

# RESTORATION TECHNICAL INSTITUTE

Knowledge, Passion, & Inspiration for Your Success

## **ESSENTIALS PLUS**

### FULL-LENGTH COURSES CURRENTLY AVAILABLE

The courses listed below are available in English. Most of the courses are currently available in Spanish, with the exception of the Laboratory Safety and HAZWOPER Series all of these courses will be available in Spanish shortly.

#### **General Safety Series**

- Accident Investigation
- Active Shooter: Surviving an Attack
- Arc Flash
- Back Safety in Industrial Environments
- Back Safety in Office Environments
- Bullying and Other Disruptive Behavior: For Employees
- Bullying and Other Disruptive Behavior: For Managers and Supervisors
- Compressed Gas Cylinders
- Computer Workstation Safety
- Conflict Resolution in Industrial Facilities
- Conflict Resolution in the Office
- Coronavirus: Guarding Against COVID-19
- Crane Safety in Industrial and Construction Environments
- Preventing Workplace Discrimination: For Employees
- Preventing Workplace Discrimination: For Managers and Supervisors
- Diversity in the Workplace: For Employees
- Diversity in the Workplace: For Managers and Supervisors
- Defensive Driving
- Driving Safety
- Driving Safety: The Basics
- Distracted Driving
- Dealing with Drug and Alcohol Abuse: For Employees
- Dealing with Drug and Alcohol Abuse: For Managers and Supervisors
- Industrial Ergonomics
- Office Ergonomics
- Electrical Safety
- Evacuation Procedure
- Eye Safety
- Fall Protection in Industrial and Construction Environments
- Fighting Fatigue in the Workplace
- Fire Preventing in Healthcare Facilities
- Fire Prevention in the Office
- Fitness and Wellness
- Industrial Fire Prevention
- Using Fire Extinguishers
- First Aid
- Hand and Power Tool Safety
- Hand, Wrist and Finger Safety
- Handling a Sexual Harassment Investigation
- Dealing with Hazardous Spills
- Hazard Recognition
- Hazardous Materials Labels
- Heat Stress
- Hot Work Safety and the Permitting Process
- I2P2: Illness and Injury Prevention Programs
- Ladder Safety
- Loading Dock Safety
- Machine Guard Safety
- Manual Pallet Jack Safety
- Materials Handling Safety
- Motorized Pallet Truck Safety
- Office Safety
- Patient Handling Safety

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- Preventing Sexual Harassment: For Employees
- Preventing Sexual Harassment: For Managers and Supervisors
- Preventing Sexual and Other Forms of Harassment for California Employees
- Returning to Work During the Coronavirus Pandemic: For Employees
- Returning to Work During the Coronavirus Pandemic: For Managers and Supervisors
- Rigging Safety in Industrial and Construction Environments
- Safety Audits
- Safety Awareness for New Employees
- Safety Orientation
- Safety Housekeeping and Accident Investigation
- Safety Showers and Eye Washes
- Safe Lifting
- Slips, Trips and Falls
- Walking and Working Surfaces
- Warehouse Safety
- Welding Safety
- Winter Safety
- Work Zone Safety
- Working from Home
- Workplace Harassment in Industrial Facilities
- Workplace Harassment in the Office
- Workplace Stress
- Workplace Violence
- Workplace Violence in Healthcare Facilities

### Regulatory Compliance Series

- Aerial Lifts in Industrial and Construction Environments
- Asbestos Awareness
- Bloodborne Pathogens
  - o Commercial & Industrial Facilities
  - o First Response Environments
  - o Healthcare Facilities
- Confined Space Entry
- DOT HAZMAT
  - o General Awareness
  - o Safety Training
  - o Security Awareness
  - o In-Depth Security
- Emergency Planning
- Forklift Safety: Industrial Counterbalance Lift Truck
- Forklift / Powered Industrial Truck Safety
- Globally Harmonized System (GHS)
  - o Introduction to GHS (The Globally Harmonized System)
  - o GHS Container Labels
  - o GHS Safety Data Sheets
- Hazard Communication
  - o Auto Service Environments
  - o Cleaning and Maintenance Environments
  - o Healthcare Environments
  - o Hospitality Environments
  - o Industrial Environments
- Hearing Conservation and Safety
- HIPAA Rules and Compliance
- Indoor Air Quality
- Introduction to OSHA
- Lock-Out / Tag-Out
- OSHA Lead Standards
- OSHA Recordkeeping
  - o For Employees
  - o For Managers and Supervisors
- Personal Protective Equipment
- Respiratory Protection and Safety
- Scissor Lifts in Industrial and Construction Environments
- Silica Safety in Industrial and Construction Environments
- Suspended Scaffolding Safety

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- Supported Scaffolding Safety in Industrial and Construction Environments
- Tuberculosis in Healthcare Environments

### Construction Safety Series

- Aerial Lifts in Industrial and Construction Environments
- Crane Safety in Industrial and Construction Environments
- Caught-In / Between Hazards in Construction Environments
- Dealing with Drug and Alcohol Abuse ... for Employees in Construction Environments
- Dealing with Drug and Alcohol Abuse ... for Managers and Supervisors in Construction Environments
- Electrocuting Hazards in Construction Environments Part I - Worksite Safety
- Electrocuting Hazards in Construction Environments Part II – Employer Requirements
- Eye Safety in Construction Environments
- Fall Protection in Industrial and Construction Environments
- First Aid in Construction Environments
- Globally Harmonized System (GHS)
  - o Introduction to GHS (The Globally Harmonized System)
  - o GHS Container Labels
  - o GHS Safety Data Sheets
- Hand and Power Tool Safety in Construction Environments
- Hand, Wrist and Finger Safety in Construction Environments
- Hazard Communication in Construction Environments
- Heat Stress in Construction Environments
- Ladder Safety in Construction Environments
- The OSHA Lead Standard in Construction Environments
- Personal Protective Equipment in Construction Environments
- Rigging Safety in Industrial and Construction Environments
- Safe Lifting in Construction Environments
- Safety Orientation in Construction Environments
- Scissor Lifts in Industrial and Construction Environments
- Slips, Trips and Falls in Construction Environments
- Struck-By Hazards in Construction Environments
- Suspended Scaffolding Safety in Construction Environments
- Trenching and Shoring Safety in Construction Environments
- Walking and Working Surfaces in Construction Environments

