generators and their employees, as required by the Resource Conservation Recovery Act (RCRA).

**Estimated Completion Time:** 21 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## RESPIRATORY PROTECTION THE FACTS

In this session, workers learn how airborne hazards can affect the respiratory system, and how the proper use of air-purifying respirators can guard against such injury.

**Estimated Completion Time:** 17 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## RESPONSIBILITY - STAY IN CONTROL

This training shows how we need to prevent outside forces like time, emotions, peer pressure, or distractions from taking control of our safety.

**Estimated Completion Time:** 10 minutes  
**Languages offered:** English  
**Target Audience:** Employees, Managers

## RESTAURANT EMPLOYEE SAFETY

This course explains safe practices for restaurant activities such as cooking, operating kitchen equipment, and handling knives and glassware. Other topics covered include personal protective equipment; preventing slips, trips, and falls; electrical and fire safety; chemical safety; and preventing and dealing with robberies and assaults in a restaurant setting.

**Estimated Completion Time:** 25 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## SAFE ELECTRICAL WORK PRACTICES - NFPA 70E 2018

This video explains important changes and updates contained in the 2018 NFPA 70E, reviewing how electrical workers can be protected from both the shock hazard and arc flash hazard presented by exposed energized parts.

**Estimated Completion Time:** 27 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## SAFETY DECISION MAKING

This session explains how our safety decision-making process works and provides tips for resisting the temptation to use short-cuts, take risks, and give in to peer pressure.

**Estimated Completion Time:** 19 minutes  
**Languages offered:** English  
**Target Audience:** Employees, Managers, Human Resources



# WORKPLACE SAFETY

## SAFETY LEADERSHIP; AN ESSENTIAL SAFETY ELEMENT

This training on safety leadership for supervisors explains the importance of setting a good example by speaking up about unsafe acts in the workplace. It also stresses the importance of rules enforcement from managers and supervisors.

**Estimated Completion Time:** 14 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Managers

## SAFETY'S TOP 10 CAUSES FOR WORKPLACE INJURIES

This video goes over the top 10 causes of worker injuries and deaths annually. Employees will learn about how these hazardous situations can be prevented.

**Estimated Completion Time:** 21 minutes  
**Languages offered:** English  
**Target Audience:** Employees, Managers

## STORMWATER POLLUTION AWARENESS

Pollution spread by contaminated stormwater is a serious problem. This training provides workers with a basic understanding of the company's Stormwater Pollution Prevention Plan.

**Estimated Completion Time:** 13 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## UNDERSTANDING & PREVENTING HEAT-RELATED ILLNESSES

Working in hot environments can cause dangerous heat stress. In this session, workers learn about heat-related illnesses, ways to prevent them, and what to do if they or their coworkers experience heat stress on the job.

**Estimated Completion Time:** 16 minutes  
**Languages offered:** English  
**Target Audience:** Employees, Managers

## WALKING AND WORKING SURFACES

Slips, trips, and falls in the workplace cause injuries and fatalities every year. The principles behind OSHA's regulations on walking and working surfaces can help workers understand and avoid the hazards of slips, trips, and falls.

**Estimated Completion Time:** 20 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees

## WAREHOUSE SAFETY

This training helps warehouse employees stay safe by identifying specific hazards they can encounter while working. The session also provides practical procedures workers can use to avoid warehouse dangers.

**Estimated Completion Time:** 17 minutes  
**Languages offered:** English  
**Target Audience:** Employees

## WINTER DRIVING; WHEN THE RULES CHANGE

This training features live-action sequences of a driver making winter driving mistakes and an interview with a survivor of a fatal winter crash. The video also provides tips and techniques for winter driving.

**Estimated Completion Time:** 15 minutes  
**Languages offered:** English  
**Target Audience:** Employees, Managers

## WINTER WALKING STAYING ON YOUR FEET

Winter is prime season for walking-related injuries. In this session, viewers learn about winter walking hazards, techniques, and techniques to minimize the effects of a fall.

**Estimated Completion Time:** 10 minutes  
**Languages offered:** English  
**Target Audience:** Employees, Managers

## WORKING SAFELY WITH COMPRESSED GAS CYLINDERS

This safety training video reviews practices that can help workers prevent injuries and property damage when working with or around compressed gas cylinders. Topics include preparing to handle cylinders, safe transportation and handling, securing cylinders, proper hook-up, testing for leaks, and cylinder storage.

**Estimated Completion Time:** 17 minutes  
**Languages offered:** English / Spanish  
**Target Audience:** Employees



# WORKPLACE SAFETY

## WORKPLACE SAFETY FOR EMPLOYEES

This course addresses general safety guidelines and safety concerns common to all workplaces. The training, complete with chapter quizzes and animated workplace scenes, covers topics such as slips, trips, and falls; personal protective equipment; electrical safety; fire safety; evacuation safety; and more.

**Estimated Completion Time:** 30 minutes

**Languages offered:** English

**Target Audience:** Employees

## WORKPLACE VIOLENCE PREVENTION FOR EMPLOYEES

This course provides an overview of workplace violence prevention, including early warning signs of violence in coworkers, employment circumstances that elevate the risk of violence, and strategies to help prevent becoming a victim of violence on the job.

**Estimated Completion Time:** 30 minutes

**Languages offered:** English

**Target Audience:** Employees