



# Zywave Learning Course Catalog

ZYWAVE



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# TABLE OF CONTENTS

<a href="#">CHEMICAL &amp; ENVIRONMENTAL SAFETY</a>	<a href="#">PAGE 3</a>
<a href="#">CONSTRUCTION SAFETY</a>	<a href="#">PAGE 5</a>
<a href="#">CYBERSECURITY</a>	<a href="#">PAGE 8</a>
<a href="#">DIVERSITY &amp; ETHICS</a>	<a href="#">PAGE 9</a>
<a href="#">DRUGS &amp; ALCOHOL</a>	<a href="#">PAGE 10</a>
<a href="#">EMPLOYEE SUCCESS</a>	<a href="#">PAGE 11</a>
<a href="#">ERGONOMICS</a>	<a href="#">PAGE 12</a>
<a href="#">FIRE SAFETY</a>	<a href="#">PAGE 13</a>
<a href="#">GENERAL WORKPLACE SAFETY</a>	<a href="#">PAGE 14</a>
<a href="#">HAZARD COMMUNICATION &amp; GHS</a>	<a href="#">PAGE 17</a>
<a href="#">HEALTH CARE SAFETY</a>	<a href="#">PAGE 18</a>
<a href="#">HIRING &amp; TERMINATION</a>	<a href="#">PAGE 19</a>
<a href="#">LABOR &amp; PRIVACY LAW COMPLIANCE</a>	<a href="#">PAGE 20</a>
<a href="#">MANAGER SUCCESS</a>	<a href="#">PAGE 21</a>
<a href="#">OSHA COMPLIANCE</a>	<a href="#">PAGE 23</a>
<a href="#">PERSONAL PROTECTIVE EQUIPMENT (PPE)</a>	<a href="#">PAGE 24</a>
<a href="#">POWERED INDUSTRIAL TRUCKS &amp; AERIAL LIFTS</a>	<a href="#">PAGE 25</a>
<a href="#">RESTAURANT &amp; FOOD SAFETY</a>	<a href="#">PAGE 26</a>
<a href="#">TRANSPORTATION SAFETY</a>	<a href="#">PAGE 27</a>
<a href="#">WORKPLACE HARASSMENT &amp; VIOLENCE - CALIFORNIA</a>	<a href="#">PAGE 28</a>
<a href="#">WORKPLACE HARASSMENT &amp; VIOLENCE - DELAWARE</a>	<a href="#">PAGE 29</a>
<a href="#">WORKPLACE HARASSMENT &amp; VIOLENCE - NEW YORK</a>	<a href="#">PAGE 30</a>
<a href="#">WORKPLACE HARASSMENT &amp; VIOLENCE - OTHER STATES</a>	<a href="#">PAGE 31</a>



# CHEMICAL & ENVIRONMENTAL SAFETY

## ASBESTOS AWARENESS BASICS FOR EMPLOYEES

Employers are required to provide basic awareness training for employees who may have to work around asbestos-containing materials. This program covers topics where training is required by various government safety regulations, and forms the core of the two-hour asbestos awareness training requirement mandated by OSHA.

**Estimated Completion Time:** 18 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## HAZARDOUS SPILL CLEANUP TRAINING FOR EMPLOYEES

This training is designed to help employees who seldom face a hazardous spill deal with a cleanup situation. Topics covered include the Hazard Communication Plan, the Emergency Response Plan, five levels of OSHA's Hazmat training, initial spill response, spill containment, instruments used to identify chemicals, and additional hazards of a spill site.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## HAZWOPER TRAINING: CHEMICAL PROTECTIVE CLOTHING

This training outlines the different types of protection available to workers for exposure to different types of chemicals.

**Estimated Completion Time:** 10 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## HAZWOPER TRAINING: DONNING, DOFFING & DECONTAMINATION

This training shows workers how to follow correct procedures in the donning and doffing of protective suits. All levels of protection from A through C are shown.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## HAZWOPER TRAINING: IDENTIFYING HAZARDOUS MATERIALS

This video training teaches methods to properly identify hazards so proper protection and plans can be developed to protect everyone on site.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## HAZWOPER TRAINING: MEDICAL SURVEILLANCE PROGRAMS

This training covers the topic of medical surveillance programs for workers handling hazardous waste. Such programs can provide emergency and other treatment as needed, and keep accurate records for future reference.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## HAZWOPER TRAINING: ON-SITE SAFETY CONSIDERATIONS

When they hear HAZWOPER, people think of large spills, chemical hazards, fumes and fire. But there are many hazards at a HAZWOPER response incident that are not directly related to the chemical posing the threat. This program examines some of these hazards and explains ways to minimize their risk.

**Estimated Completion Time:** 11 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## HAZWOPER TRAINING: ORIENTATION

This training focuses on laws and regulations relating to hazardous waste. In particular, the video addresses the basics of HAZWOPER requirements, laws and regulations, including minimum emergency plans and regulations applicable to HAZWOPER operations.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## HAZWOPER TRAINING: RESPIRATORY PROTECTION

Harmful gases, fumes, vapors, chemicals, oxygen-deficient atmospheres...all of these pose a threat to the respiratory system. Respiratory protection--ranging from a simple dust mask, all the way up to SCBA--is used to protect workers from respiratory threats. This session provides workers with information and training on respiratory equipment.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees



# CHEMICAL & ENVIRONMENTAL SAFETY

## HAZWOPER TRAINING: SITE SAFETY & HEALTH PLAN

This training explains what must be included in a site safety plan for hazardous substance response, how to develop such a plan, and how to make sure workers are familiar with the plan before they respond to any incident.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## STORMWATER POLLUTION AWARENESS FOR EMPLOYEES

Pollution spread by contaminated stormwater is a serious problem. This training provides workers with a basic understanding of the company's Stormwater Pollution Prevention Plan.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## HYDROGEN SULFIDE TRAINING FOR EMPLOYEES

This training reviews precautions that protect employees from hydrogen sulfide exposure, including following the employer's hydrogen sulfide contingency plan, knowing how and when to use respiratory protection, understanding a facility's warning sounds and signals, and more.

**Estimated Completion Time:** 21 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## RCRA TRAINING FOR HAZARDOUS WASTE GENERATOR EMPLOYEES

This video training provides an overview of the responsibilities of hazardous waste generators and their employees, as required by the Resource Conservation Recovery Act (RCRA).

**Estimated Completion Time:** 21 minutes  
**Languages Offered:** English  
**Target Audience:** Employees



# CONSTRUCTION SAFETY

## CAUGHT-IN OR BETWEEN HAZARD SAFETY FOR CONSTRUCTION EMPLOYEES

This safety training identifies the hazards of different surfaces and provides practical information to help employees prevent slips, trips and falls in and around all types of construction sites.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## COLD STRESS PREVENTION FOR CONSTRUCTION EMPLOYEES

Cold and wet weather can have a negative effect on the body, threatening worker safety. This employee training explains the signs and treatment of cold stress conditions like hypothermia, frostbite and trench foot.

**Estimated Completion Time:** 8 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## CRANE SIGNAL PERSON BASIC TRAINING FOR CONSTRUCTION EMPLOYEES

In this training, workers will learn the two standardized hand signals described in ASME B3.5 and OSHA 29 CFR 1926.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## CRYSTALLINE SILICA SAFETY FOR CONSTRUCTION EMPLOYEES

This training discusses key requirements of OSHA's crystalline silica standards, as well as work practices employees should follow to protect themselves from crystalline silica.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## DEALING WITH DRUG & ALCOHOL ABUSE FOR CONSTRUCTION MANAGERS

This video discusses forms of substance abuse typically found in the construction workplace, how construction managers can detect substance abuse, and what they should and should not do if they discover a worker with a substance abuse problem.