### Laboratory Safety Series

- Handling Compressed Gas Cylinders in the Laboratory
- Preventing Contamination in the Laboratory
- Electrical Safety in the Laboratory
- Planning for Laboratory Emergencies
- Laboratory Ergonomics
- Flammables and Explosives in the Laboratory
- The OSHA Formaldehyde Standard
- Safe Handling of Laboratory Glassware
- Laboratory Hoods
- Orientation to Laboratory Safety

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- Safety Showers and Eye Washes in the Laboratory
- GHS Safety Data Sheets in the Laboratory

### HAZWOPER Series

- Accidental Release Measures and Spill Cleanup Procedures
- Understanding Chemical Hazards
- Confined Space Entry
- Decontamination Procedures
- Dealing with the Media in Emergency Situations
- Electrical Safety in HAZMAT Environments
- Emergency Response Plan
- Exposure Monitoring and Medical Surveillance
- Fire Prevention
- Handling Hazardous Materials
- HAZMAT Labeling
- Heat Stress
- Introduction to HAZWOPER Retraining
- Medical Surveillance Programs
- Monitoring Procedures and Equipment
- Personal Protective Equipment
- Personal Protective Equipment and Decontamination Procedures
- Respiratory Protection
- Safety Data Sheets in HAZWOPER Environments
- Safety Orientation
- The Site Safety and Health Plan
- Understanding HAZWOPER
- Work Practices and Engineering Controls

### Human Resources Series

- Active Shooter: Surviving an Attack
- Back Safety in Office Environments
- Bullying and Other Disruptive Behavior: For Employees
- Bullying and Other Disruptive Behavior for Managers and Supervisors
- Conflict Resolution in the Office
- Defensive Driving
- Driving Safety
- Driving Safety: The Basics
- Distracted Driving
- Dealing with Drug and Alcohol Abuse ... for Employees
- Dealing with Drug and Alcohol Abuse ... for Managers and Supervisors
- Office Ergonomics
- Evacuation Procedures
- Fire Prevention in the Office
- Using Fire Extinguishers
- First Aid
- Handling a Sexual Harassment Investigation
- Office Safety
- Preventing Sexual Harassment ... for Employees
- Preventing Sexual Harassment ... for Managers and Supervisors
- Safety Awareness for New Employees
- Safe Lifting
- Wellness and Fitness
- Winter Safety
- Workplace Harassment in the Office
- Workplace Stress
- Workplace Violence

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### MICRO-LEARNING COURSES CURRENTLY AVAILABLE

The Micro-Learning programs / courses listed below are available in English. Most of the program / courses are also available in Spanish, with the exception of the Laboratory Safety and HAZWOPER Series all of the courses will be available in Spanish shortly. This listing is organized by curricula and their associated Micro-Learning programs / courses.

### **General Safety Series**

#### **Accident Investigation**

- Accidents and "Near Misses"
- Investigations ... and "Root Cause Analysis"
- Case Study 1: Equipment
- Case Study 2: Training
- Case Study 3: Procedures
- Learning from Accidents

#### **Active Shooter: Surviving an Attack**

- Preparing for the Unpredictable
- Recognizing and Surviving an Attack
- Running from a Shooter
- Hiding from a Shooter
- Fighting a Shooter
- When the Police Arrive

#### **Arc Flash**

- "Shock" ... and How to Avoid It
- What is "Arc Flash"?
- Personal Protective Equipment
- Creating an "Electrically Safe Condition"
- Avoiding Arc Flash Situations

#### **Back Safety in Industrial Environments**

- The Back and How It Works
- Types of Back Injuries
- Better Posture for a Healthier Back
- How to Lift Things Safely
- Taking Care of Your Back 24/7

#### **Back Safety in Office Environments**

- The Back and How It Works
- Types of Back Injuries
- Better Posture for a Healthier Back
- How to Lift Things Safely
- Taking Care of Your Back 24/7

#### **Bullying and Other Disruptive Behavior: For Employees**

- Workplace Bullies and What They Do
- The Effects of Workplace Bullying
- How to Handle a Workplace Bully
- Other Disruptive Behavior
- Defusing Disruptive Behavior

#### **Bullying and Other Disruptive Behavior: For Managers and Supervisors**

- Bullying and Its Effects
- Other Disruptive Behavior
- "Coaching" Your Department About Bullying and Disruption
- Handling a Report of Bullying or Other Disruption
- "Informal Responses" and "Awareness Intervention"
- Conducting an Investigation
- Additional Levels of Intervention

SAFETY, COMPLIANCE AND HR COURSE LISTING

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### Compressed Gas Cylinders

- Types of Gases and their Cylinders
- The Hazards of Compressed Gas Cylinders and the Gases they Contain
- Storing Compressed Gas Cylinders
- Handling Cylinders Safely
- Installing Compressed Gas Cylinders
- Finding and Dealing with Leaks

### Computer Workstation Safety

- Arranging Your Work Area
- Using Neutral Positions
- Reducing Eyestrain
- Stretching and Relaxation Techniques

### Conflict Resolution in Industrial Facilities

- Understanding Workplace Conflict
- Responses That Can Make Things Worse
- Resolving Conflicts Effectively
- How to Handle a Confrontation

### Conflict Resolution in the Office

- Understanding Workplace Conflict
- Responses That Can Make Things Worse
- Resolving Conflicts Effectively
- How to Handle a Confrontation

### Coronavirus: Guarding Against COVID-19

- Coronavirus, COVID-19 and Infection
- Hand Washing and "Touch Discipline"
- Social Distancing and "Respiratory Etiquette"
- If You Think You're Getting Sick

### Crane Safety in Industrial and Construction Environments

- Different Types of Cranes
- Crane Hazards and Safety Standards
- Making a Crane Safety Inspection
- Preparing a Boom Crane
- Moving Rigging and Lifting a Crane's Load

