Module Descriptions
Gallagher STEP

Americans with Disabilities Act (ADA)

Self-paced reading

This training communicates key components of the Americans with Disabilities Act (ADA). Components such as who is protected, when is a disability not a disability, how a non-disabled employee can sue and win, the pitfalls of the hiring process, reasonable accommodations vs. undue hardships, how well-meaning conduct can be interpreted as discriminatory, the personal and economic impacts of disability discrimination, the duties of managers and supervisors, how to spot and prevent potential disability harassment and discrimination, how to defend your institution with effective reporting systems, the importance of investigations, and more.

Bullying Prevention in the Workplace

24 minutes

This training is designed to teach Supervisors and Managers how to prevent bullying. Topics include Examining Bullying (including the risks and liability of bullying), Bullying Prevention (including why bullying happens, common traits of bullies, bullying policies, training, and coaching), and a Scenario-based Knowledge Check.

Bystander Intervention

60 minutes

This training will assist employees by teaching them when and how to intervene in harassment, sexual harassment, and discrimination in the workplace. Empowering bystanders to speak up can help fight workplace misconduct. This module will also review and reinforce the federal definitions and classifications of discrimination and harassment in the workplace.

Coaching & Feedback

23 minutes

T This module is intended for managers and supervisors and will cover the basics of coaching and feedback. Content will include defining and differentiating coaching and feedback, why they're important, and how to give engage with your employees effectively.

Data Analytics and Insights

41 minutes

This module is intended for all organizational users working with business data to make decisions. This training will begin with a lesson on basic Data analytics, which will teach you about the general use of data for business and the four main types of analysis done for business data. The second lesson will teach you how to discover basic facts about your data using simple statistics in Excel. The third lesson will teach you how to visualize data with basic charts and graphs in Excel.

Diversity - Employees

Self-paced reading
35 minutes

This module addresses various topics related to diversity in the workplace. Topic areas addressed include defining diversity, diversity's impact on the individual, and developing an intercultural mindset. This module uses language that is specific to employees.

Diversity – Managers and Supervisors

Self-paced reading
35 minutes

This module is concerned with diversity as a workplace issue but, more importantly, diversity is a human issue. Managers and supervisors will explore diversity from a broad perspective that includes, but is not limited to, the workplace and socio-economic status. This module will cover the following diversity topics; awareness, inclusion, and appreciation; how diversity supports your organization; myths about diversity, the difference between discrimination and inclusive bias, and developing a diversity mindset.

Drug-free Workplace Supervisors

Self-paced reading

This module discusses ways in which managers and supervisors can create drug-free workplaces. Topics addressed in this training include supervisor responsibilities, behaviors that are permitted and banned, what to do if an employee admits they have a problem, drug testing, recognizing when reasonable suspicion testing is appropriate, and what to do if an employee tests positive for drugs.

Ethics in Action - Employees

Self-paced reading

Ethics is not about being perfect. It's about making choices that are considerate of others and appropriate for all the stakeholders—employees, customers, suppliers, management, and the community. The path to ethics begins with examining the idea of ethics. This module should generate some thoughts and ideas about ethics. There is a powerful connection between thinking ethically and acting ethically.

Ethics in Action - Supervisors

Self-paced reading

Ethics is not about being perfect. It's about making choices that are considerate of others and appropriate for all the stakeholders—employees, customers, suppliers, management, and the community. The path to ethics begins with examining the idea of ethics. This module should generate some thoughts and ideas about ethics. There is a powerful connection between thinking ethically and acting ethically.

Ethics - California (AB1234)

120 minutes

Employees should strive to act ethically in all business dealings. Responsive to AB1234, this module discusses the nature and meaning of ethics, ethics in organizations, and ethical decision-making. The benefits of promoting ethics in the workplace are highlighted as well as the advantages of ethical behavior to an organization. The module also addresses how to respond to a situation that may be unethical.

Fair & Accurate Credit Transaction Act (FACTA)

30 minutes

This module discusses regulations issued by the Federal Trade Commission and Federal banking agencies, intended to reduce the risk of identity theft. These regulations are known as the Red Flags Rule. Mandatory compliance, by Nov. 1, 2008, applies to organizations that come within the definition of "creditor" or "financial institution," under the Fair and Accurate Credit Transactions Act (FACT Act or FACTA).

This module explains the circumstances under which an organization is covered by those definitions and the duties thereby imposed on various types of employees of such organizations, including the development of a program that not only meets Red Flags Rule requirements, but includes training of employees in detecting, mitigating, and preventing identity theft. FACTA is a federal law—there may also be state laws not covered by this module that apply to your institution with additional requirements regarding detecting and reporting identity theft.

Family Medical Leave Act (FMLA)

37 minutes

Family Medical Leave Act (FMLA) may be the most misunderstood aspect of leave-related laws for many employers. This misunderstanding makes employers and their institutions ripe to forever increasing liability. This module clarifies these regulations, explains what "family" leave is, and discusses what's considered a "serious health condition." Topics include: covered employees and employers, qualifying health conditions, service and military caregiver leave, definition of "spouse" and "partners," policies, certifications, notice requirements, limitations and notices, eligibility, and the Five Core Principles™ applied to the FMLA.

HIPAA Privacy and Security - Supervisors

30 minutes

This training details various key aspects of the Health Insurance Portability and Accountability Act (HIPAA). These aspects include who and what HIPAA applies to, the various core rules under HIPAA, avoiding HIPAA violations, and becoming and remaining HIPAA compliant.

Fraud Prevention

14 minutes

This module is intended for supervisors, managers, and employees tasked with financial responsibilities. This module reviews internal fraud risks to organizations (such as embezzlement, wage and hour fraud, and larceny), the triangle of fraud, red flags, and steps one could take to prevent fraud.

From Peer to Supervisor

15 minutes

This training is tailored for new supervisors or soon-to-be supervisors. We will focus on transitioning your relationships and mindset from being a coworker to suddenly being the boss. This transition can be a major shift for everyone involved and will change your relationships. In this module, we will cover a broad swathe of best practices to help you adjust to your supervisory position and avoid common pitfalls of the transition.

Interviewing Strategies

15 minutes

Negligent hiring, discrimination, violence, harassment— these claims pose a serious risk of liability for any employer. The sobering lesson of employee lawsuits is that most problems could have been avoided if proper attention had been paid to the hiring process. This module is designed to assist you in developing a best practices approach to your screening and hiring processes.

Making Successful PowerPoint Presentations

22 minutes

This module is intended for all employees, managers, and supervisors who might need to make a PowerPoint presentation. We will go over how to create a PowerPoint presentation, designing your slide decks, best practices to make engaging presentations, and how to successfully present your final product.

Mandated Reporting for Child Abuse

English & Spanish
32 minutes

This training will assist those who work with youth in understanding their role as mandated reporters. This module takes a "Three R's" approach to help prevent or identify abuse and neglect. The "Three R's" include recognizing child abuse, neglect, and boundary violations; responding to child abuse and neglect; and reporting child abuse, neglect, and boundary violations.

Mandated Reporting for Child Abuse – California (CANRA, AB 1432, AB 506)

English & Spanish
34 minutes

This training will assist those in California who work with youth in understanding their role as mandated reporters. This module takes a "Three R's" approach to help prevent or identify abuse and neglect. The "Three R's" include recognizing child abuse, neglect, and boundary violations; responding to child abuse and neglect; and reporting child abuse, neglect, and boundary violations.

Leading Engaging Online Meetings

16 minutes

This training is intended for managers and supervisors. In it, we'll learn how to develop online meetings that grab and keep the attention of your employees, different tools to enhance collaboration and manage your meetings, and finally, how to apply these methods to hybrid meetings where some of your employees are remote and some are in-person.

Personnel Files 01-03: Do's and Don'ts

30 minutes

The personnel file is a journal of the employers' saved documentation of the history and status of the entire employment relationship with an individual employee. This module with three lessons will cover common questions about personnel files, what to consider when using technology for documentation, and what should and should not be included in an employee's personnel file.

Retaliation Prevention

21 minutes

This module is intended for supervisors and managers. It will provide you with a deeper understanding of retaliation and how to prevent it in the workplace. This training will address federal law only but be aware that States can have retaliation prevention above and beyond what we will discuss. Make sure to know your own State's individual laws. Topics include, An introduction to retaliation, including a review of the laws that govern it; A review of what Retaliation, including protected activities, actions deterring protected activities, non-protected activities, adverse employment actions, and evidence for retaliation; Recommendations to prevent retaliation; and Scenarios designed to reinforce and test your knowledge.

Sensitivity Basics: Creating Positive Working Relationships

25 minutes

Organizations should support their employees in acting sensitively and respectfully in all workplace settings. This module discusses what sensitivity is and what it is not, sensitive values versus sensitive behaviors, respecting others' boundaries, seeing things from another's perspective, avoiding sensitive situations, and how to develop basic sensitivity skills. Specific areas include sexual insensitivity, stereotyping, faith in the workplace, as well as other issues to consider.

Sexual Harassment and Discrimination – Employees

English & Spanish
32 minutes

This training will assist employees in understanding the federal definitions and classifications of discrimination and harassment in the workplace under the Civil Rights Act of 1964, Title VII, including protected classes and employee or prospective employee rights under federal law. Topics include discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination and human trafficking.

Sexual Harassment and Discrimination – Supervisors

English & Spanish
43 minutes

This training will assist supervisors in understanding their federal legal obligations to prevent and remedy discrimination and harassment in the workplace. Supervisors will learn federal definitions and classifications of discrimination and harassment in the workplace under the Civil Rights Act of 1964, Title VII, including protected classes, rights of employees and prospective employees, and supervisor responsibilities. Topics include discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, human trafficking, policies, complaints, investigations, and Five Core Principles of Smart Risk Management®.

Sexual Harassment and Discrimination - California Employees (SB1343)

English & Spanish
61 minutes

This module fulfills Senate Bill 1343's requirement that all California employers who employ five or more employees provide all nonsupervisory employees with sexual harassment training.