**Estimated Completion Time:** 19 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers

## ELECTROCUTION HAZARDS IN CONSTRUCTION ENVIRONMENTS: PART 1

This training is the first in a two-part series addressing the major types of electrocution hazards. In the session, employees learn how to protect themselves from electrical hazards and electrocution in construction environments.

**Estimated Completion Time:** 21 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## ELECTROCUTION HAZARDS IN CONSTRUCTION ENVIRONMENTS: PART 2

This training is the second in a two-part series discussing the major types of electrocution hazards, how construction employees can protect themselves from electrical hazards, and employer responsibilities.

**Estimated Completion Time:** 14 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## EQUIPMENT THEFT PREVENTION TIPS FOR CONSTRUCTION MANAGERS

Construction sites are highly vulnerable to theft. This training provides tips to help protect your construction site equipment from being stolen.

**Estimated Completion Time:** 29 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## FIRST AID TIPS FOR CONSTRUCTION EMPLOYEES

This training program shows employees that knowing basic first aid can often limit the severity of any type of injury, or even prevent a death. Topics covered include cuts and bleeding, muscle pulls and sprains, burns, broken bones, shock, artificial respiration and CPR, and Automated External Defibrillators (AEDs).

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Employees



# CONSTRUCTION SAFETY

## HAND-HELD CUT-OFF SAW SAFETY FOR CONSTRUCTION EMPLOYEES

This training focuses on the safe use of gas-powered hand-held cut-off saws, including saw adjustments, safety devices, correct blade type and application, and more.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## HEAT STRESS PREVENTION FOR CONSTRUCTION EMPLOYEES

This training emphasizes that heat-related illnesses can occur in many situations. It also reviews what can be done to address these situations.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## JOB SITE VANDALISM & TOOL THEFT PREVENTION FOR CONSTRUCTION MANAGERS

This training provides a number of tips and techniques to help reduce or even stop vandalism on your construction sites.

**Estimated Completion Time:** 19 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## OVERHEAD CRANE SAFETY FOR CONSTRUCTION EMPLOYEES

Even a small mistake with a crane can have serious consequences, including property damage, injury or even loss of life. Knowing how to use the equipment properly and following established policies and procedures can help minimize risk. Topics covered in this crane safety training include: safe operating procedures; pre-operating inspection; proper rigging, lifting, moving and setting of a load; and proper storage of the crane and block when not in use.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## PERSONAL FALL ARREST SYSTEMS TRAINING FOR CONSTRUCTION EMPLOYEES

In this training session, workers learn about the proper selection and use of fall arrest equipment. Topics include the three components of a personal fall arrest system, calculating total fall distance, safe use of self-retracting lifelines, and survival and rescue after a fall event.

**Estimated Completion Time:** 14 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## PIPELAYER TRACTOR INSPECTION & OPERATION TECHNIQUES FOR CONSTRUCTION EMPLOYEES

This training on pipelayer tractor operation covers topics including maintenance and safety inspection points; wire rope inspection; stringing, bending, welding, set-in and tie-in; mechanical and hydraulic winches; and more.

**Estimated Completion Time:** 34 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## RIGGING & LIFTING TIPS FOR CONSTRUCTION EMPLOYEES

This training focuses on productivity, technique and getting more out of rigging and lifting equipment.

**Estimated Completion Time:** 27 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## ROAD CONSTRUCTION & PAVING SAFETY FOR CONSTRUCTION EMPLOYEES

Working with or near heavy equipment causes more accidents than most people realize. This program examines work zone dangers and offers advice on ways to lower the risks. The video emphasizes taking responsibility for personal actions, night operations, inspecting the work site before beginning the job, and common causes of major accidents.

**Estimated Completion Time:** 25 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## SAFE WORK PRACTICES FOR CONSTRUCTION EMPLOYEES

This session outlines the basic job responsibilities and safe work practices of construction employees. Topics covered include housekeeping, safe lifting and personal protective equipment (PPE). The video training meets the requirements for training in exposure to “general hazards.”

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English  
**Target Audience:** Employees



# CONSTRUCTION SAFETY

## SMALL HYDRAULIC CRANE SAFETY FOR CONSTRUCTION EMPLOYEES

This training about different types of rigs covers hitch angles and their effects, inspection of slings, records requirements, tie-down and lifting chain, rigging hardware and more.

**Estimated Completion Time:** 23 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## SUSPENDED SCAFFOLDING SAFETY FOR CONSTRUCTION EMPLOYEES

OSHA requires construction workers to be trained on scaffold use. This training covers the responsibilities of a scaffold expert, hazards of working with suspended scaffolds, suspension devices, maximum intended load, and more.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## STRUCTURAL STEEL RIGGING & LIFTING TIPS FOR CONSTRUCTION EMPLOYEES

This session on how to safely handle structural steel covers loading for transport, safe binder release and unloading, sorting, selecting and inspecting the rigging, making the lift (including Christmas tree lifts) and more.

**Estimated Completion Time:** 26 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## WALKING & WORKING SURFACE SAFETY FOR CONSTRUCTION EMPLOYEES

This safety training identifies the hazards of different surfaces and provides practical information to help employees prevent slips, trips and falls in and around all types of construction sites.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## SUPPORTED SCAFFOLDING SAFETY FOR CONSTRUCTION EMPLOYEES

This training will refresh workers' understanding of the dangers of working with scaffolds, and how these risks can be minimized by correctly erecting, maintaining and using scaffolding equipment.

**Estimated Completion Time:** 18 minutes  
**Languages Offered:** English  
**Target Audience:** Employees



# CYBERSERURITY

## CYBERSECURITY TIPS FOR MANAGERS

Every manager needs to know how to safeguard company systems and networks. In this course, managers learn how to manage cyber risks; how to respond to spam, ransomware and malware; password best practices; when to use VPNs, encryption and two-factor authentication; software and hardware precautions; and how to defend against social engineering attacks.

**Estimated Completion Time:** 35 minutes

**Languages Offered:** English

**Target Audience:** Managers



# DIVERSITY & ETHICS

## DIVERSITY & INCLUSION TRAINING FOR EMPLOYEES

Creating an inclusive environment in the workplace can be a challenge. Fortunately, there are skills that can help you smooth workplace interactions and resolve issues that might come up, whether they involve ethnicity, age, gender, sexual orientation, disabilities or anything else that makes people feel different. This video training teaches employees to overcome resistance, welcome newcomers, make small gestures of support and acceptance, meet in the middle, and look for opportunities to connect.

**Estimated Completion Time:** 18 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## WORKPLACE ETHICS FOR EMPLOYEES

Employees all share the responsibility to act ethically and speak up if they see coworkers behaving badly. With this scenario-based training, employees learn to recognize behaviors that may do harm, determine whether they are personally responsible for taking action, and select a solution that protects the integrity of the organization.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Employees



# DRUGS & ALCOHOL

## DEALING WITH DRUG & ALCOHOL ABUSE FOR EMPLOYEES

An estimated one out of every 10 workers has a substance abuse problem, risking workplace safety, worker productivity and company reputation. This training discusses the forms of substance abuse that are often found in the workplace, how they can affect an employee's work situation, and what employees themselves can do to help keep their workplace drug and alcohol free.

