

# Interactive Safety Training

| CD-ROM

| Web

**AVS**

**Audio Visual Source**

**M u l t i m e d i a**

# INTERACTIVE CD-ROM SAFETY TRAINING

The Industrial Services Group of PRIMEDIA Workplace Learning brings more than thirty years of maintenance, operations and safety training experience to the industrial market with familiar brand names like NUS Training, Industrial Training Systems (ITS), Tel-A-Train and SAFESTART™. Everyday the products offered by the Industrial Services group help companies reduce accidents, minimize asset downtime, increase productivity and throughput, and improve learning efficiency via flexible, integrated learning solutions that are unique to each customer.

All 26 interactive CD-ROM safety units described in this guide represent the most current regulatory standards issued by the Occupational Safety and Health Administration (OSHA).

## ..... **INSTRUCTIONAL FEATURES**

CD-ROM: All units include full-motion video, audio, and graphics—all to stimulate and involve the trainee in real-life experiences and safety procedures. The program is a Windows® application with course management network capabilities.


CD-ROM units can also be customized with your own site-specific information. Generic pretests and posttests are included with the added capability of creating your own tests. The automated Course Management System (CMS) for Windows allows administrators to import text, graphics, still images, and even video. The CMS also keeps track of all trainee test scores and log times.

VIDEOTAPE: For those who want to train a large group in a classroom setting, videotape format is available for most safety units.

## ..... **BENEFITS**

The benefits of this training include: reduction of learning time, consistency of delivery, increased motivation, greater retention, and units can be used for remedial or refresher training. Training units also accommodate all learning styles through a variety of media presentation formats.

## ..... **STRUCTURE**

PRIMEDIA Workplace Learning's 26 Safety Training units on CD-ROM cover everything from transporting hazardous materials, to properly lifting a package. One unit of training is described on each page of this outline. Units available on CD-ROM are identified with this icon. 

## ..... **MATERIALS**

Each CD-ROM or videotape comes with one instructor guide and five student handbooks. Additional handbooks can be purchased separately.

*Single user price U.S.\$495.00 - each unit*

# INTERACTIVE WEB- DELIVERED SAFETY TRAINING

To help companies improve the safety practices of workers and meet the demands of today's busy training manager, PRIMEDIA Workplace Learning offers a practical solution with 26 Web-delivered safety training units. This series addresses the most common hazardous situations faced in the industrial environment.

## ..... **INSTRUCTIONAL FEATURES**

This new, self-paced and interactive Web-delivered series includes up-to-date, award-winning content, crisp audio, stunning graphics, and engaging discovery activities – all to stimulate and involve the trainee in real-life experiences and hazardous situations. This series is an Internet browser-based application with centralized learning management capabilities and global end-user accessibility. Each unit contains a pretest and a posttest. An online glossary is available for ease of reference. In addition, to reinforce the audio medium of delivery, a closed captioning feature allows you to read the lesson word for word, in its entirety. The Learning Management System (LMS) keeps track of all trainee test scores, log times, and site-information access and provides custom reporting options.


## ..... **OBJECTIVE**

This training series is designed to improve the safety practices of workers by giving them an understanding of process plant safety considerations and working conditions, and by describing the procedures for safe use of both personal and plant equipment.

## ..... **BENEFITS**

The benefits of Web-delivered safety training include: reduction of learning time, consistency of delivery, increase in mastery scores, automated recordkeeping, increased motivation, greater retention, privacy, and remedial or refresher training. Additional benefits include increased trainee interest and flexible scheduling. Also, training units accommodate all learning styles through a variety of media presentation formats.

## ..... **STRUCTURE**

The 26 units in this series represent some of the most prevailing safety issues in the industrial market. Topics covered range from confined space entry and fall protection to hearing conservation and lockout/tagout. Units available on the Web are identified with this icon. 

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**www** Available in a Web-delivered format.

**cd** Available in a CD-ROM format.

\* NOT available in a videotape format.

# Interactive Safety Training

## BACK SAFETY

(BBBBB)

www CD

### OVERVIEW

The purpose of this unit is to provide trainees with a general understanding of how to minimize their chances of sustaining a back injury.

At the conclusion of this unit, trainees will know how to maintain good posture as they go about their daily activities, how to safely lift and move loads, and how to perform some simple exercises that are helpful in maintaining a healthy back.

### OBJECTIVES

#### Posture

Explain what is meant by the term "good posture."

Describe techniques for maintaining good posture during various activities.

#### Safe Lifting

Describe the proper technique for lifting and moving an object.

Describe proper techniques for carrying a long load, stacking a load, and performing activities that involve twisting or turning.

#### Back Exercises

Describe basic exercises that can be done in an office.

Describe basic exercises that can be done at home or at a gym.

### SUBJECTS

#### Posture

"Good Posture"

Sitting

Standing

Walking and Turning

Reaching Overhead

Picking Up an Object from the Floor

#### Safe Lifting

"Mental Lifts"

Lifting an Object

Lowering an Object

Carrying a Long Load

Stacking a Load

Turning a Valve Wheel

#### Back Exercises

At the Office

At Home or at the Gym

# Interactive Safety Training

## BLOODBORNE PATHOGENS

(BBBPA)

**NEW!** **www** **cd**

### OVERVIEW

The purpose of this unit is to give trainees a general understanding of bloodborne pathogens in an industrial environment.