This training will assist California employees in learning about multiple topic areas related to sexual harassment. Topics of this module include what discrimination is, what harassment is, protected classes and employee rights and responsibilities.

Sexual Harassment and Discrimination – California Supervisor (AB1825/1661)

English & Spanish
130 minutes

This module fulfills California sexual harassment training for supervisors.

This training is designed to explain what may constitute harassment and how to recognize, report, and respond to allegations of unwelcome sexual behavior. Responsive to the requirements of AB1661 (officials), AB1825 (sexual harassment), AB1443 (unpaid interns), and AB2053 (abusive conduct and workplace bullying).

Sexual Harassment and Discrimination – Connecticut Employees

English & Spanish
120 minutes

This training will assist Connecticut employees in understanding the topics of discrimination and harassment in the workplace. Employees will learn federal and state definitions and classifications of harassment in the workplace under the Civil Rights Act of 1964, Title VII, and the Connecticut Fair Employment Practices Act. Topics are inclusive of the following: harassment, sexual harassment, unwelcome conduct, hostile environment, reporting, Connecticut law, and the components of TRAC.

Sexual Harassment and Discrimination – Connecticut Supervisor

English & Spanish
120 minutes

This module ensures supervisors are compliant with the law and, educates them on their obligations as a supervisor. It will include tips and strategies for enforcing and adhering to the organization's sexual harassment policy. This module will also enable the supervisor to become more informed and effective within the workplace.

If you have any questions about the material presented, you will have an opportunity during your training to send an email message to in2vate, LLC., the organization that created this training. You will receive a prompt reply.

Sexual Harassment and Discrimination – Florida Supervisors

43 minutes

This training will assist supervisors in understanding their federal and state legal obligations to prevent and remedy discrimination and harassment in the workplace. Supervisors will learn federal and state definitions and classifications of discrimination and harassment in the workplace under the Civil Rights Act of 1964, Title VII, and Florida Civil Rights Act (FCRA), including protected classes, rights of employees and prospective employees, and supervisor responsibilities. Topics include: discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, human trafficking, policies, complaints, investigations, Florida law, and Five Core Principles of Smart Risk Management®.

Sexual Harassment and Discrimination – Illinois Employees (SB75)

English & Spanish
44 minutes

This module fulfills the Illinois Workplace Transparency Act (SB75) training for employees in Illinois

This training will assist employees in Illinois in understanding their federal and state legal obligations to prevent discrimination and harassment in the workplace. Employees will learn federal and state definitions and classifications of discrimination and harassment in the workplace under the Civil Rights Act of 1964, Title VII, and Illinois Human Rights Act (IHRA). Including protected classes and rights of employees. Topics include: Discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, human trafficking, reporting, and Illinois law.

Sexual Harassment and Discrimination – Illinois Supervisors (SB75)

English & Spanish
52 minutes

This module fulfills the Illinois Workplace Transparency Act (SB75) training for supervisors in Illinois

This training will assist supervisors in understanding their federal and state legal obligations to prevent and remedy discrimination and harassment in the workplace. Supervisors will learn federal and state definitions and classifications of discrimination and harassment in the workplace under the Civil Rights Act of 1964, Title VII, and Illinois Human Rights Act (IHRA). Including protected classes, rights of employees and prospective employees, and supervisor responsibilities. Topics include: Discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, human trafficking, policies, complaints, investigations, Illinois law, and Five Core Principles of Smart Risk Management®.

Sexual Harassment and Discrimination – Chicago Employees

English & Spanish
70 minutes

To be compliant with the City of Chicago, employees must also complete the "Bystander Intervention" module. That is a separate choice from this module.

Harassment, particularly sexual harassment, is a problem that can have devastating consequences. This training highlights the personal and economic impacts of sexual harassment, the duties of managers and supervisors, what sexual harassment is and isn't, how to spot and prevent potential sexual harassment, how to defend your institution with effective reporting systems, the importance of investigations, and more.

Sexual Harassment and Discrimination – Chicago Supervisors

English & Spanish
120 minutes

To be compliant with the City of Chicago, supervisors must also complete the "Bystander Intervention" module. That is a separate choice from this module.

This training will assist supervisors in understanding their federal legal obligations to prevent and remedy discrimination and harassment in the workplace. Supervisors will learn federal definitions and classifications of discrimination and harassment in the workplace under the Civil Rights Act of 1964, Title VII. Including protected classes, rights of employees and prospective employees, and supervisor responsibilities. Topics are inclusive of: Discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, human trafficking, policies, complaints, investigations, and Five Core Principles of Smart Risk Management®.

Sexual Harassment and Discrimination – Louisiana Employees (RS 42:343)

60 minutes

Please note that although the State of Louisiana RS 42:343 only requires State employees to complete sexual harassment training, this module uses language that is relevant to both state and non-state employees.

This training will assist Louisiana employees in understanding the topics of discrimination and harassment in the workplace. Employees will learn Federal and State definitions and classifications of harassment in the workplace under the Civil Rights Act of 1964, Title VII, and relevant information specific to Louisiana. Topics are inclusive of the following: harassment, sexual harassment, unwelcome conduct, hostile environment and reporting.

Sexual Harassment and Discrimination – Louisiana Supervisors (RS 42:343)

61 minutes

Please note that although the State of Louisiana RS 42:343 only requires State employees to complete sexual harassment training, this module uses language that is relevant to both state and non-state employees.

This training will assist supervisors in understanding their Federal and State legal obligations to prevent and remedy harassment in the workplace. Supervisors will learn federal and state definitions and classifications of harassment in the workplace under the Civil Rights Act of 1964, Title VII, and relevant Louisiana protections. This includes protected classes, rights of employees and prospective employees, and supervisor responsibilities. Topics are inclusive of the following: harassment, sexual harassment, unwelcome conduct, hostile environment, policies, complaints, investigations and Louisiana law.

Sexual Harassment and Discrimination – Maine Employees

English & Spanish
77 minutes

This training will assist Maine employees in understanding the topics of discrimination and harassment in the workplace. Employees will learn federal and state definitions and classifications of harassment in the workplace under the Civil Rights Act of 1964, Title VII, and Maine Human Rights Act. Topics are inclusive of the following: harassment, sexual harassment, unwelcome conduct, hostile environment, reporting, Maine law.

Sexual Harassment Prevention and Response Training – Maine Supervisors

English & Spanish
120 minutes

This course will enable you to comply with the law and, more importantly, to become more aware of your related obligations as a supervisor, including the adherence to and enforcement of your organization's sexual harassment policy. The course will greatly assist you in becoming a more informed and effective supervisor.

If you have any questions about the material presented, you will have an opportunity during your training to send an email message to in2vate, LLC, the organization that created this training. You will receive a prompt reply.

Sexual Harassment and Discrimination – New York State Employees

English & Spanish
40 minutes

This training will assist employees in understanding the federal and state definitions and classifications of discrimination and harassment in the workplace under the Civil Rights Act of 1964, Title VII and New York Human Rights Act, including protected classes and employee or prospective employee rights under federal law. Topics include discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, and human trafficking.

Sexual Harassment and Discrimination – New Jersey Supervisors

43 minutes

This training will assist supervisors in understanding their federal and state legal obligations to prevent and remedy discrimination and harassment in the workplace. Supervisors will learn federal and state definitions and classifications of discrimination and harassment in the workplace under the Civil Rights Act of 1964, Title VII, and New Jersey Law Against Discrimination (LAD). Including protected classes, rights of employees and prospective employees, and supervisor responsibilities. Topics include discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, human trafficking, policies, complaints, investigations, New Jersey law, and Five Core Principles of Smart Risk Management®.

Sexual Harassment and Discrimination – New York State Supervisors

English & Spanish
60 minutes

This training will assist supervisors in understanding their federal and state legal obligations to prevent and remedy harassment in the workplace. Supervisors will learn federal and state definitions and classifications of harassment in the workplace under the Civil Rights Act of 1964, Title VII, and New York Human Rights Act, including protected classes, rights of employees and prospective employees, and supervisor responsibilities. Topics include harassment, sexual harassment, unwelcome conduct, hostile environment, policies, complaints, investigations, New York state law, and Five Core Principles of Smart Risk Management®.

Sexual Harassment and Discrimination – New York City Employees

English & Spanish
50 minutes

This training will assist employees in understanding the federal and state definitions and classifications of discrimination and harassment in the workplace under the Civil Rights Act of 1964, Title VII, and the New York Human Rights Act. This includes protected classes and employee or prospective employee rights under federal law. Topics are inclusive of the following: discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ rights, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, and human trafficking.

Sexual Harassment and Discrimination – New York City Supervisors

English & Spanish
65 minutes

This training will assist supervisors in understanding their federal and state legal obligations to prevent and remedy harassment in the workplace. Supervisors will learn federal and state definitions and classifications of harassment in the workplace under the Civil Rights Act of 1964, Title VII, and the New York Human Rights Act. This includes protected classes, rights of employees and prospective employees, and supervisor responsibilities. Topics are inclusive of the following: Harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ rights, policies, complaints, investigations, New York state law, and Five Core Principles of Smart Risk Management®.

Smart Hiring Part 1: Pre-Interview

Self-paced reading

This training module is part one of a two-part series dedicated to hiring strategies. This module covers steps leading up to an interview. Those steps include defining the job, creating a recruitment plan, special considerations, and screening applicants.

Smart Hiring Part 2: Interviewing & Post-Interviewing

Self-paced reading

This training module is part two of a two-part series dedicated to hiring strategies. This module covers steps that should be taken during and after the interview. Those steps include interviewing strategies, final selection, post-hiring procedures, and applying the Five Core Principles of Smart Risk Management®.

