



## Online Course and Lesson Objectives

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- No Downtime
- No Travel Expenses
- Available 24/7
- Customization
- High Retention
- Scalability



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## ACCIDENT INVESTIGATION

### What is an Accident Investigation?

- Learn why an accident investigation is conducted and how to plan the investigation.
- Importance of gathering information
- Conducting an effective investigation
- Assembling an investigation kit

### Gathering Information

- Learn how to respond to an accident and methods for gathering information.
- Responding to an accident
- When to investigate the scene of an accident
- The primary sources of information regarding an incident

### Conducting Interviews

- Learn techniques for conducting effective interviews.
- When to conduct interviews
- What to ask and how to ask it
- The importance of continuing at the witness's pace
- Using proper body language

### Analyzing & Corrective Actions

- Learn how to document the investigation's findings, recommend corrective actions, and implement the information for continuous improvement.
- Methods for organizing information
- Identifying the root causes of an incident
- Developing and recommending corrective actions
- Reporting the findings

## AERIAL LIFT SAFETY

### What is an Aerial Lift?

- Different types of aerial lifts and their uses.
- The purpose of an aerial lift
- Capabilities and limitations of different types of lifts
- Your responsibility as the lift operator

### Pre-Operation Procedures

- Training requirements for proper use of aerial lifts
- How to conduct a pre-operation inspection of the lift
- What to do if a problem is discovered
- What to look for when checking the work area for potential hazard

### Operating Procedures

- What to consider before lifting
- When to use outriggers and blocks
- Working near ground personnel
- Tips for safely driving the lift
- Personal protective equipment that may be required

### Safe Work Practices

- Specific hazards associated with the use of aerial lifts and safe work practices to help eliminate and control these hazards.
- Fall protection systems
- Safely using guardrails
- Working near electrical lines
- Other outdoor hazards

## AIR EMISSIONS

### What Are Air Emissions?

- Why our atmosphere is important
- Sources of air emissions
- The affects of air emissions on the environment

### Regulatory Requirements

- Emissions regulated by the EPA
- Major events in the government's anti-pollution efforts
- The use of permits to implement regulations

### Plant Control Measures

- Learn about measures to control or eliminate emissions
- Material selection and use
- Production and maintenance procedures
- Engineering controls

### Employee Actions

- Your role in controlling emissions
- Recognizing potential problems
- Reducing emissions off the job

## ASBESTOS AWARENESS

### What is Asbestos?

- What asbestos is
- Uses of asbestos
- Three common types of asbestos
- When asbestos becomes hazardous

### Potential Hazards

- What can happen when asbestos fibers become airborne
- Your body's built-in defense mechanisms
- Diseases caused by unprotected asbestos exposure
- Symptoms of diseases
- Smokers are at greater risk

### Proper Protective Measures

- What needs to be done before working with asbestos
- When regulated activities must be established
- What personal and area air monitoring is
- The specifics of a medical surveillance program
- Appropriate protective equipment

### Methods of Compliance

- How hazards are communicated
- What type of information is included on warning signs and labels
- What information is included in the material safety data sheets
- Prohibited activities in regulated areas
- Safe work practices

## BACK SAFETY

### Basic Awareness

- You will develop an understanding of back injuries and your role in prevention.
- Understand who is at risk for back injuries
- Identify common risk factors
- Explain the causes and effects of back injuries
- Know your role in prevention

### How Your Back Works

- Learn how the individual parts of the back come together to form a working unit.
- Identify the key components of the back
- Explain how the parts work together as a whole
- Understand how back injuries can occur

### Posture

- Understand why posture is important to the health of your back
- Identify the elements of proper sitting and standing posture
- Explain what is static posture and how to avoid it

### Body Mechanics

- Learn the importance of using proper body motions to protect your back from injury.
- Explain what are body mechanics
- Describe how twisting, bending and reaching motions can affect your back
- Identify specific solutions to eliminate these motions

### Lifting & Moving Loads

- Learn techniques for lifting, carrying, moving and lowering loads to prevent back injuries
- Identify risk factors that can lead to injury while lifting
- Explain the importance of planning for each lift
- Demonstrate proper lifting and moving techniques
- Recognize poor lifting habits

### Physical Condition

- Learn about the importance of a healthy lifestyle in the overall condition of your back.
- Identify the benefits of a healthy diet, rest, and stress management
- Explain the effects of weight gain and smoking on your back
- Demonstrate basic stretches & exercises to prevent injury and promote a strong back

## BENZENE SAFETY

### What is Benzene?

- Where benzene can be found
- The characteristics of benzene
- How benzene is used today
- Health Risks
  - The methods of benzene exposure
  - The risks associated with benzene exposure
  - First aid for benzene exposure

### Safe Work Practices

- How to properly label and store benzene
- How to maintain a safe work environment
- How to minimize employee risk of exposure
- What to do in case of an accidental benzene leak or spill

### Complying With Benzene Standards

- The PEL's associated with benzene
- The warning and labeling requirements for locations that contain benzene
- And the medical testing requirements for persons exposed to benzene

## BLOODBORNE PATHOGENS

### Understanding Bloodborne Pathogens

- You will develop a basic understanding of what are Bloodborne pathogens.
- Explain what is a Bloodborne pathogen
- Identify the three Bloodborne pathogens of most concern in the workplace
- Know the symptoms of, and differences between, those three pathogens

### Modes of Transmission

- Learn how Hepatitis B, Hepatitis C, and HIV are transmitted
- The modes of transmission
- Your risk of infection from a needle stick
- Situations in which you can and cannot be infected

### Best Practices

- Learn best practices you can use to control your exposure to Bloodborne pathogens, including the importance of taking preventive measures
- Universal precautions
- Proper hygiene
- Proper handling of sharps and other contaminated material
- Spill cleanup procedures
- Following signs, labels, and color coding

