Online Learning Courses

Environmental, Safety & Health, and Transportation
The courses in this catalog are available at no charge to all CSU faculty and staff. Unless stated, the course content is generic, i.e., it is not specific to California or CSU operations though most courses are comprehensive enough to meet learning requirements. Please check with your campus Environmental, Health, and Safety office to find out if there is specific campus-focused training available that is recommended or required of employees. Your campus may recommend specific courses for some or all employees.

To access these courses, please contact your campus safety office.
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Environmental Management Systems (EMS)

Historically, companies have managed their own environmental challenges in response to external pressure from government agencies, environmental interest groups, and citizens focusing mainly on regulatory compliance. Today, companies recognize the importance of sound environmental management practices that result in economic gain. The International Organization for Standardization (ISO) is a worldwide federation of national standards bodies. International standards covering environmental management are intended to provide organizations with the elements of an effective environmental management system (EMS) that can be integrated with other management requirements and help organizations achieve environmental and economic needs. The standards require that “each organization shall establish, document, implement, maintain, and continually improve an environmental management system in accordance with the requirements of the international standard and determine how it will fulfill these requirements.” Additionally, all employees and contractors of ISO 14001 certified companies must be aware of the importance of conformance with the company’s environmental policy, the roles and responsibilities associated with achieving conformance to the environmental policy (including preparedness and response requirements), and the potential consequences of departure from specified operating procedure. In this course, learners will be introduced to the important concepts of EMS and find out how these apply to their own company’s EMS. SkillSoft Corporation is not affiliated with or sponsored by the ISO and does not have a relationship with the ISO. As such, SkillSoft is not authorized or approved to act on behalf of the ISO, and is not authorized by ISO to sell or deliver ISO owned products or services.

Target Audience
All employees and contractors of companies that are, or are working toward becoming, ISO 14001 certified

Lesson Objectives
- identify key concepts related to ISO 14001
- match stages in the Plan-Do-Check-Act cycle of an EMS with examples
- classify examples as environmental aspects or impacts
- recognize the requirements for setting objectives and targets for an EMS
- Identify key requirements of implementation of an EMS according to ISO 14001
- identify ISO 14001 requirements related to operational procedures and control
- identify the types of procedures required to monitor and measure company operations that can have significant environmental impact
- identify key activity areas associated with acting on an EMS to ensure continuous improvement
Environmental Regulations Overview

This course provides an overview of major environmental laws and regulations and the specific standards that outline requirements to comply with them. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to: define the purpose of the Toxic Substances Control Act (TSCA); specify the purpose of the Resource Conservation and Recovery Act (RCRA); specify the purpose of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), also known as Superfund; specify the purpose of the National Environmental Policy Act (NEPA); and identify the intent of various laws. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Managers and supervisors of industry

Lesson Objectives
- identify the purpose of the Toxic Substances Control Act (TSCA)
- identify the focus of Titles I through IV of the TSCA
- identify the primary goals of the Resource Conservation and Recovery Act (RCRA)
- identify the authority granted the EPA by the RCRA
- identify characteristics of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)
- identify legislation that regulates the responsibility for protecting public health, safety, and the environment from chemical hazards
- identify the requirements the National Environmental Policy Act (NEPA) places on federal agencies
- identify the characteristics of NEPA
- identify characteristics of the Clean Water Act (CWA)
- identify characteristics of the Clean Air Act (CAA)
- identify the intent of various environmental regulatory laws

Hazardous Waste Generator (RCRA)

This course provides basic information on hazardous waste determination and characterization. In addition, this course describes the three types of generator status (Conditionally Exempt Small Quantity Generator, Small Quantity Generator, and Large Quantity Generator) along with applicable requirements. Generators must manage their hazardous waste per the Resource Conservation and Recovery Act (RCRA) regulations. Thus, accumulation, labeling, and other management requirements are described for both satellite accumulation areas and 90-day accumulation areas. Lastly, the importance of, and methods for, waste minimization and spill prevention and response are defined. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives for this course are to identify and characterize all wastes, properly label and manage waste containers, use a manifest when RCRA waste is transported, properly dispose of hazardous waste, prepare waste generation reports, and maintain compliance records.

Target Audience
Personnel who as a part of their routine job duties generate, characterize, or accumulate hazardous waste

Lesson Objectives
- identify EPA standards for hazardous wastes
- determine the waste classification that results from mixing substances
- identify safe use of containers holding hazardous substances
- identify characteristics of hazardous and non-hazardous wastes
- identify the requirements for accumulation areas
- identify controls required for hazardous waste containers and container tracking

To access these courses, please contact your campus safety office.
**Spill Prevention and Control**

*esh_sah_b01_sh_enus*
*Duration: 30 minutes*

This course provides information about hazardous materials, spill control, and confinement methods. The intent of the course is to provide the learner with information about the safe handling, movement, and storage of hazardous materials. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to define hazardous materials, recognize where spills are likely to occur, specify work practices that can prevent spills from occurring, define the goals of spill control, identify actions to take when responding to a spill of hazardous materials or waste, identify response procedures for personnel who discover a spill, and define the terms containment and confinement. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**
All persons who work in occupations having workplace hazards

**Lesson Objectives**
- define hazardous materials
- specify work practices that can prevent spills from occurring
- identify actions to take when responding to a spill of hazardous materials or waste
- identify the boundaries used to define areas where a hazard is present
- identify goals to be implemented when a spill occurs
- identify response procedures to safely deal with a spill

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**Spill Prevention, Control, and Countermeasure Plan**

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*Duration: 30 minutes*

When petroleum products are accidentally spilled, they may damage the environment and pollute waterways. A spill of only one gallon of oil can contaminate a million gallons of water. This course will provide you with information on the prevention and countermeasures you should take should a spill occur. This training will also provide information on the components of a Spill Prevention, Control, and Countermeasure (SPCC) Plan. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to identify the information found in an SPCC Plan, identify responsibilities of the SPCC coordinator, select characteristics of secondary containment or diversionary structures, identify characteristics of oil storage containers, and identify security requirements used to help prevent spills. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**
All personnel who work in petroleum product handling and storage

**Lesson Objectives**
- identify information found in an SPCC Plan
- identify responsibilities of the SPCC coordinator
- select characteristics of secondary containment or diversionary structures
- identify characteristics of oil storage containers
- identify security measures that should be used to help prevent spills
To access these courses, please contact your campus safety office.
identify the labeling and handling requirements of universal waste pesticides under the Universal Waste Rule

cite the requirements for the participants under the Universal Waste Rule

cite the requirements for universal waste handlers under the Universal Waste Rule

Used Oil Management

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Duration: 30 minutes

Failure to properly dispose of used oil is a serious, but little recognized, environmental problem. This half-hour course reviews the various regulatory requirements associated with used oil management primarily from a generator’s perspective. The goal of this training is to provide you with an overview of the used oil management programs and explain the different regulatory scenarios that apply to used oil. The training also provides basic information for used oil handlers whose activities are regulated by the Used Oil Management Standards. The content in this course is designed to comply with the intent of the applicable regulatory requirements. The learning objectives of the course are to describe what constitutes used oil and when used oil is considered hazardous waste; indicate the regulatory path that must be followed based on specific used oil mixtures; identify used oil generators and discuss the regulatory requirements they need to follow; state the used oil record-keeping, transporting, and recycling requirements; and summarize how used oil filters are managed. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience

Management and employees involved in the implementation and operation of used oil management programs

Lesson Objectives

- identify what constitutes used oil
- determine when used oil is considered hazardous waste
- identify who a used oil generator is
- cite regulatory requirements for managing used oil
- identify information regarding the EPA ID numbers used for tracking used oil and hazardous waste
- identify transporter responsibilities regarding used oil and hazardous waste
Access to Employee Medical and Exposure Records

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Duration: 30 minutes

This course contains information regarding employee rights of access to medical and exposure records in order to promote the recognition of workplace hazards and subsequently reduce occupational disease. The content in this course is designed to comply with the intent of the applicable regulatory requirements. In this course, you’ll learn about the purpose for maintaining medical and exposure records, employer responsibilities in providing employee access to medical and exposure records, the characteristics and terms related to medical and exposure records, and the requirements and policies associated with access to medical and exposure records.

Target Audience

Employees who are potentially exposed to hazardous chemicals and harmful physical agents

Lesson Objectives

- identify employer responsibilities in providing employee access to medical and exposure records
- identify the purpose of the Access to Exposure and Medical Records Standard
- cite requirements associated with access to medical and exposure records
- identify employer responsibilities related to deleting and destroying medical and exposure records
- identify the components of an exposure record
- identify the length of time an employer must maintain medical and exposure records

Accident Investigation and Reporting

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Duration: 30 minutes

This course will provide an overview of accident investigation and reporting procedures. The accident investigation and reporting process helps to provide a safe working environment by determining the causes of an accident, then reporting them so that accidents can be prevented in the future. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives for this course are: differentiate between the three cause levels of accidents, recognize why an accident should be investigated, recall the steps for conducting a formal investigation, identify recommended interviewing techniques, describe problem solving techniques commonly used in accident investigation, and recall topics included in an investigative report.

Target Audience

Supervisors, potential accident investigation team members, and employees involved in an accident investigation

Lesson Objectives

- describe why an accident investigation should be conducted
Accident Investigation and Reporting (Simulation)

SAH0400
Duration: 30 minutes

Accidents in the workplace can prove costly to both victims and companies in the form of lost wages, lost productivity, lawsuits, and fines. In order to properly resolve accidents and prevent future occurrences, companies must act quickly in the aftermath of an incident. Trained investigators must be on hand to collect data, interview victims and witnesses, and report findings to management. The Accident Investigation and Reporting Simulation is designed to help supervisors and employees investigate accidents, report findings, and recommend a means of prevention. Over the course of the simulation, participants will practice a series of accident investigation skills, encompassing the objectives of fact finding, interviewing witnesses, and problem solving and reporting. The Accident Investigation and Reporting Simulation comprises one scenario and is based on the SkillSoft series “Safety and Health.” Throughout the simulation links are provided to the following SkillSoft course: SAH0402.

Target Audience
Supervisors, potential accident investigation team members, and employees involved in an accident investigation

Lesson Objectives
- fact finding.
- interviewing witnesses.
- problem solving and reporting.

Aerial Work Platforms

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Duration: 30 minutes

Aerial work platforms allow work personnel to reach elevated areas that are inaccessible by traditional means such as ladders or scaffolding. But like any heavy equipment, aerial work platforms can be very dangerous if used without due care and attention. This course will teach you to inspect your lift and work area, understand the physical hazards involved in working with an aerial work platform, and recognize their standard safety features. You'll also learn about basic training requirements stipulated by OSHA, and some general best practices for aerial work platform operation. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Employees who operate or service aerial work platforms

Lesson Objectives
- recognize potential hazards when inspecting your equipment and operational work area
- identify the required PPE for aerial work platforms
- match the standard safety features of aerial work platforms to examples of when they would be useful
- recognize the OSHA-mandated training requirements for aerial work platform operation

Ammonia Safety

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Duration: 30 minutes

Ammonia is one of the world's most widely used basic chemicals. Anhydrous ammonia is utilized in a wide variety of commercial applications, from fertilizers to refrigerants to solvents. But ammonia can be hazardous. To protect human health and the environment, manufacturers, packagers, shippers, receivers, and others involved throughout the supply chain must adhere to the safe and appropriate use and handling of ammonia. This course will introduce you to the agencies that deal with regulations and standards for handling anhydrous ammonia, and will help acquaint

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you with the risks, controls, safe work practices, and emergency response procedures involved in dealing with this hazardous chemical. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**
Employees whose normal job activities could result in exposure to ammonia

**Lesson Objectives**
- identify general responsibilities of regulatory and compliance organizations that deal with ammonia
- recognize the properties of anhydrous ammonia
- determine first aid measures for dealing with routes of exposure to ammonia
- match the route of exposure to ammonia to its effect on the human body
- identify appropriate storage, handling, and use procedures for controlling exposure to ammonia
- identify the proper use of PPE when dealing with ammonia
- identify proper emergency response to an ammonia spill or leak

**Asbestos**

This course will provide you with information about the serious health hazards associated with exposure to asbestos. It will also address where asbestos is commonly found, how it can potentially affect you, and what you need to do to protect yourself and others from exposure. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives for this course are to list the two agencies that have been principally responsible for generating regulations for asbestos control, define terms associated with asbestos, identify where asbestos-containing materials are commonly found in building materials, list the requirements for signs and labels that identify asbestos exposure hazard areas, identify illnesses related to asbestos exposure, describe the medical surveillance program required by OSHA, recognize circumstances in which personnel may be exposed to asbestos, and identify safety measures that protect against asbestos exposure.

**Target Audience**
This course is designed for employees who may be exposed to asbestos at or above the permissible exposure levels, and employees who perform housekeeping or maintenance operations in areas that contain asbestos-containing materials and potential asbestos-containing materials.

**Lesson Objectives**
- define terms associated with asbestos
- identify characteristics of presumed asbestos-containing material (PACM)
- identify where asbestos-containing materials are commonly found in building materials
- identify the requirements for signs and labels that identify asbestos exposure hazard areas
- identify illnesses related to asbestos exposure
- identify general guidelines of the medical surveillance program required by OSHA.
- identify safety measures that protect against asbestos exposure
- identify proper methods for handling clothing exposed to asbestos

**Back Safety and Injury Prevention**

This course is designed to bring awareness into the work environment and help eliminate preventable back injuries. It will provide information regarding job-specific hazards, safe work practices, and ergonomics. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives for this course are to: identify job-specific hazards that contribute to preventable back injuries, describe ergonomic considerations that minimize back injuries in the workplace, and recall safe work practices that minimize back injuries.

**Target Audience**
All employees
Lesson Objectives
■ identify job-specific hazards that contribute to preventable back injuries.
■ select attributes of a proper posture.
■ identify ways to minimize back injuries.
■ identify the elements of an ergonomic workstation
■ cite examples of engineering controls.
■ cite examples of administrative controls.
■ cite examples of work practice controls.

Behavior-based Safety for Supervisors

This course is intended to provide supervisors with an overview of the concepts of behavior-based safety. This training will aid those supervisors who have not used these techniques in their day-to-day duties and responsibilities in the past. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives for this course are to: define behavior and identify the scope and purpose of a behavior safety program, distinguish the roles and responsibilities of the supervisor and the employee, identify factors that cause incidents (environmental versus personal factors), identify the influences on behavior, determine how to effectively observe behavior, identify behavior reinforcement concepts, specify ways to motivate employees and address the human factor, recognize the importance of attitude and how it affects safety on the job, and describe transactional analysis.

Target Audience
All employees, safety committees, corporate managers, department managers, first line supervisors, and accident investigation team members

Lesson Objectives
■ identify ways to reduce at-risk behaviors in your company as part of a behavior-based approach to safety
■ describe the effect a behavior-based safety program can have on an organization's work culture
■ define the roles and responsibilities of the supervisor and the employee
■ identify the environmental and personal factors that cause incidents
■ identify the influences on behavior, and how to observe and reinforce behavior
■ cite ways to effectively motivate employees by addressing the human factors that may come into play
■ identify ways to motivate employees using cash rewards
■ describe the relationship between behavior and attitude
■ identify the basic principles of transactional analysis

Benzene Awareness

Benzene is a volatile chemical formed from both natural processes and human activities. Natural sources of benzene include emissions from volcanoes and forest fires. Benzene is also a natural part of crude oil, gasoline, and cigarette smoke. Benzene is widely used in the United States, ranking in the top 20 chemicals for production volume. It is primarily used as a solvent, as a starting material for the production of other chemicals, and as a gasoline additive. Breathing benzene can cause drowsiness, dizziness, and unconsciousness; long-term benzene exposure causes effects on the bone marrow and can cause anemia and leukemia. The Occupational Safety and Health Administration (OSHA) recognizes benzene as a hazardous material and imposes strict exposure limits in the workplace. This course presents an overview of benzene and its health risks, and provides information on the occupational requirements and methods to protect against exposure to benzene. It was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
All employees, supervisors, and managers whose normal activities could result in occupational benzene exposure

Lesson Objectives
■ identify the characteristics of benzene
■ identify the uses of benzene
■ recognize how benzene exposure occurs
SAFETY & HEALTH

- identify examples of the health effects of benzene exposure
- identify the hazard protection measures for benzene in a given workplace situation
- recognize the regulatory requirements for working with benzene in a given situation

Bloodborne Pathogen Awareness

**esh_sah_b19_sh_enus**
**Duration: 1 hour**

This course will provide you with a basic understanding of bloodborne pathogens, common modes of transmission, methods of prevention, and what to do if an exposure occurs. Information presented will help minimize serious health risks to persons who may have personal exposure to blood and other potentially infectious materials in the workplace. This course has been updated to reflect new legislation for needlesticks in OSHA regulations for Bloodborne Pathogens that went into effect on April 18, 2001. The content in this course is designed to comply with the intent of the applicable regulatory requirements. The training requirements established under the Bloodborne Pathogen standard require an employer to allow for an opportunity for interactive questions and answers with the person conducting the training session. Employers may use a variety of methods to meet the intent of the standard. As an example, OSHA has previously stated that an employer can meet OSHA’s requirement for trainees to have direct access to a qualified trainer by providing a telephone hotline. Learner objectives for this course are to identify bloodborne pathogens and symptoms of bloodborne diseases, identify modes of transition of bloodborne pathogens, recognize the proper use and handling of personal protective equipment, identify measures to be taken when the skin or eyes are exposed to infectious material, and specify the components of an Exposure Control Plan. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**

Anyone who performs job duties that could bring him or her into contact with blood or body fluids in the workplace including, but not limited to, health care workers, emergency medical and first aid responders, or persons cleaning health care areas, equipment, or devices

Lesson Objectives

- identify the traits and symptoms of hepatitis B
- identify the traits and symptoms of HIV
- identify modes of transmission of bloodborne pathogens
- identify preventive controls that reduce or eliminate exposure
- identify the proper use and handling of personal protective equipment
- recall proper decontamination procedures for blood or other potentially infectious materials
- identify measures to be taken when the skin or eyes are exposed to infectious material
- identify procedures to follow if an exposure incident occurs

Carcinogen Safety

**esh_sah_a81_sh_enus**
**Duration: 30 minutes**

This course provides instruction on recognizing hazard management, use, and control of cancer-causing agents, or carcinogens. The learning objectives of this course are to define the terms associated with carcinogen safety, recognize the routes of entry of carcinogens into the body, and identify the methods of hazard control in relation to carcinogens. Furthermore, the course describes the basic safety rules for carcinogen use, identifies the substances that can cause cancer-related medical problems after repeated exposure, explores types of carcinogen hazard control, and identifies the characteristics of Standard Practice Instructions for handling carcinogens. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**

Health and safety professionals

Lesson Objectives

- define terms associated with carcinogen safety
- identify terms for substances that can cause medical problems after repeated exposure

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Chlorine Safety

Chlorine is one of the 90 elements essential to daily life, along with oxygen, hydrogen, and carbon. Chlorine is used in many processes, including electronics, water purification, synthetics, and medicines. Around 12 million tons of chlorine are produced for such purposes in North America alone. The Occupational Safety and Health Administration (OSHA) recognizes chlorine as a hazardous material and imposes strict exposure limits in the workplace. This course presents an overview of chlorine, its health risks, how to control and respond to chlorine exposure, and how to protect your workforce from potential harm.

