



# Online Learning Programs

## Course Catalog

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## Harassment and Respectful Workplace

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**Description:** Harassment of all kinds continues to occur in today's workplace. The vast majority of problems occur because of a lack of understanding rather than intent. This course covers the following topics:

- How to recognize harassment
- Understanding the effects of harassment
- Effective ways to prevent harassment

**CEUs:** This program provides .1 CEU.

**Program Length:** Approximately 1 hour

## Recognizing Alcohol and Drug Abuse for Supervisors

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**Description:** This program covers:

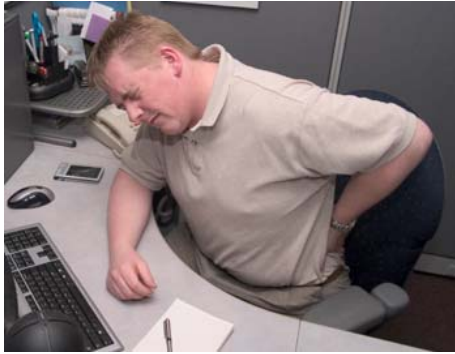
- The negative impact of substance abuse on the workplace
- How to recognize the physical indicators of drug and alcohol abuse
- How well-meaning coworkers can be enablers of abuse
- How supervisors should respond to suspected employee impairment

**CEUs:** This program provides .1 CEU.

**Program Length:** Approximately 1 hour

## Back Injury Prevention

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**Description:** Back injury is the most common of all disabling work injuries in the United States. Once you have one, your back will never be the same. This course covers:

- Back anatomy and the factors that lead to injury, including weight, type of physical activity, and everyday routine
- How to prevent injuries through safe practices – selection of storage locations, safest and most practical routes, and height of materials
- Proper posture
- Load positioning
- And other tips to prevent back problems.

**CEUs:** This course provides .1 CEU.

**Program Length:** Approximately 1 hour.

## Before You Turn the Key

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**Description:** Brush up on what drivers should do before they get in a vehicle and turn the key. Follow the main character, Highway Patrolman Ben Sullivan, as he describes the incidents that could have been avoided if people had taken the time to think and pay attention to what was in and around their cars. This program covers:

- How to custom fit almost any vehicle for driver safety
- Properly adjusting mirrors to achieve optimum view
- How safety belts and airbags work together
- Why and how to do a walk-around inspection
- How to avoid distractions while driving by being familiar with the dashboard and instruments
- The proper position for the headrest
- How drivers can protect themselves and others when backing up

**CEUs:** This course provides .1 CEU.

**Program Length:** Approximately 1 hour.

## Bloodborne Pathogens in Athletics

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**Description:** Bloodborne Pathogens for Athletics teaches you how to protect program participants and yourself from the three major forms of bloodborne pathogens: HIV, Hepatitis B and Hepatitis C.

In this Video-on-Demand program, you and your staff will learn:

- The nature of bloodborne pathogens
- How bloodborne pathogens are transmitted
- Methods to prevent exposure in the athletic setting
- Procedures to protect yourself
- How to use Standard Precautions to prevent the spread of infections
- What to do if an exposure incident occurs.

**NOTE: This program includes extended video segments and a quiz.**

**CEUs:** This course provides .1 CEU.

**Program Length:** Approximately 30 minutes.

## Confined Space: Keeping Employees Safe

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**Description:** There is no shortage of potential hazards when working in a confined space. Use this program to train employees to work safely in these dangerous spaces and keep your organization OSHA compliant. It covers:

- The life and death nature of working in confined spaces
- OSHA permit space requirements
- Understanding permit spaces and their hazards
- Entry permits
- Training and duties

**CEUs:** This course provides .1 CEU.

**Program Length:** Approximately 1 hour.

## Defensive Driving for Government Employees

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**Description:** This course deals with the importance of defensive driving and the various defensive driving techniques that must be followed for safe driving.

Topics include:

- The key role of defensive driving techniques
- Basics of defensive driving
- The various driving conditions required for safe driving
- Various behaviors to be followed when driving

**CEUs:** This course provides .1 CEU.

**Program Length:** Approximately 1 hour.

## Defensive Driving: 15-Passenger Vans

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**Description:** This program emphasizes the importance of treating a 15-passenger van differently from a passenger car. Too often, drivers get behind the wheel without thinking about the special safety concerns of these vans. In this program, participants will learn:

- Why the use of 15-passenger vans is cause for concern
- The factors affecting crash and injury rates
- Common causes of rollovers
- The laws and recommendations for safe use of these vans

**CEUs:** This course provides .1 CEU.

**Program Length:** Approximately 1 hour.

## Fire Extinguishers: Your Pass to Safety

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**Description:** When fire breaks out, it's important to act quickly and appropriately. This course covers:

- The elements and classes of fire
- Ways to stop fire
- Types of extinguishers and instructions for using them properly.
- The PASS concept (Pull, Aim, Squeeze, and Sweep)

**CEUs:** This course provides .1 CEU.

**Program Length:** Approximately 1 hour.

## Heat Stress: Don't Lose Your Cool

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**Description:** When working in the heat, it's important to keep your cool. Heat stress may not sound serious, but if proper precautions are not taken, it can escalate rapidly and lead to illnesses, accidents, and even death. This course:

- Describes the various illnesses and conditions related to heat stress
- Explains how the body reacts to extreme heat and.
- How to prevent and treat heat stress.

**CEUs:** This course provides .1 CEU.

**Program Length:** Approximately 1 hour.

## Office Ergonomics

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**Description:** Pinched nerves. Strained muscles. Inflamed tendons. Musculoskeletal disorders(MSDs) can happen anywhere--even in the office. This program is designed to help workers avoid MSDs by making the office environment ergonomically correct.

Topics include:

- Signs and symptoms of MSDs
- Recognizing MSD risk factors
- Ways to prevent MSDs including proper computer and office workstation set-up and design
- The benefits of protecting yourself from MSDs

**CEUs:** This course provides .1 CEU.

**Program Length:** Approximately 1 hour.

## Slips, Trips and Falls: Taking the Right Steps

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**Description:** Slips, trips, and falls are one of the major causes of workplace accidents. In this online learning program, you'll learn how to reduce the risk of slips, trips and falls in the workplace.

**CEUs:** This course provides .1 CEU.

**Program Length:** Approximately 1 hour.