

## Training Catalogue

in2vate develops and delivers online training programs to assist your organization in managing risk and bettering lives. All of our online training topics may be presented in a live setting, as well. Our programs focus on preventing wrongdoing and promoting right doing.

- **Employment Practices Liability** – Including topics such as sexual harassment, discrimination, and protected classes training for all employees.
- **Leave-Related Laws** – Addressing the key elements—and the interaction—of requirements involving disabilities, family and medical leave, and workers’ compensation fraud and retaliation.
- **Human Resources** – Addressing functions and processes from hiring to firing (and everything in between), along with other timely topics such as sensitivity and ethics.
- **Safe Environment** – Including the prevention of sexual abuse, bullying and cyber bullying, and substance abuse, as well as the promotion of technology safety and security.
- **Student-Related Risks** – Addressing unique challenges in the care of students, such as prevention of (and proactive response to) misconduct, as well as confidentiality and other technical requirements.
- **Workplace Risk Management** – Assisting organizations in practicing collective risk management to better manage workplace risks, including violence, theft, and other unsafe acts.
- **Workplace Safety** – Assisting organizations in managing a wide range of risks to safeguard employees, volunteers, visitors, and anyone else who may come into contact with your workplace.

## Table of Contents

<b>Training Catalogue</b> .....	<b>1</b>
<b>Table of Contents</b> .....	<b>2</b>
<b>Employment Practices Liability</b> .....	<b>6</b>
Sexual Harassment and Discrimination – Employees (Available in Spanish) .....	6
Sexual Harassment and Discrimination Higher Ed – Employees.....	6
Sexual Harassment and Discrimination K-12 – Employees .....	6
Sexual Harassment and Discrimination – Supervisors (Available in Spanish) .....	6
Sexual Harassment and Discrimination Higher Ed –Supervisors .....	6
Sexual Harassment and Discrimination K-12 – Supervisors.....	6
Sexual Harassment and Discrimination – Supervisors (California) (Available in Spanish).....	6
Sexual Harassment and Discrimination – Supervisors (Connecticut) .....	6
Sexual Harassment and Discrimination – Supervisors (Florida) .....	6
Sexual Harassment and Discrimination – Supervisors (Illinois) .....	6
Sexual Harassment and Discrimination – Supervisors (Maine) .....	6
Sexual Harassment and Discrimination – Supervisors (New Jersey) .....	6
Sexual Harassment and Discrimination – Supervisors (New York) (Available in Spanish).....	6
Sexual Harassment and Discrimination – Employees (New York) (Available in Spanish).....	6
TRAC (Teamwork · Respect · Awareness · Communication) .....	6
<b>Human Resources</b> .....	<b>7</b>
Diversity.....	7
Ethics .....	7
Ethics (State-Specific CA Version) .....	7
FACTA – Identify Theft "Red Flag" Regulatory Compliance Guidance .....	7
FACTA – Identify Theft "Red Flag" Regulatory Compliance Guidance (Higher Ed).....	7
Hiring .....	7
Interviewing .....	7
Investigations .....	8
Job Applications .....	8
Personnel Files .....	8
Sensitivity .....	8
Terminations .....	8
<b>Leave-Related Laws</b> .....	<b>9</b>
Disabilities (ADA).....	9
Disabilities (ADA) - K-12.....	9
Family Medical Leave Act (FMLA) .....	9
Workers' Compensation Essentials.....	9
Workers' Compensation (FMLA, ADA, ADAAA) .....	9
ADA/FMLA/Workers' Compensation (Higher Education) .....	9
<b>Safe Environments (Smarter Adults–Safer Children®)</b> .....	<b>10</b>
Camps Training Program on Child Sexual Abuse and Molestation (Smarter Adults–Safer Children Series) .....	10
Camps Training Program on Child Sexual Abuse and Molestation – Texas (Smarter Adults–Safer Children Series) .....	10
Bullying/Violence Prevention (Smarter Adults–Safer Children Series) .....	10
Healthy Relationships (Smarter Adults–Safer Children Series) .....	10
Sexual Abuse Prevention (Smarter Adults–Safer Children Series) .....	10
Student-To-Student Sexual Harassment (Smarter Adults–Safer Children Series).....	10
Student Misconduct On And Off Campus (Smarter Adults–Safer Children Series) .....	11

