

SC101 Basic Safety Training Class: A Terminal Condition

Includes information on:

- "Ergonomic" problems
- Visual fatigue
- The question of "radiation hazards"
- Lighting & its effects
- Stress release & exercises

SC102 Basic Safety Training Class: All Fired Up! (Fire Prevention & Safety)

Includes information on:

- Common causes of fires
- The importance of good "housekeeping"
- Other fire prevention methods
- Types of fire extinguishers
- Using fire extinguishers
- Evacuation & first aid

SC103 Basic Safety Training Class: Back on Track (Back Care & Safety)

Includes information on:

- How the back works
- Common types & causes of back injuries
- Effects of back injuries
- Injury prevention & safety practices
- Basic back exercises
- Proper lifting techniques

SC104 Basic Safety Training Class: Every Second Counts (Basic First Aid)

Includes information on:

- Sprains & muscle pulls
- Lacerations & bleeding
- Broken bones
- Shock
- Burns
- CPR & artificial respiration

SC105 Basic Safety Training Class: Forklift Safety—On the Up & Up (Forklift Safety)

Includes information on:

- Equipment check-out
- Surveying the work area
- Correct operating procedures
- Recognizing potential problems
- Equipment maintenance

SC106 Basic Safety Training Class: Get Well Soon (Wellness/Fitness)

Includes information on:

- Importance of attitude
- Stress & high blood pressure
- Nutrition & weight control
- Exercise
- Smoking
- Alcohol & drug use

SC107 Basic Safety Training Class: It's Your Move (Office Ergonomics)

Includes information on:

- The physiology of the body
- How the body works
- How ergonomic problems occur
- Parts of the body most susceptible to problems
- Practical solutions to problems
- "Warm-up" exercises

SC108 *Basic Safety Training Class: Save Your Breath (Respiratory Safety)*

Includes information on:

- How the respiratory system works
- Causes of respiratory problems
- Effects of respiratory hazards
- Safety practices
- Respiratory safety equipment

SC109 *Basic Safety Training Class: The Safety Zone (Safety Attitudes & Actions)*

Includes information on:

- Developing "safety sense"
- Hazard evaluation
- Safety housekeeping
- Tool use & maintenance
- Personal protective equipment

SC110 *Basic Safety Training Class: The Survival Game (Selection/Use Personal Protective Equipment)*

Includes information on:

- Areas of the body needing protection
- "Vulnerabilities" in each area
- Available protective equipment
- Equipment variations
- Matching equipment to the hazard
- Proper use of equipment

SC111 *Basic Safety Training Class: Working Without A Net (Ladder Safety)*

Includes information on:

- Basic rules for ladder use
- Proper placement
- Ladder maintenance
- The "buddy system"
- Tying off and blocking ladders
- Overhead hazards

SC112 *First Aid for Schools*

First Aid for Schools: Initial Response is designed specifically for school personnel who may not be first-aid certified. This class instructs care givers in the proper bloodborne pathogens precautions and first-aid practices to use until qualified medical attention arrives. It covers:

- Basic first-aid procedures
- Broken bones, shock, bleeding
- Universal Precautions
- Personal protective equipment

SC113 *Back Safety: The Ergonomic Connection*

95% of back injuries are due to cumulative trauma disorders, costing companies over \$5 million annually.

Reduce incidents and costs with this exceptional class—winner of a 1992 Cindy Award and CINE Golden Eagle Award. Dynamic graphics help explain ergonomic solutions to prevent back disorders and encourage employees to use proper body mechanics and lifting techniques. Class covers:

- How the back works
- Proper body mechanics
- Common back injuries

- Risk factors which cause back injuries
- Preventive measures

SC114 *Confined Space Entry*
Complies with OSHA 29 CFR 1910.146

The dramatic opening for this class makes a lasting impression. The class illustrates the hazards of working in a confined space and the importance of following proper procedures. Live-action footage and state-of-the-art graphics makes this Summit best seller a must-see for all maintenance, repair and response teams. Designed to meet federal regulation, this class trains workers on:

- What is a confined space
- Associated hazards
- Proper entry procedures including permits, monitoring and protective equipment
- Attendance responsibilities
- Emergency rescue procedures

SC115 *Controlling Spills*

Complies with OSHA 29 CFR 1910.120

Small spills can become big disasters. Protect yourself, your co-workers and the environment with this 2-part series covering the importance of small spill containment, cleanup, and prevention.

Part 1 covers procedures outlined in the Hazardous Waste Operations regulation. Live-action footage of an actual spill containment and cleanup demonstrates the importance of proper procedures in handling hazardous materials.

Part 2 discusses the prevention of spills, including proper storage, handling, and inspection of containers. Also teaches workers how to inspect containers for wear and corrosion.

SC116 *Driver Compliance—Employee Module*

Motor vehicle accidents result in 45 million lost work days each year at a cost of \$70 billion.

For all companies who employ drivers, this live-action class can help you lower costs and reduce deaths and injuries due to motor vehicle accidents on and off the job.

Class helps you comply with OSHA's proposed Occupant Protection in Motor Vehicle Standard. Save lives, prevent injuries, and reduce the high costs of:

- accidents
- property damage
- insurance premiums
- worker's compensation claims
- lost productivity

Part 1 for Employees covers:

Safe driving techniques

- Hazardous conditions
- Stopping distances, controlling skids
- Safe traveling distances

SC117 *Ergonomics—Preventing CTD's*

Complies with OSHA's proposed ergonomic guidelines for general industry.

19 million workers are disabled yearly by cumulative trauma injuries. 2-part class helps companies:

- Reduce increasing worker's compensation costs and high rates of absenteeism.
- Achieve higher quality and greater effectiveness by enhancing employee job satisfaction.

Part 1 — Employees features:

- What are cumulative trauma injuries
- Factors that cause them
- Preventive measures to reduce risk

SC118 Forklift Safety

Excellent class for training first-time operators and retraining experienced professionals.

Part 1: "Operations" discusses types of forklifts, basic operations, pre-operation safety inspections, load balance, and weight capacity.

Part 2: "Driving Skills" teaches employees the principles of the stability triangle, load handling, and the skills required for driving on different surfaces.

Part 3: "The Professional Driver" incorporates the latest motivational techniques and safety principles to avoid injuries and property damage.

Part 4: "Battery Changing" teaches proper techniques for changing batteries in electric-powered lift trucks, and covers correct procedures for refueling gas, diesel, and liquid propane models.

SC119 Hazard Communication

Complies with OSHA 29 CFR 1910.1200

Of the 100,000 chemicals used in the workplace, 60,000 are considered hazardous.

Cost-effective, step-by-step class emphasizes Right-to-Know compliance for all employees, using state-of-the-art graphics and live-action film sequences.

You will learn:

- Hazardous materials identification and labeling (4 different types of labels and how to use them)
- How to read and use Material Safety Data Sheets
- Safe handling of hazardous materials
- How to train employees on hazardous materials
- Common terms
- Differences between irritants and corrosives
- Differences between combustibles and reactives
- How to handle chemical spills
- How to limit or eliminate hazardous materials exposure

SC120 Hearing Conservation-A Sound Choice

Complies with the Hearing Conservation Amendment to OSHA's 29 CFR 1910.95.

State-of-the-art graphics show how noise affects the ear, and an audiologist discusses why noise-induced hearing loss is irreversible.

Class stresses the importance of hearing protection and covers:

- Effects of noise on hearing
- Purpose of hearing conservation classes at your facility
- Proper protective measures to prevent hearing loss

SC121 Lab Safety

Complies with OSHA 29 CFR 1910.1450

Labs typically possess more hazards than other work facilities, making safe work practices essential.

Suitable for all employees, this class trains workers in compliance with the Occupational Exposures to Hazardous Chemicals in Laboratories regulation. Covers:

- Physical and health hazards of chemicals in the work area
- Methods and observations that may be used to detect or monitor the presence or release of hazardous chemicals
- Measures employees can take to protect themselves from hazards
- Training on the written Chemical Hygiene Plan

SC122 *Ladder Safety: Take the Right Steps*

Each year, 300 deaths and 65,000 disabling injuries occur involving ladders.

This class features class classing with daring stunts depicting real-life falls to train workers on ladder safety. Aimed at general industry, the class emphasizes:

- Selecting the correct ladder for the job
- Inspecting ladders before use
- Proper setup and angle
- Climbing techniques
- Appropriate maintenance and storage

SC123 *Office Ergonomics*

50 cents of every worker's comp dollar will be spent on ergonomic-related injuries by the end of the decade.

Reduce ergonomic incidents and their costs at your facility with this class designed to train all workers in an office environment.

This class covers:

Ergonomic variables which affect an office environment

- Cumulative trauma disorders and factors that cause them
- Proper body mechanics
- Proper posture
- Work station organization
- Environment conditions
- And more

SC124 *Personal Protective Equipment: The Danger Zone*

Complies with OSHA 29 CFR 1910.132

This course uses convincing statistics and motivational scenarios' to encourage workers to wear the proper protection for the hazards they face on the job.

The class demonstrates proper use and care of hard hats, safety glasses, goggles, respirators, hazardous materials clothing, gloves, shoes, and more.

SC125 *Respiratory Protection*

Respiratory hazards are the third leading cause of workplace illness.

Complies with OSHA 29 CFR 1910.134 & ANSI Z88.2-1992.