Target Audience
All managers, supervisors, and employees whose normal activities could result in occupational chlorine exposure

Lesson Objectives
- identify the characteristics of chlorine
- identify the uses of chlorine in industry
- identify how chlorine exposure can occur
- identify the symptoms of chlorine exposure
- match exposure levels for chlorine to their imposed limits
- recognize examples of chlorine-exposure prevention in a given workplace scenario
- identify personal hygiene procedures for employees working with chlorine
- identify the types and treatment of Personal Protective Equipment (PPE) for when chlorine is present in the workplace
- identify when respirator protection is necessary under the OSHA Respiratory Protection Standard
- identify the actions to take following the release of or exposure to chlorine in a given scenario
- identify methods for the safe storage of chlorine

Cold Stress

This course will discuss the effects of cold on your body, outline the risk factors for cold-related ailments, and describe the associated treatments for each. This training will also describe several preventive measure techniques and safe work practices that you can use to protect yourself from cold-related stresses. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives for this course are to discuss the factors that may affect you when working in a cold environment, identify the signs, symptoms, and treatments of cold-related stresses, and recall techniques commonly used for preventing cold-related disorders.

Target Audience
All personnel that may be required to work outdoors or in artificial cold environments

Lesson Objectives
- identify the factors that may affect you when working in a cold environment
- identify the signs and symptoms of cold-related stresses
- identify the treatments of cold-related stresses
- identify precautions commonly used to prevent cold-related disorders
- identify safe work practices used to reduce cold-related disorders

Combustible Dust

Combustible dust is a hidden and insidious menace. Created during the normal course of production, combustible dust lurks in corners and crevices, within equipment and vents, on floors and other surfaces, and in the very air in which we work. A combustible dust explosion can cause immediate and catastrophic loss of life, injuries, and destruction of buildings and equipment. The ensuing fires, secondary explosions, flying debris, and collapsing structural components pose additional threats to both people and property. This course will introduce you to the agencies that
deal with regulations and standards for dealing with combustible dust, and will help acquaint you with the risks, controls, safe work practices, and proper procedures involved in dealing with this workplace hazard. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**
All persons who work in areas where combustible dust is present

**Lesson Objectives**
- recognize the elements of a combustible dust explosion
- identify the characteristics of combustible dust
- recognize the purposes of conducting a dust hazard assessment
- identify measures for controlling combustible dust in the workplace
- identify who is responsible for complying with safe and healthy practices in the workplace
- match the combustible dust regulations and standards organizations to their descriptions

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**Compressed Gas Safety**

**Lesson Objectives**
- identify the hazards associated with compressed gases
- identify characteristics of physical and fire hazards
- identify characteristics of oxygen displacement and oxygen enrichment hazards
- identify cylinder marking requirements
- identify proper placement of tags on gas cylinders
- identify proper storage precautions for gas cylinders
- identify requirements for safely transporting containers and cylinders
- identify safe handling techniques for poison inhalation hazard materials and cryogenic gas containers

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**Computer Ergonomics**

This course is designed to provide the basic information needed to recognize and report musculoskeletal disorder (MSD) signs, symptoms, and risk factors. It addresses the key components of an Ergonomics Program and also provides information to assist both employees and employers in minimizing the risk of developing work-related MSDs. This course applies to employees and employers required to work in computer/data entry environments. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives for this course are to: define terms related to the study of ergonomics, recognize signs and symptoms of injury to the muscles and skeleton and the importance of early reporting, identify risk factors for injury to the muscles and skeleton, and specify controls and work practices to reduce and/or eliminate risk factors for injury to the muscles and skeleton.

**Target Audience**
All persons who work primarily with computers

**Lesson Objectives**
- define terms related to musculoskeletal disorders
- identify how musculoskeletal disorders develop
- identify signs and symptoms associated with musculoskeletal disorders
- identify what to do when signs and symptoms of musculoskeletal disorders are present
identify risk factors associated with musculoskeletal disorders
■ identify controls and work practices commonly used to reduce or eliminate musculoskeletal disorders in the workplace
■ identify office furniture and body positioning that can be used to reduce or eliminate musculoskeletal disorders in the workplace
■ identify the correct wrist position when using a computer keyboard to avoid injury
■ identify how proper computer monitor positioning can reduce or eliminate musculoskeletal disorders from developing

Confined Spaces

This course covers information about confined spaces, hazardous atmospheres, necessary equipment, and permits. The intent of the course is to provide the learner with information about the hazards and hazard control methods that will permit safe work in enclosed work areas or confined spaces. Learner objectives for this course are to recognize terms commonly associated with confined spaces, distinguish the difference between permit required confined spaces and non-permit required confined spaces, identify hazards associated with confined spaces, recognize signs and symptoms of overexposure, identify equipment needed for confined space entry, specify safe entry procedures for confined spaces, recognize permits posted at points of entry to a confined space and specify their purpose and use, and identify the duties and responsibilities of personnel involved with confined spaces.

Target Audience
Employees who are assigned to work in and around work areas that have been identified as confined spaces

Lesson Objectives
■ define terms commonly associated with confined spaces
■ identify the dangers associated with using tools in confined spaces
■ recognize the effect various factors can have on the atmospheric conditions in a confined space
■ identify key concepts related to overexposure to chemicals in confined spaces
■ recall safe entry procedures for confined spaces
■ identify equipment needed for confined space entry
■ recall basic information regarding permits
■ identify roles and responsibilities of the attendant in confined space entry
■ identify the responsibilities of the entry supervisor and the entrant in a confined space

Construction Safety Orientation

This course is designed to inform new construction workers and site visitors in and around construction sites of the potential hazards and safe work practices associated with the construction industry. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to recognize hazards commonly found at construction sites and recall safe construction work practices. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Supervisors, safety committees, corporate managers, department managers, and accident investigation team members

Lesson Objectives
■ identify responsibilities in a Hazard Communication Program
■ identify methods to communicate chemical hazards
■ select safe work practices to prevent slips, trips, and falls
■ identify general PPE requirements
■ recognize safe techniques when handling material
■ identify safe work practices when working with hand and power tools
■ cite ways to control electrical hazards
■ identify safe practices for trenching and excavating at a site
■ identify good housekeeping practices
■ identify precautions to take when welding or cutting
Crane Signaling and Communications

esh_sah_b67_sh_enus
Duration: 30 minutes

When operating a crane, a signal person—or spotter—is used in situations when the point of crane operation is not in full view of the crane operator. This course will provide you with an understanding of the training requirements and proper hand signals and communication skills needed by signal persons and crane operators in these situations. This will allow the operation of mobile cranes in accordance with the Occupational Safety and Health Administration (OSHA)’s ‘Signal Person Qualification’ standard at part 29 Code of Federal Registers (CFR) 1926.1428. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Riggers, crane operators, and other employees who work with cranes

Lesson Objectives
■ recognize what hand signals to use in a given scenario
■ recognize when a signal person must be provided for crane operations
■ recognize signal communication safety issues in given scenario

Cryogenic Safety

esh_sah_a04_sh_enus
Duration: 1 hour

Cryogenic materials are commonly used in the workplace for a variety of purposes, such as refrigeration, medical applications, and rocket propulsion. Due to their extremely cold temperatures, cryogenic materials can be hazardous if handled and stored incorrectly. Any employees handling cryogenic materials must wear personal protective equipment. If employees are exposed to the extreme cold of cryogenic materials they should receive treatment immediately to prevent permanent injury. In the event that an individual inhales cryogenic materials, he should seek immediate attention to prevent serious injury or death. Cryogenic materials are stored in specially designed containers known as dewars. This course explains how to recognize different types of cryogenic materials in the workplace and identifies the potential dangers of storing and handling these materials incorrectly. It identifies recommended equipment and the standard operating procedures for handling and storing cryogenic materials safely. It also describes the most effective course of action if accidents involving cryogenic materials occur, including recommended methods for treating employees injured by cryogenic materials.

Target Audience
Employees, managers, or supervisors whose normal job activities require the handling or use of cryogenic material

Lesson Objectives
■ identify characteristics of cryogenic materials
■ recognize workplace situations in which cryogenic materials are used
■ match specific cryogenic materials to the dangers associated with them
■ identify important safety precautions for employees handling and storing cryogenic materials
■ identify steps to be taken to ensure the safety of employees, customers, and the public in the event of an accident involving cryogenic materials
■ identify the steps to take when an employee is exposed to cryogenic materials

Decontamination (HAZWOPER)

SAH0416
Duration: 1 hour

This training provides information concerning decontamination, which is the process of removing contaminants that have collected on workers and equipment. Decontamination protects you from hazardous substances that may contaminate and eventually penetrate protective clothing, respiratory equipment, tools, vehicles, and other equipment used on-site. It also prevents the movement of contaminants from the site to the community. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives for this course are to: list the major factors that affect...
To access these courses, please contact your campus safety office.

Permeation of contaminants, identify the steps in making a decontamination plan, list decontamination procedures for personnel and equipment, describe tests used to determine the effectiveness of decontamination methods, and recognize how emergency decontamination situations should be handled.

Target Audience
Regular hazardous waste site workers and managers

Lesson Objectives
■ identify the major factors that affect permeation of contaminants.
■ identify steps in a decontamination plan.
■ identify the zones of a hazardous material site.
■ identify decontamination procedures for personnel and equipment.
■ identify tests used to determine the effectiveness of decontamination methods.
■ identify health and safety hazards associated with decontamination procedures

Electrical Safety
esh_sah_b15_sh_enus
Duration: 30 minutes

An awareness level course that discusses how to work safely with electricity. It focuses on specific electrical hazards found in the workplace and methods to minimize or eliminate those hazards. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to: recall basic rules of electricity as they relate to electrical safety, identify actions to take in an electricity-related emergency, recognize common electrical hazards, and describe methods to reduce or eliminate electrical hazards. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
This training course is intended for unqualified workers but can also be used to supplement qualified workers’ training

Lesson Objectives
■ identify basic rules of electricity.
■ identify the electrical principles that were ignored for a given injury scenario.
■ identify common electrical related injuries and effects of electricity on the human body.
■ identify actions to take in an electrical emergency.
■ identify common electrical hazards of using extension cords and guidelines for avoiding them.
■ identify common electrical hazards.
■ identify factors related to overhead power line safety.
■ identify methods to reduce or eliminate electrical hazards.

Electrostatic Discharge Safety Training
esh_sah_a07_sh_enus
Duration: 1 hour and 30 minutes

This course will provide a basic understanding of static electricity, and how to provide protection from static electricity. The information in this course will focus on the identification, assessment, and control of static electricity for purposes of preventing fires and explosions.

Target Audience
Primarily engineering, safety, and maintenance personnel whose responsibilities include determining and correcting static issues. May also benefit managers, supervisors, and employees who work in areas where electrostatic discharge could result in fire, explosion, and/or damage to electrical equipment.

Lesson Objectives
■ identify the purpose and scope of the NFPA 77: Recommended Practice on Static Electricity standard
■ identify examples of the main causes of static electricity in the workplace
■ identify statements that correctly describe the nature of static electricity
■ identify relevant statements about measuring static electricity
■ identify relevant statements about each of three types of hazards created by static electricity
■ identify the principles associated with each of four variables on the ignition of static discharge in combustible environments
identify three techniques that are used to control the hazards of static electricity
identify methods commonly used to neutralize human static discharge

Emergency and Disaster Preparedness

This course was designed and developed to provide instruction on emergency response, safety, reporting, and evacuation of company facilities and work areas in the event of a natural disaster, fire, bomb threat, or other emergency. The procedures contained in this training should be followed unless otherwise directed by your employer, police or fire department officials. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to discuss the purpose and scope of an emergency response plan, describe the purpose and scope of an emergency evacuation plan, recall the actions to take in specific emergency situations, describe the purpose and scope of a workplace violence prevention plan, and identify specific actions to take in the event of a bomb threat. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
All employees

Lesson Objectives
- identify components of an emergency response plan
- identify the information you need to know to be prepared for an emergency evacuation
- identify the actions to take in the event of a fire
- identify the actions to take in the event of a hazardous substance spill
- identify the actions to take in the event of an earthquake
- identify the actions to take in the event of a flood or a tornado

Emergency Response and Spill Control (HAZWOPER)

This training describes how to respond to various emergency situations and describes control of situations both by the workers involved and by trained emergency personnel. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to: define hazardous materials, recognize where spills are likely to occur, identify the elements of an emergency response plan, identify equipment and supplies in response to a spill, define levels of emergency response personnel, specify spill prevention measures, identify methods to contain or confine chemical material, identify post-response actions after a spill. Emergency Response and Spill Control (HAZWOPER) was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Regular hazardous waste site workers and managers

Lesson Objectives
- define hazardous material
- identify when spills are most likely to occur
- identify provisions of the emergency response plan
- identify equipment and supplies that can be used for an emergency spill response
- define levels of emergency response personnel
- select actions to take upon discovering a spill or leak
- determine what methods should be used to contain or confine chemical material in a given scenario
- identify post-response actions after a spill has occurred

To access these courses, please contact your campus safety office.
Emergency Response in the Workplace

This course provides information about planning for and responding to emergencies. The intent is to provide the learner with basic information on procedures that cover onsite emergencies such as an accidental release or spill of a hazardous chemical, fire emergencies, explosions, bomb threats, threats to security, or personal injuries. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to define basic terminology associated with emergency response, recognize the presence of hazardous substances in an emergency, specify the risks associated with hazardous substances in an incident, specify the potential outcomes associated with an emergency created when hazardous substances are present, define the role and responsibilities of the Emergency Response Team, identify additional resources for more information regarding relevant standard operating procedures for emergency response, identify the requirements for air monitoring during emergency response, specify general site security and control procedures according to the emergency response plan and the US Department of Transportation’s Emergency Response Guidebook, specify emergency reporting and communication methods, specify basic spill control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available in your area, and specify basic decontamination procedures. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
All employees

Lesson Objectives
- identify the definitions of basic emergency response terminology
- identify the definitions for common roles in emergency response situations
- identify hazardous substances and their associated risks
- identify the responsibilities of an employee in an emergency situation involving hazardous materials
- identify important components of an emergency response plan
- identify responsibilities of the emergency response team
- identify air monitoring requirements
- identify key concepts related to communications during an emergency situation
- identify the responsibilities of the Incident Commander
- identify key concepts related to site control and evacuation procedures
- identify non-emergency response situations
- identify decontamination procedures and resources for medical assistance

Ergonomics and Injury Prevention for Commercial Vehicle Operators

This course is designed to prevent drivers from risks of injury they face when operating commercial vehicles, and when manually handling the loads they may be transporting. The course discusses various types of injuries associated with operating commercial motor vehicle. It also addresses the ergonomics practices, safety controls, and personal protective equipment (PPE) that commercial vehicle operators should use to minimize or prevent chances of getting injured at work. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Operators of commercial vehicles and other large trucks

Lesson Objectives
- differentiate between the federal agencies that have jurisdiction over employees operating motor vehicles used for commercial purposes
- recognize the driving industries and occupations that have a higher rate of musculoskeletal disorders

To access these courses, please contact your campus safety office.
match the hazards associated with operating a motor vehicle to the types of injuries that may occur as a result

recognize safe work practices and injury prevention methods for operating a commercial motor vehicle

identify the types of PPE drivers should use when handling materials they’ve transported

Ergonomics in the Workplace

This course is designed to provide the basic information needed to recognize and report musculoskeletal disorder (MSD) signs, symptoms, and risk factors. It addresses the key components of an ergonomics program and provides information to assist both employees and employers in minimizing the risk of developing work-related MSDs. This course applies to both office and industrial settings. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to define terms related to the study of ergonomics, recognize signs and symptoms associated with musculoskeletal disorders, identify risk factors associated with musculoskeletal disorders, and identify controls commonly used to reduce or eliminate musculoskeletal disorders in the workplace.