**Estimated Completion Time:** 19 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## DEALING WITH DRUG & ALCOHOL ABUSE FOR MANAGERS

An estimated one out of every 10 workers has a substance abuse problem, risking workplace safety, worker productivity and company reputation. This training discusses the forms of substance abuse that are often found in the workplace, how managers can detect substance abuse problems, and what they should and should not do if they discover a worker with a substance abuse problem.

**Estimated Completion Time:** 19 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers

## MANAGING THE DRUG-FREE WORKPLACE

Showing managers what to do if they become aware of substance abuse among their direct reports, this video helps meet training requirements and provides guidance for your managers.

**Estimated Completion Time:** 22 minutes  
**Languages Offered:** English  
**Target Audience:** Managers



# EMPLOYEE SUCCESS

## COMMUNICATION SKILLS TRAINING FOR EMPLOYEES

Effective communication is the difference between productivity and chaos in the workplace. There are basic skills you must learn and apply to ensure your message is understood every time. This video goes over practical techniques to improve all your communication skills--written, oral, electronic and face-to-face.

**Estimated Completion Time:** 30 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## CUSTOMER SERVICE VALUES FOR EMPLOYEES

Through a series of dramatizations, this session introduces five values of great customer service: respect, personalizing, paying attention, showing you care and advocating. The video also gives detailed practical advice to show how these values can be integrated into employees' daily work.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## HOW TO ACHIEVE PEAK PERFORMANCE

Quickly discover how to become the peak performer you are meant to be. In this video, you'll learn: how to overcome obstacles; when, and under what conditions, you work at your peak; how to work more efficiently--whether you're a "collaborator" or a "lone ranger"; and how to create a work environment that helps you thrive.

**Estimated Completion Time:** 30 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## SLEEP MANAGEMENT TECHNIQUES FOR EMPLOYEES

This course discusses sleep management practices and habits employees can develop to lead safer, healthier and more productive lives. Topics include the various stages of sleep, the importance of managing your sleep, practices and habits for good sleep hygiene, methods for combatting the risks of odd-hour shift work, and drowsy driving.

**Estimated Completion Time:** 18 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## SOCIAL MEDIA RESPONSIBILITY FOR EMPLOYEES

Social media is everywhere, including our workplaces. While it can serve useful business purposes, it can also open the door to hackers, circulate rumors and abusive comments, create public relations nightmares, and be a drag on productivity. This video will help you avoid these dangers while sending an important message to your employees: "Do your own stuff on your own time, and think before you post."

**Estimated Completion Time:** 14 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## STRESS MANAGEMENT TECHNIQUES FOR EMPLOYEES

Workplace stress can mean absenteeism, employee turnover, lower productivity and higher medical expenses. This training identifies workplace stressors as well as stress-busting techniques employees can easily put to use. Viewers will learn how to deal with disorganized co-workers, deflect complainers, control their emotions and more.

**Estimated Completion Time:** 21 minutes  
**Languages Offered:** English  
**Target Audience:** Employees



# ERGONOMICS

## BACK INJURY PREVENTION TIPS FOR EMPLOYEES

This training explains how to avoid painful back injuries by lifting and carrying objects properly and maintaining your back's natural "S" curve while sitting or standing.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## ERGONOMICS BASICS FOR EMPLOYEES

Using proper work practice controls can prevent musculoskeletal disorders. This session addresses how workers can use these controls to reduce, control or eliminate ergonomic risk factors.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## INDUSTRIAL ERGONOMICS FOR EMPLOYEES

The physical stresses and strains that industrial jobs can cause can lead to severe, even disabling, injuries. These ergonomic injuries--including carpal tunnel syndrome, tendinitis and lower back pain--often result in missed work time, reduced productivity and increased expenses. Areas covered in this training include understanding ergonomic injuries, preventing hand and wrist problems, avoiding injuries to the arm and shoulder, taking care of the neck and back, and how to lift safely.

**Estimated Completion Time:** 14 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## LIFTING SAFETY FOR EMPLOYEES

Presented by a back-injury prevention speaker, this engaging video training shows your employees how to lift smarter and safer.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## MATERIAL HANDLING SAFETY FOR EMPLOYEES

This training discusses safe work practices workers must follow to prevent injuries and property damage while transporting loads throughout the workplace.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## OFFICE ERGONOMICS FOR EMPLOYEES

This step-by-step video guide helps employees set up their computer work environment to maximize comfort and avoid repetitive stress and strain.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## POWERLIFT LIFTING TECHNIQUES FOR EMPLOYEES

This training demonstrates how to combine various lifts and postures associated with the PowerLift technique to overcome the challenges presented by material handling situations.

**Estimated Completion Time:** 18 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

# FIRE SAFETY



## FIRE EXTINGUISHER TIPS FOR EMPLOYEES

This video training discusses the different types of fire extinguishers, how to decide whether to use a fire extinguisher, and how to use fire extinguishers properly.

**Estimated Completion Time:** 11 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## FIRE PREVENTION & RESPONSE TIPS FOR EMPLOYEES

This training discusses how workers can prevent fires and how to respond should one occur. Topics include classes of fire, good housekeeping, storage of flammable materials, hot-work precautions and responding to fires.

**Estimated Completion Time:** 11 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## FIRE PREVENTION TIPS FOR HOT-WORK EMPLOYEES

This video training discusses safe work practices to prevent the ignition of vapors, liquids and solids during “hot work.” The session also reviews the responsibilities of workers involved in hot-work tasks.

**Estimated Completion Time:** 9 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## FIRE SAFETY & EVACUATION TRAINING FOR EMPLOYEES

Knowing how to prevent fires, keep a clear head during an evacuation, and effectively use a fire extinguisher can save lives and property. This video raises awareness and teaches essential fire safety skills, addressing space heaters and extension cords, break rooms and kitchens, portable fire extinguishers, evacuation do’s and don’ts, and more.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Employees



# GENERAL WORKPLACE SAFETY

## ACCIDENT INVESTIGATION TECHNIQUES FOR MANAGERS

This training on accident investigations explains the steps to a thorough investigation, including investigative goals, securing an accident scene, interviews and more.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## BATTERY CHARGING SAFETY FOR EMPLOYEES

This training video examines personal protective equipment use and general safety rules when engaging in electric battery charging operations.

**Estimated Completion Time:** 9 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## COMPRESSED AIR SAFETY FOR EMPLOYEES

This training demonstrates the hazards of compressed air. Workers will learn about cleaning with compressed air, compressed air injuries, inspection and maintenance of compressed air equipment, and components of compressed air systems.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## COMPRESSED GAS CYLINDER SAFETY FOR EMPLOYEES

This safety training video reviews practices that can help workers prevent injuries and property damage when working with or around compressed gas cylinders. Topics include preparing to handle cylinders, safe transportation and handling, securing cylinders, proper hook-up, testing for leaks, and cylinder storage.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## ELECTRIC SHOCK PREVENTION TIPS FOR EMPLOYEES

This training provides an overview of how electricity works, explaining safe practices to prevent electric shock-related injuries and fatalities. Topics include common electrical terminology, avoiding contact with energized parts, ground fault circuit interrupters and responding to a shock event.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## ELECTRICAL SAFETY FOR NON-ELECTRICIAN EMPLOYEES

This training for general employees is designed to raise awareness about electrical hazards and help prevent common electrical injuries. Topics covered include basic electrical terms and definitions, common electrical hazards, and safety practices to prevent injury.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## EMERGENCY RESPONSE TIPS FOR EMPLOYEES

This safety training video teaches employees what to do to stay safe during different types of emergencies. Topics include fire response, responding to chemical leaks and spills, severe weather and earthquakes, and medical emergencies.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## FIRST AID RESPONSE FOR EMPLOYEES

This training, narrated by experienced EMT and author Martin Lesperance, shows employees how to respond in a variety of emergency situations.