Employees will develop an awareness and respect for respiratory hazards with this course. This technically accurate, 3-part class helps companies reduce the incidence of respiratory illness and comply with OSHA's Respiratory Standard, 29 DFR 1910.134. This course will motivate workers to protect their health and safety, while reinforcing the importance of properly using and caring for various types of respirators.

Part 1 — Respiratory Protection

Concise yet thorough class trains workers to respect potential respiratory hazards and motivates them to use proper respiratory equipment.

Employees learn:

- Importance of the respiratory system
- How potential hazards can affect workers' health and safety
- Types of respirators and their functions
- Importance of qualitative and quantitative fit testing

Part 2 — Air Purifying Respirators

Ideal for all affected employees, easy to understand class trains workers on how to use, care for, and store air purifying respirators. Both qualitative and quantitative fit testing are covered.

Employees learn:

- How air purifying respirators work
- Proper fit
- How to use, inspect, care for, and store respirators
- Limitations of respirators

Part 3 — Air Supplying Respirators

This segment grabs workers' attention and motivates them to wear and properly care for air supplying respirators. Workers

learn step by step, the importance of protecting the respiratory system from dangerous contaminants and oxygen deficient environments.

Covers:

- Types of air supplying respirators and how they work
- Qualitative and quantitative fit tests
- Correct use, care, and storage of air supplying respirators
- Limitations of respirators

Part 4 — Class Administration

Aimed at the supervisor and/or administrator responsible for the respiratory health of workers. This course covers key ingredients for a successful respiratory class to be in complete compliance with federal regulations, inspection, and record keeping requirements.

SC126 *Safety Awareness: Don't Be A Dummy*

90% of all accidents are caused by human error.

Train employees to prevent accidents and make safety a No. 1 priority. Live-action class teaches workers to respect the hazards and develop positive attitudes toward safety. This fast-paced course uses a unique and creative approach to motivate employees to:

- Accept responsibility for safety
- Inspect work areas and equipment for unsafe conditions
- Recognize and respect potential hazards
- Utilize personal protective equipment
- Follow safe work practices

SC127 *Hand Injury Prevention*

80% of industrial injuries are hand injuries. Human error is their No. 1 cause.

Train workers to avoid hand injuries, work safely, and eliminate these injuries.

High-quality class also helps reduce lost time and insurance claims. Teaches workers:

- Proper use of hand tools
- Safe procedures when working with equipment, machinery, and sharp objects
- How to recognize danger areas

SC128 *Back Injury Prevention*

Back injuries are the leading cause of lost time—93 million workdays each year. 8 out of 10 workers will suffer a disabling back injury in their lifetime.

This course teaches workers to prevent injuries on and off the job and motivates them to use safe work procedures. This course covers:

- Importance of fitness and exercise
- Reasons for developing good posture habits
- Lifting techniques
- Lifestyle commitment

SC129 *AIDS in the Workplace*

Combat employees' fears about this major health concern. This course covers:

- How AIDS can and cannot be transmitted
- How to prevent contraction of the AIDS virus
- Who is more likely to contract AIDS
- How to support AIDS victims in the workplace

SC130 *Benzene*

Complies with OSHA 29 CFR 1910.1028

Be in compliance with this course. Trains workers on:

- Health hazards associated with benzene
- Personal protection requirements
- Industrial applications

- Monitoring techniques

SC131 *Flex-N-Stretch*

Company cuts worker's compensation costs by \$60,000 in one year. Employers document an 82% decrease in lost time injuries when using the techniques in this training class on pre-work flexibility stretching.

Part 1 for Facilitators and Team Leaders covers a medically-approved stretching class to help reduce muscle strains and improve flexibility at work.

SC132 *Heat Stress*

323 people die each year from excessive heat exposure.

Save lives with the information you learn in this class. Concise class uses live-action location footage, popular music and state-of-the-art graphics to train workers in all industries.

Workers learn a common sense approach and preventive measures to reduce the probability of suffering heat disorders, such as heat cramps, heat exhaustion and heat stroke.

SC133 *Office Safety*

This class will change attitudes about safety in the office . . . It will protect employees and protect your liability.

Over 40,000 people suffer disabling injuries in the office and over 200 people die as a result of office accidents each year. This costs employers millions of dollars in lost productivity and medical claims.

Office Safety is designed to help change all that. It's a bright, entertaining class that uses a good dose of humor to make its message memorable—and that makes it EFFECTIVE!

This class is for anyone who works in an office. Top management, managers at all levels, valued employees and new hires.

SC134 *Substance Abuse*

Drug use and abuse cost industry over \$100 billion each year . . .

. . . and can adversely affect workers on the job by increasing absenteeism, accidents, sick leaves, and medical claims.

Reduce these costs and help the 1 in 7 workers who suffer from drug addiction by training employees on the dangers and consequences of substance abuse.

SC135 *The Safety Secret: Behavior Attitude Awareness*

More than 8 million people will be injured on the job this year alone. That's one every 17 seconds.

Don't let careless accidents cost your company in productivity and dollars. This course reinforces solid, sensible safety skills which busy employees don't take time to use. Drives home common-sense solutions to work safety, and stresses management and home safety.

SC136 *Bloodborne Pathogens*

Comply with current regulations and train workers to respect potential bloodborne hazards. This class covers:

- What are bloodborne pathogens, including HIV and Hepatitis B
- Proper protective measures
- Modes of transmission
- Misconceptions about exposure

SC137 *Sights On Safety*

Based on ANSI Z87.1-1989

Eye injuries cost industry \$300 million each year.

Using real-life situations, this course teaches proper selection of eye equipment and motivates workers to use it. Also covered is common eye hazards, eye anatomy and first aid for common injuries such as sparks, flashburn, blows to the eye and particles or foreign objects in the eye. Includes demonstrations of safety glasses, side shields, goggles, face shields, welder shields and other eye protection.

SC138 *Hotel, Motel, Restaurant Industry Class*

If you said safety training, you're right! Safety training is often one of the last things employers think about, but one serious accident could have a devastating effect on your bottom line. With this course you will be able to:

- Decreased costs associated with accidents and disabling injuries on and off the job
- Lower insurance premiums
- Increased employee morale
- Fewer incidents
- Improved productivity

Slips and Falls

Prevent costly injuries due to Slips and Falls on stairs, ladders, wet surfaces, and loading docks. This class uses classes with live-action scenes from kitchens and laundries to reinforce message. Falls performed by Hollywood stunt people effectively hold viewer interest. Workers learn to:

- Pick up obstacles
- Use good housekeeping techniques
- Clean up spills

Back Safety

Reduce high costs associated with today's most common workplace injury and motivate employees to use safe work procedures to prevent back disorders. Workers learn:

- Proper lifting techniques
- Good posture
- Importance of fitness

Bloodborne Pathogens

Comply with current regulations and train workers to respect potential bloodborne hazards. This class covers:

- What are bloodborne pathogens, including HIV and Hepatitis B
- Modes of transmission
- Proper protective measures
- Misconceptions about exposure

Eye Safety

This class trains workers to properly select and use eye protection, and respect potential hazards in the workplace. Covers areas where eye injuries occur, types of eye injuries, and proper prevention techniques.

Right to Know

Use this class to train workers on OSHA's Hazard Communications standard. Employees learn to be aware of potential health hazards and use proper procedures to protect themselves and others from hazardous materials incidents.

SC139 *Accident Investigation*

Accident investigation is an essential part of any overall safety class.

Much can be learned from successful completion of investigations to improve procedures, safety rules, and prevent accidents and injuries in the future.

The key result from any investigation should be to prevent a recurrence of the same or similar accident or incident.

The class includes:

- Types of accidents
- Outcomes of accidents
- Contributory factors leading to accidents
- Composition of investigation team
- The strategy of the investigation
 - gathering information and facts
 - isolating the essential factors
 - determining corrective actions
 - carrying out corrective actions
- Benefits of accident investigations

The best way to prevent accidents is to learn what actually happens in accidents. Accident investigation must form part of any preventative strategy to reduce accidents and injuries in the workplace.

SC140 *Foot Safety*

Our feet provide us with balance and support for our bodies and enable us to walk, run, drive, operate machinery, play sports, and so on.

This class addresses:

- Why people injure their feet
- Common types of foot injuries
- Steps to prevent foot injuries
- Evaluation of foot injury hazards
- Control measures for existing hazards
- Safety footwear

Falling objects cause the largest number of foot injuries in the workplace, there are however numerous other potential hazards that can lead to injuries.

This class is aimed at all personnel who may come into contact with any of these hazards.

SC141 *Safety Awareness*

Today, for an organization to survive and prosper, it must be able to control four things. Production, quality, costs, and accidents, and not one to the exclusion of another.

Safety awareness is the starting point to accident prevention.

Included in this class:

- What is an accident?
- Why do accidents occur?
- Humanitarian, economic, and legal reasons to address accident prevention.
- Who is responsible for safety?
- Safety policies.
- Recognition, evaluation, and control of hazards.
- Manual handling.
- Lifting and carrying techniques.
- Good housekeeping practices.
- Use of tools and equipment.
- General safety requirements.
- Personal protective equipment.

What is safety awareness?

It's a responsibility, a commitment, an obligation.

It's a common sense, teamwork, and safe work procedures.

It's recognizing hazards and showing a willingness to act to control any present hazard.