This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience

All persons who have work activities that involve physical efforts involving lifting and handling materials or objects or actions that involve repetitive motions or other procedures that may be related to MSDs, and employers who may be responsible for implementing an ergonomics program

Lesson Objectives

- define terms related to the study of ergonomics
- recognize what may be affected by musculoskeletal disorders
- identify signs and symptoms associated with musculoskeletal disorders
- identify risk factors associated with musculoskeletal disorders

Fall Protection

This course is intended to provide employees who might be exposed to fall hazards with the ability to recognize such hazards and the ability to minimize them. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to recognize common workplace fall hazards, describe fall protection techniques used in general industry, identify fall protection equipment and limitations, and describe the primary components of an OSHA-compliant fall protection program. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience

All personnel exposed to a potential free fall greater than 6 feet while on the job

Lesson Objectives

- recognize common workplace fall hazards
- identify common workplace tripping hazards
- identify fall protection techniques and methods
- identify guidelines related to fall protection equipment
- identify who is in charge of safety monitoring
- recognize ways to protect workers from workplace fall hazards
Fire and Explosion Hazards (HAZWOPER)

esh_sah_b08_sh_enus
Duration: 30 minutes

This course identifies procedures and precautions to help reduce the risks of fire and explosion from chemical reactions, ignition of explosive or flammable chemicals, ignition of materials due to oxygen enrichment, and sudden releases of materials under pressure. By learning how to protect yourself and others from fire and explosion hazards, you can help save time, resources, serious injuries, and loss of life. The content in this course is designed to comply with the intent of the applicable regulatory requirements. The learning objectives of the course are to identify the four elements that trigger a fire; define the terms ignitable, flammable, combustible, and oxidizer; identify safety principles to protect against fire and explosion; specify safe handling procedures for potentially flammable or explosive materials; recognize ignition sources; and identify proper storage of flammable and explosive materials. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Regular hazardous waste site workers and managers

Lesson Objectives
- identify various fire hazards
- identify explosion hazards
- identify sources of ignition
- cite safe handling procedures for potentially flammable or explosive materials
- cite safe storage procedures for potentially flammable or explosive materials

Fire Safety and Prevention

esh_sah_b20_sh_enus
Duration: 30 minutes

This course addresses how to prevent fires and recognize fire hazards. It will also discuss what actions to take in the event of a fire, including the proper use of portable fire extinguishers. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to define the chemistry of fire, recognize common fire hazards, classify types of fires and fire extinguishers, identify the general requirements of egress or exit standards, specify how to prevent workplace fires, identify how to respond to a fire, and specify the proper use of portable fire extinguishers. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
All employees

Lesson Objectives
- identify the characteristics of fire
- select the type of fire extinguisher to use on different types of fires
- identify the general requirements of evacuation standards
- identify how to prevent workplace fires
- identify how to respond to a specific situation during a fire emergency
- identify characteristics of handheld fire extinguishers
- identify the correct fire extinguisher to use on a particular type of material
First Aid: Automated External Defibrillator

esh_sah_a72_sh_enus
Duration: 30 minutes

The primary focus of this course is the proper use of the Automated External Defibrillator (AED). Use of the AED also includes the correct application of the ABC’s of basic life support and basic CRP techniques, which will also be reviewed in this training. Note: This training should not be used as the primary basis for any AED or CPR certification. It is intended to provide the learner with knowledge-based training only and should be accompanied with a performance-based component provided by a qualified instructor. The content in this course is designed to comply with the intent of the applicable regulatory requirements.

Target Audience
All personnel

Lesson Objectives
■ identify initial actions to take upon arriving at an accident scene
■ identify actions to take if an accident victim is unresponsive
■ identify the correct action to take when a victim has suffered no trauma, depending on whether he or she is breathing
■ identify the first actions to take in performing rescue breathing
■ identify actions to take after the initial two sets of rescue breathing
■ identify the correct procedures for chest compression during CPR
■ describe the procedure for using an automated external defibrillator
■ identify actions to take during a defibrillation procedure

First Aid: Basic

esh_sah_b34_sh_enus
Duration: 1 hour

First aid is the immediate care for victims of injuries or sudden illness, before professional medical treatment is available. It not only involves the victim's physical condition and emotional state, but the entire emergency situation. This training course will focus on how to use a systematic approach to evaluate an emergency situation and respond to basic first aid situations prior to the arrival of emergency medical services (EMS). Note: This training should not be used as the primary basis for any first aid certification. It is intended to provide you with knowledge-based training only. This training should be accompanied by a performance-based component provided by a certified first aid instructor. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to describe how to appropriately respond to a medical emergency; state how to examine an accident victim for injuries; and recall basic first aid techniques used to treat injuries including severe bleeding, bleeding shock, fractures and dislocations of bones, and burns. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
All personnel

Lesson Objectives
■ identify precautions that help minimize exposure to bloodborne pathogens
■ identify actions to be taken when arriving at the scene of an accident
■ identify first aid techniques to use on a conscious accident victim
■ identify basic first aid techniques to use on an unconscious accident victim
■ identify actions to take during the full body examination of an accident victim
■ identify the primary concerns of the first aid responder to a severe bleeding victim
■ identify basic first aid techniques used to treat severe bleeding

To access these courses, please contact your campus safety office.
To access these courses, please contact your campus safety office.

**Safety & Health**

- Identify basic first aid techniques used to treat bleeding shock
- Identify basic first aid techniques used to treat fractures
- Identify ways of immobilizing an extremity
- Classify burns by their severity
- Identify when to seek immediate medical attention for burns
- Identify basic first aid techniques used to treat burns
- Identify appropriate ways to treat burns that may be the result of radiation

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### First Aid: CPR

*esh_sah_a73_sh_enus*

**Duration:** 30 minutes

Emergencies requiring cardiopulmonary resuscitation (CPR) can and do occur without warning. It is important that you know the basic emergency techniques for recognizing and treating failures of the respiratory system and heart. This course will focus on the ABCs of basic life support: maintaining an open airway, restoring breathing, and restoring circulation. Note: this training should not be used as the primary basis for any CPR certification. It is intended to provide the leaner with knowledge-based training only. This training should be accompanied by a performance-based component provided by a certified CPR instructor. The content in this course is designed to comply with the intent of the applicable regulatory requirements.

**Target Audience**

All personnel

### Lesson Objectives

- Identify actions to take if the victim is unconscious
- Identify characteristics of the head-tilt/chin-lift technique
- Identify factors to consider in assessing the presence or absence of breathing
- Identify characteristics of rescue breathing
- Identify proper CPR technique

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### First Aid: Medical Emergencies

*esh_sah_a72_sh_enus*

**Duration:** 30 minutes

The primary focus of this course is the proper use of the Automated External Defibrillator (AED). Use of the AED also includes the correct application of the ABC's of basic life support and basic CPR techniques, which will also be reviewed in this training. Note: This training should not be used as the primary basis for any AED or CPR certification. It is intended to provide the learner with knowledge-based training only and should be accompanied with a performance-based component provided by a qualified instructor. The content in this course is designed to comply with the intent of the applicable regulatory requirements.

**Target Audience**

All personnel

### Lesson Objectives

- Identify initial actions to take upon arriving at an accident scene
- Identify actions to take if an accident victim is unresponsive
- Identify the correct action to take when a victim has suffered no trauma, depending on whether he or she is breathing
- Identify the first actions to take in performing rescue breathing
- Identify actions to take after the initial two sets of rescue breathing
- Identify the correct procedures for chest compression during CPR
- Describe the procedure for using an automated external defibrillator
- Identify actions to take during a defibrillation procedure
Food Safety and Handling

**esh_sah_a05_sh_enus**  
**Duration:** 1 hour

Each year, bacteria in food cause millions of illnesses in the US. According to the Food and Drug Administration, between 2% and 3% of all foodborne illnesses result in secondary long-term illnesses. Some strains of E. coli can cause kidney failure in infants, and salmonella can lead to reactive arthritis and serious infections. In addition to the risks from badly prepared or handled food, there is the potential risk of malicious contamination. Those involved in food preparation must follow safe procedures to ensure that food contamination and its associated illnesses are prevented. This course focuses on the health risks associated with improperly handled food. It highlights the ways in which food can become contaminated and provides guidelines for storing and handling food safely. By applying the procedures recommended in this course, you can minimize the risk of food-related illnesses.

**Target Audience**
Employees involved in food preparation

**Lesson Objectives**
- identify the most common illnesses caused by contaminated food
- identify less common illnesses caused by contaminated food
- match foods to the pathogens they are prone to carry
- match foods to the contaminants they are prone to carry
- match food-related illnesses with their associated symptoms
- match the symptoms described in a scenario with their associated food-related illnesses
- identify the proper procedures for refrigerating food
- identify the proper guidelines for heating food
- recognize instances when food is safe or unsafe to eat
- identify the guidelines for preventing cross-contamination of food
- recognize procedures for dealing with food security issues
- recognize suitable levels of personal hygiene when in contact with food in given scenarios
- identify suitable hand-hygiene procedures
- identify procedures for using gloves when handling food
- identify instances in which gloves should be changed

Foodservice Worker Safety

**esh_sah_b58_sh_enus**  
**Duration:** 30 minutes

There are hazards in every workplace. For young and inexperienced workers, food preparation jobs in restaurants, cafeterias, hotels, or schools are often their first jobs. This course explains many of the hazards that employees in the food services industry may be exposed to, including ergonomics, kitchen equipment, fire safety, machine guarding, slips, trips and falls, sharps, burns, and electrical safety. You will learn principles and best practices for avoiding these types of hazards in your workplace.

**Target Audience**
Employees who work in the foodservice industry

**Lesson Objectives**
- recognize actions that may prevent fires, burns, and electrocution in the foodservice environment
- recognize best practices for avoiding hazards from unguarded kitchen equipment
- recognize best practices for avoiding hazards from sharp objects in the foodservice environment
- recognize actions that help foodservice employees avoid ergonomic hazards
- recognize hazards that could cause slips, trips, or falls
Forklift Operator: Safety Inspection and Maintenance

esh_sah_b76_sh_enus
Duration: 30 minutes

Forklifts are used in many industries, and operating them safely is paramount to the safety of both forklift operators and their fellow employees. In this course, you will learn when and how to inspect a forklift and what to do in the event an equipment problem is discovered. You will also learn the necessary precautions to take and procedures to follow when refueling gasoline, diesel, and propane-powered forklifts and when changing or recharging battery-powered units. You will also learn about the health hazards you may face as a result of working with or around forklifts. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Employees operating and servicing forklifts

Lesson Objectives
■ recognize what elements of the forklift need to be inspected
■ recognize when a forklift needs to be taken out of service
■ identify safe practices for servicing a forklift
■ identify the three main types of exposures that can be hazardous to your health when maintaining a forklift
■ recognize safe practices for refueling forklifts and charging or changing their batteries

Forklift Operation 2: Stability and Capacity

esh_sah_b78_sh_enus
Duration: 30 minutes

Forklift operation is a specialized job that requires operators to receive specific training. For instance, before operating a forklift, operators need to be familiar with its capabilities and limitations. This course specifies where to find information on safe forklift operation, and explains what this information means. It shows how features of forklift design impact forklift stability and capacity, and emphasizes that operators must be trained to safely operate forklifts according to their specific designs. The course highlights the concept of the stability triangle to help operators understand specific stability concerns presented by different load types, and shows how to safely accommodate these loads to avoid tipovers and falling loads. Finally, the course uses a field calculation to estimate safe load capacity for situations when a load exceeds the forklift’s stated capacity. Forklift Operation 2: Stability and Capacity was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Employees operating forklifts

Lesson Objectives
■ recall what information can be found on the forklift’s nameplate
■ predict, using the stability triangle, the impact various types of loads have on forklift stability
■ estimate safe load capacity for loads that are irregular or exceed the forklift’s capacity

Forklift Operation 3: Load Handling

esh_sah_b77_sh_enus
Duration: 30 minutes

Forklifts are an important tool used in many industries, but they present many hazards to their operators. The good news is that many of these hazards can be avoided, if not eliminated, when operators are trained to properly operate and load a forklift. Some basic practices can be used to improve safe load handling—for example, driving the forks as far under the load as possible. More specific practices for approaching, lifting, and lowering a load can also help forklift operators improve load handling safety, as they perform each of these actions. Armed with this knowledge, forklift operators will be better prepared to safely load the forklifts they operate. Forklift Operation 3: Load Handling was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

To access these courses, please contact your campus safety office.
Forklift Operation 4: Traveling and Maneuvering

Duration: 30 minutes

Safely traveling with and maneuvering a forklift, like most equipment, requires some special considerations. Forklift operators who know how to safely travel with and maneuver a forklift can protect themselves, pedestrians in the workplace, and the loads carried on forklifts. The specific guidelines provided in this course will protect operators from the hazards of traveling with and maneuvering a forklift. The course offers instructions on how to mount and dismount a forklift properly; on traveling with a load over uneven paths, inclines, and other potentially unstable surfaces; and on maneuvering safely when forklifts start, stop, and change direction. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Employees operating forklifts

Lesson Objectives
- identify safe load handling practices
- recognize what the guidelines for correctly approaching, lifting, and lowering a load are meant to accomplish

Forklift Safety Awareness

Duration: 30 minutes

The purpose of this training is to help you become a qualified forklift operator; one who has the skills and knowledge to operate a lift truck in a safe and proper manner. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to recognize general engineering and capacity principles associated with forklift safety; identify factors that lead to forklifts tipping over; distinguish between safe and unsafe forklift operations; describe the differences between driving an automobile and a forklift; identify general loading and unloading principles associated with forklift safety; specify safe refueling and recharging procedures; and list the steps to perform in walk-around and sit-down inspections. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Employees operating and servicing forklifts

Lesson Objectives
- identify load center engineering principles associated with forklift safety
- identify capacity engineering principles associated with forklift safety
- identify forklift safety practices
- recognize key concepts related to driving forklifts
SAFETY & HEALTH

- identify general loading and unloading principles associated with forklift safety
- recognize safe refueling and recharging procedures
- identify the steps to perform in walk-around and sit-down inspections

Hand and Power Tool Safety

esh_sah_b33_sh_enus
Duration: 30 minutes

A variety of handheld tools are used in the workplace. This course will provide an understanding of the potential hazards associated with the use of hand tools and power tools, as well as the safety precautions required to prevent those hazards from occurring. Power tool hazards are addressed in the course by relating them to the power source used in them: pneumatic, liquid fuel, hydraulic, or powder-actuated. The content in this course is designed to comply with the intent of the applicable regulatory requirements. The learning objectives of the course are to identify general power tool safety precautions; define the purpose and correct usage of guards; specify which tools are equipped with safety switches; identify specific hazards and control measures related to the use of electric tools; recognize specific hazards and control measures related to the use of power grinders; understand specific hazards and control measures related to the use of pneumatic tools; identify specific hazards and control measures related to the use of powder-actuated tools; and identify specific hazards and control measures related to the use of hydraulic jacks. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
All employees who work with hand and power tools

Lesson Objectives
- identify general hazards and control measures associated with hand and power tools
- identify specific hazards associated with hand tools
- identify general power tool safety precautions
- identify the way guards provide protection to operators
- identify tools that must be equipped with a momentary switch
- identify specific hazards and control measures related to the use of electric tools
- identify the proper procedures to follow when using a grinder
- identify specific hazards and control measures related to the use of pneumatic tools
- identify specific hazards and control measures related to the use of powder-actuated tools
- identify specific hazards and control measures related to the use of hydraulic jacks

Hazard Communication (HAZWOPER)

esh_sah_a80_sh_enus
Duration: 30 minutes

This training discusses programs and procedures dealing with chemical hazards as stated in OSHA Regulation 29 CFR 1910.1200, the Hazard Communication Standard. This training is geared toward employees who are actively involved in cleanup activities. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to identify employer responsibilities and employee responsibilities under the Hazard Communication Standard, describe methods used to detect hazardous materials in the workplace, identify categories of chemical hazards, describe health effects associated with hazardous chemicals, and list methods used to control hazardous chemicals. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Regular hazardous waste site workers and managers

Lesson Objectives
- identify employer and employee responsibilities under the Hazard Communication Standard
- identify methods used to detect hazardous chemicals
- recognize terms used to describe characteristics of hazardous materials
- describe health effects associated with chemical hazards

To access these courses, please contact your campus safety office.
Hazard Communication: An Employee’s Right to Know

**esh_sah_b23_sh_enus**  
**Duration:** 30 minutes

This course will acquaint you with the precautions that both you and your employer must take in order to safely use, handle, and dispose of hazardous chemicals in the workplace. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to identify the routes of chemical entry into the body, define various categories of chemical hazards, interpret warning labels, interpret information commonly found in a Safety Data Sheet (SDS), and identify types of controls commonly used to reduce or eliminate contact with hazardous materials in the workplace. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**
Employees and employers who work with hazardous chemicals

**Lesson Objectives**
- identify the routes of chemical entry into the body
- identify the definitions of various categories of chemical hazards related to sickness or injury
- identify the terms associated with the physical hazards of chemicals
- interpret information found on chemical warning labels
- interpret numeric codes found on NFPA warning labels
- recognize key concepts about Safety Data Sheets
- recognize the appropriate controls for reducing or eliminating contact with hazardous materials in the workplace.

Hazardous Material Handling and Storage

**esh_sah_a20_sh_enus**  
**Duration:** 1 hour

This course covers information about drum handling, compressed gas cylinders, flammable materials, slings, safe lifting techniques, and safe handling procedures. The intent of the information is to familiarize the learner with safe work practices necessary to prevent injury while handling materials and equipment in the workplace. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to: identify safe lifting techniques when manually handling an object; identify hazards associated with handling drums and containers; specify the proper handling, transportation, storage, and use of compressed gas cylinders; identify hazards associated with handling acetylene, oxygen, or hydrogen; specify how to detect leaks; recognize materials that may be flammable and/or combustible; identify the factors involved in the proper selection, use, and inspection of slings used to hold suspended loads; and identify safe handling and moving practices when performing routine maintenance.

**Target Audience**
Persons who will be moving or handling objects in and around the workplace

**Lesson Objectives**
- identify safe lifting techniques when manually handling an object.
- identify hazards associated with handling drums and containers.
- identify safe handling procedures when working with drums and containers.
- specify the proper handling and use of compressed gas cylinders.
- identify the proper procedures for transporting compressed gas cylinders.
- identify the proper handling of compressed gas cylinders that are no longer needed.
- identify materials that may be flammable and/or combustible.
- identify safe work practices when hoisting materials using slings.
- identify safe handling and moving practices when performing routine maintenance.
Hazardous Materials in the Workplace

This course discusses proper handling of chemicals in the workplace and actions that can be taken to protect the workers, the public, and the environment. It also covers the roles and responsibilities of those responding to events involving hazardous materials. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to define hazardous materials, identify the factors that influence how spills are controlled; recognize where spills are likely to occur; identify possible responses to a release; specify potential outcomes of using inappropriate control methods; define the primary and secondary goals of spill control; define the terms containment and confinement; specify the recommended procedures for spill and leak response; specify the proper steps to contain hazardous spills; specify confinement methods for solids, liquids, and gases; and define the roles and responsibilities of personnel who respond to emergencies involving hazardous materials.