### Preventing Workplace Discrimination: For Employees

- Discrimination and the Law
- Company Policy and Discriminatory Behavior
- How to Respond to Discrimination
- Reporting Workplace Discrimination

### Preventing Workplace Discrimination: For Managers and Supervisors

- Discrimination, the Workplace and the Law
- Discrimination and the Company Policy
- Preventing Discrimination in Your Department
- Handling a Report About Workplace Discrimination
- The "Fact Finding" Process

### Diversity in the Workplace: For Employees

- What is Diversity?
- The Benefits of a Diverse Workplace
- Stereotyping, Bias and Discrimination
- Building Diversity Skills

### Diversity in the Workplace: For Managers and Supervisors

- What is Diversity?
- The Benefits of a Diverse Workplace
- Stereotyping, Bias and Discrimination

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- Making a Personal Commitment to Diversity
- Promoting diversity In Your Department

### **Distracted Driving**

- The Cost of Distracted Driving
- Multi-Tasking and Distraction
- Cell Phones
- Eliminating Distractions Before You Drive
- Fighting Distraction on the Road

### **Driving Defensively**

- The Fundamentals
- Dealing with Distracted Drivers
- Coping with Aggressive Drivers
- Using Your Headlights
- Driving Safely in Bad Weather
- Handling a Blowout
- Sharing the Road with Trucks and Buses

### **Driving Safety: The Basics**

- Preparing to Drive Safely
- The Fundamentals
- Driving with Other Vehicles
- Driving at Night and in Bad Weather
- Distracted Driving and Road Rage
- Handling an Emergency

### **Driving Safety**

- Preparation to Drive Safely
- General Safe Driving Principles
- Driving Around Trucks and Buses
- Night Driving and Adverse Weather Conditions
- Distracted Driving
- Road Rage
- Driving Emergencies

### **Dealing with Drug and Alcohol Abuse: For Employees**

- Substances that are often Abused
- Alcohol, Marijuana and Other Depressants
- Stimulants and Narcotics
- How People Get Hooked
- Drug Dependency
- Becoming a Substance Abuser
- Alcohol and Drug Policies
- Overcoming Substance Abuse

### **Drug and Alcohol Abuse: For Managers and Supervisors**

- How Substance Abuse Can Affect a Workplace
- What Substances Are Abused
- Laws You Need to Know About
- Creating a Drug and Alcohol-Free Workplace
- Substance Abuse Education and Training
- Recognizing On-The-Job Substance Abuse
- Handling Substance Abuse Situations

### **Evacuation Procedures**

- The Evacuation Team
- Preparing Yourself for an Evacuation
- Basic Evacuation Procedures
- Evacuating Multi-Story Buildings
- Coping with Fires and Explosions
- Dealing with HAZMAT Emergencies

### **Industrial Ergonomics**

- Understanding Ergonomic Injuries
- The Hand and Wrist
- The Arm and Shoulder
- The Neck and Back
- How to Lift Safely

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### Office Ergonomics

- Understanding Ergonomic Office Injuries
- Your Ergonomic Desktop
- Maintaining Neutral Positions
- Staying Limber at Work
- Going Beyond Traditional Ergonomics

### Electrical Safety

- The Basics of Electricity
- Circuits and the Flow of Electrical Current
- Recognizing and Avoiding Electrical Hazards
- Special Electrical Environments
- Dealing with an Electrical Accident

### Eye Safety

- Preventing Eyestrain
- Protecting Against Particles and Splashes
- Avoiding Radiation Hazards
- What to Do in Case of an Eye Injury

### Fire Prevention in Healthcare Facilities

- How Fires Burn
- Four Classes of Fires
- Dealing with an Emergency
- Patient Safety and Evacuation Procedures
- Fire Hazards in Healthcare Facilities
- Controlling Electrical Hazards

### Fall Protection in Industrial and Construction Environments

- Preventing Slips, Trips and Falls
- Edges, Openings and Guarding
- Using Portable and Fixed Ladders
- Working Safely on Scaffolding
- Personal Fall Protection

### Fighting Fatigue in the Workplace

- What Is Fatigue... and What Causes It?
- The Hazards of Fatigue
- Reducing Fatigue in the Workplace
- How “Sleep Hygiene” Can Help
- Healthy Diet and Exercise

### Fire Prevention in the Office

- How Fires Burn
- Four Classes of Fires
- Extinguishing Fires
- Preventing Office Fires
- Dealing with a Fire Emergency

### Industrial Fire Prevention

- How Fires Burn
- Four Classes of Fires
- Extinguishing Fires
- Handling Flammable Materials Safely
- How to Prevent Fires
- Dealing with a Fire Emergency

### First Aid

- Eye Injuries
- Cuts, Burns and Abrasions
- Strains, Sprains, Fractures and Shock
- Heart Attack and Cardiac Arrest
- Choking
- Heat-Related Illnesses

### Fitness and Wellness

- Eating Right
- Getting Enough Exercise
- Stress and High Blood Pressure
- The Effects of Smoking
- The Effects of Alcohol and Drugs



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### Hand and Power Tool Safety

- Hand and Power Tool Hazards
- Tool Inspection and Maintenance
- Personal Protective Equipment (PPE)
- Personal Protective Equipment (PPE)
- Using Electrical Power Tools Safely
- Preventing “Kickbacks”
- Reducing Hazards in Your Work Area

### Hand, Wrist and Finger Safety

- The Hand’s Design and Structure
- Safe Work Practices
- Preventing Ergonomic Injuries
- Choosing Tools and Using Them Safely
- Selecting the Best Gloves for the Job

### Handling a Sexual Harassment Investigation

- What is Sexual Harassment?
- Company Policy and Preventing Harassment
- Conducting an Ethical Investigation
- Beginning an Investigation
- Gathering the Facts
- Resolving the Situation

### Dealing with Hazardous Spills

- HAZMAT Basics and the Emergency Action Plan
- The Spill Response Team
- Responding to a Spill: The First Steps
- ‘Characterizing’ a Spill and Cleaning It Up
- Special Hazards, Decontamination and Waste Disposal

### Hazard Recognition

- The Need for Hazard Recognition
- Hazardous Conditions and Unsafe Acts

- Identifying Hazards in Advance
- Real-Time Hazard Recognition
- Investigating Accidents and Near Misses

