



e-Learning Course Descriptions – Web Based

Asbestos Awareness: Understanding the Risk (ASB8YFV)

This course explains asbestos forms, its uses, hazards, and preventive measures both in house and industrial work area.

Back Safety: Lift Well, Live Well (BAK4YFV)

This course provides information on the structure of the back as well as methods to follow in maintaining a healthy back.

Bucket Trucks (BUC0EFV)

This course deals with safe bucket truck operation, operator authorization requirements, and a few routine maintenance and inspection techniques and procedures.

Confined Space Entry (CSE2YFV)

This course will help you understand how to identify permit spaces and their hazards, the permit space program, how an entry permit can keep you safe while you work in confined spaces, and the training and duties of a confined space entry team.

Defensive Driving (DEFSEFV)

This training course will explain the importance of driving defensively, how to prepare your vehicle and yourself for the road, how you can stay focused and prevent distractions while driving, demonstrate safe driving procedures in the city, on the freeway and in the country, how to deal with adverse weather conditions and handle other emergencies.

Electrical Safety: Beware the Bite (ELE5YFV)

Electrical Safety: Beware The Bite is designed to inform workers about the hazards of an electrical shock at work. The program examines how electricity can harm you and what steps you should take to protect yourself and others from electrical hazards. It also covers what to do to protect yourself in emergency situations and the steps to take when aiding a victim that needs emergency medical help.



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Ergonomics (ERGOEFV)

This course introduces the concept of ergonomics and explains how various postures and movements affect the body. Topics such as how you work, the layout of the work environment and the consequences of poor ergonomic postures are explored. Ways to overcome ergonomic hazards are also provided.

Eye Protection: See the Whole Picture (EYEPEFV)

Eye Protection: See the Whole Picture.

Fire Extinguishers: Your PASS to Safety (EXT2EFV)

This course deals with the elements and classes of fire. It explains the ways of stopping fires and, also introduces the various types of fire extinguishers and their proper use.

Forklift Certification Video (FORKEFV)

This video explains the fundamentals of forklift safety, including a description of the hazards involved with driving a forklift, and qualifications necessary to drive forklifts. The basic design and capabilities of forklifts are described, as well as safe procedures for lifting and moving loads. The course also covers a variety of forklift hazards and tells what to do in a variety of potentially hazardous situations.

Hand Safety: It's in Your Hands (HAN2EFV)

Hand Safety: It's in Your Hands will help remind employees that there are many simple ways to protect their hands from work-related hazards. This course examines some common workplace hazards and explains ways to prevent hand injuries caused by those hazards. This course also discusses when to wear gloves, what gloves to wear, and how to properly care for the gloves.

Hearing Protection Video (HRPSEFV)

Discusses how the ear processes sound to the brain, the consequences of constant noise in the work place, hearing protection devices, and the requirements of the employer's hearing conservation program.



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Heat Stress: Don't Lose Your Cool (HEA9EFV)

This course will explain heat related illnesses and disorders, and ways to control and prevent them.

Lockout/Tagout: Lightning in a Bottle (LOT9YFV)

This course deals with lockout and tagout. You will learn about different types of energy, the basics of lockout/tagout and the lockout/tagout standard, the six steps for proper lockout/tagout, three steps for removal and reenergizing, and training and inspection

Machine Guarding (MACEFV)

This course defines the categories and types of machine guards and explains how they work.

Mold Awareness (MOL0EFV)

This course is designed to teach employees the different facts of mold. It deals with the awareness of molds, explains the life cycle of molds, outlines the possible ways of entry into the indoor environment, points out its hazardous effects, suggests whom to contact when molds are seen, and instructs in the various preventive measures to efface their infestations.

Rigging Operations (RIG2EFV)

This course describes how to plan a lift, what to inspect prior to and during the lift, and factors to consider while performing the lift. The maintenance and storage of slings, wire ropes, and fiber and synthetic webbing is also addressed.

Safe Winter Driving (WIN0EFV)

This course focuses on how to avoid winter driving related accidents. It explains how to recognize winter hazards and how to prepare employees and their vehicles for winter driving. It also outlines safe winter driving techniques for various road conditions.



