

Employment Practices

Diversity

Ethics in Action

Prevention of Harassment & Discrimination Even well-meaning conduct can be misinterpreted as discriminatory. This module discusses the prohibitions against discrimination on the basis of race, color, national origin, religion, disability, sex, and age. It explains what discrimination is, the personal and economic impacts of discrimination, the duties of managers and supervisors, how to spot and prevent potential discrimination, how to defend your institution with effective reporting systems, the importance of investigations, and more.

Sexual Harassment - Higher Education Version

Sexual Harassment Prevention - California (AB1825) This training is designed to explain what may constitute sexual harassment and how to recognize, report, and respond to allegations of unwelcome sexual behavior. Responsive to the requirements of AB1825 (sexual harassment), AB1443 (unpaid interns), and AB2053 (abusive conduct). April 1, 2016 updates are included in this training.

Sexual Harassment Prevention - Employees This training is designed to explain what may constitute sexual harassment and how to recognize, report, and respond to allegations of unwelcomed sexual behavior.

Sexual Harassment Prevention Training Course for Supervisors This training is designed to explain what may constitute sexual harassment and how to recognize, report, and respond to allegations of unwelcomed sexual behavior. The training includes 5 scenario questions throughout and a 5 question quiz at the end. The user will be advised of the wrong answer and allowed to answer until they choose the correct answer.

TRAC (Teamwork • Respect • Awareness • Communication) TRAC is a multi-purpose workplace risk management module for all employees. TRAC reinforces your efforts to prevent workplace wrongdoing and makes employees aware of issues important to your institution, such as tolerance, harassment, theft, workers’ compensation fraud and retaliation, diversity, safety, violence, and conflict resolution. With TRAC, employees can receive basic workplace training and orientation in just a few minutes. TRAC can also be customized by integrating your specific policies and procedures into the training, helping generate greater impact and personal value for your employees.
Fleet Safety

**Accident Scene Management**  Every day, drivers are involved in motor vehicle emergencies and accidents. The goal of this training program is to instruct participants on the procedures to follow should they become involved in a motor vehicle accident. The topics discussed include: Accident Facts; Preparedness; and Managing the Accident Scene. Quiz.

**Backing Safely-R is for Reverse-Brit Insurance**  Instructs participants on how to safely back a vehicle. Topics covered include: Stats on backing accidents; reasons for collisions; conducting a walk-around of the vehicle and using a spotter; blind spot areas and correct mirror adjustment; backing the vehicle safely; review of basic defensive driving techniques.

**Basics of Defensive Driving-ASCIP**  11:26 min. Motor vehicle accidents are the number one cause of death in the workplace. This training module helps participants understand the basic components of defensive driving including: understanding the definition of defensive driving; how to recognize unsafe driving practices; being aware of general methods for preventing accidents; and identifying safe practices for driving in various inclement weather conditions.

**Defensive Driving-Backing Safely R is for Reverse-ASCIP**  6:53 min. Instructs participants on how to safely back a vehicle. Topics covered include: Stats on backing accidents; reasons for collisions; conducting a walk-around of the vehicle and using a spotter; blind spot areas and correct mirror adjustment; backing the vehicle safely; review of basic defensive driving techniques.

**Defensive Driving-Changing Lanes Safely (GB)**  Provides participants with an awareness of the hazards associated with changing lanes while driving and introduces techniques to minimize risks. Reviews common accidents cause by making lane changes; analyzes traffic scenarios to understand the hazards involved and discusses what to do to prevent accidents from occurring; reviews basic defensive driving strategies. Running time: 12:59 Min.

**Defensive Driving-Driving Safely in School Zones**  Provides participants with tips for driving safely in school zones. Topics include basic defensive driving reminders, conducting a pre-trip inspection, remaining alert in school zones for children and drivers of other vehicles, following signage posted in school zones, times to avoid driving in school zones, crosswalks and obeying crossing guards.

**Defensive Driving-Intersections**  Provides participants with information on the problems intersections present to drivers, reviews the signs and signals present in intersections and discusses what drivers can do to avoid becoming involved in an intersection accident.
Fleet Safety, Continued

**Defensive Driving-Reducing Deer Related Accidents** Designed to provide participants with information on how to safely navigate the roads during peak deer movement season, which is during the months of October though December.