**Estimated Completion Time:** 23 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## GOOD HOUSEKEEPING TIPS FOR EMPLOYEES

This training discusses the importance of good housekeeping to worker safety. It explains practices employees should follow to maintain a tidy and well-organized work area.

**Estimated Completion Time:** 10 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees



# GENERAL WORKPLACE SAFETY

## HEAT-RELATED ILLNESS PREVENTION FOR EMPLOYEES

Working in hot environments can cause dangerous heat stress. In this session, workers learn about heat-related illnesses, ways to prevent them, and what to do if they or their coworkers experience heat stress on the job.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## LADDER SAFETY FOR EMPLOYEES

Ladders bring portability and flexibility to any job that extends above the ground. But if not used correctly, ladders can be dangerous. This video includes information on stepladders, extension ladders, and articulated or multi-purpose ladders, covering such topics as how to select the right ladder for the job, how to inspect a ladder for damage, how to set up a ladder properly, and how to climb and work on a ladder safely.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## NFPA 70E 2018 TRAINING FOR EMPLOYEES

This video explains important changes and updates contained in the 2018 NFPA 70E, reviewing how electrical workers can be protected from both the shock hazard and arc flash hazard presented by exposed energized parts.

**Estimated Completion Time:** 27 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## OFFICE INJURY PREVENTION FOR EMPLOYEES

This session addresses common office safety issues, teaching employees proper work practices to avoid injury.

**Estimated Completion Time:** 18 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## SAFETY AWARENESS FOR NEW EMPLOYEES

This video for new employee training addresses important safety issues across a range of industries. Content is divided into concise chapters that look at commonly encountered workplace hazards. Employees learn how to protect themselves, so they can start working safely right away.

**Estimated Completion Time:** 33 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## SAFETY DECISION-MAKING FOR EMPLOYEES

This session provides tips for resisting the temptation to use shortcuts, take risks and give in to peer pressure.

**Estimated Completion Time:** 19 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## SAFETY ESSENTIALS FOR NEW EMPLOYEES

New employees might not be fully aware of hazards in their workplace that can cause injury or death. This training video discusses many of the fundamentals new hires need to stay safe in their jobs. Topics covered include personal protective equipment (PPE), moving equipment and moving machine parts, chemical hazards, confined space entry, lockout/tagout, bloodborne pathogens and emergency response.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## SAFETY LEADERSHIP SKILLS FOR MANAGERS

This training on safety leadership for managers explains the importance of setting a good example by speaking up about unsafe acts in the workplace. It also stresses the importance of rules enforcement from managers.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers

## SAFETY ORIENTATION FOR EMPLOYEES

This course contains ten fundamental safety orientation topics for new employees. Topics include personal protective equipment (PPE), slips and falls, injury reporting, hazard communication and much more.

**Estimated Completion Time:** 42 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees



# GENERAL WORKPLACE SAFETY

## SAFETY RESPONSIBILITY FOR EMPLOYEES

This training shows how to prevent outside forces like time, emotions, peer pressure or distractions from taking control of our safety.

**Estimated Completion Time:** 9 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## SLIP, TRIP & FALL PREVENTION FOR EMPLOYEES

This program outlines common safe practices for workers to prevent slips, trips and falls. Topics include the effects of gravity, friction and momentum; the importance of wearing proper footwear; and other tips to prevent slips and trips.

**Estimated Completion Time:** 11 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## TOP 10 CAUSES OF WORKPLACE INJURIES

This video goes over the top 10 causes of worker injuries and deaths. Employees will learn about how these hazardous situations can be prevented.

**Estimated Completion Time:** 20 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## UTILITY KNIFE SAFETY FOR EMPLOYEES

Simple utility knives are convenient and uncomplicated devices; yet, they cause thousands of injuries every year. In this training, employees learn about the safe use of utility knives, including differences in types of knives, techniques for cutting safely, and how to change blades without getting injured.

**Estimated Completion Time:** 9 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## WALKING & WORKING SURFACE SAFETY FOR EMPLOYEES

Slips, trips and falls in the workplace cause injuries and fatalities every year. The principles behind OSHA's regulations on walking and working surfaces can help workers understand and avoid the hazards of slips, trips and falls.

**Estimated Completion Time:** 21 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## WAREHOUSE SAFETY FOR EMPLOYEES

This training helps warehouse employees stay safe by identifying specific hazards they can encounter while working. The session also provides practical procedures workers can use to avoid warehouse dangers.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## WINTER WALKING SAFETY FOR EMPLOYEES

Winter is prime season for walking-related injuries. In this session, viewers learn about winter walking hazards and techniques to minimize the effects of a fall.

**Estimated Completion Time:** 10 minutes  
**Languages Offered:** English  
**Target Audience:** Employees



# HAZARD COMMUNICATION & GHS

## GHS LABELS REFRESHER FOR EMPLOYEES

Refresh your employees' GHS labels training with this short, effective safety video. This training covers essential points on the topic in five minutes.

**Estimated Completion Time:** 5 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## GHS LABELS REFRESHER FOR MANAGERS

Refresh your managers' GHS labels training with this short, effective safety video. This training covers essential points on the topic in five minutes.

**Estimated Completion Time:** 5 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## GHS OVERVIEW REFRESHER FOR EMPLOYEES

Refresh your employees' general GHS training with this short, effective safety video. This training covers essential points on the topic in five minutes.

**Estimated Completion Time:** 5 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## GHS OVERVIEW REFRESHER FOR MANAGERS

Refresh your managers' general GHS training with this short, effective safety video. This training covers essential points on the topic in five minutes.

**Estimated Completion Time:** 5 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## GHS SDS REFRESHER FOR EMPLOYEES

Refresh your employees' GHS SDS training with this short, effective safety video. This training covers essential points on the topic in under ten minutes.

**Estimated Completion Time:** 7 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## GHS SDS REFRESHER FOR MANAGERS

Refresh your managers' GHS SDS training with this short, effective safety video. This training covers essential points on the topic in under ten minutes.

**Estimated Completion Time:** 7 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## HAZARD COMMUNICATION & GHS DEMONSTRATIONS FOR EMPLOYEES

This safety video provides a thorough and entertaining presentation of the Hazard Communication Standard and Globally Harmonized System of Classification and Labeling of Chemicals (GHS). Interesting examples and demonstrations help viewers understand the importance of information on labels, pictograms, safety data sheets and their company's written hazard communication plan.

**Estimated Completion Time:** 19 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## HAZARD COMMUNICATION & GHS TRAINING FOR EMPLOYEES

This training session helps employees understand key elements of the GHS, including the written hazard communication plan, physical and health hazard classes, pictograms, signal words and other information found on GHS container labels, and the 16 sections of a Safety Data Sheet.

**Estimated Completion Time:** 23 minutes  
**Languages Offered:** English  
**Target Audience:** Employees



# HEALTH CARE SAFETY

## BACK SAFETY FOR HEALTH CARE EMPLOYEES

This video training instructs employees on how the back works, provides an overview of body mechanics, and explains how each employee can make the proper decision when lifting anything, even in unusual situations.