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Slips, Trips and Falls: Taking the Right Steps (STF3YFV)

This course explains in detail that slips, trips and falls can be a major cause of injuries and suggests preventative measures you can take to keep your work site safe.

Spill Prevention and Control: Insuring a Safer World (EPA8EFV)

This course emphasizes the procedures and safeguards required under the Spill Prevention, Control, and Countermeasure (SPCC) regulations. The course provides important information for workers in facilities that use, handle, or store oil near waterways, including safe work practices, regulation requirements, and what to do in an emergency.

Stairways and Ladders (STL3YFV)

This course is designed to give valuable information that will help prevent falls from stairways and ladders. It will also give techniques on how to use stairways and ladders safely.

Welding Safety: Safe Work with Hotwork (WELDYFV)

This course presents information on safety cautions for various types of hotwork.

Working Safely with Power Tools (HNTLEFV)

Working Safely With Power Tools.



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Human Resources Courses

Care and Candor: Making Performance Appraisals Work (PERBEFV)

This course provides managers and supervisors with guidelines for preparing a performance appraisal with care and candor. Managers will learn how to collaborate with the employee to develop and support his/her growth and improve productivity.

Communication Breakdown (CMMSEFV)

This program focuses on communication as the most important skill in life and that poor communication is the primary reason for most business failures. It identifies the top seven communication breakdowns in the workplace.

Customer Service - Difficult Customer ALERT (CUS3EFV)

This training course addresses effective ways to serve the needs of difficult customers and retain their loyalty. It describes ways to acknowledge customers and their problems, diffuse anger, and take action to serve their needs.

Customer Service: Who Cares (CU42EFV)

This course provides facts about customer service that prevails in day-to-day life. It presents common expectations of customers like offering a warm greeting, extending a respectful approach, reflectively listening, and really helping the customer. The course also demonstrates ways of handling an encounter with a difficult customer.

Ethics: The L.O.G.I.C. of Right (ETH1EFV)

This course provides a fresh opportunity to explore ethical decision making in the workplace. Through a variety of scenarios, the user is encouraged to consider the values at conflict in the situation and apply the L.O.G.I.C. system of ethical decision making.



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Harassment Is... Office Version (HAR7YFV)

This course provides participants an opportunity to examine harassment in the workplace and ways to eliminate the problem.

Interviewing: More Than a Gut Feeling (INT8EFV)

This course will explain how to conduct behavior-based interviews.

Just In Time Information: Performance Issues (JIT2EFV)

Performance issues are unavoidable in the workplace and, when they arise, must be dealt with effectively for continued productivity. This course provides managers and supervisors with guidelines on how to prepare for and manage common performance issues. Managers learn how to collaborate with the employee to develop and support his/her growth and improve productivity.

Looking Forward: Your Performance Appraisal (PERCEFV)

This course is designed to help any employee prepare for their own performance appraisal. During this course the student will learn how to document significant events in their performance. They will learn how to maintain a healthy attitude focused on two-way communication during the appraisal meeting. Setting goals for future success is also addressed.

Office Ergonomics Video (OERGEFV)

Office Ergonomics.

Supervisory Skills (SUPREFV)

This course introduces importance topics for new and experienced supervisors. It teaches how to effectively communicate, successfully discipline employees, resolve conflicts, make decisions, manage time, delegate properly, conduct meetings, motivate employees, implement teams, orient new employees, and prevent accidents.



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Teamwork (TEAMEFV)

This training course explains the fundamentals of teamwork in a work environment. It gives a definition of what a team is, and discusses the building blocks of a successful team. Communication with team members, identifying patterns of conflict, dealing with difficult personalities, conducting a team meeting and leadership skills are also addressed.

Workplace Violence: The Calm Before the Storm (VIOOYFV)

This program describes about the various types of workplace violence and lists ways to combat this growing threat to production, to property and most importantly, to people. It also emphasizes on the need to implement a violence prevention program and how to deal with an actual incident of violence.