**Defensive Driving-Reducing Springtime Weather Accidents (GB)** Explores the hazards of driving in springtime weather conditions and reiterates the principles of defensive driving for these conditions. Topics include basic defensive driving reminders, necessary vehicle maintenance for spring driving conditions, techniques for driving on wet roads, in flooding, when tornadic activity threatens, fog and potholes.

**Defensive Driving-Safe Following Distance** Provides participants with information on why rear-end collisions occur and how to avoid them. Topics discussed include: driver reaction time; braking distance; following distance; Four Second Rule; unsafe following distance scenarios; tailgating, freeway driving; and a review of defensive driving techniques.

**General Auto Risk Management Program for Drivers-ASCIP** 22:24 min. Motor vehicle accidents contribute to a large number of injuries, property loss and death. Understanding and following safe driving practices is the key to avoiding the risk of accidents. This training program provides participants with the knowledge of how to operate their vehicle safely. Topics include: Basic Defensive Driving Principles, Vehicle Maintenance and Inspection, City Driving, Highway Driving/Rural Areas, Interstate Driving, Adverse Weather Conditions, Reckless/Aggressive Drivers, and Accident Procedures.

**Van Safety Training Higher Ed-Brit Insurance** This program is designed to train responsible personnel at colleges, universities and other institutions of higher education on the safe practices to take when transporting students in activity vans, Sport Utility Vehicles, and activity buses. The topics covered in this program include: Definition of Transportation, Acceptable Vehicles, Considerations for the Van Driver, Vehicle Inspections, Safety Equipment, Safe Driving Skills, Loading the Vehicle and Transporting Passengers, Preventing Collisions, Pedestrians, Driving Environments, Special Considerations and Post-Trip Procedures.

**Van Safety Training Schools-ASCIP** Van Safety Training Program-Schools 31:25 min. Fleet Safety: This program is designed to train responsible personnel at schools on the safe practices to take when transporting students in activity vans, Sport Utility Vehicles, and activity buses. The topics covered in this program include: Definition of Transportation, Acceptable Vehicles, Considerations for the Van Driver, Vehicle Inspections, Safety Equipment, Safe Driving Skills, Loading the Vehicle and Transporting Passengers, Preventing Collisions, Pedestrians, Driving Environments, Special Considerations and Post-Trip Procedures.
General

California AB1432 Mandated Reporter Training (ASCIP) 35mins California Mandated Reporter: General training for California Mandated Reporters as required by AB1432.

Mandatory Child Abuse and Neglect Reporting (ASCIP) (HTML5) 90 mins This training will help with understand reporting child abuse and neglect. It will cover the details needed to make a report and your duties as a mandated reporter. This Webinar was pre-recorded as a live Webinar. Any questions, polls, or other interactions are unavailable in this version. The Webinar was released prior to any curriculum standard by the California Department of Education for AB1432.

Special Education Liability (ASCIP) This course is designed for classified and certificated administrators, school site administrators, directors of special education, special education teachers, risk managers and governing board members of K-12 school districts in California. Using actual case scenarios and other training materials, individuals taking this course will learn about the laws that affect the rights of disabled students, learn to recognize potential legal liability, identify remedial action to be taken and be able to train and supervise staff who are responsible for the care of students with disabilities.

Very Important Points (VIPS NEO) (ASCIP) ASCIP’s new employee training program, Very Important Points for Very Important People (VIPS), is a 25-minute interactive internet training module designed to provide a basic orientation to employees of educational institutions. The program highlights seven important training areas with which all employees should be familiar before they start their job duties. These subjects include mandatory child abuse reporting requirements, instructions for summoning emergency help and ways for employees to avoid liability—for themselves as well as for their districts. ASCIP believes that this training, especially when provided to mid-year hires, walk-on coaches, classroom aids and volunteers, who might otherwise receive no formal training whatsoever, may help to prevent accidents and harmful incidents, thus alleviating suffering—and also saving money for use in our district’s educational programs.

Very Important Points - Spanish (VIPS NEO) (ASCIP) see above but in Spanish.

Human Resources

Americans With Disabilities Act (ADA) This training communicates key components of the Americans with Disabilities Act (ADA) – components such as who is protected, when is a disability not a disability, how a non-disabled employee can sue and win, the pitfalls of the hiring process, reasonable accommodations vs. undue hardships, how well-meaning conduct can be interpreted as discriminatory, the personal and economic impacts of disability discrimination, the duties of managers and supervisors, how to spot and prevent potential disability harassment and discrimination, how to defend your institution with effective reporting systems, the importance of investigations, and more. (self-paced)

Family Medical Leave Act (FMLA) The Family Medical Leave Act (FMLA) may be the most misunderstood aspect of leave-related laws for many employers. This misunderstanding makes
employers and their institution ripe for ever increasing liability. This module clarifies the regulations, what is "family" leave, what is a "serious health condition," notice requirements, how to manage administrative nightmares, managers’ duties, and more.

