



Training Modules

Introduction
Cyber
Employment Practices
Fleet Safety
Human Resources
Professional Development
Risk Management for the Workplace
Safe Environments
Smart Adults-Safer Children
Student-Related Risks
Workplace Safety
Suggested Training Series

2024 Online Training Modules Catalog



CHRISTIAN
BROTHERS
SERVICES



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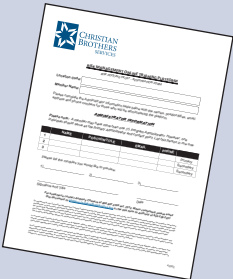
Online Training Risk Management Services

Online training modules are FREE to Risk Pooling Trust members and are an efficient way to convey critical information to employees to help reduce accidents and loss. A variety of online training modules addressing risk management, safety, childabuse prevention and human resources are available from Christian Brothers Risk Management Services. Each module includes relevant training content on a number of topics, presented in a concise, easy-to-follow format. A short quiz accompanies most modules which are designed to reinforce the

important points presented in the modules. In addition, through the web platform managers and supervisors can monitor participant progress on each module along with quiz results. Upon successful completion of each module, participants can download a certificate of achievement for their employment file. There are currently more than 90 modules to choose from, which are listed in this brochure under seven different areas of training.

Sign up TODAY!

Suggested Training Series for Supervisors and New Employees are listed on inside back cover.

STEP 1	STEP 2	STEP 3	STEP 4
Registration Form  To begin using the Risk Management Platform and view online training modules, complete the Registration Form .	User Name and Password Assigned Once your Registration Form is received by Christian Brothers Risk Management Services, you will be provided with a user name and password to test the various modules you are interested in viewing.	Setting Up Your Organization's Platform If after previewing the modules, you would like to use the entire platform, Christian Brothers Risk Management Services will customize your platform to your needs.	Web Training Christian Brothers Risk Management Services will provide web training for your platform administrators so they can manage the platform on their own.

One of the greatest advantages of e-learning is the ability to train all of your employees, from any internet accessible computer, at any time of the day.

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Introduction

Let us Help You Manage Your Employee Training Programs

Christian Brothers Risk Management Services can help you manage your driver awareness and/or employee state sexual harassment training programs.

We offer convenient, one-stop assistance for employee training programs. For your fleet business, we can upload drivers' information for training and monitor claims. We also can help you meet training requirements for your state's sexual harassment training, by uploading employees and assigning them training.

Here is what we offer:

Fleet:

- ▶ Upload drivers
- ▶ Monitor auto losses for post-accident driver training assignment
- ▶ Assign driver awareness training according to your organization's fleet policy
- ▶ Provide training completion reports
- ▶ Manage online driver training credits

Sexual Harassment:

- ▶ Upload employees
- ▶ Assign training
- ▶ Provide training completion reports
- ▶ Assign training for new employees

If you have questions on the registration process or on the implementation of employee online training.

Contact Anthony Chimera

Risk Control Specialist

800.807.0100 x2512

anthony.chimera@cbservices.org

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Cyber Bring Your Own Device Employees, 9:00 Min.

Target Audience: Employee, Faculty/Staff, Volunteer

Cyber Bring Your Own Device Leadership

Target Audience: Supervisor/Manager, 9:00 Min.

These micro training teaches all members of an organization about the risks and best practices involved with bringing your own digital devices into the workplace. Topics include: The pros and cons of BYOD, Risks, and best practices.

Cyber Data Classification

Target Audience: Supervisor/Manager, Employee, Faculty/Staff, Volunteer, 6:30 Min.

This micro training teaches all members of an organization how to analyze different types and sources of data and then categorize it into four different tiers of classification. This will assist organizations in ensuring that the appropriate level of security will be applied to data.

Cyber Data Security Employees, 17:00 Min.

Target Audience: Employee, Faculty/Staff, Volunteer

Cyber Data Security Leadership, 17:00 Min.

Target Audience: Supervisor/Manager

These micro training teaches all members of an organization about the risk and best practices for protecting sensitive data such as trade secrets, proprietary info, confidential info, Personally Identifiable Information, and account credentials. Topics include: Classifying data, Digital and physical data security to maintain data confidentiality, integrity, and availability.

Cyber Email Security, 10:00 Min.

Target Audience: Managers/ Supervisors/Employees

This micro training teaches all members of an organization how to use email safely. Topics include avoiding phishing scams, identifying domain names, analyzing links, and handling attachments.

Cyber Interactive Manual, 25:00 Min.

Target Audience: Managers/ Supervisors/Employees

This interactive manual is intended to introduce you to the Cybersecurity program and provides some basic educational materials. This manual is designed for the facilitators and leaders of your organization's cyber program.

Cyber Internet Privacy, 10:30 Min.

Target Audience: Supervisor/Manager, Employee, Faculty/Staff, Volunteer

Topics include an introduction to privacy concepts, virtual private networks (VPNs), browsing in private mode, secure messaging, and encryption.

Cyber IoT Security, 7:30 Min.

Target Audience: Supervisor/Manager, Employee, Faculty/Staff, Volunteer

The IoT is the Internet of Things – or smart and connected devices. In our increasingly connected and “smart” world, it is more important than ever to be aware of the devices we allow onto our networks. This module will discuss: What the IoT is, the benefits of the IoT, the risks of IoT, and best practices to follow for security.

Cyber Internet Security, 10:30 Min.

Target Audience: Managers/ Supervisors/Employees

Topics include; safe browsing habits, Wi-Fi best practices, phishing prevention, secure browsing, and digital computer safety.

Cyber Malware (ransomware, viruses, and more), 12:00 Min.

Target Audience: Managers/ Supervisors/Employees

This micro training teaches about malware which includes viruses, Trojan horses, worms, spyware, and ransomware. It will cover the differences between attacks, the characteristics of an attack, and best practices to prevent them.

Cyber Mobile Device Security, 12:00 Min.

Target Audience: Supervisor/Manager, Employee, Faculty/Staff, Volunteer

This module is intended for all employees. Topics include: Threats to mobile devices (such as viruses, malicious apps, phishing, theft, & permissions) and best practices to keep your devices safe. These tips can and should be applied to both work and personal devices.

Cyber Password Security, 12:00 Min.

Target Audience: Managers/ Supervisors/Employees

This micro training teaches all members of an organization password safety. Topics include how passwords are hacked and best practices to make passwords as hard as possible to crack.

Cyber Phishing Prevention, 10:30 Min.

Target Audience: Managers/ Supervisors/Employees

This micro training teaches about phishing, vishing, and smishing, as well as the characteristics of a phishing attack, how to identify phishing attempts, and best practices to avoid phishing attacks.

Cyber Remote Work, 14:00 Min.

Target Audience: Managers/ Supervisors/Employees

This micro training will discuss protecting physical and digital assets while working remotely. Topics include the risks and best practices for physical security, Wi-Fi security, Internet of Things security, and computer security.