### Hazardous Materials Labels

- Regulatory Labeling Requirements
- GHS Labels
- DOT Hazard Class Labels: Part I
- DOT Hazard Class Labels: Part II
- HMIS Labels
- The NFPA System
- Hazardous Waste Labels

### Heat Stress

- Heat and the Body's Cooling System
- Heat-Related Illnesses
- Treating Heat-Related Illnesses
- Preparing to Work in Hot Environments
- Engineering Controls for Hot Environments

### Hot Work Safety and the Permitting Process

- Hot Work and Its Hazards
- The Purpose of a Hot Work Permit
- First Steps in the Permitting Process
- Preparing the Area and Performing the Work
- Hot Work in Confined Spaces

### I2P2: Illness and Injury Prevention Programs

- What is I2P2?
- Management Responsibilities and Employee Participation
- Hazard Identification and Assessment
- Hazard Prevention and Control
- Education and Training
- Program Evaluation and Improvement

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### Ladder Safety

- Selecting the Proper Ladder
- Inspecting Ladders Before Use
- Setting Up and Moving Ladders
- Climbing Ladders
- Working on Ladders
- Ladder Accidents

### Loading Dock Safety

- Safe Working Procedures
- Preventing Slips, Trips and Falls
- Docking Transport Vehicles
- Operating Materials Handling Equipment on a Loading Dock

### Machine Guard Safety

- Dangerous Mechanical Motions
- Fixed and Interlock Guards
- Guarding Points of Operation
- Safety Devices
- Protecting Your Hands
- Safe Work Practices

### Manual Pallet Jack Safety

- How Pallet Jacks Work and Potential Hazards
- Using a Pallet Jack Safely
- Moving a Load
- Loading Docks, Inclines and Lift Gates

### Materials Handling Safety

- Preparing Yourself to Work Safely
- Understanding Ergonomics

### Motorized Pallet Truck Safety

- Walkies and Walkie Riders
- Safe Truck Operation

- Moving a Load
- Working on Loading Docks and Inclines

### Office Safety

- Avoiding Falls
- Putting Yourself at Risk
- Setting Up Your Workstation
- Preventing Computer Eyestrain
- Using Powered Equipment
- Handling Office Supplies
- Fire Safety
- Safe Lifting ... Step-by-Step
- Hand Trucks and Dollies
- Platform Trucks, Carts and Pallet Jacks
- Forklift Safety

### Patient Handling Safety

- Patient Handling and Caregiver Injuries
- Algorithms, Patient Assessment and Body Mechanics
- Repositioning a Patient in Bed
- "Lateral Transfer" from Bed to Stretcher
- "Sand-and-Pivot" from Bed to Chair
- Mechanical Lift Devices

### Preventing Sexual Harassment: For Employees

- What is Sexual Harassment?
- Understanding Offensive Behavior
- Company Policy and Appropriate Conduct
- What If Someone 'Crosses the Line'?
- Reporting a Sexual Harassment Incident

### Preventing Sexual Harassment: For Managers and Supervisors

- What is Sexual Harassment?
- Company Policy and Offensive Behavior
- Sexual Harassment in Your Department

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- Handling a Report of Sexual Harassment
- The 'Fact Finding' Process

### Returning to Work During the Coronavirus Pandemic: For Employees

- Getting Yourself Ready
- Your "New" Facility
- Working in Your "New" Facility

### Returning to Work During the Coronavirus Pandemic: For Managers and Supervisors

- Creating a Plan
- Conducting a "Job Risk Analysis"
- Readyng the Facility
- Preparing your People

### Rigging Safety in Industrial and Construction Environments

- Rigging and Crane Safety
- Choosing the Right Sling for the Load
- How Sling Angles Affect Sling Tension
- Types of Hitches and How to Use Them
- Standard Hand Signals
- Lifting, Moving and Lowering a Load Safely

### Safe Lifting

- The Back's Structure and Function
- Preparing for a Lift
- The Mechanics of Safe Lifting
- Below the Waist Lifting
- Planning a Carry

### Safety Audits

- Performing a Workplace Analysis
- Your Facility's System of Controls
- Evaluating Your Own Work Area
- Performing a Personal Safety Audit
- Dealing with Accidents

### Safety Awareness: For New Employees

- Slips, Trips and Falls ... and Good Housekeeping
- Industrial Ergonomics
- Using Hand and Power Tools and Powered Machinery Safely
- Forklift Safety
- Electrical Safety and Lock-Out / Tag-Out
- Hazard Communication and Personal Protective Equipment
- Fire Prevention and Emergency Procedures
- Health Emergencies, First Aid and Bloodborne Pathogens

### Safety Orientation

- Preparing Mentally for the Job
- Safety Housekeeping and Accident Prevention
- Personal Protective Equipment
- Safe Work Practices
- Preparing for Emergencies

### Safety Housekeeping and Accident Investigation

- Developing a Good Safety Attitude
- Maintaining Your Work Environment
- Using Tools and Equipment
- Hazardous Materials: Recognition and Storage
- Hazardous Materials: Spill Cleanup and Disposal
- Personal Protective Equipment

### Safety Showers and Eye Washes

- HAZMATs, Showers and Eye Washes
- Standards for Decontamination Equipment
- Using A Safety Showers
- Using an Eye Washes

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- What to Do After a HAZMAT Decontamination

### Slips, Trips and Falls

- Center of Gravity and Maintaining Balance
- Slips, Trips and Falls
- Walking Surfaces
- Housekeeping and Maintenance
- Footwear
- How to Fall Properly and First Aid

### Using Fire Extinguishers

- How Fires Burn
- Classes of Fires
- Extinguisher Types: Dry Chemicals and Carbon Dioxide
- Extinguisher Types: Water and Foam
- Using a Fire Extinguisher
- Maintaining Extinguishers in the Workplace

### Walking and Working Surfaces

- The Fundamentals of Safe Surfaces
- Walkways and Floors
- Stairs and Fixed Ladders
- Portable Ladders
- Scaffolding

