



ONLINE TRAINING CENTER

# COURSE LISTING

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Many codes and regulations require special training for various duties. Instead of sending your staff away to classes, minimize the impact of expensive downtime on your business with web-based training. Participants need only a computer with internet access to participate in the interactive, self-paced courses. Upon completion, a personalized Record of Completion that satisfies government requirements is generated for your records.

*It's as easy as point and click!*

## OCCUPATIONAL SAFETY

### Chlorine Safety

The occupational hazards and health effects of chlorine exposure and how to control them. Identify exposure controls to protect against chlorine hazards and how to respond to a chlorine spill or release.

### Chemical Safety

Provide required awareness training in the occupational hazards common to the handling and use of chemicals, methods and techniques used for evaluating and minimizing chemical exposure, measures employees can take to protect themselves from chemical hazards, safe practices for chemical storage and waste disposal, and the correct response to emergency situations involving chemical spills.

### Compressed Gas Safety

Safety requirements for working with or around compressed gas. Identify the proper methods for transporting and storing compressed gas cylinders, how to install and use compressed gases, and how to identify the contents of compressed gas cylinders.

### Electrical Safety

Reduce the financial and personnel cost of injuries due to exposure to electrical hazards. General electrical safety in the workplace including the proper use of portable electrical equipment, extension cords, and Ground Fault Circuit Interrupters (GFCI).

### Personal Protective Equipment

Personal Protective Equipment (PPE) is not a luxury, nor an optional convenience. PPE provides a barrier against physical, chemical, radiological, and biological hazards for healthcare staff. The goal of this introductory course is to protect employees from work-related illness and injury.

### Flammable Liquid Safety

Hazard recognition, general safety requirements, flashpoint protection and inventory inspections in the use of flammable and combustible liquids in the workplace.

### Hazard Communication

Chemical hazards in the workplace and OSHA requirements for providing required information to workers. Identify what physical hazards can result from hazardous chemicals, how to protect employees from those chemicals, and worker responsibilities for container labeling, using the MSDS and training.

### Fire Safety - Available March 2008

The goal of this introductory course is to reduce the financial and personnel cost of fires. Learn to correctly identify fire prevention measures, how to respond to fire alarms, proper use of a fire extinguisher, and when and how to fight a fire.

### Indoor Air Quality - Available March 2008

This lesson defines indoor air quality, explains the consequences of contamination, and covers the causes and sources of major indoor air contaminants. It also covers health effects and major risks of contamination, and how exposure controls help maintain good indoor air quality. Learn how to comply with ASHRAE Standards for indoor swimming pools and spas.

## HEALTHCARE

### Bloodborne Pathogen – Workers

OSHA requirements and standard precautions for minimizing exposure to bloodborne pathogens including protective clothing and equipment, appropriate handling of sharps, and disposal of potentially infectious waste.

### Bloodborne Pathogen – Supervisors

Prevent and manage bloodborne pathogen exposure risks for personnel in your facility and comply with the relevant OSHA and JCAHO standards.



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## ENVIRONMENTAL MANAGEMENT

### Emergency Planning and Community Right-to-Know Act (EPCRA)

Determine applicability, review covered chemicals, learn emergency planning and release notification requirements, provisions and exemptions for MSDS submissions and chemical inventory reporting, and the requirements for toxic chemical release reporting.

### Hazardous Waste Management

Define, control, and minimize hazardous waste. Regulatory standards and RCRA classifications. Container labeling and storage requirements. Implementing inspection programs. Transportation and disposal. Emergency preparedness and contingency planning. Training, reporting, and recordkeeping. Practical examples.

## DEPARTMENT OF TRANSPORTATION

### HAZMAT Shipments

For every employee who drives a motor vehicle containing hazardous material. Provides basic Hazmat training for drivers plus highway-specific training, including pre-trip safety inspections, general vehicle operation information, vehicle attendance requirements, and safe loading and unloading. This course also covers the new requirements designed to enhance the safety of hazardous materials, per the March 25, 2003 DOT final rule entitled, "Hazardous Materials: Security Requirements for Offerors and Transporters of Hazardous Materials."

### DOT Hazardous Materials General Awareness

This course provides general awareness training of the basic requirements of the DOT, including the definition of hazardous materials. Employees who are responsible for the transport of hazardous materials will become familiar with regulations related to packaging, marking, labeling and shipping papers. This course can be used for either new employees or as recurrent training.

## EMPLOYMENT LAW

### Disability in the Workplace

Learn to recognize the key elements of the Americans with Disabilities Act (ADA), how it affects the workplace, public accommodations, discriminate between examples of situations meeting and violating the ADA, and how to appropriately interact with people with disabilities.

### Discrimination-Free Workplace

Provides employees and managers an awareness of issues relating to discrimination in the workplace and practical considerations for avoiding discriminatory practices, including discrimination associated with race, color, religion, sex, national origin, age, and physical or mental disability.

### Sexual Harassment for Employees

Definitions of harassment and responsibilities of staff in dealing with peer-to-peer and other potentially problematic situations. Trains employees to recognize, report, and prevent incidents of sexual harassment in the workplace.

### Sexual Harassment for Managers

Responsibilities of and suggested actions for supervisors dealing with sexual harassment claims. Trains managers to prevent sexual harassment, respond to complaints, and deal with and prevent retaliation.

## ELECTRICAL SAFETY - NFPA 70E

### Electrical Safety Work Practices and Standards (NFPA 70E) - Available March 2008

The goal of this training is to make students aware of the risks associated with electrical energy and to provide instruction on safe work practices and related guidelines and procedures they can follow to protect themselves from injury due to electrical shock and arc flash. Updated to comply with the newly revised 2008 NFPA 70E Standard. Addresses the requirements of the National Electric Code (NEC), Section 680 pertaining to swimming pools and spas.