At the conclusion of this unit, trainees will have a basic understanding of bloodborne pathogens and common bloodborne diseases, how exposure occurs, and specific ways to protect themselves around blood and other potentially infectious materials.

### OBJECTIVES

#### **Workplace Risks**

- Explain what bloodborne pathogens are and how you can be exposed.
- Discuss the requirements of the OSHA bloodborne pathogens standard.

#### **Bloodborne Diseases**

- Describe HIV and AIDS, HBV and HCV.

#### **Protecting Yourself**

- Discuss "Universal Precautions."
- Describe the routes of exposure for bloodborne pathogens.
- Discuss PPE and personal hygiene measures.
- Describe how to handle contaminated sharp objects.
- Explain how to clean up a spill.
- Explain what to do if you have an exposure incident.

### SUBJECTS

#### **Workplace Risks**

- Bloodborne pathogens defined
- Blood and other materials
- Spreading bloodborne pathogens
- Occupational exposure
- OSHA standard

#### **Bloodborne Diseases**

- HIV and AIDS
- Hepatitis B (HBV)
- Hepatitis C (HCV)

#### **Protecting Yourself**

- Universal precautions
- Routes of exposure
- PPE and personal hygiene
- Handling sharp objects
- Cleaning up a spill
- Exposure incidents
- Hepatitis B vaccine

# Interactive Safety Training

## CLASSES OF FIRES AND EXTINGUISHERS

(BBCOF)

www cd

### OVERVIEW

The purpose of this unit is to give trainees a general understanding of basic principles of fire, types of fire extinguishers, and how to identify different types of fire extinguishers.

At the conclusion of this unit, trainees will have a basic understanding of three elements of combustion, four classes of fires, common types of fire extinguishers and extinguishing agents, and ways of identifying different types of fire extinguishers.

### OBJECTIVES

#### **Fire Basics**

Name three elements of combustion.  
Describe the four classes of fires.

#### **Extinguishers and Extinguishing Agents**

Describe common types of fire extinguishers and extinguishing agents.

#### **Extinguisher Identification**

Describe several ways of identifying different types of fire extinguishers.

### SUBJECTS

#### **Fire Basics**

Elements of Combustion  
Classes of Fires

#### **Extinguishers and Extinguishing Agents**

Water  
Multipurpose Dry Chemicals  
Carbon Dioxide  
Foam  
Class D Agents

#### **Extinguisher Identification**

Identification  
Symbols  
Pictures

# Interactive Safety Training

## CONFINED SPACE ENTRY

(BBCSE)

www cd

### OVERVIEW

The purpose of this unit is to give trainees a basic understanding of confined space hazards and the general requirements of the OSHA Confined Space Standard.

At the conclusion of this unit, trainees will know the difference between a confined space and a “permit-required” confined space. They will also have a general understanding of the hazards associated with working in confined spaces and how to protect themselves from these hazards.

### OBJECTIVES

#### **Confined Space Characteristics**

Describe the characteristics of a confined space.

List some examples of confined spaces.

Explain how a “permit-required” confined space differs from one that does not require a permit.

#### **Confined Space Hazards**

Describe the main types of hazards found in “permit-required” confined spaces.

#### **OSHA Confined Space Standard**

Describe the general requirements of the OSHA “Permit-Required” Confined Space Standard.

Describe the general requirements for a written Permit Space Program.

Describe the general requirements of a typical entry permit.

#### **Protective Measures**

Describe some general protective measures used to protect workers in confined spaces.

#### **The Attendant**

Describe general responsibilities of the confined space attendant.

### SUBJECTS

#### **Confined Space Characteristics**

Confined Spaces

“Permit-Required” Confined Spaces

#### **Confined Space Hazards**

Hazardous Atmospheres

Engulfment Hazard

Configuration Hazards

Other Hazards

#### **OSHA Confined Space Standard**

General Requirements

Written Permit Space Program

A Typical Entry Permit

#### **Protective Measures**

Preparing the Space

Personal Protective Equipment

Other Safety Equipment

#### **The Attendant**

The Attendant’s Responsibilities

# Interactive Safety Training

## DRIVING SAFETY

(BBDRS)

**NEW!** **www** **cd**

### OVERVIEW

The purpose of this unit is to give trainees a general understanding of driving safety.

At the conclusion of this unit, trainees will have a basic understanding of the general circumstances that cause vehicle accidents, the role of defensive driving and space management in preventing accidents, the importance of the mental and physical condition of the driver, and how proper vehicle maintenance and use of the car's safety features can minimize or prevent accidents.

### OBJECTIVES

#### **Understanding Motor Vehicle Accidents**

- Explain the factors typically involved in motor vehicle accidents.
- Explain the difference between "not at fault" and "accident-free."

#### **Defensive Driving**

- Explain the terms "defensive driving" and "space management."
- Discuss specific defensive driving and space management techniques.

#### **Condition of the Driver**

- Explain error-prone states of mind: frustration/anger, rushing, distracted and drowsy.
- Discuss the role of alcohol in motor vehicle accidents.

#### **Vehicle Condition and Safety Features**

- Discuss the importance of the condition of the vehicle.
- Discuss safety belts, air bags, and antilock braking systems.