Target Audience
Regular hazardous waste site workers and managers

Lesson Objectives
- identify characteristics of hazardous materials
- recognize situations when spills are most likely to occur
- identify potential outcomes of a hazardous material release
- define the roles and responsibilities of personnel who respond to emergencies involving hazardous materials
- identify possible responses to a release of hazardous material
- identify the primary and secondary goals of spill control
- identify actions to take as part of the recommended procedures for spill and leak response
- match the terms “containment” and “confinement” with their definitions
- identify the factors that influence how spills are controlled
- specify the proper steps to contain hazardous spills
- specify confinement methods for solids
- specify confinement methods for liquids
- specify confinement methods for gases and vapors

Hazardous Materials in the Workplace

esh_sah_a36_sh_enus
Duration: 1 hour

Hazard to Outdoor Workers

Not every job takes place in a comfortable climate-controlled office. For many people, working in the outdoors is a large part of their work. From agriculture to forestry to ecology to construction, outdoor work plays a major role in the nation's economy. The Occupational Safety and Health Administration, or OSHA, requires that employees be trained to recognize and avoid workplace hazards, including those that occur outdoors. This course will introduce you to the physical and biological hazards of working outdoors. You'll learn about physical hazards such as noise exposure and risk of injury from traffic and heavy equipment. You'll discover the effects of extreme heat and cold on outdoor workers, and controls for preventing damage from extreme temperatures, and about the different types of adverse weather hazards experienced by outdoor workers. You'll also learn about biological hazards including causes and prevention of vector-borne diseases, and how to identify and avoid poisonous plants and wildlife hazards. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Employees who regularly work in outdoor environments

Lesson Objectives
- recognize strategies to prevent hearing loss and mitigate risk of injury while working outdoors
- identify the effects of extreme heat and ultraviolet light on outdoor workers
- match hazards of extreme cold and ice to their health effects
- recognize appropriate safety strategies for adverse weather conditions and earthquakes

To access these courses, please contact your campus safety office.
■ identify causes of and prevention techniques for vector-borne diseases
■ identify how to avoid contact with poisonous plants
■ identify strategies to avoid wildlife hazards

**Hearing Conservation**

*esh_sah_b24_sh_enus*

**Duration:** 30 minutes

This training course will provide information to help you prevent noise-induced hearing loss. It will also explain the purpose and components of a hearing conservation program including the proper fitting, use, and care of hearing protectors. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to describe the effects of noise on hearing; discuss the components of OSHA's Hearing Conservation Program—noise monitoring, hearing tests, training, and hearing protection; and specify the proper selection, fitting, use, and care of hearing protectors. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**

All personnel subject to the hearing conservation program

**Lesson Objectives**

■ identify the effects of noise on hearing
■ identify key components of OSHA's hearing conservation program
■ identify the advantages and disadvantages of earplugs
■ identify the advantages and disadvantages of canal caps
■ identify the precautions to take when using various types of hearing protection

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**Heat and Cold Exposure Management (HAZWOPER)**

*SAH0439*

**Duration:** 1 hour

This training is intended for personnel who may be exposed to temperature extremes at hazardous waste sites. Heat-related illness is a major hazard, especially for workers wearing personal protective clothing. Cold-related injuries can cause loss of limbs or even death. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to:

■ identify heat-related illnesses that can result from exposure to hot temperatures, specify first aid measures for heat-related illness, identify individual factors that affect the body’s ability to withstand hot temperatures, specify steps to avoid or reduce heat-related illness, specify conditions and injuries that can result from exposure to cold temperatures, specify first aid measures for frostbite and hypothermia, identify individual factors that affect the body’s ability to withstand cold temperatures, and recognize measures for preventing injuries related to cold temperature exposure.

**Target Audience**

Regular hazardous waste site workers and managers

**Lesson Objectives**

■ identify illnesses that can result from exposure to hot temperatures.
■ identify symptoms of heat-related illnesses.
■ identify first aid measures for treating heat-related illnesses.
■ identify ways to stay healthy in the heat.
■ cite individual factors to avoid or reduce heat-related illness.
■ identify conditions and injuries that can result from exposure to cold temperatures.
■ identify first aid measures for cold-related injuries and illnesses.
■ cite measures for preventing cold-related illness and injury.
Heat Stress Recognition and Prevention

**esh_sah_a39_sh_enus**
**Duration: 30 minutes**

Each year more people in the United States die from extreme heat than from hurricanes, lightning, tornados, floods, and earthquakes combined. This course will discuss the effects of heat on your body, outline the risk factors for heat-related illnesses, and describe the associated treatments for each. This training will also explain several control measure techniques and safe work practices that you can use to prevent heat-related stresses. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to: describe how your body handles heat and what personal factors may lead to heat stress; identify the signs, symptoms, and first aid treatments of heat-related illnesses; and recall preventive measures that you can take to minimize heat stress.

**Target Audience**
All personnel that may be required to work in hot environments

**Lesson Objectives**
- identify how the body handles heat
- identify what personal factors may lead to heat stress
- define the signs and symptoms of heat-related illnesses
- identify first aid treatments for heat-related illnesses
- identify precautions to take when working in a hot environment
- identify how the human body adjusts to heat exposure
- identify preventive measures to minimize heat stress

Hexavalent Chromium

**esh_sah_a41_sh_enus**
**Duration: 30 minutes**

Hexavalent chromium, also known as chromium (VI) and hex chrom, is the toxic form of the metal chromium. It has many industry sources, including chromate pigments in paints and dyes; chromates used as anticorrosive agents in primers and surface coatings; chromic acid electroplated on to metal parts; and particle byproducts that result from welding and smelting specific metals. There are serious potential health effects as a result of exposure to hexavalent chromium in the workplace. Employees are at risk for cancer, respiratory problems, contact dermatitis, and eye infections. These risks led OSHA to introduce a standard (1910.1026) to regulate occupational exposures to hexavalent chromium and it imposes strict exposure limits in the workplace. This course outlines the sources of hexavalent chromium, the potential health effects of exposure to hexavalent chromium that’s above the permissible levels, and how OSHA regulates chromium in the workplace by regular monitoring and medical surveillance.

**Target Audience**
Any employee, manager, or supervisor whose normal job activities could result in exposure to hexavalent chromium

**Lesson Objectives**
- recognize examples of how hexavalent chromium exposure occurs
- identify industrial sources of hexavalent chromium
- recognize the health effects of hexavalent chromium exposure
- identify employer obligations in relation to hexavalent chromium monitoring
- identify appropriate measures for controlling exposure to hexavalent chromium in the workplace
- recognize when medical surveillance is required
- identify PLHCP and employer requirements in relation to written medical records

Hot Work Permits

**esh_sah_a51_sh_enus**
**Duration: 30 minutes**

Hot work can be defined as any operation such as brazing, cutting, welding, grinding, soldering, or torching that can cause sparks or flames. While such work is necessary, the hazards associated can be minimized through an effective hot work permit program. This 30-minute course provides an overview of an OSHA-compliant hot work permit program, including the permit process, roles and responsibilities, and controls used to minimize the risk of fire. The content in this course is designed to comply with the intent of the applicable regulatory requirements.
Learner objectives for this course are to identify key elements of a hot work permit program, describe the primary roles and responsibilities of key personnel involved in a compliant hot work permit program, and recall controls used to minimize the risk of fire and injury during hot work operations.

**Target Audience**
All personnel involved in hot work operations

**Lesson Objectives**
- recognize correct statements about hot work permits and programs
- identify types of areas where hot work is performed
- describe the primary responsibilities of the Permit Authorizing Individual (PAI) in a compliant hot work permit program
- describe the primary responsibilities of the supervisor in a hot work permit program
- describe the primary responsibilities of the fire watch in a hot work permit program
- recall controls used to minimize fire and injury risks associated with combustible materials
- select accurate statements about ways to minimize risks from hazardous atmospheres when working in hot work areas
- identify accurate statements about fire-related hazard controls (sprinklers, fire alarms, and fire extinguishers)

**Hydrogen Sulfide**

**Target Audience**
Personnel working with or around hydrogen sulfide gas

**Lesson Objectives**
- identify characteristics of hydrogen sulfide
- identify hazardous exposure limits for hydrogen sulfide
- identify hazardous effects of hydrogen sulfide
- identify symptoms of exposure to hydrogen sulfide
- identify hydrogen sulfide detection equipment and methods
- identify precautions to take during an emergency

**Indoor Hoisting and Rigging**

This course is designed to educate the worker on the significant safety issues to be considered while moving large, heavy loads associated with today’s manufacturing and construction industries. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives for this course are to specify general safety issues of cranes, hoisting, and rigging; define the purpose of the crane safety program; describe general inspection practices; describe testing practices; describe basic load handling considerations; specify operator responsibilities; and recognize standard hand signals.

**Target Audience**
All rigging personnel as it pertains to their job description

**Lesson Objectives**
- identify the hazards associated with cranes
- identify characteristics of safe crane operation
- identify general inspection practices
- identify basic load handling considerations
- identify operator responsibilities
- identify safe practices for signalers

To access these courses, please contact your campus safety office.
Industrial Ergonomics

esh_sah_b30_sh_enus
Duration: 30 minutes

This course is designed to provide the basic information needed to recognize and report musculoskeletal disorder (MSD) signs, symptoms, and risk factors. It addresses the key components of an ergonomics program and also provides information to assist both employees and employers in minimizing the risk of developing work-related MSDs. This course applies to employees and employers in industrial work settings. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to define terms related to ergonomics, recognize the general requirements of the ergonomics standard, recognize signs and symptoms of injury to the muscles and skeleton and the importance of early reporting, identify risk factors for injury to the muscles and skeleton, specify controls and work practices to reduce or eliminate risk factors for injury to the muscles and skeleton, and specify how to report MSD signs, symptoms, and hazards in your job and how the employer is required to address them. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
All persons who lift and handle materials and objects or engage in repetitive motions or other procedures that may be related to musculoskeletal disorders; employers who may be responsible for implementing an ergonomics program

Lesson Objectives
- define terms related to musculoskeletal disorders
- identify the characteristics of the human body system most affected by ergonomics
- identify signs and symptoms associated with musculoskeletal disorders
- identify true statements concerning the importance of early recognition of signs and symptoms associated with musculoskeletal disorders
- identify who to report signs and symptoms of ergonomic disorders to
- identify risk factors associated with musculoskeletal disorders
- recognize how risk factors are identified in the workplace
- identify administrative controls commonly used to reduce or eliminate musculoskeletal disorders in the workplace
- identify engineering controls commonly used to reduce or eliminate musculoskeletal disorders in the workplace
- identify how to prevent an injury to your back

Injury and Illness Prevention Program (I2P2)

esh_sah_b50_sh_enus
Duration: 30 minutes

In the years since the introduction of the OSH Act, employers in the United States have seen a significant drop in the number of workplace injuries and deaths. However, the number of employee injuries and deaths remains unacceptable. In an effort to further encourage prevention and bring these numbers down, OSHA is working to implement Injury and Illness Prevention Program (I2P2) regulations that will require employers to implement and maintain an I2P2. However, working to implement an I2P2 now, instead of waiting for the regulation, has several benefits. First, your organization will be ready when OSHA's regulations do come into effect. Second, and perhaps more important, an I2P2 will help your organization prevent workplace injuries, illnesses, and fatalities, thereby protecting your employees and reducing the costs of responding to these incidences. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
All supervisors and managers who have responsibility for the safety and health of employees

Lesson Objectives
- describe what an I2P2 is
- identify the direct and indirect costs associated with workplace injuries, illnesses, and fatalities

To access these courses, please contact your campus safety office.
■ describe how a successful I2P2 affects the costs associated with workplace injuries, illnesses, and fatalities
■ recognize the elements of a successful I2P2
■ recognize how participating in various programs may help your organization as it implements or improves its own I2P2
■ identify the short-term and long-term effects on the workplace as a result of implementing an I2P2

Introduction to Industrial Hygiene

esh_sah_a15_sh_enus
Duration: 1 hour

All employees should expect to work in as safe an environment as possible, whether they work in an office building, a factory, or a nuclear power plant. Since ancient times, medical professionals, social activists, and philosophers have observed and written about the various dangers associated with the work people do. In modern times, governments and industry professionals have stepped up and taken responsibility for creating legislation that protects workers from various types of hazards. The field of study that has emerged out of the need to create safe and healthy work environments is called industrial hygiene. All employees should be aware of the hazards they face, as well as steps they can take to minimize the risk of injury and disease. All supervisors should be aware of the regulations they must follow to ensure workers’ exposure to dangerous chemicals and hazards is below legal limits. It is the role of the Occupational Safety and Health Administration (OSHA) to educate both workers and their supervisors in the limits OSHA has set for exposure to various workplace hazards. This course gives a general introduction to the work of the industrial hygienists. It also explains the types of hazards that workers may face, the health effects of such hazards, and measures that are taken to limit exposure.

Target Audience
Employees, supervisors, and managers

Lesson Objectives
■ identify the definition of industrial hygiene
■ identify the agency that enforces the principles of industrial hygiene

Job Hazard Analysis

esh_sah_b29_sh_enus
Duration: 30 minutes

This course is intended to provide information that will help improve the quality of work environments, reduce absenteeism, help maintain a healthier workforce, reduce injury and illness rates, and make workers feel good about their work. This course was specifically designed for supervisors and managers to help enhance existing techniques in job hazard analysis. The content of this course is designed to comply with the intent of the applicable regulatory requirements. The learning objectives of this course are to define job hazard analysis, identify jobs to select for analysis, recognize questions that should be asked when conducting an analysis, and describe the steps involved in an analysis.

This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
All supervisors and managers

Lesson Objectives
■ identify characteristics of job hazard analysis
■ identify jobs to select for analysis
■ identify questions that should be asked when conducting a job hazard analysis
■ identify and sequence the steps used to conduct a job hazard analysis

To access these courses, please contact your campus safety office.
Laboratory Safety

SAH0446
Duration: 1 hour

This overview course is designed for employees who work in an industrial, clinical, or academic laboratory setting. It will serve to educate the laboratory employee to diverse safety and health concerns related to their job. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to: identify general requirements of the Laboratory Safety Standard, recognize the importance of a Chemical Hygiene Plan in your workplace, define the purpose of a Material Safety Data Sheet, describe safety guidelines specific to laboratory fire and burn hazards, and identify general emergency guidelines to be followed in the laboratory.

Target Audience
All personnel working with hazardous chemicals in a laboratory setting

Lesson Objectives
■ cite characteristics of a workplace Chemical Hygiene Plan.
■ identify requirements of the Laboratory Safety Standard.
■ identify safety guidelines to be followed while working in a laboratory.
■ identify information sources regarding the prevention of laboratory fire and burn hazards.

Ladder Safety

esh_sah_b31_sh_enus
Duration: 30 minutes

This course provides information about the safe use of portable and fixed ladders. The intent of the course is to provide the learner with information about the hazards involved with the use of ladders and control methods that will greatly reduce these hazards. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to identify hazards related to the general use of ladders and how to control these hazards, describe the types of portable ladders and their use, capacities, and safety considerations, describe the specific use, capacities, and safety features of fixed ladders, and specify proper guidelines for ladder care and maintenance. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Employees who use portable or fixed ladders during work tasks

Lesson Objectives
■ identify safe practices when working with a ladder
■ identify the types of portable ladders and their use, capacities, and safety considerations
■ identify the correct placement of a ladder using the 4-to-1 rule
■ indicate the specific use, capacities, and safety features of fixed ladders
■ identify characteristics of fall protection and safety devices for fixed ladders
■ state proper guidelines for ladder care and maintenance

To access these courses, please contact your campus safety office.


**Laser Safety Training**

SAH0449  
Duration: 1 hour

This one-hour course is designed to provide awareness of the fundamentals of Class 3B (moderate) and 4 (high-power) lasers or laser systems. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to: discuss what a laser is and how a laser works, name the types and classes of lasers, describe non-beam laser hazards, recall the biological effects of a laser on the human body, and identify types of control measures.

**Target Audience**

Employees who work with or around Class 3B and 4 lasers

**Lesson Objectives**

- identify the primary parts of a laser.
- define terms associated with lasers.
- identify different types of lasers.
- name the types and classes of lasers.
- identify non-beam laser hazards.
- classify non-beam laser hazards by type.
- identify the biological effects of a laser on the eye.
- recall the biological effects of a laser on skin.
- identify descriptions of the three categories of controls used in laser environments.
- identify important factors to consider when choosing protective eyewear.
- recognize mandatory controls for Class 4 lasers.

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**Lead and Cadmium**

esh_sah_a02_sh_enus  
Duration: 1 hour

Failure to understand the dangers of cadmium and lead, and the correct practices that should be followed when working with them, can leave you exposed to long-term health risks. Lead and cadmium have a number of industrial applications. This course provides an understanding of the basic health effects, routes of entry, methods of compliance and prevention, and regulatory requirements for both cadmium and lead standards applicable to workplaces covered by the general industry standard 29CFR 1910. This course familiarizes the learner with OSHA regulations related to lead and cadmium.