### Personal Protective Equipment

- The importance of PPE
- The proper PPE to wear for the situation
- Guidelines for safe use and care

### Exposure Procedures

- What to do when an exposure occurs
- The Hepatitis B vaccine

## COMPRESSED GAS CYLINDERS

### Handling Cylinders

- What to check before using a compressed gas cylinder
- What information you will find on the cylinder label
- The type of PPE that should be worn when using or handling cylinders
- How to secure compressed gas cylinders and why
- Where valves should be positioned and when it should be opened or closed

### Inspection and Testing

- How to inspect and test cylinders before use
- How to read pressure gauges
- What to do after testing is complete

### Working with Cylinders

- Best safety practices to ensure a safe work environment
- What you should do when a job or shift is completed
- What to do when the cylinder is emptied

### Storage and Transportation

- How to store compressed gas cylinders
- Proper storage procedures for incompatible gases
- How to safely transport a compressed gas cylinder
- Practical safety precautions you should follow

## CONCRETE & MASONRY

### General Requirements

- Learn about general safety requirements for Concrete & Masonry
- Construction loads
- Reinforcing steel
- Post-tensioning operations
- Using concrete buckets
- Working under loads
- Wearing personal protective equipment

### Cast-In Place & Pre-Cast Concrete

- About requirements for cast-in-place concrete
- Proper use and removal of formwork
- Proper use and inspection of shoring and re-shoring
- Reinforcing steel.
- Basic general requirements for pre-cast concrete

### Lift-Slab Operations & Masonry Construction

- Look at general safety requirements when working with either of these methods of construction
- Lift slab designs & plans
- Proper use of jacking equipment
- Safety practices for employees working near jacking operations
- Rules for creating a limited access zone in masonry construction
- Bracing requirements for masonry walls

## CONFINED SPACE ENTRY – PERMIT REQUIRED

### Confined Spaces & Their Potential Hazards

- Learn about the differences between confined spaces and permit-required confined spaces
- How to identify permit-required confined spaces
- What is considered an entry
- Common types of permit-required confined spaces
- Potential hazards of permit-required confined spaces

### Entry Permit Requirements

- When an entry permit is required
- The types of information found on an entry permit
- Proper entry permit procedures

### Safe Work Practices

- Learn about basic steps you can take to ensure that safety precautions are taken during confined space entry
- Ventilation is used when needed
- Proper lockout/tagout procedures are followed
- Personal protective equipment is worn when necessary
- Barricades, signs and other warning notices are posted and followed
- Additional safety measures are taken as necessary

### Attendant Responsibilities

- Learn about the roles and responsibilities of the attendant during confined space entries
- Emergency Response
- Learn how to handle an emergency situation during a permit-required confined space entry
- The importance of proper planning
- Requirements for in-house and off-site rescue personnel
- Using respiratory protection
- Training requirements

## CONFINED SPACE – EMERGENCY RESCUE

### Introduction

- Explain the consequences of poorly planned rescues
- Discuss why training and pre-planning are so important
- Recognize risk factors involved in a confined space rescue

### Pre-Planning and Training

- Explain the differences between a confined space and a permit-required confined space
- Identify the types of information to collect when evaluating a confined space
- Formulate questions to ask while gathering information
- Understand the minimum training requirements for rescue personnel

### Potential Hazards

- Define the differences between atmospheric and physical hazards
- Identify symptoms associated with toxic gas exposure
- Explain when monitoring is necessary
- Determine precautions to take when physical hazards are present

### Rescue Procedures

- List the type of information you should collect when pre-planning
- Recognize what each rescue team member's duties should be
- State the kind of information that should be received from the attendant
- Explain the role of the rescue personnel after entering the confined space
- Determine when CPR should be performed on a downed worker

## CONSTRUCTION SAFETY ORIENTATION

### Accident Prevention

- The importance of safety
- Potential hazards in the work site
- Your role in accident prevention

### Ladders & Fall Protection

- Learn safe work practices when using fall protection equipment and ladders
- Types of fall protection
- When fall protection is required
- Proper ladder inspection procedures
- Proper use of extension ladders

### Vehicles & Equipment

- Learn safe work practices for using electrical power equipment, as well as moving equipment and vehicles.
- The importance of using ground fault circuit interrupters
- Inspection and storage of extension cords
- Pre-operation inspection of moving equipment and vehicles
- Pedestrian responsibilities
- Proper rigging use, inspection and care

### Hazardous Areas & Conditions

- Learn safe work practices associated with excavations and trenching, lockout and tagout, confined space entry, and hazardous chemicals. Hazards associated with trenches
- Excavation and trenching safety procedures
- Purpose of lockout and tagout procedures
- Types of confined spaces
- Forms of communication for hazardous chemicals

### Safe Work Practices

- Learn safe work practices and steps you can take to prevent injury.
- The types of personal protective equipment
- How to work safely with compressed gas cylinders
- The elements necessary for a fire to occur
- Good housekeeping practices

**DECISION DRIVING®****The Positive Approach to Driving**

- Accident statistics
- Driving Skills

**Expanding Your Look Ahead Capacity**

- Field of vision
- Steering path
- Driving situations

**Sizing Up the Whole Scene**

- Awareness
- Techniques

**Signal Intentions Early**

- Signaling
- Safe driving habits

**Plan an Escape Route**

- Decision space
- Safe following distance
- Braking distance
- Timed interval rule
- Passing

**Take Decisive Action**

- Commentary driving

**DECISION DRIVING® - TRUCK****The Positive Approach to Safe Driving**

- The cost of vehicle crashes
- The most common types of vehicle crashes
- The importance of your senses in driving
- The elements of Decision Driving®