Cyber Removable Media, 7:40 Min.

Target Audience: Managers/ Supervisors/Employees

This micro training will teach you how to avoid common risks with removable media. Topics will include the risks and best practices to protect yourself and your organization from malicious actors.

Cyber Social Engineering, 10:00 Min.

Target Audience: Managers/ Supervisors/Employees

This microtraining will teach you about common tactics of social engineering and how to avoid them. Topics include learning about social engineering, phishing, social media exploitation, in-person social engineering such as tailgating and pretexting, and best practices to avoid these tricks.

Cyber Social Media, 9:45 Min.

Target Audience: Supervisor/Manager, Employee, Faculty/Staff, Volunteer

Cyber Workbook, 30:00 Min.

Target Audience: Supervisor/Manager, Employee, Faculty/Staff, Volunteer

These microtraining will teach you about mitigating the risks inherent when using social media. Topics within this training include Social Engineering (inclusive of tactics and common attacks) and Best Practices to abide by.

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Employment Practices



Bullying Prevention in the Workplace, 24:00 Min.

Target Audience: Supervisor/Manager

This training is designed to teach Supervisors and Managers how to prevent bullying. Topics include Examining Bullying (including the risks and liability of bullying), Bullying Prevention (including why bullying happens, common traits of bullies, bullying policies, training, and coaching), and a Scenario-based Knowledge Check.

ADA Higher Ed, Self-paced

This training will assist those working in higher education in understanding how the Americans with Disabilities Act (ADA) impacts employment practices. Topics include what the ADA is, who is protected by the ADA, ADA qualification, reasonable accommodations, and preventing discrimination with the Five Core Principles.

Americans with Disabilities Act (ADA)

Self-paced *Target Audience:* Managers/Supervisors

This training will assist managers and supervisors in understanding how the Americans with Disabilities Act (ADA) impacts employment practices within the workplace. Topics include what the ADA is, who is protected by the ADA, ADA qualification, reasonable accommodations, and preventing discrimination with the Five Core Principles.”

Diversity LGBT, Approx. 33:00 Min.

Guided 100% on quiz, Closed Captioning

Target Audience: Employees

This training will teach you about the current landscape for LGBT+ individuals in the workplace, a primer on many things LGBT+ including the gender spectrum and sexuality spectrum, and how you can be an ally in the workplace.

Diversity LGBT, Approx. 42:00 Min.

Guided 100% on quiz, Closed Captioning

Target Audience: Supervisors

This training will teach you about the current landscape for LGBT+ individuals in the workplace, a primer on many things LGBT+ including the gender spectrum and sexuality spectrum, how you can be an ally in the workplace, and supervisor and organizational responsibilities.

Fraud Prevention, 14:00 Min.

Target Audience: Supervisor/Manager, Employee

This module is intended for supervisors, managers, and employees tasked with financial responsibilities. This module reviews internal fraud risks to organizations (such as embezzlement, wage and hour fraud, and larceny), the triangle of fraud, red flags, and steps one could take to prevent fraud.

Retaliation Prevention, 21:00 Min.

Target Audience: Supervisor/Manager

This module will provide you with a deeper understanding of retaliation and how to prevent it in the workplace. This training will address federal law only but be aware that States can have retaliation prevention above and beyond what we will discuss. Make sure to know your own State’s individual laws. Topics include, An introduction to retaliation, including a review of the laws that govern it; A review of what Retaliation, including protected activities, actions deterring protected activities, non-protected activities, adverse employment actions, and evidence for retaliation; Recommendations to prevent retaliation; and Scenarios designed to reinforce and test your knowledge.

Sexual Harassment and Discrimination

State specific modules will meet the legal requirements of that state.

Maine, Supervisors

approx. 2 hours (not including quiz)

Florida, Supervisors

approx. 43 minutes (not including quiz)

New Jersey, Supervisors

approx. 43 minutes (not including quiz)

Illinois, Supervisors

approx. 43 minutes (not including quiz)

Illinois, Supervisors, Spanish

approx. 59 minutes (not including quiz)

Illinois, Employees

approx. 34 minutes (not including quiz)

Illinois, Employees, Spanish

approx. 44 minutes (not including quiz)

California, Supervisors

approx. 2 hours (not including quiz)

California, Supervisors, Spanish

Self-paced approx. 128 minutes

California, Employees

approx. 61 minutes (not including quiz)

California, Employees, Spanish

approx. 60 minutes (not including quiz)

Connecticut, Supervisors

approx. 120 minutes (not including quiz)

Connecticut, Employees

approx. 120 minutes (not including quiz)

New York City, Employees

approx. 50 minutes (not including quiz)

New York City, Employees, Spanish

approx. 50 minutes (not including quiz)

New York City, Supervisors

approx. 65 minutes (not including quiz)

New York City, Supervisors, Spanish

approx. 65 minutes (not including quiz)

New York, Supervisors

approx. 60 minutes (not including quiz)

New York, Employees

approx. 40 minutes (not including quiz)

New York, Supervisors

approx. 58 minutes (not including quiz)

New York, Employees, Spanish

approx. 45 minutes (not including quiz)

Louisiana, Employees

approx. 60 minutes (not including quiz)

Louisiana, Supervisors

approx. 61 minutes (not including quiz)

Higher Ed Employees

approx. 32 minutes (not including quiz)

Higher Ed Supervisors

approx. 43 minutes (not including quiz)

K-12 Employees

approx. 32 minutes (not including quiz)

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Employment Practices



K-12 Supervisors

approx. 43 minutes (not including quiz)

Employees

approx. 32 minutes (not including quiz)

Employees, *Spanish*

approx. 37 minutes (not including quiz)

Supervisors

approx. 43 minutes (not including quiz)

Supervisors, *Spanish*

approx. 50 minutes (not including quiz)

Target Audience: Managers/Supervisors and Employees

This training will assist with understanding their federal legal obligations to prevent and remedy discrimination and harassment in the workplace. Supervisors will learn federal definitions and classifications of discrimination and harassment in the workplace under the Civil Rights Act of 1964, Title VII. Including protected classes, rights of employees and prospective employees and supervisor responsibilities. Topics are inclusive of: discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, human trafficking, policies, complaints, investigations and Five Core Principles of Smart Risk Management®.

Sensitivity Basics: Creating Positive Working Relationships, 22:00 Min.

Target Audience: Managers/Supervisors/Employees

Assisting organizations' 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 (Part 1)

(Pre-Interview) Self-paced

This training module is part one of a two-part series dedicated to hiring strategies. This module covers steps leading up an interview. Those steps include defining the job, creating a recruitment plan, special considerations, and screening applicants.

Smart Hiring (Part 2)

(Interviewing and Post-Interviewing) Self-paced

This training module is part two of a two part series dedicated to hiring strategies. This module covers steps that should be taken during and after the interview. Those steps include interviewing strategies, final selection, post-hiring procedures, and applying the Five Core Principles of Smart Risk Management®.

