

J. J. Keller®

ONLINE COURSE CATALOG



To order or request additional product information,

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J. J. KELLER®

Training on Demand

CONSTRUCTION

CONSTRUCTION

Aerial Lifts in Industrial and Construction Environments (45-60 min.)

DM-37476

Reviews the various types of aerial lifts and the training required to operate them safely, makes employees aware of the hazards that are associated with these lifts, covers "pre-start" and "worksites" inspections, explains setting up, operating and moving an aerial lift, and discusses working safely on the ground near an aerial lift.



Caught-In or-Between for Construction (Focus Four Hazards) (45 min.)

DM-36695

Caught-in or -between injuries result from a person being squeezed, caught, crushed, pinched or compressed between two or more objects, or parts of an object. This course describes caught-in or -between hazards, explains employer requirements to protect workers, and covers how to recognize, avoid and protect yourself from these hazards.

Confined Spaces Entry Team Training - Construction Activities (45 min.)

DM-38758

Covers the new Confined Spaces in Construction Standard and addresses training requirements for the core entry team (authorized entrants, attendants and entry supervisors). Outlines precautions to take before a confined space is entered. Helps employees learn to recognize and avoid unsafe conditions. Shows proper use of required protective and emergency equipment. Illustrates proper procedures via a step-by-step confined space "entry" and a confined space rescue.



Crane Safety (45-60 min.)

DM-21919

DM-22049 SPANISH

This program covers physical and mental preparation; equipment inspection; hazard assessment; boom, jib and overhead cranes; general and operational safety devices; crane operations; and hand signals. It also emphasizes that over 90% of crane-related accidents are caused by human error, and that employees are the key to preventing these incidents.

Cranes & Derricks for Construction (60 min.)

DM-36676

Covers the types of equipment that fall under the standard and the necessary practices to work safely on and around cranes and derricks. Defines the purpose of OSHA's Subpart CC. Identifies potential crane and derrick hazards on a construction jobsite. Explains ways to protect yourself when working on or near cranes and derricks.

Crystalline Silica for Construction (30 min.)

DM-48902

Designed to educate workers on how to protect themselves from the dangers of crystalline silica dust, specifically covering 29 CFR 1926.1153, OSHA's Respirable Crystalline Silica Rule for Construction. It explains how to recognize workplace tasks that could result in exposure to crystalline silica, identifies health hazards caused by exposure, provides an overview of the various methods of communicating hazards, explains how employees should apply exposure control measures to protect themselves, discusses the role a competent person plays in exposure control, and explains the purpose of OSHA's required medical surveillance program.



Electrocution for Construction: Focus Four Hazards (60 min.)

DM-36692

Provides an overview of basic electrical safety. Covers how to identify the components of a complete circuit. Explains the major types of electrocution hazards in construction. Describes common methods of protection from electrical hazards. Distinguishes between safe and unsafe work practices around electrical equipment. Summarizes employer requirements to protect workers from electrocution hazards.

Excavations for Construction (60 min.)

DM-36675

Teaches how to avoid becoming the victim of an excavation accident and to help you prevent others from being injured. It explains how to recognize potential excavation hazards on a construction jobsite and the role of a competent person at an excavation. Lists different soil classifications and their main properties. Identifies ways to protect yourself when working near excavations. Describes ways to properly access excavations and covers what to do in the event of an excavation cave-in.

Falls for Construction: Focus Four Hazards (60 min.)

DM-36691

Explains when fall protection is required. Discusses proper set up, safe use, and storage of fall safety equipment.

Focus Four Hazards Series

(for more information on each course, see individual titles listed by topic):

Focus Four Hazards: Caught-In or -Between for Construction

Focus Four Hazards: Electrocutation for Construction

Focus Four Hazards: Falls for Construction

Focus Four Hazards: Struck-by for Construction

Forklift Operator Safety Training for Construction (60 min.)

DM-43702

Helps satisfy the operator training requirements under OSHA's Powered Industrial Trucks Standard (1926.602(d) and 1910.178(l)). Explains how to choose, inspect and operate a rough terrain forklift in a safe way, avoiding potential hazards associated with their use. Identifies the basic kinds of forklifts and their controls, and how they differ from automobiles. Discusses the center of gravity and stability triangle. Explains what to look for when performing a pre-use inspection. Describes how to safely operate a rough terrain forklift (including picking up, traveling with, and placing a load). Discusses how to park, refuel and perform maintenance or modifications on a rough terrain forklift.



Hand & Power Tools for Construction (60 min.)

DM-36656

Teaches workers how to recognize the hazards associated with various types of tools and the necessary safety precautions. Explains guidelines for tool condition, use, guarding, and wearing personal protective equipment.

Hazard Communication (see HazCom/GHS Section)

Health Hazards for Construction (75 min.)

DM-36677

Construction workers face a variety of hazards that can put their health at risk. For example: chemicals, asbestos, asphalt fumes, diesel exhaust, and lead create hazardous environments. This online course is designed to teach them how to recognize hazards and take the proper protective measures before a situation results in injury or illness. It explains how to recognize common health hazards found in construction, identifies methods to prevent injury or illness from health hazards; and discusses what to do if a health hazard is present on a construction jobsite.

Materials Handling, Storage, Use, & Disposal for Construction (60 min.)

DM-36660

Explains why it's important to handle, store, use and dispose of materials properly. Identifies common injuries that can result when guidelines are not followed. Discusses how to choose the right machinery when moving materials, and the right and wrong ways to store, stack and dispose of materials.

OSHA 10-Hour Training for Construction (10 hr.)

DM-23142

DM-23143 SPANISH

Topics covered by OSHA 10-Hour Training For Construction include: Introduction to OSHA, Electrical safety, part 1; Fall protection, part 1; Construction safety orientation; Personal protective equipment (PPE); Silica safety awareness. In addition, students must complete a minimum of two hours from at least two of these areas is required: Materials handling, storage, use and disposal—Subpart H; Tools, hand and power— Subpart I; Scaffolds – Subpart L; Cranes, derricks, hoists, elevators and conveyors – Subpart N; Excavations – Subpart P; and Stairways and ladder— Subpart X. For more information, call a J. J. Keller Representative at 800-327-6868.



OSHA 30-Hour Training for Construction (30 hr.)

DM-23146

Topics covered by OSHA 30-Hour Training for Construction include:

Introduction to OSHA; OSHA recordkeeping; Electrical safety, part 1; Electrical safety, part 2; Fall protection, part 1; Fall protection, part 2; Construction safety orientation; Personal protective equipment (PPE); Silica safety awareness; Stairways and ladders; Hazard communication. In addition, the students must complete a minimum of 17.75 hours from at least six of these areas is required: Health hazards in construction – Subpart D; Personal protective and lifesaving equipment– Subpart E; Fire protection and prevention – Subpart F; Materials handling, storage, use and disposal– Subpart H; Tools, hand and power– Subpart I; Welding and cutting – Subpart J; Scaffolds – Subpart L; Cranes, derricks, hoists, elevators and conveyors – Subpart N; Motor vehicles, mechanized equipment and marine operations – Subpart O; Excavations – Subpart P; Concrete and masonry – Subpart Q; Steel erection – Subpart R; and Confined space entry. For more information, call a J. J. Keller Representative at 800-327-6868.

Personal Protective & Lifesaving Equipment for Construction (75 min.)

DM-36678

Covers eye and face protection, head protection, hand and foot protection, respiratory protection, and hearing conservation.

Rigging Safety (30-45 min.) **UPDATED**

DM-21893

DM-22047 SPANISH

Covers physical and mental preparation, PPE, equipment inspection, hazard assessment, slings and hitches, hand signals, load angles, and more!



Scaffolds for Construction (60 min.)

DM-36659

Provides an introduction to the types of scaffolds commonly used. Explains how to identify hazards and the controls that keep those hazards from becoming tragedies. The program also: explains how to recognize potential hazards associated with scaffolds; identifies the common types of scaffolds used in construction; describes OSHA's requirements for scaffold construction and access; and lists important safety measures to follow when working on a scaffold.

Scissor Lifts in Industrial and Construction Environments (45-60 min.)

DM-37475

Introduces employees to scissor lifts and the training needed to operate them safely, makes them aware of the hazards associated with using these lifts, covers "pre-start" and "worksite" inspections, explains setting up, operating and moving a scissor lift, and gives employees the information they need to work safely using a scissor lift or working near one.



Slips & Trips for Construction (30 min.)

DM-38764

Designed to help learners recognize and avoid slip and trip hazards. Explains how to recognize the difference between slips and trips and what causes each of them to occur. Discusses the potential injuries sustained and costs associated with slips and trips. Describes ways to prevent slips and trips on the jobsite.

Stairways & Ladders for Construction (60 min.)

DM-36657

Explains how to recognize hazards related to stairways and ladders and how to minimize those hazards. Gives an overview of the OSHA regulations regarding stairways and ladders. Discusses the proper construction, use, placement, and care of stairways and ladders, as well as how to choose the best stairway or ladder for the job.

Struck-By for Construction: Focus Four Hazards (60 min.)

DM-36693

Teaches how to recognize and avoid struck-by hazards. Describes struck-by hazards. Identifies the major types of struck-by hazards in construction. Explains how to protect yourself from struck-by-hazards. Summarizes employer requirements to protect workers from struck-by hazards.

Working With Lead Exposure in Construction Environments (45-60 min.)

DM-37474

Addresses the major areas of employee training required by the regulations. Covers "measurement" concepts (permissible exposure limits - PEL, time weighted average - TWA, and action levels), exposure assessment and monitoring, methods of compliance, hygiene and housekeeping, and medical surveillance.

34-Hour Restart for Property Carrying CMVs (15 min.)

DM-44168

Designed to provide learners with a brief overview of the FMCSA's 34-Hour Restart regulations. It covers specific language within the Consolidated and Further Continuing Appropriations Act of 2015, and how it affects property-carrying commercial motor vehicle (CMV) drivers and carriers. The course also describes the existing regulations 49 CFR Parts 395.3(c) and 395.3(d); introduces the 2015 Omnibus Appropriations Act and its impact on the trucking industry; discusses the changes to the 34-Hour Restart as mandated by the Consolidated and Further Continuing Appropriations Act of 2015; and explains how to comply with the 34-Hour Restart regulations as instructed by the Act.

Accident Procedures: Driver Training Series (20 min.)

DM-43861

Designed to help drivers understand what to do after being involved in (or witnessing) an accident. Specifically, it covers the procedures drivers should follow in order to safely and legally deal with the situation in a short period of time. The program also explains what to do after being allowed to leave the scene of an accident.



Air Brakes - Master Driver (45 min.)

DM-23709

Covers fundamentals of air brake techniques, mechanics and operation, helping drivers avoid crashes, liability, and downtime.

Alcohol & Drug Testing: What Drivers Need To Know (60 Min.)

DM-38794

Helps fully satisfy the requirements in 49 CFR Part 382.601 by covering the eleven required items including alcohol and drug prohibitions, types of tests required, testing procedures, consequences of violating the prohibitions, and the effects of alcohol abuse and drug use. The course has also been updated to reflect FMCSA's change in the minimum annual percentage rate for random drug testing of CMV drivers to 25%, effective January 1, 2016.