**Estimated Completion Time:** 9 minutes

**Languages Offered:** English

**Target Audience:** Employees



# HIRING AND TERMINATION

## HOW TO HIRE THE BEST EMPLOYEES

Why not stack the odds in your favor the next time—and every time—you hire? This video training shows how to break the interviewing process into manageable stages, gain insight into a candidate’s technical skills and work habits, evaluate candidates fairly and completely, and focus on the most important considerations when you interview.

**Estimated Completion Time:** 30 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## STEP-BY-STEP GUIDE TO HIRING

In this entertaining HR video, learn how to find the ideal candidate for every position you need to fill. Follow two story lines as we explain an effective eight-step hiring process, legal and practical essentials, how to find hidden messages in a resume, the value of an initial phone interview, and what you should—and should not—ask.

**Estimated Completion Time:** 25 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## SUCCESSFUL TERMINATION TECHNIQUES FOR MANAGERS

Terminating employees can be the hardest part of management. This training video shows managers how to terminate problem employees properly, and in compliance with the law. In addition, by teaching performance management techniques for at-risk employees, it will also help managers avoid terminations altogether.

**Estimated Completion Time:** 39 minutes  
**Languages Offered:** English  
**Target Audience:** Managers



# LABOR & PRIVACY LAW COMPLIANCE

## HIPAA BREACH RESPONSE FOR MANAGERS

This in-depth course on the HIPAA breach regulations provides detailed information for developing a breach response plan. It includes scenarios that illustrate how breaches typically occur, ranging from staff carelessness or lack of knowledge to deliberate criminal acts targeting health care facilities and plans.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## HIPAA COMPLIANCE FOR MANAGERS

The Health Insurance Portability and Accountability Act (HIPAA) forbids sharing, transmitting or divulging information designated as individuals' Protected Health Information. Businesses are charged with the responsibility of complying with HIPAA provisions, and this program is designed to help you reach this goal. The training will aid your managers in understanding both the HIPAA rules and the steps to take to bring your organization into compliance.

**Estimated Completion Time:** 10 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## HIPAA ESSENTIALS FOR EMPLOYEES

This comprehensive overview of the Health Insurance Portability and Accountability Act (HIPAA) introduces viewers to the who, what and why of HIPAA. It addresses the specific definitions and rules that govern how health information is protected, and when it may be used, accessed or disclosed.

**Estimated Completion Time:** 14 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## HIPAA PRIVACY & SECURITY RULE OVERVIEWS FOR MANAGERS

Developed for covered-entity personnel, this training video provides an overview of the Privacy and Security Rules contained in the Health Insurance Portability and Accountability Act (HIPAA).

**Estimated Completion Time:** 20 minutes  
**Languages Offered:** English  
**Target Audience:** Managers



# MANAGER SUCCESS

## CUSTOMER SERVICE LISTENING SKILLS FOR MANAGERS

This session on customer service explains how three specific listening skills can soothe problem customers, help get the information needed to solve customer problems, and help employees keep their focus in spite of interruptions.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## EMPLOYEE COMMUNICATION FOR MANAGERS

Communicating clearly and effectively is probably the most important--and perhaps most difficult--responsibility of any manager. In this training session, managers learn to deliver praise that motivates your entire staff, offer criticism that challenges employees to improve, delegate important tasks, and prevent misunderstandings by improving listening skills.

**Estimated Completion Time:** 21 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## EMPLOYMENT LAWS MANAGERS NEED TO KNOW

Narrated by a labor and employment law attorney, this video addresses common legal questions that arise in the workplace, including issues of fairness, scheduling, employee requests for leave or accommodations, and the challenges presented by social media in the workplace.

**Estimated Completion Time:** 18 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## LEADERSHIP TRAINING FOR MANAGERS

This training demonstrates successful management styles, explains steps every leader must take, and discusses personal qualities employees should develop to become good leaders.

**Estimated Completion Time:** 21 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## LEGAL SURVIVAL SKILLS FOR MANAGERS

This training video was created to help you find your way through the maze of employment laws and regulations, while at the same time maximizing the performance of your workers. Key learning points include: 12 basic employment law issues; legal and effective performance management, discipline and termination; EEOC compliance; FMLA guidelines; ADA; and more.

**Estimated Completion Time:** 26 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## MANAGEMENT AND LEADERSHIP SKILLS FOR MANAGERS

Narratives spoken from experience punctuate this feature film-quality production portraying people skills managers must have. These important, but often subtle, skills are key to managing people the right way.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## PERFORMANCE REVIEW TIPS FOR MANAGERS

Effective performance appraisals motivate your top employees to do even better. They also tell underperformers exactly what is expected and how to improve. This video follows two manager storylines, highlighting elements to include in your performance evaluation process, the advantages of sticking to a regular schedule, the importance of fairness and consistency, tips for formats and recordkeeping, skills for face-to-face reviews, and the value of employee feedback.

**Estimated Completion Time:** 18 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## POSITIVE DISCIPLINE TIPS FOR MANAGERS

How do you handle an employee discipline problem in the best possible way for the employee and your organization? This positive discipline video gives you six steps of progressive discipline. In many cases, employees will respond early in the process. But if not, the later steps help you address continuing performance shortcomings calmly and professionally.

**Estimated Completion Time:** 21 minutes  
**Languages Offered:** English  
**Target Audience:** Managers



# MANAGER SUCCESS

## WORKPLACE CONFLICT RESPONSE TECHNIQUES FOR MANAGERS

In this training, viewers learn about constructive responses to destructive conflict. Techniques covered include responding with empathy, active listening, setting a limit, finding something to agree with, using “I” language instead of “you” language, disengaging to cool off, appealing to mutual self-interest, and attacking the problem, not the person.

**Estimated Completion Time:** 15 minutes

**Languages Offered:** English

**Target Audience:** Managers



# OSHA COMPLIANCE

## BLOODBORNE PATHOGEN AWARENESS FOR EMPLOYEES

This video provides general awareness training for all employees on the dangers of bloodborne pathogens, how to protect yourself from them, and ways to minimize the risk of transmission.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## BLOODBORNE PATHOGEN SAFETY FOR CUSTODIANS

This training for custodial and maintenance staff demonstrates how to safely clean up spills of blood or other potentially infectious materials without risking exposure.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## CONFINED SPACE ENTRY TIPS FOR EMPLOYEES

This training details steps designed to keep confined space workers safe. Topics include the confined space entry permit, atmospheric hazards, atmospheric testing and monitoring, and duties of the entry team members.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## HOW TO AVOID OSHA'S TOP 10 VIOLATIONS

This video covers the 10 most common OSHA violations, explaining what your company and employees can do to help avoid an OSHA citation.

**Estimated Completion Time:** 26 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers

## LOCKOUT/TAGOUT REFRESHER FOR EMPLOYEES

Refresh your employees' lockout/tagout training with this short, effective safety video. This training covers essential points on the topic in under five minutes.

**Estimated Completion Time:** 3 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## LOCKOUT/TAGOUT REFRESHER FOR MANAGERS

Refresh your managers' lockout/tagout training with this short, effective safety video. This training covers essential points on the topic in under five minutes.

**Estimated Completion Time:** 4 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## LOCKOUT/TAGOUT STEPS FOR EMPLOYEES

This video clearly outlines each step in the lockout/tagout process. Employees will learn about the most common forms of energy sources, situations that require lockout/tagout procedures, lockout devices, proper lockout/tagout procedures, safe startup procedures, and tips for special situations.