TRAC (Teamwork/Respect/Awareness/Communication) 10:00 Min.

Target Audience: All Employees

TRAC is a multi-purpose workplace module for all employees. TRAC reinforces efforts to prevent workplace wrongdoing and makes employees aware of issues important to your organization, such as tolerance and diversity, creating a harassment free-workplace, and conflict management. With TRAC, employees can receive workplace best practices in just a few minutes.

Wrongful Termination, Self-paced

Target Audience: Managers/Supervisors

This module reviews the best practices to prevent wrongful termination. The following topic areas are addressed in this training: employment at-will, altering the at-will assumption, illegal terminations, whistleblowers, and applying the Five Core Principles of Smart Risk Management™.

Risk Management Videos and Recorded Webinars

Workplace Safety:

- ▶ Safety Committees
- ▶ Office Safety Basics
- ▶ Restaurant Preventing Slips
- ▶ Injury Prevention in Restaurants
- ▶ Ladder Safety
- ▶ Janitorial Safety Orientation
- ▶ Preventing Workplace Violence

Management Education:

- ▶ Taking the Step to Supervisor

Webinars On Demand:

- ▶ The Development and Utilization of an Inspection Program
- ▶ Is Your Organization Lacking an Incident Investigation Program
- ▶ Computer Usage and Ergonomics
- ▶ Cyber Breach Responses and Privacy Liability Insurance
- ▶ Employee Web-based Training
- ▶ 10 Minute Safety Training - Make it Work for You
- ▶ 20 Years of Child Abuse Prevention - Then and Now
- ▶ Active Shooter - Preparing Your Organization
- ▶ The Model Senior Driver
- ▶ Protect Your Ministry - Develop a Safety Culture

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Fleet Safety



Accident Scene Management

8:43 Min.

Target Audience: Drivers/Fleet Administrators

Provides instruction on the procedures to follow if you become involved in a motor vehicle accident. Topics include: accident facts, preparedness and what to do at the accident scene.

Defensive Driving - Backing Safely - R is for Reverse

7:18 Min.

Target Audience: Anyone who drives

Each year people drive billions of miles, but only a fraction of these miles are when the vehicle is in reverse. The goal of this training program is to instruct the driver on how to safely back up their vehicle.

Defensive Driving - Changing Lanes Safely

13:04 Min.

Target Audience: Anyone who drives

Accident injuries and financial losses due to improper lane changes are a common occurrence on the road today. The goal of this training module is to provide the driver with an awareness of the hazards associated with changing lanes while driving and to introduce them to techniques they can use to minimize their risk.

Defensive Driving - Reducing the Risk of Deer-Related Accidents

6:08 Min.

Target Audience: Anyone who drives

As many as 150 motorists die each year in deer-related accidents. A brief overview on ways to reduce driving distractions and tips for driving during deer season.

Defensive Driving - Reducing Winter Weather Accidents

10:24 Min.

Target Audience: Anyone who drives

Explores the hazards of driving in winter weather conditions and reiterates the principles of defensive driving for these conditions. Topics include basic defensive driving reminders, necessary vehicle

maintenance for winter driving conditions, definitions of weather service alerts, techniques for driving on snow covered/icy roads, driving near snow plows, and measures to take if the vehicle skids or becomes stuck in the snow.

Defensive Driving - Springtime Weather Accidents

9:09 Min.

Target Audience: Anyone who drives

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.

Basics of Defensive Driving (Part 1)

11:58 Min.

Target Audience: Anyone who drives

Motor vehicle accidents cause a large number of workplace fatalities and deaths. By following safe driving practices, drivers can avoid these types of accidents and significantly reduce the number of accidental deaths. This will also ensure a greater level of safety in work tasks that require the operation of motor vehicles.

Defensive Driving - Driving Safely in School Zones

7:30 Min.

Target Audience: Anyone who drives

During the school year pedestrian and vehicle traffic is naturally heavier. As a driver, it is important to be aware of the increased volume of traffic and pedestrian activity. This program provides tips on driving safely in school zones.

Defensive Driving - Intersections

10:52 Min.

Target Audience: Anyone who drives

The goal of this module is to help drivers understand the danger at or near intersections and to provide them with techniques for driving safely through these areas.

Defensive Driving - Safe Following Distances - Avoiding Rear End Collisions

8:31 Min.

Target Audience: Anyone who drives

Rear end collisions account for nearly 1/3 of vehicular accidents. The goal of this module is to help drivers understand why rear end collisions occur and what they can do to reduce their risk of being in a rear end collision.

Driver Awareness Training

76:37 Min.

Target Audience: Anyone who drives

The goal of this program is to help any driver reduce the risk of having an accident and increase their awareness to different causes of accidents, the mistakes that drivers make and how to drive accident free. This program will review and discuss 19 major areas of safe driving. (Qualifying members of the Risk Pooling Trust are eligible to receive a credit for each driver who completes this program and submits the driver's certificate to Christian Brothers Risk Management Services.)

Driver Awareness Part II: The Mature Driver

42:42 Min.

Target Audience: Non employee drivers age 55 and older

This program will help drivers better understand physical and mental changes that occur to the body resulting from the normal aging process, dangers signs to look for when it is time to stop driving altogether, how to best navigate parking lots, intersections and expressways, learn a number of safe stopping practices and understand the importance of making healthy choices. (Qualifying members of the Risk Pooling Trust are eligible to receive a credit for each driver who completes this program and submits the driver's certificate to Christian Brothers Risk Management Services.)

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Fleet Safety

General Auto Risk Management Program for Drivers

21:23 Min.

Target Audience: Anyone who drives

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; significantly reducing loss to property and life. The goal of this training program is to provide you with the knowledge to operate your vehicle safely every time you get behind the wheel. Topics covered include: basic defensive driving principles, vehicle maintenance and inspection, city driving, highway driving/rural areas, interstate driving, adverse weather conditions, reckless/aggressive drivers, in case of an accident, and follow-up quiz.

Van Safety Training Higher Ed–Christian Brothers

31:42 Min.

Target Audience: Drivers who drive sport utility vehicles, activity vans, activity buses and 10-15 passenger vans

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–Christian Brothers

31:28 Min.

Target Audience: Drivers who drive sport utility vehicles, activity vans, activity buses and 10-15 passenger vans

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.

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Human Resources

Diversity (Employees)

Self-paced

Target Audience: Employees

This module addresses various topics related to diversity in the workplace. Topic areas addressed include defining diversity, diversity's impact on the individual, and developing an intercultural mindset. This module uses language that is specific to employees.

Diversity (Managers/Supervisors)

Self-paced

Target Audience: Managers/Supervisors

This module addresses various topics related to diversity in the workplace. Topic areas addressed include defining diversity, diversity's impact on the individual, and developing an intercultural mindset. This module uses language that is specific to managers and supervisors.