**Interviewing Strategies** Negligent hiring, discrimination, violence, harassment—these claims pose a serious risk of liability for any employer. The sobering lesson of employee lawsuits is that most problems could have been avoided if proper attention had been paid to the hiring process. The Interviewing Strategies Training Module is designed to assist you in developing a best practices approach to your screening and hiring processes.

**Job Applications** This module covers the importance of job descriptions and job applications.

**Personnel Files** Well-kept employee personnel records are perhaps the most important management tools available to an employer. This module discusses the types of documented information typically kept in personnel files, what information should be kept in a separate location, and who should have access to the information. The module later applies the Core Principles of SMART RISK MANAGEMENT to managing personnel files.

**Sensitivity Basics: Creating Positive Working Relationships** Organizations should support their employees in acting sensitively and respectfully in all workplace settings. This module discusses what sensitivity is and what it is not, sensitive values versus sensitive behaviors, respecting others’ boundaries, seeing things from another’s perspective, avoiding insensitive situations, and how to develop basic sensitivity skills. Specific areas include sexual insensitivity, stereotyping, faith in the workplace, as well as other issues to consider.

**Smart Hiring** Many problems associated with employment practices can be avoided upfront with proper screening and selection practices. This module breaks down the hiring process and explains the necessity of "hiring right" to avoid risks and improve the workplace. This module is a must for any manager who participates in the screening and selection process.

**Workers Compensation** Although only a small percentage of workers’ compensation claims contain an element of fraud, many people fear that almost every claim is suspect. Managing workers’ compensation claims from that fear can increase your liability exposure to retaliation claims. This course explores the prevention of fraudulent claims, understanding co-worker dynamics, the relationship of the ADA and the FMLA to workers’ compensation laws, employer duties, and more.

**Workers’ Compensation, FMLA, ADA, ADAAA** This training course covers the details of pertinent laws including: The federal Family and Medical Leave Act (FMLA), Any applicable state, pregnancy, family, or medical leave laws, The federal Pregnancy Discrimination Act (included in Title VII), The federal Americans with Disabilities Act (ADA), as amended effective January 1, 2009, State’s disability discrimination laws

**Workplace Investigations** An effective investigation of a problem or a complaint will allow your organization to monitor itself for compliance with its policies and procedures, as well as with applicable
federal, state, and local laws prohibiting discrimination, sexual harassment, theft, violence, unsafe acts, workers' compensation fraud and other workplace wrongdoings. This module discusses the goals of an investigation, who should investigate, and when an investigation should take place. The module addresses how special concern should be given to retaliation, sexual harassment investigations, workers' compensation fraud investigations, and the investigation of violence, theft, unsafe acts, or illegal practices. The module later applies the Core Principles of SMART RISK MANAGEMENT to investigations.

Wrongful Termination

Risk Management for the Workplace

**Accident and Injury Procedures** This training program provides information on the procedures to take should an employee become involved in an accident.

**Accident Investigation Techniques-ASCIP** 12:53 min. Designed to enhance the skills of employees in the techniques of Accident Investigation. Topics include: definition of an accident; the accident chain; the cost of employee accidents; classifying accident causes; unsafe acts and conditions; the employee’s role in an accident investigation; and completing the accident investigation report.

**California Ethics Training** Employees should strive to act ethically in all business dealings. Responsive to AB1234, this module discusses the nature and meaning of ethics, ethics in organizations, and ethical decision-making. The benefits of promoting ethics in the workplace are highlighted as well as the advantages of ethical behavior to an organization. The module also addresses how to respond to a situation that may be unethical.

**Collective Risk Management Training** Collective Risk Management is a process in which a team of employees manages workplace risk and wrongdoing when discovered. This training will guide you and your fellow team members through the wrongdoing report management process and will teach you how to develop an effective team.

**Determining the Root Cause of Accidents-Brit Insurance** Enhances employee skills in the techniques of accident investigation. Topics include: The Chain of Accident Causation; Accident Investigation Responsibilities; Steps Necessary to Investigating an Accident; Determining Accident Causes; and practice scenarios.