The class has been designed for all personnel. It can be used as a general safety training class and can also be utilized as an induction class for new personnel to introduce safety concepts.

SC142 *Stop It Burning*

This class systematically looks at the types of fires, extinguishing agents, types of extinguishers and uses of each type of extinguisher.

Four Main Types of Fires:

- Ordinary combustibles — Class A
- Flammable liquids — Class B
- Electrical — Class C
- Combustible metals and metal alloys — Class D

Extinguishing Agents:

- Water
- Halon
- Foam
- Dry Chemicals

- CO₂
- Dry Powder

Fire Extinguisher Operation:

- Water — Class A Fires
- Halon — Class B and C Fires
- Foam — Class A and B Fires
- Multi-Purpose Dry Chemical — Class A, B, and C Fires
- CO₂ — Class B and C Fires
- Dry Powder — Class D Fires

Fortunately most fires are small and can often be effectively controlled with the appropriate use of fire extinguishers. Personal safety must be the prerequisite before any fire fighting effort is undertaken.

SC143 *Hand & Power Tool Safety*

Employees who think they know how to use hand and power tools safely are frequently injured; they are surprised by the speed at which accidents occur. To help employees prevent the damage that tools can do to them, this class explains:

- How to anticipate hazards before they occur
- The importance of using the right tool for the job
- Using personal protective equipment
- What safety practices to use with hand and power tools
- How materials can cause accidents
- The importance of tool maintenance

SC144 *Some Mistakes Last Forever*

The class includes a class with accident re-creation that shows how experienced employees make mistakes causing them pain and loss for the rest of their lives. This graphic accident will get your employees' attention; the simple but lifesaving message is to always follow approved work practices. Every day 29 people are killed and 4,900 other workers are injured on the job. Help your employees avoid these tragic statistics with these topics:

- Don't cheat a guard
- Injuries and pain last a lifetime
- Understand hazards of your job
- Know your safety rules
- Always follow approved work procedures
- Unsafe acts are your worst enemy

SC145 *Thinking Twice Can Save Your Life*

Dave and Terry suffered first and second degree burns over 40% of their bodies because they made some serious safety mistakes. Their years of experience and superior safety records failed to help when they caused an electrical short-circuit at the plant. This class uses a dramatic class that will make safety a personal priority for your employees by showing:

- That even experienced employees suffer life-changing injuries
- That simply believing in safety is not good enough
- The severe consequences of safety mistakes
- The outcome of making assumptions
- How safety glasses saved Dave & Terry's eyesight

SC146 *Vehicle Backing (Refuse Trucks)*

Accidents involving the backing of large single chassis refuse truck can be prevented by following the tips and procedures presented in this class. Topics include:

- Inspecting the vehicle daily
- Following good operating procedures
- Operating roll off, front and back loaders
- Operating the truck in landfill sites
- Observing child safety

SC147 *Holding Effective Safety Meetings*

Safety meetings are meant to provide important information and to motivate employees to follow safety procedures. Yet neither of these goals is met if these meetings are not well designed and executed. *Holding Effective Safety Meetings* is aimed at anyone who must run a safety meeting, whether he or she is the safety director, a supervisor, or an hourly worker on the safety committee. It begins with the important groundwork that must be accomplished to prepare for a safety documentation

that is necessary to demonstrate to OSHA or other regulatory agencies that the training actually has taken place.

SC148 *Medical Waste Handling*

Hospitals, dental practices, veterinary clinics, laboratories, nursing homes and other health care facilities generate 3.2 million tons of hazardous medical waste each year. Much of this hazardous waste is particularly dangerous, especially when it could be radioactive or infectious. As this less glorified side of medical reality captures public attention, the question becomes *Who is responsible for the waste?*

The answer: Everyone who works in the healthcare system, from administrators and supervisors to nurses and housekeeping staff. The ultimate responsibility for properly disposing of hazardous medical waste lies with the facility where it originates, not the waste hauler, landfill or incinerator operator.

SC149 *Tuberculosis: Back From the Past with a Vengeance!*

Since 1985 the CDC has reported a resurgence of TB. It estimates that in 13% of U.S. hospitals, at least one worker will get TB. This timely new class reviews guidelines which can help healthcare workers greatly reduce the risk of contracting TB.

- The resurgence of TB
- Early identification and isolation
- Proper ventilation in isolation rooms
- General use areas and treatment booths
- Respiratory use
- Work-practice controls
- Employee screening and training
- Includes 10 illustrated employee handbooks

SC150 *OSHA Safety Compliance Systems: Bloodborne Pathogens*

Federal Regulation 29 CFR 1910.1030 states . . .

"each employer having an employee(s) with occupational exposure to blood, body fluids and other potentially infectious materials shall establish a written exposure control plan designed to eliminate or minimize employee exposure

SC151 *OSHA Safety Compliance Systems: Hazard Communication*

Federal Regulation 29 CFR 1910.1200 states . . .

"Employers shall develop, implement, and maintain at the workplace, a written hazard communication class for their workplace . . . labels, and other forms of warning, materials safety data sheets, and employee information and training will be met."

This class covers Hazard Communications Today and Container Labeling.

SC152 *OSHA Safety Compliance Systems: Recordkeeping*

Federal Regulation 29 CFR 1904.2 (a) states . . .

"each employer shall (1) maintain in each establishment a log and summary of all recordable occupational injuries and illnesses for that establishment; and (2) enter each recordable injury and illness on the log and summary as early as practicable but not later than 6 working days after receiving information that a recordable injury or illness has occurred." The OSHA Log 200 has been ranked as the number one most often violated OSHA standard.

Inaccurate recordkeeping of occupational injuries and illnesses is one of the leading causes of OSHA citations and fines. This live-action class benefits employees, supervisors, and department managers by teaching the correct procedures for recordkeeping, including:

- Definition of a recordable injury or illness
- Proper procedures for recording and updating OSHA 200 log
- Other required compliance activities

SC153 *The Dirty Dozen: OSHA's Top 12 Violations*

This exciting new class will point out the twelve most serious violations of the OSHA Standards For General Industry. Supervisors will learn what to look for in their own facilities and how to protect workers involved in these activities.

- Reviews the most common OSHA violations
- Responsibilities of the supervisor
- What to look for in your workplace

- Case studies punctuate the danger of these violations
- Employee training

SC154 *Ergonomics: Back in Business*

When repetitive motions involve the back, the potential for problems multiples. *Back in Business* illustrates ergonomic principles of the back, discusses the physiology and biomechanics of the spine, outlines the symptoms and causes of common back ailments, and presents simple and inexpensive ways to reduce the risk of back injury.

SC155 *OSHA Safety Compliance System: Lockout/Tagout Complies with OSHA 29 CFR 1910.147*

Two out of every three incidents related to the accidental release of stored energy involve machine operators.

This course helps you comply with the OSHA standard, motivate workers to recognize potential hazards of stored energy and follow safe work practices.

AFFECTED EMPLOYEES

Aimed at affected workers, but appropriate for all employees, this class creates an awareness and respect for hazards associated with the accidental release of stored energy and the purpose of a lockout and tagout class.

AUTHORIZED EMPLOYEES

Step-by-step procedures for safely isolating, locking out and tagging all common forms of energy found in industry. The course covers safe start-up procedures and special situations.

SC156 *Workplace Violence: The Risk from Within*

This course is designed for manager/supervisor training on an organization-wide scale. As an essential management "tool" in today's business environment, it can help teach managers and supervisors how to recognize and work to "defuse" potential problem situations or individuals before a crisis or disaster erupts. Based on actual cases and using a compelling class with dramatizations and interviews with top experts in the field, this course is designed to help managers/supervisors increase their awareness of factors such as stress that can often contribute to workplace violence and at-risk employees, and suggests guidelines for getting immediate help. The importance of maintaining an atmosphere conducive to communications, the need for comprehensive reviews of grievance, layoff, and termination procedures, and the importance of maintaining and following established organization protocols for referring employees to suitable counselors are also stressed.

SC157 *A Bit About Backs*

A Bit About Backs was developed to address back care in a realistic manner with a humorous and high energy presentation.

A: Back Basics

Learn how the back functions through simple and practical demonstrations.

B: Risk Factors

Learn about the variety of factors that increase the risk of experiencing a back disorder.

C: Prevention Strategies

Learn practical methods for maintaining a healthy back.

SC158 *Workplace Violence: First Line of Defense*

Workplace violence has exploded into the headlines. Its overt and subtle forms have increased in frequency, with a resulting cost in lives, psychological trauma and employer liability. The cost of workplace violence incidents is 4.2 billion dollars annually. These acts are neither random nor unpredictable. As the second leading cause of workplace death, workplace violence represents a challenge to employers who must be prepared to respond and manage these incidents.

This course, via class, brings together two nationally recognized experts to define the problem, create awareness of the warning signs, examine the legal issues in dealing with these individuals, and outlines steps to manage these situations.

Garry Mathiason, senior partner with the country's largest employment and labor law firm, and Chris Hatcher, clinical psychologist, offer legal and incident management advice on how to identify and prevent workplace violence. They'll show:

- Consistency of the perpetrator profile.
- Clear behavioral warning signs.
- Typical co-worker responses to perpetrator behavior.
- Concrete steps to manage these incidents and prevent workplace violence.

