

# OSHA & Compliance

| *Online Course Catalog*



## OSHA & Compliance Course Catalog

With Vector Solutions, organizations can cost-effectively deliver quality OSHA and compliance courses through the best learning and training management system built for public safety. Courses are designed to help organizations mitigate risk, reduce claims, and save money. With thousands of courses spanning public safety industries, more than 10,000 public agencies rely on Vector Solutions to assign, deliver, track, and report online and in-person training in one place.



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## **Advanced Construction Safety (4 modules) (8-hour)**

Did you know that one of every five workplace fatalities is a construction worker? Despite its high fatality rate, construction can be a safe occupation when workers are aware of the hazards, and use an effective Safety and Health Program. This course is intended to provide employees and supervisors a general understanding of the topics outlined in the OSHA 10-Hour Construction Safety Outreach Program. Since workers are the target audience, the course will generally emphasize the following: 1) hazard identification, 2) avoidance, and 3) control. Although general standards may be referenced, the course will not over-emphasize the use of standards per se. No attempt has been made to treat the topics exhaustively.

## **Advanced HAZWOPER Awareness (4 modules) (8-hour)**

A hazardous materials incident is defined as the release, or suspected release, of a hazardous material into the environment. Even with the best prevention methods in place, hazardous materials incidents are bound to happen. Understanding the nature of the hazardous materials you work with, and how to respond to an incident or potential incident will help you quickly manage a dangerous situation and minimize damage done to persons, the environment, and facilities. Being able to recognize and quickly request the appropriate aid is the main responsibility of first responders at the awareness level. First responders at the awareness level are typically workers likely to witness or discover a hazardous materials release within the course of their normal duties. This course is specifically designed to review the basics of hazardous materials that awareness level first responders must know. This training program consists of four modules. To maximize knowledge on the topic, it is recommended that you take all four modules.

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## **Aerosol Transmissible Diseases (1-hour)**

The term Aerosol Transmissible Diseases (ATDs) includes a wide range of diseases, all of which share at least one thing in common: they can be transmitted via an airborne route of infection (although for many ATDs, there may be additional routes of infection). The ATD Program was developed to comply with the Aerosol Transmissible Diseases Standard. The ATD Standard was written by Cal/OSHA as a direct result of the experiences involving Severe Acute Respiratory Syndrome (SARS), Avian Influenza, and the Novel Influenza H1N1. The standard was adopted by the Cal/OSHA Board on May 21, 2009 and became effective on August 5, 2009. These airborne pathogens travel on particles emitted from an infected person, such as when the person coughs or sneezes. This course is based on the aerosol transmissible diseases standard.

## **Alcohol-Free Workplace (1-hour)**

Alcohol, a very simple molecule, is one of the most widely used drugs in the world. Like other general anesthetics, alcohol is a central nervous system depressant. When alcohol is consumed, it is distributed throughout the body and exerts most of its effects in the brain. In general, its effects

are proportional to its concentration in the blood. It is estimated that alcohol abuse costs society an estimated \$116 billion a year and is associated with up to half of all traffic fatalities. In the workplace, the costs associated with alcohol abuse include increased absences, accidents, and errors.

### **American Chemistry Council's Responsible Care Program (1-hour)**

In this interactive online course, you will be introduced to the program requirements for the American Chemistry Council Responsible Care Program. In addition, you will evaluate the global EHS initiatives that have been affected by member companies that participate in the Responsible Care Program. Finally, the inspection and reporting requirements will be explored regarding participation in the program.

### **Anhydrous Ammonia Awareness (0.25-hour)**

Anhydrous ammonia is a chemical compound composed of nitrogen and hydrogen that has been liquefied and compressed into a gas. It is used as fertilizer, in power plants, and as a refrigerant. This course describes what anhydrous ammonia is and how it is used in general industry. This course also discusses the permissible exposure limits of anhydrous ammonia, the personal protective equipment that should be worn when working with or around anhydrous ammonia, handling precautions, as well as emergency response procedures.

### **Arc Flash Safety (0.53-hour)**

An arc flash is a release of energy that instantly superheats the air and any nearby components, causing an explosion. It's a serious hazard when working on or near energized electrical equipment. OSHA requires that all employees understand the electrical hazards to which they are exposed. This course introduces the dangers of arc flash and presents common methods for preventing and protecting against those dangers, such as risk control hierarchy, safety boundaries, lockout/tagout, and PPE guidelines. It's based primarily on the National Fire Protection Association (NFPA) 70E "Standard for Electrical Safety in the Workplace®," which is the recognized industry resource in the United States for best electrical work practices.

### **Asbestos Awareness (1-hour)**

Since the beginning of the 20th century, asbestos has come into wide use in a variety of materials: building insulation, friction products such as brake shoes and brake pads, and fireproof textiles. An estimated 1.3 million employees in construction and general industries face significant asbestos exposure on the job. Heaviest exposures today occur in the construction industry, particularly during the removal of asbestos during renovation or demolition. Asbestos standards determined by the Occupational Safety and Health Administration and Environmental Protection Agency overlap, and both sets of standards are relevant for regulation of asbestos removal and managing the effects of exposure to asbestos.

### **Back Injury Prevention (1-hour)**

The back is the most injury-prone part of the body, but all back injuries are preventable. Back injury incidents rank near the top of all occupational work injuries. These injuries can result in pain, lost work time, inconvenience, and possible disability. This course highlights techniques for protecting and strengthening the back.

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## **Blocking and Cribbing for Heavy Equipment (0.35-hour)**

Blocking and cribbing is a phrase which describes a variety of procedures used to stabilize heavy equipment, or large components of heavy equipment, during maintenance. Blocking refers to any of a number of methods for securing a machine, or part of a machine, while it is being worked on. Cribbing refers to the technique of stacking a group of uniform blocks to create a temporary, but sturdy, elevated structure capable of supporting a heavy load. This course describes equipment and guidelines for successful blocking and cribbing operations.