Drug-Free Workplace (Supervisors)

Self-paced

Target Audience: Managers/Supervisors

This module discusses ways in which managers and supervisors can create drug-free workplaces. Topics addressed in this training include supervisor responsibilities, behaviors that are permitted and banned, what to do if an employee admits they have a problem, drug testing, recognizing when reasonable suspicion testing is appropriate, and what to do if an employee tests positive for drugs.

Ethics In Action (Supervisors)

Self-paced

Target Audience: Managers/Supervisors

This module is meant to generate some thoughts and ideas about ethics. Topics covered in this training include the following: the nature of ethics, the meaning of ethics, ethics in organizations, ethical decision-making, and how to right wrongdoings.

Ethics In Action (Employees)

Self-paced

Target Audience: Employees

This module is meant to generate some thoughts and ideas about ethics. Topics covered in this training include the following: costs of being unethical, defining ethics, types of ethical misconduct, making ethical decisions, and responding and reporting.

Fair and Accurate Credit Transaction Act (FACTA)

Approx. 27 Min.

Target Audience: Employees

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).

Fair and Accurate Credit Transaction Act (FACTA) - Higher Ed

Self-paced

Target Audience: Faculty/Staff

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).

Family Medical Leave Act (FMLA)

Self-paced

Target Audience: Managers/Supervisors

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.

FERPA (Family Educational Rights and Privacy Act)

Self-paced

Target Audience: Faculty/Staff

This training provides users with a basic understanding of the rules governing the release of student information in order to comply with the law and regulations. Specifically, the following topic areas related to FERPA are addressed: what FERPA is, disclosure of information, and complying with FERPA under special circumstances.

Interviewing Strategies

Approx. 13 Min.

Target Audience: Managers/Supervisors

This module discusses various strategies managers and supervisors should use when conducting interviews with applicants. General topic areas discussed in this module include who should be an interviewer, preparation for the interview, procedures to take during the interview, and applying the Five Core Principles of Smart Risk Management™.

Personnel Files 01-03: Do's and Don'ts

Approx. 30 Min.

Target Audience: Managers/Supervisors

The personnel file is a journal of the employers' saved documentation of the history and status of the entire employment relationship with an individual employee. This module with three lessons will cover common questions about personnel files, what to consider when using technology for documentation, and what should and should not be included in an employee's personnel file.

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Personnel Files 03: What Should and Should Not be Included in the Personnel Files

Approx. 15:00 Min.

Target Audience: Managers/Supervisors

The personnel file is a journal of the employers' saved documentation of the history and status of the entire employment relationship with an individual employee. So, what should be included in an employee's personnel file? This course module will assist you in understanding what should and should NOT be included in a personnel file.

Personnel Files 01: Top 6 Questions About Personnel Files Answered

Approx. 7 Min.

Target Audience: Managers/Supervisors

You may know what a personnel file is but may have questions about the full purpose of a personnel file. This course module will answer the top six questions about personnel files, including: What is a personnel file? Why are personnel files kept? Does everything about an employee go into the personnel file? Am I required to allow former employees to view their personnel files? What do you do if you receive a demand letter from an attorney for an employee's personnel file? How long must personnel files be kept after employee termination?

Personnel Files 02: How Technology Impairs the Personnel Files

Approx. 10 Min.

Target Audience: Managers/Supervisors

Technology is meant to simplify our lives but sometimes it can create impairments. This course module will cover a few impairments that relate to personnel files, including: email communications, documentation and cost and security of electronic file storage.

Taking the Step to Supervisor

32:27 Min.

Prepare your new supervisors for their new role with management expert Ron Meiss as he covers everything new supervisors need to know to be successful. This program teaches prioritization, delegation, time management and more.

Theft and Unsafe Acts – Higher Education Self-paced

This training discusses various types of theft and unsafe acts that can occur within the workplace. Topic areas covered in this module include the following:

- 1) Unsafe work practices;
- 2) Discipline, retaliation, and unsafe acts; and
- 3) Employee theft. The content of this module uses language that is specific to organizations within higher education.

Workers' Compensation Essentials (Fraud and Retaliation)

Approx. 25 Min.

Target Audience: Managers/Supervisors

Managers need an understanding of their responsibilities in the dynamics of workers compensation. This includes a manager's role in preventing and managing claims. Topics in this introductory module include: Legal Overview, What is Covered?, Employees' Benefits, and Managers' Responsibilities

Workplace Investigations

Approx. 18 Min.

Target Audience: Managers/Supervisors

This module discusses best practices when conducting an investigation within the workplace. The training is divided into the following topic areas: goals of an investigation, who should investigate, five basic steps of an investigation, special concerns, and applying the Five Core Principles of Smart Risk Management™.

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Professional Development

Using AI to Enhance Productivity

35:00 Min., 100% Slide View

This training will teach you how to use Large Language Model (LLM) AIs to enhance your workplace productivity. You will learn how to compare different LLMs, the current popular LLMs, how to interact with them, and how to structure prompts for maximum effectiveness.

Data Analytics and Insights, 41:00 Min.

Target Audience: Managers/Supervisors

This module is intended for all organizational users working with business data to make decisions.

This training will begin with a lesson on basic Data analytics, which will teach you about the general use of data for business and the four main types of analysis done for business data. The second lesson will teach you how to discover basic facts about your data using simple statistics in Excel. The third lesson will teach you how to visualize data with basic charts and graphs in Excel.

Disciplining Employees , 25:00 Min.

Guided 100% on Quiz, Closed Captioning

Target Audience: Managers/Supervisors

This module is intended for managers and supervisors and will go over using progressive discipline with the following topics: Effective discipline, Diagnosing and coaching poor performance, Performance Improvement Plans, Holding disciplinary meetings, Employee reviews, and Best Practices.

Managing a Remote Team

16:00 Min., 100% Slide View, Closed Captioning

Target Audience: Managers/Supervisors

This module is intended for managers and supervisors who plan to lead remote teams. This module will review the following topics: Switching from a goal- to a process-oriented mindset, communicating, onboarding, setting standards, evaluation and feedback, common challenges, and recommendations.

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Accident and Injury Procedures

3:28 Min.

Target Audience: Employees

This training program provides information on the procedures to take should an employee become involved in an accident.

Accident Investigation Techniques

11:32 Min.

Target Audience: Managers/Supervisors

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 (AB 1234)

Approx. 2 Hours

Target Audience: All Employees

Responsive to AB1234, this module discusses the nature and meaning of ethics, ethics in organizations, and ethical decision-making. Topics addressed in this module include personal finance gain laws, use of public resources and gifts, transparency laws, fair process laws, and when to seek advice with regard to ethical issues.

Collective Risk Management Training Team®

Self-paced

Target Audience: Relevant Employees

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.