### SUBJECTS

#### **Understanding Motor Vehicle Accidents**

- Typical factors in motor vehicle accidents
- The difference between "not at fault" and "accident-free"

#### **Defensive Driving**

- Defensive driving defined
- Delayed start
- Changing lanes on a highway
- Space management defined
- Managing space in front
- Managing space to the side and rear
- Space management when not moving

#### **Condition of the Driver**

- Frustration and anger
- Rushing
- Distracted
- Drowsy
- Alcohol

#### **Vehicle Condition and Safety Features**

- Condition of the vehicle
- Safety belts
- Air bags
- Antilock braking systems

# Interactive Safety Training

## ELECTRICAL SAFETY

(BBESA)

www CD

### OVERVIEW

The purpose of this unit is to give trainees a general understanding of basic principles of electricity and electrical safety.

At the conclusion of this unit, trainees will have a basic understanding of various aspects of working safely around electrical equipment.

### OBJECTIVES

#### **Electrical Concepts**

Describe the basic electrical quantities of current, voltage, and resistance.

#### **Shock**

State what an electrical shock is.

Describe factors that affect the severity of an electrical shock.

Describe the physical effects of current passing through the human body.

#### **Hazards**

Describe hazards associated with working near electrical equipment.

#### **Protection**

Describe ways of providing protection to personnel from hazards associated with electricity.

#### **Emergencies**

Describe how to safely give aid to an electrical shock victim.

Describe how to safely respond to an electrical fire.

### SUBJECTS

#### **Electrical Concepts**

Friend or Foe?

Current

Voltage

Resistance

#### **Shock**

What Is Shock?

Amount of Current

Length of Time

Path Through the Body

Effects

#### **Hazards**

High Voltage Area

Overloaded Circuits

Damaged Cords

Bare Connectors

Long and Tall Objects

Mobile Equipment

Standing Water

# Interactive Safety Training

## FALL PROTECTION

(BBFPR)

www CD

### OVERVIEW

The purpose of this unit is to give trainees a general understanding of when fall protection is required and how to select and use a personal fall arrest system.

At the conclusion of this unit, trainees will have a basic understanding of conditions in which fall protection is required, how fall protection can be achieved, how to identify the basic parts of a typical fall arrest system, and how to select, use, and care for a personal fall arrest system.

### OBJECTIVES

#### **Introduction**

Describe working conditions in which fall protection is required and the purposes served by fall protection.

Identify the basic means by which fall protection can be achieved.

Identify the major topics that must be covered to provide personnel with adequate fall protection training.

Describe the difference between fall prevention and fall arrest.

Identify and describe typical equipment used to prevent falls.

#### **Fall Protection Equipment**

Identify and describe the basic parts of a typical fall arrest system.

#### **Selection, Use, and Care**

Describe the proper selection, use, and care of a personal fall arrest system.

### SUBJECTS

#### **Introduction**

Conditions in Which Fall Protection Is Required

Purposes of Fall Protection

Basic Means of Achieving Fall Protection

Fall Protection Training

Fall Prevention and Fall Arrest

#### **Fall Protection Equipment**

Parts of a Typical Fall Arrest System

#### **Selection, Use, and Care**

Selecting a Personal Fall Arrest System

Using a Personal Fall Arrest System

Caring for a Personal Fall Arrest System

# Interactive Safety Training

## FIRE SAFETY

(BBFSA)

www CD

### OVERVIEW

The purpose of this unit is to give trainees a general understanding of basic principles associated with fire, fire prevention, and managing fire situations.

At the conclusion of this unit, trainees will have a basic understanding of how fires start, general categories of fire prevention methods, common workplace evacuation procedures, and how to select and use common types of portable fire extinguishing equipment.

### OBJECTIVES

#### **How Fires Start**

Explain how fires start.

#### **Preventing Fires**

Describe two general categories of fire prevention methods and list examples of each.

#### **Managing Fire Situations**

Describe some common workplace evacuation procedures.

Explain how to select and use common types of portable fire extinguishing equipment.

### SUBJECTS

#### **How Fires Start**

Basic Elements of Fire

Igniting a Fire

#### **Preventing Fires**

Controlling Sources of Heat

Controlling Sources of Fuel

#### **Managing Fire Situations**

Evacuation Procedures

Emergency and Fire Prevention Plans

Fire Types and Fire Extinguishers

Using a Fire Extinguisher

Using a Fire Hose/Standpipe System

# Interactive Safety Training

## FITNESS FOR DUTY

(BBFFD)

cd

### OVERVIEW

The purpose of this unit is to give trainees a general understanding of factors that are involved in ensuring that workers are physically and mentally ready to perform their jobs.

At the conclusion of this unit, trainees will have a basic understanding of why it is important to be fit for duty and some of the actions that can be taken to eliminate human error on the job.

### OBJECTIVES

#### **Critical Jobs**

Define the term “critical job” and list examples of critical jobs.  
Identify benefits of ensuring that workers are fit for duty.

#### **Setups, Slips, and Incidents**

Explain the setups, slips, and incidents method of analyzing human error on the job.  
Describe the effects of fatigue on workers in critical jobs.

#### **FAST Tracking**

Identify and describe FAST tracking techniques that can be used to eliminate setups and slips.

### SUBJECTS

#### **Critical Jobs**

What is a Critical Job?  
Examples of Critical Jobs  
What is “Fitness for Duty”?