## **Bloodborne Pathogens Safety (1-hour)**

Bloodborne pathogen (BBP) exposures occur every day, and you may not even notice. Workers who frequently handle blood, bodily fluids, materials contaminated with blood or bodily fluids, and medical waste are exposed to BBP infections at a higher rate than the general working population.

## **Building Evacuation and Emergencies (1-hour)**

In the event of an emergency every second counts. The safe orderly and prompt evacuation or relocation of building occupants depends on good planning and training. The goal of this course is to provide building occupants with information about emergency response plans and procedures in the event of any type of emergency.

## **Combustible & Flammable Liquids (1-hour)**

This module covers the two primary hazards associated with flammable and combustible liquids: explosion and fire. In order to prevent these hazards, this course and the standard upon which it is based (29 CFR 1910.106), address the primary concerns of design and construction, ventilation, ignition sources, and storage.

## **Combustible Dusts (0.25-hour)**

It's only DUST! What's the big deal? Under the right conditions, many types of industrial dust, including coal, paper, and wood dust, can ignite and produce a devastating explosion. With our Combustible Dusts course, you'll learn to identify the hazards of combustible dust by using the Dust Fire and Explosion Pentagon. You'll get a clear understanding of dust control and prevention measures as well as dust analysis and explosion risk reduction. Our course will also help identify additional risks and prevention techniques associated with primary and secondary dust explosions.

## **Compressed Gas Safety (1-hour)**

This course provides the information employees need to handle and transport these potentially volatile storage containers. The program reminds employees to work safely and avoid injuries when handling compressed air and gas.

## **Confined Space Entry - Permit Required (0.5-hour)**

A confined space is defined as a work area which has sufficient space for a person to fit within and perform work, limited means of entry and exit, and a design that was not intended for continuous worker occupancy. Working in a confined space can present hazardous atmospheres and physical dangers to employees. There are two types of confined spaces: Non-permit Required Confined

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Spaces and Permit-required Confined Spaces. This course will describe the dangers, best practices, and permit requirements necessary when working in a permit-required confined space.

### **Confined Spaces in Construction - Construction Worksite Safety (0.44-hour)**

Part of your job may involve entering and working in confined spaces. If you must work in a confined space, your life may depend on being properly informed about the hazards in the space and being properly prepared to protect yourself from those hazards. This course will help to reinforce your understanding of the hazards associated with confined spaces and what you can do to protect yourself from them.

### **Confined-Space Entry (1-hour)**

During the course of employment, you may be exposed to the hazards associated with confined space operations. This course provides awareness level training for activities related to confined space entry. Additional training at your job site is recommended in order to gain a better understanding of the confined spaces at your place of employment.

### **CPR Academic (1-hour)**

Each year approximately 250,000 people die of sudden cardiac arrest in the United States. Cardiopulmonary resuscitation (CPR) is a combination of rescue breathing and chest compressions delivered to victims thought to be in cardiac arrest. During cardiac arrest, the heart stops pumping blood, blood pressure falls to zero, and the pulse stops. Within 10 seconds a victim may lose consciousness and become unresponsive. CPR helps circulate blood that contains oxygen to the brain and other vital organs and can help “buy time” until help arrives. This course highlights how to recognize the signs of cardiac arrest, how and when to perform CPR, and how to use an AED to help a person in cardiac arrest. This course is meant to supplement CPR training conducted by the American Heart Association. It is not to be used as the primary guide for patient care. Please contact the American Heart Association for the hands-on class information.

### **Crystalline Silica Awareness (0.5-hour)**

Crystalline silica is a form of silicon dioxide which occurs naturally in the Earth’s crust. When it is broken up by high energy activities into small airborne respirable particles, it can cause serious health hazards when inhaled. The symptoms caused by inhalation may not be immediately apparent. It is critical that individuals working around crystalline silica are knowledgeable of its physical properties, understand its safety risks, and know how to effectively avoid exposure. With the proper protective measures, training, and PPE, exposure to respirable crystalline silica can be reduced to the point that it is no longer a health threat to those who must work around it.

### **Disaster Preparedness (1-hour)**

When disaster strikes, the best protection is knowing what to do. Preparedness is everyone’s job. Not just government agencies but all sectors of society -- service providers, businesses, civic and volunteer groups, industry associations and neighborhood associations, as well as every individual citizen -- should plan ahead for disaster.



## **DOT Hazmat - General Awareness (0.75-hour)**

Regulations related to the transportation of hazardous materials are contained in Title 49 of the U.S. Code of Federal Regulations (CFR). The Hazardous Materials Regulations (HMR) in Parts 171-180 of Title 49 regulate the transportation of hazardous materials in commerce by motor vehicle, rail car, aircraft, or waterborne vessel. The HMR include classification, labeling, packaging, handling, loading and unloading requirements, in addition to standards for hazmat training, incident reporting, hazard communication, and security.

## **Driving Safety (1-hour)**

Traffic accidents are a leading cause of incidental deaths among US workers. This training course presents information to aid employees in operating vehicles safely. This program could save your life or that of a coworker!

## **Drug-Free Workplace (0.5-hour)**

Drug abuse can have dangerous and costly effects in the workplace. This course highlights these impacts, and provides useful information about the different types of drugs that are commonly abused and how to evaluate each element and subsidiary component of a safety and health program.

## **EHS Regulatory Overview (1-hour)**

Violating Environmental, Health and Safety regulations can result in fines and even the closure of your business. This interactive online course will teach you the major regulations for general industry as it pertains to Environmental, Health and Safety. You will learn how to determine which regulations are relevant to your companies and/or industry. You will also learn what your organization can do to maintain regulatory compliance with EHS regulations.