### Warehouse Safety

- Warehouse Safety Fundamentals
- Materials Handling Basics
- Pallets, Storing and Stacking
- Working Safely with Forklifts
- Working Safely on a Loading Dock

### Welding Safety

- “Designated Areas”, Work Permits and Confined Spaces
- Preventing Fires While Welding

- Protecting Against Toxic Fumes
- Goggles, Helmets and Hand Shields
- Gloves, Clothing and Other Protection
- The Potential Hazards of Welding

### Winter Safety

- Surviving the Cold
- Driving in Winter Weather
- Winter Fun
- Holiday Decorations
- Celebrating the Season

### Work Zone Safety

- Work Zone Safety and Traffic Control
- Traffic Control Equipment and Procedures
- Setting Up a Work Zone
- Best Practices for a Safe Work Zone
- Night Work and Mobile Operations

### Working from Home

- Creating Your Workspace
- Structuring Your Day
- Managing Your Time
- Maintaining Personal Wellness

### Workplace Harassment in Industrial Facilities

- What is Harassment?
- Discrimination, Sexual Harassment, and the Law
- Responding to Harassment
- Preventing Workplace Violence
- Dealing with a Stalker

### Workplace Harassment in the Office

- What is Harassment?
- Discrimination, Sexual Harassment, and the Law
- Responding to Harassment

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- Preventing Workplace Violence
- Dealing with a Stalker

### Workplace Stress

- The Effects of Stress
- Causes and Signs of Stress
- Relaxation Exercise
- Stress-Reducing Exercises and Positive Thinking
- The Impact of Lifestyle on Stress

### Workplace Violence

- What is Violence?
- Warning Signs
- Handling Aggressive Behavior
- Dealing with Violent Behavior

### Workplace Violence in Healthcare Facilities

- Violence in Healthcare Facilities
- OSHA Guidelines for Preventing Violence
- Identifying and Controlling the Potential for Violence
- Employee Education and Training
- Responding to Violence

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### Regulatory Compliance Series

#### **Aerial Lifts in Industrial and Construction Environments**

- Types of Lifts and Required Training
- Hazards Associated with Aerial Lifts
- Inspecting an Aerial Lift and Its Worksite
- Preparing to Use a Lift
- Operating an Aerial Lift
- Wrapping up Your Work with a Lift
- Working on the Ground Near an Aerial Lift

#### **Asbestos Awareness**

- Asbestos: Miracle and Menace
- The Health Effects of Asbestos
- Types of Asbestos Hazards
- Thermal System Insulation
- Surfacing Materials, Flooring and Ceiling Tiles
- Protective Equipment and Safe Work Practices
- Decontamination and Medical Surveillance

#### **Bloodborne Pathogens in Commercial and Industrial Facilities**

- HIV and Hepatitis
- Infection and the Exposure Control Plan
- Methods of Exposure Control
- Personal Protection and Vaccination
- Housekeeping and Regulated Waste
- Accidental Exposure Procedures

#### **Bloodborne Pathogens in First Response Environments**

- HIV, Hepatitis and Sources of Infection
- The Exposure Control Plan
- Labeling

- Reducing Exposure: Work Practices
- Reducing Exposure: Housekeeping
- Reducing Exposure: Materials and Equipment
- Personal Protective Equipment
- Vaccination
- Accidental Exposure
- Post Exposure Procedures

#### **Bloodborne Pathogens in Healthcare Facilities**

- HIV, Hepatitis and Sources of Infection
- The Exposure Control Plan
- Labeling
- Reducing Exposure: Work Practices
- Reducing Exposure: Housekeeping
- Reducing Exposure: Materials and Equipment
- Personal Protective Equipment
- Vaccination
- Accidental Exposure
- Post Exposure Procedures

#### **Confined Space Entry**

- Reducing Risk with a Permit Space Program
- The Entry Permit
- Testing for Hazardous Atmospheres
- Making a Space as Safe as Possible
- A Step-by-Step Approach to Safe Entry
- Attendants and Evacuation
- Some Special Situations

#### **DOT HAZMAT General Awareness**

- The Hazardous Materials Regulations
- Training Requirements
- Hazardous Materials in the Workplace

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- Shipping Papers and the Emergency Response Guidebook
- Packing and Loading Hazardous Materials
- Shipping and Unloading Hazardous Materials

## DOT HAZMAT Safety Training

- DOT HAZMAT Regulations and Training
- HAZMAT Labels, Placards and Hazard Classes
- Shipping Papers and Emergency Response Information
- Using the DOT Emergency Response Guidebook
- Shipping and Receiving HAZMATs
- HAZMAT Emergencies and Exposure

## DOT HAZMAT Security Awareness

- The Need for HAZMAT Security Training
- Understanding Internal Threats
- Securing HAZMATs and the Facility
- Preparing to Ship Hazardous Materials
- Protecting HAZMAT Shipments
- Unloading HAZMAT Shipments

## DOT In-Depth HAZMAT Security Training

- DOT HAZMAT Security Regulations
- Creating a Security Plan
- The Need for "Personnel Security"
- Preventing "Unauthorized Access"
- The Fundamentals of Safe Shipping
- Protecting HAZMATs "En Route"
- Receiving Shipments of Hazardous Materials

## Emergency Planning

- The Planning Process
- The Threat of Terrorism

- Your Role in Emergency Planning
- Emergency Action Drills ... the Process
- Emergency Action Drills ... Playing Your Part

## Forklift / Powered Industrial Truck Safety

- OSHA Training Requirements
- Types of Powered Industrial Trucks
- Inspection and Maintenance
- Safe Operating Procedures
- Operating Conditions
- Lifting a Load with a Forklift
- A Forklift's Stability and Handling
- Driving Forklift Safely

## Forklift Safety: Industrial Counterbalance Lift Trucks

- What Makes Forklifts Different
- Driving a Forklift Safely
- Using the Mast and Forks
- Operating Safely in the Workplace
- Inspecting a Forklift
- Refueling and Recharging Safely

## Introduction to GHS (the Globally Harmonized System)

- What is the Globally Harmonized System
- Why Did OSHA Adopt the GHS
- Hazard Classification
- The Safety Data Sheet
- Container Labeling (Text Elements)
- Container Labeling (Pictograms)
- Information and Training
- GHS Phase-In Dates