#### **Setups, Slips, and Incidents**

The Human Error Model  
Setups  
Slips  
Incidents  
Effects of Fatigue

#### **FAST Tracking**

Fitness and Health  
Alertness  
Sleep and Sleeping Environment  
Time Off — Managing Family and Friends

# Interactive Safety Training

## FORKLIFT SAFETY CHECKS

(BBFSC)

**NEW!** [www](#) [cd](#)

### OVERVIEW

The purpose of this unit is to give trainees a general understanding of performing safety checks on a forklift.

At the conclusion of this unit, trainees will have a basic understanding of the structural checks, power system checks and operational checks that should be made before and during the operation of a forklift.

### OBJECTIVES

#### **Structural Checks**

Describe the structural checks that an operator should perform on a forklift.

#### **Power System Checks**

Describe the power system checks that an operator should perform on a forklift.

#### **Operational Checks**

Describe the operational checks that an operator should perform on a forklift.

### SUBJECTS

#### **Structural Checks**

Preparations  
Major Components

#### **Power System Checks**

Hydraulic System  
Electric Batteries  
Internal Combustion Engines  
Propane Gas Cylinders

#### **Operational Checks**

Before Use  
During Use

# Interactive Safety Training

## HAZARD COMMUNICATION

(BBHAC)

www CD

### OVERVIEW

The purpose of this unit is to provide trainees with a basic understanding of what hazard communication is and how to use it.

At the conclusion of this unit, trainees will have a general understanding of the types of hazards associated with hazardous substances, safety guidelines that can reduce the risks of working with hazardous substances, and various ways to obtain information about hazardous substances.

### OBJECTIVES

#### **Types of Hazards**

- Define the term “physical hazard” and identify examples of physical hazards.
- Define the term “health hazard” and identify examples of health hazards.
- Define the terms “acute effects” and “chronic effects,” and identify examples of each.

#### **Operations and Emergency Response**

- Describe information that should be included in a facility’s standard operating procedures for working with hazardous substances.
- Describe information that should be included in a facility’s emergency response plan.

#### **Warning Labels**

- Describe labeling requirements for hazardous substances in the workplace.
- Explain what the colors, numbers, and symbols represent on an NFPA fire diamond.
- Explain what the colors, numbers, and symbols represent on an HMIS label.

#### **Material Safety Data Sheets**

- Describe information that can be found on Material Safety Data Sheets.

#### **Written Training Plan**

- Describe requirements of hazard communication training and what information it must contain.

### SUBJECTS

#### **Types of Hazards**

- Physical Hazards
- Health Hazards
- Acute Effects
- Chronic Effects

#### **Operations and Emergency Response**

- Standard Operating Procedures
- Emergency Response Plan

#### **Warning Labels**

- Labeling Requirements
- NFPA Fire Diamond
- HMIS Labels

#### **Material Safety Data Sheets**

- Types of Information

#### **Written Training Plan**

- Requirements
- Types of Information

# Interactive Safety Training

## HAZWOPER FIRST RESPONDER — AWARENESS LEVEL

(BBHFR)

www CD

### OVERVIEW

The purpose of this unit is to provide trainees with a general understanding of what hazardous materials are and how to respond to a hazardous materials emergency.

At the conclusion of this unit, trainees will have a basic understanding of what hazardous materials are, how hazardous materials can be identified, and what to do if they are first on the scene of a hazardous materials incident.

### OBJECTIVES

#### **Hazardous Materials**

Explain what hazardous materials are.

List the two general types of hazards associated with hazardous materials and describe the general risks associated with each type.

#### **Hazardous Materials Emergencies**

Describe some of the potential outcomes of an emergency when hazardous materials are present.

#### **Identifying Hazardous Materials**

List some ways that the presence of hazardous materials can be recognized.

List some ways that hazardous materials can be identified.

#### **First on the Scene**

Describe some general procedures to follow if you are first on the scene of a hazardous materials incident.

Describe some roles that a first responder - "Awareness Level" may be required to fill in a hazardous materials emergency.

Describe the general contents of the DOT Emergency Response Guidebook.

### SUBJECTS

#### **Hazardous Materials**

What is a HAZMAT?

Physical Hazards

Health Hazards

#### **Hazardous Materials Emergencies**

Fire and Explosion Hazards

Corrosive Materials

Toxic Materials

Hazards Not Directly Related to Chemical Hazards

#### **Identifying Hazardous Materials**

Recognizing Hazardous Materials

Identifying Hazardous Materials

#### **First on the Scene**

First on the Scene — What to Do

The Roles of a First Responder

The DOT Emergency Response Guidebook

# Interactive Safety Training

## HAZWOPER INTRODUCTION

(BBWOP)

www CD

### OVERVIEW

The purpose of this unit is to give trainees a general understanding of what “HAZWOPER” means, the purpose of the OSHA HAZWOPER Standard, and the requirements associated with safety and health training and medical surveillance.

At the conclusion of this unit, trainees will know what “HAZWOPER” means and the purpose of the OSHA HAZWOPER Standard. They will also have a general understanding of chemical hazards, control measures, and the basic requirements of emergency response training.

### OBJECTIVES

#### **What Is HAZWOPER?**

Explain what “HAZWOPER” means and explain the purpose of the OSHA HAZWOPER Standard.

List the two general areas of information contained in the Safety and Health Plan as required by HAZWOPER.

List the two general goals of the safety and health training program.