Smart Risk Management - Five Core Principles

15 minutes

Managers and supervisors often serve as the frontline defense for mitigating risks and losses as a result of workplace wrongdoing. Therefore, each manager and supervisor must be a Smart Risk Manager. That can best be accomplished by understanding the best practices for managing people. The first step to becoming a Smart Risk Manager is to apply the five core principles: No Tolerance, Observation, Communication, Empathy, and Fairness.

Stress Management

21 minutes

This module, intended for all employees, covers the nature of stress, its causes and effects, and effective management techniques using the 'Five As' method. Lessons include stress, its causes and signs, its effects, and how to manage stress with the five As.

The Impact of Lag Time on Workers' Compensation Claims

6 minutes

The impact of delayed claims reporting has many potential ramifications to your organization, employees and customer base. This training module highlights the benefits of reporting claims in a timely manner, examines the financial impact of lag time and offers techniques to improve lag time.

Workplace Investigations Part 1: Understanding and Preparing for an Investigation

20 minutes

This training outlines the steps leading up to a workplace investigation. Content is inclusive of when an investigation is needed, aspects of a workplace investigation, and overcoming common initial hurdles. This training is part one in a two-part series.

Workplace Investigations Part 2: Conducting and Concluding an Investigation

13 minutes

This training outlines the steps involved with conducting and concluding a workplace investigation. Content is inclusive of how to conduct an investigation and how to conclude an investigation. This training is part two in a two-part series.

Workers' Compensation Essentials for Managers

25 minutes

Managers need an understanding of their responsibilities in the dynamics of workers' compensation, as well as their role in preventing and managing claims. Topics in this module include legal overview, what is covered, employees' benefits, and managers' responsibilities.

Wrongful Termination for Managers

Self-paced reading

This training guides managers and supervisors through scenarios on topics related to employee terminations. A wide range of issues is covered, including employment-at-will, implied contracts, and wrongful termination for discriminatory or retaliatory reasons. Each scenario is accompanied by a brief tutorial on the basic employment principles involved and how the situations should best be managed.

HR IN MINUTES SERIES ENVIRONMENT

Form I-9, Foundational Level

5 minutes

This 5 minute micro training for HR professionals will review the basics of Form I-9, including its purpose, governing agencies, and historical context. We will go over documentation storage and retention, unlawful discrimination, and penalties for noncompliance.

Form I-9 & E-Verify

5 minutes

This 5 minute micro training for HR professionals will review how to enroll, how to complete the E-Verify, and employee and employer rights and responsibilities.

Employee Classifications

5 minutes

This 5 minute micro training for HR professionals will review the basics of employee record retention. This module will cover the essential information about classifying employees as exempt or nonexempt.

Employment Record Keeping

5 minutes

This 5 minute micro training for HR professionals will review the four types of federally protected data, what constitutes each type of protected data, navigating data security, and an overview of data privacy regulations.

Employee Record Retention

5 minutes

This 5 minute micro training for HR professionals will review essential information to be compliant with record retention regulations by the Department of Labor (DOL) and Fair Labor Standards Act (FLSA).

RISK CONTROL FOR THE WORKPLACE

(All modules are timed and include a quiz unless otherwise noted)

Accident Investigation Techniques

English & Spanish
13 minutes

Designed to enhance the skills of employees in the techniques of accident investigation. Topics include definition of an accident; the accident chain; the cost of employee accidents; classifying accident causes; unsafe acts and conditions; the employee's role in an accident investigation; and completing the accident investigation report.

Armed Intruder Active Shooter

16 minutes

This module is intended to help you and your co-workers prepare and respond to an armed intruder/active shooter event in order to minimize casualties and maximize survivability. Topics discussed include: Workplace Vulnerability, Reacting to an Active Shooter Event, Active Shooter Characteristics, Types of Active Shooter Events, Response Protocols, Active Shooter Safety Action Plan, Run-Hide-Fight, Responding to an Active Shooter, Education and Training, Outside Resources, Incident Risk, Quiz.

Basic Conveyor Safety

10 minutes

Upon successfully completing this course, participants will be able to: recognize the work hazards associated with conveyors, list the proper safety measures to be taken when working with or around conveyors, understand the importance of proper PPE associated with conveyors, and recognize the appropriate uses of conveyors within a work area.

Basic Lockout/Tagout Safety

English & Spanish
12 minutes

The purpose of this course is to familiarize participants with the requirements of the lockout/tagout standards set forth by OSHA, that relate to the release of stored hazardous energy during servicing and maintenance of machines. Topics discussed include basic lockout/tagout safety; preventing hazardous energy release; control of hazardous energy; lockout/tagout procedures; lockout/tagout devices; when to perform lockout/tagout; effectiveness of lockout/tagouts; limitations of tags; requirements for tagout devices; employees involved in lockout/tagouts; authorized employees; responsibilities of other employees.

Bloodborne Pathogens

English & Spanish
12 minutes

Training meets OSHA requirements.

This module describes the types of bloodborne pathogens (BBP), explores the ways that they can be transmitted in the workplace, reviews the requirements for maintaining a formal BBP Exposure Control Plan and provides requirements necessary for adequate personal protective equipment, housekeeping practices and safe work practices. The module also discusses measures for reducing exposures to bloodborne pathogens.

Cart Operator Safety

26 minutes

Emphasizes important safety information for individuals that use an electric cart as a tool to manage their day-to-day responsibilities. Basic overviews are provided on becoming familiar with your cart, operating the cart, operating responsibilities, and violations. With a little care and responsibility cart operators applying these success keys can get through their day without incident.

Catholic Cemeteries Hazard Awareness and Self Inspection Program

26 minutes

This module discusses examples of hazards commonly associated with Catholic cemetery operations and their effects on property, liability, workers' compensation and vehicles. The goal of the program is to train employees on how to identify hazards using self-inspection techniques that are designed to minimize and avoid future incidents and loss. Topics include life safety requirements; building components; slip/trip/fall hazards; signage; cemetery perimeters; landscaping; decorations and markers.

Common Fire and Life Safety Hazards

19 minutes

This program is intended to provide useful information on common fire and life safety hazards in the workplace. By recognizing potential hazards, administrators and managers, as well as individual employees, can initiate corrective measures before a hazard results in an injury, lost time and or property claim.

Conflict Management in the Workplace – Employees

16 minutes

This module details various key components regarding conflict management in the workplace and how employees can address conflicts that arise while at work. Topics addressed include the five conflict styles, interpersonal communication skills, and the conflict resolution process.

Conflict Management in the Workplace – Managers & Supervisors

23 minutes

This module details various key components regarding conflict management in the workplace and how managers and supervisors can address conflicts that arise while at work. Topics addressed include the conflict resolution process, interpersonal communication skills, leading crucial conversations, and the Five Core Principles of Smart Risk Management®.

Continuity of Operations Planning

25 minutes

This program addresses the importance of continuity of operations planning (COOP) and the benefits it will provide before, during and after a crisis or disaster. Topics include principles of COOP; ways to better prepare your organization for an emergency situation through predicting, preparing and planning; links to additional FEMA resources.

Creating a Safe Holiday Celebration

18 minutes

This module provides information on the importance of incorporating safety into holiday decorations and celebrations, both at work and at home. It focuses on five important areas of concern that can compromise safety during the holidays, including electricity, exits, live decorations, open flame and fire protection systems.

Cyber Bring Your Own Device Employees

9 minutes

This training teaches all members of an organization about the risks and best practices involved with bringing your own digital devices into the workplace. Topics include: The pros and cons of BYOD, Risks, and best practices.

Cyber Bring Your Own Device Leadership

14 minutes

This training teaches all members of an organization about the risks and best practices involved with bringing your own digital devices into the workplace. Topics include: The pros and cons of BYOD, Risks, and best practices.

Cyber Data Classification

6 minutes

This training teaches all members of an organization how to analyze different types and sources of data and then categorize it into four different tiers of classification. This will assist organizations in ensuring that the appropriate level of security will be applied to data.

Cyber Data Security Employees

13 minutes

This training teaches all members of an organization about the risk and best practices for protecting sensitive data such as trade secrets, proprietary info, confidential info, Personally Identifiable Information, and account credentials. Topics include: Classifying data, Digital and physical data security to maintain data confidentiality, integrity, and availability.

Cyber Data Security Leadership

17 minutes

This training teaches all members of an organization about the risk and best practices for protecting sensitive data such as trade secrets, proprietary info, confidential info, Personally Identifiable Information, and account credentials. Topics include: Classifying data, Digital and physical data security to maintain data confidentiality, integrity, and availability.

Cyber Internet Privacy

10 minutes

This training will teach individuals how best to stay anonymous when using the internet and keep their information private. Topics include an introduction to privacy concepts, virtual private networks (VPNs), browsing in private mode, secure messaging, and encryption

Cyber IoT Security

7 minutes

The IoT is the Internet of Things – or smart and connected devices. In our increasingly connected and "smart" world, it is more important than ever to be aware of the devices we allow onto our networks. This training is intended for all employees of an organization. This module will discuss: What the IoT is, the benefits of the IoT, the risks of IoT, and best practices to follow for security.

Cyber Mobile Device Security

12 minutes

This module is intended for all employees and will discuss the risks and best practices for securing your mobile devices. Topics include: Threats to mobile devices (such as viruses, malicious apps, phishing, theft, & permissions) and best practices to keep your devices safe. These tips can and should be applied to both work and personal devices.

Cybersecurity Awareness in the Workplace

17 minutes

This module details various cybersecurity best practices for the workplace. Topics include the types of cyber threats including malware, phishing, denial-of-service attacks, man-in-the-middle attacks, as well as best practices for preventing cyberattacks in the workplace. The content in this module is meant for employees at any level within an organization.

Cyber Social Media

10 minutes

This training will teach you about mitigating the risks inherent when using social media. Topics within this training include Social Engineering (inclusive of tactics and common attacks) and Best Practices to abide by.

Cyber Workbook

30 minutes

This training will teach you about mitigating the risks inherent when using social media. Topics within this training include Social Engineering (inclusive of tactics and common attacks) and Best Practices to abide by.