## **Electrical Safety (1-hour)**

Employees who do not have a basic understanding of electrical safety are often exposed to dangers associated with hazardous energy sources. In addition, the servicing and maintenance of equipment may expose employees to these hazardous energy sources. Annual electrical safety training is vitally important in providing you with the information required to prevent an electrical accident from happening.

## **Electrical Safety General Awareness (0.25-hour)**

Spark discussion with your team on effective ways to recognize, evaluate, and avoid electrical hazards. Topics covered include personal protective equipment related to electrical safety, OSHA requirements for working on equipment, and electrical injuries such as shocks, burns, electrocutions, and falls.

## **Emission Controls (1-hour)**

One of the critical concerns of industries that deal with hazardous chemicals is the release or discharge of these substances into the air. This course identifies different types of emissions and their effects on the environment and describes methods that can be used to prevent or control emissions.

## **Ethylene Oxide Safety (1-hour)**

This course will introduce and describe the characteristics and uses of ethylene oxide (EtO). It will also discuss the health hazards of ethylene oxide and how to protect yourself with the use of respirators and other personal protective equipment. OSHA regulations on ethylene oxide will be reviewed and will include information on exposure limits and monitoring; compliance; medical surveillance; and communication. Recommendations on engineering controls, work practices, and emergency response will be provided.

## **Exit Routes, Emergency Action Plans & Fire Prevention Plans (1-hour)**

A safe means of escape is crucial when it's necessary to quickly evacuate a building. This course will provide examples of some previous egress tragedies that will help you to understand critical means of egress requirements. You will learn how to develop an emergency action plan and a fire prevention plan that may be implemented in your facility so you can be ready if disaster strikes.

## **Eye and Face Protection (1-hour)**

Workers are subject to blindness, contusions and sometimes fatal injuries, due to eye and face hazards. 90% of all workplace eye injuries can be avoided by using the proper safety eyewear. This interactive online course will teach you how to select the proper personal protective equipment for eye safety. Additionally you will learn OSHA regulations for eye and face protection. You will also learn how to properly maintain your eye and face protective equipment.

## **Eye Safety (1-hour)**

Eye injuries cost industry \$300 million each year in compensation and lost work time. The loss of sight can be devastating and is easily preventable. A recent survey by the Bureau of Labor Statistics found that three out of five workers who suffered an eye injury wore no eye protection. Of those who did, 40% wore the wrong kind. You should wear safety eyewear whenever there is any chance that machines or operations present the hazard of flying objects, chemicals, harmful radiation or a combination of these or other hazards. This course reviews the selection of appropriate eyewear and basic first aid for the eye.

## **Fall Prevention and Protection - General Industry (1-hour)**

Working at elevated heights presents a serious danger of falling. Falls can be caused by inattentiveness, slippery surfaces, working in awkward or out-of-balance positions, or insufficient training. This course highlights numerous methods of prevention and protection, including fall arrest systems, the equipment associated with fall prevention and protection systems, vertical and horizontal lifelines, as well as inspection and maintenance guidelines. This course also discusses associated topics such as the proper procedure for putting on a body harness, lifeline swing hazards, calculating fall space clearance, and harness suspension syndrome.

## **Fall Protection (1-hour)**

Each year falls consistently account for the greatest number of fatalities in the construction industry and are a major concern in other industries. Events surrounding these types of accidents often involve a number of factors including unstable working surfaces, misuse of fall protection equipment and human error. Studies have shown that the use of guardrails, fall arrest systems, safety nets, covers and travel restriction systems can prevent many deaths and injuries from falls.

## **Fire Extinguisher Safety (1-hour)**

Hand portable fire extinguishers are considered to be the first line of fire defense for fires of limited size. They represent the most portable fire fighting equipment available and are used primarily to suppress small, incipient stage, accessible fires before these fires have the opportunity to grow in size and intensity.

## **Fire Prevention Safety (0.5-hour)**

The standards and regulations written by the Occupational Safety and Health Administration (OSHA), and the National Fire Protection Association (NFPA) identify topics that employees must be familiar with in respect to the prevention of fires and what to do when there is a fire. Supervisors are responsible for providing the information employees need to reduce the risk of fire at work and to know what to do if there is a fire. Fire prevention is the term used to take proactive measures to reduce the potential for a fire to start. Every work place will have varying general and unique elements in their fire prevention plan.

## **Flagger and Cone Safety (1-hour)**

This course will teach flagger roles and responsibilities for jobs that are close to traffic, which may include streets, highways, or any place with public motorized vehicle access. After its completion, individuals will be knowledgeable in flagging and will be able to recognize and eliminate hazardous conditions that prevent injuries to employees, motorists, and pedestrians, while safely protecting public property.

## **Flammable and Combustible Liquids (0.5-hour)**

This course provides important information on flammable and combustible liquids found in a variety of industrial workplaces. Based on OSHA standards, this course helps raise awareness of the potential hazards presented by common workplace products while offering practical instruction on labeling, storage, handling, and managing spills and waste to help establish safe work habits for yourself and your team.

## **Forklift Safety (1-hour)**

Many companies fail to realize that all forklift operators must be trained, authorized and certified per OSHA regulations. Failure to properly train and certify employees involved in forklift operations exposes employers to citations and monetary penalties, as well as an increased exposure to incidents caused by untrained operators. This course introduces basic forklift safety.

## **Forklift Safety (0.5-hour)**

Contains basic forklift operating procedures intended to increase safety and help prevent the most common forklift accidents. Provides information on the most common types of forklifts used in general industry and warehouse environments. Includes important information required by OSHA's general industry standards (29 CFR 1910.178) as well as best practices on operating powered industrial trucks.