**Estimated Completion Time:** 8 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## LOCKOUT/TAGOUT TIPS FOR EMPLOYEES

This training explains procedures that protect workers from injury caused by unplanned releases of hazardous energy. Topics include employee designations, situations requiring lockout, lockout/tagout devices, energy control procedures and returning equipment to service.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## MACHINE GUARDING & OPERATION SAFETY FOR EMPLOYEES

This video for machine operators conveys the importance of understanding the hazards of specific equipment in their work areas. Operators will learn how injuries can be avoided through the proper use of machine guarding, safety devices and safe work practices.

**Estimated Completion Time:** 18 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## MACHINE GUARDING & SAFETY DEVICE TIPS FOR EMPLOYEES

Typically, it's a machine's operator who is closest to a machine's hazards. In this course, machine operators learn the hazards presented by any machine or equipment they operate.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees



# PERSONAL PROTECTIVE EQUIPMENT (PPE)

## EYE INJURY PREVENTION TIPS FOR EMPLOYEES

This video training explains how to prevent workplace eye injury by taking precautions and using protective devices like safety glasses, goggles, face shields, and laser and welding protection.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## HEARING LOSS PREVENTION TIPS FOR EMPLOYEES

Loud equipment can damage workers' hearing on the job. This session explains the essentials of hearing loss prevention programs, including permissible exposure levels, use of earplugs, ear muff use, audiometric testing and more.

**Estimated Completion Time:** 11 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## PERSONAL PROTECTIVE EQUIPMENT (PPE) OVERVIEW FOR EMPLOYEES

This training session provides an easy-to-follow overview of personal protective equipment (PPE). Through the re-enactment of a potentially tragic arc flash incident, the training emphasizes the importance of wearing the proper PPE. In addition, interviews with workers who avoided eye and foot injuries reinforce the safety message.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## PERSONAL PROTECTIVE EQUIPMENT (PPE) REFRESHER FOR EMPLOYEES

Refresh your employees' personal protective equipment (PPE) training with this short, effective safety video. This training covers essential points on the topic in under five minutes.

**Estimated Completion Time:** 4 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## PERSONAL PROTECTIVE EQUIPMENT (PPE) REFRESHER FOR MANAGERS

Refresh your managers' personal protective equipment (PPE) training with this short, effective safety video. This training covers essential points on the topic in five minutes.

**Estimated Completion Time:** 5 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## PERSONAL PROTECTIVE EQUIPMENT (PPE) TIPS FOR EMPLOYEES

This video training on personal protective equipment (PPE) teaches workers about the basic types of PPE, including hard hats, hearing protection, eye and face protection, gloves, and foot protection.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## RESPIRATORY PROTECTION TIPS FOR EMPLOYEES

In this course, workers learn how airborne hazards can affect the respiratory system, and how the proper use of air-purifying respirators can guard against such injury.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## RESPIRATORY PROTECTION TRAINING FOR EMPLOYEES

Exposure to hazardous chemicals in the form of dusts, fumes, mists and gases may cause lung damage, cancer and other serious ailments. This training video explains respiratory protection programs, covering topics such as employee medical evaluation, respirator selection and assignment protection factors, different types of respirators, hazards of IDLH atmospheres, qualitative and quantitative fit tests, user seal checks, and cleaning and storage of respirators.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Employees



# POWERED INDUSTRIAL TRUCKS & AERIAL LIFTS

## AERIAL LIFT OPERATION SAFETY FOR EMPLOYEES

This course examines different kinds of aerial lifts and their associated hazards. It also explains how to work safely with, or around, a lift.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## AERIAL WORK PLATFORM SAFETY FOR EMPLOYEES

This training discusses common hazards aerial work platform operators must consider, as well as safe work practices and operating techniques that must be followed to ensure everyone's safety during the use of an aerial work platform.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## ENSURING SAFETY AROUND FORKLIFTS

Forklifts can be dangerous for both operators and employees out on the floor. In this session, viewers will learn how to prevent serious injuries that occur when forklifts come into contact with pedestrians.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## FORKLIFT OPERATION TIPS FOR EMPLOYEES

This training reviews proper operating procedures for forklift operators. Topics include operator training and certification, pre-operational inspection, maintaining a truck's stability, lifting and placing loads, safe driving techniques, and loading docks and trailers.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## FORKLIFT OPERATOR CERTIFICATION SERIES: OPERATOR TRAINING & PRE-OPERATIONAL INSPECTION

The first in a series of four courses, this course focuses on two aspects of safe forklift operation that are required before any worker begins using a forklift: operator training and pre-operational inspection. Topics include how forklifts handle differently than cars, basic forklift characteristics, load characteristics, work environments, inspection of the outside components of a forklift, checking the fluids and fuel system, inspecting cables and belts, and operator compartment checks.

**Estimated Completion Time:** 10 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## FORKLIFT OPERATOR CERTIFICATION SERIES: STABILITY

The second in a series of four courses, this course discusses the principles of maintaining forklift stability. Topics include the stability triangle, forward stability, non-uniform loads, lateral stability and maintaining stability while in motion.

**Estimated Completion Time:** 10 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## FORKLIFT OPERATOR CERTIFICATION SERIES: LOADING & OPERATION

The third in a series of four courses, this course discusses the safety practices that must be followed when loading, unloading and operating a forklift. Topics include safe loading techniques, removing a load from a rack or shelf, landing a load, preparing for operation, driving safely, inclines and other hazards, keeping co-workers safe, and entering trailers and railcars.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## FORKLIFT OPERATOR CERTIFICATION SERIES: CLASSIFICATION, REFUELING & RECHARGING

The fourth in a series of four courses, this course discusses the various classifications of forklifts and the proper procedures for recharging or refueling them.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## SCISSOR LIFT OPERATION SAFETY FOR EMPLOYEES

This video training introduces employees to scissor lifts, makes them aware of the hazards associated with these lifts, and gives them the information they need to safely use a scissor lift or work near one.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English  
**Target Audience:** Employees



# RESTAURANT & FOOD SAFETY

## **INJURY PREVENTION TIPS FOR RESTAURANT EMPLOYEES**

This video examines common hazards food and restaurant workers face and discusses how workers can protect themselves and their co-workers. Topics include strains, sprains, bruises and fractures; cuts, lacerations and punctures; and burns and scalds. Safety tips for kitchen staff, servers, bus people, bar staff and dishwashers are also discussed.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## **SAFE FOOD HANDLING FOR EMPLOYEES**

Every year in the U.S., 48 million people are infected with a foodborne illness. Nobody wants this to happen, and it doesn't have to. This program provides introductory instruction on the six major elements of food handler safety: foodborne illnesses, time and temperature control, personal hygiene, preventing contamination, cleaning and sanitizing equipment and utensils, and housekeeping and maintenance.

**Estimated Completion Time:** 23 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## **SAFE FOOD HANDLING FOR CALIFORNIA EMPLOYEES**

Every year in the U.S., 48 million people are infected with a foodborne illness. Nobody wants this to happen, and it doesn't have to. This program provides introductory instruction on the six major elements of food handler safety: foodborne illnesses, time and temperature control, personal hygiene, preventing contamination, cleaning and sanitizing equipment and utensils, and housekeeping and maintenance.

**Estimated Completion Time:** 23 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## **SAFE WORK PRACTICES FOR HOSPITALITY EMPLOYEES**

Designed to give new employees an overview of their responsibilities in a fast-paced industry, this training touches on vital subjects, such as associate safety, guest safety and security basics.