SC159 *No Injury, No Accident?*

Discover how near misses can add up to major accidents. Unreported near misses and seemingly insignificant incidents can result in major accidents and serious injuries. Explaining the Heinrich Triangle (the number of injuries you can expect from 330 incidents as well as the percentage of accidents that will result from unsafe acts and conditions), this course zeros in on an often neglected safety area.

SC160 *Pro-Active Safety Attitudes: Looking Out For Number One*

Pro-Active Safety Attitudes:

- Underscores importance of safety equipment and safety habits
- Interviews with actual workers, plus re-enactments of real-life accidents motivate workers to take precautions.
- Trains workers to take responsibility.
- Shows how safety affects workers and their families.

SC161 *High-Impact Eye Safety*

Real Accidents Teach Powerful Safety Lessons! Your employees will make a new commitment to eye safety when they see the real accidents that occur at work everyday. Most can be prevented by simply wearing proper personal eye protection.

After attending this course your employees will be dedicated to protecting their eye sight. Accidents discussed include:

- Hammer sends nail into eyeball
- Flying metal particles
- Electrical flash from short circuit
- Popping slag while welding
- Sulfuric acid sprays worker
- Line-breaking accident

SC162 *Industrial Eye Safety*

This class shows how to recognize potential hazards and what kind of eye protection to use for that hazard.

Students are told to check with their supervisor or safety director for the type eye protection to use in their area - so there's no confusion as to special eyewear and nothing left to the employee's interpretation from the ANSI chart.

SC163 *High-Impact Hand Safety*

In this class, hand and arm accidents recreated from OSHA's files (on class) show the **severe consequences** of not following safety rules. This "Real World" class used in this class was produced on factory floors of the following industries: Paper Making, Meat Packing, Heavy Assembly, Foundry Operations, Sheet Metal Forming, and Industrial Maintenance.

Topics covered:

- Pinch points
- Gloves
- In-running nips
- Jewelry
- Hot surfaces
- Loose clothing
- Arm protectors
- Long hair
- Lock-out
- Guards
- Paying attention

SC164 *Lifting and Carrying*

Material handling occurs in one way or another in every department of every business on every working day—it is not surprising that accidents and injuries resulting from incorrect manual handling techniques comprise the largest group of occupational hazards that result in lost time.

This class covers the following:

- Anatomy and physiology of the neck and back
- Types of injuries—muscle-ligament and disc
- Steps to safe lifting
- Team lifting
- Physical characteristics of loads
- Working conditions
- Personal limitations of personnel involved in manual handling tasks

It is important to understand that of all the manual handling activities that put people at risk, lifting and carrying of objects

accounts for 75% of all manual handling accidents and injuries.

The principles of correct lifting and carrying must therefore be an important part of any manual handling training class.

This class has been produced with the general workforce in mind; however, because the principles remain unchanged, regardless of the location, it is a class suitable for a wide audience.

SC165 Bloodborne Pathogens: Worker Awareness

Complies with OSHA 29 CFR 1910.1030

Class covers:

- Awareness of What Bloodborne Pathogens Are
- Model of Transmission
- Misconception About Bloodborne Pathogens
- How to Recognize Exposure Situations
- Universal Precautions

SC168 Asbestos Awareness

Court decisions and OSHA proposals have raised questions about federal policy on asbestos. This class explains what asbestos is, where it can be found, how to avoid its hazards, and what the requirements suggest.

- Hazard communication
- Monitoring
- Permissible exposure limits
- Regulated areas
- Warning signs

SC172 Hearing Conservation-A Sound Choice

Complies with the Hearing Conservation Amendment to OSHA's 29 CFR 1910.95.

State-of-the-art graphics will be used to show how noise affects the ear, and an audiologist (via class) discusses why noise-induced hearing loss is irreversible.

Class stresses the importance of hearing protection and covers:

- Effects of noise on hearing
- Purpose of hearing conservation classes at your facility
- Proper protective measures to prevent hearing loss

SC174 Back on Track

Information in this class is presented in a definite order, so that employees will see the relationships between the various groups of information and can retain them more easily. The sections included in the class are:

- How the back "works"
- Potential effects of back injuries
- Common types of back injuries
- Common causes of back injuries
- Good back care and safety practices
- Basic back exercises
- Proper lifting techniques

SC175 Main Street: Your Right to Know

This class is designed to instruct workers about the chemicals they work with, what precautions to take to avoid injury, and what to do if accidents should occur.

This class will show your employees:

- How various chemicals can enter the body
- Why reading labels is essential
- The physical and health hazards of chemicals
- Signs and symptoms of exposure
- Emergency response procedures
- Why chemical safety is also important off the job
- How to use Material Safety Data Sheets
- And much more

SC176 *Environmental Awareness*

Based on environmental regulations such as the Clean Air Act, Storm Water, RARA, Clean Water Act, and Sara Title III.

This informative and motivational class is ideal for all employees. It was designed to increase employees' awareness and respect for the complex and broad-based environmental regulations affecting business today. The class stresses the importance of integrating environmental awareness into every job function performed.

- Waste minimization
- Recycling
- Hazardous material handling
- Engineering controls
- Proper disposal procedure
- Housekeeping
- Material storage

SC178 *Formaldehyde*

Complies with OSHA 29 CFR 1910.1048

This class creates an awareness and respect for the potential hazards associated with formaldehyde.

Employees are educated on the different exposure levels and the importance of utilizing engineering controls and safe work practices to ensure their safety.

Using a class, live-action footage and high resolution graphics teach employees the different routes of entry, proper use of personal protective equipment, and the skills and techniques to safely work with formaldehyde.

SC179 *Hazardous Materials Handling Series*

Designed to effectively consolidate overlapping OSHA, DOT and EPA hazardous material awareness training.

A 5-part class using Hazard Communication as a foundation. Each module adds new information to address the specific regulatory and job function requirements. **The series eliminates redundant training, combining EPA, DOT and OSHA, saving you valuable time and money!**

Part 1-Hazard Communication

This class is designed in compliance with 29 CFR 1910, 1200, including detailed instruction on MSDSs and container labeling.

SC180 *First Response: A Team Approach to Workplace Trauma*

An incident of workplace trauma or crisis is an unanticipated, but intense, event, that causes a significant physical and/or emotional injury to those who experience it. The kind we most often hear about typically involves guns and employees, or former employees, who enter the workplace with revenge in mind. But traumatic incidents that don't make headlines occur in many organizations.

According to the U.S. Department of Labor, homicide is the second leading cause of death in the workplace.

Organizations that prepare for the unthinkable save lives, reduce injuries, and minimize damage during a traumatic incident. A planned response also diminishes employee emotional distress and reduces the amount of time it takes an organization to become productive after the incident is over.

SC181 *Lead Safety: Treat It With Respect*

Lead is one of the most common--and most dangerous--materials in construction. Workers today are constantly asked where lead hazards exist. The long-term damage can be deadly, but with proper training workers can learn to protect themselves.

- Dangers of lead poisoning
- How it enters the body
- Symptoms of lead poisoning
- Reducing the risks of exposure
- Respiratory protection
- Protective clothing

SC182 Ladder Safety

This course demonstrates the hazards associated with taking ladder safety for granted.

SC183 Hearing Protection

This course demonstrates what can happen when the proper procedures are not followed.

SC184 Fire Extinguisher Operation

This course is great for supplementing your curriculum to demonstrate proper handling and safety.

SC185 Hand Protection

This course demonstrates what can happen when the proper procedures are not followed.

SC186 Street Smart: From 9 to 5

The *Street Smart From 9 to 5* course addresses everyone's biggest fear: "What if someone does get violent at work?" and your everyday concerns of dealing with individuals who have become agitated or challenging.

Class 1--Defusing the Explosive Customer

Crucial information for all front-line staff. This class will teach you how to identify and respond to "warning signs." You'll learn how to talk to customers who are anxious, to help defuse the situation on the spot. In addition, you'll learn:

- How to keep a customer from getting more angry--even on the phone
- Ways to keep your ego in-check if a customer verbally attacks you
- How to communicate with a customer who is ranting and raving
- Strategies for giving customers unavoidable bad news in the safest, most professional manner possible
- How to use your voice and body language to defuse a tense situation
- Proven ways to set limits with non-compliant customers

Class 2--Managing Employee Hostility

A class every manager or employer can learn from. Managers need to be acutely aware of problems that can arise, such as threats to employees, verbal altercations between co-workers and in extreme cases--physical violence. "Managing Employee Hostility" will teach you how to recognize when someone's behavior is escalating and how to respond appropriately. You'll also learn:

- How to gain compliance when an individual disagrees with a company policy
- Why your nonverbal behavior can be more important than your words
- Essential steps to take if employees are on the brink of a physical fight
- Ways to minimize hostility and maximize your safety when terminating an employee
- How to keep a customer or fellow employee from "pushing your buttons"

Class 3--Responding to Violence at Work

For all businesses concerned about encountering violence. This class is designed to enhance your safety if the unthinkable happens at your workplace. You'll learn:

- Personal safety techniques: how to stand, how to react--ways to keep from getting injured
- The first thing you should try to negotiate if someone confronts you with a weapon
- How to escape from an assault
- Why you should never second-guess your instincts
- CPI's Strategic Visualization Process--an easy technique that boosts your confidence and may save your life
- How to arrange your office so you don't become trapped with a violent individual

SC187 Foot Protection

This class demonstrates what can happen when the proper procedures are not followed.