**FACTA—Higher ED: Identity Theft “Red Flag” Regulatory Compliance Guidance**

**Fair and Accurate Credit Transaction Act (FACTA)** This module discusses regulations issued by the Federal Trade Commission and Federal banking agencies, intended to reduce the risk of identity theft. These regulations are known as the Red Flags Rule (or Red Flags Rules). Mandatory compliance, by Nov. 1, 2008, applies to organizations that come within the definition of “creditor” or “financial
institution," under the Fair and Accurate Credit Transactions Act (FACT Act or FACTA). This module explains the circumstances under which an organization is covered by those definitions and the duties thereby imposed on various types of employees of such organizations, including development of a program that not only meets Red Flag Rule requirements, but includes training of employees in detecting, mitigating, and preventing identity theft. FACTA is a federal law—there may also be state laws not covered by this module that apply to your institution with additional requirements regarding detecting and reporting identity theft.

**How to Use the Brit Insurance TEAM Platform**  
This training module is designed to help users understand, navigate and use the Brit Insurance TEAM platform. Step-by-step instructions are included for navigating and using the following features: Training Tab, Toolbox Tab, Library Tab and Administration Tab.

**Smart Risk Management - Five Core Principles**  
Managers and supervisors often serve as the front line defense for mitigating risks and loss as a result of workplace wrongdoing. Therefore, each manager and supervisor must be a Smart Risk Manager, and that can best be accomplished by understanding the best practices for managing people. The first step to becoming a Smart Risk Manager is to apply the five core principles: No Tolerance, Observation, Communication, Empathy, and Fairness. (self-paced)

**Theft**  
Internal theft accounts for billions of dollars of lost revenue for U.S. employers each year. This training explains the reasons for internal theft, preventative steps, appropriate surveillance techniques, and managerial duties. (self-paced)

**Theft, Violence and Unsafe Acts**  
Employees often cite safety as their primary job concern. This module discusses methods of preventing and managing unsafe acts such as safety violations, as well as substance use and abuse, how to spot potential safety violations and how to manage those that happen, and types of employer liability if risks are not properly managed.

**Unsafe Acts**  
Safety is often cited by employees as their primary job concern. This module discusses methods of preventing and managing unsafe acts such as safety violations, as well as substance use and abuse; how to spot potential safety violations and how to manage those that happen; and types of employer liability, if risks are not properly managed.

**Violence Prevention**  
A growing concern for employers is workplace violence. Learn what forms violence can take; how to spot the potential for violence; prevention techniques; suggested procedures and practices in the event of violence; and more. Target Audience: Managers/Supervisors; 20-question pre-questionnaire, followed by training content. Concludes with 20 scenario-based quiz questions. Designed to take approx. 30-40 minutes. (self-paced)

**Safe Environments**

**Bullying/Cyberbullying**  
Bullying/Cyberbullying Prevention provides schools, daycare providers,
religious education programs, and other youth-oriented organizations with information, resources, and training to help prevent bullying and other violent behaviors. Bullying/Cyberbullying prevention addresses (1) the warning signs that someone is a bully, (2) the warning signs that someone is a target, and (3) the appropriate responses by caring adults. Running Time: 31:43

**Continuity of Operations Planning-ASCIP** This program addresses the importance of Continuity of Operations Planning (COOP) and the benefits it will provide before, during and after a crisis or disaster. Topics include: principles of COOP; ways to better prepare your own organization for an emergency situation through predicting, preparing and planning; links to additional FEMA resources. Quiz.

**Evacuation Planning and Procedures-ASCIP** This program addresses the importance of evacuation planning and procedures in helping to prepare building occupants to safely and efficiently evacuate a facility whenever a potential emergency situation develops. Topics include: facility evacuations, evacuation planning, evacuation drills and emergency preparedness. Quiz.

**School Hazard Identification-ASCIP** 9:41 min. Designed to familiarize participants with the general hazards that affect school employees and students on a routine basis. Hazard surveys are an important aspect of an effective safety program for schools. Periodic self inspections of buildings and grounds help identify and correct hazards before an accident or injury occurs. Topics include: life safety and fire protection; shops, studios, and laboratories; kitchens and lunchrooms; outdoor areas; and playgrounds.