**Target Audience**

Any employee, manager, or supervisor whose normal job activities could result in exposure to lead or cadmium

**Lesson Objectives**

- match cadmium and lead to their industrial uses
- identify the sources of cadmium and lead in industry
- recognize the long-term health effects of exposure to lead and cadmium in a given scenario
- identify how lead and cadmium enter the body
- match exposure to lead and cadmium with their symptoms in a given scenario
- identify appropriate labeling for containers storing lead or cadmium
- identify protective clothing and equipment required to prevent exposure to lead and cadmium
- identify OSHA workplace hygiene requirements
- identify the requirements for regulated areas in relation to lead and cadmium
- identify the training requirements for employees who are exposed to cadmium or lead in the workplace
- identify OSHA's medical surveillance and exposure monitoring record-keeping requirements in relation to lead and cadmium in the workplace
- recognize OSHA's requirements for medical surveillance
- identify the required information in a written compliance program

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**Lead Awareness**

esh_sah_a88_sh_enus  
Duration: 30 minutes

This course covers information mandated by OSHA 29 CFR 1910.1025. It provides general knowledge of the hazards associated with lead exposure and requirements to reduce or eliminate exposure. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to identify sources of lead exposure, identify adverse health effects associated with lead exposure, and recognize the required controls used in a workplace.
To access these courses, please contact your campus safety office.
Lesson Objectives

- recognize the safety requirements of the different types of dockboards
- identify basic safety practices to take before entering a trailer to load or unload it
- recognize the proper use of best practices for loading and unloading trailers
- identify characteristics of the suspension-type highway trailer
- recognize the signs that an inspected checkpoint may be deficient

Lockout/Tagout

This course provides information about control of hazardous energy and work under the protection of a Lockout/Tagout permit. The intent of the course is to provide information on lockout/tagout practices and the significance of lockout/tagout devices. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to define terms commonly used in a lockout/tagout program, describe specific lockout/tagout techniques commonly used in a lockout/tagout program, and recall standard lockout/tagout procedures. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience

Managers, supervisors, and employees

Lesson Objectives

- identify the purpose of OSHA Standard 29 CFR 1910.147
- identify reasons commonly cited for failing to act in accordance with an OSHA-compliant lockout and tagout program
- identify operations during which the OSHA standard on control of hazardous energy apply
- identify equipment or operations to which the OSHA standard does not apply
- identify the criteria that must be met in an OSHA-compliant lockout and tagout program
- match types of hazardous energy to their definitions
- identify the criteria that must be met by all lockout and tagout devices
- identify the requirements for the placement and removal of lockout and tagout devices
- identify examples of the lockout and tagout training requirements as described by the OSHA standard
- identify examples of lockout and tagout procedure inspection requirements

Machine Guarding

This course will provide definitions, general requirements, and requirements for different kinds of machinery concerning the Machine Guarding Program. It will provide general discussion of various guarding methods, as well as defining terms associated with machine guarding. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to
To access these courses, please contact your campus safety office.

identify where mechanical hazards exist, identify the motions and actions of mechanical hazards, specify the hazards created by different kinds of motions, describe the minimum requirements that must be met by all safeguards, recognize the advantages and disadvantages of guard construction, and identify the different types of safeguard devices and guards. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**

All employees who use power tools and machines during the course of their work

**Lesson Objectives**

- identify the names of the areas where mechanical hazards exist in machine tools
- identify the mechanical point on a machine where hazardous actions are most likely to occur
- identify actions that can result in injury
- recognize the minimum requirements that must be met by all safeguards
- recognize the advantages of various types of guard construction
- identify the different types of safety guards and devices

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**Mobile Crane Operator Safety**

**esh_sah_b68_sh_enus**  
**Duration: 30 minutes**

Cranes are often an essential part of a job and work site. Because of their ability to move large and heavy loads, understanding how they work as well as what and when to inspect are important to maintaining a safe work environment. In this course, you will learn about the requirements and certifications for operating or rigging a crane, as well as basic properties of the crane’s operation, and inspection procedures. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**

Crane operators and other employees involved or responsible for crane operations or servicing

**Lesson Objectives**

- identify the characteristics of molds
- identify the positive effects of molds
- identify examples of the ways that humans are exposed to molds

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**Mold Awareness**

**esh_sah_a01_sh_enus**  
**Duration: 1 hour**

Many businesses and organizations, including government-owned facilities, can experience mold at their facilities at some point in their business life. A mold is a fungi that appears as a coating or discoloration that develops in a damp atmosphere on the surface of food, fabric, wood, paper, or insulation. Not everyone is at risk from exposure to molds but certain groups of individuals, including infants and the elderly, are particularly susceptible to mold-induced allergies or infections. Providing information on the hazards associated with mold is an important aspect of the health and safety requirements for businesses and organizations. This course is part of the Safety and Health Series and is aimed at any employee whose normal job activities could result in occupational exposure to mold. This course provides the learner with the basic understanding of mold awareness in the workplace - how mold grows and spreads, how to recognize mold, the routes of human exposure to mold, associated health effects from mold exposure, and methods of mold prevention and clean up.

**Target Audience**

Any employee, supervisor, manager, or visitor of a facility where mold may be present - these can be personnel in large corporations, small to medium size enterprises, and government and municipal facilities

**Lesson Objectives**

- identify the characteristics of molds
- identify the positive effects of molds
- identify examples of the ways that humans are exposed to molds
identify examples of people at high risk from exposure to molds
match the biological mechanisms with their symptoms
recognize signs of mold in the workplace
identify examples of areas where molds might grow
identify common indoor molds
identify the methods of preventing mold from growing
identify the methods and procedures for cleaning up mold

Negotiating Hazards for Commercial Vehicles

According to the FMCSA, collisions at intersections alone account for 45% of all reported crashes and 21% of fatalities. Intersections are just one of many common hazards you may encounter in the course of everyday travel while in your truck. In order to safely negotiate the hazards you come into contact with, you must be familiar with the procedures and precautions to take. In this course, you will learn about what you need to do to safely negotiate turns and merging, intersections, downgrades, and railroad crossings. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information.

Target Audience
Operators of commercial vehicles and other large trucks

Lesson Objectives
- make safe left and right turns in your truck
- safely merge your truck into traffic and exit from traffic
- identify the steps to take to ensure that your truck is visible to other motorists
- recognize how to approach various types of intersections
- take appropriate precautions when negotiating downgrades

identify guidelines for conducting maintenance checks of the braking system and related parts
identify the different types of warning signs and devices that mark railroad crossings
safely negotiate railroad crossings

NFPA 70E Electrical Safety in the Workplace 2012 Edition

This course provides a comprehensive overview of the basic criteria for electrical safety-related work practices stipulated in the National Fire Protection Agency (NFPA) 70E Standard for Electrical Safety in the Workplace. It presents detailed information on the practices, programs, techniques, and processes related to electrical work, in accordance with the NFPA Standard. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Employees and their managers or supervisors who are required to work on or near energized electrical circuits

Lesson Objectives
- identify safety responsibilities that are specific to employees and employers
- identify the three primary requirements in multi-employer relationships
- identify the NFPA 70E training requirements for qualified and unqualified workers
- match topics of the NFPA 70E standard with the chapters in which they can be found
- identify examples of electrical hazards that NFPA 70E seeks to protect against
- identify examples of the six steps used to verify an electrically safe work condition
- identify the safety procedures observed by employees involved in the lockout/tagout process
- match lockout and tagout devices to their definitions

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SAFETY & HEALTH

- identify situations where one qualified person should have full responsibility for the lockout/tagout procedure
- identify conditions under which it is safe to re-energize equipment and return it to service
- identify hazards associated with working within the limited approach boundary of energized electrical conductors or circuit parts
- identify what is determined in a shock hazard analysis and an arc flash hazard analysis
- match descriptions of protective clothing to their corresponding hazard risk categories as specified in NFPA 70E
- identify guidelines on the use of CPR with a shock victim
- identify examples of the correct steps followed to rescue a shock victim

Non-Ionizing Radiation Safety

**esh_sah_a09_sh_enus**  
**Duration:** 1 hour

This course is designed to familiarize learners with the health implications associated with non-ionizing radiation, specifically radio frequency (RF) radiation and measures to protect workers from exposure.

**Target Audience**

Employees who may be exposed to radio frequency (RF) radiation

**Lesson Objectives**

- match ionizing radiation and non-ionizing radiation to their individual characteristics
- identify forms of electromagnetic energy found within the electromagnetic spectrum
- match uncontrolled and controlled exposure environments to their definitions
- identify elements of the engineering and administrative controls for limiting personnel exposure to RF radiation
- match the sign type to its meaning

Office Ergonomics

**esh_sah_a64_sh_enus**  
**Duration:** 30 minutes

This course is designed to provide the basic information needed to recognize and report musculoskeletal disorder (MSD) signs, symptoms, and risk factors. It addresses the key components of an ergonomics program and also provides information to assist both employees and employers in minimizing the risk of developing work-related MSDs. This course applies to employees and employers in office and administrative type settings. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to: define terms related to the study of ergonomics; recognize the general requirements of the Ergonomics Standard; recognize signs and symptoms of injury to the muscles and skeleton and the importance of early reporting; identify risk factors for injury to the muscles and skeleton; specify controls and work practices to reduce and/or eliminate risk factors for injury to the muscles and skeleton; specify how to report MSD signs, symptoms, and hazards in your job and how the employer is required to address them.

**Target Audience**

All persons who have work activities in an office setting; use computer workstations or participate in activities involving light lifting, repetitive motions or other procedures that may be related to MSDs; and employers who may be responsible for implementing an ergonomics program

**Lesson Objectives**

- identify the major parts of the musculoskeletal system
- identify work-related musculoskeletal disorders
- identify early signs and symptoms of musculoskeletal injuries
- identify characteristics of musculoskeletal disorders
- identify risk factors associated with musculoskeletal disorders
- identify controls commonly used to reduce or eliminate musculoskeletal disorders in the workplace
- identify the role of furniture and equipment in ergonomics
- identify practices that can cause back injuries

To access these courses, please contact your campus safety office.
Office Safety

esh_sah_b83_sh_enus
Duration: 30 minutes

This course is designed to raise awareness about hazards that may be encountered when working in office and administrative environments. The common hazards associated with work in offices are high noise levels, poor air quality, ergonomic hazards, and office accidents and injuries such as electrical shock and falls. The content of this course is designed to comply with the applicable regulatory requirements. The learning objectives of the course are to identify office noise abatement and air quality and ventilation strategies; identify the signs and symptoms of ergonomic hazards; and identify how to prevent potential office hazards and common office injuries, such as back strain, slips, trips, falls, eyestrain, and electrical shocks. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Personnel working in administrative and office areas

Lesson Objectives
- identify office noise abatement strategies
- identify strategies to improve air quality in an office
- identify strategies to improve ventilation in an office
- identify symptoms resulting from ergonomic hazards
- identify ways to reduce the chances of developing ergonomic injuries
- identify ways to prevent accidents in the office
- identify ways to avoid back injuries in the office
- identify practices that will help you avoid fall injuries
- identify how to avoid eyestrain
- identify ways to avoid the risk of electrical injury

OSHA 300 Recordkeeping

esh_sah_a83_sh_enus
Duration: 1 hour

This course covers OSHA’s revised recordkeeping requirements, the new recordkeeping forms, and offers a number of opportunities for you to practice classifying a case’s recordability. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to identify forms and information required for OSHA 300 recordkeeping; describe measures that can be taken to protect employee privacy; distinguish between recordable and nonrecordable cases; recognize recording criteria unique to OSHA 300 recordkeeping; and describe OSHA 300 recordkeeping log summary, posting, and maintenance requirements.

Target Audience
All persons who have work activities that involve OSHA 300 recordkeeping or those who may be responsible for the recordkeeping function

Lesson Objectives
- identify the forms used for OSHA 300 Recordkeeping
- identify measures that can be taken to protect employee privacy
- identify the criteria that make injuries or illnesses recordable
- distinguish between recordable and nonrecordable injuries and illnesses
- identify categories that incidents are reported under on the OSHA 300 log
- distinguish between recordable and nonrecordable work activities
- identify general requirements of the OSHA 300 Log

Pandemic Flu Awareness

esh_sah_a10_sh_enus
Duration: 1 hour

In October 2005, the Centers for Disease Control (CDC) estimated that if pandemic flu was to hit the US, approximately 200,000 to 2 million people could possibly die. This was based on models from past pandemics—the Spanish Flu (1918), the Asian Flu (1957), and the Hong Kong Flu (1968). The government further estimates that up to 40% of the workforce could be absent from work at the height of a pandemic wave. The potential impact on the social and economic infrastructure is enormous. To address this, the government has released a response plan called the “National Strategy for Pandemic Influenza Implementation Plan,” referred to as “the Strategy.” The Strategy outlines the roles and responsibilities of governmental and nongovernmental entities, but clearly indicates that the center of gravity for pandemic response will be at the community level.

To access these courses, please contact your campus safety office.
According to the Strategy, “sustaining the operations of critical infrastructure under conditions of pandemic influenza will depend largely on each organization’s development and implementation plans for business continuity of operations under conditions of staffing shortages and to protect the health of their workforce.” In other words, it is essential for all institutions and businesses to develop their own pandemic plan. It isn’t too early to start planning how you and your organization will respond to the very real threat of a flu pandemic. In fact, there could be a point when it is too late. This course is designed to increase awareness of the pandemic threat the flu poses and to provide information that can be used to form the basis of preparedness and prevention for your organization. This course also includes the latest information concerning the H1N1 (swine) flu which the World Health Organization has indicated that a pandemic is underway.

**Target Audience**

All employees, supervisors, and managers

**Lesson Objectives**

- recognize key differences between a pandemic flu and the regular seasonal flu
- identify key facts associated with the swine and bird flu
- recognize key concepts associated with the flu in humans
- identify the factors that influence the speed with which the flu could become pandemic
- identify the types of nonpharmaceutical interventions that may be used to limit or prevent the spread of flu
- identify key concepts associated with pharmaceutical interventions used to limit or prevent the spread of flu
- identify key concepts associated with actions the US government is taking to track and prevent the spread of the flu
- match the categories of hazard controls suggested by OSHA with examples
- recognize examples of considerations for inclusion in a personal pandemic preparedness plan

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**Personal Protective Equipment: Body Protection**

**esh_sah_a66_sh_enus**  
**Duration: 30 minutes**

This course will help acquaint you with the various types of personal protective equipment (PPE) specifically designed to protect your torso, arms, and legs. It will assist you in selecting and maintaining the proper equipment based on the workplace hazards present. The content in this course is designed to comply with the intent of the applicable regulatory requirements - recall general OSHA requirements related to personal protective equipment, choose the appropriate body protection to guard against workplace hazards, and describe how to inspect and maintain body protection.

**Target Audience**

This course is recommended for all employees and supervisors who are required to wear PPE by OSHA regulations.

**Lesson Objectives**

- identify general OSHA requirements for employers related to personal protective equipment
- identify employee responsibilities regarding personal protective equipment
- identify the types of materials commonly used to protect the body from workplace hazards
- select the appropriate body protection to guard against workplace hazards
- identify how to inspect and maintain body protection
Personal Protective Equipment: Head Protection

esh_sah_a69_sh_enus
Duration: 30 minutes

This course will help acquaint you with the various types of PPE specifically designed to protect your head. It will assist you in selecting and maintaining the proper equipment based on the workplace hazards present. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to recall general OSHA requirements, choose the appropriate head protection to guard against workplace hazards, and describe how to inspect and maintain head protection.

Target Audience
This course is intended for all persons working in areas with overhead hazards

Lesson Objectives
- identify general OSHA requirements related to personal protective equipment
- identify the workplace hazards protective helmets are designed to protect against
- identify components of protective helmets
- select the appropriate head protection to guard against workplace hazards by identifying the conditions for which specific head protection is rated
- identify how to inspect and maintain head protection

Powered Industrial Truck Safety

esh_sah_b84_sh_enus
Duration: 30 minutes

This course is designed for personnel who work with or around power-propelled trucks (also called forklifts) that are used to carry, push, pull, lift, stack, or tier materials. The course will better familiarize the worker with the potential health and safety concerns associated with powered industrial trucks. The content in this course is designed to comply with the intent of the applicable regulatory requirements. The learning objectives of the course are to explain the purpose of the Powered Industrial Truck standard (29 CFR 1910.178); define operator training requirements for powered industrial trucks; distinguish between the different types of powered industrial trucks; recognize general engineering principles associated with powered industrial truck safety; distinguish potential occupational health and safety concerns associated with the use and maintenance of powered industrial trucks; describe safe loading and unloading methods; and identify general inspection and maintenance procedures. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

To access these courses, please contact your campus safety office.
Target Audience
Employees operating and servicing powered industrial trucks or forklifts

Lesson Objectives
- identify operator training requirements
- identify how the center of gravity affects safe operation of powered industrial trucks
- identify general engineering principles associated with powered industrial truck safety
- calculate the load capacity of a powered industrial truck
- identify characteristics of a nameplate on a powered industrial truck
- identify factors related to tip-over accidents
- select safe operating practices when using or maintaining powered industrial trucks
- identify safe loading and unloading methods
- cite safe fueling and recharging methods
- identify general inspection and maintenance procedures

PPE/Respiratory Protection (HAZWOPER)

SAH0464
Duration: 1 hour

Equipment and devices have been developed over the years to protect the human body against a variety of environmental and physical hazards. Today, many forms of personal protective equipment (PPE) are available to protect you from injuries and illnesses. This training is intended to acquaint you with the different types and the correct selection of PPE. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to:

- specify why PPE is necessary;
- identify which PPE is necessary based upon the hazards present;
- identify the limitations of PPE;
- specify the proper care, maintenance, useful life, and disposal of PPE.

Target Audience
All personnel exposed to potential workplace eye injuries

Lesson Objectives
- select the appropriate eye and face protection to guard against workplace hazards
- identify correct statements concerning eye protection
- identify the most common causes of eye and face injuries
- inspect and maintain eye and face protection
- identify techniques for ensuring eye protection is clean and sanitary

PPE: Eye and Face Protection

This course will help acquaint you with the various types of personal protective equipment (PPE) specifically designed to protect your eyes and face. It will assist you in selecting and maintaining the proper equipment based on the workplace hazards present. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to:

- recall general OSHA requirements related to personal protective equipment,
- choose the appropriate eye and face protection to guard against workplace hazards,
- describe how to inspect and maintain eye and face protection.

Target Audience
Regular hazardous waste site workers and managers

Lesson Objectives
- identify true statements regarding PPE.
- select eye and face protective equipment based upon the hazards present.

PPE: Foot and Leg Protection

This course will help acquaint you with the various types of personal protective equipment (PPE) specifically designed to protect your feet and legs. It will assist you in selecting and maintaining the proper...
To access these courses, please contact your campus safety office.

PPE: Personal Protective Equipment

e_sh_sah_a17_sh_enus
Duration: 1 hour

This course covers types, selection, maintenance, and care of personal protective equipment in the workplace. The types of personal protective equipment (PPE) covered in the course include: hard hat, respiratory protection, hearing protection, and body protection. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to: describe the proper use of the various types of PPE commonly found in general industry, identify the level of protection that a user is provided when wearing specific types of PPE, and discuss the general maintenance and care techniques used for various types of PPE.

Target Audience
All persons who will be in work areas where specific job-related hazards (flying/falling objects, hazardous materials, high noise levels, respiratory hazards, exposure to temperature extremes, potential exposure to energy sources, fall potentials, etc.) have been identified.

Lesson Objectives
- identify true statements regarding personal protective equipment
- select the appropriate hand protection to guard against temperature hazards in the workplace
- select the appropriate hand protection to guard against chemical hazards in the workplace
- select the appropriate hand protection to guard against a combination of hazards in the workplace

PPE: Hand Protection
e_sh_sah_a70_sh_enus
Duration: 30 minutes

Personal protective equipment (PPE) is designed to protect you from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. This 30-minute course will help acquaint you with the various types of PPE specifically designed to protect your hands. It will assist you in selecting and maintaining the proper equipment based on the workplace hazards present. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to describe OSHA requirements related to personal protective equipment, choose the appropriate hand protection to guard against specific workplace hazards, and recall general hand protection usage and maintenance guidelines.