Conflict Management in the Workplace

Approx. 16 Min.

Target Audience: All Employees

This module details various key components regarding conflict management in the workplace and how employees can address conflicts that arise while at work. Topics addressed include the five conflict styles, interpersonal communication skills, and the conflict resolution process.

Conflict Management in the Workplace

Approx. 23 Min.

Target Audience: Managers/Supervisors

This module details various key components regarding conflict management in the workplace and how managers and supervisors can address conflicts that arise while at work. Topics addressed include the conflict resolution process, interpersonal communication skills, leading crucial conversations, and the Five Core Principles of Smart Risk Management®.

Cybersecurity Awareness in the Workplace

30 Min. *Target Audience:* Supervisor/Manager,

Employee, Faculty/Staff, Volunteer

This module details various cybersecurity best practices for the workplace. Topics include the types of cyber threats—including malware, phishing, and social engineering—as well as best practices for preventing cyberattacks in the workplace. The content in this module is meant for employees at any level within an organization.

Preparing Makes Sense: Build a Kit

Self-paced

Target Audience: Managers/Supervisors/Employees

Disaster preparedness video produced by the Federal Emergency Management Agency FEMA (ready.gov). Tips for individuals/families on being prepared for a natural disaster/man-made emergency.

Five Core Principles of Smart Risk Management

Approx. 9:20 Min.

Target Audience: Managers/Supervisors

Managers and supervisors often serve as the frontline 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.

Theft and Unsafe Acts

Approx. 18:30 Min. (not including final quiz)

This training discusses various types of theft and unsafe acts that can occur within the workplace. Topic areas covered in this module include the following: 1) Unsafe work practices; 2) Discipline, retaliation, and unsafe acts; and 3) Employee theft.

Workplace Violence

Approx. 28 Min.

Target Audience: Employees

This module details various key components regarding violence in the workplace. Topics addressed in this module are specific to employees and include the nature of workplace violence, employer compliance with regard to violence, and addressing and preventing workplace violence.

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Sexual Violence and Discrimination – Higher Ed (Employee)

Approx. 45 Min.

Target Audience: Faculty and Staff

This program will cover how students and employees at educational institutions can help prevent sexual violence and discrimination among the student population. You will receive answers to the following questions: What constitutes sexual violence and discrimination? What are we telling students to do to manage their own behavior better? How can you help if you see something that worries you or a student tells you something troubling?

CB: Sexual Violence and Discrimination – Higher Ed (Student)

Approx. 45 Min.

Target Audience: Student

This program will cover what you can do to help prevent and respond to sexual violence and discrimination on campus. You will also learn of the resources available and the efforts your educational institution is making to eliminate sexual violence and discrimination.

Sexual Violence and Discrimination – Higher Ed (E-guide)

Approx. 2 Min.

Target Audience: Those who manage student violence awareness training at colleges, universities and higher ed organizations

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.

School Hazard Identification Training Program

9:48 Min.

Target Audience: Manager/Supervisors/Employees

Safe Environments: 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, laboratories, kitchens and lunchrooms, outdoor areas and playgrounds.

Workplace Security Series – Active Shooter

7:35 Min.

Target Audience: All Employees

This training series provides short vignettes of common safety and security challenges that are present in the workplace setting. The topic covered in this module is Active Shooter Training.

Workplace Violence

Self-paced

Target Audience: Manager/Supervisors Alternate version: Schools K-12

This training will assist managers and supervisors in their understanding of violence that occurs within workplaces. Topics include risks of workplace violence, tips for prevention, what to do when violence occurs, three steps to addressing violence, and applying the Five Core Principles of Smart Risk Management.

Most Online Training Programs take between 15-30 minutes to complete.

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Bullying/Cyberbullying (Administrator)

20 Min. (not including final quiz)

Target Audience: Managers/Supervisors

This training will assist school administrators in increasing their awareness of both bullying and cyberbullying. Topics include signs of bullying, communicating about bullying, and protecting students from bullying. This module provides information relevant to school administrators that is not included in the faculty/staff version, such as how to create a bullying prevention committee.

Bullying/Cyberbullying (Faculty/Staff)

17 Min. (not including quiz)

This training will assist school faculty and staff members in increasing their awareness of both bullying and cyberbullying. Topics include signs of bullying, communicating about bullying, and protecting students from bullying.

Mandated Reporting for Child Abuse

Approx. 29 Min. (not including final quiz)

Completion Requirement: 100% on final quiz (guided 100 format)

This training will assist those who work with youth in understanding their role as mandated reporters. The modules take a “Three R’s” approach to help prevent or identify abuse and neglect. The “Three R’s” include recognizing child abuse, neglect, and boundary violations; responding to child abuse and neglect; and reporting child abuse, neglect, and boundary violations.

Mandated Reporting for Child Abuse, *Spanish*

Approx. 31 Min. (not including final quiz)

This training will assist those who work with youth in understanding their role as mandated reporters. This module takes a “Three R’s” approach to help prevent or identify abuse and neglect. The “Three R’s” include recognizing child abuse, neglect, and boundary violations; responding to child abuse and neglect; and reporting child abuse, neglect, and boundary violations. Content in this module is presented in Spanish.

Mandated Reporting for Child Abuse (Schools K-12)

Approx. 29 Min.

This training will assist school adults in understanding their role as mandated reporters. This module takes a “Three R’s” approach to help prevent or identify abuse and neglect. The “Three R’s” include recognizing child abuse, neglect, and boundary violations; responding to child abuse and neglect; and reporting child abuse, neglect, and boundary violations.

Mandated Reporting for Child Abuse (Schools K-12), *Spanish*

Approx. 31 Min. (not including final quiz)

This training will assist school adults in understanding their role as mandated reporters. This module takes a “Three R’s” approach to help prevent or identify abuse and neglect. The “Three R’s” include recognizing child abuse, neglect, and boundary violations; responding to child abuse and neglect; and reporting child abuse, neglect, and boundary violations. Content is presented in Spanish in this module.

Mandated Reporting for Child Abuse – California

Approx. 31 Min. (not including final quiz)

Completion Requirement: 100% on final quiz (guided 100 format)

This training will assist those who work with youth in understanding their role as mandated reporters. The modules take a “Three R’s” approach to help prevent or identify abuse and neglect. The “Three R’s” include recognizing child abuse, neglect, and boundary violations; responding to child abuse and neglect; and reporting child abuse, neglect, and boundary violations. This module is specific to California and its regulations.

Mandated Reporting for Child Abuse – California, *Spanish*

Approx. 34 Min. (not including final quiz)

This training will assist those in California who work with youth in understanding their role as mandated reporters. This module takes a “Three R’s” approach to help prevent or identify abuse and neglect. The “Three R’s” include recognizing child abuse, neglect, and boundary violations; responding to child abuse and neglect; and reporting child abuse, neglect, and boundary violations. Content in this module is presented in Spanish.

