



HUMAN RESOURCES CONSULTANTS
INVESTIGATIONS

On-Demand SAFETY BASICS Learning Library Catalog

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BASICS: Conveyor Safety (Also available in Spanish)

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 conveyors.
- 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

Duration: 25 minutes

BASICS: Defensive Driving 1 (Also available in Spanish)

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

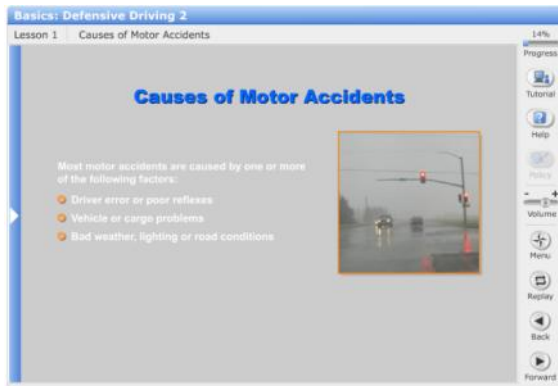
Primary Regulations: OSHA 29 CFR 1903.1, The General Duty Clause

Related Regulations: None

Duration: 25 minutes

BASICS: Defensive Driving 2 (Also available in Spanish)

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

Duration: 25 minutes

BASICS: Defensive Driving 3 (Also available in Spanish)

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

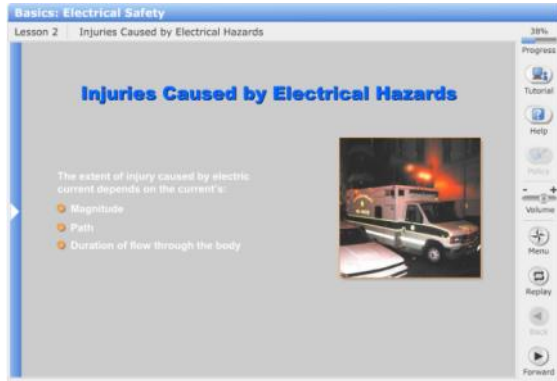
Primary Regulations: OSHA 29 CFR 1903.1, The General Duty Clause

Related Regulations: None

Duration: 25 minutes

BASICS: Electrical Safety (Also available in Spanish)

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

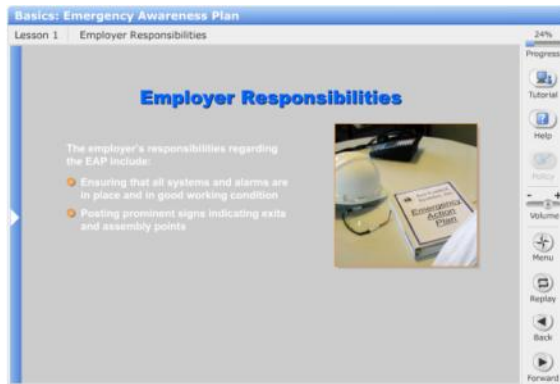
Primary Regulations: OSHA 29CFR 1926 Subpart K, Electrical - Installation Safety Requirements; OSHA 29CFR 1910 Subpart S, Electrical - Safety-Related Work Practices

Related Regulations: None

Duration: 20 minutes

BASICS: Emergency Awareness Plan (Also available in Spanish)

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 employee's 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

Duration: 25 minutes

BASICS: Ergonomics for Computer Workstations (Also available in Spanish)

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

Duration: 20 minutes

BASICS: Ergonomics for the Workplace (Also available in Spanish)

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," and 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

Duration: 25 minutes

BASICS: Fire Safety

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

Duration: 45 minutes

BASICS: Fire Safety for Restaurants (Also available in Spanish)

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

Duration: 45 minutes

BASICS: First Aid and CPR (Also available in Spanish)

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

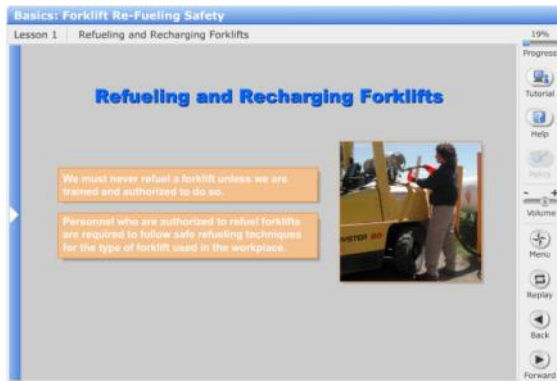
Primary Regulations: OSHA 29 CFR 1910.152 [Reserved] Subpart K, Medical and First Aid; OSHA 29 CFR 1910.151, Medical Services and First Aid, Subpart K Medical and First Aid