Explain the purpose of the HAZWOPER medical surveillance program.

#### **Chemical Hazards**

List the two general types of chemical hazards and describe the risks associated with each type.

Describe the four routes of chemical exposure.

#### **Control Measures**

List three general types of control measures to reduce exposure to hazardous chemicals.

Describe the four levels of personal protective equipment.

#### **Emergency Response**

List the five levels of emergency response training and describe the general requirements of each level.

### SUBJECTS

#### **What Is HAZWOPER?**

What “HAZWOPER” Means  
Safety and Health Program  
Training  
Medical Surveillance

#### **Chemical Hazards**

Physical Hazards  
Health Hazards  
Routes of Exposure

#### **Control Measures**

Engineering Controls and Work Practices  
Personal Protective Equipment

#### **Emergency Response**

Emergency Response Training

# Interactive Safety Training

## HEARING CONSERVATION

(BBHCO)

www CD

### OVERVIEW

The purpose of this unit is to give trainees a basic understanding of how to protect themselves from hazardous levels of noise in the workplace.

At the conclusion of this unit, trainees will have a general understanding of when noise levels are hazardous, the basic requirements of the OSHA regulation on hearing conservation, and devices that are used to provide hearing protection.

### OBJECTIVES

#### **Hazardous Noise Levels**

Define the following terms: sound, sound wave, noise.

Describe two properties of sound waves: intensity and frequency.

#### **OSHA Standard**

Describe the OSHA regulation for hearing conservation.

#### **Hearing Protection Equipment**

Describe how ear plugs and ear muffs provide hearing protection.

### SUBJECTS

#### **Hazardous Noise Levels**

Sound

Sound Waves

Noise

Action Level

#### **OSHA Standard**

Requirements

Hearing Conservation Program

Hearing Tests

#### **Hearing Protection Equipment**

Ear Plugs

Ear Muffs

Noise Reduction Rating

# Interactive Safety Training

## LABORATORY SAFETY

(BBLSA)

WWW CD

### OVERVIEW

The purpose of this unit is to give trainees a general understanding of basic principles of safety in a laboratory setting.

At the conclusion of this unit, trainees will have a basic understanding of general hazards that exist in laboratories, basic personal protection equipment to protect from those hazards, how to locate information about chemicals, basic standard operating procedures and chemical hygiene practices, and how to respond in emergency situations.

### OBJECTIVES

#### **Hazards in the Laboratory**

- Describe two broad categories of chemical hazards.
- Explain the difference between acute and chronic health effects from chemical exposure.
- Describe the four routes of chemical exposure.

#### **Minimizing the Risks**

- Describe four basic principles of safety in the laboratory.
- Describe three main types of personal protective equipment used in the laboratory.

#### **The OSHA Lab Standard**

- State the primary requirement of the OSHA Lab Standard and describe some methods of meeting that requirement.
- Describe the general requirements of the written Chemical Hygiene Plan and explain some ways those requirements can be met.

#### **Chemical Hygiene Practices**

- Describe some basic chemical hygiene practices that will help minimize exposure to hazardous chemicals in the lab.

#### **Chemical Storage**

- Describe some general guidelines for chemical storage and list five classes of chemicals that should be considered for storage purposes.

#### **Emergency**

- Explain some general procedures to follow in the event of an emergency in the lab.

...continued

# Interactive Safety Training

## LABORATORY SAFETY (CONTINUED)

(BBLSA)

### S U B J E C T S

#### **Hazards in the Laboratory**

- Physical Hazards
- Health Hazards
- Routes of Exposure

#### **Minimizing the Risks**

- Four Basic Safety Principles
- Personal Protective Equipment

#### **The OSHA Lab Standard**

- General Requirements
- The Chemical Hygiene Plan

#### **Chemical Hygiene Practices**

- Safety Awareness
- Minimizing Exposure

#### **Chemical Storage**

- General Storage Requirements
- Five Classes of Chemicals

#### **Emergency**

- Emergency Response Plan
- Emergency Equipment/In Case of Exposure

# Interactive Safety Training

## LOCKOUT/TAGOUT

(BBL0T)



### OVERVIEW

The purpose of this unit is to give trainees a general understanding of standards governing the control of hazardous energy.

At the conclusion of this unit, trainees will have a basic understanding of various aspects of lockout/tagout, including safe lockout/tagout techniques.

### OBJECTIVES

#### **What Is Lockout/Tagout?**

Define the term “hazardous energy.”

Explain why standards governing the control of hazardous energy are necessary.

Describe the purpose and scope of the OSHA standard that governs the control of hazardous energy.

#### **Hazardous Energy**

Identify various types of hazardous energy.

#### **Requirements**

Identify and describe the basic contents of an energy control program.

Describe the characteristics of the protective materials and hardware that are required by the OSHA energy control standard to perform lockout/tagout.

Describe the differences between a lockout procedure and a tagout procedure.

#### **Procedure**

Identify and describe the basic steps of a typical lockout/tagout procedure.

#### **Special Situations**

Describe special situations that can occur during lockout/tagout.