Student Violence (Smarter Adults–Safer Children Series).....	11
Substance Abuse Prevention (Smarter Adults–Safer Children Series) .....	11
Technology Safety (Smarter Adults–Safer Children Series) .....	11
<b>Student-Related Risks .....</b>	<b>11</b>
FERPA .....	11
<b>Workplace Risk Management .....</b>	<b>12</b>
Collective Risk Management Team® .....	12
Five Core Principles of Smart Risk Management .....	12
Theft .....	12
Unsafe Acts.....	12
Violence/Theft/Unsafe Acts (Combined Version) .....	12
Violence/Theft/Unsafe Acts (Higher Education Combined Version) .....	12
Violence.....	12
<b>Workplace Safety .....</b>	<b>12</b>
Accident Investigation Techniques .....	13
Accident And Injury Procedures.....	13
Accident Prevention .....	13
Accident Scene Management .....	13
Back Safety .....	13
Basic Conveyor Safety .....	13
Basic Lockout/Tagout Safety (Available in Spanish) .....	13
Bloodborne Pathogens.....	14
Bloodborne Pathogens - Reducing the Risk of Occupations Transmission in the School (Available in Spanish) .....	14
Catholic Cemeteries Hazard Awareness/Self Inspection Program .....	14
Common Fire and Life Safety Hazards .....	14
Continuity of Operations Planning.....	14
Creating A Safe Holiday Celebration .....	14
Defensive Driving .....	15
Defensive Driving-Accident Scene Management .....	15
Defensive Driving-Backing Safely-R is for Reverse .....	15
Defensive Driving-Basics .....	15
Defensive Driving-Changing Lanes Safely.....	15
Defensive Driving-Driving Safely in School Zones .....	15
Defensive Driving-Intersections .....	15
Defensive Driving-Reducing Deer Related Accidents.....	15
Defensive Driving-Reducing Springtime Weather Accidents.....	15
Defensive Driving-Reducing Winter Weather Accidents .....	15
Defensive Driving-Safe Following Distance .....	15
Defensive Driving-Winter Weather Conditions .....	15
Determining The Root Cause Of Accidents .....	15
Disaster Planning.....	15
Distracted Driving Safety Short .....	15
Electric Cart Safety .....	16
Electrical Safety .....	16
Emergency Procedures .....	16
Employee & Family Disaster Preparedness .....	16
Employee Safety Orientation General Industry .....	16
Employee Safety Orientation - Temporary Staffing Services (Available in Spanish) .....	16
Evacuation Planning and Procedures.....	17

Fire Extinguishers (Portable, 2-Part) .....	17
Fire Prevention Practices .....	17
Fire Prevention & Protection Safety Short.....	17
Forklift Safety Basics For General Industry (Available in Spanish).....	17
General Industry Asbestos Awareness.....	17
General Auto Risk Program for Drivers.....	18
General Safety Rules .....	18
GHS Hazard Communication (Available in Spanish) .....	18
GHS Hazcom-Safety Short .....	18
Hand And Power Tools.....	18
Hazard Communication.....	18
Hearing Protection .....	19
Housekeeping.....	19
Housekeeping: Before You Start Safety Short .....	19
Housekeeping: Cleaning by Hand Safely Safety Short .....	19
Housekeeping: Emptying Trash Safety Short .....	19
Housekeeping: Mopping and Emptying Buckets Safety Short.....	19
Housekeeping: Preventing Slips, Trips and Falls Safety Short .....	19
Identifying Strain and Exertion Exposures (Available in Spanish).....	20
Ladder.....	20
Lead-based Paint Awareness .....	20
Lockdown Procedures.....	20
Lockout Tagout.....	20
Lunchroom Safety .....	20
Machine Guarding (Available in Spanish) .....	21
Means Of Egress - Keeping Your Exits Clear.....	21
Office Ergonomics Defined.....	21
Office Workstation Safety .....	21
Personal Protective Equipment (Available in Spanish) .....	21
Playground Safety Inspection Program.....	21
Playground Safety Supervisor Training .....	22
Power Tool Safety .....	22
Preparation for Physical Activity .....	22
Preventing Back Injuries (Available in Spanish) .....	22
Preventing Injuries When Lifting, Moving and Transferring Residents .....	22
Recognizing And Identifying On-The-Job Hazards .....	22
Safe Following Distance - Avoiding Rear-End Collisions .....	23
Safe Housekeeping Practices .....	23
Safe Lifting Practices Safety Short.....	23
Safety Pays For Life .....	23
School Bus Driver Safety Emergency Evacuation and Safety Procedures .....	23
School Bus Driver Safety Transporting Students with Special Needs .....	23
School Bus Driver Safety-Preparation for Travel and Student Safety.....	23
School Hazard Identification Training Program .....	24
School Safety Strategies .....	24
School Safety Strategies: Introduction School Safety Strategies: Bomb Threats .....	24
School Safety Strategies: Classroom Doors.....	24
School Safety Strategies: Emergency Phone Use .....	24
School Safety Strategies: Emergency Supplies.....	24
School Safety Strategies: Playground Security .....	24