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Preventing Child Sexual Abuse (Religious)

24:23 Min.

Approx. 25-45 Min. (depending on version)

Target Audience: Faculty/Staff, Employees

Alternate versions: Religious, Schools

This training will help those who work/ volunteer in youth-serving organizations in preventing child sexual abuse. This module outlines three basic steps in preventing child sexual abuse:

- 1) Learning more about child sexual abuse;
- 2) Take action to safeguard children from sexual abuse; and
- 3) report any suspicion of child sexual abuse to the proper authorities.

Preventing Child Sexual Abuse (Schools K-12)

24:18 Min. (not including final quiz)

This training will help school administrators and employees in working to prevent child sexual abuse. This module outlines three basic steps in preventing child sexual abuse:

- 1) Learning more about child sexual abuse;
- 2) Take action to safeguard children from sexual abuse; and
- 3) Report any suspicion of child sexual abuse to the proper authorities.

Preventing Child Sexual Abuse

Self-paced

Target Audience: Adults

Alternate versions: Religious, Schools

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.

Substance Abuse Prevention

25 Min.

Target Audience: Adults

This program highlights the risk factors that are often involved in substance abuse among youth and students. This program was designed with adults (faculty, staff, employees, volunteers and other adults) in mind to:

- (1) create awareness of the circumstances and influences that lead to a young person's involvement in substance abuse,
- (2) overview actions adults can take to help young people avoid substance abuse, and
- (3) outline how to become involved with a young person believed to be abusing substances.

Technology Safety

17 Min.

Target Audience: Managers/Supervisors

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.

Student Violence

Self-paced

Target Audience: Supervisor/Manager/Employee

This training will assist faculty, staff, and administrators in addressing student violence in schools. Topics include what is considered student violence, why student violence occurs, warning signs of student violence, Applying the Five Core Principles of Smart Risk Management, sexual harassment between students, precursors to violence, and reporting student violence.

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Lunchroom Safety Supervisor

10:09 Min.

Target Audience: Managers/Supervisors

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 you on how to handle student injuries and emergency situations.

Playground Safety Inspection Program

17:14 Min.

Target Audience: Maintenance/Playground Supervisors

Provides information on inspecting playgrounds for safety, including types of playground equipment, ground protection, and other hazards routinely encountered on the playground.

Playground Safety Supervisor Training Program

10:48 Min.

Target Audience: Playground Supervisors/School Administrators

The goal of this training program is to provide participants with information on how to properly supervise students during recess activities. This program also discusses the legal and moral responsibilities of a playground supervisor and provides guidelines for handling playground injuries and emergency situations.

School Security Series: Heighten Your Staff's Awareness with Online Training

7:00 Min.

Target Audience: Administration/Security and Safety Committees/Supervisors/Employees

Security conscious employees are your first line of defense in protecting your school from unnecessary tragedy. Training your administrators, teachers, custodians, volunteers and office staff in security awareness and emergency preparedness is a proven, valuable investment for preventing violence and loss. Each school safety strategies training program runs approximately 1-3 minutes in length, with key points presented in video format. Following the video, a short, interactive quiz is given which reinforces the important elements pertinent to each topic. Upon successful completion of all 12 programs, a final exam is administered to reinforce complete understanding of the series.

The training topics included in this series:

- Visitor Management
- Bomb Threats
- Suspicious Mail or Packages
- School Intercoms
- Emergency Phone Use
- Classroom Doors
- School Lockdown
- Security Gates
- Security Cameras
- Shrub and Tree Control
- Playground Security
- Emergency Supplies

Shop Safety for Schools

35.33 Min.

Target Audience: Students

As a shop student, you have the opportunity to use powered equipment and hand tools to create unique pieces of art that are both aesthetically pleasing and functional. This training module is designed to educate you on the safety practices and procedures necessary to using shop equipment so that you can return home at the end of the day unharmed. The topics covered in this module include, General Safety Guidelines, Avoiding Distractions, Maintaining a Clean Shop, Personal Protective Equipment (PPE), Extension Cords, Powered Equipment Safety, Types of Power Equipment and Safety Practices, Hand Tool Safety, First Aid and Injury Reporting. A comprehensive quiz is included at the conclusion of the training module.

Student Misconduct On and Off Campus

Self-paced

Target Audience: Adults

Student Misconduct, on and off campus, is a program designed to equip connected campus adults with tools enabling them to help young people engage successfully with the sometimes challenging, often unspoken, social conduct rules of college life. The program addresses student misconduct manifested in actions generally labeled with one or more of the following terms: hazing, date rape (also known as acquaintance rape), stalking, intimidation, harassment, assault (including sexual assault), vandalism and theft.

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Accident Prevention (Safety Short)

1:06 Min.

Target Audience: Employees

This program provides a short synopsis of how to prevent accidents in the workplace.

Basic Lockout/Tagout Safety

Self-paced

Target Audience: Managers/Supervisors/Employees

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.

Basic Lockout/Tagout Safety Short

1:07 Min.

Safety short on basic lockout/tagout principles.

Bloodborne Pathogens

11:39 Min.

Target Audience: Managers/Supervisors

Describes the types of bloodborne pathogens (BBP) and explores the way 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 protection equipment, housekeeping practices and safe workplace practices.

Bloodborne Pathogens - Reducing the Risk of Occupations Transmission in the School (General Version, Spanish Version)

16:29 Min.

Target Audience: Managers/Supervisors/Employees

This program is designed for use by school personnel including teachers, health aides, coaches, custodial staff and administrators.

Bloodborne Pathogens Safety Short

1:55 Min.

Target Audience: Employees

Safety short on protecting yourself from bloodborne pathogen exposure.

Cart Operator Safety Training

Approx. 26 Min.

Target Audience: Relevant Employees

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, operation of the cart, operating responsibilities and violations.

Catholic Cemeteries Hazard Awareness/Self Inspection Program

26:16 Min.

Target Audience: Managers/Supervisors/Employees

Discusses examples of hazards commonly associated with Catholic cemetery operations and their effects on property, liability, workers' compensation and vehicles. The goal of the program is to train employees on how to identify hazards using self-inspection techniques that are designed to minimize and avoid future incidents and loss. Topics include: life safety requirements; building components; slip, trip and fall hazards; signage; cemetery perimeters; landscaping; decorations and markers.

Cold Weather Safety Short

5:02 Min.

Topics covered include: facts on cold weather; cold weather injuries; and cold weather safety precautions.

Creating a Safe Holiday Celebration

18:08 Min.

Target Audience: Managers/Supervisors/Employees

This training program is intended to help employees understand the importance of incorporating safety into holiday celebrations and decorations both at work and at home.

Determining the Root Cause of Accidents

16:16 Min.

Target Audience: Managers/Supervisors

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.

Defensive Driving in Winter Weather Conditions Safety Short

2:09 Min.