Determining the Root Cause of Accidents

12 minutes

Enhance your employees' skills in the techniques of accident investigation. Topics include the chain of accident causation; accident investigation responsibilities; steps necessary to investigating an accident; determining accident causes; and practice scenarios.

Disaster Planning 101

20 minutes

This course provides information on the essentials of disaster planning and the value of emergency preparedness both at work and at home. Topics covered include significant disasters throughout history and how they have impacted modern civilization; predicting, preparing and planning for disaster; understanding the threats that can impact your organization; conducting a formal threat assessment; safety compliance; response methods; guidelines for food, water, emergency supplies and equipment; creating an emergency plan; conducting drills; and resources for additional information

Electrical Safety

English & Spanish
12 minutes

Participants will be provided information on the basics of electricity; including safe work practices and special environments.

Employee and Family Disaster Preparedness Training

15 minutes

This module provides employees and their families with information on how to be prepared at home and at work in the event of a disaster. Topics include www.Ready.gov, assembling a disaster preparedness kit, developing a family plan, determining whether or not to evacuate or shelter in place and informational resources for family disaster planning.

Employee Safety Orientation - General Industry

English & Spanish
23 minutes

This program is intended for providing both new and existing employees with information on general safety rules and practices for accident prevention. The program also provides information on what to do in case of an accident or injury.

Topics include general safety rules, lifting and material handling, fire prevention and protection, housekeeping, personal protective equipment, GHS/HAZCOM, driver safety, bloodborne pathogens, electrical safety, lockout/tagout, slip/trip/fall exposures, ladders, hand and power tools, emergency procedures, and accident/injury procedures.

Employee Safety Orientation - Temporary Staffing Services

English & Spanish
Includes 5 intermittent quiz questions

Provides new and existing temporary staffing service employees with information on general safety rules and practices for accident prevention. The program also provides information on what to do in case of an accident or injury.

Topics include general safety rules, lifting and material handling, fire prevention and protection, housekeeping, personal protective equipment, GHS/HAZCOM, driver safety, bloodborne pathogens, electrical safety, lockout/tagout, slip/trip/fall exposures, ladders, hand and power tools, emergency procedures and accident/injury procedures.

Evacuation Planning and Procedures

18 minutes

This program addresses the importance of evacuation planning and procedures in helping to prepare building occupants to safely and efficiently evacuate a facility whenever a potential emergency situation develops. Topics include facility evacuations, evacuation planning, evacuation drills and emergency preparedness.

Fire Prevention Practices

English & Spanish
10 minutes

Discusses fire prevention practices and procedures to take in the event of a fire. Topics include creating an emergency action plan; maintaining your workspace in an orderly manner; refraining from the use of candles; proper storage of flammable materials; using electrical equipment responsibly; knowing what to do in the event of a fire; portable fire extinguishers; and fire protection and life safety systems.

Forklift Safety Basics for General Industry

English & Spanish
17 minutes

The module discusses how to minimize the likelihood of a forklift-related accident in the workplace, teaches participants the dangers associated with unsafe forklift use in the workplace; provides an understanding of basic forklift operation requirements; defines the rules that apply to driving forklifts; and reviews the elements of a daily forklift inspection.

General Industry Asbestos Awareness

23 minutes

Training does not qualify employees to work with asbestos-containing materials.

This training program provides participants with basic information about asbestos and its hazards and identifies typical asbestos-containing materials within work areas.

GHS Hazard Communication

English & Spanish
16 minutes

This training module reflects the March 2012 OSHA integration of the Globally Harmonized System (GHS) of classification and labeling of chemicals. The module is designed to help participants define the responsibilities of both employers and employees as it relates to Hazard Communication. The program reviews and discusses typical hazards associated with chemicals and provides an overview of how to understand the chemicals participants may work with by reviewing Safety Data Sheets and container labeling.

Hand Safety

8 minutes

This training module discusses how to prevent hand injuries in the workplace. Topics covered include: general hazards associated with hands and fingers in the workplace; responsibilities of the employer and employee concerning hand safety in the workplace; different types of hand injuries that can occur; various types of hand protection, their uses, and under what circumstances they are and are not to be used; proper care, maintenance, useful life and disposal of various types of hand protection; and the appropriate steps involved in dealing with a hand injury.

Hearing Protection

13 minutes

Noise is defined as an unpleasant or unwanted sound, but it can be more than that. It can be a severe health hazard. This training program discusses the following topics: loss of hearing due to exposure to loud noises and personal protective equipment that can be used to prevent hearing loss. Upon successful completion of this training module, participants will be able to describe the hazards associated with high noise levels; identify related responsibilities of the employer and employee, including the employer's responsibility to create a hearing conservation program when required; describe the purpose of hearing tests, and test procedures for workers in high noise level environments; identify the types of hearing protectors, including their purposes, advantages, disadvantages, and attenuation; and describe the process of selecting, fitting, use, care and cleaning of various hearing protection devices.

Identifying Strain and Exertion Exposures

English & Spanish
20 minutes

Explores the contributing factors of strain and exertion injuries; how to identify potential strain and exertion-related tasks; and how to implement corrective actions to minimize exertion-related injuries. Includes practice scenarios in which participants identify strain and exertion exposures and offer solutions for minimization.

IT Technician Safety Training Program - Office Workstation and General Safety

16 minutes

The module provides information for IT professionals on how to safely complete the tasks associated with job placement, including the identification of hazards and correct set-up and use of an office workstation. The training also discusses risk exposures and safety practices related to tasks that require working with electricity and ladders.

Ladder Safety

English & Spanish
11 minutes

This training module will discuss how to use ladders safely to ensure your safety in the workplace. Topics covered include general hazards associated with using ladders; standards for ladder design; different types of ladders and their ratings; choosing the right ladder for the job; appropriate ladder use; and safety measures that must be taken when using ladders.

Lead-Based Paint Awareness

21 minutes

This training discusses the use of lead in paint, its hazards and restrictions. This module also reviews OSHA regulations regarding exposure, EPA Toxic Substances Control Act, Lead-based Paint Operations and Maintenance Program, lead-based paint identification and exposures, dangers of lead-based paint, hazards presented by lead-based paint, how lead-based paint enters the body, health effects of lead-based paint, permissible exposure levels, OSHA Action Level, access to OSHA Appendices A&B, worker health exam requirements, and safety precautions for working with lead-based paint.

Lockdown Procedures (Active Shooter)

17 minutes

The program also includes the Department of Homeland Security Options for Consideration – Active Shooter Training Video.

It may be difficult to imagine being involved in a situation where your safety and the safety of others around you may be in immediate jeopardy due to an adverse event like an active shooter situation, civil unrest, natural disaster or other emergency; however, it is important to be prepared for such events. This training module discusses situations that may require a lockdown, development and implementation of policies and procedures for lockdown situations, and actions to take once a lockdown is in effect--including securing the building and ensuring personal safety.

Machine Guarding

English & Spanish
20 minutes

Participants are provided information on the hazards associated with operating moving machinery and guides participants through scenarios to determine if common industrial machinery is properly/improperly guarded. Machinery discussed includes grinders, saws, power presses and conveyor systems.

Means of Egress

English & Spanish
19 minutes

Training focuses awareness on the importance of exits within the workplace as a means of escape in the event of a life-threatening event. Topics include defining "means of egress;" exit components; exit requirements; factors compromising the means of egress; and safety and compliance.

Office Ergonomics Defined

11 minutes

This program is designed to provide a general overview of ergonomics and how ergonomic principles can be applied to daily office tasks to reduce your chances of experiencing strain and exertion injuries. Topics include definition of ergonomics; ergonomic risks; ergonomic conditions; ergonomic injury statistics; cost of ergonomic injuries; typical ergonomic injuries; benefits of ergonomics; office work risk factors; general ergonomics awareness; employee education and training.

Office Workstation Safety

14 minutes

Participants are provided with the correct information on how to work safely at a computer workstation. Topics include workplace organization; maintaining neutral body positions; avoiding eyestrain; sustaining good physical condition; and exercises to stretch tired muscles.

Office Workstation Safety for Supervisors

19 minutes

This program is intended for use by supervisors to help them identify the hazards that employees face at their workstations. Topics include workplace organization; maintaining neutral body positions; avoiding eyestrain; sustaining good physical condition; and exercises to stretch tired muscles.

Patient Handling - Safe Lifting and Moving Techniques

16 minutes

This module provides information on how to plan for individual patient lifts and/or moves and discusses three factors to avoid when lifting or moving a patient. The training also provides proper lifting/moving techniques for patients at the scene of the injury, transport in an ambulance and at the hospital. The module also provides a sample format for planning and communication, and reiterates how using proper lifting techniques can lower the risk of injury.

Personal Protective Equipment (PPE)

19 minutes

Our module discusses the importance of utilizing personal protective equipment (PPE); explains OSHA's requirements for access to and utilization of PPE; and explores the functions and use of common articles of PPE including: gloves, eye protection, head protection, hearing protection and respiratory protection.

Portable Fire Extinguishers I

20 minutes

Attendees are provided with a basic overview of the main causes of fire and the types of fire extinguishers that are designed to extinguish and control fires.

Portable Fire Extinguishers II

16 minutes

This module describes classes of fire and how to identify them; discusses the extinguishing agents appropriate for different classes of fires, demonstrates how to utilize a portable fire extinguisher in accordance with best practices; provides a focus on personal safety; and describes the sequence of events that must occur before a decision to use a fire extinguisher is made.

Power Tool Safety

9 minutes

This course provides information on power tool hazards and how to use tools safely. Topics covered include: identifying the hazards associated with power tool use; recognizing the importance and function of power tool guards; identifying safety practices associated with power tools and recognizing the importance of wearing proper PPE when using tools.

Preparation for Physical Activity

14 minutes

The goal of this training program is to teach you how to prepare your body and mind for the physical activity you may be performing during your daily work tasks. Topics include: maintaining flexibility; costs of musculoskeletal injuries; the importance of warming up; back pain and injuries; preventing muscle strains and sprains; and stretching exercises for hands, wrists, shoulders, upper and lower back, and legs.