*...continued*

# Interactive Safety Training

## LOCKOUT/TAGOUT (CONTINUED)

(BBL0T)

### S U B J E C T S

#### **What Is Lockout/Tagout?**

- Accidents
- Guidelines
- Purpose
- Scope
- Benefits

#### **Hazardous Energy**

- Types
- Active Energy
- Residual Energy
- Variations
- Effects

#### **Requirements**

- Energy Control Programs
- Energy Control Procedures
- Materials and Hardware
- Lockout/Tagout Procedures
- Training
- Inspection

#### **Procedure**

- Shutdown
- Remove Energy
- Apply Lockout/Tagout Devices
- Verify Safe Condition
- Prepare for Startup
- Remove Lockout/Tagout Devices
- Return to Service

#### **Special Situations**

- Introduction
- Energizing Equipment
- Contractors
- Group Lockout/Tagout
- Shift/Personnel Changes

# Interactive Safety Training

## MATERIAL SAFETY DATA SHEETS

(BBMSD)

www CD

### OVERVIEW

The purpose of this unit is to give trainees a general understanding of the types of information that can be found in Material Safety Data Sheets.

At the conclusion of this unit, trainees will know why an MSDS is important and what types of information an MSDS provides. They will also know how to find specific types of information in an MSDS.

### OBJECTIVES

#### **MSDS Overview**

Describe types of information contained in the product identification section of an MSDS.

#### **Characteristics and Physical Hazards**

Describe types of information contained in an MSDS about a chemical's characteristics.

Describe types of information contained in an MSDS about a chemical's physical hazards.

#### **Health Hazards**

Describe types of information contained in the health hazards section of an MSDS.

#### **How to Protect Yourself**

Describe types of information contained in an MSDS on how to protect yourself from hazardous chemicals.

### SUBJECTS

#### **MSDS Overview**

What an MSDS Is  
Why an MSDS Is Important  
Product Identification Section

#### **Characteristics and Physical Hazards**

Chemical Ingredients  
Physical Data  
Fire and Explosion Data  
Reactivity Data

#### **Health Hazards**

Exposure Limits  
Routes of Entry  
Effects of Exposure  
First Aid

#### **How to Protect Yourself**

Spills  
Waste Disposal  
Storage and Handling

# Interactive Safety Training

## PERSONAL PROTECTION EQUIPMENT

(BBPPE)

www CD

### OVERVIEW

The purpose of this unit is to give trainees a general understanding of basic types of personal protection equipment.

At the conclusion of this unit, trainees will have a basic understanding of personal protective clothing and equipment, including respiratory protection and fall protection.

### OBJECTIVES

#### **Protective Clothing**

Describe basic clothing that can be worn to protect against job related hazards.

Describe types of gloves worn to protect the hands from job related hazards.

Describe types of work shoes worn to protect the feet from job related hazards.

#### **Protective Equipment**

Describe a typical hard hat and other head protection used to protect the head from job related hazards.

Describe types and uses of protective equipment commonly used to protect eyesight and hearing.

#### **Respiratory Protection**

Describe equipment used for respiratory protection.

#### **Fall Protection**

Describe typical equipment used for fall protection.

### SUBJECTS

#### **Protective Clothing**

Protective Clothing

Wearing Clothing Properly

Protecting Hands and Feet

#### **Protective Equipment**

Head Protection

Eye Protection

Hearing Protection

#### **Respiratory Protection**

Types of Respirators

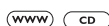
#### **Fall Protection**

Fall Protection Equipment

# Interactive Safety Training

## RESPIRATOR FIT TESTING

(BBRFT)



### OVERVIEW

The purpose of this unit is to give trainees a general understanding of respirator fit factors and methods for performing basic respirator testing.

At the conclusion of this unit, trainees will understand how to select a respirator of the proper size, and how to perform fit checks and testing to ensure that the respirator will protect the user from airborne contaminants.

### OBJECTIVES

#### **Fitting**

Explain how proper respirator fit is determined, and identify factors that may prevent a respirator from properly fitting an individual.

#### **Disposable Respirators**

Describe how to ensure a proper fit with a disposable filter mask respirator.

#### **Fit Checks**

Describe basic procedures for performing exhalation and inhalation fit checks.

#### **Testing**

Describe basic procedures for performing qualitative testing.

Describe basic procedures for performing quantitative testing.

### SUBJECTS

#### **Fitting**

Proper Fit

Fitting Factors

#### **Disposable Respirators**

Types of Disposable Respirators

Selecting the Proper Size

Ensuring the Proper Fit

#### **Fit Checks**

Checking General Condition

Positive Pressure Check

Negative Pressure Check

#### **Testing**

Qualitative Testing

Quantitative Testing

# Interactive Safety Training

## RESPIRATORY PROTECTION

(BBRPR)

www CD

### OVERVIEW

The purpose of this unit is to give trainees a general understanding of basic types of respirators and proper methods for the use and care of respirators.

At the conclusion of this unit, trainees will have a basic understanding of air purifying respirators, air supplied respirators, and how to properly use and care for respirators.

### OBJECTIVES

#### **Air Purifying Respirators**

Describe what an air purifying respirator is and identify common types of air purifying respirators.

Describe a typical disposable filter mask and explain how it can be used.

Describe a typical chemical cartridge mask and explain how it can be used.

Explain how to choose the proper cartridge for a chemical cartridge respirator.

Describe a typical gas mask and explain how it can be used.

#### **Air Supplied Respirators**

Identify basic types of air supplied respirators.

Describe a typical air line respirator and explain how it can be used.

Describe a typical self-contained breathing apparatus (SCBA) and explain how it can be used.