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

Duration: 25 minutes

BASICS: Forklift Re-Fueling Safety (Also available in Spanish)

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

Duration: 25 minutes

BASICS: Forklift Safety (Also available in Spanish)

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

Duration: 25 minutes

BASICS: Forklift Safety for Supervisors

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

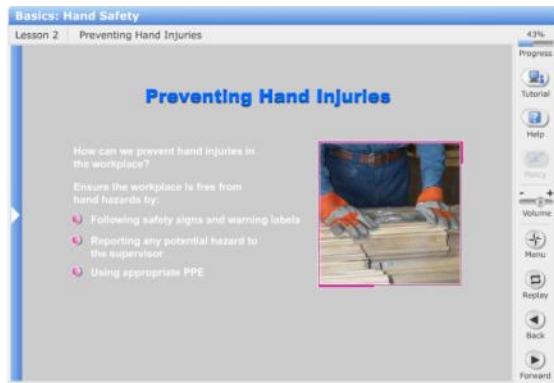
Primary Regulations: OSHA 29 CFR 1910.178, Powered Industrial Trucks

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

Duration: 25 minutes

BASICS: Hand Safety (Also available in Spanish)

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)(l); 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)(l); 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

Duration: 25 minutes

BASICS: Hand Safety for Restaurants (Also available in Spanish)

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

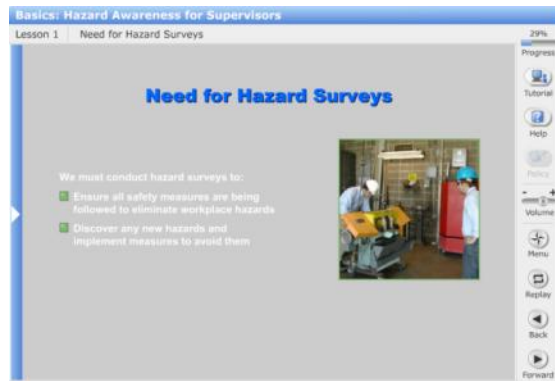
Primary Regulations: OSHA 29 CFR 1910.132 (d)(l); OSHA 29 CFR 1926 Subpart I, Tools - Hand and Power; OSHA 29 CFR 1910.212, Machine Guarding Requirements; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment

Related Regulations: OSHA 29 CFR 1910.132 (d)(l); 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

Duration: 25 minutes

BASICS: Hazard Awareness for Supervisors

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

Duration: 25 minutes

BASICS: Hazard Communication (Also available in Spanish)

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

Duration: 20 minutes

BASICS: Hazard Communication for Supervisors

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 employer's 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.)

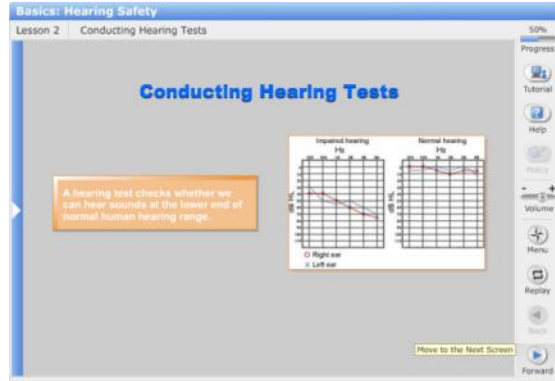
Primary Regulations: OSHA 29 CFR 1910.1200, Hazard Communication

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

Duration: 20 minutes

BASICS: Hearing Safety (Also available in Spanish)

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:

- Describe the hazards that are associated with high noise levels.
- Identify related responsibilities of the employer and employee, including the employer's 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

Duration: 25 minutes

BASICS: Housekeeping Safety (Also available in Spanish)

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

Duration: 25 minutes

BASICS: Ladder Safety (Also available in Spanish)

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

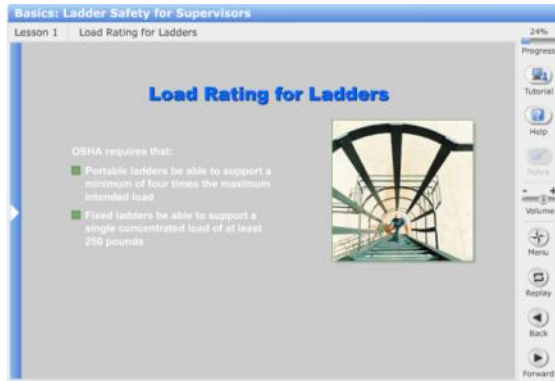
Primary Regulations: OSHA 29 CFR 1926.1060 Subpart X, Stairways and Ladders; OSHA 29 CFR 1926.454 Subpart L, Scaffolding

Related Regulations: None

Duration: 20 minutes

BASICS: Ladder Safety for Supervisors

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

Duration: 25 minutes

BASICS: Loading Dock Safety (Also available in Spanish)

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.