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## **Forklifts: Operation (0.8-hour)**

This course is designed to familiarize participants with the basic design and operation of forklifts. After completing this course, participants should be able to describe how forklifts can be classified and identify the major features and common working dimensions of a forklift. They should also be able to explain how to inspect a forklift, how to recharge or refuel a forklift, and how to operate a forklift safely.

## **General Construction Safety (1-hour)**

There are many ways to prevent incidents from occurring. Full attention must be given by employees to all aspects of work in order to prevent injuries and illness from occurring. Having a good understanding of basic construction safety is important. Various areas of construction safety will be covered in each of the following lessons.

## **General Electrical Hazard Awareness for Site Safety (1-hour)**

Electrical safety is essential for all businesses. Understanding necessary electrical standards and compliances is essential for keeping your employees and your site safe. Has your organization defined what electrical risks you may have? Are you fully in compliance? Do you have all the proper electrical personal protective equipment needed? If OSHA audited your site today, would you have any electrical safety violations? This interactive online course is geared towards all businesses regardless of industry and will focus on what you need to know as well as useful tips and best practices regarding overall general electrical safety within your organization.

## **General First Aid (2 modules) (2-hour)**

Module 1 - First aid is the basic medical knowledge that could save a life. The risks involved with daily life may call for immediate action and you may be the only one capable of doing it. First aid will never replace professional medical care, but many injuries will only require first aid care. This course covers basic first aid techniques, including care for childbirth, chest pain, and stroke. This course is Part 1 of a two-part series. Module 2 - First aid is the basic medical knowledge that could save a life. The risks involved with daily life may call for immediate action and you may be the only one capable of doing it. First aid will never replace professional medical care, but many injuries will only require first aid care. This course covers basic first aid techniques, including care for insect bites, injuries, burns, and poisonings. This course is Part 2 of a two-part series.

## **General Office Ergonomics (1-hour)**

Ergonomics, also known as human factors, is the science concerned with understanding the interactions between humans and other parts of a system, in an effort to minimize the physical and psychological stresses which are part of every workplace environment. Ergonomics applies information regarding a worker's capacity and capability to the design of jobs, products, workplaces, and equipment. This course presents background information on office ergonomics and discusses how to evaluate and control ergonomic hazards, including detailed information on proper computer workstation practices. Employees in an office environment can use this information to help them reduce the risk of injury on the job.

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## Hand & Power Tool Safety (1-hour)

Tools are such a common part of our lives that it is difficult to remember that they may pose hazards. All tools are manufactured with safety in mind but, tragically, a serious incident often occurs before steps are taken to search out and avoid or eliminate tool-related hazards. In the process of removing or avoiding the hazards, workers must learn to recognize the hazards associated with the different types of tools and the safety precautions necessary to prevent those hazards.

## Hand Safety (0.25-hour)

Imagine performing daily activities such as writing, driving a car, or using a phone without your hands. Because hands are used so frequently, hand safety can be taken for granted. The construction and manufacturing industries pose a particular risk to the hands due to the size and complexity of the equipment and machinery present. This course will provide general hand safety awareness and discuss techniques for avoiding common hand injuries.

## Hazard Communication (1-hour)

Exposure to hazardous chemicals can present numerous dangers to workers. More than 30 million workers are exposed to one or more chemical hazards across various industrial sectors. And with hundreds of new hazardous chemicals being introduced annually in addition to the estimated 650,000 already existing hazardous chemical products, the risk is increasing every year. This poses a serious problem for many workers and their employers. OSHA's Hazard Communication Standard (HCS), sometimes referred to as the Right-to-Know regulation, is designed to ensure that information about these dangers is shared with those who need to know. Chemical manufacturers, distributors, and importers must convey hazard information to downstream employers by means of labels on containers and safety data sheets (SDSs). In addition, all covered employers must have a hazard communication program to get this information to their employees through labels on containers, SDSs, and training. This course covers the HCS with an emphasis on what it is and how to comply, and incorporates recent changes made to the standard in accordance with the Globally Harmonized System (GHS) of Classification and Labeling of Chemicals. HCS provides guidelines to help prevent chemical hazard incidents and the adverse health effects that may result.

## Hazard Communication GHS (0.5-hour)

Many workplaces use hazardous chemicals. But, it's not always easy to understand the various labeling requirements for these chemicals and the information provided to employees about the hazards these chemicals present. Concern and confusion about these issues increased when OSHA updated its Hazard Communication Standard in 2012 so "HazCom" would more closely align with the Globally Harmonized System (GHS). This course provides an overview of the key issues covered in the Hazard Communication Standard, including the 2012 revision to align with GHS, and provides the information that employees need to know about the labeling of hazardous chemicals in all parts of their product cycle.

## Hazardous Material Identification and Spill Prevention (1-hour)

This course covers what composes a hazardous material and presents the requirements for the general handling, storage, and disposal of hazardous materials. It covers what a Safety Data Sheet (SDS) is and how to recognize the information contained in an SDS. It teaches you to recognize the special response procedures necessary to handle hazardous materials spills and covers personal protective equipment (PPE) and why you'd use it. It also identifies the procedures for cleaning up a hazardous material spill.

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## **Hazardous Waste Essentials (0.81-hour)**

This course will provide a foundation for the proper handling and disposal of hazardous waste. A brief summary of the legislative actions that have been put in place in the United States to properly handle hazardous waste will be provided. This course will also provide details on how to conduct a risk assessment for hazardous waste and to prevent pollution.