SC188 Ending Sexual Harassment: Using Communication and Consideration

This comprehensive training class will provide managers, supervisors and employees with an understanding of workplace sexual harassment. This class utilizes interactive training techniques to spark constructive discussion and help prevent sexual harassment in your workplace.

Ending Sexual Harassment

- What is sexual harassment?
- How to prevent it
- Your responsibility as an employee
- What to do when sexual harassment occurs

- Utilizes pre-training quizzes, group discussion and problem-solving exercises
- Includes a segment on subtle sexual harassment

SC190 *Lockout/Tagout: Controlling the Beast*

Complies with OSHA 1910.147

- Explains basic concepts about various energy sources
- What is lockout/tagout?
- When to use lockout/tagout procedures
- OSHA's six-step procedure
- Removing locks and tags

SC191 *OSHA Inspection: Overcoming the Fear*

This course details:

- How to prepare for an OSHA inspection
- How to deal with inspections
- What to expect from an OSHA inspection

SC193 *Trenching and Shoring Series*

This course will alert your workers to the importance of using proper protection during all excavation work and explain what to do when a trench collapses. Part one details proper trenching procedures. Part two illustrates the do's and don'ts of trench rescue.

Complies with OSHA 1926.650-652

Cave In: Trenching and Shoring

- Evaluating an excavation site
- Effective worker protection systems
- General safety practices
- Emergency response

Trench Emergency

- Dangers posed by trenches
- Shoring and shielding
- Examines an actual cave-in
- What to do and not do when a trench collapses
- Preparing for the rescue team

SC195 *Subtle Sexual Harassment Series (Sexual Harassment)*

As the definition of sexual harassment has broadened under recent court decisions, there has been a growing need to explore some of the more subtle aspects of this sensitive topic. True cases are explored in a highly stylized presentation followed by discussions of interpersonal, social and legal issues.

The Issue is Respect

- Examines the distinction between employees' personal and professional roles
- Discusses the abuse of power in the workplace
- Covers personal relationships and dating between employees

Management's New Responsibilities

- Identifying and addressing sexual harassment
- Policy enforcement and corporate liability
- Challenges of a non-traditional work environment

SC196 *Confined Space Entry*

Complies with OSHA 29 CFR 1910.146

Workers have been entering manholes, tanks, pits, and other confined spaces for years, without ever thinking about the hazards they may confront, but these risks can be avoided. In fact, if employees are called upon to enter any permit required confined space, you must know how to protect them, and you must take specific steps.

OSHA standards require that you:

- Identify confined spaces and their hazards

- Create a written class for your confined space entry procedures
- Conduct training for everyone involved in confined space entry
- Maintain complete compliance and training records

SC197 *Eye Protection*

Complies with OSHA 29 CFR 1910.133

Physical hazards such as a foreign body entering the eye, chemical hazards such as splashing acid into the eyes, and radiant energy hazards such as the infrared and ultraviolet light emitted by welding all represent serious optical hazards.

OSHA standards require that you:

- Provide suitable eye protection where the hazard of flying objects, glare, liquids or injurious radiation is present
- Choose eye protection such as safety glasses and goggles that are suitable for the hazard and fit comfortably
- Identify eye hazards and designate eye protection areas
- Control eye hazards through engineering and administrative controls
- Provide training
- Keep records of eye protection activities

SC198 *Fire Extinguisher Safety*

Complies with OSHA 29 CFR 1910.157

With over 150 fires occurring on the job *every day*, fire is the third leading cause of accidental deaths in the United States. Once a fire has broken out, the best way to put it out and avoid injury and damage is through the use of fire extinguishers. Fires can be avoided if you know how to react.

OSHA standards require that you:

- Identify the proper types of fire extinguishers
- Provide an adequate number of fire extinguishers at the proper locations
- Instruct personnel in the safe and effective use of fire extinguishers
- Inspect and maintain fire extinguishers

SC199 *Forklift Safety*

Complies with OSHA Powered Industrial Trucks Standard 29 CFR 1910.178

Forklifts are indispensable for safe and efficient material handling in the modern workplace. But if they're not operated safely, forklifts can also be dangerous. In fact, over 37,000 forklift-related injuries occur in the United States each year, resulting in injuries that cost millions of dollars in damage to machinery, facilities, destroyed product, and missed shipments.

OSHA standards require that you:

- Allow only trained and authorized employees to operate a forklift
- Develop and provide training for operators
- Ensure that forklifts are always operated in a safe manner
- Verify that forklifts are maintained in safe operating conditions
- Keep records of forklift safety activities, including inspection and training records

SC200 *Hazard Communication*

Complies with OSHA 29 CFR 1910.1200

While chemicals are essential to the modern workplace, they can also be dangerous in many ways. They can catch fire and burn. Their corrosive effects can cause injury to the skin, eyes, and respiratory system. They can poison the body's organs. And they can react violently when mixed with other materials, resulting in fires and explosions.

This means that employers must have a system in place that identifies and labels all hazardous materials, trains employees in how to work safely around them, establishes written emergency procedures, and maintains complete documentation of all activities related to these materials.

OSHA standards require that you:

- Inventory and label hazardous materials

- Collect, file, and make Material Safety Data Sheet (MSDS) available
- Develop a written hazard communication class
- Provide training covering the proper use, storage, and disposal of hazardous materials and how to react to emergencies

SC202 Lockout/Tagout

Complies with 29 CFR 1910.147

Installing, repairing, and servicing machines and equipment may seem routine, but can be very dangerous. Equipment that has been shut down may inadvertently be restarted or reenergized by a co-worker or equipment may restart automatically and without warning. This unexpected startup of machinery or equipment, contact with live electrical circuits, or the unexpected release of stored energy causes 10% of serious industrial accidents, and accounts for 28,000 lost work days, and approximately 120 deaths per year.

OSHA standards require that you:

- Identify all equipment or sources which must be locked out
- Lock out all power sources that can be locked out
- Develop a written energy control class
- Use specialized locks and tags during major servicing
- Train all employees affected by lockout/tagout procedures
- Identify and differentiate between authorized and affected employees
- Keep records on training and periodic inspections

SC203 Respiratory Protection

Complies with OSHA 29 CFR 1910.134

Certain work environments contain air that isn't safe to breathe, either because of insufficient oxygen or because the air is contaminated by dusts, mists, vapors, or fumes. Breathing in contaminated or low oxygen atmospheres can cause serious illness, injury, and even death. In these situations, special respiratory protection equipment is needed to help employees breathe and stay safe.

OSHA standards require that you:

- Identify hazards (lack of oxygen, types and levels of atmospheric contamination)
- Establish engineering and administrative controls to reduce these hazards
- Select proper respiratory protection
- Determine how respirators will be used, cleaned, maintained and stored
- Provide medical evaluations for employees using respirators
- Document who must wear respirators and where they must be worn
- Train employees in respiratory protection
- Establish a written class

SC204 Back Injury

Back injury. It's the most common type of on-the-job injury. Back injuries can result in lost work time, workers' compensation claims, and in some cases, permanent disability. In addition to having a negative impact on your bottom line, back injuries can cause low morale, decreased productivity, and decreased quality.

An effective prevention class requires:

- Reviewing records to identify previous occurrences of back injuries and inspecting your workplace to identify hazards
- Establishing engineering and work practice controls to reduce back injury hazards
- Creating a written class to document procedures for protecting employees from back injury, and procedures to follow when injury occurs
- Educating employees about how the back works and how to prevent injuries
- Providing personal protective equipment for employees who may be at risk for back injury

SC205 Office Ergonomics

Ergonomic injuries can negatively impact profitability, these ergonomic hazards can lower morale and decrease productivity. In fact, if your employees are exposed to ergonomic hazards, it makes good sense to implement an effective ergonomics class.

SC206 Elements of Ergonomics

Cumulative Trauma Disorders (CTDs) such as carpal tunnel syndrome and tendinitis, caused by performing continuous and repetitive tasks result in lost work time, workers' compensation claims, and in some cases permanent disabilities.

An effective office ergonomics class should include:

- Identifying ergonomics hazards
- Designing proper ergonomic workstations
- Improving work habits
- Stretching and warm-up activities
- Improving work methods and rotating jobs
- Medical management including early recognition of signs of CTDs
- Office ergonomics employee training
- Establishing a written class to make sure management and employees understand their roles in avoiding CTDs

SC207 Emergency Preparedness

To prepare for an emergency, everyone in the organization must have a clear understanding of his or her role, should an emergency occur. Employees and management need to know what potential emergencies exist and how to respond correctly to each one. In many cases, this means knowing how to evacuate the facility safely and quickly in the event of an emergency.

This class is designed to provide a step-by-step approach to developing an emergency preparedness class for your company. This class will help you train employees to understand the importance of emergency preparedness, the potential emergencies that they may face and what they can do to protect life and property in the event that an emergency occurs.

SC208 Hearing Conservation

Complies with OSHA Occupation Noise Exposure Standard 29 CFR 1910.95

When employees work around powered equipment or other sources of loud or constant noise, their hearing can be permanently damaged. The effects of excessive noise levels can be avoided. In fact, you must know how to protect your employees who are exposed to noise levels at or above 85 decibels averaged over an 8-hour period, and you must take specific steps to conserve your employees' hearing.