**Sexual Violence and Discrimination - Higher Ed (Commercial)** This brief commercial will cover what is included and covered in the Sexual Violence and Discrimination – Higher Ed toolkit. “Sexual Violence and Discrimination – Higher Ed,” an online training and toolkit, makes your job of complying with the prevention procedures, policies and training mandated by the Violence Against Women (VAWA) Reauthorization Act under its Campus Sexual Violence Act provision, Section 304 (Campus SaVe) (which amends the Clery Act), more efficient and effective.

**Sexual Violence and Discrimination - Higher Ed (E-guide - Campus SaVE)** This E-guide will cover how to implement the Sexual Violence and Discrimination – Higher Ed training and toolkit. It will also provide a link to download the toolkit that includes resources for training and implementation.

**Sexual Violence and Discrimination - Higher Ed (Employee) - BRIT Insurance** This program will cover how employees at this educational institution can help prevent sexual violence and discrimination among the student population. Sexual Violence and Discrimination – Higher Ed is in compliance with the Violence Against Womens Act (VAWA).

**Sexual Violence and Discrimination - Higher Ed (Student) - BRIT Insurance** This program will cover what students can do to help prevent and respond to sexual violence and discrimination on campus. Sexual Violence and Discrimination – Higher Ed is in compliance with the Violence Against Womens Act (VAWA).

**Smarter Adults-Safer Children: Substance Abuse Prevention**
Smarter Adults-Safer Children: Technology Safety and Security Technology Safety & Security outlines safety and security issues and teaches adults how to protect young people in the world of electronic communication. This program covers (1) technology exposures, (2) the warnings signs of potential technology-related abuse or misuse, (3) proactive strategies for protection, and (4) appropriate responses to technology-related abuse or misuse.

Smarter Adults–Safer Children: Preventing Child Sexual Abuse (2014) Sexual Abuse Prevention creates adult awareness on sexual abuse and teaches adults how to prevent such abuse. With a target audience of employees, volunteers, and other caring adults, Sexual Abuse Prevention overviews (1) what is sexual abuse, (2) the damage caused by sexual abuse, (3) the warning signs of sexual abuse and of abusers, (4) how to respond appropriately, and (5) what caring adults can do about sexual abuse on their campuses and in their communities.

Smarter Adults—Safer Children® Preventing Child Sexual Abuse Refresher

Workplace Mold-ASCIP 9:44 min. This module provides an overview of the different types of mold, the effects of mold, and how to prevent mold from occurring.

Safety Shorts

Accident Prevention (Safety Short) This program provides a short synopsis of how to prevent accidents in the workplace.

Bloodborne Pathogens-Safety Short (GB) Safety short on protecting yourself from bloodborne pathogen exposure.

Electrical Safety-Safety Short (GB) This program provides an overview on working safely with electrical equipment.

Emergency Procedures Safety Short (GB) This program emphasizes the importance of knowing what to do in case of an emergency that requires taking shelter or evacuating a building/job site.

Fire Prevention & Protection Safety Short (GB) Safety short on basic fire prevention and how to use a fire extinguisher

Hand and Power Tools Safety Short (GB) This program provides an overview of how to work safely when using hand and power tools.

Hazard Communication-Safety Short (GB) Safety short on basic hazard communication principles including using chemicals safety and understanding MSDSs.
In2Vate Online Training Modules List, 2016

**Housekeeping Safety Short (GB)** Safety short on basic housekeeping practices.

**Ladder Safety-Safety Short (GB)** Safety short on basic principles of using ladders safely.

**Lockout/Tagout Safety Short (GB)** Safety short on basic lockout/tagout principles.

**PPE- Personal Protective Equipment Safety Short (GB)** Safety short on PPE including: eye protection, foot protection, hearing protection, hand protection and head protection.

**Safe Lifting Practices-Safety Short (GB)** Safety short that illustrates how to lift objects safely.

**Slip, Trip, Fall Safety Short (GB)** Safety short on preventing injuries due to basic slip, trip and fall exposures.

**Spanish Language Training Courses**

**Bloodborne Pathogens-Spanish (GB)** Presented in Spanish--describes the types of bloodborne pathogens (BBP) and explores the ways that they can be transmitted in the workplace. Reviews the requirements for maintaining a formal BBP Exposure Control Plan and provides requirements necessary for adequate personal protective equipment, housekeeping practices and safe work practices. Discusses measures for reducing exposures to bloodborne pathogens.