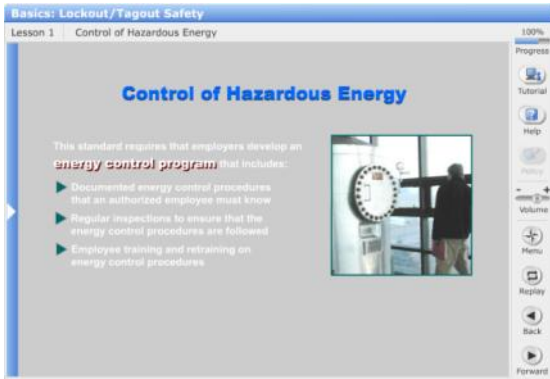
Primary Regulations: Hazardous Materials Regulations (HMR), 49 CFR Parts 171-180

Related Regulations: None

Duration: 20 minutes

BASICS: Lockout/Tagout Safety (Also available in Spanish)

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

Duration: 20 minutes

BASICS: Lockout/Tagout Safety for Supervisors

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 supervisor's 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

Duration: 25 minutes

BASICS: Machine Guarding Safety (Also available in Spanish)

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

Duration: 20 minutes

BASICS: Material Safety Data Sheets (Also available in Spanish)

Material Safety Data Sheets must be kept in all workplaces; this safety training course describes the workers 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

Duration: 20 minutes

BASICS: New Worker Safety Orientation (Also available in Spanish)

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

Duration: 20 minutes

BASICS: Office Safety (Also available in Spanish)

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, Bloodborne Pathogens; OSHA 29 CFR 1910 Subpart S, Electrical-Safety-Related Work Practices

Related Regulations: None

Duration: 20 minutes

BASICS: Personal Protective Equipment (Also available in Spanish)

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 non-compliance
- 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

Duration: 20 minutes

BASICS: Personal Protective Equipment for Supervisors

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 non-compliance
- 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

Duration: 20 minutes

BASICS: Power Tool Safety (Also available in Spanish)

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)(l); 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)(l); 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

Duration: 20 minutes

BASICS: Power Tool Safety for Supervisors

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

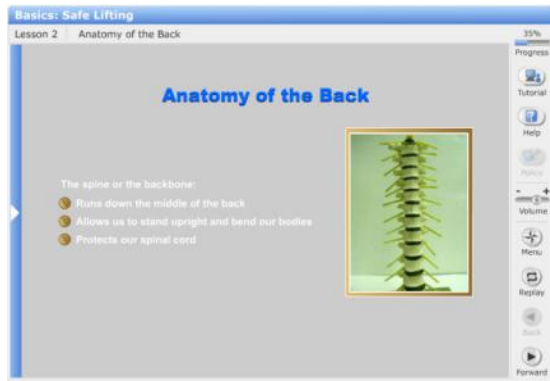
Primary Regulations: OSHA 29 CFR 1910.132 (d)(l); OSHA 29 CFR 1926 Subpart I, Tools - Hand and Power; OSHA 29 CFR 1910.212, Machine Guarding Requirements; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment

Related Regulations: OSHA 29 CFR 1910.132 (d)(l); 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

Duration: 25 minutes

BASICS: Safe Lifting (Also available in Spanish)

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

Duration: 20 minutes

BASICS: Safe Lifting for Supervisors

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

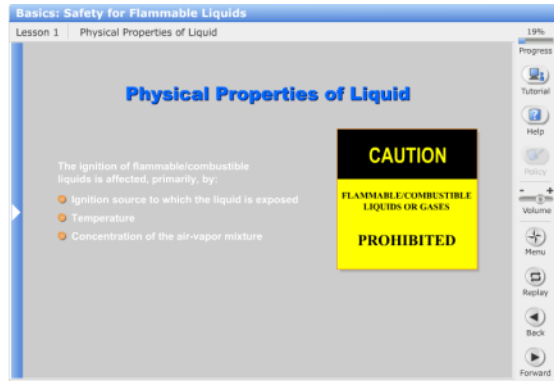
Primary Regulations: OSHA 29 CFR 1903.1, The General Duty Clause

Related Regulations: OSHA 29 CFR, Proposed Ergonomics Guidelines

Duration: 25 minutes

BASICS: Safety for Flammable Liquids (Also available in Spanish)

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

Duration: 20 minutes

BASICS: Slips, Trips, and Falls for Supervisors

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 behaviours.
- 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

Duration: 20 minutes

BASICS: Slips, Trips, and Falls (Also available in Spanish)

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 behaviours.
- 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

Duration: 20 minutes

BASICS: Warehouse Safety (Also available in Spanish)

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

Duration: 20 minutes