This safety shorts provides tips on how to prepare for and drive safely in winter weather conditions.

Disaster Planning 101

20:07 Min.

Target Audience: Managers/Supervisors/Employees

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; creating an emergency plan; conducting drills and resources for additional information.

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Distracted Driving Safety Short

2:45 Min.

Safety tips for preventing distracted driving.

Driving Safely in School Zones Safety Short

3:20 Min.

Safety tips for driving safely in school zones.

Electrical Safety

11:41 Min.

Target Audience: Managers/Supervisors/Employees

Provides participants with information on the basics of electricity, including safe work practices and special environments.

Electric Safety – Safety Short

0:50 Min.

Target Audience: Employees

This program provides an overview on working safely with electrical equipment.

Emergency Procedures – Safety Short

0:59 Min.

Target Audience: Employees

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.

Employee and Family Disaster Preparedness Training

15:22 Min.

Target Audience: Managers/Supervisors/Employees

It is essential for employees to be prepared at home so they may be available to fulfill their work-related responsibilities, as well as, their personal responsibilities. The intent of this program is to help employees be in a position to help the organization and others by having themselves and their families prepared in the event of a disaster.

Fire Prevention Practices

9:38 Min.

Target Audience: Managers/Supervisors/Employees

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, proper storage of flammable materials, knowing what to do in the event of a fire, portable fire extinguishers, and fire protection and life safety systems.

Fire Prevention & Protection – Safety Short

1:44 Min.

Target Audience: Employees

Safety short on basic fire prevention and how to use a fire extinguisher.

Forklift Safety Basics for General Industry

16:57 Min.

Target Audience: Managers/Supervisors/Employees

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

23:04 Min.

Target Audience: Employees

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.

Hand and Power Tools – Safety Short

1:21 Min.

Target Audience: Employees

This program provides an overview of how to work safely when using hand and power tools.

Hand Safety

8:28 Min.

This training module discusses how to prevent hand injuries in the workplace. Topics covered include: general hazards associated with hands and fingers in the workplace; responsibilities of the employer and employee concerning hand safety in the workplace; different types of hand injuries that can occur in the workplace; various types of hand protection, their uses, and under what circumstances they are and are not to be used; proper care, maintenance, useful life and disposal of various types of hand protection; and the appropriate steps involved in dealing with a hand injury.

Hazard Communication (GHS) (General and Spanish Version)

14:29 Min.

Target Audience: Managers/Supervisors

Defines the responsibilities of employers as they relate to hazard communication; reviews and discusses typical hazards associated with chemicals; and provides an overview on how to understand the chemicals employees work with by reviewing Material Safety Data Sheets (MSDS) and container labels.

Hazard Communication – Safety Short

1:45 Min.

Target Audience: Employees

Safety short on basic hazard communication principles including using chemicals safety and understanding MSDSs.

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Hearing Protection

12:54 Min.

Target Audience: Managers/Supervisors/Employees

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.

Housekeeping: Before You Start Safety Short

4:57 Min.

Target Audience: Managers/Supervisors/Employees

Shortage of time and pressure to get the job done can cause unsafe work practices. To avoid injuries and last minute rushing it is important to plan your workday in advance, organize your work, be aware of hazards, use the correct Personal Protective Equipment (PPE), and know how to safely use carts and barrels.

Housekeeping: Emptying Trash Safety Short

3:48 Min.

Target Audience: Managers/Supervisors/Employees

When emptying trash, remember that the more weight you have, the greater the strength or force needed to push it, especially on carpet, dirt, gravel, or other loose surface material. To avoid injuries, be aware of trash can weight distribution and movement, use proper lifting techniques, empty trash cans frequently and follow safe work practices when emptying trash or garbage into the dumpster.

Housekeeping: Mopping and Emptying Buckets – Safety Short

5:38 Min.

Target Audience: Managers/Supervisors/Employees

Lifting and carrying buckets, mopping, wringing out mops and emptying mop buckets are all part of the mopping process and if not done correctly, could lead to strain and exertion injuries. This program provides best practices for filling and carrying buckets, safely mopping a floor surface, marking a wet floor surface, wringing out a mop and emptying mop buckets.

Housekeeping: Cleaning by Hand – Safety Short

4:12 Min.

Target Audience: Managers/Supervisors/Employees

Reach for the stars, not for your work when cleaning by hand! It is important to avoid awkward body postures caused by excessive reaching and stretching. This program discusses using the proper tools; techniques for safely cleaning tubs, sinks and toilets; wiping and dusting; and high area dusting.

Housekeeping: Preventing Slips, Trips and Falls – Safety Short

4:29 Min.

Target Audience: Managers/Supervisors/Employees

Custodians create fall hazards by making floors wet, moving furniture around and waxing floors. It is important that custodians, the general public and other workers are aware of fall hazards within a facility. Topics discussed in this program include: causes of slips, trips and falls; definition of a slip and trip; communicating slip, trip and fall hazards; and good housekeeping practices.

Housekeeping – Safety Short

1:35 Min.

Target Audience: Employees

Safety short on basic housekeeping practices.

Identifying Strain and Exertion Exposures

20:15 Min.

Target Audience: Managers/Supervisors/Employees (General and Spanish Version)

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 Prevention in Restaurants

15:22 Min.

Target Audience: Employees

This program examines some of the more common hazards and types of injuries. Topics include: strains/sprains/bruises, cuts/lacerations, burns, scalds and safety tips for kitchen staff, servers, bus people, bar staff and dishwashers.

Janitorial Safety Orientation

12:01 Min.

Target Audience: Employees

This program exams common hazards janitorial staff face on a daily basis and the steps they can take to minimize risk.

Ladder Safety

8:58 Min.

Target Audience: Employees

This program discusses the safe way to use stepladders, straight ladders and platform ladders, as well as common hazards associated with improper ladder use.

Ladder Safety – Safety Short

1:23 Min.

Target Audience: Employees

Safety short on basic principles of using ladders safely.

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Lead-Based Paint

21:13 Min.

Target Audience: Employees

Safe Environments: This training program discusses the use of lead in paint, its hazards and restrictions. Topics include OSHA regulations regarding exposure, EPA Toxic Substances Control Act, Lead-based Paint Operations and Maintenance Program, identification of lead-based paint, dangers of lead-based paint, hazards presented by lead-based paint, exposures to lead-based paint, how lead-based paint enters the body, health effects of lead-based paint, permissible exposure levels, OSHA Action Level, access to OSHA Appendices A&B, worker health exam requirements, and safety precautions for working with lead-based paint.

Basic Lockout/Tagout – Safety Short

1:07 Min.

Target Audience: Employees

Safety short on basic lockout/tagout principles.

Machine Guarding: Protecting Employees from Injuries (General Version, Spanish Version)

26:10 Min.

Target Audience: Employees

Provides information on the hazards associated with operating moving machinery and guides participants through scenarios to determine if common industrial machinery is properly/improperly guarded. Machinery discussed includes: grinders, saws, power presses and conveyor systems.