Target Audience
All personnel exposed to potential workplace hand and arm injuries

Lesson Objectives
- identify how most foot injuries occur
- identify general OSHA requirements related to personal protective equipment
- select the appropriate foot and leg protection to guard against workplace hazards
- identify how to inspect and maintain foot and leg protection

PPE: Foot Protection
- select appropriate eye protection to protect against various hazards.
- identify types of hearing protection.
- identify characteristics of respiratory protection.
- identify characteristics of SCBA.
- identify characteristics of air-purifying respirators.
- identify the level of protection that a user is provided when wearing specific types of PPE.
- recognize proper donning and doffing techniques.
- identify general guidelines of fall protection.

### Radiation Safety

**esh_sah_a90_sh_enus**
**Duration:** 1 hour

This course is designed to familiarize you with the health implications associated with ionizing radiation, and measures that can be used to protect you from radiation exposure. There is a significant health risk to workers if radiation sources are not properly controlled. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to: identify the various types of ionizing radiation, recognize sources of radiation exposure, identify the possible effects of radiation exposure on your health, specify the methods and instruments used to detect ionizing radiation, specify measures to protect workers, and define both sealed and unsealed sources of ionizing radiation. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**
Personnel working with or around ionizing radiation sources

**Lesson Objectives**
- identify ionizing radiation types
- identify the basic particles of the atom from their descriptions
- identify sources of radiation exposure
- identify the two types of radiation exposure
- specify the units used to measure radiation and how to use a survey instrument to check for contamination

### Radio Frequency Safety for Communications Workers

**esh_sah_b49_sh_enus**
**Duration:** 30 minutes

Working with an unseen hazard, like radio frequency energy, can cause you to underestimate the seriousness of the threat you face. Even though the owner of the source of radio frequency energy or your employer is responsible for your safety, it’s important that you be prepared to protect yourself. The best way to protect yourself from radio frequency energy exposure is to understand the threat and know what to do to eliminate or minimize your exposure. Knowing what radio frequency energy is, where it originates, what are its sources, and its possible biological effects will help you protect yourself. Familiarity with the standards and regulations that have been developed to limit your exposure can help you make sure they are in place where you work. Finally, specific measures are used to protect against radio frequency exposure on cellular sites, so you can protect yourself by knowing what to look for at these sites. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**
Employees who may be exposed to RF radiation in the workplace

**Lesson Objectives**
- identify characteristics of radio frequency energy
- recognize the sources of radio frequency energy
- recognize how radio frequency energy affects the body
- identify what type of regulations, standards, and guidelines various organizations have developed

To access these courses, please contact your campus safety office.
identify the recommendations to follow to help keep you safe while working near cell towers
identify methods used to control exposure to RF energy

Regulatory Information

Regulatory Overview (HAZWOPER)

This course provides information about the history, purpose, and mission of key regulatory agencies including OSHA, EPA, and DOT. The intent of the course is to provide the learner with an understanding of the sources of regulatory occupational safety and health work practices and standards. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to specify why regulatory standards are established, identify the purpose of the major regulatory agencies that establish regulations impacting the workplace (OSHA, EPA, DOT), identify the purpose of RCRA, CERCLA, and SARA, identify hazardous waste, identify the scope and purpose of HAZWOPER, identify steps to prevent hazardous materials and exposure to hazardous waste, and identify which workers are affected by HAZWOPER. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Regular hazardous waste site workers and managers

Lesson Objectives
- identify the scope and purpose of OSHA
- indicate how regulatory standards are established
- recognize the types of inspection and enforcement activities OSHA performs
- identify organizations that establish safety regulations that impact the workplace
- identify nonregulatory organizations that establish safety regulations that impact the workplace

To access these courses, please contact your campus safety office.
Respiratory Protection

esh_sah_b26_sh_enus
Duration: 30 minutes

This course covers information relating to respiratory hazards, protection mechanisms, and safe work practices. It also includes information on how to use respiratory protection for protection from hazardous airborne contaminants in the work environment. This course does not include the types of respirators and other protective considerations required when working with ionizing radiation. Learner objectives are to recognize why respiratory protection is necessary; distinguish between employee and employer responsibilities for respiratory protection; identify the nature, extent, and effects of respiratory hazards to which you may be exposed; specify the operation, limitations, and capabilities of respirators; identify respirator selection procedures and practices; specify proper respirator use and inspection practices; recognize proper respirator maintenance, cleaning, and storage practices; and identify respirator malfunction and follow-up procedures. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Persons who will be potentially exposed to hazardous airborne contaminants in the course of their work

Lesson Objectives
- recognize why respirator protection is necessary
- distinguish between employee and employer responsibilities
- identify examples of respiratory hazards
- identify characteristics of an atmosphere immediately dangerous to life or health (IDLH)
- define the types of respirators
- identify the limitations of respirators
- identify factors to consider when selecting a respirator
- cite what must occur before using a respirator
- cite proper inspection practices
- select proper respirator maintenance and storage practices

Rigging Equipment and Inspection

esh_sah_b82_sh_enus
Duration: 30 minutes

Securing, lifting, and moving materials can be a hazardous occupation. It's important workers involved with hoisting and rigging activities are aware of the elements of safe rigging practice as outlined by OSHA's safety regulations and standards. In this course, you'll learn about using rigging in a safe and responsible manner. Learner objectives are to identify rigging hazards and the PPE used to protect against those hazards, and to recognize the proper selection, inspection, and storage of rigging equipment. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Employees involved in hoisting and rigging activities in the workplace

Lesson Objectives
- identify types of hazards associated with using rigging equipment
- match examples of PPE to the type of hazard protection provided
- identify the three types of criteria used to select rigging equipment
- understand how to inspect rigging equipment

To access these courses, please contact your campus safety office.
■ understand when to inspect rigging equipment
■ identify methods for proper storage of rigging equipment

Safe Work Practices

This course provides information about day-to-day safe work practices and working safely with equipment and hazardous materials. The intent of the course is to enable the learner to identify those practices that must be followed that will either eliminate or minimize the potential for injury from workplace hazards. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to define the purpose of safe work practices, identify the assessment tools used to identify workplace hazards, define job safety analysis (JSA), its methods, and steps, define job safety analysis control methods and specify the effectiveness and limitations of each method, recognize workplace inspection components and procedures, identify housekeeping practices for work areas, identify safe work practices for hand and portable power tools, identify safe work practices for coal handling, identify safe work practices for hoisting equipment, and identify safe work practices for forklifts or other self-powered lifts.

Target Audience
All persons who work in either the industrial work environment or administrative areas

Lesson Objectives
■ describe the underlying belief of a safety program that is geared toward prevention
■ recognize how workplace hazards are identified
■ identify hazard control methods and their preferred order of implementation to minimize hazards
■ define how hazard control methods work
■ identify the steps involved in conducting a job safety analysis (JSA)
■ identify characteristics of formal and informal workplace inspections
■ identify components of a prejob briefing
■ identify good housekeeping practices in various types of work environments

Safety Data Sheets

This course is designed to provide both workers and supervisors with a better understanding of how to interpret a safety data sheet (SDS), as well as address specific requirements associated with SDSs in the workplace. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to recognize the physical states in which chemicals are commonly found, identify chemical routes of entry into the body, identify the purpose of an SDS and describe the most common information found on a typical SDS, define common abbreviations used on an SDS, locate and interpret specific information found on an SDS, and specify control measures to prevent worker exposures to hazardous chemicals.

Target Audience
Anyone who must use chemical agents on the job

Lesson Objectives
■ identify the physical states in which chemicals are commonly found
■ identify chemical routes of entry into the body
■ identify basic requirements of an SDS and common information found on a typical SDS
■ define terms commonly used to describe exposure limits on an SDS
■ identify the types of information found in sections 1-8 of an SDS
■ identify information found in sections 9-11 and 16 of an SDS
■ identify information found in sections 12-15 of an SDS
**Scaffolding and Ladder Safety**

*esh_sah_a32_sh_enus*

**Duration:** 30 minutes

This course is designed to train employees to recognize the hazards associated with ladders, stairways, and the type of scaffold being used at the work site and to understand the procedures to control or minimize those hazards. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to identify the types of portable ladders and their use, capacities, and safety considerations, describe the specific use, capacities, and safety features of fixed ladders, specify proper guidelines for ladder maintenance, and identify general scaffold requirements and safety considerations.

**Target Audience**

Employees who use ladders or scaffolding during work tasks

**Lesson Objectives**

- identify safe practices when working with a ladder
- identify the types of portable ladders and their use, capacities, and safety considerations
- identify the correct distance from a wall to place a ladder using the 4-to-1 rule
- indicate the specific use, capacities, and safety features of fixed ladders
- identify proper guidelines for ladder care and maintenance
- identify the hazards commonly associated with scaffolding
- identify general scaffold requirements and safety considerations
- identify specific precautions to take when working with scaffolding near power lines
- identify safe work practices that prevent falls from scaffolding
- identify safe work practices that prevent objects from falling from scaffolding

**Scissor Lifts**

*esh_sah_b65_sh_enus*

**Duration:** 30 minutes

Scissor lifts are powered, mobile devices that raise personnel vertically to allow them to safely reach a pre-determined working height. But, as with any heavy equipment, scissor lifts can be very dangerous if used without due care and attention. This course will teach you how to inspect your lift and the work area, understand the physical hazards involved in working with a scissor lift, and what the standard safety features of a scissor lift are. You'll also learn about the basic training requirements stipulated by OSHA and some general best practices for operating scissors lifts. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**

Employees operating and servicing scissor lifts

**Lesson Objectives**

- recognize potential hazards associated with scissor lift use
- match the safety features with examples of situations where they would be effective
- describe what lift operators can do to improve their personal safety
- identify potential hazards to safe scissor lift operation
- classify the training requirements of scissor lifts

**Signs and Tags**

*esh_sah_a45_sh_enus*

**Duration:** 30 minutes

This course will present basic information about the different accident prevention signs and tags with regard to displaying levels of danger and precautions required. The failure of people, equipment, supplies, or surroundings to behave or react as expected causes most accidents. The content in this course is designed to comply with the intent of the applicable regulatory requirements. The learner objective is to recognize accident prevention signs and tags.
Target Audience
All employees who may encounter accident prevention signs and tags in the workplace

Lesson Objectives
- identify what different accident prevention signs indicate
- identify requirements for tags
- identify the characteristics of tags

Silica

Silica exposure is a threat for approximately two million US workers and is especially dangerous for more than 100,000 workers who make up the nation's stonecutters, foundry workers, sandblasters, and rock drillers. Crystalline silica is classified as a human lung carcinogen and is known to cause respiratory diseases, including an especially damaging one—silicosis. Effective measures are available to protect workers from exposure and to reduce and prevent its potentially devastating health effects. It's important that employees recognize the potential hazards of silica exposure so they can protect themselves. This course covers hazard recognition, potential health threats, exposure prevention, and control. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Employees who may be exposed to silica in the workplace

Lesson Objectives
- identify crystalline silica when you encounter it in the workplace
- identify the potential health threats associated with exposure to crystalline silica
- identify how to use engineering and administrative controls and PPE to control exposure to crystalline silica

Site Control (HAZWOPER)

SAH0477
Duration: 1 hour

This training describes measures designed to minimize your exposure to hazardous substances, and prevent the migration of contamination to “clean” areas of the site. OSHA requires that employees who work at hazardous material sites, or respond to spill emergencies, receive training to eliminate unnecessary risk of exposure to hazardous substances. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to: define the purpose of the site control program, identify site control measures used to minimize employee exposure to health and safety hazards, including, site map, site preparation, work zones, buddy system, site security, communications, and safe work practices.

Target Audience
Regular hazardous waste site workers and managers

Lesson Objectives
- identify the purpose for a site control program.
- cite measures that must be taken before cleanup activities commence.
- identify true statements regarding the exclusion zone.
- identify true statements regarding the contamination reduction zone.
- identify true statements about the support zone.
- identify safe work practices when working in a hazardous waste site.
- identify why site security is necessary at a hazardous waste site.
- identify communication issues related to hazardous waste sites.
Site Safety and Health Plan Procedures (HAZWOPER)

esh_sah_b12_sh_enus
Duration: 30 minutes

This training is designed to provide on-site and off-site employees with information on the company’s site safety and health plan. A site safety plan establishes policies and procedures to protect workers and the public from potential hazards posed by a hazardous waste site. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to: identify the purpose of personnel organizational structure associated with a site safety and health plan, identify the purpose of a work plan, identify the requirements of a site safety and health plan, identify the purpose and provisions of a site hazard assessment, identify the requirements for a personal protective equipment (PPE) program, and identify the purpose and provisions of site control and standard operating procedures (SOPs). This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Regular hazardous waste site workers and managers

Lesson Objectives
- identify the purpose and provisions of a site hazard assessment
- identify the elements of a personal protective equipment (PPE) program
- identify elements of a site safety and health plan
- identify the purpose of site control
- identify the purpose of standard operating procedures (SOPs)
- identify the purpose and requirements of a work plan

Slips, Trips, and Falls

esh_sah_b32_sh_enus
Duration: 30 minutes

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 from accidents. This course is intended to provide employees with the ability to recognize and prevent slip, trip, and fall hazards, and to address the key components of ladder safety. The content in this course is designed to comply with the intent of the applicable regulatory requirements. The learning objectives of the course are to list injuries that can result from slips, trips, and falls; identify fall hazards in the work area; describe the proper use of a ladder; specify how to set up a ladder; list tips to prevent injuries on stairs; describe how to minimize walkway hazards; and list contributing factors to slips, trips, and falls. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
All personnel exposed to potential slip, trip, and fall hazards while on the job, and who will potentially use or be around ladders during the course of a routine or nonroutine work day

Lesson Objectives
- identify fall hazards in the workplace
- identify methods to safely use a ladder
- use the 4-to-1 rule to determine safe ladder placement
- identify ways to prevent injuries on stairs
- identify ways to minimize walkway hazards

Sprains and Strains

esh_sah_a11_sh_enus
Duration: 1 hour

Each year thousands of workers are injured in the workplace, costing employers billions of dollars in hidden costs. The most common of these injuries are sprains and strains. Most workplace injuries are caused
by manual tasks, such as lifting or carrying loads, working in fixed positions, repetitive tasks, or using heavy, vibrating tools. Manual tasks, if not performed properly, are a leading cause of serious worker injuries such as sprains and strains, as well as permanent spinal damage, and often can debilitate workers who may need to take leave from work for extended periods. The second greatest cause of workplace injuries are slips, trips, and falls at ground level and from heights—such as jumping from elevated surfaces—which can cause lower limb and back strains. Workplace injuries can be costly to both employees and employers. In addition to being injured, employees may lose time from work, which could result in loss of or less income. And employers may experience lower productivity due to the need to replace the injured worker and train replacements. The course is designed to help you better understand the basics of sprains and strains so you will be more aware of what you are doing and how you are doing it, in an effort to prevent this type of injury from happening to you.

**Target Audience**
All employees

**Lesson Objectives**
- identify common signs and symptoms of sprains
- identify what a sprain injury is
- identify the most common site of the body where sprains occur
- identify common signs and symptoms of strains
- identify what a strain injury is
- identify examples of tasks that might result in sprain and strain injuries in the workplace
- recognize key considerations involved in assessing and controlling risks
- identify four major sprain or strain injury risk factors associated with manual tasks
- identify examples of conditions or actions that may increase the risk of a sprain or strain injury
- recognize key concepts associated with the physical and work factors that contribute to sprain and strain injuries
- recognize how exercise programs can reduce injuries

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**The Globally Harmonized System of Classification and Labeling of Chemicals (GHS)**

The GHS, an acronym for The Globally Harmonized System of Classification and Labeling of Chemicals, is a system aiming to standardize and harmonize the classification and labeling of chemicals. Although many countries follow regulatory systems for the safe handling and transport of chemicals through labels and safety data sheets, there is no standard approach. So while the formats are similar in different countries, the differences are significant enough to warrant different labeling and safety data sheets for the same product in different markets. With the gradual implementation of the GHS worldwide, countries have consistent and appropriate information on the chemicals they import or produce, and the infrastructure to control chemical exposures and protect people and the environment can be established in a comprehensive manner. This course introduces the GHS and explains how hazards are classified and communicated through the use of labels and safety data sheets.

**Target Audience**
All employees

**Lesson Objectives**
- identify the goals of the GHS
- describe how the GHS will be implemented
- categorize physical, health, and environmental hazards
- interpret hazard information in a GHS label
- identify the standard label elements
- describe how transport labels differ from standard GHS labels
- describe key concepts related to safety data sheets

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To access these courses, please contact your campus safety office.
Toxicology (HAZWOPER)

esh_sah_b13_sh_enus
Duration: 30 minutes

This course focuses on the study of toxins, their safe limits, and their adverse effects on living organisms. While the subject of toxicology is complex, it is necessary to understand the basic concepts in order to make logical decisions concerning the protection of personnel from chemical exposure. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to define the types of toxic agents, identify the four routes by which toxicants enter the body, recognize adverse responses to toxic chemical exposure, identify the principles of chemical exposure limits, and describe the factors that influence the adverse effects of chemical exposure. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Regular hazardous waste site workers and managers

Lesson Objectives
- Identify the routes of entry into the body of hazardous substances
- Define categories of chemical toxins
- Identify signs and effects of toxic exposure
- Define terms associated with exposure to toxic substances
- Identify terms that describe the various combined effects of two chemicals

Trenching and Excavation Safety

esh_sah_a54_sh_enus
Duration: 30 minutes

This course is designed to better inform the employee of the possible health and safety concerns unique to trenching and excavation. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to list factors to consider before trenching and excavation begins, identify the purpose of the site assessment, describe the purpose of a trench box, specify different types of excavation, sloping, and shoring principles, recognize other hazards that are present in excavation work, and identify the cause of excavation and trenching-related fatalities.