**Expand Your Look Ahead Capacity**

- The importance of seeing further into your intended path
- The consequences of low aim steering
- How speed affects your look ahead capability
- The benefits of improved vision

**Size Up the Whole Scene**

- How additional knowledge helps improve decision making
- How using mirrors properly adds to your information gathering
- Proper scanning techniques
- Common hazards to look for

**Signal Your Intentions Early**

- The benefits of providing information to others
- How multiple means of communication are available to us
- What type of communication is most effective
- When to signal for maximum effectiveness

**Plan an Escape Route**

- How to avoid being trapped in hazardous situations
- How to identify a clear escape path
- How to predict potentially dangerous situations
- How to establish a "Safe" following distance

**Take Decisive Action**

- The basic steps of Decision Driving®
- How to base your driving decisions on knowledge
- How to put all of your new skills to use

**DECONTAMINATION ZONE****The Importance of Decontamination**

- The purpose of decontamination
- How exposure could occur
- Symptoms of exposure to hazardous substances
- Why pre-planning is necessary

**Organizing the Decontamination Site**

- How to set up boundaries to control the flow of personnel
- Protective measures for preventing contamination
- Factors for determining the amount of stations in a decontamination line

**The Decontamination Process**

- Step-by-step procedures for the decontamination process
- How to safely remove protective equipment
- Common mistakes made during the decontamination process

**Safe Work Practices**

- Decontaminating the zone
- Protecting against airborne hazards
- Attending to injured personnel

**DISASTER READINESS****Preparing for Disasters**

- Disasters cannot be avoided
- Emergency action plan and what it includes
- Emergency response training is a necessity

**Your Role**

- It is your site's responsibility to have an emergency action plan in place to deal with a wide variety of emergency and disaster situations. It is your responsibility to implement this plan effectively
- What you need to do to prepare for disaster readiness
- How to prepare to report an emergency
- What to do when reporting an emergency
- How to prepare for evacuation
- What to do during and after evacuation

**Responding to an Emergency**

- How to evacuate from your site or office
- What to do during and after evacuation
- How to respond to medical emergencies
- How to respond to fires
- How to respond to leaks or spills of hazardous chemicals

## DRUG TESTING AWARENESS

### Testing Requirements

- Why alcohol and drug testing is required
- Who is required to be tested
- When you are required to take an alcohol and drug test
- Consequences of refusing to submit to a test

### Your Role in the Testing Process

- When to notify your supervisor of prescription drugs you are taking
- How you are selected for alcohol or drug testing
- How tests are conducted
- Who is allowed to review your test records

### Health Effects of Alcohol & Drugs

- Why an alcohol and drug-free workplace is a business advantage
- Descriptions of alcohol and other drugs
- Signs and symptoms of alcohol and drug abuse
- Health effects associated with alcohol and other drug abuse

## ELECTRICAL SAFETY

### How Electricity Works

- Potential hazards of electricity
- Ways to prevent hazards such as death and injury
- When electricity becomes hazardous
- How electricity works

### Electrical Hazards

- Results of electric shock
- Factors that determine the severity of electrical injury
- Burns caused by electricity
- How water affects electrical flow
- Other electrical hazards found in the workplace

### Best Practices with Power Lines

- Danger of overhead power lines
- What conductive objects are
- Best safety practices associated with power lines

### GFCIs & Grounding

- What GFCI is
- How GFCI works
- When to use GFCI and how to test it
- How to ground equipment and electrical tools
- Hazards to be aware of when grounding equipment

### Extension Cords & Power Tools

- How to select an extension cord
- Best practices with extension cords
- Best practices with power tools
- How to fight an electrical fire

## ELECTRICAL SAFETY – PART 2

### General Install Requirements

- Learn installation safety requirements for electrical equipment.
- Factors for judging the safety of equipment
- Clearly identifying electrical equipment
- Preventing contact with live electrical parts
- Using overcurrent protection
- Situations in which equipment must be grounded

### Hazardous Locations

- Which areas are considered as hazardous
- How to classify hazardous locations
- Common sources of ignition
- Requirements for using equipment in hazardous locations

### Work Practices

- Learn about safety-related work practices to reduce your risk of injury from contact with energized equipment.
- Protective measures for working near electric power circuits
- Locating energized electrical parts, equipment, and circuits
- Identifying equipment that is being worked on
- Guidelines for properly using and maintaining equipment

### Flexible Cords & Cables

- Learn work practices for safely using electric power cords on the construction site.
- Acceptable uses of flexible cords and cables
- Types of approved electric cords
- Protecting cords and cables from damage
- Reducing the risk of contacting electrical current

### Equipment for General Use

- Learn requirements for safely using common equipment found at the worksite.
- Requirements for lighting
- Grounding portable and vehicle mounted generators
- Handling batteries
- Grounding cranes and hoists
- Disconnecting power to elevators, escalators, and moving walks
- Electric welders
- X-ray equipment

## **ELECTRICAL SAFETY – HIGH VOLTAGE AWARENESS**

### **Potential Hazards**

- The importance of understand and respecting the potential hazards of electricity
- Common safety and health hazards associated with electricity
- Factors that affect the severity of contact with electricity

### **Personal Protective Equipment**

- Common types of personal protective equipment
- How to select the proper personal protective equipment
- When personal protective equipment is required

### **Additional Protective Equipment**

- Common types of protective equipment
- Working with insulated tools and equipment
- Common mistakes while using protective equipment

## **ELECTRICAL SAFETY – HIGH VOLTAGE SAFE WORK PRACTICES**

### **Safety Plan**

- The importance of following safe practices and avoiding shortcuts
- Developing a safety plan & procedure
- Reducing your exposure to unsafe acts

### **De-Energizing Equipment**

- Proper lockout/tagout procedures
- How to de-energize equipment
- Protecting yourself by using grounds
- Keeping a safe approach distance