**Identifying Strain and Exertion Exposures Spanish (Generic)** Presented in Spanish. Explores the contributing factors of strain and exertion injuries; how to identify potential strain and exertion related tasks; and how to implement corrective actions to minimize exertion related injuries. Includes practice scenarios in which participants identify strain and exertion exposures and offer solutions for minimization.

**Personal Protective Equipment Spanish Language-ASCIP** 26:14 min. Discusses the importance of utilizing Personal Protective Equipment (PPE); explains OSHA’s requirements for access to and utilization of PPE; and explores the functions and use of common articles of PPE including: gloves, eye protection, head protection, hearing protection and respiratory protection. Presented in Spanish language.

**Personal Protective Equipment Spanish Language-Brit Insurance** Workplace Safety: Discusses the importance of utilizing Personal Protective Equipment (PPE); explains OSHA’s requirements for access to and utilization of PPE; and explores the functions and use of common articles of PPE including: gloves, eye protection, head protection, hearing protection and respiratory protection.
**In2Vate Online Training Modules List, 2016**

**Preventing Back Injuries Spanish Language-ASCIP** Describes the impact of back injuries, why they occur and the contributing factors that lead to back injuries. Discusses the measures that can be taken to prevent back injuries. Presented in Spanish language.

**Student Related Risks**

**FERPA**

**K-12 Student Violence Overview**

**K-12 Student-to-student Sexual Harassment**

**Lunchroom Supervisor Safety Training-ASCIP** 10:01 min. Provides lunchroom supervisors with information on how to properly supervise students during lunch time activities and informs them of their legal and moral responsibilities as a supervisor. This program is also designed to instruct supervisors on how to handle student injuries and emergency situations.

**Playground Safety Inspection-ASCIP** 16:59 min. Provides information on inspecting playgrounds for safety, including types of playground equipment, ground protection, and other hazards routinely encountered on the playground. Quiz.

**School Bus Driver Safety Emergency Evacuation and Safety Procedures-ASCIP** 13:14 min. This module will provide bus drivers with an overview of the types of emergencies to be prepared for, items necessary for inclusion in an emergency plan for regular riders and special needs riders, and guidelines to follow for school bus evacuations.

**School Bus Driver Safety Transporting Students with Special Needs-ASCIP** 21:52 min. This module will provide bus drivers with an overview of the Individuals with Disabilities Education Act along with general guidelines for transportation, the types of disabilities and behaviors they may encounter, the importance of communication, how to handle emergency situations, a basic knowledge of the equipment and assistive devices in the school bus and an overview of proper loading and unloading procedures for students and their equipment.

**School Bus Driver Safety-Preparation for Travel and Student Safety-ASCIP** This module is designed to train school bus drivers on the safe practices to take when transporting students. Topics include: School Bus Transportation Safety Facts, Driver Preparation Prior to Transporting Students, Student Safety, Returning the Bus to the Transportation Center, and a follow-up Quiz.

**Student-to-Student Sexual Harassment**

**Workplace Safety**

**Basic Lockout/Tagout Safety** The purpose of this course is to familiarize participants with the
requirements of the lockout/tagout standards set forth by OSHA that relate to the release of stored hazardous energy during servicing and maintenance of machines. Topics discussed include: Basic Lockout/Tagout Safety; Preventing Hazardous Energy Release; Control of Hazardous Energy; Lockout/Tagout Procedures; Lockout/Tagout Devices; When to Perform Lockout/Tagout; Lockout Procedures; Effectiveness of Lockouts; Tagouts; Limitations of Tags; Requirements for Tagout Devices; Employees Involved in Lockout/Tagouts; Authorized Employees; Responsibilities of Other Employees; Quiz.

**Blach Construction Heat Stress Prevention Program** Operations involving high air temperatures, radiant heat sources, high humidity, direct physical contact with hot objects or strenuous physical activities have a high potential for inducing heat stress in employees engaged in such operations. The topics discussed in this training module include: CAL/OSHA Requirements, Blach Construction Heat Stress Prevention Program Policy Statement, Causal Factors, Definitions, Heat Disorders and Health Effects, Control Acclimatization, Fluid Replacement, Access to Shade, Training, Emergency Response and Review of Key Points.

**Bloodborne Pathogen Training for Schools ASCIP** 16:24 min. Describes the types of bloodborne pathogens (BBP) and explores the ways that they can be transmitted in the school environment. Reviews the requirements for maintaining a formal BBP Exposure Control Plan and provides requirements necessary for adequate personal protective equipment, housekeeping practices and safe work practices. Discusses measures for reducing exposures to bloodborne pathogens.