## GHS Container Labels

- The Goals of Hazard Communication
- The Benefits of the GHS System
- GHS Pictograms

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- Text Elements of GHS Labels

### GHS Safety Data Sheets

- Hazard Communication, The Globally Harmonized System and Safety Data Sheets
- Materials and Their Hazards
- Responding to HAZMAT Emergencies
- Handling and Storing Hazardous Materials

### Hazard Communication in Auto Service Environments

- Sources of HAZMAT Information
- Exposure to HAZMAT's
- Toxins, Corrosives, and Irritants
- Carcinogens and Radioactive Materials
- Flammables, Combustibles and Oxidizers
- PPE and Safe Storage
- Responding to a HAZMAT Spill

### Hazard Communication in Industrial Environments

- Sources of HAZMAT Information
- Exposure to HAZMAT's
- Toxins, Corrosives, and Irritants
- Carcinogens and Radioactive Materials
- Flammables, Combustibles and Oxidizers
- PPE and Safe Storage
- Responding to a HAZMAT Spill

### Hazard Communication in Cleaning and Maintenance Environments

- Sources of HAZMAT Information
- Exposure to HAZMAT's
- Toxins, Corrosives, and Irritants
- Carcinogens and Radioactive Materials
- Flammables, Combustibles and Oxidizers
- PPE and Safe Storage
- Responding to a HAZMAT Spill

### Hazard Communication in Hospitality Environments

- Sources of HAZMAT Information
- Exposure to HAZMAT's
- Toxins, Corrosives, and Irritants
- Carcinogens and Radioactive Materials
- Flammables, Combustibles and Oxidizers
- PPE and Safe Storage
- Responding to a HAZMAT Spill

### Hazard Communication in Healthcare Environments

- Sources of HAZMAT Information
- Exposure to HAZMAT's
- Toxins, Corrosives, and Irritants
- Carcinogens and Radioactive Materials
- Flammables, Combustibles and Oxidizers
- PPE and Safe Storage
- Responding to a HAZMAT Spill

### Hearing Conservation and Safety

- The Mechanics of Sound
- How the Ear Works
- Hazardous Noise in the Workplace
- Protective Equipment ... Earmuffs
- Protective Equipment ... Ear Plugs and Canal Caps
- Hearing Tests

### HIPAA Rules and Compliance

- HIPAA and Protected Health Information
- Covered Entities, Business Associates, and Subcontractors
- PHI and Patients' Rights
- Guidelines for Use and Disclosure of PHI
- Using PHI for Marketing and Fundraising
- Requirements of the HIPAA Security Rule
- Breach Notification and Penalties



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### Indoor Air Quality

- The Symptoms of Poor Air Quality
- Heating, Ventilation and Air Conditioning
- Sources of Air Contamination
- What People in a Building Can Do

### Introduction to OSHA

- OSHA and Its Mission
- Your Rights Under OSHA
- Your Employer's Responsibilities Under OSHA
- How OSHA Inspections are Conducted
- Filing a Complaint with OSHA
- Learning About Safety and Health Issues

### Lock-Out / Tag-Out

- What is Lock-Out / Tag-Out
- Lock-Out / Tag-Out Devices
- Lock-Out / Tag-Out Procedures
- Dissipating Stored Energy
- Special Situations
- Release Procedures
- Working with Electrical Systems
- Working with Hydraulic and Pneumatic Systems

### Lead Exposure in General Industry

- The Health Effects of Lead Exposure
- The OSHA Lead Standard and Compliance Programs
- Risk Assessment and Monitoring
- PPE and Respiratory Protection
- Housekeeping and Decontamination
- Medical Surveillance and Removal

### Personal Protective Equipment

- General Requirements
- Head Protection

- Eye and Face Protection
- Respiratory Protection
- Hand Protection
- Foot and Leg Protection

### OSHA Recordkeeping for Employees

- The OSHA Recordkeeping Rule
- Work-Related Illnesses and Injuries
- Recordable Work-Related Injuries and Illnesses
- OSHA Recordkeeping Forms
- Reporting Injuries and Illnesses

### OSHA Recordkeeping for Managers and Supervisors

- The Importance of Recordkeeping
- Exempt Business
- Defining "Injuries and Illnesses"
- What are Work-Related and New Cases?
- The Three Key Recordkeeping Forms
- Employee Rights
- Other Recordkeeping Issues

### Respiratory Protection and Safety

- The Need for a Respiratory Protection Program
- Respirator "Basics" and Disposable Masks
- Air-Purifying Respirators and Filter Types
- Atmosphere-Supplying Respirators ... SARs and SCBAs
- Fit Testing Your Respirator
- Wearing Your Respirator
- Maintaining Your Respirator

### Scissor Lifts in Industrial and Construction Environments

- Types of Lifts and Required Training
- Hazards Associated with Scissor Lifts

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- Inspecting and Preparing to Use a Scissor Lift
- Operating a Scissor Lift
- Working on the Ground Near a Scissor Lift

### **Silica Safety in Industrial and Construction Environments**

- The Hazards of Respirable Crystalline Silica
- OSHA's Silica Safety Standards
- Exposure to Silica Dust in the Workplace
- A Silica Dust Exposure Control Plan
- Control Systems, Safe Work Practices and PPE
- Medical Surveillance and Recordkeeping

### **Suspended Scaffolding Safety**

- Climbing Scaffolds
- Safe Work Practices
- Fall Protection
- Preparing for Assembly
- Assembling Scaffolding
- Planking and Platforms: Part I
- Planking and Platforms: Part II
- Working Around Power Lines

### **Supported Scaffolding Safety in Industrial and Construction Environments**

- Supported Scaffolds and OSHA Regulations
- Building a Firm Foundation
- Assembling a Secure Platform
- Accessing a Scaffold Safely
- Fall Protection

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### Laboratory Safety Series