Target Audience
Employees involved with trenching and excavation operations at the workplace

Lesson Objectives
- Identify factors to consider before trenching and excavation begins
- Identify the steps to take when locating underground installations
- Identify key concepts associated with different types of excavation, sloping, and shoring
- Identify various methods used to prevent cave-ins
- Identify the purpose of a trench box
- Identify practices that reduce hazards present in excavation work

Tuberculosis: Prevention and Control

esh_sah_a92_sh_enus
Duration: 30 minutes

This course will provide you with a basic understanding of tuberculosis, common modes of transmission, methods of prevention, tests used to determine TB, and what to do if an exposure occurs. Information presented will help minimize serious health risks to persons who may have personal exposure to tuberculosis in the workplace. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to recall facts associated with tuberculosis, describe common modes of transmission, state methods to prevent transmission, and list steps to take if an exposure occurs. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Anyone with potential exposure to tuberculosis in the workplace
Lesson Objectives
- identify common modes of transmission
- identify true statements about tuberculosis
- identify tests used to determine TB
- cite methods to prevent transmission
- identify what to do if you suspect TB exposure

Warehouse Safety

Modern industry relies heavily on warehouses as distribution hubs for material goods. Goods are stored, usually temporarily, in warehouses as they make their way to their final destination—for example, retail or commercial customers. This constant turnover of materials makes for a very busy environment where the use of equipment, climbing, the use of ladders, and the storage of materials and dangerous chemicals present potential safety hazards. This course explores the typical hazards you’re likely to be exposed to in a warehouse and offers advice on how to protect yourself. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Employees

Lesson Objectives
- recognize ways to prevent the hazards associated with forklift operation and batteries
- recognize ways to prevent hazards on loading docks
- recognize actions to take to protect against the hazards associated with pedestrian traffic, ergonomics, and cuts
- recognize ways to prevent hazards associated with ladders and falling from heights
- recognize ways to prevent hazards associated with stored materials and chemicals
- match examples of good housekeeping to good housekeeping practices

Welding, Cutting, and Brazing

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. This course will inform learners of potential health and safety concerns unique to welding, cutting, and brazing. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to:
- specify fire prevention techniques used during welding, cutting, and brazing;
- specify the proper handling, transportation, use, and storage of compressed gas cylinders;
- specify proper operating procedures to ensure a safe means of welding and cutting;
- identify potential health concerns associated with welding, cutting, and brazing;
- define the importance of using proper Personal Protective Equipment (PPE); and
- identify safety concerns while welding, cutting, and brazing in confined spaces.

Target Audience
Employees involved in welding operations in the workplace

Lesson Objectives
- cite fire prevention techniques used during welding, cutting, and brazing
- identify regulatory issues for compressed gas storage
- identify safe storage procedures for compressed gas
- identify correct practices for storing oxygen and acetylene cylinders safely
- identify proper operating procedures to ensure a safe means of welding and cutting
- identify safety devices used in oxyacetylene welding
- identify potential health hazards related to welding, cutting, and brazing
- identify OSHA requirements for PPE when welding
- identify safety concerns while welding, cutting, and brazing in confined spaces
Workplace Inspections

Employers have a responsibility to maintain safe working conditions for their employees and to comply with the government health and safety standards that are applicable to their establishments. They must also ensure that employees have and use personal protective equipment when required for safety and health as they do their jobs. When employees stay whole and healthy, businesses also benefit. They experience lower workers’ compensation insurance costs, decreased payout for return-to-work programs, fewer faulty products, and increased productivity. One of the key ways that employers can maintain safe and compliant working conditions is to conduct regular and thorough workplace inspections. This course provides an introduction to workplace inspections, both internal, self-regulated inspections and external inspections carried out by the Occupational Safety and Health Administration (OSHA). You will learn about types and frequency of inspections, how to carry out a workplace inspection, what to expect when being inspected by an OSHA compliance officer, and the penalties your business may be subject to if your workplace is found to be in violation of the Occupational Safety and Health Act.

Target Audience
All employees

Lesson Objectives
- match organizational roles with their corresponding responsibilities for health and safety
- recognize actions involved in each phase of a workplace inspection
- rank OSHA inspections in order of priority
- recognize actions that an OSHA compliance officer may take during a workplace inspection
- match types of violations with the corresponding penalties that may be imposed by OSHA
- recognize key facts regarding the appeal of OSHA citations

Workplace Safety Orientation

This course will provide an awareness level orientation of basic industrial safety fundamentals. It was designed to provide an overview of some of the basic concepts and techniques used in modern industry to protect workers. It also describes the purpose of the following safety programs: Hazard Communication, Bloodborne Pathogen Safety, Lockout/Tagout, Confined Space Entry, Emergency Response, Respiratory Protection, Personal Protective Equipment, and Hearing Conservation. The content in this course is designed to comply with the intent of the applicable regulatory requirements. In addition to recognizing the purpose of the above mentioned safety programs, learner objectives are to specify the role of the Occupational Safety and Health Administration, identify basic rules of safety and general employee protective measures, and identify common hazards found in the workplace.

Target Audience
All new employees

Lesson Objectives
- identify good housekeeping practices
- identify ways to avoid injuries and prevent back injuries
- identify true statements about reporting injuries on the job
- identify safe work practices
- identify the purpose of OSHA
- identify the purposes of various health and safety programs
- identify the importance of safety training programs
Accident Procedures Involving Large Vehicles

*esh_sah_b52_sh_enus*
*Duration: 30 minutes*

Even with years of experience, training, and attention to detail, accidents can happen. How you respond after an accident has occurred is essential to ensuring your safety as well as the safety of any other individuals involved in the incident. In this course, you will learn basic procedures for how to respond when an accident has occurred, including procedures to follow if there is a fire or a chance of fire, and what types of accidents must be reported to the U.S. Department of Transportation. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**
Operators of commercial vehicles and other large trucks

**Lesson Objectives**
- take appropriate action immediately after an accident involving the truck you're operating
- identify common causes of truck fires
- appropriately respond to a vehicle fire
- determine if a given truck accident must be reported to the Department of Transportation

Collision Avoidance

*esh_sah_b54_sh_enus*
*Duration: 30 minutes*

Each year, tens of thousands of people are injured or killed in vehicle collisions. That's why it's important that all drivers understand the challenges that face them on the nation's roads and highways. In this course, you'll learn about types of collisions and how to avoid them, how to deal with emergency stop situations such as skids and shoulder drops, how to prevent collisions by properly negotiating intersections, and techniques for dealing with common distractions. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**
Nonprofessional vehicle operators driving in work-related situations

**Lesson Objectives**
- recognize strategies for avoiding the four main types of collision
- match each type of collision to its description
- identify strategies to control vehicle skids
- identify strategies to safely regain control of a vehicle in a shoulder drop
- identify procedures for safely negotiating intersections
- identify techniques for dealing with driving distractions

To access these courses, please contact your campus safety office.
Defensive Driving
esh_sah_b45_sh_enus  
Duration: 30 minutes

This course will provide simple defensive driving techniques to reduce your chances of being involved in a motor vehicle accident. The content in this course is designed to comply with the intent of the applicable regulatory requirements—define defensive driving, recognize accident prevention methods, identify the importance of seat belts, describe the facts concerning the impact of ‘drinking and driving,’ and identify vehicle safety measures on the job. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Employees, first-line supervisors, and department managers

Lesson Objectives
■ define a defensive driver
■ cite accident prevention methods
■ identify the importance of your vehicle’s safety equipment
■ recall the facts concerning the impact of drinking and driving
■ identify vehicle safety measures on the job

Defensive Driving Fundamentals
esh_sah_b21_sh_enus  
Duration: 1 hour

This course will provide advanced defensive driving techniques to reduce your chances of being involved in a motor vehicle accident. The content in this course is designed to comply with the intent of the applicable regulatory requirements—specify concerns to be addressed before and while driving, use safe driving techniques to avoid collisions, drive safely in various weather conditions, and respond to specific driving emergency situations. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Defensive Driving: Truck Safety
esh_sah_a12_sh_enus  
Duration: 3 hours

When people think of defensive driving, they think of “watching out for the other guy” or defending themselves from other drivers so they won’t become involved in an accident. That’s definitely important, but defensive driving involves more than just that. Defensive driving is as much about what you do and what kind of driver you are, as what someone else does. It’s about being a safe driver, driving a safe vehicle, knowing how to drive your particular vehicle, taking responsibility to drive carefully in hazardous conditions, and knowing when to take yourself off the road. It’s about arming yourself with all the knowledge you can before you turn the key and head for the roadways. This course is designed to give drivers of commercial vehicles a well-rounded look at the key concepts associated with defensive driving and provide tips and guidelines to prepare drivers for the everyday challenges on the road.

Target Audience
Commercial truck drivers

Lesson Objectives
■ recognize your responsibilities related to being a defensive driver
■ identify the definition of defensive driving
■ recognize key concepts associated with inspecting your vehicle to ensure it is safe
To access these courses, please contact your campus safety office.

**TRANSPORTATION**

- recognize safe driving techniques for accelerating, steering, stopping, and backing up safely in your commercial vehicle
- recognize key concepts associated with managing the speed of your truck
- identify basic principles about the relationship between speed, vehicle weight, and stopping distance
- recognize how to manage the space around your truck to minimize the risk of an accident
- recognize how to manage the space needed to maneuver your truck in traffic
- recognize key concepts associated with managing your area of sight
- recognize how to use your mirror to manage your area of sight
- recognize how to communicate your intentions to other drivers
- match common roadway hazards with the hazards they present
- recognize potentially hazardous drivers and situations around you
- identify examples of activities that can cause drivers to become distracted
- identify actions to take to avoid road rage incidents
- recognize factors that can create hazards that may affect driving
- recognize guidelines for driving in various driving conditions
- recognize key concepts associated with safe driving at railroad crossings
- recognize how to use your steering to avoid a crash
- recognize how to use your brakes to avoid accidents
- recognize how to respond to a tire failure
- identify actions to take in case of an accident
- recognize the most appropriate action to take to control a skid in a given situation
- identify actions to take in the event of a truck fire

**Distracted Driving**

*esh_sah_b55_sh_enus*

**Duration:** 30 minutes

Each year, thousands of people are injured or killed in motor vehicle accidents involving distracted drivers. People driving while talking on their cell phones or eating put all road users at risk. With motor vehicle accidents (MVAs) now among the top causes of injury-related deaths and the number one cause of work-related deaths, all responsible drivers must be able to control distractions while at the wheel. In this course, you will learn why distractions cause accidents, and how to minimize your exposure to them. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**

All persons who operate a motor vehicle

**Lesson Objectives**

- determine the type of distraction preventing a driver from giving full attention to his or her driving
- recognize why multitasking can cause collisions
- identify why mobile devices distract drivers
- control distractions when driving

**DOT: Air Brakes**

*esh_sah_b53_sh_enus*

**Duration:** 30 minutes

Commercial vehicles are used every day to transport both goods and people. An important safety feature on these vehicles, the air brake system is used to control speed. The US Department of Transportation Federal Motor Carrier Safety Administration (FMCSA) regulates the use of air brakes and sets standards for maintaining and operating these systems to ensure they are used and maintained properly. Drivers of vehicles equipped with air brakes need to know the components of the systems, how they work, and how to use them, and make sure they’re operating safely. This course introduces the components that work together to create an air brake system, guidelines on operating a vehicle equipped with air brakes, and checklists for inspecting air brake systems and the air brakes on both single and combination units. DOT: Air Brakes was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**

Operators of commercial vehicles and other trucks which use air brake systems
Lesson Objectives

- match components of the air brake system with how each component contributes to the operation of that system
- determine whether the test results performed on a given air brake component or system indicate a safety concern
- match potential braking situations to how you should respond to safely operate your vehicle
- determine whether the findings of a pretrip brake inspection indicate a safety concern

DOT: Inspections

Maintaining safe working equipment and working conditions are essential when operating large trucks. In order to ensure that vehicles are safe to operate and share the road with, it is important to perform frequent inspections of the equipment you are using, as well as more extensive annual inspections. In this course, you will learn when to perform operator inspections, what to inspect, and how to report your inspections. You will also learn about requirements and standards for annual inspections as required by the Department of Transportation, or DOT. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience
Motor carriers, drivers, and other employees concerned or involved in the inspection of commercial motor vehicles

Lesson Objectives

- identify the main components of driver-based pre-trip, on-route, and post-route inspections
- identify inspection requirements for intermodal equipment
- recognize general requirements for annual DOT inspections
- identify the aspects shared by the minimum standards of annual inspections
- identify the information that must be included on a report from an annual inspection

DOT 1: Hazardous Materials Table

This training course will introduce the requirements of the Department of Transportation's Hazardous Materials Regulations, including definitions, the nine hazard classes, and the HAZMAT Table. The proper identification, preparation, and transportation of hazardous materials impact everyone's safety. This course may be used to meet the requirements for general awareness or familiarization training. Your employer will provide additional general awareness, function-specific safety awareness, and security awareness training. The learning objectives of the course are to define terms associated with hazardous materials transportation, classify hazards according to DOT's nine hazard classes, and recall and interpret
information found in the HAZMAT Table. DOT 1: Hazardous Materials Table was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**
All personnel involved in the packaging, preparing, and handling of hazardous materials for highway transportation

**Lesson Objectives**
- define terms associated with hazardous materials transportation
- classify hazards according to the DOT's nine hazard classes
- identify information found in the HAZMAT Table columns 1 and 2
- identify information found in the HAZMAT Table columns 3 and 4
- identify information found in the HAZMAT Table columns 6 and 7
- identify information found in the HAZMAT Table columns 8 through 10 and Appendix A

**DOT 2: Packaging, Labeling, Marking, and Placarding**

**esh_sah_b42_sh_enus**
**Duration:** 1 hour

This training course will introduce the requirements of the Department of Transportation’s Hazardous Materials Regulations, including packaging, labeling, marking, and placarding. The proper identification, preparation, and transportation of hazardous materials has the potential to impact everyone’s safety. This training course may be used to meet the requirements for general awareness and familiarization training. Additional function-specific training will be provided by your employer. Learner objectives are to list packaging requirements and practices to ensure safe transport, cite specific information found on the Hazardous Materials Table (HMT), identify what information on the HMT means or is used for, identify appropriate labeling requirements for the safe transportation of hazardous materials, identify the proper marking requirements for hazardous materials to include both bulk and nonbulk materials, and identify the appropriate placarding requirements for the transport of hazardous materials. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**
All DOT-defined “HAZMAT personnel,” including those involved in the packaging, preparation, and handling of hazardous material for highway transportation

**Lesson Objectives**
- cite packaging requirements and practices to ensure safe transport
- cite specific information found on the Hazardous Materials Table (HMT)
- identify what information on the HMT means or is used for
- identify appropriate labeling requirements for the safe transportation of hazardous materials
- identify the proper marking requirements for hazardous materials to include both bulk and nonbulk materials
- identify the appropriate placarding requirements for the transport of hazardous materials
- identify the appropriate placarding requirements for transport of hazardous materials in bulk packaging

**DOT 3: Shipping Papers**

**esh_sah_b43_sh_enus**
**Duration:** 30 minutes

This course will introduce the requirements of the Department of Transportation’s Hazardous Materials Regulations, including the components of the basic description of hazardous material, general information required on the shipping paper, use of the HAZMAT Precedence Table, and general emergency response information. The proper identification, preparation, and transportation of hazardous materials affect everyone’s safety. This training course may be used to meet the requirements for general awareness and familiarization training. Additional function-specific training will be provided by your employer. Learner objectives are to list the four components of the basic description of hazardous material, describe general information included on a shipping paper, identify methods to distinguish HAZMAT from non-HAZMAT on...
a shipping paper, and interpret information found on the Precedence Table. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**
All personnel involved in the packaging, preparation, and handling of HAZMAT for highway transportation

**Lesson Objectives**
- put the four components of the basic description of hazardous material in the sequence in which they should appear on shipping papers
- describe the purpose of the HAZMAT Precedence Table
- recognize how to label HAZMAT in a given scenario
- recognize factors for listing hazardous and nonhazardous materials on a shipping paper

**DOT 4: Loading and Storage**

**Lesson Objectives**
- identify characteristics of the segregation table
- interpret the segregation table for hazardous materials
- identify guidelines for shipping papers
- identify requirements for loading and unloading HAZMAT and transporting packages labeled “Toxic,” “Poison,” or “Poison Inhalation Hazard”
- cite actions to take during an emergency response
- differentiate between situations which do and do not require immediate notification

**DOT: CSA Fundamentals**

**Lesson Objectives**
- recognize why CSA is needed
- recognize how the three components of the CSA operational model work
- describe the Safety Management Cycle
- evaluate a carrier’s CSA program

**DOT Drug and Alcohol Awareness**

Drug and alcohol abuse by employees is a common cause of workplace problems, such as accidents and
ineffective work practices, in the US today. These problems can affect profits and expose companies to increased medical and insurance costs, and any related financial loss due to compensation. Several US laws have been enacted to combat drug and alcohol abuse in the workplace. The Department of Transportation (DOT) interprets these laws and provides employers who are responsible for transportation employees with guidelines for setting up effective drug-free programs. These guidelines encourage employees and supervisors in the transportation industry to be vigilant of any coworkers who may display symptoms of substance abuse and provide details for effective drug and alcohol testing procedures. This course identifies the causes, indicators, and resultant problems of substance abuse and substance dependency in the US transportation industry. It describes the US laws that relate to drug and alcohol testing of transportation employees and outlines DOT regulations that enforce compliance among transportation employers.