Describe a typical portable escape respirator and explain how it can be used.

#### **Use and Care of Respirators**

Identify factors that affect respirator selection.

Describe general rules for the inspection and safe use of respirators.

Describe general rules for the cleaning and storage of respirators.

### SUBJECTS

#### **Air Purifying Respirators**

What is an Air Purifying Respirator?

Disposable Filter Masks

Chemical Cartridge, Filter, and Canister Masks

Gas Masks

#### **Air Supplied Respirators**

What is an Air Supplied Respirator?

Types of Air Flow

Air Line Respirators

SCBAs

Portable Escape Respirators

#### **Use and Care of Respirators**

Selecting a Respirator

Inspection

Proper Use

Cleaning and Disinfecting

Reassembly and Testing

Storage

# Interactive Safety Training

## SAFE FORKLIFT OPERATION

(BBSFO)

**NEW!** [www](#) [cd](#)

### OVERVIEW

The purpose of this unit is to give trainees a general understanding of various aspects of operating a forklift safely.

At the conclusion of this unit, trainees will have a basic understanding of some techniques that are commonly used to maneuver a forklift including some special situations they will probably encounter, traffic safety issues associated with forklift operation, and how to safely handle loads using a forklift.

### OBJECTIVES

#### **Maneuvering a Forklift**

Describe how to maneuver a forklift.

#### **Traffic Safety**

Describe how to drive a forklift to protect yourself, others and property from injury or damage.

#### **Handling Loads**

Describe general guidelines associated with handling loads safely with a forklift.

### SUBJECTS

#### **Maneuvering a Forklift**

- Rear Wheel Steering
- Turning a Corner
- Turning in an Aisle
- Turning Around
- Entering Trucks/Trailers/Rail Cars
- Driving on Slopes
- Elevators

#### **Traffic Safety**

- Personal Preparedness
- In Case of a Tipover
- Pedestrians and Other Vehicles
- Obstacles and Hazards
- Parking a Forklift

#### **Handling Loads**

- Visual Inspection
- Weights of Loads
- Preparing to Move a Load
- Moving a Load
- Placing a Load
- Disengaging the Forks
- Other Considerations

# Interactive Safety Training

## SAFETY ORIENTATION

(BBSOR)

www cd

### OVERVIEW

The purpose of this unit is to provide trainees with a brief overview of common safety issues that are associated with safety in the workplace.

At the conclusion of this unit, trainees will have a general understanding of workplace safety issues that are associated with safe work habits, personal protective equipment, hazard communication, and fire prevention.

### OBJECTIVES

#### Safe Work Habits

- Define fitness for duty and identify conditions that can affect a worker's fitness for duty.
- Describe good housekeeping practices that are associated with workplace safety.
- Describe safety concerns and procedures that are associated with the proper use of tools.
- Describe safety concerns and procedures that are associated with the energy sources that are used to operate industrial equipment.

#### Personal Protective Equipment

- Identify and describe basic types of personal protective equipment that are commonly required for workplace safety.
- Identify and describe common types of personal protective equipment that may be required for special hazards.

#### Hazard Communication

- Describe the types of information that may be obtained from Material Safety Data Sheets.
- Describe common types of warning signs, tags, and labels that may be used to communicate information about hazards in a workplace.
- Describe basic safety concerns and procedures that are commonly associated with hazardous waste operations (HAZWOPER).

#### Fire Prevention

- Describe basic concerns and procedures that are associated with fire safety.
- Identify the different classes of fire extinguishers and the types of fires on which each class of extinguisher is designed to be used.

### SUBJECTS

#### Safe Work Habits

- Fitness for Duty
- Housekeeping
- Tool Use
- Energy Sources

#### Personal Protective Equipment

- Basic Types
- Specialized Types

#### Hazard Communication

- Material Safety Data Sheets
- Warning Signs, Tags, and Labels
- Introduction to HAZWOPER

#### Fire Prevention

- Fire Safety
- Classes of Fire Extinguishers

# Interactive Safety Training

## TERRORISM THROUGH THE MAIL\*

(FF001)

**NEW!** [www](#)

### OVERVIEW

How safe is *your* mailroom? Are you prepared to protect your company, your employees and yourself? It's a new world, with new threats to safety in the corporate world. Businesses must be more aware, more safety-minded and better prepared — especially when handling the mail.

This course provides training to effectively minimize risk from hazardous mailings. Employees learn how to identify suspicious mail and packages, understand and follow safe handling and containment procedures for suspect mail, effectively use personal protective equipment, and develop policies and procedures to ensure the safety of the mailroom.

### OBJECTIVES

#### **Suspicious Mail and Packages**

Identify what suspicious mail and packages look like.

#### **Safe Handling and Containment**

Describe safe handling and containment procedures for suspect mail.

#### **Personal Protective Equipment**

Describe the proper use of personal protective equipment.

#### **Mailroom Policies and Procedures**

Describe policies and procedures that ensure mailroom safety.

### SUBJECTS

#### **Suspicious Mail and Packages**

#### **Safe Handling and Containment**

#### **Personal Protective Equipment**

#### **Mailroom Policies and Procedures**

\* NOT available in a videotape format.

# Interactive Safety Training

## TRANSPORTING HAZARDOUS MATERIALS

(BBTHM)

www CD

### OVERVIEW

The purpose of this unit is to give trainees a general understanding of the requirements associated with transporting hazardous materials.