OSHA standards require that you:

- Measure and monitor the level of noise in your workplace
- Test the hearing of employees exposed to excessive noise levels
- Create a written hearing conservation class
- Reduce noise levels through engineering and administrative controls
- Provide hearing protection for employees at risk and require to be worn
- Provide training for all employees
- Keep records of training and other hearing conservation procedures

SC210 Incident Reporting: You Can Save a Life

Accidents in the workplace happen far too often. Perhaps you've seen one or know someone who was involved in a workplace accident. You may have even had an accident at work. Often, after you examine a workplace accident, you can see how it could have been prevented.

- An **incident** is any departure from acceptable standard procedure. For example, welding near flammable liquids is an incident.
- A **hazard** is an incident without proper controls applied. For example, a puddle of oil on the floor is a hazard.

SC211 Healthcare Safety Orientation: For Your Own Good

As a healthcare professional, you know that you patients continually rely on you for their health and safety - but what about your own? It can only take a minute of neglect on your part or that of a co-worker for you to become a patient yourself.

- Slips, trips and falls
- Fire safety
- Handling medical waste

SC212 *Fall Protection*

OSHA requires that workers be protected against falling from a height of 6 feet or more. Common examples of fall prevention systems include guardrails and covers for holes in floors or walking surfaces.

After completing this class, the trainee will be able to:

- Describe working conditions where fall protection is required.
- Describe the difference between fall prev. and fall arrest, and identify common examples of equipment used for each.
- Identify the parts of a typical personal fall arrest system.
- List considerations for the selection and care of personal fall arrest systems.

SC213 *Warehouse Safety: It's No Mystery*

In this class you will learn about the most common hazards in warehouses and how to correct them. This course includes:

- Good Housekeeping
- Hazard Communication
- Personal Protective Equipment
- Ergonomics
- Materials Handling
- Back Safety
- Driving a Forklift Safety
- Working Around Forklifts
- Loading Dock Safety

SC214 *Fire Safety: There's No Second Chance*

Would your employees know what to do if they stood face-to-face with a fire in your workplace? This class provides critical information to help train employees on exactly what to do when the heat is on!

- Recognizing potential hazards
- Classes of fires
- Proper housekeeping
- Extinguishing small fires
- Includes industrial & office scenes

SC215 *Pro-Active Safety Committee: A Team for Success*

This course helps you with:

- Setting up a safety committee
- Organization structure
- Feedback and evaluation

SC216 *Carpal Tunnel Syndrome*

Exercise benefits include:

- No Sweat!
- No need for special equipment or clothing
- Feel better fast!
- No Gimmicks
- Fight carpal tunnel syndrome

SC217 *Heat Stress*

Cramps, exhaustion and stroke all can plague an employee working in hot weather or in a hot environment. This class focuses on preventing illnesses minimizing safety hazards. Complies with NIOSH & OSHA recommendations.

- Hazards of hot environments
- First Aid

SC218 *Respiratory Protection: Another World*

This information will help workers avoid exposure to airborne hazardous substances that can lead to serious health effects and other chronic illnesses:

- Hazardous atmospheres

- Types of respirators
- Written Class
- Fit testing

SC219 Crane Inspection

Would you bet your life that your crane is up to its job? Did your last lift stress your crane almost to the breaking point? To stay alive and keep co-workers safe, you need to make sure your crane is ready to do the job - and the best way to do that is with a crane inspection:

- Daily and monthly inspections
- Rigging
- Preparing for inspection

SC220 Indoor Cranes: Safe Lifting Operations

This class is specifically designed for non-licensed operators to give them the knowledge they need to safely operate several types of cranes:

- Pro-operation safety inspection
- Rigging techniques
- Lifting and moving

SC221 Working Around Cranes

Teach employees how to identify and prevent the hazards associated with working around cranes - before those hazards become accidents. Topics include:

- Proper PPE to wear around cranes
- Crane assembly
- Signaling
- Wire rope/lifting

SC222 Back Protection: Defending Your Safety Zone

Eight out of ten Americans will seek medical attention for a back problem sometime in their lives. That's a scary statistic. This class compares the physical rigors workers may face on the job to the physical challenges of many professional athletes, always stressing the right techniques for back safety:

- Defending your safety zone
- Safe lifting
- Posture
- Exercise
- Back injuries and prevention

SC223 Ergonomics: Break the RMI Habit

This class incorporates the new requirements of the California OSHA Ergonomics Standard with common-sense ergonomic procedures to help your employees work safer and smarter. This class, which is based upon the only approved ergonomics standard in the country, is ideal for use in all U.S. workplaces. Topics include:

- Introduction to Repetitive Motion Injuries
- How to reduce repetitions
- Good posture
- Reverse stretching

SC224 Proactive Safety Attitude: Target Zero

Zero accidents in the workplace is a possibility - and it all starts with a vision. Astronaut Buzz Aldrin (via class) helps to emphasize the importance of proactive safety by reminding us that there was a time when the possible seemed impossible:

- Accident prevention
- Vision and initiative
- Creating expectations
- Building trust
- Maintaining leadership

SC225 Hazard Communications: The Road to Safety

This course will help you learn to comply with this frequently cited standard and to help employees identify hazards:

- Identifying potential hazards
- Warning labels
- Material Safety Data Sheets
-

SC226 *Material Safety Data Sheets: Read It Before You Need It!*

This award-winning class will help employees use and understand the MSDS and in so doing help to control the chemical hazards in their facility. It covers:

- Product information
- Exposure situations
- Hazard prevention and PPE
- Toxicology, ecology and disposal

SC227 *Warning Labels & Signs: Get the Message*

Signs...labels...tags...They come at you from every direction, commanding attention with a variety of messages. Unless employees read, understand and obey these labels, they could be injured - or even killed. In this class, workers will learn to identify various types of signs and tags - and understand what they mean in the workplace:

- Signs and tags
- HazCom labeling system
- HMIS®
- HasMat labeling system
- SmartRTK™ labeling system

SC228 *Electrical Safety: Beware the Bite*

A sudden and unexpected electrical shock is like the bite of a poisonous snake! This course shows workers how to protect themselves from this controllable hazard and what to do if danger strikes:

- Conductivity
- Levels of protection
- Safe work practices
- Lockout/Tagout
- Personal protective equipment
- Emergency response

SC229 *First Aid on the Job: Initial Response*

This class is designed specifically for those who may not be first-aid certified, but may be first on the scene of an accident. It covers:

- When and how to move a victim
- Stopping bleeding
- Symptoms of shock and prevention
- Awareness of bloodborne precautions

SC230 *Workplace Violence: The Calm Before the Storm*

In one year alone, workplace violence accounted for one out of five work-related deaths. This course will help supervisors and employees identify the warning signs of and prevent workplace violence. Topics include:

- Characteristics of a potentially violent employees
- Establishing a violence prevention class
- Warning signs, stress management, conflict resolution

SC232 *Scaffolds: Safety at All Levels*

Scaffold-related incidents result in 4,500 injuries and 50 deaths every year, which is why OSHA recently revised its scaffold standard. This important class covers the new requirements of 1926.450-454 - now in effect. Topics include:

- The role of the competent person
- Pre-assembly inspection
- Assembly
- Pre-shift inspection
- Safe work practices
- Fall protection

SC234 *Bomb Threat Strategy*

Bomb threat and the placement of explosive devices are both actions that are designed to strike at the heart of your

organization. The perpetrators of these crimes have one of two things in mind... they want to disrupt the normal flow of business creating an atmosphere of anxiety and panic or they want to injure people and damage property.

This class examines the strategy that should be adopted to deal with either or both of the situations. (Threat or Placement)

- The nature of bomb threats
- The telephone call
- What to look for
- Search procedures
- Bomb threat strategy
- How the plan works
- Assessing the threat
- When to evacuate
- Evacuation procedures
- Preventative measures

SC235 *Building Evacuation*

Because a successful building evacuation requires the calm co-operation of all personnel, this class has been designed for wide spread usage within the organization to make all staff aware of the correct procedures. As part of an induction class, on ongoing safety training, this class can add a great deal to discussion and understanding of evacuation procedures.

THE BASIC PRINCIPLES COVERED ARE:

1. The Individuals Responsibilities

- Know what to do when an emergency is detected
- Familiarize yourself with evacuation procedures
- Know your role during an evacuation
- Act responsibly and reduce the risk of irrational behavior
- Ensure your building has a well rehearsed evacuation plan
- Know the role and acknowledge the authority of evacuation wardens
- Know the assembly point on your floor
- Know which stairway you will be using and the alternatives
- Know where to assemble when you have reached the ground floor

The Types of Emergencies

Gas leak, chemical spill or leak, bomb threat or fire are situations which may result in an evacuation of your building. Specific action is necessary in each case and is appropriately detailed.

The Evacuation and Role of the Wardens

Chief Warden, Floor Wardens and Runners play a vital part in any successful evacuation. The color coding of the hard hats and their roles are clearly described as well as the function of the Master Emergency Communication Point.

Back-up Wardens, communication systems, records of people being evacuated, signs, mobility impaired people, central control point, assembly point and so on are all factors which have to be considered in developing and implementing a successful emergency evacuation plan for your building.

SC237 *Fire (ESCAPE)*

This course follows two thousand years of human effort to be safe from fire. Some of the most ingenious fire fighting inventions have come at a terrible price. Others, like the remarkable story behind the creation of the automatic sprinkler, were born of genius and the unassailable knowledge that the best way to survive a fire is to prevent it.