BACKING: TRACTOR-TRAILERS (30 min.)

DM-47303

Designed to help reduce the number of backing accidents by teaching proper procedures for each backing maneuver. It covers how to recognize the dangers of backing, general backing guidelines, and how to apply good backing techniques and appropriate backing maneuvers based on the situation encountered.



Cargo Securement Dry Vans (60 min.)

DM-43848

Covers the key concepts and regulations for the loading and securing of all types of cargo in dry van bodies.



Cargo Securement Flatbeds (60 min.)

DM-43846

Helps drivers understand flatbed cargo loading and the flatbed cargo securement process.



City Driving - Master Driver (45 min.)

DM-23710

Provides strategies to help drivers successfully navigate hazard-packed city environments.

CMV Driver Basics Training Program (50 min.)

DM-43001

This course is designed to meet the training requirements for entry-level CMV drivers (49 CFR Part 380). It covers four critical topics that every CMV driver should be familiar with: driver qualification, driver wellness, whistleblower protection, and Hours of Service (you must also provide detailed Hours of Service training (required in 49 CFR Part 395). See the J. J. Keller® Hours of Service: Driver Training course).



Coupling and Uncoupling - Master Driver (45 min.)

DM-23719

Provides step-by-step procedures for safe coupling and uncoupling of singles, an overview for coupling and uncoupling doubles, and emphasizes areas where most coupling and uncoupling problems occur.

CSA: Know The BASICs (90 min.)

DM-27679

Train your CMV drivers on CSA BASICs - FMCSA's enforcement initiative to improve large truck and bus safety and reduce CMV-related crashes, injuries and fatalities.



Defensive Driving - EYE ON (30 min.)

DM-41094

Instructs drivers on defensive driving techniques using hazard perception challenge methodology. A variety of scenarios on typical defensive driving situations are shown to drivers. Each one pauses in the middle to ask drivers, "What did you see?" and "What would you do next?" questions. This course also includes an introduction to FMCSA's CSA (Compliance, Safety, and Accountability) program and explains how this training specifically impacts drivers and carriers with respect to their CSA scores.



Defensive Driving for Light & Medium Duty Vehicles (60 min.)

DM-30196

Focuses on the essential skills of hazard perception, speed and space management, and decision driving. Covers company cars, pickup trucks, straight trucks, utility vans, and passenger vans. Emphasizes driver's responsibility for passengers' lives as well as company cargo and reputation.



Distracted Driving (30 min.)

DM-47312

Designed to provide drivers with information that can help them manage distractions while on the road. It lists common driving distractions (such as texting) and describes how to prevent accidents caused by distracted driving.



Driver Qualification Training For Managers (30 min.)

DM-43865

Designed the help managers understand the specific requirements that classify a driver as "qualified," as well as how to appropriately maintain required documentation. It covers minimum driver qualifications and identifies the requirements of the driver qualification (DQ) file.



Driver Training Series

(for more information on each course, see individual titles listed by topic):

- Driver Training Series: Accident Procedures
- Driver Training Series: Driving Techniques
- Driver Training Series: Emergency Maneuvers
- Driver Training Series: Extreme Weather Driving
- Driver Training Series: Fixed Object Collisions
- Driver Training Series: Night Driving



Driver Vehicle Inspections: The Complete Process (75 min.)

DM-44114

Drivers must complete a driver vehicle inspection report (DVIR) after a post-trip inspection when vehicle defect(s) are found. Drivers of passenger-carrying vehicles must complete a DVIR whether or not vehicle defect(s) are found. Show CMV drivers how to inspect their vehicles. Covers a standard procedure for doing each of three types of inspections: pre-, on-the-road, and post-trip.



Driving Safety (30-45 min.) **UPDATED**

DM-27594

DM-21863 SPANISH

Provides information employees need to drive cars, vans and small trucks safely, both on and off the job. Covers vehicle inspections, including adjusting seats, mirrors and other equipment; mental preparation and concentration; passing another vehicle; driving at night; adverse weather conditions, skidding and hydroplaning; what to do in case of an accident; road rage; sharing the road with trucks and buses; distracted driving; and school bus encounters.



Driving Techniques: Driver Training Series (15 min.)

DM-43853

Designed to help drivers understand basic driving techniques that will help them develop the skills and attitude necessary to safely operate a CMV. Specifically, it covers the importance of driving defensively and knowing how to safely maneuver a CMV through turns and intersections, underpasses, railroad crossings, while merging and passing, and while driving through roundabouts.



Emergency Maneuvers: Driver Training Series (20 min.)

DM-43854

Designed to help drivers understand the techniques that will help them avoid an accident or incident while operating a CMV. Specifically, it covers how to recognize danger, react appropriately, and recover after performing an emergency maneuver, protecting themselves and those around them. It discusses ways to anticipate and prepare for trouble while on the road, details how to recognize situations that may increase risk of an incident or accident, identifies various escape routes to help avoid dangerous situations, and explains how to recover after completing an emergency maneuver.



Extreme Weather Driving: Driver Training Series (15 min.)

DM-43868

Designed to help drivers understand the basic driving techniques that will help them safely operate a CMV when driving in extreme weather. Specifically, it covers the dangers associated with fog, rain, wind, snow, and ice and how to maintain control of a tractor-trailer when traction is reduced and visibility is limited due to weather conditions. It identifies common ways to prepare for driving in extreme weather conditions, explains how the different types of extreme weather affect vehicle operation, and covers various ways to drive safely through fog, rain, wind, snow and ice.



Fixed Object Collisions: Driver Training Series (15 min.)

DM-43869

Designed to teach drivers how to identify ground-level, eye-level, and overhead obstructions that have the potential to make contact with their truck, as well as how to avoid a fixed object collision, especially while driving, backing or cornering.



Hours of Service - Canada (60 min.)

DM-28137

Covers the key concepts and practices of the Canadian Hours of Service requirements.

Hours of Service for the Oil and Gas Industry (60 min.)

DM-36213

Provides an overview of the FMCSA's Hours of Service (HOS) rules, discusses the purpose and importance of Hours of Service regulations, and explains how to comply with the regs by managing time spent driving, on-duty, and off-duty, as well as maintaining a current, accurate record of duty status. It also explains how to apply Hours of Service regulations, exceptions to the weekly and daily limits, and specifics pertaining to oil and gas operations.



Hours of Service: Driver Training (60 min.)

DM-30052

Provides an overview of the FMCSA's Hours of Service (HOS) rules and discusses the purpose and importance of Hours of Service regulations and how to comply with the regs by managing time spent driving, on-duty, and off-duty, as well as maintaining a current, accurate record of duty status. It also explains how to apply Hours of Service regulations, including: daily 11-Hour Driving Limit, the 10-Hour Off-Duty Rule, the 14-Hour Duty Rule, and the Mandatory Break Provision; weekly 60-Hour/7-Day and 70-Hour/8-Day On-Duty Limits, and the 34-Hour Restart provision; and exceptions to the weekly and daily limits.



Injury Prevention for Drivers (45 min.)

DM-42310

Promotes safety in and around the vehicle, which helps them stay on the road and contribute positively to the bottom line.



Master Driver Series

(for more information on each course, see individual titles listed by topic):

Master Driver: Air Brakes

Master Driver: City Driving

Master Driver: Coupling and Uncoupling

Master Driver: Pattern Driving

Master Driver: Rear End Collisions

Master Driver: Rural Driving

Motorcoach: Defensive Driving (60 min.)

DM-26552

Helps motorcoach operators understand the correlation between defensive driving and crash prevention, and why it's critical to keep defensive driving skills sharp.

Motorcoach: Vehicle Inspections (60 min.)

DM-26548

Provides a step-by-step procedure for conducting pre-trip inspections, and an overview of what to look for during en-route and post-trip inspections.

Night Driving: Driver Training Series (20 min.)

DM-43862

Designed to help drivers manage the unique hazards of driving in the dark. It covers how drivers can prevent nighttime accidents by paying special attention to their trucks, the road, and themselves.



Pattern Driving - Master Driver (45 min.)

DM-23715

Provides strategies to stay alert and aware while on the road. Helps drivers avoid hazardous situations that can occur when coming out of a pattern-driving daze.

Prohibiting the Coercion of CMV Drivers (10 min.)

DM-48328

Effective January 29, 2016, the Federal Motor Carrier Safety Administration (FMCSA) will enforce the Prohibiting Coercion of Commercial Motor Vehicle Drivers rule. Otherwise known as the Coercion Rule, this new rule helps protect commercial motor vehicle (CMV) and motorcoach drivers from being coerced into violating the Federal Motor Carrier Safety Regulations, Hazardous Materials Regulations, or Federal Motor Carrier Commercial Regulations. This course discusses how to recognize coercion when it occurs, explains how to file a formal coercion complaint with the FMCSA, and describes what happens after an investigation is completed.



Pulling Doubles (60 min.)

DM-28494

Provides information drivers need for pulling two "pup" trailers, including special equipment and terminology used, as well as general rules for pulling doubles. Covers coupling and uncoupling, defensive driving techniques, parking, and backing, in relation to pulling doubles.



Rear End Collisions - Master Driver (45 min.)

DM-23716

Helps drivers recognize and change unsafe behaviors that can lead to costly crashes.

Reasonable Suspicion Testing: What Supervisors Need To Know (90 Min.)

DM-38763

Designed to help fully satisfy the reasonable suspicion training requirements under 49 CFR Part 382. Helps all persons designated to supervise Commercial Motor Vehicle (CMV) drivers gain confidence in regards to their reasonable suspicion testing responsibilities. Covers 30 minutes on the prohibitions and the reasonable suspicion process, 30 minutes on the effects of alcohol misuse, and 30 minutes on the effects of drug use. An additional 30 minutes of alcohol misuse and 30 minutes on drug use training are also provided for offline study to help fulfill the training requirements in 49 CFR Part 382.603.



Right Turns/Left Turns/Intersections (45 min.)

DM-43847

Covers common problem areas/hazards drivers face and offers straightforward tips on executing maneuvers safely. Demonstrates safe turn and intersection techniques in a variety of situations, including city and rural driving, single and multi-lane roads, narrow streets, one-way streets, and roundabouts.



Roadside Inspections: A Driver's Guide (Second Edition) (60 min.)

DM-40926

Specifically tailored for drivers to help them pass roadside inspections. Covers roadside inspections, including who conducts them and why, the Six Levels of Inspections, how to prepare for a roadside inspection, how to prepare vehicles for a roadside inspection, how drivers should conduct themselves during a roadside inspection, CVSA out-of-service criteria, results of a failed roadside inspection, and consequences of a failed roadside inspection.



Rural Driving - Master Driver (45 min.)

DM-23717

Helps drivers recognize and deal with the unique set of hazards they normally don't contend with when driving on interstate highways.

Speed & Space Management - EYE ON (30 min.)

DM-41089

Helps prepare drivers for dealing with real hazards on the road, which helps reduce the risk of emergencies and crashes.



Vehicle Inspections

- See Driver Vehicle Inspections: The Complete Process.

GHS Container Labeling for Construction (45-60 min.)

DM-27407

Discusses the six types of information contained on a GHS label, and the differences between GHS labels and other types of chemical hazard labels.

GHS Container Labeling for General Industry (45-60 min.)