**Estimated Completion Time:** 9 minutes  
**Languages Offered:** English  
**Target Audience:** Employees



# TRANSPORTATION SAFETY

## DEFENSIVE DRIVING TIPS FOR TRANSPORTATION EMPLOYEES

This video training looks at how to watch for trouble on the road and avoid it. Every day we share the road with distracted drivers, aggressive drivers, trucks and buses. We drive in bad weather, experience blowouts and more. Driving defensively in all of these situations is covered in this informative safety program.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## DISTRACTED DRIVING PREVENTION FOR TRANSPORTATION EMPLOYEES

This video provides the information employees need to drive cars, vans and small trucks free from distractions.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## DOT TRAINING: HAZMAT SAFETY TRAINING

This video provides the safety training required by the Department of Transportation's HAZMAT training regulation on handling and transporting hazardous materials. Employees will learn to be aware of the hazards of the materials they handle and how to work with them safely.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## DOT TRAINING: HAZMAT SECURITY AWARENESS

This video provides security awareness training to employees of companies that handle hazardous materials, as required by Department of Transportation HAZMAT regulations.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## DOT TRAINING: HAZMAT TRANSPORTATION SECURITY RISK PREVENTION

This training teaches employees about security risks associated with transporting hazardous materials. Topics covered include methods to enhance transportation security, how to recognize security risks, and responding to possible security threats.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## DOT TRAINING: HOW TO HANDLE & TRANSPORT HAZMAT SAFELY

Created specifically for the Department of Transportation's HAZMAT training regulation on handling and transporting hazardous materials, this program provides the information necessary to comply with the "general awareness" training requirement. Areas covered in the program include the regulation itself; definitions and classes of hazardous materials; hazard communication; hazard indicators, such as labels, shipping papers and placards; where hazardous materials may be encountered; packaging, shipping, transport and storage; and security risks and terrorism.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## HANG UP & DRIVE

This first-person account of a fatal car crash caused by a driver on a cell phone can help you change the culture of cell phone use and driving at your organization.

**Estimated Completion Time:** 19 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## SAFE DRIVING TIPS FOR TRANSPORTATION EMPLOYEES

There are many reasons for the high injury rate related to motor vehicles, including unsafe driving habits, changing traffic and weather conditions, and the unpredictable actions of other drivers. This training highlights three strategies to help drivers navigate safely.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## TEXTING & DRIVING PREVENTION FOR TRANSPORTATION EMPLOYEES

This safety video covers the three basic ways texting distracts drivers. Through testimonials from drivers who have had personal experiences with texting while driving, the session shows how this dangerous practice affects not only you, but also those around you.

**Estimated Completion Time:** 9 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## WINTER DRIVING TIPS FOR TRANSPORTATION EMPLOYEES

This training features live-action sequences of a driver making winter driving mistakes and an interview with a survivor of a fatal winter crash. The video also provides tips and techniques for winter driving.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees



# WORKPLACE HARASSMENT & VIOLENCE - CALIFORNIA

## ACTIVE SHOOTER ATTACK RESPONSE FOR EMPLOYEES

This training video features a dramatization of an active shooter event and identifies behavior and procedures that save the lives of those involved.

**Estimated Completion Time:** 6 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## ACTIVE SHOOTER ATTACK SURVIVAL TRAINING FOR EMPLOYEES

Too often these days, we hear about active shooter incidents in workplaces. This safety video explains survival techniques recommended by law enforcement to help people get through an active shooter incident safely. Topics covered include preparing for the unpredictable, recognizing and surviving an attack, running from a shooter, hiding from a shooter, fighting a shooter and what to do when the police arrive.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## ANTI-BULLYING TRAINING FOR EMPLOYEES

Fear, anger, frustration, humiliation, helplessness...these feelings should not be part of anyone's job description. But they can be common in workplaces where bullying and other disruptive behavior is a problem. This session discusses how to recognize bullies and disruptive people, explains the impact their behavior can have, and outlines the steps employees can take to help address these problems.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## SEXUAL HARASSMENT INVESTIGATION TECHNIQUES FOR MANAGERS

Any form of sexual conduct in the workplace is inappropriate, and may constitute sexual harassment if the actions or comments are unwanted or threatening. If action is not taken quickly, and the situation is not resolved fairly, a company can face lawsuits and hefty fines. This training video looks at a company's legal responsibility to prevent and address sexual harassment incidents, examines policies and procedures that should be followed when investigating allegations of sexual harassment, and discusses how to interview apparent victims, alleged harassers and potential witnesses.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers

## SEXUAL HARASSMENT PREVENTION TRAINING FOR CALIFORNIA EMPLOYEES

This training session for employees of California employers teaches how to identify and prevent different types of harassment, as well as gain essential skills for creating a harassment-free workplace, such as bystander intervention and prevention of bullying. The employee training requirements of California law SB 1343 are satisfied with this course.

**Estimated Completion Time:** 60 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## SEXUAL HARASSMENT PREVENTION TRAINING FOR CALIFORNIA MANAGERS

This training session for California employers educates managers on how to prevent unwelcome and harassing behavior from occurring in their workgroups, and provides guidance on how to appropriately respond to unacceptable behavior. California-specific laws including AB 1825, SB 292, AB 253 and SB 1343 are satisfied with this course.

**Estimated Completion Time:** 120 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers

## WORKPLACE VIOLENCE WARNING SIGN AWARENESS FOR EMPLOYEES

Workplace violence can happen in any size organization, in any industry. This video teaches how to help prevent violent workplace incidents by paying attention to warning signs and responding with quick, decisive action.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## WORKPLACE VIOLENCE WARNING SIGN AWARENESS FOR MANAGERS

Workplace violence can happen in any size organization, in any industry. This session for managers teaches preventive measures like how to hold information-gathering meetings, confront a bully or terminate a problem employee. Proper training on the appropriate response to warning signs of violence will improve employee comfort levels, show due diligence and help the overall mental health of your organization.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Managers



# WORKPLACE HARASSMENT & VIOLENCE - DELAWARE

## ACTIVE SHOOTER ATTACK RESPONSE FOR EMPLOYEES

This training video features a dramatization of an active shooter event and identifies behavior and procedures that save the lives of those involved.

**Estimated Completion Time:** 6 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## ACTIVE SHOOTER ATTACK SURVIVAL TRAINING FOR EMPLOYEES

Too often these days, we hear about active shooter incidents in workplaces. This safety video explains survival techniques recommended by law enforcement to help people get through an active shooter incident safely. Topics covered include preparing for the unpredictable, recognizing and surviving an attack, running from a shooter, hiding from a shooter, fighting a shooter and what to do when the police arrive.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## ANTI-BULLYING TRAINING FOR EMPLOYEES

Fear, anger, frustration, humiliation, helplessness...these feelings should not be part of anyone's job description. But they can be common in workplaces where bullying and other disruptive behavior is a problem. This session discusses how to recognize bullies and disruptive people, explains the impact their behavior can have, and outlines the steps employees can take to help address these problems.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## SEXUAL HARASSMENT INVESTIGATION TECHNIQUES FOR MANAGERS

Any form of sexual conduct in the workplace is inappropriate, and may constitute sexual harassment if the actions or comments are unwanted or threatening. If action is not taken quickly, and the situation is not resolved fairly, a company can face lawsuits and hefty fines. This training video looks at a company's legal responsibility to prevent and address sexual harassment incidents, examines policies and procedures that should be followed when investigating allegations of sexual harassment, and discusses how to interview apparent victims, alleged harassers and potential witnesses.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers

## SEXUAL HARASSMENT PREVENTION TRAINING FOR DELAWARE EMPLOYEES

This training session for employees of Delaware employers explores the issue of sexual harassment in the workplace, including how to recognize it, procedures for reporting it and strategies for preventing it.