SC238 *Working Together for Safety (Safety Orientation)*

A Comprehensive primer on all the general aspects of safety your employees are likely to encounter in your facility. Great for new hire orientation as well as refresher training. The class explains the relationship between unsafe acts and accidents and goes on to cover a variety of typical safety considerations such as personal protective equipment, lockout/tagout, hazard communication, inspections, rules and procedures, accident reporting and more.

SC239 *Fall Protection*

Significant aspects of OSHA's Fall Protection Standard are examined in this effective course for any employee who is expected to work in elevated situations. Topics described include general requirements of the standard, stairways, ladders and scaffolding, mobile work platforms and personal fall protection equipment.

SC240 *Fall Prevention: Don't fall down on the job: Preventing Slips, Trips, and Falls*

Actual fall incidents provide the backdrop for this informative class that highlights the causes of falls at work and at home. Types of falls as well as other related hazards such as slipping, tripping, stairs, ladders, scaffolds and housekeeping issues are explained.

SC241 *Close Call and Near Misses*

Most of us already know that an accident investigation can reveal the root cause of an on-the-job injury. We can also gather critical information for improving our safety classes from studying close calls and near misses. Reporting these incidents can lead to the correction of unsafe conditions or actions before an injury occurs. This course stresses to employees the importance of reporting all close calls and near miss incidents so that proper action can be taken.

SC243 *Eye Injuries*

Every day, an estimated 1,000 eye injuries occur in American workplaces. This class graphically depicts eye injuries, and demonstrates basic guidelines for prevention.

SC244 *Mail Room Security*

This class will increase your workers' awareness and understanding of what the USPC has determined as suspect mail. Mailroom security dispels myths and misinformation about the hazards presented by suspect mail and provides best safety practices to help prevent incidents to all your employees, especially mail delivery personnel.

SC251 *Forklift Safety – "Real Real-Life"*

We call it "Real Real-Life" because this exciting interactive class series take employees through some "real life" situations and forces them to think about how they would respond. It encourages them to make life-or-death decision. Emphasis on employee responsibility and the three A's – awareness, attitude and action – are the major theme of each class.

Includes subjects on:

- Personal Protection Equipment
- Slips, Trips & Falls
- Electrical Safety
- Safe Driving
- Lockout/Tagout
- Fire Safety
- Back Safety
- Hazard Communication

SC252 *Controlling Hazardous Energy Sources*

The focus of this new class from our "Basic Training About Workplace Safety" Series is controlling hazardous energy sources, or lockout/tagout. High-pressure steam, electricity, hydraulic & pneumatic systems and the force of gravity can all be highly dangerous unless treated with respect and controlled properly. Understanding and controlling these hazardous energy sources in the workplace is critical to remaining safe while performing our many tasks each day. This class features a modular presentation: several 3-4 minutes sections of instruction followed by quick reviews, concluding with a 10-question quiz followed by the answers. Training topics include:

- Types of Energy Sources
- The Company Energy Control Plan
- Responsibilities of Authorized, Affected & Other Employees
- Proper Use of Locks & Tags
- Special Lockout Situations

SC253 *Hydrogen Sulfide Safety H2S*

Hydrogen Sulfide is an extremely toxic, colorless, and flammable gas that may be detected by its characteristic "rotten egg" smell when present in small concentrations. H2S can be found in chemical manufacturing, petroleum and gas operations, pulp and paper manufacturers, mining, natural gas, waste treatment facilities, utilities and more. Workers can be exposed to hydrogen sulfide in a variety of workplace settings, especially confined spaces, excavation sites, pipeline systems, storage tanks, railcars, and batch operations to name a few.

This class covers:

- What is Hydrogen Sulfide?
- Permissible exposure levels to H2S
- Symptoms of exposure to H2S
- PPE for working with or around H2S

- Emergency response procedures

SC254 Kitchen Care

Why hygienic food handling methods need to be observed. Way to reduce cross-contamination. Utensil and dishwashing guidelines. Manual handling in the kitchen environment. Emergency response in the case of a fire. Introduction to first aid practice.

SC255 Construction Safety Essentials

Working at height, manual handling, electricity and fire. Hazardous substances and the correct use of Personal Protective Equipment (PPE). Safety issues pertaining to excavations and confined spaces. Work in the elements and public areas.

SC256 Planning for Disaster: Lightning

Lightning can occur in just minutes. This Special Class will help you and your employees prepare for and survive a lightning strike. You will learn what lightning is and how to protect yourself.

SC257 Weathering the Storm: Disaster Planning

Preparation and good planning are crucial to surviving a natural disaster. This vital class covers key areas where it pays to be organized and have an effective plan. Includes information on:

- Floods, earthquakes, hurricanes, tornadoes
- Security
- Disaster response and recovery

SC258 Bloodborne Pathogens

Bloodborne Pathogens class curriculum is designed for training employees in various industrial sites. Many employees encounter situations where infections from blood and other body fluids is a risk factor. This class is an essential employee safety component in this age of AIDS, Hepatitis, and other bloodborne diseases. Your employees will learn:

- Bloodborne Pathogens, including Hepatitis B and C, and HIV
- Modes of Transmission
- Exposure Situations
- Exposure Control Plans
- What to do if Exposed

SC259 Disaster Readiness

When disaster strikes, panic and confusion often follow in an emergency situation – be it due to weather, fire, chemical release or any other type of incident. This class will help all your workers prepare and plan for any potential emergency. Employees will learn:

- The importance of planning and preparing for emergency situations.
- Variable to consider for proper preparation.
- Elements of a comprehensive emergency.
- Variables to consider for proper preparation.
- Elements of a comprehensive emergency response plan.
- Best practices for a variety of emergency situations.

SC261 Pipeline Safety Orientation

Pipeline accidents can cause harmful exposure to employees and cause extreme environmental damage resulting in millions of dollars in property damage and clean-up costs. Effective and accurate safety training makes a difference – preventing incidents and associated costs. This Pipeline Safety Orientation class provides essential best safety practices that will protect your workers, the environment, and your bottom line.

Topics covered include:

- Limiting exposure to hazardous materials
- Proper lockout/tag out procedures
- Working safely in confined spaces
- PPE for working with or around pipelines

Pipelines are the primary means of transporting natural gas and oil products across the continent. The petroleum, natural gas, and chemical industries rely on pipelines to connect refineries, processing plants, distribution sites, and customers with vital oil, gas, and chemicals. Almost every house relies on pipelines to receive heating fuel, water and gas. Ensure that your

workers know how to safely work around pipelines.

SC262 Power Press Safety

This class will teach your workers proper awareness and respect for the potential hazards of working with or around power presses. While the power press is an extremely useful machine, it is one that requires strict attention for safe and efficient operation. Each year, about 4,000 workers suffer a lost time injury while working with power presses, and 49% of those injuries result in an amputation. The class will teach your workers:

- Basic operations of power presses
- Safety measures for point of entry
- Importance of machine guards and engineering controls
- Best safety practices

SC263 Contractor Safety - General Requirements

When it comes down to it, the host employer is ultimately responsible for making sure workers are trained properly. This class will help train all workers on specific safety regulations and could help your organization avoid catastrophic accidents.

- Slips, trips and falls
- Confined space entry
- Trenching and shoring
- Lockout/Tagout

SC264 Construction Forklifts – Extending Your Reach

According to OSHA, 85 people die and 100,000 are injured every year due to unsafe forklift operations – 100,000! These accidents could be prevented with safe operating procedures and proper training. This class will help you comply with OSHA's Final Powered Industrial Truck Standard.

- Lifting principles
- Start-up walk around inspections
- Moving a load
- Safe work practices

Chemical Handling Series

SC265 The Basics

As dangerous as some chemicals are, you can handle them safely by knowing what you are working with, how to handle them and what to do in an emergency. This class covers the basics of chemical handling.

- Hazards identification
- Personal protection
- Emergency response

SC266 Flammables

Fire is one of the greatest threats to workplace safety. The presence of flammable chemicals only increases this threat. This class teaches how to keep flammables under control and ensure a safe and healthy workplace.

- Identification and handling
- Fire 101
- Emergency response

SC267 Solvents

Solvents are among the most common chemicals in the workplace, but they can also be hazardous if used improperly. This class illustrates how knowledge and preparation, plus good work practices, will let you get the most out of these materials, and help keep you working safely.

- Common solvents
- Solvent hazards
- Protecting yourself
- Accidents and emergencies

SC 268 Corrosives

Corrosives come in many forms and perform a variety of jobs. But it's not always easy to spot them by how they're used.

This class teaches how to recognize corrosive materials and how to handle and use them safely.

- Identification and classification
- Solids, liquids, and gases
- Emergency procedures
- Storage and handling

SC 269 *Biological and Chemical Threats – Closing the Door*

Safeguard your workplace against the threat of biological and chemical attacks with this class. The class contains timely information that every employee should be aware of to avoid potential terrorist threats.

- Six major biological agents: Anthrax, Smallpox, Botulism, Plague, Airborne Tularemia and Viral Hemorrhagic Fever (VHS)
- Chemical agents
- Protecting water sources
- Vulnerability and assessment planning
- What to do in the event of an accident or attack

Hard Hat Safety Series

SC270 *Manbaskets in Construction*

This class is designed to teach your workers the proper procedures for hoisting, using a crane or derrick.