DM-27387

Helps facilities in complying with the employee training requirements of OSHA's newly adopted GHS regulations, this course discusses how chemicals should be labeled under GHS. Covers the six types of information contained on a GHS label, and the differences between GHS labels and other types of chemical hazard labels.

GHS Safety Data Sheets for Construction (45-60 min.)

DM-27404

Reviews the composition of GHS Safety Data Sheets, the information contained in each section and how SDSs are different from Material Safety Data Sheets.

GHS Safety Data Sheets for General Industry (45-60 min.)

DM-27400

Reviews the composition of GHS Safety Data Sheets, the information that's contained in each section and how SDSs are different from Material Safety Data Sheets.



GHS Safety Data Sheets in the Laboratory (45-60 min.)

DM-36875

Assists laboratories in complying with the employee training requirements of OSHA's GHS regulations. Reviews the composition of GHS Safety Data Sheets and how SDSs are different from Material Safety Data Sheets. Covers materials and their hazards, hazmat emergencies, and handling hazardous materials.

Hazard Communication in Auto Service Facilities (40 min.) **UPDATED**

DM-35611

DM-35657 SPANISH

Assists auto service facilities of all types in complying with federal, state and municipal HazCom regs. Introduces employees to HazCom regs and provides training on various types of chemicals found in auto service environments. Covers GHS Safety Data Sheets and container labels; toxins, corrosives and irritants; flammables, combustibles and gases; carcinogens and radiation; exposure situations; personal protective equipment and chemical storage; and spills and cleanup.

Hazard Communication in Cleaning & Maintenance Facilities (40 min.)

DM-35612

DM-35634 SPANISH

Assists cleaning & maintenance operations of all types in complying with federal, state and municipal HazCom regs. Introduces employees to Hazcom regs. Provides training on types of chemicals found in cleaning & maintenance environments. Covers GHS Safety Data Sheets and container labels; toxins, corrosives and irritants; flammables, combustibles and gases; carcinogens and radiation; exposure situations; personal protective equipment and chemical storage; and spills and cleanup.

Hazard Communication in Construction Environments (40 min.) **UPDATED**

DM-35630

DM-35640 SPANISH

Assist construction companies of all types in complying with federal, state and municipal HazCom regs. Introduces employees to HazCom regs and provides training on various types of chemicals found in construction environments. Covers GHS Safety Data Sheets and container labels; toxins, corrosives and irritants; flammables, combustibles and gases; carcinogens and radiation; exposure situations; personal protective equipment and chemical storage; and spills and cleanup.

Hazard Communication in Healthcare Facilities (40 min.)

DM-35613

DM-35635 SPANISH

Assist healthcare facilities of all types in complying with federal, state and municipal HazCom regs. Introduces employees to the HazCom regs and provides training on various types of chemicals found in healthcare environments. Covers GHS Safety Data Sheets and container labels; toxins, corrosives and irritants; flammables, combustibles and gases; carcinogens and radiation; exposure situations; personal protective equipment and chemical storage; and spills and cleanup.

HazCom: What You Need To Know (Incl. GHS provisions) (90 min.)

DM-26131

DM-36654 SPANISH

DM-36640 FRENCH (CANADA)

Helps you comply with the initial and refresher training requirements of the Hazard Communication Standard (29 CFR 1910.1200) and applicable GHS requirements. Covers critical hazcom topics including: hazard classification and categories; chemical inventory; Safety Data Sheets (SDS) and the new GHS-specified 16-section format; GHS-style labels; employee training requirements; HazCom written program; and best practices for safely handling chemicals.



Intro to GHS (Globally Harmonized System) for Construction (60-90 min.)

DM-27402

Discusses what the Globally Harmonized System is all about, why OSHA adopted the GHS, and the phase-in dates for implementing the GHS.

Intro to GHS (Globally Harmonized System) for General Industry (45-60 min.)

DM-27395

Assist facilities in complying with employee training requirements of OSHA's GHS regs. Discusses the Globally Harmonized System for the Classification and Labeling of Chemicals. Reviews what the GHS is all about, why OSHA adopted the GHS, and the phase-in dates for implementing the GHS.



HAZMAT

HAZMAT

Hazmat Endorsement Practice Test (40 min.)

DM-28366

Provides an engaging, easy-to-digest form of training for your drivers. The program includes 35 practice test questions covering hazardous materials hauling and more.



Hazmat: General Awareness (30 min.)

DM-46082

Identifies the required training all hazmat employees must receive. Explains how to determine if a material is a hazmat and verify its hazard classification using the Hazardous Materials Regulations. Covers how to recognize and identify hazmat through the use of shipping papers, markings, labels and placards.



Hazmat General Awareness (60 min.)

DM-27607 SPANISH

Focuses on employees who handle hazardous materials. Addresses a number of topics aimed at making these employees more aware of situations in which they may encounter hazardous chemicals, the nature of the hazards and the issue of taking appropriate security measures when dealing with hazardous materials that the DOT has added to the regulation.

Hazmat: Highway Transportation Driver Training (30 min.)

DM-46083

Describes the licensing and registration requirements that are necessary before transporting hazmat. Explains how to decide what hazmat documentation is needed and where to store it during transport. Covers precautions to take in order to keep cargo safe and secure during transport.



Hazmat: Labeling (15 min.)

DM-46079

Explains labeling specifications and requirements. Identifies hazmat labeling and describes what each label means.



Hazmat: Loading/Unloading & Load Segregation (15 min.)

DM-46084

Covers how to apply loading and unloading requirements for safe hazmat handling. Explains how to navigate the segregation and compatibility tables to determine proper strategies for the storage and transportation of hazardous materials.



Hazmat: Marking (20 min.)

DM-46078

Covers marking specifications and requirements for both non-bulk and bulk packaging. Explains how to identify hazmat markings and describes what each marking means.



Hazmat: Packaging (15 min.)

DM-46085

Covers how to identify the manufacturer's markings on a hazmat packaging and describe what each code means. Explains how to select appropriate hazmat packaging.



Hazmat: Placarding (20 min.)

DM-46080

Covers placarding specifications and requirements. Explains how to identify hazmat placarding and describes what each placard means.



Hazmat: Reporting an Incident (15 min.)

DM-46081

Explains when to report a hazmat incident via telephone, who to call, and what to include. Covers how to identify when and how to submit a written incident report to PHMSA.



HAZMAT

Hazmat: Security Awareness & Safety (30 min.)

DM-43849

Explains how to recognize potential hazmat security threats and ways to reduce them. Covers how to identify suspicious behaviors and report suspicious activity. Describes ways to stay safe while working around hazmat, and discusses where to find emergency response information and how to respond to an emergency.



Hazmat Security Awareness (60 min.)

DM-27612 SPANISH

Topics covered in this course include: DOT's HAZMAT security requirements; security risks associated with transporting hazardous materials; methods that have been designed to enhance transportation security; how to recognize security risks; responding to possible security threats; and more.

Hazmat: Shipping Papers (20 min.)

DM-46077

Explains the importance of shipping papers and demonstrates when and how to fill them out. Identifies shipping paper retention requirements.



Hazmat: The Hazardous Materials Table (20 min.)

DM-43856

Explains what the hazmat table is and why it is important the hazmat transportation process. Covers how to navigate the hazmat table to verify information regarding hazmat.



HAZWOPER

HAZWOPER

HAZWOPER CURRICULUM GROUPS

HAZWOPER 40-Hour Training (40 hr.) DM-22026

Helps you comply with the employee training requirements of OSHA's HAZWOPER regulation (29 CFR 1910.120). Includes the following 20 courses:

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

HAZWOPER 8-Hour Refresher Training: Waste Site Workers (8 hr.) DM-27418

Helps meet the requirements for 8 hours of annual refresher training. Includes the following training modules: Introduction to HAZWOPER for Waste Site Workers, Hazard Recognition, Air Monitoring and Medical Program, PPE and Other Hazard Control Measures, and Emergency Response and Decontamination.

HAZWOPER Annual Refresher Training: Emergency Response Workers (5-6 hr.) DM-28640

Provides employees with the information they need to refresh their understanding of the HAZWOPER regulation, as well as the major areas covered by the regulation. Includes the following courses: Introduction to HAZWOPER Retraining, HAZWOPER: Understanding Chemical Hazards, HAZWOPER: Personal Protective Equipment and Decontamination Procedures, and HAZWOPER: Exposure Monitoring and Medical Surveillance.

HAZWOPER Emergency Response: Awareness Training (90-120 min.) DM-22016

Includes the following courses: Understanding HAZWOPER and The Emergency Response Plan.

HAZWOPER Emergency Response: Hazmat Technician (10-12 hr.) DM-22021

Covers special training required for Hazmat Technicians: Decontamination Procedures, Understanding Chemical Hazards, The Emergency Response Plan, Understanding HAZWOPER, HAZMAT Labeling, Personal Protective Equipment, Accidental Release Measures and Spill Cleanup Procedures, Medical Surveillance Programs, ANSI MSDS, Respiratory Protection, and Monitoring Procedures and Equipment.

HAZWOPER Emergency Response: Operations Training (5-6 hr.) DM-22018

Includes the following courses: Understanding HAZWOPER, Personal Protective Equipment, The Emergency Response Plan, and Accidental Release Measures and Spill Cleanup Procedures.

HAZWOPER: 24-Hour General Training (24 hr.) DM-22024

Package of twelve programs provides the basis for the special training required by OSHA for hazmat employees who are unlikely to be exposed to hazards in excess of permissible exposure limits. Includes the following courses: Decontamination Procedures, Understanding Chemical Hazards, The Emergency Response Plan, Understanding HAZWOPER, HAZMAT Labeling, Personal Protective Equipment, Medical Surveillance Programs, Confined Space Entry, Monitoring Procedures and Equipment, Accidental Release Measures and Spill Cleanup Procedures, Handling Hazardous Materials, and Work Practices and Engineering Controls.

HAZWOPER: Accidental Release Measures and Spill Cleanup Procedures (45-60 min.)
DM-21967

Discusses the plans and procedures necessary to safely contain and cleanup a hazardous materials spill.



HAZWOPER: Air Monitoring and Medical Program (90 min.)

DM-27411

Reviews the necessity of air monitoring on hazardous waste sites; the types of air monitoring, as well as the advantages and limitations of these types; the medical requirements of the HAZWOPER Standard; the purpose of the medical program; the types and frequency of medical exams necessary for workers on hazardous waste sites; and the signs and symptoms of conditions that could pose a medical emergency.

HAZWOPER: Confined Space Entry (45-60 min.)

DM-21968

Helps employees understand how to reduce or eliminate potential exposure to hazardous materials in confined space environments.



HAZWOPER: Dealing With The Media In Emergency Situations (45-60 min.)

DM-21970

Helps employees understand the importance of building a good relationship with the media and how to deal with the media during an emergency situation.

HAZWOPER: Decontamination Procedures (45-60 min.)

DM-21931

Helps employees understand how to reduce or eliminate potential exposure to hazardous materials in their work environments.

HAZWOPER: Electrical Safety in Hazmat Environments (45-60 min.)

DM-21978

Helps employees understand the hazards associated with the presence of uncontrolled energy in hazardous materials environments, and how to reduce or eliminate these potential hazards.