Preventing Back Injuries

English & Spanish
12 minutes

This module describes the impact of back injuries, why they occur, the contributing factors that lead to back injuries, and the measures that can be taken to prevent back injuries.

Preventing Injuries When Lifting, Moving and Transferring Residents

15 minutes

This program is designed to provide caregivers with information on how to safely lift, move and transfer residents. Topics include: contributing risk factors; preventing injuries; preparing for the lift; evaluating the situation; communicating with the resident; lifting a resident by hand; and mechanical equipment.

Recognizing and Identifying on the Job Hazards

English & Spanish
20 minutes

Hazards in the workplace are fairly common. Our goal is to identify them and make workers and managers aware of the hazards, then eliminate those which we are able to. This would be followed by developing work methods that reduce the risk of injury for hazards we are not able to otherwise eliminate.

Safe Housekeeping Practices

18 minutes

For custodial staff, good housekeeping not only means keeping the facility neat and free of hazards, but also means being able to perform these daily tasks without becoming injured. This training program provides participants with information on how to perform housekeeping tasks safely. Topics covered include the importance of wearing proper footwear; preventing slips, trips and falls; preventing strains and exertions when lifting, moving furniture, mopping and cleaning bathroom facilities; and the importance of using chemicals safely. The program also provides reminders for general housekeeping safety that are applicable to any facility.

Safety Pays for Life

4 minutes

A brief motivational program that emphasizes how working safely can actually "Pay you for Life."

Slip, Trip and Fall Training Program

English & Spanish
10 minutes

Module covers preventing the occurrence of slip, trip and fall injuries. Topics include: recognizing the costs associated with slip, trip and fall-related injuries; identification of the leading causes of slip, trip and fall injuries associated with the physical workplace environment; identification of the leading causes for slip, trip and fall injuries associated with employee behaviors; and preventive actions for reducing these hazards in the workplace.

Theft and Unsafe Acts

18 minutes

This training discusses various types of theft and unsafe acts that can occur within the workplace. Topic areas covered in this module include: 1) Unsafe work practices; 2) Discipline, retaliation, and unsafe acts; and 3) Employee theft.

Working at Home - Making the Transition from the Office to the Home Office

14 minutes

Moving your workspace from a busy office to your home can be a challenge that requires physical and mental adjustment. The good news is that there are basic practices you can implement to ensure success, no matter where your desk is located. This training module will provide you with information on best practices for selecting a safe physical location; setting up a computer workstation; controlling physical workspace hazards; being aware of cyber security risks; effectively managing time and completing tasks; and the actions you can take to ensure your mental and physical well-being.

Working in Comfort - A Lesson in Computer Workstation Ergonomics

12 minutes

This training program helps participants increase the level of comfort at their workstations. The information provided in this program will help participants to minimize the daily aches and pains associated with job tasks that require a lot of time sitting and working from a desk, including lower back pain, wrist pain, and neck stiffness. Topics include neutral position; evaluating your comfort level; making necessary adjustments to chairs and office equipment; challenging adjustments; ergonomic behavior; and benefits of using ergonomic practices.

Workplace Mold

10 minutes

This module provides an overview of the different types of mold, the effects of mold, and how to prevent mold from occurring.

Workplace Re-Occupancy Safety Orientation - Manager

16 minutes

This training module provides managers with assistance in preparing veteran employees who are returning to work after furlough, lay-off, or an extended period of time working from home. Topics include introduction of new cleaning and decontamination procedures; communication with employees and the availability of assistance from Human Resources; reacquainting employees with job tasks using a Work Hardening Program; Safety Manual review; job task observation; evaluation of employee training records; and review of general safety practices. A quiz is included at the end of the module.

Workplace Re-Occupancy Safety Orientation - Employee

23 minutes

This training module provides employees returning to work from an extended absence a review of general safety rules and practices for accident prevention and information on what to do if an accident or injury occurs. Topics include Re-familiarization of Workplace Practices and Procedures; New Practices/Procedures; Accident Prevention/Unsafe Conditions; Lifting and Material Handling; Fire Prevention and Protection; Housekeeping; Personal Protective Equipment; Respiratory Protection; Hazard Communication; Driver Safety; Bloodborne Pathogens; Electrical Safety; Lockout/Tagout; Ladders; Hand and Power Tools; Emergency Procedures; Accident/Injury Procedures; and first aid.

Workplace Violence - Employees

Spanish & English
21 minutes

This module details various key components regarding violence in the workplace. Topics addressed in this module are specific to employees and include the nature of workplace violence, employer compliance with regard to violence, and addressing and preventing workplace violence.

Workplace Violence for Managers and Supervisors

English & Spanish
19 minutes

This training will assist managers and supervisors in their understanding of violence that occurs within workplaces. Topics include risks of workplace violence, tips for prevention, what to do when violence occurs, three steps to addressing violence, and applying the Five Core Principles of Smart Risk Management.

Workplace Violence (Managers & Supervisors) CA (SB553)

English & Spanish
40 minutes

This training will assist managers and supervisors in their understanding of violence that occurs within workplaces. Topics include risks of workplace violence, tips for prevention, what to do when violence occurs, three steps to addressing violence, applying the Five Core Principles of Smart Risk Management, and a California SB553 compliance chapter outlining supervisor responsibilities under this law.

COMPLIANCE SAFETY SERIES

(All modules are timed and include a quiz unless otherwise noted. Check the 'Compliance Safety Series' box on the registration form to receive ALL of the topics listed within this series; this series is considered one module.)

Confined Spaces

14 minutes

This training module reviews the elements of a confined space, common hazards and mitigation strategies, and roles and responsibilities required for confined space entry.

Emergency Action Plans

5 minutes

This module reviews the benefits of having an Emergency Action Plan (EAP) in place, essential elements of an EAP, and the process to develop an EAP.

Fire Protection in Construction

13 minutes

This training provides an overview of the fire tetrahedron, hazard identification and prevention strategies, and fire suppression techniques including fire extinguishers and acceptable alternatives.

Hazard Communication

11 minutes

This module reviews key elements and benefits of OSHA's Hazard Communication Standard including written programs, employee training, hazard classification, labeling requirements, and Safety Data Sheets (SDS).

Health Hazards in Construction

17 minutes

This training covers common health hazards in construction environments including respirable dusts, fibers, gasses, fumes and vapors, biological, noise, and other physical hazards. Routes of exposure and hierarchy of controls are also reviewed to establish a comprehensive understanding.

Heat and Cold Stress

15 minutes

This module explains the causes, symptoms and controls of heat and cold-related hazards in construction. A review of key terms and heat and cold-related illnesses clarifies common misconceptions and fosters an understanding of engineering and administrative controls to prevent injuries.

FOCUS SAFETY SERIES

(All modules are timed and include a quiz unless otherwise noted. Check the 'Focus Safety Series' box on the registration form to receive ALL of the topics listed within this series; this series is considered one module.)

OSHA Focus Four: Introduction

10 minutes

This module outlines the framework of OSHA's Focus Four initiative and prepares participants to identify hazards and implement controls to prevent injuries. Key roles and responsibilities of a Competent Person, Authorized/Designated Person, and Qualified Person are defined.

OSHA Focus Four: Caught-In or Between

10 minutes

This module reviews causes of caught-in or between incidents including example scenarios involving power tools and machinery, heavy equipment, excavation and trenching, and common controls to prevent injuries. Additional information on excavation safety management is included to provide a comprehensive understanding.

OSHA Focus Four: Electrocution

17 minutes

Provides an overview of electrical hazards in construction, commonly cited OSHA standards, training requirements, and electrical policies and procedures including Assured Equipment Grounding Conductor Program (AEGCP) and Ground Fault Circuit Interrupters (GFCI).

OSHA Focus Four: Falls

13 minutes

This module includes an overview of the hierarchy of fall protection including hazard elimination, passive fall protection, fall restraint systems, fall arrest systems, and administrative controls. Contributing factors that lead to falls from scaffolds and ladders are also reviewed.

OSHA Focus Four: Struck-By

15 minutes

This training reviews hazards that lead to struck-by incidents including swinging, rolling, flying and falling objects, and staging, loading, unloading and transporting materials. Common controls including communication, situational awareness, and high-visibility clothing are reviewed to provide a comprehensive understanding.

FOREMAN DEVELOPMENT SAFETY SERIES

(All modules are timed and include a quiz unless otherwise noted. Check the 'Foreman Development Safety Series' box on the registration form to receive ALL of the topics listed within this series; this series is considered one module.)

Assessing Fit for Duty

10 minutes

This module prepares foremen and supervisors to assess fitness for duty through an overview of key definitions, contributing factors, and evaluation tools and techniques to identify risk and support their employees.

De-Escalation on the Jobsite

5 minutes

This training highlights the importance of de-escalation on the jobsite and equips foremen with strategies for managing hostile situations and maintaining a safe, secure work environment.

Hazard Assessments

9 minutes

This module demonstrates the purpose and benefits of conducting hazard assessments including how and when they should be performed.

Incident Investigations

8 minutes

This training reveals the true cost of an accident to help foremen understand the purpose of conducting thorough investigations and implementing corrective action(s) to improve safety, prevent recurrence, and reduce costs.

Presenting Toolbox Talks

3 minutes

This module prepares foremen to present effective toolbox talks that resonate with workers by engaging their audience and selecting relevant topics.

HOUSING AUTHORITY SAFETY SERIES

(All modules are timed and include a quiz unless otherwise noted. Check the 'Housing Authority Safety Series' box on the registration form to receive ALL of the topics listed within this series; this series is considered one module.)

Hazard Recognition for Facility Management Staff

14 minutes

Developed to help facility management staff recognize potential hazards and take action to reduce the chances of injury and property damage.

Home Care and Maintenance for Residents

7 minutes

This module discusses tenants' responsibilities for the interior and exterior care of their residencies.