### **Safe Work Practices**

- Selecting and using the proper equipment and tools
- Good housekeeping practices
- Procedures for working in permit required confined spaces
- Emergency response procedures

## **ELECTRICAL SAFETY – SHOCKPROOF QUALIFIED**

### **The Qualified Employee**

- Who is considered a “qualified” employee
- What skills a qualified employee is required to know

### **Electrical Hazards**

- The various hazards associated with electricity
- Electric shock
- Arc flash
- Arc blast
- Falls

### **Reducing Your Risk**

- When a work permit is required
- What information is necessary to fill out a work permit
- Lockout and tagout procedures
- Required personal protective equipment

### **Best Safety Practices**

- How to put safe work procedures into action.
- Wearing the correct clothing
- Avoiding conductive items
- Proper equipment selection & use
- Fall Prevention
- Working in wet areas

### **Electrically Safe Work Communication**

- Planning before work begins
- What is considered an electrically safe work condition
- Characteristics of different approach boundaries

### **Performing Electrical Work**

- How to inspect gloves for defects or damage
- Importance of conducting risk assessment
- De-energizing equipment
- When equipment is considered to be in an electrically safe work condition
- Reenergizing equipment

## ELECTRICAL SAFETY – SHOCKPROOF UNQUALIFIED

### Unqualified Employee

- Who is an “unqualified” employee
- The purpose of federal regulations

### Why Electricity is Hazardous

- What is electricity
- The effects of electric shock on the body
- Injuries caused by arc flash

### Common Electrical Hazards

- Contact with power lines
- Grounding equipment
- Fire hazards

### Safe Work Practices

- Barriers & devices used to protect you from electrical hazards
- What to do if equipment is locked or tagged
- Signs, tags & permits that communicate hazards
- Your responsibilities in following safe work practices
- Avoiding overhead power lines

### Your Work Area

- Good housekeeping practices
- The importance of being aware of your work area
- Working near circuit breakers & electrical cabinets
- Safe use & operation of equipment & machinery

### Using Tools

- Safe practices when using extension cords & tools
- The purpose and proper use of GFCIs
- Inspecting tools & cords
- Recognizing hazards & reporting electrical incidents

## EMPLOYEE SAFETY ORIENTATION

### Overview

- Your responsibilities for a safe work environment
- Your facility’s commitment to an accident free work environment
- General responsibilities and potential hazards you should be aware of

### Hazard Communication

- How to identify hazards
- Primary methods for communicating chemical hazards

### Protective Measures

- Situations where personal protective equipment may be required
- Purpose of machine guards
- Lockout and Tagout procedures

### Safe Work Practices

- Vehicle safety
- Good housekeeping procedures
- Emergency situations and equipment
- Reporting requirements
- Prohibited activities

## ENERGIZED ELECTRICAL WORK PERMIT

### Preparing for Work

- The requirements of NFPA 70E, the “Standard for Electrical Safety in the Workplace”
- The skills and responsibilities required of the qualified person
- Using the proper personal protective equipment
- The importance of using a job briefing and planning checklist to prepare for the task

### The Energized Electrical Work Permit

- Learn about procedures for completing the energized electrical work permit
- When the permit is required
- Information that must be included on the permit
- Who is identified on the permit
- What happens to the permit after it is completed and approved

### Additional NFPA 70E Requirements

- Learn about other safe measures to follow before, during, and after work is completed.
- Identifying power sources before beginning work
- Setting, marking, and following the flash protection boundary
- Wearing the proper personal protective equipment
- Warning labels and signs
- What to do when the job is completed

## ENVIRONMENTAL AWARENESS

### Environmental Regulations

- The goal of the Environmental Protection Agency
- The basic requirements of environmental regulations
- Categories of air regulations and their purpose
- Your role in environmental awareness

### Emissions, Discharges & Disposals

- The goal of pollution prevention
- How rain water can pose a serious danger
- Safe practices for container and material handling

### Environmental Awareness

- What materials can be recycled
- Which materials require special disposal procedures
- The importance of conservation and keeping equipment in good condition

### Safe Work Practices

- The importance of good housekeeping
- What to do in the event of a spill
- General safe work practices

## EXCAVATIONS, TRENCHES & SHORING

### Excavation Hazards

- Learn about potential hazards involved in excavations.
- Common excavation hazards
- The importance of identifying underground utilities
- Potential hazards associated with overhead utility lines
- Primary causes of cave-ins

### Cave-In Protection

- When to use cave-in protection
- The types of protection available
- Requirements & safe practices when using cave-in protection

### Safe Work Practices

- Learn general practices to help you work safely around an excavation
- Requirements of entry and exit
- Working in hazardous atmospheres
- Using barricades
- Personal protective equipment and more.

## EYE SAFETY

### Overview

- How the eye works
- The most common eye hazards
- What you can do to protect your eyes

### Eye Hazards

- Learn about common eye hazards, how they can occur, and the injuries they can cause.
- Flying particles
- Dusts, mists and fumes
- Splashing metal
- Hazardous chemicals and vapors
- Ultraviolet and infrared light

### Protective Eyewear

- Types of eye protection available
- The hazards each type protects you from
- Proper use and care of your eye protection

## FALL PROTECTION

### Workplace Falls

- Learn why fall protection is necessary in the workplace and measures you can take to reduce your exposure to fall hazards
- The effects of falls in the workplace
- Types of fall hazards
- Identifying and preventing fall hazards
- Your role in fall protection

### Basic Fall Arrest System

- Learn about the components of a personal fall arrest system and how they work together to provide you with continuous protection from falls

- A full body harness

- Connecting device

- An anchor point

### Care & Maintenance

- Steps for properly inspecting, caring for, and maintaining your fall arrest system