## **HAZMAT Transportation (1-hour)**

Preventing spills, fires and explosions of hazardous materials during transportation is a major goal of the U.S. Department of Transportation (DOT). In order to protect the environment, the public and employees from such incidents, DOT has developed and adopted rigorous standards for packaging and identifying hazardous materials that are shipped by any mode of transportation. This module will briefly discuss general DOT classifications and requirements for packaging and shipping hazardous materials. The DOT standards must be followed if you ship hazardous chemicals or samples by any means of transportation. DOT standards must also be followed for any chemical, sample, or hazardous material you may take with you (or check in your baggage) on a flight by scheduled or chartered aircraft.

## **Hearing Conservation (1-hour)**

Noise-induced hearing loss is one of the most common occupational diseases and the second most self-reported occupational illness or injury. The extent of hearing damage depends on the loudness of noise to which you are subjected and the length of time you are exposed. Unprotected, continued exposure to loud noise, defined by OSHA as noise levels over 85 decibels (averaged over an 8-hour time period), can damage the hair cells of the inner ear and result in permanent hearing loss. At these noise levels, a company must have a Hearing Conservation Program. This course outlines the requirements of a Hearing Conservation Program.

## **HIV/AIDS Awareness (0.5-hour)**

According to the Center for Disease Control and Prevention, 2012 ended with over 35 million people worldwide living with HIV, the virus that causes AIDS. Each year, around 2.7 million people become infected with HIV and 2 million die of AIDS. The AIDS epidemic continues to be a serious public health problem with profound consequences for our society, as there is no vaccine or cure for this disease. This course provides information regarding this devastating disease as well as ways to protect yourself and your employees from this and other bloodborne pathogens.

## **Hot Work Safety (0.5-hour)**

This course covers basic guidelines and best work practices for performing hot work safely. Before welding, cutting, or brazing metal or performing any work that could generate enough heat or sparks to start a fire, everyone involved should be properly trained on the fundamentals of hot work safety. Based on NFPA 51B and 29 CFR Subpart Q regarding welding, cutting, brazing, and other hot work, this course is intended to help workers recognize the potential hazards of hot work and avoid injuries and property damage by properly planning, preparing for, and performing hot work.

## **Hydrogen Sulfide Awareness (0.25-hour)**

Sometimes what you can't smell can hurt you. Protect yourself and your team with this critical information that raises awareness of what Hydrogen Sulfide (H<sub>2</sub>S) is and discusses exposure risks and effects, toxicity, ignition, detection, prevention, and evacuation.

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## **Incident Investigation (1-hour)**

Thousands of incidents occur throughout the United States every day. The failure of people, equipment, supplies or surroundings to behave or react as expected, causes most of the incidents. Incident investigations determine how and why these failures occur. This course introduces techniques for investigating an incident and documenting the results of the investigation.

## **Indoor Air Quality (1-hour)**

Concerns with Indoor Air Quality (IAQ) have increased since energy conservation measures were instituted in office buildings during the 1970s minimizing the infiltration of outside air and contributing to the buildup of indoor air contaminants. IAQ generally refers to the quality of the air in an office environment. Other terms related to IAQ include Indoor Environmental Quality (IEQ) and “Sick Building Syndrome.” This course highlights the causes and effects of poor indoor air quality.

## **Industrial Ergonomics (1-hour)**

Human factors/ergonomics is the study of the interaction of the worker and the job in an effort to minimize physical and psychological stress in the workplace. It applies information regarding worker’s capacities and capabilities to the design of jobs, products, workplaces and equipment. This course introduces the general principles of occupational ergonomics, as well as how to prevent repetitive stress injuries (RSIs) and how to recognize the warning signs of RSIs.

## **Introduction to Powered Industrial Trucks (1-hour)**

Approximately 100 fatalities and 36,340 serious injuries in general industry and construction occur annually due to powered industrial truck related accidents. With such staggering statistics, an employer is morally and legally obligated to take every safety precaution possible when dealing with powered industrial trucks. This 1-hour interactive online course focuses not only on the new OSHA standards for properly training employees to operate industrial trucks, but also the rules and regulations that must be followed to safely operate an array of work-oriented vehicles.

## **Irritants, Corrosives and Sensitizers (1-hour)**

In this interactive online course, you will be introduced to the hazard classification and categories of an irritant, a corrosive, and sensitizer. In addition, you will learn how to identify these chemicals so you can protect yourself, and others, from them. Guidance for excessive risk will be given for these substances in the workplace.

## **Laboratory Safety (1-hour)**

The Occupational Safety and Health Administration (OSHA), recognizing the unique characteristics of the laboratory workplace, tailored a standard for occupational exposure to hazardous chemicals in laboratories to include approximately 934,000 employees in 34,214 industrial, clinical, and academic laboratories. This course describes the requirements of the Occupational Exposure to Hazardous Chemicals in Laboratories, including the written chemical hygiene plan to ensure employees are protected from all potentially hazardous chemicals in use in their work area(s).

## **Ladder & Scaffolding Safety (1-hour)**

This module covers the activities related to ladders and scaffolding and provides basic safety instructions to protect workers from the hazards associated with ladders and scaffolding. Construction of all ladders and scaffolds should conform to the provisions of the applicable state, provincial or local codes, whichever are most restrictive. Special-use climbing equipment, such as a combination stepladder-work platform, also must comply with the applicable codes.

## **Ladder Safety (0.5-hour)**

Ladders are tools commonly used to gain access to higher levels that are otherwise unreachable. When maintained properly and used according to safety guidelines, they are a simple and effective tool. However, each year thousands of workers are either injured or killed in ladder related accidents. This course describes different types of ladders, as well as ladder construction, ladder selection, height requirements, weight capacity, hazardous conditions, inspections, ladder setup, safe practices when using ladders, storage, and maintenance.