School Safety Strategies: School Intercoms ..... 24

School Safety Strategies: School Lockdown ..... 24

School Safety Strategies: Security Cameras ..... 24

School Safety Strategies: Security Gates ..... 24

School Safety Strategies: Shrub and Tree Control ..... 24

School Safety Strategies: Suspicious Mail ..... 24

School Safety Strategies: Visitor Management ..... 24

School Safety Strategies: Final Exam ..... 24

Slips, Trips, and Falls Safety Training ..... 24

Spanish Speaking Workforce Sample Program ..... 24

Strain & Exertion Exposures ..... 25

Temporary Staffing Employee Safety Orientation (Available in Spanish) ..... 25

Tornado Preparedness for Schools (Available for Illinois state) ..... 25

Van Safety Training--Higher Ed ..... 25

Van Safety Training Schools ..... 25

Working in Comfort-A Lesson in Computer Workstation Ergonomics ..... 25

Workplace Mold ..... 26

Workplace Security Series ..... 26

    Workplace Security Series-Access Control ..... 26

    Workplace Security Series-Active Shooter ..... 26

    Workplace Security Series-Bomb Threats ..... 26

    Workplace Security Series-Disgruntled People ..... 26

    Workplace Security Series-Emergency Phone Use ..... 26

    Workplace Security Series-Office Emergency Backpack ..... 26

    Workplace Security Series-Password and Cyber Security ..... 26

    Workplace Security Series-Security Awareness ..... 26

    Workplace Security Series-Separation Practices ..... 26

    Workplace Security Series-Suspicious Mail or Packages ..... 26

    Workplace Security Series-Visitor Management ..... 26

## **Employment Practices Liability**

### **Sexual Harassment and Discrimination – Employees (Available in Spanish)**

Target Audience: Faculty/Staff, Employees, and Volunteers

Harassment, particularly sexual harassment, is a problem that can have devastating consequences. This training highlights the personal and economic impacts of sexual harassment, the duties of managers and supervisors, what sexual harassment is and isn't, how to spot and prevent potential sexual harassment, how to defend your institution with effective reporting systems, the importance of investigations, and more. Harassment is also available in the following versions:

Also Available:

**Sexual Harassment and Discrimination Higher Ed – Employees**

**Sexual Harassment and Discrimination K-12 – Employees**

### **Sexual Harassment and Discrimination – Supervisors (Available in Spanish)**

Target Audience: Managers/Supervisors, State Officials where applicable

Harassment, particularly sexual harassment, is a problem that can have devastating consequences. This training highlights the personal and economic impacts of sexual harassment, the duties of managers and supervisors, what sexual harassment is and isn't, how to spot and prevent potential sexual harassment, how to defend your institution with effective reporting systems, the importance of investigations, and more. Harassment is also available in the following versions:

Also Available:

**Sexual Harassment and Discrimination Higher Ed –Supervisors**

**Sexual Harassment and Discrimination K-12 – Supervisors**

**Sexual Harassment and Discrimination – Supervisors (California) (Available in Spanish)**

**Sexual Harassment and Discrimination – Supervisors (Connecticut)**

**Sexual Harassment and Discrimination – Supervisors (Florida)**

**Sexual Harassment and Discrimination – Supervisors (Illinois)**

**Sexual Harassment and Discrimination – Supervisors (Maine)**

**Sexual Harassment and Discrimination – Supervisors (New Jersey)**

**Sexual Harassment and Discrimination – Supervisors (New York) (Available in Spanish)**

**Sexual Harassment and Discrimination – Employees (New York) (Available in Spanish)**

### **TRAC (Teamwork · Respect · Awareness · Communication)**

Target Audience: All Employees

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

## Human Resources

### **Diversity**

Target Audience: HR/Managers/Supervisors

We interact with people from many different and diverse backgrounds -- different races, colors, national origins, religions, ethnicities, disabilities, genders, ages, cultures, political beliefs, orientations, upbringings, and economic status. This training was designed to create better awareness and enable you to create a productive and positive organizational culture that respects differences and realizes the benefits of each member of your institution.

### **Ethics**

Target Audience: HR/Managers/Supervisors

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

Also Available:

#### **Ethics (State-Specific CA Version)**

### **FACTA – Identify Theft "Red Flag" Regulatory Compliance Guidance**

Target Audience: Relevant Employees

The Federal Trade Commission (FTC), along with other federal agencies, promulgated regulations, effective Nov. 1, 2008, as required by the Fair and Accurate Credit Transactions Act of 2003 (FACTA). The regulations are known as the Red Flag Rules. The Red Flag Rules require covered business entities to develop and implement written identity theft prevention programs. The module provides FACTA compliance guidance.

### **FACTA – Identify Theft "Red Flag" Regulatory Compliance Guidance (Higher Ed)**

Target Audience: Relevant Employees

The Red Flag Rules require covered business entities, including most colleges and universities, to develop and implement written identity theft prevention programs. The module provides FACTA compliance guidance for Higher Education institutions.