HAZWOPER: Emergency Response and Decontamination (90 min.)

DM-27414

Covers the potential for various emergency scenarios on hazardous waste sites; the required elements of an emergency response plan; different levels of emergency response personnel; the importance of a thorough evacuation plan; how to take preventative measures against contamination; types of contamination and methods for decontamination; the equipment and facilities used during decontamination; and emergency decontamination procedures.



HAZWOPER: Exposure Monitoring and Medical Surveillance (45-60 min.)

DM-21891

Discusses various types of exposure monitoring equipment and techniques. The training also reviews the concept of "medical surveillance" and how it is used to evaluate the health of anyone who regularly works around hazardous materials.



HAZWOPER: Fire Prevention (45-60 min.)

DM-21985

Helps employees understand the hazards that can be created when hazardous materials catch fire, and what can be done to help prevent this from occurring.

HAZWOPER: Handling Hazardous Materials (45-60 min.)

DM-21999

Helps employees understand the nature and behavior of hazardous chemicals, and how to reduce or eliminate potential exposure to hazardous materials in their work environments.



HAZWOPER: Hazard Recognition (90 min.)

DM-27415

Covers how to recognize hazardous substances; definition of a health hazard and physical hazard; types of hazards that may be found at a hazardous waste site; basic concepts in toxicology, such as dosage, routes of exposure and toxic effects; methods for identifying hazardous substances; and site characterization and job hazard analysis.



HAZWOPER: Hazmat Labeling (45-60 min.)**DM-21989**

Helps employees understand different labeling systems and how to use these systems to reduce or eliminate potential exposure to hazardous materials in their work environments.



HAZWOPER: Heat Stress (45-60 min.)**DM-21988**

Helps employees understand the need to guard against heat-related illnesses and what steps they can take to protect themselves in their work environments.

HAZWOPER: Intro to HAZWOPER for Waste Site Workers (90 min.)**DM-27416**

Covers the definition and purpose of HAZWOPER, the scope and purpose of HAZWOPER and HAZWOPER-related regulations; the difference between a hazardous waste site and other worksites; potential hazards to be found at a hazardous waste site, including health and physical hazards; availability of HAZWOPER-related written plans; purpose of the HAZWOPER safety and health program and emergency response plan.

HAZWOPER: Introduction to HAZWOPER Retraining (45-60 min.)**DM-21889**

Introduces employees to chemical hazard regulations and provides training on the various types of hazardous chemicals found in industrial environments.

HAZWOPER: Medical Surveillance Programs (45-60 min.)**DM-21991**

Discusses various types of medical surveillance and how it is used to evaluate the health of anyone who regularly works around hazardous materials.

HAZWOPER: Monitoring Procedures and Equipment (45-60 min.)**DM-21993**

Discusses the importance of detecting hazardous materials, as well as the equipment and procedures used in the process.

HAZWOPER: Personal Protective Equipment (45-60 min.)**DM-21929**

Instructs employees on the selection and use of personal protective equipment in environments where hazardous materials are present.

HAZWOPER: Personal Protective Equipment and Decontamination Procedures (45-60 min.)**DM-21890**

Instructs employees on the appropriate use of personal protective equipment (PPE) as well as how to remove contaminants that accumulate on clothing and equipment.

HAZWOPER: PPE and Other Hazard Control Measures (90 min.)**DM-27417**

Discusses the purpose and limitations of personal protective equipment; HAZWOPER requirements for personal protective equipment; types of respiratory protective equipment and chemical protective clothing; how to select protective ensembles; elements of site control, including the buddy system; types and purpose of site work zones; safe practices for handling hazardous waste drums and containers; and safe practices for entering confined spaces.

HAZWOPER: Respiratory Protection (45-60 min.) *UPDATED***DM-21994**

Helps employees understand how the use of respiratory protection can help reduce or eliminate potential exposure to hazardous materials in their work environments.

HAZWOPER: Safety Data Sheets in HAZWOPER Environments (45 min.)

DM-43091

This course covers the Safety Data Sheet (SDS) format and reviews how the information in an SDS can help employees work safely with potentially hazardous chemicals. It reviews the sections in the SDS and explains the importance of Safety Data Sheets when working with hazardous chemicals. The program also defines the SDS's role in the Hazard Communication Standard; explains the advantages of the new SDS format; and covers the four basic questions the SDS is designed to answer (What is the material and what are its hazards? What should I do if a problem occurs? What precautions should I take when working with this material?).

HAZWOPER: Safety Orientation (45-60 min.)

DM-21996

Helps employees understand how to reduce or eliminate potential exposure to hazardous materials in their work environments.

HAZWOPER: The Emergency Response Plan (45-60 min.)

DM-21933

Helps you comply with the employee training requirements of OSHA's HAZWOPER regulation (29 CFR 1910.120). Covers topics including the purpose of an Emergency Response Plan, the A Chain of Command, communication procedures, personal protective equipment, and more. Helps employees understand how emergency planning can reduce or eliminate potential exposure to hazardous materials in crisis situations.



HAZWOPER: The Site Safety and Health Plan (45-60 min.)

DM-21998

Discusses components of a plan and how they relate to working with hazardous materials and responding to hazmat incidents.

HAZWOPER: Understanding Chemical Hazards (45-60 min.)

DM-21888

Introduces employees to chemical hazard regulations and provides training on the various types of hazardous chemicals found in industrial environments.



HAZWOPER: Understanding HAZWOPER (45-60 min.)

DM-22007

Designed to explain the regulations and to help employees begin to reduce or eliminate potential exposure to hazardous materials in their work environments.

HAZWOPER: Work Practices and Engineering Controls (45-60 min.)

DM-22014

Helps employees to understand the nature and "behavior" of hazardous chemicals, and how to reduce or eliminate potential exposure to hazardous materials in their work environments through the use of work practices and engineering controls.

HR & LEGAL COMPLIANCE

HR & LEGAL COMPLIANCE

Active-Shooter Preparedness (30 min.)

DM-40336

An active-shooter incident can occur at any time or place. Proper planning and preparation may help to reduce the probability of an active-shooter event in a workplace or school – and it may minimize the negative impact of such an incident if one occurs. This course is intended to prepare managers and employees to respond to a potential or actual active shooter. It is intended to help employees: anticipate and respond appropriately to an active-shooter situation; respond appropriately when law enforcement arrives at the scene; manage the consequences of an active-shooter incident; and recognize potential workplace-violence indicators so that these types of incidents may be prevented.



ADA for Supervisors (45 min.)

DM-24830

Train supervisors and managers on critical Americans with Disabilities Act information.

Americans With Disabilities Act - Title II (75 min.)

DM-35632

This course is intended to help states, cities, counties and other municipalities understand how to meet their obligation under Title II of the ADA to provide access to their programs, services and activities to people with disabilities. It provides government workers with a detailed explanation of the legal requirements they must meet and practical suggestions they can implement to increase the accessibility of civic life in their community.



Anti-Boycott Compliance (25 min.)

DM-30063

This course provides an overview of U.S. anti-boycott regulations, their reporting and recordkeeping requirements, and the possible penalties for violations. It highlights real-world compliance issues that employees should learn to spot and respond to appropriately.



Anti-Money Laundering (30 min.)

DM-25639

Intended to familiarize employees with the process of money laundering and the laws that make it a crime.



Anti-Money Laundering for MSBs (45 min.)

DM-30064

This course is intended to familiarize employees of money service businesses (MSBs) with the laws that make money laundering a crime. It also covers the anti-money laundering rules and regulations that MSBs must comply with and explains how they affect employees' day-to-day job responsibilities.



Antitrust Essentials (45 min.) **UPDATED**

DM-25597

Explains the basic principles of U.S. antitrust law in understandable terms. Covers recognizing "red flags," relationships with competitors and customers, mergers and acquisitions, price discrimination, exemptions from antitrust laws, special industries, and more.



Appropriate Email & Internet Use (30 min.)

DM-25609

Explains the basic rules and common-sense guidelines for appropriate use of the organization's electronic communication systems.



Attorney-Client Privilege for Employees (30 min.)

DM-48256

This course explains the attorney-client privilege and attorney work product doctrine in simple, understandable terms. It includes new bulletins, pop quizzes, and a final quiz highlighting real-world scenarios that illustrate the scope of the attorney-client privilege and how to avoid disclosure of waiver.



Avoiding Insider Trading (25 min.)

DM-25636

Explains laws prohibiting insider trading in simple, understandable terms.



Avoiding Retaliation (25 min.)**DM-25625**

Addresses practices/strategies supervisors and managers should use to avoid retaliating against employees who exercise their legal rights in the workplace.



Business Etiquette (40 min.) *UPDATED***DM-25836**

Provides basic FAR Code of Business Ethics and Conduct training on the most essential government-contracting topics.



Business Gifts and Courtesies (30 min.)**DM-30065**

Explains what employees need to know about giving and receiving gifts, entertainment and other courtesies in a business context. Describes which business gifts and courtesies are appropriate and which are not, as well as how to handle questionable situations.



Business Identity Theft (20 min.)**DM-30066**

Explains what business identity theft is and its potentially devastating consequences to a small or medium-size business. Includes real-world examples of business identity thieves in action and explains the steps a business can and should take to prevent business identity theft, as well as what to do if it occurs.



Canadian Competition Act (45 min.)**DM-25618**

Explains the basic principles of Canadian competition law in understandable terms. Includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to recognize and respond to appropriately. Takes into account the changes made to the 2009 Competition Act.



Code of Conduct (40 min.) *UPDATED***DM-25598**

Provides basic training on the most important topics found in almost every company's Code of Conduct. Discusses conflict of interest, information security, electronic communications, anti-competitive conduct, and alcohol and drug abuse.



Conducting Effective Investigations (40 min.)**DM-25646**

Explains the basics of planning and conducting internal investigations in simple, understandable terms. It includes interactive pop quizzes, news clippings and a final quiz highlighting the issues that supervisors and managers may encounter.



Confidentiality (42 CFR) Alcohol & Drug Treatment Facilities (30 min.)**DM-30067**

This confidentiality training course describes the 42 CFR confidentiality regulations in simple, understandable terms. It explains what employees need to know about maintenance, control and disclosure of client records and information; the role of client consent; and exceptions to the confidentiality regulations.



Conflicts of Interest (30 min.)**DM-25599**

Explains what conflicts of interest are and how to avoid them in simple, understandable terms. It includes interactive pop quizzes, news clippings and a quiz highlighting the issues that employees may encounter.



Contract Law Essentials (35 min.)**DM-25600**

Provides an overview of contract law – what makes a contract valid and enforceable, what remedies are available in the event of a breach, and what employees should look for in their real-world dealings with business contracts.



Cost Accounting for Federal Grants (40 min.)**DM-30070**

This course explains the federal guidelines for the allowability, administration, accounting and reporting of costs for federal grants and other awards under OMB Circular A-122. All employees working on federal grants or involved in budgeting or accounting tasks related to federal grants must understand and follow these guidelines.



Customer Proprietary Network Information (CPNI) (30 min.)**DM-25628**

Explains the legal requirements for how CPNI can be used and accessed, including the rules contained in the FCC's 2007 order on protecting the confidentiality of call-detail information.