## **Laser Safety (1-hour)**

Lasers are used everyday. They are used in grocery store scanners, auto repair shops for alignments and laser-point pens. Lasers have made it easier for employees to track inventory, conduct research and enhance presentations. They have become common in the workplace and are used in research, medical and other industries. Most lasers are capable of causing eye injury to anyone who looks directly into the beam or through reflective conditions. This course will introduce you to the basic hazards involved with using lasers and how to prevent potential injuries.

## **Lead Awareness (1-hour)**

Lead overexposure is a leading cause of workplace illness. This course will cover background information about lead and its uses in buildings, health effects, regulations and respiratory protection.

## **Lead Awareness (0.25-hour)**

Before you cut, grind, or burn through any painted surface at work or at home, better make sure you know what you're dealing with. Protect yourself and your team from unintentional lead exposure with this course that defines what lead is and provides information on its history and usage, reduction efforts, lead exposure, effects, detection and treatment, personal protective equipment (PPE), and prevention methods.

## **Legionella Prevention and Control (0.5-hour)**

In 1977, the Centers for Disease Control and Prevention (CDC) identified a condition known as Legionella pneumophila, which is a waterborne disease responsible for 34 deaths at an American Legion convention in Philadelphia. This interactive online course presents the causes and risk factors for Legionella contamination and some of the problems associated with Legionella in water systems in commercial buildings. Other topics include the ANSI/ASHRAE 188-2015 Standard and testing methodology and frequency.

## **Lock-Out / Tag-Out (1-hour)**

Lock-out/tag-out procedures safeguard employees from hazardous energy while they are performing service or maintenance on machines and equipment. The procedures necessary to shut down and

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lock-out or tag-out machines and equipment require that employees receive training, conduct periodic inspections and maintain the energy control program.

### **Lockout Tagout for Authorized Employees (0.5-hour)**

Don't count on luck, count on the lock. Protect yourself and your team from unintentional exposure to all types of hidden energy with this course that describes hazardous energy types and energy control procedures, including preparation, shutdown, isolation, lockout, stored energy check, verification, and release of lockout. Additional topics include lockout hardware and administration of an Energy Control Program (ECP). This course is intended for the 'authorized employees' who typically perform lockout/tagout procedures.

### **Machine Guarding (1-hour)**

Crushed hands and arms, severed fingers and blindness are just some of the possible machinery-related injuries. There are many hazards created by moving machine parts. Machine guarding and training are essential for protecting workers from needless and preventable injuries.

### **Materials Handling, Storage, Use & Disposal (1-hour)**

More employees are injured in industry while moving materials than while performing any other single function. In every day operations, workers handle, transport and, store materials. They may do so by hand, by manually operated materials handling equipment, or by power operated equipment. This course highlights basic warehouse safety to prevent employee injury.

### **Nitrogen Safety Awareness (1-hour)**

Nitrogen is used daily in the workplace without incident. However, serious incidents including fatalities can occur when nitrogen is present in a work environment, such as a confined space, and employees enter without awareness of the potential hazard. This course will teach you how to recognize hazards and take corrective action to protect yourself and others.

### **Occupational Safety Training: Introduction to OSHA (0.5-hour)**

Many of the health and safety programs and procedures in this Health and Safety Guide are derived from federal Occupational Safety and Health Administration (OSHA) regulations. This course provides you with some background information about OSHA and OSHA standards, inspections, citations, and penalties. At the end of this course, you will be able to distinguish between the role of OSHA and the role of the office of Environmental Health and Safety (EHS). Learn more about the role of OSHA in establishing a safe and secure work environment.

### **Office Safety (1-hour)**

In today's fast-paced environment, employees are not always aware of the fact that hazards exist in the office setting - hazards that can result in serious injuries. In fact, statistics have shown that a majority of accidents and injuries occur in the office environment. Most employees work in a variety of settings and when they are made aware of the potential hazards that exist, they can then take the appropriate steps to avoid injury and help other employees to do the same.

## **Oil Spill Responses in Facilities (0.65-hour)**

The environment and public health and safety are affected with every oil spill and facilities should work to mitigate their risk with a goal of zero oil discharge. By the end of this course, you will learn about the tools facilities can use to prevent, contain, control and if necessary cleanup after an oil spill.

## **Pallet Jack Safety (0.25-hour)**

A pallet jack is a relatively simple device that allows a person to pick up and move a palletized load which can weigh several times that of the operator. A typical manual pallet jack consists of a small frame that supports two low forks that are designed to fit under a pallet. A handle, or tiller, connected to the frame provides a method to push or pull the jack, to steer it, and a way to hydraulically elevate the forks. This course will focus on the principles of operation and instructions for safe use of the manual type of pallet jack.

## **Personal Protective Equipment (1-hour)**

PPE is designed to protect employees from hazards. Examples of PPE include hard hats, ear plugs, safety glasses, respirators, and hand and foot protection, as well as chemical-protective clothing (CPC) like chemical-resistant gloves and chemical-resistant bodysuits. The selection of appropriate protective equipment should be based on the potential hazards and risks that may be encountered in the workplace. This course describes the different types of PPE, as well as how to select and maintain PPE.

## **R & D Chemical Hygiene (1-hour)**

Significant injuries, damage to facilities and disruption of work can occur when chemicals are not properly stored and handled. By the end of this course, you will learn about the hazards of working with chemicals in a Research and Development Laboratory.

## **Radiation Safety (1-hour)**

This training course was designed to provide managers and employees with basic concepts of radiation and radiation protection. At your job site, part of your job may be to protect people's health and the environment from harmful exposure to radiation.