### **Hiring**

Target Audience: HR/Managers/Supervisors

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

### **Interviewing**

Target Audience: HR/Managers/Supervisors

Most problems resulting in employee lawsuits could have been avoided if proper attention had been paid to the hiring process. This module discusses who should conduct interviews, interview preparation, and what information is appropriate and inappropriate to ask during an interview.

### **Investigations**

Target Audience: HR/Managers/Supervisors

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

### **Job Applications**

Target Audience: HR/Managers/Supervisors

A well-written job application form is essential for a successful hiring process. This module discusses what information is appropriate and inappropriate in a job application form and how that information should be used in an interview. Tips are provided for improving application forms and characteristics that are favored for those who conduct interviews.

### **Personnel Files**

Target Audience: HR/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.

### **Sensitivity**

Target Audience: HR/Managers/Supervisors

Organizations should support their employees in acting sensitively and respectfully in all workplace settings. This module discusses what sensitivity is and what it is not, sensitive values versus sensitive behaviors, respecting others' boundaries, seeing things from another's perspective, avoiding insensitive situations, and how to develop basic sensitivity skills.

### **Terminations**

Target Audience: HR/Managers/Supervisors

This training guides managers and supervisors through scenarios on topics related to employee terminations. A wide range of issues are covered, including employment-at-will, implied contracts, and wrongful termination for discriminatory or retaliatory reasons. Each scenario is accompanied by a brief tutorial on the basic employment principles involved and how the situations should best.



## Leave-Related Laws

### **Disabilities (ADA)**

Target Audience: Managers/Supervisors

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

Also Available:

#### **Disabilities (ADA) - K-12**

### **Family Medical Leave Act (FMLA)**

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.

### **Workers' Compensation Essentials**

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

### **Workers' Compensation (FMLA, ADA, ADAAA)**

Target Audience: Managers/Supervisors

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

Also Available:

#### **ADA/FMLA/Workers' Compensation (Higher Education)**

## **Safe Environments (Smarter Adults–Safer Children<sup>®</sup>)**

### **Bullying/Violence Prevention (Smarter Adults–Safer Children Series)**

Target Audience: Adults

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

### **Camps Training Program on Child Sexual Abuse and Molestation (Smarter Adults–Safer Children Series)**

This nationwide appropriate child sexual abuse prevention training module focuses on adults who participate in our youth camps. This is a one-hour training with a 25-question examination at its conclusion, and pass with 70% minimum grade. A training certificate will be issued to verify course completion.

### **Camps Training Program on Child Sexual Abuse and Molestation – Texas (Smarter Adults–Safer Children Series)**

This child sexual abuse prevention training module in fulfillment of the Texas statutory requirement. All adults who participate in our youth camps are required to take this one-hour training, as well as the 25 question examination at its conclusion, and pass with 70% minimum grade. A training certificate will be issued to verify course completion. The training material provided meets the criteria in accordance with 25 TAC 265.12(g). Training Course Approval Number YC13-0101.

### **Healthy Relationships (Smarter Adults–Safer Children Series)**

Target Audience: Teens

Our lives are made up of relationships with the people around us. While healthy, positive relationships are beneficial and help people reach their goals and live happy lives, some relationships can be harmful. This course stresses the importance of making healthy choices about relationships by identifying negative relationships and providing information and tools for choosing positive relationships.

### **Preventing Child Sexual Abuse (Smarter Adults–Safer Children Series)**

Target Audience: Adults

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.

### **Student-To-Student Sexual Harassment (Smarter Adults–Safer Children Series) (Available for K-12)**

Target Audience: Faculty/Staff

This course provides training for administrators, faculty, and staff to better recognize, report, and manage reports of sexual harassment when the harasser(s) and/or victim(s) are students.

**Student Misconduct On And Off Campus Higher Ed (Smarter Adults–Safer Children Series)**

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.

**Student Violence (Smarter Adults–Safer Children Series) (Available for K-12)**

Target Audience: Employees

More than half of U.S. public schools reported experiencing violent crime last year. School violence is a national crisis that shakes our confidence. We want to be safe in our schools; our communities and our futures compel us to take proactive steps to eliminate school violence. This training program discusses the risks, losses, and liabilities of school violence, the different kinds of violent acts that may take place in school, the challenges and motivation related to school violence, the people who commit these violent acts, warning signs, and more.

**Substance Abuse Prevention (Smarter Adults–Safer Children Series)**

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 (Smarter Adults–Safer Children Series)**

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-Related Risks

**FERPA**

Target Audience: Faculty/Staff

Faculty and staff have a responsibility, not only to comply with FERPA with regard to education records, but also to protect student records in their possession or under their control. This program is designed to give a basic understanding of the Family Educational Rights and Privacy Act (FERPA) governing the release of student information.