#### **Tuberculosis in the Healthcare Environment**

- The Resurgence of Tuberculosis
- How TB Spreads and Guidelines for Fighting It
- TB Risks in Healthcare Environments
- Reducing Risk: Medical Surveillance
- Reducing Risk: Engineering Controls
- Reducing Risk: Wearing a Respirator
- Working with and Treating Active TB

#### **Handling Compressed Gas Cylinders in the Laboratory**

- Compression and Its Effects
- Cylinder Storage
- Handling and Installation
- Regulators and Relief Devices
- Dealing with Leak Emergencies

#### **Preventing Contamination in the Laboratory**

- Protective Equipment and Engineering Controls
- Safe Work Practices
- Taking Precautions Against Contamination
- Protecting Materials and Equipment

#### **Electrical Safety in the Laboratory**

- How Electricity Works
- Grounding
- Safe Work Practices
- Electrical Equipment and Flammables
- Dealing with Electrical Emergencies

#### **Planning for Laboratory Emergencies**

- Your Laboratory's Emergency Plan
- Handling Fire Emergencies

- Handling Chemical Spills
- Utilizing Safety Showers and Eye Washes

#### **Laboratory Ergonomics**

- Customizing Your Work Area
- Maintaining Neutral Positions
- Protecting Yourself from Ergonomic Injury
- Avoiding Eyestrain
- Avoiding Back and Neck Strain
- Proper Lifting Techniques

#### **Flammables and Explosives in the Laboratory**

- Flammables
- Gas Cylinders and Explosives
- Ventilation and Storage
- Safe Work Practices and Waste Disposal
- Cleaning Up Spills and Evacuation

#### **The OSHA Formaldehyde Standard**

- Formaldehyde and Your Health
- Monitoring for the Presence of Formaldehyde
- Formaldehyde Labeling
- Personal Protective Equipment
- Cleaning Up Formaldehyde Spills
- First Aid

#### **Safe Handling of Laboratory Glassware**

- General Safety Practices
- Handling Glassware
- Cutting and Bending Glass Tubing
- Glassware and Vacuum Operations
- Preventing Glassware-Related Accidents
- Cleaning Up Glassware-Related Accidents

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### Laboratory Hoods

- Chemical Exhaust Hoods
- Testing Laboratory Hoods
- Using Laboratory Hoods
- Specialized Laboratory Hoods
- Preparing for Emergencies

### GHS Safety Data Sheets in Laboratory Environments

- Material Safety Data Sheets and GHS SDS
- Materials and Their Hazards
- Hazardous Materials Emergencies
- Handling Hazardous Materials
- Other Important Information

### Orientation to Laboratory Safety

- Personal Protective Equipment
- Safety Procedures
- Lab Hoods
- Chemical Storage and Labeling
- Cleanup, Disposal and Emergency Procedures

### Safety Showers and Eye Washes in the Laboratory

- Uses and Characteristics of Showers and Eye Washes
- Accessing and Maintaining Showers and Eye Washes
- Using Safety Showers
- Using Eye Washes

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### Construction Safety Series

#### **Caught-In / Between Hazards in Construction Environments**

- What are 'Caught-In / Between' Hazards?
- Three Types of Caught-In / Between Hazards
- Trenching, Scaffolding and Demolition
- Vehicles and Heavy Equipment
- Powered Tools and Machinery

#### **Crane Safety in Industrial and Construction Environments**

- Different Types of Cranes
- Crane Hazards and Safety Standards
- Making a Crane Safety Inspection
- Preparing a Boom Crane
- Moving Rigging and Lifting a Crane's Load

#### **Dealing with Drug and Alcohol Abuse ... For Employees in Construction Environments**

- Substances That Are Often Abused
- Alcohol, Marijuana and Other Depressants
- Stimulants and Narcotics
- How People Get Hooked
- Drug Dependency
- Becoming a Substance Abuser
- Alcohol and Drug Policies
- Overcoming Substance Abuse

#### **Dealing with Drug and Alcohol Abuse ... For Managers and Supervisors in Construction Environments**

- How Substance Abuse Can Affect a Workplace
- What Substances Are Abused
- Laws You Need to Know About

- Creating an Alcohol and Drug-Free Workplace
- Substance Abuse Education and Testing
- Recognizing On-The-Job Substance Abuse
- Handling Substance Abuse Situations

#### **Eye Safety in Construction Environments**

- Preventing Eyestrain
- Protecting Against Particles and Splashes
- Avoiding Radiation Hazards
- What to Do in Case of an Eye Injury

#### **Electrocution Hazards in Construction - Part I**

- Electrical Hazards and OSHA Standards
- High Voltage Power Lines
- Tools, Extension Cords and Receptacles
- Grounding, Continuity and GFCIs
- Lock-Out / Tag-Out

#### **Electrocution Hazards in Construction - Part II**

- Electricity, OSHA and Employee Safety
- Working Near Power Lines
- Electrical Tools and Cords: Best Practices
- Reducing Ground Fault Hazards
- Energy Isolation, Equipment Guarding and Lock-Out / Tag-Out

#### **Fall Protection in Industrial and Construction Environments**

- Preventing Slips, Trips and Falls
- Edges, Openings and Guarding
- Using Portable and Fixed Ladders
- Working Safely on Scaffolding
- Personal Fall Protection

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### First Aid in Construction Environments

- Eye Injuries
- Cuts, Burns and Abrasions
- Strains, Sprains, Fractures and Shock
- Heart Attack and Cardiac Arrest
- Choking
- Heat-Related Illnesses

### Introduction to GHS for Construction Workers

- What is the Globally Harmonized System?
- Why did OSHA Adopt the GHS?
- Hazard Classification
- The Safety Data Sheet
- Container Labeling (Text Elements)
- Container Labeling (Pictograms)
- Information and Training
- GHS Phase-In Dates

### GHS Container Labels in Construction Environments

- The Goals of Hazard Communication
- The Benefits of the GHS System
- GHS Pictograms
- Text Elements of GHS Labels

### Hand and Power Tool Safety in Construction Environments

- Hand and Power Tool Hazards
- Tool Inspection and Maintenance
- Personal Protective Equipment (PPE)
- Using Electrical Power Tools Safely
- Preventing “Kickbacks”
- Reducing Hazards in Your Work Area