New Employee Safety Training Orientation

17 minutes

This program emphasizes how on-the-job safety is an important part of getting a job done. Topics covered include safety rules for the job, how to report workplace accidents and hazardous conditions, workplace hazards, and how to keep from being involved in a workplace accident.

New Resident Orientation

10 minutes

This module discusses fire safety rules to prevent home fires.

NEW HIRE ORIENTATION SAFETY SERIES: Part I

(All modules are timed and include a quiz unless otherwise noted. Check the 'New Hire Orientation Safety Series Part I' box on the registration form to receive ALL of the topics listed within this series; this series is considered one module.)

Excavation and Trenching

10 minutes

This training provides new employees with an overview of relevant excavation and trench definitions, common trench hazards, and protective systems they may encounter on the jobsite.

Ladders and Stairways

8 minutes

This module reviews types of ladders that can be found on a jobsite. Participants are provided best practices for inspecting and using ladders safely including special requirements for stairways.

Lockout/Tagout-Control of Hazardous Energy

11 minutes

This training introduces new employees to the importance of controlling hazardous energy through lockout/tagout procedures. Key requirements, potential sources of hazardous energy, basic procedures, and alternative energy control procedures are reviewed.

Personal Protective Equipment (PPE)

15 minutes

This training provides new employees with an overview of relevant excavation and trench definitions, common trench hazards, and protective systems they may encounter on the jobsite.

Supported Scaffolding

7 minutes

This training enables new employees to evaluate general requirements for supported scaffolding including proper usage, common hazards, safe access, and roles and responsibilities of the Competent Person.

NEW HIRE ORIENTATION SAFETY SERIES: Part II

(All modules are timed and include a quiz unless otherwise noted. Check the 'New Hire Orientation Safety Series Part II' box on the registration form to receive ALL of the topics listed within this series; this series is considered one module.)

Hand and Power Tools

8 minutes

This training reviews hazards associated with hand and power tools that can be found on a jobsite. Safety procedures and safe tool operation are also reviewed to provide a comprehensive understanding.

Material Handling

10 minutes

This module prepares new employees to identify potential problems and perform material handling tasks safely. Ergonomic improvements, lifting techniques, workstation setup, loading and emptying guidelines, and carrying and handling guidelines are reviewed.

Vehicle and Equipment Awareness

6 minutes

This training prepares new employees to work safely near heavy equipment by understanding the equipment, hazards, and hazard controls. Operator and Ground Worker responsibilities are also reviewed to increase awareness and establish a solid understanding.

Working Near Cranes

7 minutes

This module reviews general guidance to help new employees work safely near cranes. Participants will learn what the Signal Person's role and responsibilities are, what personal protective equipment (PPE) may be necessary, and various hand signals that are used around cranes.

RESTAURANT SAFETY SERIES

(All modules are timed and include a quiz unless otherwise noted. Check the 'Restaurant Safety Series' box on the registration form to receive ALL of the topics listed within this series; this series is considered one module.)

Back Room Safety

9 minutes

Provides information on the most common and severe types of injuries, hazards of the back room, recommended safe work practices and "see something, say something."

Crisis Management

16 minutes

Provides information on preparing for and handling crisis situations in the restaurant setting.

Hiring Practices

26 minutes

Provides information on hiring practices for the restaurant industry, including: the importance of good hiring practices, hiring practice components, identifying "red flags" on job applications, strategies to conduct effective phone screens and interviews, and reference and background checks.

Knife Safety

13 minutes

Provides information on using knives safely, including: types of injuries associated with knives; proper knife selection, usage and care; identification of alternative methods for safely completing the work of cutting food, materials and packaging; and ways to prevent knife-related injuries.

Serving Alcohol Responsibly

21 minutes

Provides information on serving alcohol safely, including: laws covering the service of alcoholic beverages and the operation of establishments serving alcoholic beverages; alcohol's effect on the body and on a person operating a motor vehicle; development of standard operating procedures and methods of recognizing and dealing with underage customers and maintaining records that relate to such incidents; and development of standard operating procedures and methods for dealing with customers.

TACKLING TELEMEDICINE & DIGITAL HEALTH RISKS SAFETY SERIES

(Check the 'Tackling Telemedicine & Digital Health Risks Safety Series' box on the registration form to receive ALL of the topics listed within this series; this series is considered one module.)

DISCLAIMER: PLEASE NOTE: Laws and techniques associated with Telemedicine are ever-changing. This series attempts to highlight the major issues and risk management recommendations; However, care providers and associated team members are urged to check resources often, especially for any updated rules, regulations and law updates at the local, national and international level. You should always consult your counsel for the most up to date advice. This slide series is meant as a general risk management resource and should not be construed as legal advice or the practice of medicine.

Introduction to Telemedicine

8 minutes

Telemedicine is defined "as the exchange of medical information from one location to another using electronic communication" with the goal of maintaining and/or "improving patient health status". Beginning more than 40 years ago with hospitals extending their services to patients in remote locations, telemedicine has grown rapidly and has become an integrated part of specialty departments, hospitals, private doctor offices, home health care, and the consumer's residence and workplace.

Licensing & Regulatory Compliance with Brief Cyber Overview

10 minutes

The foundation of practicing any version of telemedicine or telehealth starts with ensuring that the provider is actively and properly licensed. This module is a review of complex licensing laws as of Spring 2024 to serve as a guide for practitioners. Cyber Risk is outlined as well to remind providers of key steps to minimize cyber risk related to telemedicine technology

Informed Consent, Privacy & Ensuring Safe Patient Vetting & Settings

9 minutes

Once the practitioner has established the licensing foundation for rendering care via telemedicine, this module outlines critical aspects related to the importance of obtaining proper consent to begin treatment & serves as a guide for the caregiver and patient to establish a proper and safe remote-based setting.

Behavioral Health Including Suicide & Emergency Management

13 minutes

This module highlights perhaps the highest risk for potential liability exposure. Behavioral health is one of the most common types of clinical care rendered via telemedicine and can be the most challenging. It may be difficult or impossible to truly prove that the patients are in a safe environment when they are dialing in for your session. There is sometimes non-compliance and the care situations can quickly turn to emergencies. Also, please note that Modules 2 & 3 of this series should be reviewed in detail to ensure proper licensing and consent to treat.

FemHealth, Pediatrics & Senior Care

12 minutes

These 3 topics are bundled together because these patient populations are on various ends of the patient spectrum. FemHealth, Pediatrics and Senior Care are outlined with some common features and emphasize the importance of choosing proper parameters for this category of telemedicine patients.

Documentation & Communication for All Levels Including Empathy & Ethics Focus

10 minutes

This module starts to tie together the importance of all aspects of documentation & patient communication, particularly if practitioners never or rarely see patients in person. Things can go wrong and there is a balance of empathy for the caregivers as well as ethics challenges that may arise.

Digging Deeper: Pharmacy Risks, Challenging Circumstances; Handling Unexpected Scenarios

6 minutes

Medication safety is a challenge for all healthcare providers and patients, but with telemedicine there are particular risks because the provider has no "hands on" control over the medications. Prescribing errors are a key factor in professional negligence claims. Home environments can be high risk for several reasons including:

• Lack of Organization & Cleanliness
• Education level of patients
• Risk of others accessing medications without authority
• Medication Storage

Cultural Awareness: Bias, Equity, Diversity & Inclusion

9 minutes

Our present world is extremely complex and nobody is immune from being exposed to or even committing bias, whether unintentionally or on purpose. This module offers a brief overview and provides some tips for practitioners to stay constantly aware of these issues.

Claims & Professional Liability with a view Toward the US Market & Beyond

9 minutes

Regardless of the platform used to provide care, the standard of care is the same and telemedicine is no different. Recent years have seen approximately 11 specific claims or lawsuits risks. This module highlights risks, examples & offers some tips and resources.

Best Practices Summary; The US Insurance Market & Tips for Training & Tracking Quality

7 minutes

This module is designed to either stand alone as an overview of telemedicine and/or as the final module in the series. It summarizes the 7 key domains of telemedicine:

• Appropriate licensing
• Patient safety and appropriate choice of telehealth
• Access and equity in telehealth/Bias awareness
• Communication via telehealth
• Data collection and assessment via telehealth
• Technology for telehealth/Cyber & HIPAA compliance
• Ethical practices and legal requirements for telehealth

It also provides some general tips related to quality and data tracking.

FLEET SAFETY

(All modules are timed and include a quiz unless otherwise noted)

Defensive Driving - Accident Scene Management

11 minutes

Every day, drivers are involved in motor vehicle emergencies and accidents. The goal of this training program is to instruct participants on the procedures to follow should they become involved in a motor vehicle accident. The topics discussed include accident facts; preparedness; and managing the accident scene.

Defensive Driving - Backing Safely - R is for Reverse

English & Spanish
7 minutes

The module instructs participants on how to safely back a vehicle. Topics covered include stats on backing accidents; reasons for collisions; conducting a walk-around of the vehicle and using a spotter; blind spot areas and correct mirror adjustment; backing the vehicle safely; review of basic defensive driving techniques.

Defensive Driving - Basics

English & Spanish
12 minutes

Motor vehicle accidents are the number one cause of death in the workplace. This training module helps participants understand the basic components of defensive driving including: understanding the definition of defensive driving; how to recognize unsafe driving practices; being aware of general methods for preventing accidents; and identifying safe practices for driving in various inclement weather conditions.

Defensive Driving - Changing Lanes Safely

English & Spanish
13 minutes

The module will provide participants with an awareness of the hazards associated with changing lanes while driving and introduces techniques to minimize risks. Reviews common accidents cause by making lane changes; analyzes traffic scenarios to understand the hazards involved and discusses what to do to prevent accidents from occurring; reviews basic defensive driving strategies.