## Workplace Risk Management

### **Collective Risk Management Team<sup>®</sup>**

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.

### **Five Core Principles of Smart Risk Management<sup>®</sup>**

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**

Target Audience: Managers/Supervisors

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

### **Unsafe Acts**

Target Audience: Managers/Supervisors

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

Also Available:

**Violence/Theft/Unsafe Acts (Combined Version)**

**Violence/Theft/Unsafe Acts (Higher Education Combined Version)**

### **Violence**

Target Audience: Managers/Supervisors

A growing concern for employers is workplace violence. Learn what forms violence can take, how to spot the potential for violence, prevention techniques, suggested procedures and practices in the event of violence, and more.

## Workplace Safety

**Accident Investigation Techniques**

Target Audience: Managers/Supervisors

Designed to enhance the skills of trainees 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.

**Accident And Injury Procedures**

Target Audience: Employees

No matter how safe a workplace might be, accidents do occur. This training course seeks to increase awareness of accident exposures. Additionally, it explains the procedures that should be used for documenting, reporting, and responding to accidental workplace injuries.

**Accident Prevention**

Target Audience: Employees

Safe work practices must be a priority every day. Knowledge of safe work practices can contribute to preventing accidents. This program addresses accident prevention by defining the term "accident" and exploring some of the root causes of accidents.

**Accident Scene Management**

Target Audience: Employees

Every day, drivers are involved in motor vehicle emergencies or accidents. The goal of this training program is to provide instruction on the procedures one should follow if involved in a motor vehicle accident. Additionally, this course stresses the importance of preparedness for this type of emergency.

**Back Safety**

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.

**Basic Conveyor Safety**

Target Audience: Employees

Upon successfully completing this course, participants will be able to: recognize the work hazards associated with conveyors; list the proper safety measures to be taken when working with or around conveyors; understand the importance of proper PPE associated with conveyors; and recognize the appropriate uses of conveyors within a work area.

**Basic Lockout/Tagout Safety (Available in Spanish)**

Target Audience: 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; Quiz.

### **Bloodborne Pathogens**

Target Audience: Employees

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

Also Available:

#### **Bloodborne Pathogens - Reducing the Risk of Occupations Transmission in the School (Available in Spanish)**

Target Audience: Managers/Supervisors

### **Catholic Cemeteries Hazard Awareness/Self Inspection Program**

Audience: 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.

### **Common Fire and Life Safety Hazards**

Target Audience: Employees

The following training program is intended to provide you with useful information on common fire and life safety hazards in the workplace. By recognizing potential hazards, administrators and managers as well as individual employees can initiate corrective measures before a hazard results in an injury, lost time and or property claim. Quiz.

### **Continuity of Operations Planning**

Target Audience: Managers/Supervisors

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

### **Creating A Safe Holiday Celebration**

Target Audience: Employees

At homes and businesses alike, the holidays are typically some of the most anticipated periods of the year and occasionally, people lose sight of safety when trying to promote a holiday or seasonal theme. This course stresses the importance of maintaining a clear focus on safety-related matters during the holiday season, both at work and at home. In addition, it emphasizes five important areas of concern related to the holiday season: electricity, exits, live decorations, open flame, and fire protection systems.

### **Defensive Driving**

Target Audience: Employees

Motor vehicle accidents account for 43% of all accidental deaths across the United States. This training program will discuss how defensive driving techniques can promote safe driving and reduce accidents. The objectives of this course are to understand the definition of defensive driving, recognize unsafe driving practices, be aware of the general methods of preventing accidents, and identify safe practices for driving in various weather conditions.

Also Available:

- Defensive Driving-Accident Scene Management**
- Defensive Driving-Backing Safely-R is for Reverse**
- Defensive Driving-Basics**
- Defensive Driving-Changing Lanes Safely**
- Defensive Driving-Driving Safely in School Zones**
- Defensive Driving-Intersections**
- Defensive Driving-Reducing Deer Related Accidents**
- Defensive Driving-Reducing Springtime Weather Accidents**
- Defensive Driving-Reducing Winter Weather Accidents**
- Defensive Driving-Safe Following Distance**
- Defensive Driving-Winter Weather Conditions**

### **Determining The Root Cause Of Accidents**

Target Audience: Managers/Supervisors

Enhances the trainees 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.

### **Disaster Planning**

Target Audience: Employees

Our world is continuously challenged by a variety of different disastrous events that, whether natural or manmade, have a significant impact on people's lives and may strike with little to no warning; however, one thing people and organizations can do with a great deal of success is anticipate threats that may impact their lives and operations and develop contingencies to appropriately respond to potentially catastrophic events. This course emphasizes the importance of emergency preparedness, both in the workplace and at home. Additionally, it addresses the role that predicting, preparing, and planning all play in disaster safety.