- Pre-lift meeting
- Inspection and testing
- Personnel Platforms
- Loading
- Crane operations

SC271 *Boomlifts in Construction*

Boomlifts are the most widely used type of equipment on a construction site. As with anything that becomes so common, accidents are likely to occur. Provide your workers with the training necessary to keep them safe.

- Lifting principles
- Walk around inspections
- Controls
- Electricity
- Operation

SC272 *Scissor Lifts in Construction*

Scissor lifts can provide a safe walking and working surface on construction sites; however, proper training is essential. This class will teach workers what they need to know.

- Lifting Principles
- Walk around inspections
- Controls
- Electricity
- Operation

SC273 *Respiratory Protection – A Breath of Fresh Air*

This class thoroughly details the revised OSHA standard and will help workers avoid exposure to airborne hazardous substances.

- Hazardous atmospheres
- Written class
- Medical evaluation
- Proper fit testing

SC274 *Respiratory Fit Testing – Face It*

When your job takes you into hazardous atmospheres, it is critical that you protect your lungs by correctly using a respirator. This class shows a series of detailed fit-tests to ensure that users work with an adequate face-to-face piece respirator seal.

- Donning the respirator
- Inspection and selection
- Types of fit-tests

- Qualitative and quantitative fit-testing

SC275 *Hi-Impact Personal Protective Equipment*

SC276 *Biological Threats in Healthcare – Identify and Respond*

Every day healthcare providers are exposed to potentially infectious bodily fluids. Today, workers must also be concerned about exposure to biological threats. In this class, employees will learn about the six major biological agents and how to effectively cope with exposure emergencies.

- Six major biological agents
- Symptoms, transmission, treatment and infection control
- Biological disaster preparedness
- Chemical attacks
- Clinical management of infected patients
- "All hazards" approach to facilities planning

SC277 *Lead – Treat it with Respect*

Lead is one of the most common and most dangerous materials in construction. The long-term damage to workers can be deadly, but with proper training workers can learn to protect themselves. Complies with OSHA's Lead in Construction Standard.

- Danger of lead hazards
- How it enters the body
- Exposure limits
- Medical surveillance

SC278 *HAZMAT Shipping Papers*

Few workers like paperwork, but, for everyone's safety, completing the shipping papers which correspond to hazardous materials must be done. This class will help workers understand the importance of these papers and how to complete the shipping order

- Completing the shipping order
- Shipper's certification statement
- Emergency response information

SC279 *HAZMAT Transportation – Security Depends on You*

Hazardous chemicals can be dangerous by themselves, but should they fall into the wrong hands, these chemicals can become weapons of destruction – endangering occupants of a single building or an entire community. Learn what your operators can do to avoid catastrophe when transporting these hazardous materials.

- Pre-trip inspection and checking your load
- Checking placards, markings and shipping papers
- Pickup and delivery at a port terminal
- On-the-road basics

SC280 *Marking, Labeling & Placarding – HAZMAT for Transportation*

HazMat for Transportation

Three critical areas of HazMat transportation are covered in this class. It is essential that workers know how to do each correctly in order to avoid accidents and to comply with DOT regulations.

- Hazard communication procedures
- Boxes, cylinders, drums and tank cars
- Selection and placement of container markings and labels

SC281 *Bloodborne Pathogens for Law Enforcement*

As law enforcement personnel, you face dangers every day. The transmission of bloodborne diseases doesn't have to be one of them. This class reviews the essential elements of exposure control.

- HBV, HIV and AIDS
- Infectious material
- Work controls, housekeeping, PPE

SC282 *Hydrogen Sulfide – A Matter of Life or Death*

Whether working in a manufacturing plant, laboratory or mine, or for a public utility, your employees' health depends on

understanding the potential hazards of hydrogen sulfide and the safe work practices necessary to avoid injury. Hydrogen sulfide is a poison, and in high concentration, it can kill. This class will help teach workers how to protect themselves.

- What is hydrogen sulfide?
- The effects of hydrogen sulfide
- Air monitoring requirements
- Personal protective equipment
- Emergency response/first aid procedures

SC283 *SBA Care & Maintenance – The Time in Now*

SCBAs, or self contained breathing apparatuses, are among the most common types of respirators. Teach workers who use them how to care for them correctly with this important class.

- Disassembly/disinfecting
- Inspection
- Reassembly/testing

SC284 *Heat Stress*

Cramps, exhaustion and stroke all can plague an employee working in hot weather or in a hot environment. This class focuses on preventing illnesses and minimizing safety hazards.

- Hazards of hot environments
- First aid

SC285 *First Aid on the Job – Initial Response*

This class is designed specifically for those who may not be first-aid certified, but may be first on the scene of an accident. It is hosted by Bobby Sherman.

- When and how to move a victim
- Stopping bleeding
- Symptoms of shock and prevention
- Awareness of bloodborne precaution

SC286 *Compressed Gas – Safe Handling*

Most of us use pressurized gases in so many ways that we take them for granted. Despite their convenience, they can be dangerous if handled improperly. Proper handling requires special skills and training and is the focus of this class.

- Classifications
- Labeling
- Flammable, non-flammable and toxic gases
- Handling cylinders
- Valves
- Leaks

SC287 *Anhydrous Ammonia*

Anhydrous ammonia plays a crucial role in making many necessities of life, but it can be toxic – even deadly. This class covers basic facts about the chemical, while discussing personal protection and emergency response.

- How ammonia affects your body
- Avoiding personal exposure
- Preventing release
- First Aid

SC288 *Asbestos Awareness – Are You at Risk?*

This class provides an introduction to asbestos and how it is used.

- The three forms of asbestos
- Adverse health effects
- Where asbestos can be found
- Hazard Communication
- Personal protection
- Housekeeping requirements

SC297 *Environmental Awareness – Recipe for a Cleaner World*

This class unravels the mystery and complexity of the Environmental Protection Agency's rulings and trains employees on how to better protect the environment.

Air quality: CAA

Water quality: CWA, SDWA

Hazardous waste: RCRA, TSD, CERCLA, EPCRA, SARA

Chemical safety and use: TSCA, FIFRA

SC298 *Warehouse Safety – It's No Mystery*

While numerous hazards exist in warehouses, learning how to be safe in one doesn't have to be a mystery. This class teaches the most common hazards in warehouses and how to correct them.

- Good housekeeping
- Hazard communication
- Personal protective equipment
- Ergonomics and back safety
- Materials handling
- Driving a forklift safely
- Working around forklifts

SC299 *Spiral to Disaster*

Using the 1988 Piper Alpha explosion as a dramatic backdrop, this exciting class covers what makes a good Emergency Action Plan (EAP) and shows what could potentially happen without an EAP in place.

- Addressing design flaws
- Awareness of work-area hazards
- Need for ongoing risk analysis
- Implementing an effective work permit system

SC300 *Indoor Cranes – Safe Lifting Operations*

This class is specifically designed for non-licensed operators to give them the knowledge they need to safely operate several types of cranes.

- Pre-operation safety inspection
- Rigging techniques
- Lifting and moving

SC301 *MCAA Rough Terrain Forklift*

SC302 *High-Impact Forklift Operator Training*

SC303 *Scaffolds – Safety at all Levels*

Scaffold related incidents result in 4,500 injuries and 50 deaths every year, which is why OSHA recently revised its scaffold standard. This important class covers the new requirements of 1926.450-454 now in effect!

- Pre-assembly inspection
- Assembly
- Safe Work Practices
- Fall Protection

SC307 *Emergency Action Plan – Crisis Under Control*

OSHA's 1910.38 requires that each company develop a workable Emergency Action Plan. With the new threats facing our society today, such a plan is required not only for compliance, but also for survival. Make sure your organization has a well thought out plan in place by following the guidelines provided in this class.

- Developing an effective emergency plan

- Emergency alarm and evacuation
- Emergency supplies
- Medical services
- Employee training
- Cooperation with law enforcement/fire department

SC308 Facility Security – The Critical Link

Most emergency situations arise with very little warning, and we now know that a terrorist attack can strike in any form. This class highlights important points in maintaining facility security and explains that in an emergency situation, *human intelligence* is the critical link.

- Bombs, fire, fraud, chemical and biological weapons
- Security measures and ID checks
- Perimeter security and building access
- Recognizing suspicious activity
- Electronic security and cyber-terrorism
- HazMat safety/transportation

SC309 Fear and Stress in the Workplace: Managing the Global Challenge

In most cases, fear can be a healthy emotion – however, when fear escalates into anxiety, it can have adverse effects on our ability to carry out our daily functions. This class provides crucial tips for coping with new fears and concerns and maintaining productivity in the face of danger.

- The difference between fear and anxiety
- Visiting the ‘emotional gym’ to effectively manage fear and stress
- How to control the impact of fear
- Acknowledging/moving beyond fear

SC311 Sexual Harassment – You Make the Call

This class raises the awareness of all employees through the use of vignettes of subtle sexual harassment in a style designed to generate discussion.

- Importance of training
- Examples of sexual harassment

SC312A Accident Investigation – Coaching Safety Performance

SC314 Fire Safety – There’s No Second Chance

Your employees will learn what causes fires, how to prevent them and what to do in the event of a fire.

- Elements and classes of fires
- Fire prevention
- How to extinguish a fire
- Emergency Action Plan (EAP)