Defensive Driving - Driving Safely in School Zones

8 minutes

This program will provide participants with tips for driving safely in school zones. Topics include basic defensive driving reminders, conducting a pre-trip inspection, remaining alert in school zones for children and drivers of other vehicles, following signage posted in school zones, times to avoid driving in school zones, crosswalks and obeying crossing guards.

Defensive Driving - Intersections

English & Spanish
11 minutes

This program provides participants with information on the problems intersections present to drivers, reviews the signs and signals present in intersections and discusses what drivers can do to avoid becoming involved in an intersection accident.

Defensive Driving - Reducing Deer Related Accidents

6 minutes

This module is designed to provide participants with information on how to safely navigate the roads during peak deer movement season, which is during the months of October through December.

Defensive Driving - Reducing Springtime Weather Accidents

9 minutes

The program explores the hazards of driving in springtime weather conditions and reiterates the principles of defensive driving for these conditions. Topics include defensive driving reminders, necessary vehicle maintenance for spring driving conditions, techniques for driving on wet roads, in flooding, when tornadic activity threatens, fog and potholes.

Defensive Driving - Reducing Winter Weather Accidents

10 minutes

This program explores the hazards of driving in winter weather conditions and reiterates the principles of defensive driving for these conditions. Topics include basic defensive driving reminders, necessary vehicle maintenance for winter driving conditions, definitions of weather service alerts, techniques for driving on snow-covered/icy roads, driving near snowplows, and measures to take if the vehicle skids or becomes stuck in the snow.

Defensive Driving - Safe Following Distance, Avoiding Rear-end Collision

English & Spanish
9 minutes

The module will provide participants with information on why rear-end collisions occur and how to avoid them. Topics discussed include driver reaction time; braking distance; following distance; four-second rule; unsafe following distance scenarios; tailgating, freeway driving; and a review of defensive driving techniques.

General Auto Risk Program for Drivers

English & Spanish
22 minutes

Motor vehicle accidents contribute to a large number of injuries, property loss and death. Understanding and following safe driving practices is the key to avoiding the risk of accidents. This training program provides participants with the knowledge of how to operate their vehicles safely. We review basic defensive driving principles, vehicle maintenance and inspection, city/highway/rural driving, interstate driving, adverse weather conditions, reckless/aggressive drivers, and accident procedures.

Van Safety Training for Higher Education

31 minutes

This program is designed to train responsible personnel at colleges, universities and other institutions of higher education on the safe practices to take when transporting students in activity vans, sport utility vehicles, and activity buses. The topics covered in this program include definition of transportation, acceptable vehicles, considerations for the van driver, vehicle inspections, safety equipment, safe driving skills, loading the vehicle and transporting passengers, preventing collisions, pedestrians, driving environments, special considerations and post-trip procedures.

Van Safety Training for K-12 Education and Nonprofits

31 minutes

This program is designed to train responsible personnel at schools on the safe practices to take when transporting students in activity vans, sport utility vehicles, and activity buses. The topics covered in this program include definition of transportation, acceptable vehicles, considerations for the van driver, vehicle inspections, safety equipment, safe driving skills, loading the vehicle and transporting passengers, preventing collisions, pedestrians, driving environments, special considerations and post-trip procedures.

HEAVY FLEET SAFETY SERIES

(All modules are timed and include a quiz unless otherwise noted. Check the 'Heavy Fleet Safety Series' box on the registration form to receive ALL of the topics listed within this series; this series is considered one module.)

Heavy Fleet Safety Series - Cargo Securement

10 minutes

This module provides information on proper cargo securement. The topics discussed include providing an understanding of the principles of cargo securement, a description of the North American Cargo Securement Standard, and requirements for proper cargo securement.

Heavy Fleet Safety Series - Conducting Pre-Trip Inspections

16 minutes

The module explores conduction pre-trip vehicle inspections for heavy fleet operations. Topic discussed include: understanding the importance of conduction pre-trip inspections; identification of who is responsible for conduction pre-trip inspections and how often within your organization; and best practices for conduction a pre-trip inspection.

Heavy Fleet Safety Series - Intersections

15 minutes

The goal of this training module is to help you understand the hazards involved with navigating intersections while operating larger vehicles and to provide you with techniques for driving safely in these areas. The topics discussed in this training module include: improving your awareness of common intersection hazards, review of signs and signals, and strategies to avoid intersection accidents.

Heavy Fleet Safety Series – Mirrors/Backing

11 minutes

This module provides information on proper mirror adjustment and safe backing. The topics discussed include: the importance of proper mirror placement and adjustments; the hazards of backing and what leads to backing incidents; the best practices for preventing vehicle backing incidents.

Heavy Fleet Safety Series - Loading Dock Safety

21 minutes

This training module will help you understand the dangers present at and near loading docks for larger vehicles and vehicles hauling large equipment and provide you with techniques for remaining safe. Training module objectives include: identification of hazards associated with loading docks; types of equipment used at loading docks; and strategies for safely backing, unloading, loading and parking.

K-12 EDUCATION & NON PROFIT SAFETY

(All modules are timed and include a quiz unless otherwise noted)

Bloodborne Pathogens - Reducing the Risk of Occupational Transmission in the School

16 minutes

This module describes the types of bloodborne pathogens (BBP) and explores the ways that they can be transmitted in the school environment. It also reviews the requirements for maintaining a formal BBP Exposure Control Plan and provides requirements necessary for adequate personal protective equipment, housekeeping practices and safe work practices, and the measures for reducing exposures to bloodborne pathogens.

Breaking Up Student Fights

17 minutes

This module provides information for school faculty and administration on how to intervene in student fights without becoming a victim. The information in this module reinforces school procedures related to student fighting that are already in place and effectively diffuse fights.

Bullying / Cyberbullying - Administrators

20 minutes

This training will assist school administrators in increasing their awareness of both bullying and cyberbullying. Topics include signs of bullying, communicating about bullying, and protecting students from bullying. This module provides information relevant to school administrators that is not included in the faculty/staff version, such as how to create a bullying prevention committee.

Bullying / Cyberbullying – Faculty / Staff

17 minutes

This training will assist school faculty and staff members in increasing their awareness of both bullying and cyberbullying. Topics include signs of bullying, communicating about bullying, and protecting students from bullying.

Camps Training Program on Child Sexual Abuse and Molestation

60 minutes

This nationwide appropriate child sexual abuse prevention training module focuses on adults who participate in our youth camps. This is a one-hour training with a 25-question examination at its conclusion, and pass with 70% minimum grade. A training certificate will be issued to verify course completion.

Food Services - General Safety

19 minutes

This module describes conditions and practices within a school kitchen that can lead to accidents and injuries to staff and provides tips for avoiding injuries.

Food Services - Proper Lifting

14 minutes

The purpose of this module is to increase the awareness level of hazards associated with lifting tasks in the school cafeteria. The information in this module is based on actual assessments and includes interviews with key school service personnel.

Library Operations – Proper Lifting

14 minutes

This module discusses back injury prevention for library staff. The objective of the module is to increase awareness of the occurrence of back injuries and provide information on how to prevent them from occurring. Proper body mechanics, lifting techniques, and material handling practices when lifting are discussed.

Lunchroom Safety Supervisor Training Program

11 minutes

Lunchroom supervisors will be provided with information on how to properly supervise students during lunchtime activities and will be informed of their legal and moral responsibilities as a supervisor. This program is also designed to instruct them on how to handle student injuries and emergency situations.

Mandated Reporting for Child Abuse - Schools K-12

English & Spanish
31 minutes

This training will assist school adults in understanding their role as mandated reporters. This module takes a "Three R's" approach to help prevent or identify abuse and neglect. The "Three R's" include recognizing child abuse, neglect, and boundary violations; responding to child abuse and neglect; and reporting child abuse, neglect, and boundary violations.

Playground Safety Inspection Program

17 minutes

This module provides information on inspecting playgrounds for safety, including types of playground equipment, ground protection, and other hazards routinely encountered on the playground.

Playground Safety Supervision

11 minutes

The goal of this training module is to provide participants with information on how to properly supervise students during recess activities. This program also discusses the legal and moral responsibilities of a playground supervisor and provides guidelines for handling playground injuries and emergency situations.

Preventing Child Sexual Abuse (Religious)

24 minutes

This training will help those who work and volunteer within houses of worship in preventing child sexual abuse. This module outlines three basic steps in preventing child sexual abuse: 1) Learning more about child sexual abuse; 2) Take action to safeguard children from sexual abuse; and 3) Report any suspicion of child sexual abuse to the proper authorities.

Preventing Child Sexual Abuse (Schools K-12)

24 minutes

This training will help school administrators and employees in working to prevent child sexual abuse. This module outlines three basic steps in preventing child sexual abuse: 1) Learning more about child sexual abuse; 2) Take action to safeguard children from sexual abuse; and 3) Report any suspicion of child sexual abuse to the proper authorities.

Principal's Recognition of Hazards on a School Campus

17 minutes

This module helps principals and assistant principals recognize potential hazards that can occur on a school campus, and provides information on how to take action to reduce the chance of potential injuries. Emphasis is placed on the importance of hazard recognition and incorporating a hazard recognition process within a principal's daily activities.

School Bus Driver Safety Emergency Evacuation and Safety Procedures

13 minutes

This module will provide bus drivers with an overview of the types of emergencies to be prepared for, items necessary for inclusion in an emergency plan for regular riders and special needs riders, and guidelines to follow for school bus evacuations.

School Bus Driver Safety Transporting Students with Special Needs

22 minutes

This module will provide bus drivers with an overview of the Individuals with Disabilities Education Act along with general guidelines for transportation, the types of disabilities and behaviors they may encounter, the importance of communication, how to handle emergency situations, a basic knowledge of the equipment and assistive devices in the school bus and an overview of proper loading and unloading procedures for students and their equipment.

School Bus Driver Safety-Preparation for Travel and Student Safety

37 minutes

This module is designed to train school bus drivers on the safe practices to take when transporting students. Topics include school bus transportation safety facts, driver preparation prior to transporting students, student safety, and returning the bus to the transportation center.