Customs Law Essentials (35 min.)**DM-25624**

Explains the essentials of customs law in an easy-to-understand way to help employees spot important customs-related issues.

Dealing with Difficult Situations (30 min.)**DM-25610**

Explains (1) how to anticipate and respond appropriately to a crisis, (2) what to say to third parties if asked about a crisis, (3) how to handle official requests in connection with inspections or investigations, and (4) employees' rights in an encounter with law-enforcement personnel.



Diversity and Discrimination for Employees (60 min.)**DM-25819**

Designed to help your employees learn or refresh their knowledge on the difficult, yet important, issue of diversity and discrimination in the workplace. There are discrimination laws all employees must know, but this course also educates on what it means to embrace diversity – and the benefits we all gain, personally and professionally.



Diversity and Discrimination for Supervisors (60 min.)**DM-25818**

Designed to help your supervisors learn or refresh their knowledge on the difficult, yet important, issue of diversity and discrimination in the workplace. Supervisors must understand discrimination laws and actively promote diversity if they want employees to be respectful of one another, and to maximize their potential.

Domestic Violence and the Workplace (30 min.)**DM-25611**

Intended to make employees (1) more aware of how domestic violence can negatively impact the workplace; and (2) better equipped to help prevent, mitigate and respond to incidents of domestic violence.



Drug-Free Workplace (20 min.)**DM-30071**

This course explains the importance of and principles behind a drug-free workplace. It describes the serious problem of drug and alcohol abuse in the workplace and includes content that highlights real-world compliance issues that employees should learn to spot and respond to appropriately.



Effective Communication for Employees (60 min.)**DM-25815**

Designed to help your employees understand how improving communication skills can improve working relationships, increase productivity and have a positive effect on their career.



Effective Communication for Supervisors (60 min.)**DM-25814**

Designed to help supervisors master the skills needed for effective communication and teach them how to promote these techniques among their employees.

Electronic Funds Transfer Act (EFTA) (35 min.)**DM-30073**

This 35-minute training course explains the legal requirements under the EFTA and Regulation E in simple, understandable terms.



Ethics and Compliance Essentials (35 min.)

DM-25603

This 35-minute ethics and compliance training course is, in essence, a “Code of Conduct Training” course for organizations that do not have a formalized Code of Conduct. It covers the same legal/ethical/compliance principles, but without reference to a code.



EU Data Privacy (40 min.)

DM-30074

This course explains the essential principles of EU Data Privacy law and provides guidelines for employees who must comply with the EU Data Privacy Directive and the applicable national laws of EU Member States.



European Union (EU) Competition Law (60 min.)

DM-25619

Explains the basic principles of EU competition law in simple, understandable terms, including consequences of non-compliance, recognizing red flags, relationships with competitors, Verticals Block Exemption Regulation, and more.



Fair and Accurate Credit Transactions Act (FACTA) “Red Flags” (40 min.) *UPDATED*

DM-25629

Helps employees (a) identify red flags that are relevant to their handling of account information, (b) detect those red flags when they occur, (c) respond appropriately to whatever red flags they detect to prevent and mitigate identity theft, and (d) ensure that red flags are updated periodically to reflect changes in the methods of identity theft.



Fair Labor Standards Act (FLSA) (30 min.) *UPDATED*

DM-25612

Explains the basic requirements of the FLSA in simple, understandable terms. Covers minimum wage requirements, overtime rules, exempt employees, independent contractors, child labor restrictions, and recordkeeping requirements.



Family Educational Rights and Privacy Act (FERPA) (30 min.)

DM-25648

Explains what school administrators, faculty and staff need to know about FERPA in simple, understandable terms. Covers preventing non-consensual disclosure, exceptions, non-eligible students, and transfer of rights from parent to student.



Federal Acquisition Regulation (FAR) Code of Business Conduct (40 min.)

DM-25837

Provides basic FAR Code of Business Ethics and Conduct training on the most essential government-contracting topics.



Federal Contracting (OFCCP) Primer (30 min.)

DM-25604

Explains the fundamental requirements of the OFCCP rules for contractors and subcontractors in simple, understandable terms. It includes pop quizzes, news clippings and a final quiz highlighting real-world issues that employees should know how to respond to in a way that protects themselves and their organizations.



Federal Energy Regulatory Commission (FERC) Standards of Conduct (25 min.)

DM-25647

Explains the FERC Standards of Conduct in simple, understandable terms. It includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to recognize and respond to appropriately.



Finance Essentials for Managers (30 min.)

DM-25637

Explains the basics of finance in simple, understandable terms. Discusses the balance sheet, the income statement, return on investment, budgeting, and managing for profitability.



Financial Conflicts of Interest (25 min.)

DM-30083

This course provides the regular and ongoing training required by the federal Financial Conflict of Interest regulation (42 CFR Part 50, Subpart F) for all investigators involved with research projects funded by the National Institutes of Health (NIH).



FMLA for Supervisors (45 min.)

DM-24829

Includes February 2013 changes. Covers: who is eligible for FMLA; what qualifies for FMLA; military leave provisions (including qualifying exigency and service member care); qualifying health conditions; intermittent and reduced schedule leave; a supervisors' role and responsibilities in handling FMLA issues; and more.

Foreign Corrupt Practices Act (FCPA) (35 min.) **UPDATED**

DM-25621

Explains the FCPA and global anti-corruption measures in simple, understandable terms. Discusses why anti-corruption laws are important, the scope of the Foreign Corrupt Practices Act, and penalties for non-compliance.



Fraud Detection and Awareness (35 min.)

DM-25638

Intended not only to instill in employees a sense of responsibility to comply with the law and report misconduct, but also to make employees aware of fraud so that it can be detected and nipped in the bud. The course covers the most common types of fraud used to siphon millions of dollars from corporations every day.



Global Anti-Corruption (35 min.) **UPDATED**

DM-25622 ENGLISH

DM-45489 SPANISH

Explains basic anti-corruption principles in simple, understandable terms. It includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to spot and respond to in a way that will protect themselves and their companies.



Gramm-Leach-Bliley Act (GLBA) (30 min.)

DM-25630

Explains the most important GLBA requirements in simple, understandable terms. Includes a discussion of protected information, notice of usage, delivering notice, social engineering, unauthorized access and misuse, and enforcement.



Gramm-Leach-Bliley Act (GLBA) for Insurance Companies (30 min.)

DM-30075

The Gramm-Leach-Bliley Act imposes information-privacy requirements on a broad array of companies – including insurance companies – that provide financial products and services. This course explains the most important elements of the GLBA as it pertains to insurance companies.



Handling A Sexual Harassment Investigation (20 min.)

DM-22037

Learn how to effectively handle a sexual harassment investigation with this training program.



Handling Insurance Complaints (20 min.)

DM-30076

Explains what insurance-company employees need to do when they receive communications that express customer dissatisfaction. It teaches employees to distinguish between regulatory complaints, non-regulatory complaints, and inquiries or requests for service, and it explains the different procedures for handling each.



Healthcare Fraud and Abuse (35 min.)

DM-25643

Explains the basic rules regarding healthcare fraud and abuse in simple, understandable terms. Explains gifts and business courtesies, free goods and services, discounts and rebates, purchasing from customers, support of scientific research, and sponsorship of charitable activities.



HIPAA Privacy and Security (40 min.)

DM-25644

This course explains the principles of HIPAA privacy and security for companies in the healthcare industry, and covers: who is subject to HIPAA, Protected Health Information, and Notice of Privacy Practices.



Immigration Essentials (30 min.)

DM-25605

Explains how to recognize and respond to immigration issues that arise in the U.S. workplace, including employment verification, discrimination and document fraud. Includes an overview of what employers should know about sponsoring an employee for a visa.



Information Security (30 min.)

DM-25631

Covers electronic IDs and passwords, avoiding identity theft, computer viruses, email and internet use, workplace security, social engineering, and business continuity plans.



Information Security Awareness for Law Firms (30 min.)

DM-30084

This course identifies potential data-security threats and provides guidelines for law-firm employees to follow when handling electronic devices and information. It discusses data-security practices in many contexts, including mobile security, working remotely, dealing with metadata, phishing and social engineering.



Injury and Illness Prevention (30 min.)

DM-25613

Intended to provide information and training on workplace injury and illness prevention required by Cal-OSHA regulations.



Insurance Fraud (30 min.)

DM-25838

Explains the various forms of insurance fraud in simple, understandable terms. It discusses "red flags" of fraudulent activity and what employees need to do when they encounter potential fraud.



Internal Controls Essentials (30 min.)

DM-30077

This course explains the fundamentals of internal controls in clear, understandable terms. It is designed to help employees understand (1) internal-control standards, (2) their role in the organization's internal-controls program, and (3) how to help spot and deal with internal-control issues appropriately.



Maintaining a Cooperative Workforce (40 min.)

DM-25614

Explains how managers can help create a more respectful work environment so that employees will not feel compelled to join a union. It also details the effects of unionization and ways to respond to unionization efforts without violating the NLRA.



Making Our Campus Safer (Clery Act) (25 min.) *UPDATED*

DM-30078

This course provides the training of Campus Security Authorities (CSAs) required by the Clery Act, which requires colleges and universities receiving federal funds to inform students, employees and applicants about certain crimes and other incidents that occur on campus. It has been updated to include information regarding the Campus Sexual Violence Elimination (SaVE) Act of 2013. The SaVE Act amended the Clery Act by, among other things, expanding the reporting obligations under the Act to include statistics on reports of domestic violence, dating violence and stalking.



Managing within the Law

DM-25839 (Advanced - 45 min.)

DM-25615 (Basics - 35 min.)

Covers the fundamental legal topics and issues that managers face daily.



Marketing Compliance (40 min.)

DM-25649

Explains the basic laws and regulations governing the most common marketing practices and provides guidelines for employees involved in marketing-related tasks. Covers deceptive or unfair claims, comparative claims, special offers, sweepstakes, telemarketing, marketing to children, and risks of non-compliance.



Medicare Compliance (60 min.)

DM-30085

This one-hour course (1) provides an overview of the Medicare system, (2) outlines the Compliance Plan required by CMS, (3) reviews the rules on conflicts of interest and business gifts, and (4) explains how employees can help detect, correct and prevent fraud, waste and abuse.



Office of Foreign Assets Control (OFAC) Sanctions and Embargoes (30 min.)

DM-25623

Provides an overview of OFAC sanctions programs and their key provisions and targets. Discusses the regulations, who must comply, key terms, targets, reporting and recordkeeping requirements, and penalties for non-compliance.



Patents, Trademarks, and Copyrights (45 min.)

DM-25650

Explains the fundamental principles of patents, trademarks and copyrights in simple, understandable terms. It includes pop quizzes, news clippings and a final quiz highlighting real-world issues relating to intellectual property that employees should learn to spot and respond to appropriately.



Payment Card Industry Data Security Standard (PCI-DSS) Compliance (40 min.) **UPDATED**

DM-25632

Explains the basic principles of PCI-DSS compliance and how they apply on the job. Topics covered include Sensitive Authentication Data, protecting cardholder information, remote access, restricted computer access, tracking and monitoring, and social engineering.