## FALL PROTECTION – PART 2

### Requirements

- Your employer's responsibility for providing a safe work environment
- Training requirements for workers exposed to fall hazards
- Developing and implementing a fall protection plan

### Fall Protection Coverage

- The general rule used to determine if fall protection is necessary
- Fall protection requirements for specific areas and activities

### Fall Prevention Methods

- learn about requirements for installing and using fall prevention systems
- Guardrail Systems
- Controlled Access Zones
- Safety Monitoring Systems
- Warning Line Systems
- Covers

### Fall Arrest Systems

- Learn about requirements for using and implementing fall protection systems
- Personal Fall Arrest Systems
- Positioning Device Systems
- Safety Net Systems

### Falling Objects

- Learn about protective measures used when there is a risk of objects falling from an upper level.
- The use of guardrail systems
- Good housekeeping procedures
- Roofing work
- Canopies
- Using toe boards

## FIRE PREVENTION

### The Elements of Fire

- Learn about the three elements that can cause fire when they are present together.
- Oxygen
- Fuel
- Heat

### Good Housekeeping

- Learn about some common measures to prevent fire from happening in your work area.

### Ignition Sources & Flammables

- Learn how to handle ignition sources and flammables with proper care and procedures to separate fire elements and prevent fire from happening.

### Fire Response Procedures

- Learn how to respond to a fire emergency in order to protect yourself and your co-workers.
- Using Fire Extinguishers
- Learn how to safely use fire extinguishers to put out small fires.
- The classifications of fire
- Choosing the correct extinguisher
- How to use a fire extinguisher
- When NOT to fight a fire
- What to do after a fire is put out

## FIRST AID

### What is First Aid?

- The purpose of first aid & when it is necessary
- The differences between minor first aid and temporary aid for serious injuries

### First on the Scene

- The importance of remaining in control of your emotions
- Steps to follow when you first arrive on the scene
- How to assess the situation
- Procedures for contacting emergency services, if needed

### Providing Aid

- How to check the victim's ABCs,
- Basic steps for performing CPR,
- Protecting yourself from bloodborne pathogens
- Other measures in aiding the victim.

### Special Situations

- Learn about three different first aid scenarios and how each situation should be handled.

## FORKLIFT SAFETY

### Introduction to Lift Trucks

- The different types of lift trucks
- Differences between lift trucks and automobiles
- Common hazards when operating lift trucks
- Basic controls & features of lift trucks

### How Lift Trucks Work

- Basic characteristics of lift trucks
- Operating differences between lift trucks and automobiles
- Principles of load capacity and the stability triangle
- Risky actions to avoid when operating a lift truck
- Proper load positioning and handling

### Pre-Operation Inspection

- How to conduct a pre-operation inspection of your lift truck to ensure it is in good working order
- Visual checks
- Operational checks
- What to do when a lift truck does not pass inspection

### Proper Load Handling

- Skills for handling a load
- Steps to take when preparing for the lift
- Proper procedures for lifting a load
- Setting a load
- Traveling with a load

### Safe Driving Skills

- To protect your safety and your co-workers while driving a lift truck.
- Hazard awareness
- Safety measures while operating a lift truck
- How to work safely around pedestrians
- Safe driving skills to prevent incidents

### Refueling & Battery Recharging

- Basic steps for safely refueling
- Electric trucks
- Gasoline and diesel trucks
- Propane, or LP gas trucks

## FORMALDEHYDE

### What is Formaldehyde?

- What is formaldehyde
- How it is used
- When formaldehyde becomes a potential hazard
- Symptoms from exposure to formaldehyde

### Exposure Levels

- What are the airborne exposure levels
- Specific actions that must take place at each exposure level
- The importance of air monitoring and when it is performed

### Reducing Your Exposure

- Learn about engineering controls and personal protective equipment used to reduce exposure to formaldehyde.
- Types of ventilation
- Routes of entry formaldehyde can take into the body
- Proper selection and use of personal protective equipment
- Requirements for using respirators

### Safe Work Practices

- Conducting regular visual inspections
- Emergency response and spill cleanup procedures
- What to do if direct contact occurs
- The medical surveillance program
- Other safe work practices to prevent your exposure

## HAND & POWER TOOLS

### Controlling Hazards

- Recognizing the hazards of hand and power tools
- Ways to prevent contact with hazardous moving parts of tools and equipment
- Wearing personal protective equipment
- Using safety switches
- Basic safety precautions to follow when using tools

### Using Hand Tools

- Take a look at safety precautions when using hand tools
- Inspecting tools
- General best safety practices
- Using wrenches, pliers, hammers, and screwdrivers
- Maintenance and storage of hand tools

### Types of Power Tools

- Learn about the specific hazards and safety precautions when working tools
- Electric
- Fuel powered
- Pneumatic
- Hydraulic
- Powder-actuated

### Using Power Tools – Part 1

- Learn about general safe practices when using power tools, in addition to specific safety measures when using power tools
- Circular Saws
- Portable Drills
- Handheld Sanders
- Pneumatic Nail Guns

### Using Power Tools – Part 2

- Learn about safety requirements when using jacks and powered abrasive wheel tools

## HAND SAFETY

### Hand Injuries & Their Causes

- Learn about common types of hand injuries and the activities and circumstances that can cause them
- Cuts & lacerations
- Contact with equipment
- Burns
- Chemical related injuries
- Musculoskeletal disorders, or MSDs

### Engineering Controls & PPE

- Learn how engineering controls and PPE can protect you from injuries.
- Proper use and inspection of guards and controls
- Types of gloves and their uses
- How to remove contaminated gloves
- When not to wear gloves

### Safe Work Practices

- Learn what steps you can take to prevent hand injuries
- Inspection and proper use of tools
- How to safely use cutting devices
- Procedures for cleaning and unjamming machinery
- Good housekeeping practices