At the conclusion of this unit, trainees will have a basic understanding of how hazardous materials and their containers are prepared for transport, what types of documentation are required, and how hazardous materials are identified according to DOT requirements.

### OBJECTIVES

#### **Classifications**

- Define the term “hazardous materials,” and identify the Department of Transportation regulations that control the shipment of these materials.
- Identify and describe the different classes of hazardous materials.
- Identify and describe terms and symbols used to identify hazardous materials.

#### **Documentation and Packaging**

- Describe documentation that is needed to transport hazardous materials.
- Describe types of packaging used to transport hazardous materials.
- Describe markings used to identify hazardous materials contained in packaging.

#### **Labels and Placarding**

- Identify and describe labels and placarding used to identify hazardous materials.

### SUBJECTS

#### **Classifications**

- What Are Hazardous Materials?
- Classes of Hazardous Materials
- Terms and Symbols

#### **Documentation and Packaging**

- Documentation
- Packaging
- Labels

#### **Labels and Placarding**

- Labels

# Interactive Safety Training

## UNDERSTANDING FORKLIFTS

(BBUFL)

**NEW!** **www** **cd**

### O V E R V I E W

The purpose of this unit is to give trainees a general understanding of how a forklift works.

At the conclusion of this unit, trainees will have a basic understanding of some forklift basics including various types of forklifts and some differences between forklifts and cars; the standard components of most forklifts; and the principles of forklift stability.

### O B J E C T I V E S

#### **Forklift Basics**

Describe the various types of forklifts.

Describe the differences between a forklift and a car.

#### **Forklift Components**

Describe the basic components of a forklift.

Describe a forklift's operating controls and gauges.

#### **Principles of Stability**

Describe the factors that affect the stability of a forklift.

### S U B J E C T S

#### **Forklift Basics**

Types of Forklifts

Differences from Cars

#### **Forklift Components**

Truck Body

Controls and Gauges

Hydraulic Lift

Hydraulic Lift Controls

#### **Principles of Stability**

Stability Triangle

Side to Side

Front to Back

Rated Capacity

Adjusting Rated Capacity

# Interactive Safety Training

## WARNING SIGNS AND LABELS

(BBWST)

www CD

### OVERVIEW

The purpose of this unit is to give trainees a general understanding of the purpose and use of warning signs and various types of labels.

At the conclusion of this unit, trainees will have a basic understanding of government regulations that deal with labeling. They will also have a general understanding of the types of information that can be obtained from hazardous product labels, shipping labels, and warning signs.

### OBJECTIVES

#### **Overview**

Identify government regulations regarding labeling.

#### **Hazardous Product Labels**

Describe types of information that can be found on hazardous product labels.

#### **Shipping Labels**

Describe types of information that can be found on DOT shipping labels and markings.

#### **Warning Signs**

Describe types of information that can be found on warning signs.

### SUBJECTS

#### **Overview**

Resource Conservation and Recovery Act  
OSHA Hazard Communication Standard  
DOT Regulations  
Examples of Warning Signs and Labels

#### **Hazardous Product Labels**

NFPA Hazard Rating System  
HMIS Rating System

#### **Shipping Labels**

DOT Shipping Labels and Markings

#### **Warning Signs**

Types of Information

#### **Protection**

Informing Workers  
Preventing Exposure  
Preventing Accidental Operation  
Tools  
Equipment  
Personal Gear

#### **Emergencies**

Aiding a Shock Victim  
Fighting an Electrical Fire

# Interactive Safety Training

## WORKPLACE ERGONOMICS

(BBWPE)

**NEW!** **www** **cd**

### OVERVIEW

The purpose of this unit is to give trainees a general understanding of ergonomics in the workplace.

At the conclusion of this unit, trainees will have a basic understanding of how ergonomics can prevent MSDs; be able to identify ergonomic risk factors and work activities associated with MSD hazards; describe some common MSDs, including their signs and symptoms and the importance of reporting them early; and describe the actions that they can take to control ergonomic hazards.

### OBJECTIVES

#### **Ergonomics Basics**

Describe musculoskeletal disorders.

Explain the term “ergonomics.”

#### **Ergonomic Risk Factors**

Describe ergonomic risk factors associated with MSDs.

Describe work activities that involve ergonomic risk factors.

#### **Common MSDs**

Describe common MSDs.

Explain the importance of reporting signs and symptoms early.

#### **Controlling Ergonomic Hazards**

Explain what a job hazard analysis is.

Describe some things you can do to reduce MSD hazards.

Raynaud’s Phenomenon

Recognize Signs and Symptoms of MSDs

### SUBJECTS

#### **Ergonomics Basics**

Musculoskeletal Disorders

Ergonomics Explained

#### **Ergonomic Risk Factors**

Awkward Postures

Force

Repetition

Contact Stress

Vibration

Static Postures

Cold Temperatures

Multiple Risk Factors

#### **Common MSDs**

Tendinitis and Tenosynovitis

Carpal Tunnel Syndrome

Epicondylitis

Shoulder and Neck Pain

Low Back Pain

Raynaud’s Phenomenon

Recognize Signs and Symptoms of MSDs

#### **Controlling Ergonomic Hazards**

Job Hazard Analysis

Things You Can Do to Reduce Ergonomic Hazards

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