Preventing Discrimination & Harassment - Canada (45 min.) **UPDATED**

DM-35633

This course examines the types of workplace conduct that are considered unlawful discrimination and harassment in Canada. It explains what Canadian supervisors and managers should do to avoid or minimize incidents of discrimination and harassment in the workplace.



Preventing Discrimination & Harassment for Employees – Maine (45 min.) **UPDATED**

DM-43842

This course includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to recognize and deal with appropriately. Covers the following topics: reasons for concern; anti-discrimination laws; sexual harassment defined; types of sexual harassment; walking the fine line; consensual relationships; considering all of the circumstances; conduct to be avoided; internet and e-mail harassment; other protected characteristics; other conduct to be avoided; retaliation; what you should do; and maintaining a respectful work environment.

Preventing Discrimination & Harassment for Managers – California (120 min.) **UPDATED**

DM-43843

This course includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to recognize and deal with appropriately. Covers a number of topics related to anti-discrimination laws, sexual harassment, retaliation, supervisor responsibilities and key state laws – California; liability under the FEHA; and “Abusive conduct,” as defined in California Assembly Bill 2053.

Preventing Discrimination & Harassment for Managers – Connecticut (120 min.) **UPDATED**

DM-43844

This course includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to recognize and deal with appropriately. Covers a number of topics related to anti-discrimination laws, sexual harassment, retaliation, supervisor responsibilities and key state laws – Connecticut; liability under Connecticut state law.

Preventing Discrimination & Harassment for Managers – Maine (60 min.) **UPDATED**

DM-43845

This course includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to recognize and deal with appropriately. Covers a number of topics related to anti-discrimination laws, sexual harassment, retaliation, supervisor responsibilities and key state laws.

Preventing Sexual Harassment in Athletics (20 min.)

DM-30086

This course explains the essential principles of sexual harassment in the athletic context law and provides guidance to help coaches and other sports-related professionals recognize potential problems, deal with them appropriately, and satisfy their legal duties in the event of misconduct involving a minor.



Preventing Sexual Misconduct (Title IX) (25 min.) *UPDATED***DM-30087**

Provides training on preventing sexual misconduct, as required by Title IX of the Education Amendments of 1972 for faculty and staff of schools that receive federal funds.



Protecting Personal Information (25 min.)**DM-25633**

Explains the basic principles of protecting the personal information of all individuals, regardless of their state of residence. Covers physical safeguards, administrative safeguards, encryption, handling personal information, electronic ID and passwords, and security incidents.



Protecting Trade Secrets (30 min.)**DM-25606**

Explains the basic federal & state laws governing trade secrets and provides guidelines for how to protect trade secrets and other confidential info.



Questionable Interview Questions (30 min.)**DM-25627**

Explains the key issues of employment-discrimination law in simple, understandable terms. Covers federal, state, and local anti-discrimination laws, EEOC recommendations, physical attribute questions, personal questions, and occupational qualifications.



Real Estate Settlement Procedures Act (RESPA) (25 min.)**DM-30088**

Provides a brief overview of the Real Estate Settlement Procedures Act (RESPA) and explains in general terms what payments real estate agents (and others who market residential settlement services) may and may not give or receive under the law.



Record Management (25 min.)**DM-25640**

Explains the basic principles of record management in simple, understandable terms. Covers electronic communication, creating accurate records, legal requirements, record disposal, and more.



Regulation FD (Fair Disclosure) (30 min.)**DM-25641**

Explains the basic principles of Regulation FD in simple, understandable terms. Topics covered include fair disclosure and insider trading, who is subject to the regulation, what material is non-public information, fair disclosure methods, safeguards, and more.



Responsible Social Media Use (25 min.) *UPDATED***DM-25652**

Provides commonsense guidelines for the appropriate and responsible uses of social media – both in the workplace and in personal contexts – that could affect the employer. Covers social media in the courts, effective business use, guidelines for personal use, and handling problems arising from social media use.



Safe Harbor Privacy (30 min.)**DM-25634**

Explains the Safe Harbor program and its seven privacy/security principles in simple terms. It includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to recognize and deal with appropriately.



Sarbanes-Oxley (SOX) Essentials (40 min.)**DM-25607**

This course summarizes the Sarbanes-Oxley Act and describes important new obligations it imposes, particularly for senior management of public companies.



Sexual Harassment (60 min.)**DM-25821 Employees****DM-25820 Supervisors**

An informative and interactive course designed to help learners refresh their knowledge on the difficult, yet important, issue of sexual harassment in the workplace. Designed to help supervisors learn or refresh their knowledge on the difficult, yet important, issue of sexual harassment in the workplace.



Substance Abuse Training (60 min.)**DM-24794 Employees****DM-24846 Supervisors**

Designed to help learners understand the issue of substance abuse in the workplace, how a company's substance abuse policy affects employees, as well as their role in that policy.

Team Building (60 min.)**DM-25817 Employees****DM-25816 Supervisors**

Help learners contemplate teamwork in the workplace. Employee version covers how to be a better member of a productive team through communication, cooperation and commitment. Supervisor version focuses on how supervisors can better facilitate teamwork among employees to improve communication, cooperation and productivity.

Time Reporting (30 min.)**DM-30089**

Explains time-reporting procedures and provides guidelines for employees of nonprofit organizations who must account for work time spent on multiple projects.



Timekeeping (10 min.)**DM-30090**

Explains timekeeping practices and procedures for non-exempt (hourly) employees who must keep track of actual time worked, as well as for supervisors of these non-exempt employees.



Travel and Expense Reimbursement (25 min.)**DM-30091**

This course explains procedures and provides guidelines for employees who must make plans and incur expenses for travel and other business-related purposes.



U.S. Export Controls (35 min.)**DM-25620**

Provides an overview of U.S. export controls and the most common "red flags" – situations presenting a risk of export-control violations. Discusses export control agencies, what is an export, anti-boycott and embargo rules, recordkeeping and reporting, red flag issues, and penalties.



Unfair Competition Laws (30 min.)**DM-25608**

Covers antitrust violations, misappropriation of trade secrets, infringement of copyrights, trademarks or patents, breaches of covenants not to compete, and false advertising.

Wellness and Fitness (35 min.)**DM-21814**

Shows employees how small changes in lifestyles can produce big benefits. While wellness is a gradual process, eliminating negative lifestyle factors can help keep employees healthy.

Whistleblowing (25 min.)**DM-25645**

Covers when, how and why to use the whistleblowing provisions of the FCA as part of complying with the DRA.



Worker Classification (35 min.)**DM-30079**

Explains what managers and HR personnel need to know about correctly classifying workers under federal and state laws. Covers differences between "independent contractors" and "employees" as well as "exempt" and "non-exempt" employees, and hazards that worker misclassification poses to organizations.



Workplace Bullying and Violence (60 min.)

DM-30137 Employees

DM-30136 Supervisors

Covers what workplace bullying is, different forms of bullying, behaviors that are illegal, repercussions of "second hand bullying," prevention of bullying, what workplace violence is, causes and warning signs of workplace violence, and the results of domestic violence on the workplace. Employee version also covers actions employees can take if they are a bullying victim or witness someone being bullied, and actions employees can take to prepare for workplace violence. Supervisor version covers how to deal with bullying and violence in the workplace, what to do when an employee reports bullying, and actions supervisors can take to prepare for workplace violence.



Workplace Stress (35 min.)

DM-21862

Helps employees identify potentially stressful situations and learn how to cope with them.

LAB SAFETY

LAB SAFETY

Electrical Safety in the Laboratory (30-45 min.)

DM-21826

Emphasizes the need for safety when using electricity, and discusses how to reduce the potential for accidents involving electrical shock, fire, and explosions.

Flammables and Explosives in the Laboratory (30-45 min.)

DM-21827

Discusses the nature of flammable and explosive materials, as well as hazards associated with their use. It also reviews the proper handling procedures and personal protective equipment that should be used when working with these substances.

Handling Compressed Gas Cylinders in the Laboratory (30-45 min.)

DM-21828

Examines how gas cylinders work, the hazards that are associated with them, and the need for caution when using or storing a cylinder.

Hazard Communication (see HazCom/GHS Section)

Laboratory Ergonomics (60 min.)

DM-21831

Discusses setting up work areas correctly, as well as how to minimize the strain of using laboratory equipment, tools, and instruments.

Laboratory Hoods (30-45 min.)

DM-21832

Emphasizes how to properly use laboratory hoods and how to test them to ensure correct functioning. It also covers how hoods can protect an experiment, the facility, and most importantly, the employee.

Orientation to Laboratory Safety (30-45 min.)

DM-21833

Shows both new employees and seasoned veterans the importance of safety in the laboratory. It also reviews the OSHA regulations and good safety practices that apply to laboratory environments.

OSHA Formaldehyde Standard (30-45 min.)

DM-21839

Provides training that's required by this standard, focusing on the rules and procedures that the standard establishes for working with this potentially dangerous chemical.

Planning for Laboratory Emergencies (30-45 min.)

DM-21834

Discusses how to minimize damage and prevent injuries if a laboratory emergency should occur.

Preventing Contamination in the Laboratory (30-45 min.)

DM-21835

Emphasizes the need to recognize situations that could lead to contamination, and discusses what can be done to prevent contamination from occurring.

Safe Handling of Laboratory Glassware (30-45 min.)

DM-21836

Discusses the nature of various types of glassware, the problems it can cause, and the need for employees to use and maintain laboratory glassware safely.

Safety Showers and Eye Washes in the Laboratory (30-45 min.)

DM-21837

Reviews the correct ways to use this equipment, and emphasizes the need for quick action after a chemical splash or spill in a laboratory.

WORKPLACE SAFETY

WORKPLACE SAFETY

Accident Investigation (30-45 min.)

DM-21791

Shows employees steps that are taken in an accident investigation, and highlights how important it is for employees to fully cooperate with any inquiry.



Aerial Lifts in Industrial and Construction Environments (45-60 min.)

DM-37476

Reviews the various types of aerial lifts and the training required to operate them safely, makes employees aware of the hazards that are associated with these lifts, covers "pre-start" and "worksite" inspections, explains setting up, operating and moving an aerial lift, and discusses working safely on the ground near an aerial lift. Note: This course is located under the Construction tab on the Training On Demand website.



Arc Flash/Arc Blast Awareness & Safety (20 min.)

DM-38756

Designed to educate unqualified employees (those who are not trained to work on or near exposed, energized parts) on the real, and dangerous, possibility of being injured by an arc flash. Provides an introduction to Arc Flash/Arc Blast and explains the causes and dangers of Arc Flash. Also provides an overview for safety and responding to an emergency.



Asbestos Awareness (30-45 min)

DM-21793

Created specifically to educate employees about the dangers of working with materials that may contain asbestos.

Back Safety (60 min.)

DM-21864 SPANISH

This course is designed to help learners address the importance of lifelong back safety and proper lifting techniques they can use both on and off the job. It describes how the human back works; discusses various types of back pain and identify what causes it; demonstrates how to properly perform everyday tasks to prevent back pain and injuries; and explains steps to take to prevent back injuries.

Back Safety: Keep Your Back In Action (60 min.)

DM-38236

This course is designed to help learners address the importance of lifelong back safety and proper lifting techniques they can use both on and off the job. It describes how the human back works; discusses various types of back pain and identifies what causes it; demonstrates how to properly perform everyday tasks to prevent back pain and injuries; and explains steps to take to prevent back injuries.