### **Distracted Driving Safety Short**

Target Audience: Employees

Safety Short that discusses the factors that distract drivers from the task of driving and how to identify these types of drivers.

**Electric Cart Safety**

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, operating the cart, operating responsibilities, and violations. With a little care and responsibility cart operators applying these success keys can get through their day without incident.

**Electrical Safety**

Target Audience: Employees

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

**Emergency Procedures**

Target Audience: Employees

Safe work practices must be a priority every day. This course stresses the importance of both preparation and knowledge of procedure for emergency situations.

**Employee & Family Disaster Preparedness**

Target Audience: Employees

Organizations of all types must be prepared for natural and man-made disasters. 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.

**Employee Safety Orientation General Industry**

Target Audience: Employees

Workplace Safety: This program is intended for providing both new and existing employees with information on general safety rules and practices for accident prevention. The program also provides information on what to do in case of an accident or injury. Topics include: General Safety Rules, Lifting and Material Handling, Fire Prevention and Protection, Housekeeping, Personal Protective Equipment, Hazard Communication, Driver Safety, Blood borne Pathogens, Electrical Safety, Lockout/Tagout, Slip, Trip and Fall Exposures, Ladders, Hand and Power Tools, Emergency Procedures, and Accident/Injury Procedures. The program includes a comprehensive 10 question quiz at the conclusion of the program.

**Employee Safety Orientation - Temporary Staffing Services (Available in Spanish)**

Target Audience: Employees



This program is intended for providing both new and existing employees with information on general safety rules and practices for accident prevention. The program also provides information on what to do in case of an accident or injury. Topics include: General Safety Rules, Lifting and Material Handling, Fire Prevention and Protection, Housekeeping, Personal Protective Equipment, Hazard Communication, Driver Safety, Blood borne Pathogens, Electrical Safety, Lockout/Tagout, Slip, Trip and Fall Exposures, Ladders, Hand and Power Tools, Emergency Procedures, and Accident/Injury Procedures. The program includes 5 intermittent quiz questions and a comprehensive 10 question quiz at the conclusion of the program.

### **Evacuation Planning and Procedures**

Target Audience: Managers/Supervisors

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

### **Fire Extinguishers (Portable, 2-Part)**

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 in accordance with Best Practices; provides a focus on personal safety; describes the sequence of events that must occur before a decision to use a fire extinguisher is made; and explains proper fire extinguisher use.

### **Fire Prevention Practices**

Target Audience: Managers/Supervisors

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

### **Fire Prevention & Protection Safety Short**

Target Audience: Employees & Managers/Supervisors

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

### **Forklift Safety Basics For General Industry (Available in Spanish)**

Target Audience: Employees

Forklifts are powered industrial trucks that are used in almost all industries to move materials; however, these useful machines cause approximately 100 workplace fatalities and over 95,000 additional injuries annually. They can also cause damage to materials and property. The goal of this course is to explain how to minimize the likelihood of forklift-related accidents in the workplace by identifying basic forklift operation requirements and the rules that apply to driving forklifts. It describes the dangers associated with unsafe forklift use and discusses the elements of a daily forklift inspection.

### **General Industry Asbestos Awareness**

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.

#### **General Auto Risk Program for Drivers**

Target Audience: Employees

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

#### **General Safety Rules**

Target Audience: Employees

Safe work practices must be a priority every day. This course discusses the rules for working safely and stresses the importance of never taking risks.

#### **GHS Hazard Communication (Available in Spanish)**

Target Audience: Employees & Managers/Supervisors

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

#### **GHS Hazcom-Safety Short**

Target Audience: Employees

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

#### **Hand And Power Tools**

Target Audience: Employees

It is important for employees to understand that it is their responsibility to work safely. This training course reinforces the importance of using hand and power tools safely.

#### **Hazard Communication**

Target Audience: Managers/Supervisors

Defines the responsibilities of employers and employees 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 and container labels.

### **Hearing Protection**

Target Audience: Employees

Noise is defined as an unpleasant or unwanted sound; however, it can be much more than that. Noise can be a severe health hazard, because exposure to loud noise over a prolonged period of time can cause loss of hearing or a permanent ringing sound in one's ear. This training course describes the hazards associated with high noise levels, identifies related responsibilities of both employees and employers, and describes the purpose of hearing tests. The various types of hearing protection devices are identified, and the process for selecting, fitting, using, caring for, and cleaning of those devices is reviewed.

### **Housekeeping**

Target Audience: Employees

Good housekeeping is a term that describes the practice of keeping the workplace neat and orderly. This course stresses the importance of good housekeeping for more efficient job performance and decreasing accidents. Additionally, it discusses ways to maintain good housekeeping in all workplaces.