### First Aid Procedures

- Learn what to do if a hand injury occurs including:
- How to determine what procedures to follow
- The importance of universal precautions
- Reporting injuries
- What to do when a major injury occurs

## HAZARD COMMUNICATION

### General Awareness

- Learn about the basics of Hazard Communication
- The purpose of Hazard Communication
- The chemical manufacturer's role
- Your employer's role
- Your role

### Chemical Hazards

- What is a Hazardous Chemical
- Physical and Health Hazards
- Exposure Routes
- Exposure Symptoms
- Exposure Limits

### Container Labels

- The Purpose of Container Labels
- Labeling Requirements
- Labels
- Your Role

### Material Safety Data Sheets

- What is a Material Safety Data Sheet
- What do they contain
- How to read an MSDS

### Best Safety Practices

- Learn about safety measures to prevent exposure to hazardous chemicals
- Engineering controls
- Personal protective equipment
- Safe work practices
- Emergency situations

## HAZARD RECOGNITION

### Overview

- What is hazard recognition?
- Why is it important?
- Your responsibilities for hazard recognition

### Identifying Potential Hazards

- Learn how to identify the potential hazards that often lead to common causes of injuries and illnesses in the workplace
- Contact with objects and equipment
- Overexertion, including improper lifting
- Falls
- Harmful substances and environments

### Inspecting Your Work Area

- The importance of a workplace inspection
- Skills and techniques for inspecting your work area
- Specific potential hazards to look for during the inspection.

### Reporting Hazards

- The importance of reporting hazards
- Reporting and recordkeeping procedures
- Your role and your employer's role in reporting hazards

## HAZARDOUS WASTE

### Hazardous Waste Identification

- The importance of proper hazardous waste management
- Characteristics of hazardous waste
- Identifying hazardous and non-hazardous waste

### Hazardous Waste Containers

- Procedures for disposing batteries
- The importance of choosing the correct container
- Inspecting containers

### Hazardous Waste Label

- What must be included on the label
- Dating the label
- Disadvantages of mixing wastes

### Safe Work Practices

- What to do in the event of an accidental release
- The importance of safe work practices
- Working safely with hazardous waste

## HAZWOPER

### Responder's Actions

- Learn the actions as a first level awareness responder
- Keep aware of the deviation from standard operations
- Procedures to identify the materials
- Evacuation procedures
- Notification procedures

### Purpose and Response Levels

- The purpose of OSHA's Hazardous Waste Operation and Emergency Response Standard, also known as HAZWOPER
- The different levels of response
- The responsibilities of first responders awareness level

## HEARING SAFETY/CONSERVATION

### Introduction

- Learn the importance of taking proactive measures, both on and off the job, to prevent hearing loss
- The Effects of Noise
- How over exposure to noise over a period of time can affect your hearing.
- How your hearing works
- How conditions such as Tinnitus and Sensory Neural

### Hearing Loss occur

- What are Permissible Noise Levels
- How Sound is measured

### Hearing Conservation Program

- Audiometric evaluations
- Worker education and training
- Engineering controls
- Personal hearing protection devices

### Hearing Protection

- How to properly use and care for personal hearing protection devices such as earplugs and ear muffs

## HEAT STRESS

### What is Heat Stress?

- Learn about heat stress and the importance of taking proactive measures to prevent its occurrence.
- What is heat stress
- Factors that contribute to heat stress, including the heat index
- Effects of heat stress
- Situations where heat stress can occur

### Your Body and Heat

- The different ways the body handles heat
- How the body regulates its internal temperature
- How heat transfer occurs during evaporation, radiation, conduction and convection
- What happens when the body overheats

### Health Hazards

- The symptoms and proper treatment measures for major heat related disorders
- Heat cramps
- Heat exhaustion
- Heat stroke

### Preventative Measures

- Steps you can take to proactively protect yourself from the effects of heat stress, including using engineering controls, wearing the proper clothing, fluid replacement, and many other important measures.

## HMT – BULK TRANSPORTATION

### What is Bulk Packaging?

- The importance of following DOT regulations for transporting hazardous materials
- Types of bulk packaging and their characteristics
- DOT regulations for testing and inspecting bulk packaging before use

### Loading/Unloading Bulk Packaging

- Learn about specific procedures to be followed when loading or unloading hazardous materials.
- Monitoring the loading or unloading process
- Preparing to load or unload motor vehicles and railcars
- Inspecting packaging for defects
- Work practices for preventing leaks or spills during loading or unloading

### Transporting Bulk Packaging

- Learn about work practices for safely transporting bulk packages
- Inspecting the bulk packaging before leaving your facility
- Ensuring the proper use of placards
- Emergency response procedures to follow in case of a leak or spill

## HMT – GENERAL AWARENESS

### Hazardous Materials Regulations

- Purpose of Hazardous Materials Regulations
- General provisions in the regulations
- When a material is considered hazardous
- Job functions covered by the regulations

### Identifying Hazardous Materials

- How to use the Hazardous Materials Table
- Information that must be included in the shipping papers
- Driver responsibilities when transporting hazardous materials

### Packaging Hazardous Materials

- The importance of recognizing and identifying hazardous materials
- Factors to consider when selecting packaging
- Packaging requirements

### Marking & Labeling Hazardous Materials

- The purpose of markings and labels
- Who uses markings and labels
- Proper placement of markings and labels on a package
- Basic placarding requirements

## HMT – HANDLING NON-BULK PACKAGES

### What is Non-Bulk Packaging?

- Basic overview of the regulations for transporting hazardous materials.
- Terms defined by Department of Transportation regulations
- The responsibility of the shipper
- Minimum requirements for complying with hazardous materials regulations