### Hand, Wrist and Finger Safety in Construction Environments

- The Hand’s Design and Structure
- Safe Work Practices

- Preventing Ergonomic Injuries
- Choosing Tools and Using Them Safely
- Selecting the Best Gloves for the Job

### Hazard Communication in Construction Environments

- Sources of HAZMAT Information
- Exposure to HAZMAT's
- Toxins, Corrosives, and Irritants
- Carcinogens and Radioactive Materials
- Flammables, Combustibles and Oxidizers
- PPE and Safe Storage
- Responding to a HAZMAT Spill

### Heat Stress in Construction Environments

- Heat and the Body's Cooling System
- Heat-Related Illnesses
- Treating Heat-Related Illnesses
- Preparing to Work in Hot Environments

### Ladder Safety in Construction Environments

- Selecting the Proper Ladder
- Inspecting Ladders Before Use
- Setting Up and Moving Ladders
- Climbing Ladders
- Working on Ladders
- Ladder Accidents

### Lead Exposure in Construction Environments

- The Health Effects of Lead Exposure
- The OSHA Lead Standard and Compliance Programs
- Risk Assessment and Monitoring
- PPE and Respiratory Protection
- Housekeeping and Decontamination
- Medical Surveillance and Removal

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### Personal Protective Equipment in Construction Environments

- General Requirements
- Head Protection
- Eye and Face Protection
- Respiratory Protection
- Hand Protection
- Foot and Leg Protection
- Personal Fall Protection

### Rigging Safety in Industrial and Construction Environments

- Rigging and Crane Safety
- Choosing the Right Sling for the Load
- How Sling Angles Affect Sling Tension
- Types of Hitches and How to Use Them
- Standard Hand Signals
- Lifting, Moving and Lowering a Load Safely

### Safety Orientation in Construction Environments

- Preparing Mentally for the Job
- Safety Housekeeping and Accident Prevention
- Personal Protective Equipment
- Safe Work Practices
- Preparing for Emergencies

### Safe Lifting in Construction Environments

- The Back's Structure and Function
- Preparing for a Lift
- The Mechanics of Safe Lifting
- Below the Waist Lifting
- Planning a Carry

### GHS Safety Data Sheets in Construction Environments

- Hazard Communication, The Globally Harmonized System and Safety Data Sheets
- Materials and Their Hazards
- Responding to HAZMAT Emergencies
- Handling and Storing Hazardous Materials
- Important Technical Information

### Slips, Trips and Falls in Construction Environments

- Center of Gravity and Maintenance Balance
- Slips, Trips and Falls
- Walking Surfaces
- Housekeeping and Maintenance
- Footwear
- How to Fall "Properly" and First Aid

### Struck-By Hazards in Construction Environments

- What are 'Struck-By' Hazards?
- Personal Protective Equipment
- Traffic Safety
- Heavy Equipment
- Hand and Power Tools
- Masonry Walls, Overhead Work and Building Materials

### Suspended Scaffolding Safety in Construction Environments

- Suspension Devices
- Outrigger Beams
- Suspension Ropes
- Hoists Platforms
- Boatswain's Chairs
- Safe Work Practices
- Personal Fall Arrest Systems
- Guardrails and Falling Objects

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### Walking and Working Surfaces in Construction Environments

- Construction's Unique Environment
- Floors and Pathways
- Stairs and Fixed Ladders
- Portable Ladders
- Scaffolding

### Trenching and Shoring in Construction Environments

- The Hazards of Trenching
- The Competent Person and Inspecting the worksite
- Soil Types and Protective Systems
- Ongoing Inspection and Testing
- Access, Egress, Setback and Equipment
- Working Defensively





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### HAZWOPER Series

#### **Accidental Release Measures and Spill Cleanup Procedures**

- Planning for HAZMAT Emergencies
- The Five Levels of HAZWOPER Training
- PPE - Part 1
- PPE - Part 2
- Site Characterization and Spill Containment
- Spill Cleanup
- Decontamination Procedures

#### **Understanding Chemical Hazards**

- Safety Data Sheets, Container Labels, and the Written Hazard Communication Program
- Toxins, Corrosives, and Irritants
- Flammables, Combustibles and Gases
- Carcinogens and Radiation
- Exposure Situations
- Personal Protective Equipment and Storage
- Spills and Cleanup

#### **HAZWOPER Confined Space Entry**

- Permit Space Entry Programs
- The Entry Supervisor and Entry Team
- Attendant
- Rescue Personnel
- Entrants
- Initial Atmospheric Monitoring
- Additional Atmospheric Tests
- The Action Plan
- Emergency Situations

#### **Dealing with the Media in Emergency Situations**

- Media Strategy and the Public Information Center

- The Public Information Officer in Action
- How to Respond to Reporters' Questions
- What Not to Say to the Media

#### **Decontamination Procedures**

- The Exclusion Zone
- The Contamination Reduction Zone
- Decontamination Equipment
- The Contamination Reduction Corridor
- CRC Follow-Up Procedure

#### **Electrical Safety in HAZMAT Environments**

- Arcs, Sparks and Heat
- The National Electric Code
- NEC Class I Areas
- Engineering Controls and Work Practices
- Purging and Inerting
- NEC Class II Areas
- NEC Class III Areas
- Dealing with Electricity During a HAZMAT Incident

#### **Emergency Response Plan**

- The Incident Commander
- The HAZMAT Team
- Communicating During Emergency Situations
- Personal Protective Equipment
- Safe Work Practices and Training

#### **Exposure Monitoring and Medical Surveillance**

- Terms and Definitions
- Monitoring with Direct-Reading Instruments
- Monitoring with Sampling Collection Devices
- Monitoring for IDHL

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- General On-Site Monitoring
- Perimeter Monitoring
- Periodic Monitoring
- Personal Monitoring
- Medical Surveillance and Removal

### HAZWOPER Fire Prevention

- Heat and Fuel
- Flashpoints
- Oxygen and Water
- The Four Classes of Fires
- Preventing Fires
- Sparks
- Chemical Spills
- Being Prepared for a Fire
- Sprinkler Systems and Fire Extinguishers
- Evacuation Procedures