**Target Audience**
All transportation employees; safety-sensitive transportation employees; service agents

**Lesson Objectives**
- identify factors that can trigger substance abuse among adults
- identify legal substances that, if abused, can lead to workplace problems
- identify illegal drugs that are commonly abused in the workplace
- identify examples of workplace problems that are caused by employees using drugs and alcohol
- identify requirements for compliance under the 1988 Drug-Free Workplace Act
- identify recommendations for employees to consider when they notice a coworker with a substance abuse problem
- identify the elements of a successful drug-free workplace program
- identify DOT procedural guidelines for transportation workplace drug and alcohol testing programs
- identify categories of transportation employees described as safety sensitive by the DOT
- identify service agents who do not need employee authorizations to perform DOT saliva or breath alcohol tests
- sequence the steps in a DOT-compliant alcohol testing and drug testing procedure
- identify the recommended steps an employer should take when drug and alcohol test results are positive

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**DOT: Hours of Service**

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Duration: 30 minutes

The US Department of Transportation’s Federal Motor Carrier Safety Administration (FMCSA) issued a revised Hours of Service order in 2012. The effective compliance date of selective provisions was July 1, 2013. Drivers are now limited to 70 hours of driving time per eight-day period. Commercial motor vehicle operators need to be aware of the new driving rules, documentation requirements, and penalties for noncompliance. Hours of Service was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**
Commercial motor vehicle operators

**Lesson Objectives**
- identify who must comply with HOS regulations
- specify how the three maximum duty limits impact how you spend your time on duty
- recognize HOS provisions
- match examples of what each exception allows you to do to the exception
- recall what needs to be reported in your driver’s daily log

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**DOT Security for Shipment of Hazardous Materials**

**esh_trns_a02_sh_enus**
Duration: 1 hour

According to the US Department of Transportation (DOT), over 800,000 shipments of hazardous materials are transported in the United States every day. The materials shipped include those of chemical, petroleum, radioactive, explosive, and poisonous natures. Of the 800,000 shipments, almost 769,000 are...
transported by truck on the nation’s roads, with the rest divided among rail, pipeline, water, and air. These hazardous materials—or “hazmats”—are classified by the DOT according to the type of hazard they present and must be transported under the proper regulations set out by the DOT. This course examines the DOT’s security requirements relative to the shipment and transportation of hazardous materials. In addition, it explains the hazard classes and provides examples of the placards used when transporting hazardous materials. The course also outlines the basic elements of a security plan, defines the employers who require a plan, and explains the training required for employees of companies with plans in place.

**Target Audience**
All employees involved in the packaging, shipping, transport, and receipt of hazardous materials

**Lesson Objectives**
- identify the DOT requirements for the transportation of hazardous materials
- identify the importance of the secure transportation of hazardous materials
- match the hazard classes with their numbers as defined by the Department of Transportation
- match the hazard class divisions with their numbers as defined by the Department of Transportation
- identify which placards should be used for transporting hazardous materials in given scenarios
- match the transportation placards to the hazardous materials they represent
- identify the requirements of a security plan
- recognize examples of the steps taken to develop a security plan
- recognize examples of employers required by the DOT to implement a security plan
- match the type of training required by the DOT to examples of employees involved in hazardous material transportation
- identify the in-depth and awareness training requirements for employees responsible for implementing a security plan

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**Emergency Situations While Driving**

**esh_sah_b56_sh_enus**  
**Duration: 30 minutes**

Do you sometimes worry that you won’t be able to handle emergencies that might happen while you’re driving? Worrying isn’t helpful; instead prepare for potential driving emergencies by learning how to respond appropriately and safely to them. Successfully handling emergencies requires knowledge of how to prevent them when possible and how to handle them when they do happen. Understanding the typical types of collisions can help you avoid them, knowing how to handle a skid can help you successfully steer out of one, and knowing how to adjust your driving to hazardous weather conditions can help you prevent or avoid weather-related emergencies. It is also important that you know how to safely handle a breakdown. Finally, you should know how to complete an accident report in case you’re involved in an accident. Emergency Situations While Driving was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**
All persons who operate a motor vehicle

**Lesson Objectives**
- avoid the four types of collisions you could have when driving
- take appropriate action to recover from a skid while driving
- take appropriate precautions when driving in hazardous weather
- identify the guidelines to follow when the vehicle you’re driving breaks down
- identify the guidelines to follow when you’re involved in an accident

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**Flagging Safety**

**esh_sah_a75_sh_enus**  
**Duration: 1 hour and 30 minutes**

Traffic control is a critical aspect of worker and driver safety on road construction projects. Flaggers need to
be knowledgeable about the standards and guidelines established by the Federal Highway Administration’s Manual on Uniform Traffic Control Devices. These include general guidelines for flagging, appropriate clothing requirements, and the standards for the signs, barriers and lights, and other devices used in your work. You also need to know where to position yourself for optimum safety, how to judge traffic speed and congestion, and regulate traffic accordingly.

**Target Audience**
Traffic control flaggers

**Lesson Objectives**
- identify the qualifications and professional conduct expected of flaggers
- identify the type of clothing and safety apparel that should be worn by flaggers
- identify two types of hand-signaling devices flaggers use
- identify the types and uses of various barriers, signs and lights used at work sites
- identify rules of thumb for flagger positioning and location
- determine how to handle a failure to stop or sign violation on a work site
- recognize how rules related to spacing vehicular traffic are applied on a work site
- recognize how to communicate messages with traffic on a work site
- communicate with other flaggers on a work site
- determine the required length of a taper according to the type of taper and the road on which it is being used
- match the types of tapers used to channel traffic on a road construction site, with their descriptions
- identify guidelines associated with flagging in special cases

**Flatbed Cargo Securement**

**Target Audience**
Operators of commercial vehicles and other large trucks

**Lesson Objectives**
- recognize the precautions you should take when driving during rain and thunderstorms
- recognize the precautions you should take when driving in snowy conditions
- install single truck tire snow chains on the correct tires

Safe loading and operation of a flatbed trailer depends on following rules and regulations related to safe loading of cargo, proper use of securement devices, and regular inspection of the load. In this course, you will learn about the hazards, rules, and safety provisions for ensuring your safety as a vehicle operator, as well as the safety of other vehicle operators you share the road with. Flatbed Cargo Securement was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.
recognize the precautions you should take when driving in foggy conditions
- take appropriate precautions when driving in windy conditions
- describe techniques for dealing with a hydroplane
- handle a skid while driving a commercial truck

**IATA 1: Hazard Class Identification/Classification**

**TRNS0205**  
**Duration:** 1 hour and 30 minutes

This training course will introduce the requirements of the International Air Transport Association’s Hazardous Materials Regulations, including definitions, an introduction to the Hazard Classes, and the List of Dangerous Goods. The proper identification, preparation, and transportation of hazardous materials affect everyone’s safety. This training course may be used to meet the requirements for general awareness/familiarization training. Your employer will provide additional function-specific training. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to: define terms associated with air transportation of dangerous goods, classify hazards according to International Air Transport Association’s nine hazard classes, and recall and interpret information found in the List of Dangerous Goods.

**Target Audience**  
All personnel involved in the packaging, preparation, and handling of HAZMAT for airway transportation

**Lesson Objectives**
- identify terms associated with air transportation of dangerous goods.
- identify hazards according to International Air Transport Association’s nine hazard classes.
- identify information found in the List of Dangerous Goods for Columns A through E.
- identify information found in the List of Dangerous Goods for Columns F through N.

**IATA 2: Marking and Labeling**

**esh_sah_a95_sh_enus**  
**Duration:** 30 minutes

This training course will introduce the International Air Transport Association’s marking and labeling requirements. The proper identification, preparation, and transportation of hazardous materials affects everyone’s safety. This training course may be used to meet the requirements for general awareness and familiarization training. Your employer will provide additional function-specific training. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to recognize package specification markings and package use markings, identify hazard labels and handling labels, and apply marking and labeling requirements when shipping dangerous goods. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**  
All personnel involved in the packaging, preparation, and handling of HAZMAT for airway transportation

**Lesson Objectives**
- recognize package specification markings
- recognize the characteristics of package use markings
- describe how to use the Dangerous Goods List when determining what labels should be affixed to a package
- distinguish between handling and hazard label types
- identify the characteristics of overpacks

**IATA 3: Packaging**

**esh_sah_a96_sh_enus**  
**Duration:** 30 minutes

This training course will introduce the packaging requirements of the International Air Transport Association’s Dangerous Goods Regulations. This training course may be used to meet the requirements for general awareness and familiarization training. Your employer will provide additional function-specific training. The content in this course is designed to comply with the intent of the applicable regulatory
requirements. Learner objectives are to recognize the general packing requirements and the conditions normal to air transport, identify the proper packaging for the material to be shipped, and recognize UN specification packaging. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

**Target Audience**

All personnel involved in the packaging, preparation, and handling of HAZMAT for airway transportation

**Lesson Objectives**

- cite basic characteristics of the packing regulations
- differentiate between the different packing groups by level of danger
- identify information found on the List of Dangerous Goods
- cite proper packaging procedures
- identify UN specification packaging

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**IATA 4: Documentation**

TRNS0208  
Duration: 1 hour

This training course will introduce the requirements of the International Air Transport Association’s Hazardous Materials Regulations, including required documentation to transport dangerous goods (Shipper’s Declaration for Dangerous Goods and Air Waybill). This training course may be used to meet the requirements for general awareness/familiarization training. Your employer will provide additional function-specific training. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to: identify the requirements placed on a shipper by the Department of Transportation when shipping by air, identify the requirements placed on the shipper by other national authorities, identify the requirements placed on the shipper by the carrier, and verify that a shipment is properly identified, packaged, marked and labeled, and the documentation is correct.

**Target Audience**

All personnel involved in the packaging, preparation, and handling of HAZMAT for airway transportation

**Lesson Objectives**

- identify components of the Shipper’s Declaration for Dangerous Goods.
- identify circumstances that require entries in the quantity and type of packing sequence.
- identify the meaning of symbols used in the List of Dangerous Goods.
- cite the required elements to be found on an air waybill for shipment of dangerous goods.

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**IATA 5: Limitations and Shipment Review**

TRNS0209  
Duration: 1 hour

This course explains that the Department of Transportation (DOT) governs all modes of transportation in the U.S., including air transportation. The DOT has a set of regulations pertaining to the shipment of hazardous materials (dangerous goods) known as the Hazardous Materials Regulations (HMR). This training course may be used to meet the requirements for general awareness/familiarization training. Your employer will provide additional function-specific training. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to:

**Target Audience**

All personnel involved in the packaging, preparation, and handling of HAZMAT for airway transportation

**Lesson Objectives**

- identify the government agency that oversees the transportation of hazardous materials.
- identify requirements of the emergency response information to be provided by the shipper.
- identify documents that contain emergency response information.
- identify the placarding requirements placed on the shipper by the DOT.
- identify placarding exceptions.
- identify general guidelines of state and carrier variations.
Safe Vehicle Backing

Duration: 30 minutes

Backing a vehicle can be the most hazardous driving you do all day. Backing accidents are extremely common—one in four accidents involves backing. As a responsible driver it is important to choose the safest method to back your vehicle and to understand that your choices impact others. In this course, you will learn about the impacts of backing accidents, their common causes, and how to minimize risks of collision when backing vehicles, including company trucks or delivery vans.

Target Audience

Employees who drive company-owned vehicles, including cars, utility trucks or vans, as well as employees who drive their own vehicles for company business

Lesson Objectives

■ recognize factors and situations that can lead to backing accidents
■ recognize what you can do to minimize backing accidents
■ recognize how to back safely into a parking spot
■ recognize how to back up safely in a truck

Urban Driving

Duration: 30 minutes

Driving in urban areas presents a different set of hazards to drivers as compared to highway driving. Red lights, intersections, traffic, distracted drivers, and pedestrians are just some of the hazards the urban driver will encounter. This course will teach you how to safely drive through urban areas, how to enter and exit traffic, how to navigate intersections, and how to react to traffic signals. You’ll also learn how to share the road safely with pedestrians and bicyclists. This course was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience

Employees whose job activities include the operation of motor vehicles

Lesson Objectives

■ describe how to enter and exit traffic safely
■ determine the best way to negotiate an intersection
■ recognize how to correctly respond to traffic lights
■ recognize an urban driver’s responsibilities towards pedestrians
■ follow best practice to safely share the road with bicyclists

Trailer Coupling and Uncoupling

Duration: 30 minutes

As a commercial vehicle operator, you are responsible for the safe operation of your tractor trailer. Following appropriate practices to couple and uncouple trailers, as well as maintaining equipment, ensures that you and the other motorists that share the road with you are safe. In this course, you will learn about the safety factors that apply to coupling and uncoupling vehicles and the risks associated with these tasks. Trailer Coupling and Uncoupling was developed with subject matter support provided by EnSafe Inc., a global professional services company focusing on engineering, environment, health and safety, and information technology.

Target Audience

Operators of commercial vehicles and other large trucks that are used to pull trailers

Lesson Objectives

■ identify equipment used for trailer coupling and uncoupling
■ sequence the steps for coupling vehicles
■ sequence the steps for uncoupling vehicles
Fundamentals

Centrifugal Pumps—Types and Components Training

FUND0303
Duration: 1 hour

This course is designed to provide you with an overview of the basic classifications of centrifugal pumps in use today, as well as identify and describe the major components of this type of industrial pump. The primary objective of this training is to help you more fully understand the mechanical components and operating systems used at your facility. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives for this course are to: state the purpose and functions of the following centrifugal pump components: impeller, volute, diffuser, packing, lantern ring, and wearing ring; identify centrifugal pump classifications; and identify major centrifugal pump components including: pump casing, pump shaft, impeller, volute, stuffing box, stuffing box gland, packing, lantern ring, impeller wearing ring, and pump casing wearing ring.

Target Audience
Entry level, craft-skill technicians in manufacturing, petrochemical, and utilities industries

Lesson Objectives
- identify the features of a centrifugal pump.
- identify the purpose and function of the impeller.
- identify the purpose of the diffuser.
- identify centrifugal pumps classifications.
- identify major centrifugal pump components.
- identify centrifugal pump cooling components.

DC Circuit Theory

FUND0304
Duration: 1 hour

This one-hour course is designed to provide you with a basic understanding of DC Electrical Theory. It is also intended to enhance your understanding of the operation and design of DC circuits, components, and sources. You will learn about basic DC electrical terms, equations and theory, and solve problems involving resistance, voltage, and current. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives for this course are to: define the following terms: Voltage, Volt, Current, Ampere, Resistance, and Ohm; describe Ohm’s Law; solve problems using Ohm’s Law; calculate the total resistance in a series circuit; and calculate the total resistance in a parallel circuit.

Target Audience
Personnel working with or around DC electrical distribution systems

Lesson Objectives
- define terms associated with DC circuit theory.
- identify the best definitions of volt and voltage.
- identify the meaning of letter symbols used in DC circuitry.
define Ohm’s Law.
- solve problems using Ohm’s Law.
- calculate the total resistance in both series and parallel circuits.
- define Kirchoff’s Voltage Law.
- solve problems using Kirchoff’s Voltage Law.
- solve problems using Kirchoff’s Current Law.
- identify sources of DC electrical power.
- identify hazards found in a DC battery room.

Positive Displacement Pumps

FUND0305
Duration: 1 hour

This course presents an overview of positive displacement pumps. It is intended to provide you with the ability to recognize various types of positive displacement pumps and become familiar with their characteristics and operation. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to: describe the characteristics of positive displacement pumps; specify differences between positive displacement pumps and centrifugal pumps; explain the importance of viscosity as it relates to the operation of positive displacement pumps and how they are protected against over-pressurization; and identify positive displacement pumps as one of the following: reciprocating pump, power pump, rotary pump, gear pump, lobe pump, vane pump, peristaltic pump, two-screw type pump, three-screw type pump, diaphragm pump.

Target Audience
Personnel working with or around positive displacement pumps

Lesson Objectives
- identify principles of operation of positive displacement pumps.
- identify characteristics of centrifugal pumps.
- identify principles of viscosity.
- identify true statements regarding relief valves.
- identify characteristics of reciprocating pumps and rotary pumps.
- identify characteristics of gear pumps.
- identify characteristics of screw pumps, moving vane pumps, and diaphragm pumps.
- identify characteristics of peristaltic pumps.
NFPA 1600 Business Continuity Programs

Whether it is a natural disaster that sweeps through your city or a computer virus that destroys vital electronic information, businesses need to be able to recover their services and operations as soon as possible if such a disaster does occur. A Business Continuity Program involves planning the recovery of operations when confronted with adverse events such as natural disasters, technological failures, human error, and terrorism. This course provides a basic understanding of the criteria for a comprehensive program that addresses business continuity in accordance with the National Fire Protection Association (NFPA) standard 1600, entitled Disaster/Emergency Management and Business Continuity Programs.

Target Audience
Supervisors, managers, or any employee involved in business continuity planning in private enterprises and government and municipal facilities

Lesson Objectives
- identify the functions of a Business Continuity Program (BCP)
- match the personnel involved in a Business Continuity Program with their responsibilities
- identify the main considerations of the risk assessment process
- match the risks that may be recorded in a risk assessment with their correct type
- match the business continuity risks to their probability and impact on the business in a given scenario
- identify the steps involved in conducting a Business Impact Analysis
- identify the factors to consider when creating a strategic plan for a Business Continuity Program
- identify the information that should be included in a written Business Continuity Program
- identify the general requirements for a written Business Continuity Program
- identify training requirements for the successful implementation of a BCP
- identify the personnel required for a crisis management team
- recognize the testing process used for a BCP in a given scenario
- identify the requirements for updating the BCP

NFPA 1600 Disaster/Emergency Management

Over the past decade, emergency management and business continuity planning have been recognized as necessary to continued operational success in both the public and private sectors. Key to this was the development and widespread use of the National Fire Protection Association (NFPA) standard 1600, entitled Disaster/Emergency Management and Business Continuity Programs.
Protection Association (NFPA) Standard on Disaster/ Emergency Management and Business Continuity Programs (NFPA 1600). The NFPA 1600 standard is a description of the basic criteria for a comprehensive program that addresses disaster recovery, emergency management, and business continuity. NFPA 1600 is considered by many to be an excellent benchmark for continuity and emergency planners in both the public and private sectors. The standard addresses methodologies for defining and identifying risks and vulnerabilities and provides planning guidelines that address stabilizing the restoration of the physical infrastructure, protecting the health and safety of personnel, and crisis communications procedures. This course will provide you with an understanding of the basic criteria for developing a comprehensive program that addresses disaster recovery and emergency management in accordance with the NFPA 1600 standard.

Target Audience
Those involved in public and private disaster management, emergency management, and business programs

Lesson Objectives
- identify the entities to which the NFPA 1600 standard applies
- recognize the benefits of adhering to NFPA 1600
- identify the elements that should be defined in a documented NFPA 1600 program
- recognize the roles of the program coordinator and the program committee in managing the NFPA 1600 program
- identify the resources required for an NFPA 1600 program
- recognize the NFPA 1600 procedural requirements for identifying and assessing hazards
- recognize the requirements for hazard mitigation under NFPA 1600
- identify the components required for program planning, training, and evaluation under NFPA 1600
- identify response and recovery procedures required under NFPA 1600 in a given scenario