## **Respiratory Protection (1-hour)**

Workers require respiratory protection when working in environments that contain oxygen-deficient atmospheres and airborne contaminants. In this course, we will discuss respirator program requirements. We will cover some respiratory hazards that workers may encounter and describe various respirators used to protect workers from these hazards. We will also discuss respirator selection and requirements for use. All users of respirators are advised to consult with the manufacturer's information to ensure proper application and understanding of the respirator limitations that are unique to each make and model.

## **Risk Assessment Analysis (1-hour)**

This training program will present and discuss the three basic methods used to evaluate safety and health program effectiveness.

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## **Safe Work Permits (1-hour)**

This course summarizes the various components of the Safe Work Permit process that should be used within a facility or organization for work being performed by construction and maintenance contractors and employees. The Safe Work Permit process is based around a written form and is a communication tool used to inform employees of safety requirements. Maintenance and construction type activities can then be coordinated with appropriate personnel within the facility to help avoid safety concerns and potential conflicts. The Safe Work Permit can be critical for the success of a site safety program and can be applied to a variety of facilities, including manufacturing facilities, construction sites, etc.

## **Safety Management: Incident Investigation (0.5-hour)**

As long as people work, there will be safety-related incidents and near misses. But those incidents can be used to make the workplace safer if they are investigated, analyzed, and corrected to prevent their recurrence. This course discusses reasons for incident investigations, the phases of an incident investigation, team leader responsibilities, and who comprises the investigation team. It then provides information on best practices for interviewing witnesses, determining the root cause of an incident, and corrective and follow-up actions.

## **Safety Management: OSHA Recordkeeping (0.75-hour)**

In the workplace, employees may be confronted with a variety of injury and illness cases. When these occur, employees will need to determine or help determine whether or not a case should be recorded on the OSHA 300 Log for their facility. Injury records are kept to help analyze injury causes, identify potential trends, and prevent future occurrences. Failure to properly record an injury or illness may also result in an OSHA violation and citation. Thus, it is extremely important to know and understand the OSHA rules and requirements for recording an injury or illness. This course will review the criteria for recording injuries and illnesses for OSHA purposes.

## **Safety: Working with Chemicals (1.11-hour)**

The main goal of this course is to provide you with practical knowledge about chemical use. You'll learn how to recognize common chemical hazards and how to deal with them. Finally, you'll learn how to take precautions to avoid chemical accidents and make your job as safe as possible.

## **Slips, Trips, and Falls Prevention (1-hour)**

Slips, trips and falls constitute the majority of general industry accidents. They cause 15% of all accidental deaths and are second only to motor vehicles as a cause of fatalities. The OSHA standards for walking and working surfaces apply to all permanent places of employment, except where only domestic, mining or agricultural work is performed.

## **The Hazards of Oxygen and Oxygen Enrichment (1-hour)**

This course will introduce and describe the characteristics of oxygen. It will discuss the health hazards of oxygen and how to detect oxygen deficient and oxygen enriched atmospheres. You will learn best work practices including handling and storage.

## **Trenching & Shoring (1-hour)**

This course highlights the requirements in the standard for excavation and trenching operations, provides methods for protecting employees against cave-ins and describes safe work practices for employees.

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## **Triethylaluminium Safety Awareness (1-hour)**

This course will introduce and describe the characteristics of Triethylaluminium (TEAL). It will discuss the health hazards of TEAL and how to reduce exposure through workplace controls as well as how to mitigate danger through safe work practices and proper PPE.

## **Walking and Working Surfaces (0.5-hour)**

Slips, trips, and falls constitute the majority of general industry accidents, second only to motor vehicle accidents. They cause 15% of all accidental deaths, and are third only to motor vehicles and violence as a cause of fatalities. The OSHA standards for walking and working surfaces apply to all permanent places of employment, except where only domestic, mining, or agricultural work is performed and if appropriately applied, can reduce lost work time. This interactive online course details the OSHA standard in a practical format with easy to implement solutions to provide a workplace that is free from hazards to better protect the workplace and reduce unnecessary costs.

## **Warning Signs and Labels (0.4-hour)**

This course discusses warning signs and labels, including the types of signs and tags, hazardous product labels, and shipping labels.

## **Welding Safety (1-hour)**

Welding, cutting and brazing are hazardous activities that pose a unique combination of both safety and health risks to more than 500,000 workers in a wide variety of industries. The risk from fatal injuries alone is more than four deaths per thousand workers over a working lifetime. Even with advances in control technology, welders continue to be exposed to hazardous welding fumes and gases. This course introduces basic techniques for keeping workers safe.

## **Working in Extreme Temperatures (1-hour)**

The body's ability to regulate temperature, an important physiological function, can be impaired under temperature extremes and result in heat or cold related illnesses. As a result, exposure to an excess of heat or cold can cause a medical emergency. Because employees may work under conditions of hot or cold temperature extremes, they must understand the nature of heat and cold stress-related disorders and the keys to the effective management of these types of emergencies: knowing the necessary measures to prevent these problems, and being able to identify and respond to these situations if they do occur.

## **Working Over or Near Water (0.47-hour)**

Working over or near water can expose workers to a range of hazards, including injuries from falls, hypothermia, and drowning. This course discusses best practices for working over or near water, including the proper use of common types of personal flotation devices (PFDs). This course also offers information on what to do in "man overboard" (MOB) situations, including survival tactics and recovery practices.



## CAL/OSHA

- [Cal/OSHA Bloodborne Pathogens](#)
- [Cal/OSHA Log 300](#)
- [Cal/OSHA Hearing Conservation](#)
- [Cal/OSHA Respiratory Protection](#)



### **Cal/OSHA Bloodborne Pathogens (1-hour)**

This course reviews the fundamentals of the Cal/OSHA Bloodborne Pathogen Standard. Workers who may be exposed to bloodborne pathogens are required to be trained annually to recognize and be able to take protective measures to avoid and prevent exposure to bloodborne pathogen diseases. In this course, the learner will understand what the bloodborne pathogen standard is and safe work practices to recognize and prevent bloodborne pathogen exposure.