**Cart Operator Safety Training** Emphasizes important safety information for individuals that use an electric cart as a tool to manage their day-to-day responsibilities. Basic overviews are provided on becoming familiar with your cart, operating the cart, operating responsibilities, and violations. With a little care and responsibility cart operators applying these success keys can get through their day without incident.

**Disaster Planning 101 (GB)** Provides information on the essentials of Disaster Planning and the value of emergency preparedness both at work and at home. Topics covered include: significant disasters throughout history and how they have impacted modern civilization; predicting, preparing and planning for disaster; understanding the threats that can impact your organization; conducting a formal threat assessment; safety compliance; response methods; guidelines for food, water, emergency supplies and equipment; creating an emergency plan; conducting drills; and resources for additional information.

**Electrical Safety-ASCIP** Provides participants with information on the basics of electricity; including safe work practices and special environments.

**Employee and Family Disaster Preparedness Training (GB)** Provides employees and their families with information on how to be prepared at home and at work in the event of a disaster. Topics include:
www.Ready.gov; assembling a disaster preparedness kit; developing a family plan; determining whether or not to evacuate or shelter in place; and informational resources for Family Disaster Planning.

**Fire Prevention Practices (GB)** Discusses fire prevention practices and procedures to take in the event of a fire. Topics include creating an Emergency Action Plan; maintaining your workspace in an orderly manner; refraining from the use of candles; proper storage of flammable materials; using electrical equipment responsibly; knowing what to do in the event of a fire; portable fire extinguishers; and fire protection and life safety systems.

**Forklift Safety Basics for General Industry** Discusses how to minimize the likelihood of a forklift-related accident in the workplace. Teaches participants the dangers associated with unsafe forklift use in the workplace; provides an understanding of basic forklift operation requirements; defines the rules that apply to driving forklifts; and reviews the elements of a daily forklift inspection.

**General Industry Asbestos Awareness** This training program provides participants with basic information about asbestos and its hazards and identifies typical asbestos-containing materials within work areas. The training does not qualify employees to work with asbestos-containing materials.

**GHS Hazard Communication-ASCIP** 15:41 min. This training module reflects the March 2012 OSHA integration of the Globally Harmonized System (GHS) of classification and labeling of chemicals. The module is designed to help participants define the responsibilities of both employers and employees as it relates to Hazard Communication. The program reviews and discusses typical hazards associated with chemicals and provides an overview of how to understand the chemicals participants may work with by reviewing Safety Data Sheets and container labeling.

**Hearing Protection** Noise is defined as an unpleasant or unwanted sound, but it can be more than that. It can be a severe health hazard. This training program discusses the following topics: Loss of hearing due to exposure to loud noises and personal protective equipment that can be used to prevent hearing loss. Upon successful completion of this training module, participants will be able to describe the hazards associated with high noise levels; identify related responsibilities of the employer and employee, including the employer's responsibility to create a Hearing Conservation Program when required; describe the purpose of hearing tests, and test procedures for workers in high noise level environments; identify the types of hearing protectors, including their purposes, advantages, disadvantages, and attenuation; and describe the process of selecting, fitting, use, care and cleaning of various hearing protection devices.

**Heat Illness Prevention - ASCIP** This course is designed to teach the learner the different types of heat illnesses including the causes, the symptoms, and the possible consequences. By understanding the causes of heat illness, the learner can identify steps that can be taken to prevent heat illness. The learner is also taught how to recognize the heat illness in herself/himself as well as in others and respond accordingly by taking appropriate actions to help a person in heat distress. Includes a Glossary of definitions. The course is ungraded but has checks on learning in multiple locations.
Identifying Strain and Exertion Exposures Explores the contributing factors of strain and exertion injuries; how to identify potential strain and exertion related tasks; and how to implement corrective actions to minimize exertion related injuries. Includes practice scenarios in which participants identify strain and exertion exposures and offer solutions for minimization.

Injury and Illness Prevention Plans - ASCIP This course is designed to teach the learner: Who creates and enforces safety rules, The responsibilities of the district and certain individuals, The concept of an Injury and Illness Prevention Plan (IIPP), How the IIPP is enforced, How the IIPP is communicated

Means of Egress Focuses awareness on the importance of exits within the workplace as a means of escape in the event of a life threatening event. Topics include defining “Means of Egress;” Exit Components; Exit Requirements; Factors Compromising the Means of Egress; and Safety and Compliance. Running time: 18:47 Min.