**Estimated Completion Time:** 35 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## SEXUAL HARASSMENT PREVENTION TRAINING FOR DELAWARE MANAGERS

This training session for managers of Delaware employers explores the issue of sexual harassment in the workplace, including how to recognize it and strategies for preventing it.

**Estimated Completion Time:** 60 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## WORKPLACE VIOLENCE WARNING SIGN AWARENESS FOR EMPLOYEES

Workplace violence can happen in any size organization, in any industry. This video teaches how to help prevent violent workplace incidents by paying attention to warning signs and responding with quick, decisive action.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## WORKPLACE VIOLENCE WARNING SIGN AWARENESS FOR MANAGERS

Workplace violence can happen in any size organization, in any industry. This session for managers teaches preventive measures like how to hold information-gathering meetings, confront a bully or terminate a problem employee. Proper training on the appropriate response to warning signs of violence will improve employee comfort levels, show due diligence and help the overall mental health of your organization.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Managers



# WORKPLACE HARASSMENT & VIOLENCE - NEW YORK

## ACTIVE SHOOTER ATTACK RESPONSE FOR EMPLOYEES

This training video features a dramatization of an active shooter event and identifies behavior and procedures that save the lives of those involved.

**Estimated Completion Time:** 6 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## ACTIVE SHOOTER ATTACK SURVIVAL TRAINING FOR EMPLOYEES

Too often these days, we hear about active shooter incidents in workplaces. This safety video explains survival techniques recommended by law enforcement to help people get through an active shooter incident safely. Topics covered include preparing for the unpredictable, recognizing and surviving an attack, running from a shooter, hiding from a shooter, fighting a shooter and what to do when the police arrive.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## ANTI-BULLYING TRAINING FOR EMPLOYEES

Fear, anger, frustration, humiliation, helplessness...these feelings should not be part of anyone's job description. But they can be common in workplaces where bullying and other disruptive behavior is a problem. This session discusses how to recognize bullies and disruptive people, explains the impact their behavior can have, and outlines the steps employees can take to help address these problems.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## SEXUAL HARASSMENT INVESTIGATION TECHNIQUES FOR MANAGERS

Any form of sexual conduct in the workplace is inappropriate, and may constitute sexual harassment if the actions or comments are unwanted or threatening. If action is not taken quickly, and the situation is not resolved fairly, a company can face lawsuits and hefty fines. This training video looks at a company's legal responsibility to prevent and address sexual harassment incidents, examines policies and procedures that should be followed when investigating allegations of sexual harassment, and discusses how to interview apparent victims, alleged harassers and potential witnesses.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers

## SEXUAL HARASSMENT PREVENTION TRAINING FOR NEW YORK EMPLOYEES

This training session for employees of New York State and New York City employers explores the issue of sexual harassment in the workplace, including how to recognize it, procedures for reporting it and strategies for preventing it.

**Estimated Completion Time:** 35 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## SEXUAL HARASSMENT PREVENTION TRAINING FOR NEW YORK MANAGERS

This training session for managers of New York State and New York City employers explores the issue of sexual harassment in the workplace, including how to recognize it and strategies for preventing it.

**Estimated Completion Time:** 60 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers

## WORKPLACE VIOLENCE WARNING SIGN AWARENESS FOR EMPLOYEES

Workplace violence can happen in any size organization, in any industry. This video teaches how to help prevent violent workplace incidents by paying attention to warning signs and responding with quick, decisive action.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## WORKPLACE VIOLENCE WARNING SIGN AWARENESS FOR MANAGERS

Workplace violence can happen in any size organization, in any industry. This session for managers teaches preventive measures like how to hold information-gathering meetings, confront a bully or terminate a problem employee. Proper training on the appropriate response to warning signs of violence will improve employee comfort levels, show due diligence and help the overall mental health of your organization.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Managers



# WORKPLACE HARASSMENT & VIOLENCE - OTHER STATES

## ACTIVE SHOOTER ATTACK RESPONSE FOR EMPLOYEES

This training video features a dramatization of an active shooter event and identifies behavior and procedures that save the lives of those involved.

**Estimated Completion Time:** 6 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## ACTIVE SHOOTER ATTACK SURVIVAL TRAINING FOR EMPLOYEES

Too often these days, we hear about active shooter incidents in workplaces. This safety video explains survival techniques recommended by law enforcement to help people get through an active shooter incident safely. Topics covered include preparing for the unpredictable, recognizing and surviving an attack, running from a shooter, hiding from a shooter, fighting a shooter and what to do when the police arrive.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## ANTI-BULLYING TRAINING FOR EMPLOYEES

Fear, anger, frustration, humiliation, helplessness...these feelings should not be part of anyone's job description. But they can be common in workplaces where bullying and other disruptive behavior is a problem. This session discusses how to recognize bullies and disruptive people, explains the impact their behavior can have, and outlines the steps employees can take to help address these problems.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees

## SEXUAL HARASSMENT INVESTIGATION TECHNIQUES FOR MANAGERS

Any form of sexual conduct in the workplace is inappropriate, and may constitute sexual harassment if the actions or comments are unwanted or threatening. If action is not taken quickly, and the situation is not resolved fairly, a company can face lawsuits and hefty fines. This training video looks at a company's legal responsibility to prevent and address sexual harassment incidents, examines policies and procedures that should be followed when investigating allegations of sexual harassment, and discusses how to interview apparent victims, alleged harassers and potential witnesses.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers

## SEXUAL HARASSMENT PREVENTION TRAINING FOR EMPLOYEES

This dramatic sexual harassment training video is designed to help your employees with both the gray areas and the obvious. Viewers will see realistic scenes that are clearly sexual harassment, and others that are probably just lapses in good judgment. Employees will learn how to recognize sexual harassment, how to respond appropriately, and how to behave in compliance with the law.

**Estimated Completion Time:** 25 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## SEXUAL HARASSMENT PREVENTION TRAINING FOR MANAGERS

While they are the first lines of defense in preventing sexual harassment incidents, many managers do not know what constitutes harassment, or what they should do if it occurs. Conduct that might appear harmless to one person could be harassment to others. This training video explains what sexual harassment is, examines managers' responsibilities, and provides instruction on how to recognize, prevent and respond to sexual harassment in the workplace.

**Estimated Completion Time:** 14 minutes  
**Languages Offered:** English  
**Target Audience:** Managers

## WORKPLACE VIOLENCE WARNING SIGN AWARENESS FOR EMPLOYEES

Workplace violence can happen in any size organization, in any industry. This video teaches how to help prevent violent workplace incidents by paying attention to warning signs and responding with quick, decisive action.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Employees

## WORKPLACE VIOLENCE WARNING SIGN AWARENESS FOR MANAGERS

Workplace violence can happen in any size organization, in any industry. This session for managers teaches preventive measures like how to hold information-gathering meetings, confront a bully or terminate a problem employee. Proper training on the appropriate response to warning signs of violence will improve employee comfort levels, show due diligence and help the overall mental health of your organization.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Managers