School Hazard Identification Program

10 minutes

Training familiarizes participants with general hazards that affect school employees and students on a routine basis. Hazard surveys are an important aspect of an effective safety program for schools. Periodic self-inspections of buildings and grounds help identify and correct hazards before an accident or injury occurs. Topics include life safety and fire protection; shops, studios, and laboratories; kitchens and lunchrooms; outdoor areas; and playgrounds.

Sexual Harassment and Discrimination - K-12 Employees

32 minutes

This training assists faculty, staff and administration employed by educational institutions in understanding the federal definitions and classifications of discrimination and harassment in the workplace, including protected classes' rights under federal law. Topics include discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination and human trafficking.

Sexual Harassment and Discrimination - K-12 Supervisors

43 minutes

This training assists supervisors in understanding their federal legal obligations to prevent and remedy discrimination and harassment in the workplace. Supervisors will learn federal definitions and classifications of discrimination and harassment in the workplace under the Civil Rights Act of 1964, Title VII. Including protected classes, rights of employees and prospective employees, and supervisor responsibilities. Topics include discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, human trafficking, policies, complaints, investigations, and Five Core Principles of Smart Risk Management®.

Shop Safety for Schools - Student Related Risks

36 minutes

As a shop student, you have the opportunity to use powered equipment and hand tools to create unique pieces of art that are both aesthetically pleasing and functional. This training module is designed to educate instructors and students on the safety practices and procedures necessary to use shop equipment so that you can return home at the end of the day unharmed. The topics covered in this module include; general safety guidelines, avoiding distractions, maintaining a clean shop, personal protective equipment (PPE), extension cords, powered equipment safety, types of power equipment and safety practices, hand tool safety and first aid and injury prevention.

Smarter Adults - Safer Children: Preventing Child Sexual Abuse

45 minutes

Sexual Abuse Prevention creates adult awareness of sexual abuse and teaches adults how to prevent such abuse. With a target audience of employees, volunteers, and other caring adults, Sexual Abuse Prevention overviews: what is sexual abuse; the damage caused by sexual abuse; the warning signs of sexual abuse and abusers; how to respond appropriately; and what caring adults can do about sexual abuse on their campuses and in their communities.

Smarter Adults - Safer Children: Safe Spaces in Schools

20 minutes

This course will guide you through the importance of safe spaces, different types of safe spaces, and practical ways to implement them in your classroom. It is intended for all teachers and will cover an introduction to safe spaces, setting up safe spaces, safe spaces for specific identities, implementing and maintaining safe spaces, and creating an inclusive school culture.

Smarter Adults - Safer Children: Substance Abuse Prevention

47 minutes

This program highlights the risk factors that are often involved in substance abuse among youth and students. This program was designed with adults (faculty, staff, employees, volunteers, and other adults) in mind to: create awareness of the circumstances and influences that lead to a young person's involvement in substance abuse; overview actions adults can take to help young people avoid substance abuse; and outline how to become involved with a young person believed to be abusing substances.

Smarter Adults - Safer Children: Technology Safety and Security

45 minutes

This module outlines safety and security issues and teaches adults how to protect young people in the world of electronic communication. This program covers technology exposures; the warnings signs of potential technology-related abuse or misuse; proactive strategies for protection; and appropriate responses to technology-related abuse or misuse.

Smarter Adults - Safer Children: Youth Suicide Prevention

24 minutes

This module is intended for all employees of organizations working with youth, such as schools, YMCAs, and daycares. We will discuss facts about youth suicide, such as statistics about suicide, including risk factors and warning signs, the difference between passive and active suicidal ideation, the role of adults in how to help prevent youth suicide. We will review multi-sector approaches, preventative strategies, building empathy and understanding, what to do if someone is at risk, and how to protect yourself from burn-out.

Tornado Preparedness for Schools

15 minutes

Administrators, teachers and staff have a higher duty of care as they are responsible for the health and safety of children at school and during school-sponsored activities. The topics discussed in this training module go beyond a basic understanding of tornado safety and include: establishing expectations; identifying shelter areas; completing pre-season tasks and drills; and implementing a post-event plan.

SAFETY SHORTS

(Short Safety reminders, no quiz – two Safety Shorts are considered one Safety Module)

Accident and Injury Procedures

3 minutes

This training program provides information on the procedures to follow should an employee become involved in an accident.

Basic Lockout/Tagout Safety Short

1 minute

Safety short on basic lockout/tagout principles.

Bloodborne Pathogens Safety Short

2 minutes

Safety short on protecting yourself from bloodborne pathogen exposure.

Cold Weather Safety Short

5 minutes

Topics covered include: facts on cold weather; cold weather injuries; and cold weather safety precautions.

Defensive Driving in Winter Weather Conditions Safety Short

2 minutes

This safety shorts provides tips on how to prepare for and drive safely in winter weather conditions.

Distracted Driving Safety Short

3 minutes

Safety short that discusses the factors that distract drivers from the task of driving and how to identify these types of drivers.

Electrical Safety Short

1 minute

Safety short that provides an overview on working safely with electrical equipment.

Emergency Procedures Safety Short

1 minute

Safety short that emphasizes the importance of knowing what to do in case of an emergency that requires taking shelter or evacuating a building/job site.

Fire Prevention & Protection Safety Short

2 minutes

Safety short on basic fire prevention and how to use a fire extinguisher.

GHS HAZCOM Safety Short

2 minutes

Safety short on basic hazard communication principles including using chemicals safety and understanding SDSs.

Hand and Power Tools Safety Short

2 minutes

Safety short that provides an overview of how to work safely when using hand and power tools.

Heat Safety Short

2 minutes

Tips for avoiding heat stress and exhaustion during the hot weather months.

Housekeeping Safety Short

1 minute

Safety short that provides basic housekeeping practices.

Housekeeping: Before You Start Safety Short

2 minutes

Shortage of time and pressure to get the job done can cause unsafe work practices. To avoid injuries and last-minute rush it is important to plan your workday in advance, organize your work, be aware of hazards, use the correct PPE, and know how to safely use carts and barrels.

Housekeeping: Cleaning by Hand Safely Safety Short

4 minutes

Reach for the stars, not for your work when cleaning by hand! It is important to avoid awkward body postures caused by excessive reaching and stretching. This program discusses using the proper tools; techniques for safely cleaning tubs, sinks and toilets; wiping and dusting; and high area dusting.

Housekeeping: Emptying Trash Safety Short

4 minutes

When emptying trash, remember that the more weight you have, the greater the strength or force needed to push it, especially on carpet, dirt, gravel, or other loose surface material. To avoid injuries, be aware of trash can weight distribution and movement, use proper lifting techniques, empty trash cans frequently and follow safe work practices when emptying trash or garbage into the dumpster.

Housekeeping: Mopping and Emptying Buckets Safety Short

6 minutes

Lifting and carrying buckets, mopping, wringing out mops and emptying mop buckets are part of the mopping process, and if incorrectly, could lead to strain and exertion injuries. This program provides best practices for filling and carrying buckets, safely mopping a floor surface, marking a wet floor surface, wringing out a mop and emptying mop buckets.

Housekeeping: Preventing Slips, Trips and Falls Safety Short

4 minutes

Custodians create fall hazards by making floors wet, moving furniture around and waxing floors. It is important that they, the general public and other workers are aware of fall hazards within a facility. Topics discussed in this program include causes of slips, trips and falls; definition of a slip and trip; communicating slip, trip and fall hazards; and good housekeeping practices.

Keep Your Exits Clear Safety Short

2 minutes

Your building's exits are one of the most important life-safety systems built into your business. During an emergency such as a fire, it is imperative that building occupants consider all of the exits as a means of escape. This Safety Short discusses the importance of keeping exits clear and accessible.

Ladder Safety Short

2 minutes

Safety short on basic principles of using ladders safely.

Office Workstation Ergonomics

5 minutes

Ergonomics is the interaction between your body, the tasks you complete, the equipment you use and the environment in which you work. Following ergonomic principles is important to your safety and health if your job requires extended time completing tasks at an office workstation. This safety short covers setting up and sitting correctly in your chair; organizing your workstation; using your computer comfortably; varying workstation activities; and introduces stretching activities that can be done to relieve mental stress and muscle strain to your hands, wrists, neck, shoulders, and lower back.

OSHA Reporting 101: Compliance with Annual OSHA Recordkeeping Requirements

6 minutes

Each calendar year from January through December, employers who are required to keep injury and illness records, review workers' compensation claims and record serious work-related injury and illness events that have occurred at their entity. This information is compiled into an OSHA log and as required by OSHA, posted at the entity by February 1. In addition, some employers are also required to submit an electronic report of this information to OSHA by March 2. Compliance with the OSHA Recordkeeping Rule is essential to providing a safe workplace and preventing injuries.

Personal Protective Equipment (PPE) Safety Short

3 minutes

Safety short on PPE including eye protection, foot protection, hearing protection, hand protection and head protection.

Safe Lifting Practices Safety Short

2 minutes

Safety short that illustrates how to lift objects safely.

Slip, Trip, Fall Safety Short

2 minutes

Safety short on preventing injuries due to basic slip, trip and fall exposures.

Stand Up Safety Short

2 minutes

Discusses potential health problems associated with sitting all day and actions to take to reduce risks.

Workplace Security Series - Active Shooter Safety Short

2 minutes

This training series provides short vignettes of common safety and security challenges that are present in the workplace setting in relation to active shooters.

Workplace Security Series - Disgruntled People Safety Short

2 minutes

Vignettes of common safety and security challenges present in the workplace setting in relation to disgruntled people.

Workplace Security Series - Separation Practices Safety Short

2 minutes

This training series provides short vignettes of common safety and security challenges that are present in the workplace setting in relation to separation practices.

Workplace Security Series - Visitor Management Safety Short

2 minutes

This training series provides short vignettes of common safety and security challenges that are present in the workplace setting in relation to visitor management.