Bloodborne Pathogens and MRSA (45 min.)

DM-25642

Addresses the prevention of workplace exposure to bloodborne pathogens and MRSA or other forms of staph.



Bloodborne Pathogens in First Response Environments (45-60 min.)

DM-21797

DM-21874 SPANISH

Incorporates the latest medical language and needlestick guidelines and has been specifically created to assist facilities in fulfilling the OSHA Bloodborne Pathogens Standard's (29 CFR Part 1910.1030) training requirements.

Bloodborne Pathogens in Healthcare Facilities (45-60 min.)

DM-21799

DM-21878 SPANISH

Helps your employees understand how bloodborne disease is and isn't spread to help them avoid exposure.

Bloodborne Pathogens: For Industrial Facilities (45-60 min.)

DM-21873 SPANISH

Specifically created to assist facilities in fulfilling the OSHA Bloodborne Pathogens Standard's (29 CFR Part 1910.1030) training requirements.

Bloodborne Pathogens: Safety In The Workplace (45 min.)

DM-43225

DM-43850 (With EyeCue® Visual Learning System) 

This course explains what bloodborne pathogens are and how they are spread; identifies Universal Precautions; covers preventive and control measures to help prevent exposure to harmful bloodborne pathogens; lists activities to avoid when biohazard materials are present to prevent exposure or the spread of infection; discusses how to respond to emergencies involving bloodborne pathogens; and explains what to do in the event that exposure to bloodborne pathogens occurs.



Cold Stress (30 min.) **UPDATED**

DM-43851

Identifies cold working environments and covers how the body reacts to cold conditions and how to recognize common signs and symptoms related to cold stress. Explains how to implement cold stress prevention measures and how to treat (first aid) workers with cold stress injuries until medical personnel arrive.



Compressed Gas Cylinders (30-45 min.)

DM-21822 **UPDATED**

DM-22043 SPANISH

Reviews the safe use of compressed gas cylinders.

Computer Workstation Safety (30-45 min.) **UPDATED**

DM-21962

DM-22053 SPANISH

Reviews the safe use of computers, and offers practical solutions to many potential problems.

Confined Spaces: Entry Team Training - Maintenance Activities (45 min.)

DM-43857

DM-43858 (With EyeCue® Visual Learning System) 

Describes the difference between a confined space and a permit-required confined space. Identifies hazards in a permit-required confined space and the methods used to isolate, control, or in other ways protect employees. Covers precautions that must be taken before a confined space is entered. Explains the duties of each entry team member (authorized entrant, attendant, and entry supervisor). Discusses the measures taken to ensure a successful permit space rescue and non-entry rescue.



Crystalline Silica for General Industry (30 min.)

DM-48457

Designed to educate workers on how to protect themselves from the dangers of crystalline silica dust and specifically covers 29 CFR 1910.1053 - OSHA's Respirable Crystalline Silica Rule for General Industry. Provides an overview of workplace tasks that could result in exposure to crystalline silica, identifies health hazards caused by exposure to crystalline silica, explains various methods of communicating hazards, describes how workers should apply exposure control measures to protect themselves from the effects of crystalline silica dust, and explains the purpose of OSHA's required medical surveillance program.



Dealing with Hazardous Spills (30-45 min.)

DM-21926

Helps employees who seldom have to face the dangers of a hazardous spill deal with a cleanup situation.

Electrical Safety: Training for Unqualified Employees (45 min.)

DM-43863 ENGLISH

DM-43864 ENGLISH (With EyeCue® Visual Learning System) 

DM-48700 SPANISH (With EyeCue® Visual Learning System)  

Designed to train unqualified employees (those who are not trained to work on or near exposed, energized parts) on how to recognize and avoid electrical hazards. It covers electricity basics, including how electricity works, electrical hazards, and common causes of electrical incidents. Also covers electrical safety, employee categories (qualified, unqualified), electrical safeguards (insulation, electrical protective devices, guarding, grounding, lockout/tagout, personal protective equipment), power tool and extension cords safety, and emergency procedures.



Emergency Planning (45 min.) **UPDATED**

DM-21808

DM-22045 SPANISH

Assists facilities in complying with these regulations and helps them prepare for potential emergency situations.



Ergonomics: Industrial (45 min.)

DM-43859

Explains what ergonomics is and why it is important. Discusses what types of activities may lead to pain or injury. Explains how to recognize signs and symptoms of MSDs and other ergonomics-related injuries. Identifies ways to adjust your work environment to prevent pain or injury and demonstrates ways to support your ergonomic health at work and at home.



Ergonomics: Industrial (30-45 min.)

DM-21881 SPANISH

Designed for training on ergonomic problems found in manufacturing, assembly and warehouse situations. Covers physiology of the body most affected, eye strain, pragmatic preventative measures, correct use of office equipment, exercises and stress release, and more. Course is divided into topic-based lessons so information is easily understood and retained.



Ergonomics: Office (30 min.)

DM-43860

Designed to educate individuals about ergonomics in the workplace. Explains what ergonomics is and why it is important. Describes what musculoskeletal disorders, or MSDs, are. Provides three examples of MSDs and symptoms of each. Identifies work tasks that may lead to pain or injury if performed incorrectly. Lists ways you can properly use equipment, materials, and tools to avoid injury. Demonstrates good work practices, including proper posture, neutral positions, and proper lifting techniques. Explains how a person's overall health can decrease the likelihood of MSDs. Describes three types of exercises you can do to help prevent ergonomic injuries. Explains why early reporting is important to avoid serious injuries.



Ergonomics: Office (30-45 min.) *UPDATED*

DM-21884 SPANISH

Addresses how to recognize ergonomic problems, the potential of adverse effects, and practical solutions employees themselves can use to help deal with ergonomic problems in the office.

Fall Protection (45-60 min.) *UPDATED*

DM-21869 SPANISH

Provides the information employees need to work safely when they are "off the ground," and assists in satisfying the major training requirements in the OSHA Standard on Fall Protection.



Fall Protection: Workplace Safety (30 min.) *UPDATED*

DM-41034

Helps learners recognize fall hazards and teaches them to take proper measures to ensure safety when working on elevated work platforms or runways, or near floor, wall, or window openings.



Fire Extinguisher Use (20 min.)

DM-41007

Outlines the basics of fire extinguisher use. Students will learn to identify the different classes and types of fire extinguishers, and learn when to use which type. Step-by-step demonstrations are given for two commonly used types of fire extinguishers.



Fire Extinguishers (Using) (30-45 min.)

DM-33189 SPANISH

Looks at why things burn, reviews the types of fire extinguishers found in facilities today, and discusses how to use fire extinguishers to fight small fires.

Fire Prevention & Response (45 min.)

DM-41013

DM-43994 (With EyeCue® Visual Learning System)

All employees should be aware of fire hazards that exist in their workplace and know what to do in case of a fire. This course is designed to help learners understand the basics of a fire, what to do to prevent them, and how to respond appropriately to a fire in the workplace. It describes the fire tetrahedron and how fires start and spread; discusses the dangers of fire and why rapid fire evacuation is critical; identifies housekeeping processes and safe materials handling procedures that can help prevent fires; explains the OSHA requirements regarding emergency action planning, fire prevention plans, and evacuations in the event of a serious fire; and discusses the basic steps to take during an evacuation.



First Aid (30-45 min.) *UPDATED*

DM-21872 SPANISH

Shows employees that knowing basic first aid can often limit the severity of any type of injury, or even prevent a death.

First Aid Basics (60 min.)

DM-41093

Designed to help learners respond appropriately to first aid and emergency situations that may arise at work, home, and around the community. This course is intended to teach basic first aid only; it is not a substitute for full first aid training and certification or CPR training and certification. Covers how to: identify situations that require first aid response; assess an environment for safety; prioritize and apply first aid measures; evaluate appropriate responses to a person in distress; select a person to assist, when other people are available; communicate effectively with 911 and emergency medical service (EMS) personnel. Summarizes the importance of company emergency plans, procedures and policies.



Forklift Operator Safety Training (60 min.) **UPDATED**

DM-41221

DM-41222 (With EyeCue® Visual Learning System)

This course helps satisfy the operator training requirements under OSHA's Powered Industrial Trucks Standard (1910.178(l)). Specifically, it is designed to help learners choose, inspect and operate a forklift in a safe way, protecting themselves and their coworkers from the potential hazards associated with their use. The program covers the various kinds of forklifts and their controls, and how they differ from automobiles; discusses the center of gravity and stability triangle concepts; explain what to look for when performing a pre-use inspection; describes how to safely operate a forklift (including picking up, traveling with, and placing a load); and covers how to park.



Forklift/Powered Industrial Truck Safety (45-60 min.)

DM-21870 SPANISH

Specifically created to assist facilities in complying with OSHA's Powered Industrial Truck Standard.

Forklifts – Ultimate Hazard Perception Challenge (30 min. each)

DM-28144 Basic Safety Awareness

DM-36013 Intermediate Safety Awareness

DM-36012 Advanced Safety Awareness

Series of three courses (basic, intermediate and advanced) provides training that is a logical bridge between required classroom safety training and performance-based safety training. Features scenarios shot in warehouses, yards, and loading docks in a variety of workplaces, to best represent the situations that cause forklift operators the most trouble. Trainees quickly recognize hazards in each scenario, then make the best choice to eliminate them. Can also be used for required refresher training after a forklift accident.



Hand & Foot Protection: PPE Workplace Safety (15 min.)

DM-41140

Designed to familiarize learners with hand and foot safety and protection, including types of gloves and boots, glove and boot safety, and ergonomics. The program defines personal protective equipment (PPE); covers hand and foot safety hazards; and explains how to select appropriate PPE for hand and foot hazards.



Hand and Power Tool Safety (30-45 min.)

DM-21820

DM-21879 SPANISH

Shows how accidents can be significantly reduced by applying good general safety rules, and reviews what hazards are associated with the specific types of tools employees use.



Hand, Wrist and Finger Safety (30-45 min.)

DM-21868 SPANISH

Reviews hand, wrist and finger hazards and helps employees to take the steps necessary to avoid them.

Hazard Communication (see HazCom/GHS Section)

Hazardous Waste Operations and Emergency Response (see HAZWOPER Section)

Head, Eye, & Face Protection: PPE Workplace Safety (15 min.)

DM-41138

Designed to familiarize learners with protective equipment for the head, eyes and face, including: hard hats, safety glasses, safety goggles, face shields, welding goggles, and welding shields. In addition, learners will be given ways to reduce eye strain. The program defined personal protective equipment (PPE); covers head, eye, and face safety hazards; and explains how to select appropriate PPE for head, eye, and face hazards.

Hearing Conservation and Safety (30-45 min.) **UPDATED**

DM-21880 SPANISH

Helps facilities comply with OSHA's Hearing Conservation Standard. Covers how our ears "work"; types and common causes of hearing damage/loss; potential effects of hearing damage; noise avoidance and hearing safety practices; and selection/use of personal protective equipment.

Hearing Protection: PPE Workplace Safety (15 min.)