### Selecting Non-Bulk Packaging

- Learn how to use the Hazardous Materials Table to select the proper packaging for transporting hazardous materials

### Package Markings and Labels

- Learn general requirements for marking and labeling packages containing hazardous materials.
- Information that must be marked on packages
- Where to find marking requirements
- Identifying the proper labels for a package

### Transporting Non-Bulk Packages

- Learn about preparing non-bulk packages for transport.
- Properly filling containers of hazardous liquids
- Sealing packages or containers
- The importance of following Department of Transportation regulations

## HMT – SAFE WORK PRACTICES

### Emergency Response

- Information critical for responding properly to a hazardous materials incident
- Ensuring that documentation for the shipment is readily available during transportation
- Alternative sources for emergency response information

### Incident Response & Reporting

- Responding to a hazardous material incident when loading, unloading, or in storage
- Cleaning up small spills of hazardous materials
- Responding to an incident when driving a vehicle transporting hazardous materials

### Loading & Unloading Procedures

- Learn work practices for eliminating or minimizing the risks associated with loading, unloading, and storing hazardous materials.
- Protecting containers and packages of hazardous materials from damage
- Handling explosives, flammables, oxidizing materials, and incompatible materials
- Keys to protecting your health and safety when handling hazardous materials

## HMT – SAFETY REQUIREMENTS FOR DRIVERS

### Regulations

- Learn about regulations for safely transporting hazardous materials
- Licensing requirements
- Availability of the shipping papers
- Hazardous materials that always require placards

### Driving & Parking

- Learn about transporting hazardous materials over public roadways.
- Route limitations and permits
- Rules for attending and parking a motor vehicle
- Fire prevention

### Safe Driving Procedures

- Inspecting the vehicle to ensure it is in good condition
- Driving techniques to help maintain safety on the road
- Regulations you must know and follow to safely transport hazardous materials

## HMT – SECURITY AWARENESS

### Overview

- A brief introduction to Department of Transportation requirements for addressing security concerns when handling or transporting hazardous materials.
- Improving transportation security through awareness
- Information that must be included in security plans
- The importance of keeping shipments in sight and under control
- Additional requirements for marine terminals

### Identifying Security Risks

- The first step in addressing security concerns
- Improving hazardous materials security
- Specific situations that may be a potential security risk
- Using a security risk assessment to identify potential risks

### Security Practices

- Increasing personnel security
- Limiting access to hazardous materials
- Maintaining control of the materials at all times

## HMT – SHIPPING REQUIREMENTS

### What are Shipping Papers?

- The importance of shipping papers
- When shipping papers must be included with a shipment
- Shipper's responsibility in preparing the shipping papers

### Preparing the Shipping Papers

- Learn about locating information in the Hazardous Materials Table necessary for the shipping papers.
- Basic description of the hazardous material
- Specific columns where the correct information can be found
- Required information not found in the Hazardous Materials Table

### Information on Shipping Papers

- Learn about information regarding a hazardous material that is not part of its basic description.
- Where additional information should be located on the shipping papers
- Methods for clearly identifying hazardous materials entries from non-regulated materials
- Requirements for including emergency response information
- Certifying the shipment was prepared in accordance with DOT regulation

## HOISTS AND SLINGS

### Using Hoists

- Learn about the different types of hoists used in the workplace and their respective applications.
- Different types of hoists
- Factors to consider when choosing a hoist
- Safe operation of a hoist
- Proper maintenance of the hoist

### Hoist Inspection Procedures

- The importance of performing regular inspections
- Basic inspection procedures
- What to do when equipment does not pass inspection

### Use & Care of Slings

- Learn how to use slings safely, including proper care, storage, and inspection.
- The importance of slings
- Different types of slings
- Factors to consider when choosing a sling
- Inspection procedures

**HOT WORK PERMIT****What is Hot Work?**

- Who and what should be protected from fires and explosions
- What hot work is
- What types of activities are considered hot work

**Hot Work Permits**

- How to properly perform safety checks
- What to be aware of when assessing the work area
- What a hot work permit is
- When hot work is not permitted
- Why fire watch personnel are needed

**Personal Protective Equipment**

- The proper use of appropriate personal protective equipment
- The type of protective clothing required for hot work
- What kind of eye and face protection is needed
- What kind of respiratory protection is needed

**Safe Work Practices**

- Appropriate safe work practices
- Hazards associated with working in a wet environment
- When to report injuries and post warnings
- How to ensure a safe work environment

**HYDROGEN SULFIDE SAFETY****What is Hydrogen Sulfide?**

- Purposes for hydrogen sulfide
- Where it can be found
- Characteristics of hydrogen sulfide

**Potential Hazards**

- Symptoms of exposure
- Concentration levels and their potential hazards
- The potential for fire or explosion

**Detection**

- How to safely detect hydrogen sulfide
- Where hydrogen sulfide may be present
- What to do if hydrogen sulfide is detected

**Tools & Equipment**

- When to wear an air-supplying respirator
- The requirements for using a respirator
- The types of personal protective equipment needed
- Safe work practices when using tools

**Emergency Response**

- Why training and preparation are important
- Who qualifies as a level one responder
- What to do in the event of a hydrogen sulfide emergency
- Who can perform rescue operations

**INCIDENT INVESTIGATION****Purpose of Incident Investigation**

- When an incident investigation is conducted and its objectives
- Basic elements of an incident investigation
- The importance of taking immediate action

**Gathering Information**

- Learn about the main sources of information concerning an incident
- The scene of the incident
- Documentation
- People

**Interviewing Witnesses**

- Learn the proper techniques for interviewing people related to an incident investigation
- Who to interview and when to interview them
- The importance of visiting the scene of the incident
- Skills for successfully conducting interviews and asking good questions
- The need for reviewing and documenting information