#### **Housekeeping: Before You Start Safety Short**

Target Audience: 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 PPE, and know how to safely use carts and barrels.

#### **Housekeeping: Cleaning by Hand Safely Safety Short**

Target Audience: 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: Emptying Trash Safety Short**

Target Audience: 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**

Target Audience: Employees

Lifting and carrying buckets, mopping, wringing out mops and emptying mop buckets are all part of the mopping process that 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: Preventing Slips, Trips and Falls Safety Short**

Target Audience: 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.

**Identifying Strain and Exertion Exposures (Available in Spanish)**

Target Audience: Employees

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.

**Ladder**

Target Audience: Employees

Fall exposure that comes from improper ladder use can be avoided. This course discusses precautions that should be used when a ladder is in use.

**Lead-based Paint Awareness**

Target Audience: Employees

Education on the basics of lead-based paint awareness.

**Lockdown Procedures**

Target Audience: Employees

It may be difficult to imagine being involved in a situation where your safety and the safety of others around you may be in immediate jeopardy due to an adverse event like an active shooter situation, civil unrest, natural disaster or other emergency; however, it is important to be prepared for such events. This training module discusses situations that may require a lockdown, development and implementation of policies and procedures for lockdown situations, and actions to take once a lockdown is in effect-- including securing the building and ensuring personal safety. The program also includes the Department of Homeland Security Options for Consideration--Active Shooter Training Video.

**Lockout Tagout**

Target Audience: Employees

Lockout/tagout is a safety procedure for de-energizing, disconnecting, and shutting down power sources to equipment so that it can be maintained or repaired without hazard to the employees authorized to work on this equipment. This course discusses procedure associated with lockout/tagout.

Also available in a Safety Short.

**Lunchroom Safety**

Target Audience: Supervisors

During lunchtime and other student gathering times, it is important to properly supervise students. This course will provide information on how to do so. Additionally, this program will discuss lunchroom rules and procedures, both the legal and moral responsibilities of a supervisor, and how to handle different student injuries and emergency situations.

**Machine Guarding (Available in Spanish)**

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 - Keeping Your Exits Clear**

Target Audience: Employees

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**

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; Typical Ergonomic Injuries; Benefits of Ergonomics; Office Work Risk Factors; General Ergonomics Awareness; Employee Education and Training.

**Office Workstation Safety**

Target Audience: Managers/Supervisor

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.

Also Available:

**Office Workstation Safety (Employees)**

**Personal Protective Equipment (Available in Spanish)**

Target Audience: 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.

**Playground Safety Inspection Program**

Target Audience: Childcare personnel, school officials, parks and recreation personnel, and any other employees or volunteers concerned with playground safety.

Playground inspection plays a key role in school districts providing safe, productive play environments and must be a priority every day. This program will review different types of playground equipment, ground protection, and other hazards routinely encountered on the playground.

### **Playground Safety Supervisor Training**

Target Audience: Supervisors

Proper supervision of students on the playground plays a key role in school districts providing safe and productive play environments. These environments encourage a child's mental and physical development, thus, proper supervision must be a priority every day. The goal of this program is to provide information on how to properly supervise students during recess activities, discuss legal and moral responsibilities, and provide guidelines for handling playground injuries and emergency situations.

### **Power Tool Safety**

Target Audience: Employees

This course provides information on power tool hazards and how to use power tools safely. Topics covered include: identifying the hazards associated with power tool use; recognizing the importance and function of power tool guards; identifying safety practices associated with power tools and recognizing the importance of wearing proper PPE when using power tools.

### **Preparation for Physical Activity**

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

### **Preventing Back Injuries (Available in Spanish)**

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.

### **Preventing Injuries When Lifting, Moving and Transferring Residents**

Target Audience: Employees

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.

### **Recognizing And Identifying On-The-Job Hazards**

Target Audience: Employees

There are many different types of hazards, including exertion, contact, and falling. The purpose of this program is to review various workplace hazards, some of the reasons these hazards are present, and employee risk.

### **Safe Following Distance - Avoiding Rear-End Collisions**

Target Audience: Employees

Rear-end collisions are the most frequent type of crash event and they account for approximately 30.2% of all vehicular accidents; however, these types of collisions are preventable. The goal of this training course is to explain why rear-end collisions occur and what drivers can do to reduce their risk of being involved in rear-end collisions.

### **Safe Housekeeping Practices**

Target Audience: 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**

Target Audience: Employees

Proper lifting techniques are critical in reducing exposure to exertion injuries (from lifting, pulling, pushing, twisting, bending, and turning while handling materials), which account for approximately 30% of workplace-related injuries. This training program will define the safe lifting zone and discuss techniques to be used when lifting and handling materials.