### **Cal/OSHA Hearing Conservation (1-hour)**

This course reviews the fundamentals of the Cal/OSHA Hearing Conservation Program requirements contained in the California Code of Regulations, Title 8, Section 5097. Hearing Conservation Program (HCP). This standard applies to any workplace with significant occupational noise exposure.

### **Cal/OSHA Log 300 (1-hour)**

Cal/OSHA Standard 14300 requires that all employers record work-related injuries, illnesses, or fatalities unless they are in an industry that has been classified as partially exempt from this standard. Employers record these injuries and illnesses on OSHA Form 300. This course will examine Form 300 and its various parts (Form 300A and Form 301) by exploring what exactly needs to be recorded on these forms, how to go about recording incidents, why these incidents need to be recorded, and the kinds of organizations that need to use Form 300.

### **Cal/OSHA Respiratory Protection (1-hour)**

This course will instruct general industry employees on Respiratory Protection. This course meets the training requirements found in the Cal/OSHA Respiratory Protection standard found in 8 CCR 5144. During this course, employees will learn about the different types of respirators, how to select a respirator, medical evaluation, fit testing requirements, use, maintenance and care, cleaning, disinfecting, storing, and repairs. This course is not intended for voluntary use respirator training.



## COVID-19 TRAINING COURSES

- [Coronavirus 101 - What You Need to Know](#)
- [Coronavirus 101 - What You Need to Know \(Newest Version\)](#)
- [Coronavirus 102 - Preparing your Household](#)
- [Coronavirus 103 - Managing Stress and Anxiety](#)
- [Coronavirus 104 - Transitioning to a Remote Workforce](#)
- [Coronavirus 105 - Cleaning and Disinfecting your Workplace](#)
- [Coronavirus 106 - DIY Cloth Face Coverings](#)
- [Coronavirus 107 - Reopening your Organization](#)
- [Coronavirus 108 - The Basics of Vaccines](#)
- [Coronavirus 109 - What You Should Know About Variants](#)



### **Coronavirus 101 - What You Need to Know (0.25-hour)**

Protecting your health against the Coronavirus (COVID-19) starts with getting the right information. This interactive online microcourse features critical information about how COVID-19 spreads, how to recognize its symptoms, how to prevent and treat the virus, and what to do if you become sick with the virus.

### **Coronavirus 101 - What You Need to Know (Newest Version) (0.25-hour)**

Protecting your health against the Coronavirus (COVID-19) starts with getting the right information. This interactive online course features critical information about how COVID-19 spreads, how to recognize its symptoms, how to prevent and treat the virus, and what to do if you become sick with the virus.

### **Coronavirus 102 - Preparing your Household (0.25-hour)**

A COVID-19 outbreak could last for a long time in your community. Creating a household plan can help protect your health and the health of those you care about in the event of an outbreak in your community. This interactive online course will provide you with practical guidance from the Centers for Disease Control and Prevention (CDC) to help you get your household ready for community transmission of the disease in the United States.

### **Coronavirus 103 - Managing Stress and Anxiety (0.25-hour)**

Crises such as the COVID-19 outbreak can certainly induce an incredible amount of worry and stress on anyone. Stress is our body's way of responding to physical, emotional, or mental demands, such as those imposed by COVID-19 pandemic. This interactive online course discusses signs and symptoms of stress and explains the physical and emotional effects of built up stress, such as anxiety. This course also discusses stress management techniques, treatment options, and lifestyle changes to help alleviate stress during such difficult times.

### **Coronavirus 104 - Transitioning to a Remote Workforce (0.25-hour)**

Advancements in technology and 24/7 internet access have dramatically changed strategies for workforce management, providing flexible, remote working opportunities for some workplaces in times of crisis like the COVID-19 outbreak. This interactive online course describes the factors that contribute to the need for a remote workforce, discusses the advantages and challenges of transitioning to a remote workforce environment, and lists best practices for successful remote workforce management.

### **Coronavirus 105 - Cleaning and Disinfecting your Workplace (0.25-hour)**

Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings. This interactive online course will provide you with practical guidance from the Centers for Disease Control and Prevention (CDC) for cleaning and disinfecting rooms or areas where those with confirmed COVID-19 have visited.

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### **Coronavirus 106 - DIY Cloth Face Coverings (0.25-hour)**

The Centers for Disease Control and Prevention (CDC) has released new guidelines for the use of cloth face coverings to help slow the spread of coronavirus, also known as COVID-19. This interactive online course covers best practices for wearing cloth face coverings and includes tutorials for sew and no sew methods for creating face coverings as recommended by the CDC.

### **Coronavirus 107 - Reopening your Organization (0.25-hour)**

Are you considering reopening your business? The CDC has released guidance to help organizations make reopening decisions during the COVID-19 pandemic, especially to protect vulnerable workers. It is important to check with state and local health officials to determine the most appropriate actions that are unique to your community. This interactive online course will provide you with practical guidance from the CDC to help get your organization ready to reopen.

### **Coronavirus 108 - The Basics of Vaccines (0.25-hour)**

Throughout the COVID-19 pandemic, much emphasis and priority has been placed on the development and delivery of a vaccine. But what exactly is the science behind vaccines and how they work? This interactive online course will provide you with practical guidance from the CDC to help you understand the science behind vaccines.

### **Coronavirus 109 - What You Should Know About Variants (0.25-hour)**

As the coronavirus continues to evolve, it is important to understand the characteristics of virus variants, and the variants that are prevalent in the world today. This interactive online course will teach you about the characteristics of variants, including the Delta variant. You will also learn about the current variants prevalent in the world today.”



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