DM-41139

Designed to familiarize learners with hearing safety and conservation. Learners will discover that noise-induced hearing loss (NIHL) is preventable, and study the best ways to avoid over-exposure to loud sounds. The program defines personal protective equipment (PPE); covers noise-related hazards and consequences of loud noises; and explains how to select appropriate PPE for noise-related hazards.

Heat Stress (30 min.)

DM-43852

Train your employees on how to recognize and prevent heat-related problems with our Heat Stress online course. The course will explain the signs and symptoms of heat stress, heat-induced illnesses, prevention strategies, and how to respond to heat stress emergencies.



Heat Stress (30-45 min.)

DM-40531 SPANISH

Reviews how heat affects the body, the steps employees can take to prevent heat stress, and elementary first aid that can be given to a worker who has been affected by a heat-related illness.

Hot Work: Safety Operations Training (45 min.)

DM-43890

DM-48439 SPANISH - *Coming September 2016*

Designed to guide employees directly involved in hot work operations through the hot work process, helping to prevent injuries and damage to facilities. Specifically, it covers the basics of hot work, how employees should prepare for and protect themselves and others during hot work operations, and what to do after the job is complete. It explains the roles of the hot work operator, fire watch, and permit authorizing individual in hot work safety; identifies the components of a completed hot work permit; explains how to recognize common hot work hazards and discuss ways to prevent them; and describes how to arrange a fire-safe area for temporary hot work



Hydrogen Sulfide for General Industry (75 min.)

DM-40559

For employees who work with or around hydrogen sulfide. Familiarizes learners with the hazards of hydrogen sulfide (H₂S), detection methods, and best responses to H₂S exposure and release.

Hydrogen Sulfide for Oil & Gas (90 min.)

DM-40578

For workers in the oil and gas industry who work with and around hydrogen sulfide. Familiarizes learners with the hazards of hydrogen sulfide (H₂S), detection methods, and best response to H₂S exposure and release.

Indoor Air Quality (30-45 min.)

DM-21824

Covers the potentially harmful effects of poor air quality, and helps them prevent, identify, and correct air quality problems.

Industrial Ergonomics (See Ergonomics: Industrial)

Ladder Safety (30-45 min.)

DM-21882 SPANISH

Ladder Safety shows that because they are so common, many employees take ladders for granted, and don't take the appropriate precautions when using ladders. This training program covers ladder selection; inspection and maintenance, proper "set-up"; overhead hazards; climbing and working safely; accidents and first aid; and more.

Lockout/Tagout: Put a Lock on Hazardous Energy (60 min.) **UPDATED**

DM-38760

DM-41836 (With EyeCue® Visual Learning System)

Designed to keep workers safe and provide essential information on all steps required by OSHA when using lockout/tagout to prevent the unexpected release of energy from machines that are being maintained or serviced. It provides clear definitions on the roles and responsibilities of the three types of employees affected by the lockout/tagout process (authorized, affected, and other). It also identifies sources of hazardous energy; distinguishes lockout from tagout; details how to follow lockout and tagout procedures; explains how to use a group lockout device safely; and covers exceptions to lockout and tagout requirements.



Lockout/Tagout (45-60 min.)

DM-21883 SPANISH

Uses environments familiar to employees working with both electric and hydraulic/pneumatic equipment and points out specifically where Lockout/Tagout procedures should be applied.

Machine Guard Safety (30-45 min.)

DM-21921

DM-22029 SPANISH

Helps employees understand the dangers of working with machinery – and how those risks can be minimized by proper installation and use of safety guards and devices.



Materials Handling Safety (30-45 min.)

DM-21843

DM-21934 SPANISH

Provides the information employees need to work safely when handling various types of materials.



Motorized Pallet Jacks: Safe Operation (30 min.)

DM-38762

Explains OSHA's training requirements and the similarities and differences between the two most common types of motorized pallet jacks: "walkies" and "walkie-riders." Provides an overview of the basic functions and controls, demonstrates safe operating procedures, includes tips for performing a pre-use inspection, and demonstrates how to safely pickup and travel with a load. Also covers common pallet jacks accidents, navigating on ramps and inclines, and maneuvering in tight spaces.



Office Ergonomics (See Ergonomics: Office)

Office Safety (30-45 min.) **UPDATED**

DM-21845

DM-22055 SPANISH

Shows employees what hazards exist in office environments, and how important it is to use good safety practices as they go about their work.

OSHA Recordkeeping for Employees (45-60 min.)

DM-21923

DM-22051 SPANISH

Shows employees actual workplace incidents demonstrating how to report accidents and what information they need to furnish. Provides information employees need to help a facility comply with OSHA's revised regulation. Allows an organization to identify and eliminate repetitive hazardous situations.

OSHA Recordkeeping for Managers and Supervisors (45-60 min.)

DM-21924

Covers the details of the regulation's requirements, and shows actual workplace incidents that demonstrate what their responsibilities are in documenting and reporting recordable accidents. Provides the information managers and supervisors need to comply with OSHA's revised regulation, and allows an organization to quickly identify and eliminate repetitive hazardous situations.

OSHA 10-Hour Training For General Industry (10 hr.)

DM-23144

DM-23145 SPANISH

Topics covered by OSHA 10-Hour Training For General Industry include: Introduction to OSHA; walking and working surfaces; fire safety; electrical safety; personal protective equipment; hearing safety. In addition, students must complete at least 2 hours of additional courses from 2 different topics/subparts, including: flammable and combustible liquids (Subpart H); materials handling (Subpart N); machine guarding (Subpart O); introduction to industrial hygiene; ergonomics; fall protection; and safety and health Programs.



OSHA 30-Hour Training For General Industry (30 hr.)

DM-23147

Topics covered by OSHA 30-Hour Training for General Industry include: Introduction to OSHA; OSHA recordkeeping; walking and working surfaces; safety orientation; fire safety; forklift safety; hot work permit; electrical safety; personal protective equipment (PPE); hearing safety; and hazard communication. In addition, 10 hours of electives from at least five of these areas are required: flammable and combustible liquids (Subpart H); personal protective equipment (PPE) (Subpart I); permit-required confined spaces (Subpart J); lockout/tagout (Subpart J); machine guarding (Subpart O); welding, cutting and brazing (Subpart Q); introduction to industrial hygiene, bloodborne pathogens (Subpart Z); ergonomics; and safety and health programs.

Personal Protective Equipment (60 min.)

DM-21917 SPANISH

"On-the-job" injuries affect all types of people doing all types of work. Each year over 570,000 workers are injured...at a cost to employers of over \$100 billion annually. Government surveys show that the most common cause of workplace injuries today is due to employees not using proper PPE. Virtually everyone will experience one or more "on-the-job" injuries during their working life. In most cases appropriate equipment is readily available, yet employees do not recognize the need for this equipment, or take the time to use it.

Personal Protective Equipment: Employee Essentials (90 min.)

DM-43257

DM-43855 (With EyeCue® Visual Learning System)

This course defines personal protective equipment (PPE) and Introduces learners to different PPE used in the workplace, including: head, eye, face, hearing, hand, foot, and respiratory protection devices. Employees will learn how to select appropriate PPE for a given hazard and the importance of fit, as well as how to care for and properly wear PPE for their on-the-job safety.



Respiratory Protection and Safety (45-60 min.)

DM-21871 SPANISH

This training covers the following topics: How the respiratory system "works," common types and causes of respiratory hazards, potential effects of respiratory hazards, good respiratory safety practices, respiratory safety equipment, OSHA's "assigned protection factors" for respirators, fit testing protocols, cleaning/ disinfecting procedures, and more!

Respiratory Protection: PPE Workplace Safety (60 min.)

DM-41165

DM-41831 (With EyeCue® Visual Learning System)

Covers the key elements required by OSHA for respiratory protection training and explains how to recognize and respond to respiratory hazards, including atmospheres immediately dangerous to life or health (IDLH). Discusses why a medical evaluation is necessary and explains how to select appropriate PPE for respiratory protection and how to evaluate a respirator seal for fit.



Safety Audits (45-60 min.)

DM-21853

Covers the essentials of conducting safety audits, including workplace analysis, engineering controls, PPE, and more.

Safety Housekeeping and Accident Prevention (30-45 min.)

DM-21854

Demonstrates to employees how to prevent workplace accidents by paying attention to safety housekeeping considerations.



Safety Orientation (30-45 min.) **UPDATED**

DM-26541

DM-26542 SPANISH

Addresses two of the most prominent safety issues confronting employers today...that of developing a good "safety attitude" in their employees, as well as providing "introductory safety training."



Safety Showers and Eye Washes (30-45 min.)

DM-21855

DM-21886 SPANISH

Reviews situations where safety showers and eye washes should be used, as well as how to properly use them.

Slips & Trips: Workplace Safety (30 min.)

DM-38765

Designed to help learners recognize and avoid slip and trip hazards. Explains how to recognize the difference between slips and trips and what causes each of them to occur. Discusses the potential injuries sustained and costs associated with slips and trips. Describes ways to prevent slips and trips in the workplace.



Slips, Trips, and Falls (30-45 min.)

DM-21865 SPANISH

Shows employees the situations that can lead to slips, trips and falls, and what they can do to avoid or prevent these accidents.



Slips, Trips & Falls: Hazard Perception Challenge (45 min)

DM-42425

DM-42426 (With EyeCue® Visual Learning System) 

Designed to increase employee awareness of slip, trip and fall hazards, and to foster proactive responses wherever hazards exist. The program defines the difference between slips, trips and falls; explains how to recognize what causes slips, trips, and falls to occur; and describes how to appropriately respond to hazards in the workplace. It covers housekeeping, ladders, stairs, elevated surfaces and floor openings.



Stairways & Ladders: Workplace Safety (30 Min.)

DM-40573

Helps learners apply OSHA's safety standards for stairs and ladders in the workplace, saving workers from injury and saving employers money. Covers potential hazards related to stairways and ladders; identifies types of stairways and ladders, and their main components; and describes safety measures to take when using stairways and ladders.



Tuberculosis in Institutional Environments (45-60 min.)

DM-21817

Designed to assist facilities and operations whose employees have a risk of exposure to tuberculosis. This training also helps employees understand the nature of the disease, as well as what they can do to protect themselves from infection.

Tuberculosis in the First Responder Environment (45-60 min.)

DM-21815

Designed to assist facilities and operations whose employees have a risk of exposure to tuberculosis. This training also helps employees understand the nature of the disease, as well as what they can do to protect themselves from infection.

Tuberculosis in the Healthcare Environment (45-60 min.)

DM-21816

Designed to assist facilities and operations whose employees have a risk of exposure to tuberculosis. This training also helps employees understand the nature of the disease, as well as what they can do to protect themselves from infection.

Welding Safety (30-45 min.)

DM-21860

DM-21887 SPANISH

Reminds employees that there are indeed a number of hazards associated with welding, and provides the information they need to work safely when involved with welding operations.



Winter Safety (30-45 min.)

DM-21861

Shows employees how to plan ahead, look for potential hazards, and avoid dangerous situations that occur during the winter season.



Working With Lead Exposure in General Industry (45-60 min.)

DM-37473

Addresses the major areas of employee training required by the regulations. Covers "measurement" concepts (permissible exposure limits - PEL, time weighted average - TWA, and action levels), exposure assessment and monitoring, methods of compliance, hygiene and housekeeping, and medical surveillance.

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