Means of Egress

18:45 Min.

Target Audience: Employees

Workplace Safety: 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.

Office Ergonomics Defined

11:01 Min.

Target Audience: Employees

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 and typical ergonomic injuries.

Office Safety Basics

7:41 Min.

Target Audience: Employees

This program raises awareness to safety hazards in an office environment and discusses topics such as ergonomic, ladders, office equipment, slips and falls, safe lifting, fire prevention and more.

Office Workstation Safety

14:14 Min.

Target Audience: Employees

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

18:49 Min.

Target Audience: Managers/Supervisors

Intended for use by supervisors to help identify the hazards employees face at their workstation. Topics include workplace organization, maintaining neutral body positions, avoiding eyestrain, sustaining good physical condition and exercises to stretch tired muscles.

Personal Protective Equipment (PPE)

19:23 Min.

Target Audience: Managers/Supervisors/Employees

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.

Personal Protective Equipment (PPE) – Safety Short

3:09 Min.

Target Audience: Employees

Safety short on PPE including eye protection, foot protection, hearing protection, hand protection and head protection.

Portable Fire Extinguishers

(Part 1) 19:59 Min. (Part 2) 15:37 Min.

Target Audience: Employees

Provides a basic overview of the main causes of fire and the types of fire extinguishers that are designed to extinguish and control fires. Demonstrates how to utilize a portable fire extinguisher, provides a focus on personal safety, and explains proper fire extinguisher use.

Preparation for Physical Activity

15:02 Min.

Target Audience: Employees

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, stretching exercises for hands, wrists, shoulders, upper and lower back, and legs.

Preventing Back Injuries

11:33 Min.

Target Audience: Employees

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.

Training Modules

Introduction

Cyber

Employment Practices

Fleet Safety

Human Resources

Professional Development

Risk Management for the Workplace

Safe Environments

Smart Adults-Safer Children

Student-Related Risks

Workplace Safety

Suggested Training Series



Workplace Safety



Preventing Fall Accidents and Injuries

Target Audience: School Maintenance Staff

Preventing Injuries When Lifting, Moving and Transferring Residents

15:18 Min.

Target Audience: Healthcare aids, CNAs, Nursing Staff

This program is designed to provide caregivers with information on how to safely lift, move and transfer residents. Topics include contributing risk factors, preventing injuries, preparing for the lift, pre-shift stretching, evaluation of the situation and physical setting, communicating with the resident, lifting the resident by hand, mechanical equipment and quiz.

Preventing Slips and Falls in Restaurants

8:09 Min.

Target Audience: Employees

This program will help your employees recognize slip, trip and fall hazards and take the steps necessary to prevent them.

Preventing Workplace Violence

11:46 Min.

Target Audience: Employees

Provides information on the causes of workplace violence, how to recognize the signs that contribute to workplace violence, and what to do should an incident of workplace violence occur.

Recognizing and Identifying on the Job Hazards,

20:46 Min.

Target Audience: Supervisors/Employees/Volunteers in Temporary Staff Environments

The purpose of this presentation is to follow the viewer to observe a variety of workplace hazards, to review some of the reasons why these hazards come about, and to touch on a few ways to address employee risk in the temporary staffing environment.

Safety Committees – The Real Story

9:43 Min.

Target Audience: Employees

This program covers the assignments and responsibilities of the safety committee members.

Safety Committees – The Real Story

9:43 Min.

Target Audience: Safety Committee/Risk Management/ Committee Members

This program discusses how to improve Safety Committee performance. A quiz is included at the conclusion to reinforce knowledge and understanding of program content.

Safe Housekeeping Practices

16:10 Min.

Target Audience: Managers/Supervisors/Employees

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.

Safe Lifting Practices – Safety Short

1:55 Min.

Target Audience: Employees

Safety short that illustrates how to lift objects safely.

Safety Pays for Life

3:44 Min.

Target Audience: Employees

A brief motivational program that emphasizes how working safely can actually “Pay you for life.”

Slip, Trip, Fall – Safety Short

2:00 Min.

Target Audience: Employees

Safety short on preventing injuries due to basic slip, trip and fall exposures.

Slip, Trip and Fall Training

Program, 10:23 Min.

Target Audience: Employees

Safe Environments: 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 slip, trip and falls in the workplace.

Tornado Preparedness – Safety Short

2:23 Min.

This safety short provides a quick review on tornado preparedness including: tornado danger signs; terms to know; and shelter areas.

Working in Comfort

12:09 Min.

Target Audience: Employees

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 and challenging adjustments.

Workplace Mold

9:50 Min.

Target Audience: Employees

Safe Environments: This module provides an overview of the different types of mold, the effects of mold, and how to prevent mold from occurring.

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Workplace Safety

Suggested Training Series

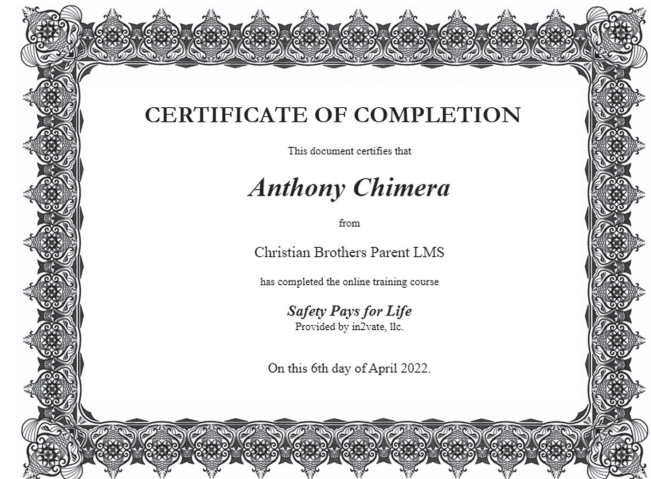
Suggested Training Series

Supervisor Series:

- ▶ Sexual Harassment and Discrimination
- ▶ Diversity
- ▶ Personnel Files 01-03: Do's and Don'ts
- ▶ Workers' Compensation / Family Medical Leave Act / Americans with Disabilities Act
- ▶ Smart Risk Management — Five Core Principles
- ▶ Theft and Unsafe Acts
- ▶ Determining the Root Cause of Accidents
- ▶ Office Workstation Safety for Supervisors

New Employee Series:

- ▶ Sexual Harassment and Discrimination
- ▶ Teamwork / Respect / Awareness / Communication (TRAC)
- ▶ Safe Lifting Practices — Safety Short
- ▶ Safety Pays for Life
- ▶ Slip, Trip and Fall



Participants can download a certificate of achievement upon successful completion of each module.

Interested in a Preview?

Contact

Anthony Chimera

Risk Control Specialist

800.807.0100 x2512

anthony.chimera@cbservices.org