### **Safety Pays For Life**

Target Audience: Employees

A brief motivational program that emphasizes how working safely can actually "pay you for life."

### **School Bus Driver Safety Emergency Evacuation and Safety Procedures**

Target Audience: Employees

This module will provide bus drivers with an overview of the types of emergencies to be prepared for, items necessary for inclusion in an emergency plan for regular riders and special needs riders, and guidelines to follow for school bus evacuations.

### **School Bus Driver Safety Transporting Students with Special Needs**

Target Audience: Employees

21:47 min. This module will provide bus drivers with an overview of the Individuals with Disabilities Education Act along with general guidelines for transportation, the types of disabilities and behaviors they may encounter, the importance of communication, how to handle emergency situations, a basic knowledge of the equipment and assistive devices in the school bus and an overview of proper loading and unloading procedures for students and their equipment.

### **School Bus Driver Safety-Preparation for Travel and Student Safety**

Target Audience: Employees

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

### **School Hazard Identification Training Program**

Target Audience: Employees

Familiarizing oneself with some of the hazards that affect school employees and students on a regular basis is a great way to help avoid some accidents. The intent of this program is to better protect staff and students from injury while at school by discussing life safety, fire protection, shops, studios, laboratories, kitchens, lunchrooms, outdoor areas, and playgrounds.

### **School Safety Strategies**

Target Audience: Employees

To promote a productive learning environment, the safety of students, teachers, personnel, volunteers, guests, and administrators must be a priority every day. This 12-part series provides training related to common safety and security challenges that are present in the school setting. The goal of these programs is to heighten awareness of risk exposure at school and to explain how to effectively address hazards or prevent them from occurring.

- School Safety Strategies: Introduction**
- School Safety Strategies: Bomb Threats**
- School Safety Strategies: Classroom Doors**
- School Safety Strategies: Emergency Phone Use**
- School Safety Strategies: Emergency Supplies**
- School Safety Strategies: Playground Security**
- School Safety Strategies: School Intercoms**
- School Safety Strategies: School Lockdown**
- School Safety Strategies: Security Cameras**
- School Safety Strategies: Security Gates**
- School Safety Strategies: Shrub and Tree Control**
- School Safety Strategies: Suspicious Mail**
- School Safety Strategies: Visitor Management**
- School Safety Strategies: Final Exam**

### **Slips, Trips, and Falls Safety Training**

Target Audience: Employees, Ambulance Drivers

One of the most common types of accidents at client sites is slip, trip, and fall accidents, many of which are caused by unsafe actions or work practices that can easily be corrected. This training program addresses ways to avoid this type of accident.

Also available in a Safety Short.

### **Spanish Speaking Workforce Sample Program**

Target Audience: Employees



The purpose of this module is to help Native English-speakers understand Latino culture, learn how to build trusting relationships with Latino co-workers, understand cultural misunderstandings, avoid cross-cultural misunderstandings, build rapport with Latino employees, and improve productivity and safety on the job.

**Strain & Exertion Exposures**

Target Audience: Employees

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.

**Temporary Staffing Employee Safety Orientation (Available in Spanish)**

Target Audience: Employees

It is important for employees to understand that it is their responsibility to work safely. This training course reinforces the importance of observing safe work practices, reviews general safety rules and practices, and discusses what should be done in case of accident or injury.

**Tornado Preparedness for Schools (Available for Illinois state)**

Target Audience: Employees

Administrators, teachers and staff have a higher duty of care as they are responsible for the health and safety of children at school and during school-sponsored activities. The topics discussed in this training module go beyond a basic understanding of tornado safety and include: establishing expectations; identifying shelter areas; completing pre-season tasks and drills; and implementing a post-event plan.

**Van Safety Training--Higher Ed**

Target Audience: Employees

Fleet Safety: 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**

Target Audience: Employees

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

**Working in Comfort-A Lesson in Computer Workstation Ergonomics**

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; Challenging Adjustments; Ergonomic Behavior; and Benefits of Using Ergonomic Practice.

**Workplace Mold**

Target Audience: Employees

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

**Workplace Security Series**

Target Audience: Employees

This training series provides short vignettes of common safety and security challenges that are present in the workplace setting.

- Workplace Security Series-Access Control**
- Workplace Security Series-Active Shooter**
- Workplace Security Series-Bomb Threats**
- Workplace Security Series-Disgruntled People**
- Workplace Security Series-Emergency Phone Use**
- Workplace Security Series-Office Emergency Backpack**
- Workplace Security Series-Password and Cyber Security**
- Workplace Security Series-Security Awareness**
- Workplace Security Series-Separation Practices**
- Workplace Security Series-Suspicious Mail or Packages**
- Workplace Security Series-Visitor Management**

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