Office Ergonomics Defined-ASCIP 10:47 min. This program is designed to provide a general overview of Ergonomics and how ergonomic principles can be applied to daily office tasks to reduce your chances of experiencing strain and exertion injuries. Topics include: Definition of Ergonomics; Ergonomic Risks; Ergonomic Conditions; Ergonomic Injury Statistics; Cost of Ergonomic Injuries; Typical Ergonomic Injuries; Benefits of Ergonomics; Office Work Risk Factors; General Ergonomics Awareness; Employee Education and Training.

Office Workstation Safety Provides participants with the correct information on how to work safely at a computer workstation. Topics include: workplace organization; maintaining neutral body positions; avoiding eyestrain; sustaining good physical condition; and exercises to stretch tired muscles.

Office Workstation Safety for Supervisors Intended for use by supervisors to help them identify the hazards that employees face at their workstations. Topics include: workplace organization; maintaining neutral body positions; avoiding eyestrain; sustaining good physical condition; and exercises to stretch tired muscles.

Personal Protective Equipment Discusses the importance of utilizing Personal Protective Equipment (PPE); explains OSHA’s requirements for access to and utilization of PPE; and explores the functions and use of common articles of PPE including: gloves, eye protection, head protection, hearing protection and respiratory protection.

Portable Fire Extinguishers Part I-ASCIP 19:36 min. Provides a basic overview of the main causes of fire and the types of fire extinguishers that are designed to extinguish and control fires.

Portable Fire Extinguishers Part II-ASCIP 15:08 min. Describes classes of fire and how to identify them; discusses the extinguishing agents appropriate for different classes of fires, demonstrates how to utilize a portable fire extinguisher in accordance with Best Practices; provides a focus on personal safety; and describes the sequence of events that must occur before a decision to use a fire extinguisher is made.
**Preparation for Physical Activity-ASCIP** 13:49 min. The goal of this training program is to teach you how to prepare your body and mind for the physical activity you may be performing during your daily work tasks. Topics include: maintaining flexibility; costs of musculoskeletal injuries; the importance of warming up; back pain and injuries; preventing muscle strains and sprains; and stretching exercises for hands, wrists, shoulders, upper and lower back, and legs.

**Preventing Back Injuries-ASCIP** 15:03 min. Describes the impact of back injuries, why they occur and the contributing factors that lead to back injuries. Discusses the measures that can be taken to prevent back injuries. Presented in Spanish language.

**Preventing Back Injuries-ASCIP** 11:21 min. Describes the impact of back injuries, why they occur and the contributing factors that lead to back injuries. Discusses the measures that can be taken to prevent back injuries.

**Preventing Slips, Trips and Falls-ASCIP** 10:15 min. This training module covers preventing the occurrence of slip, trip and fall injuries in the workplace. Topics include: Recognizing the costs associated with slip, trip and fall related injuries; identification of the leading causes of slip, trip and fall injuries associated with the physical workplace environment; identification of the leading causes for slip, trip and fall injuries associated with employee behaviors; and preventive actions that employers and employees should take to reduce the risk for slips, trips and falls in the workplace.

**Safe Housekeeping Practices** For custodial staff, good housekeeping not only means keeping the facility neat and free of hazards, it also means being able to perform these daily tasks without becoming injured. This training program provides participants with information on how to perform housekeeping tasks safely. Topics covered include the importance of wearing proper footwear; preventing slips, trips and falls; preventing strains and exertions when lifting, moving furniture, mopping and cleaning bathroom facilities; and discusses the importance of using chemicals safely. The program also provides reminders for general housekeeping safety that are applicable to any facility.

**Safety Pays for Life** A brief motivational program that emphasizes how working safely can actually "Pay you for life."

**Working in Comfort-A Lesson in Computer Workstation Ergonomics** This training program helps participants increase the level of comfort at their workstations. The information provided in this program will help participants to minimize the daily aches and pains associated with job tasks that require a lot of time sitting and working from a desk, including lower back pain, wrist pain, and neck stiffness. Topics include: Neutral Position; Evaluating Your Comfort Level; Making Necessary Adjustments-Chairs and Office Equipment; Challenging Adjustments; Ergonomic Behavior; and Benefits of Using Ergonomic Practice