**Analyzing Information**

- Learn the basic steps for analyzing the information you gathered about the incident to determine details
- What were the results of the incident
- What type of incident occurred
- What were the immediate and basic causes of the incident
- What were the system failures

**Recommending Corrective Actions**

- Learn guidelines for identifying and recommending corrective actions for the immediate causes, basic causes, and system failures – in addition to documenting and presenting the final investigation report

## INDUSTRIAL ERGONOMICS

### Ergonomics Overview

- Develop a basic understanding of ergonomics in the workplace.
- Explain what is ergonomics and its benefits to the workplace
- Identify what is a musculoskeletal disorder
- Know what risk factors can lead to MSDs
- Understand your role in a successful ergonomics program

### Ergonomic Risk Factors

- Learn about the contributing causes of musculoskeletal injuries in the work environment.
- Explain what is a risk factor
- Identify common risk factors and provide examples of each
- Understand what factors affect your degree of risk
- Know what is a control measure and identify examples of work practice and engineering

### Musculoskeletal Disorders

- Learn about common MSDs and their causes
- The risk factors associated with MSDs
- Signs & symptoms of exposure
- The 3 categories of MSDs

### Proper Posture

- Learn about the components of the human body that allow movement and flexibility, and how body movements and posture can contribute to MSDs.
- Identify the importance of proper posture
- Demonstrate your knowledge of the elements of proper posture
- Know your role in maintaining proper posture

### Recommended Work Practices

- Learn about specific safe work practices you can implement to eliminate your risk of injury
- Techniques to eliminate hazardous bending, twisting, and reaching motions
- Safe practices when lifting and moving
- Proper selection and use of tools
- And other recommended work practices

## INTRODUCTION TO OSHA

### The Introduction to the OSH Act & OSHA

- What is the OSH Act and who does it cover?
- OSHA's role and responsibilities in ensuring safe and healthy work environments
- How safety and health standards are developed
- The importance of the General Duty Clause
- The employer's responsibilities in providing a workplace free of hazards
- Your rights and responsibilities as an employee

### Inspections

- Who is subject to OSHA inspections
- Who can conduct inspections
- OSHA's priorities in conducting inspections
- What rights your employer has during and after an inspection
- The four main stages of the inspection process

### Citations & Penalties

- Requirements for issuing and posting citations
- The types of violations for which citations are issued, and their penalties
- Employee and employer rights regarding citations and penalties

### Record Keeping & Reporting

- The importance of keeping injury & illness records
- Who is required to keep & maintain records
- Posting & making records available to employees
- Reporting requirements

## JOB SAFETY ANALYSIS

### Purpose & Benefits

- What a job safety analysis, or JSA, is
- The benefits of a job safety analysis
- The purpose of JSA
- How to select the job to be analyzed

### Defining Job Steps

- What a job step is
- What should be included in the job step
- How to define job steps
- Sources for defining job steps
- How to conduct a direct observation
- How to analyze job steps

### Identifying Potential Hazards

- How to identify potential hazards
- What types of things may create potential hazards
- How to record potential hazards

### Recommended Procedures & Control Measures

- How to develop recommended procedures and control measures
- Examples of recommended actions
- Questions to ask when developing procedures and control measures
- Ways to limit or reduce hazards that cannot be eliminated

## LAB SAFETY

### Potential Hazards

- Learn about the various potential hazards such as fire and chemical spills that are commonly found in the laboratory work environment.
- Fire prevention
- Proper fire extinguisher operation
- How to handle a chemical spill

## LADDER SAFETY

### Ladder Selection Guidelines

- The importance of selecting the correct ladder for the job.
- Understanding the potential hazards in your work area
- Choosing the correct duty rating
- Determining the maximum working height
- Considering the ladder's ability to conduct electricity

### Inspection & Maintenance

- How to properly care for and store your ladder to obtain many years of use.
- Inspection guidelines
- Proper care, storage and transportation of ladders

### Setting Up a Ladder

- How to properly set up your ladder.
- Potential hazards to be aware of
- How to properly set-up a ladder
- The proper placement of a ladder
- How to secure the ladder
- What to do if using a ladder on an incline or uneven surface

### Safe Work Practices

- Proper techniques to use while on a ladder to prevent potential injuries from happening.
- How to maintain three points of contact
- The proper way to reposition a ladder
- Techniques for safe climbing
- When fall protection is required

## LASER SAFETY

### How Lasers Work

- Everyday uses for lasers
- The components of a laser
- How lasers function.

### Laser Hazard Classifications

- The similarities and differences between white light and laser light
- What is the hazard classification system for lasers
- Characteristics of each hazard classification

### Potential Hazards

- Learn about different hazards associated with the use of lasers
- Beam and non-beam hazards
- Fire hazards
- Airborne hazards
- Radiation hazards
- Potential hazards when working with compressed gas cylinders

### Controlling the Hazards

- Learn how hazards are controlled, including safe work practices.
- Responsibilities of the Laser Safety Officer
- Training requirements
- The use of engineering controls
- Best work practices for preventing injury

## LEAD SAFETY

### What is Lead

- What is lead and how it is used
- How lead can enter the body
- What type of damage can occur from overexposure
- Symptoms of lead poisoning

### Monitoring Procedures

- The importance of following proper procedures
- What to do if the lead action level is exceeded
- Rules and regulations associated with the hazardous work area
- How the blood's lead level is measured

### Personal Protective Equipment

- Respirators and their uses
- Proper personal protective equipment procedures
- Appropriate work procedures
- What to do before and after entering a hazardous work area

### Safe Work Practices

- Steps you can take to prevent your exposure to lead
- Using enclosures & vacuums
- Proper personal protective equipment procedures
- Appropriate work procedures
- What to do before and after entering a hazardous work area

## LEADERSHIP SKILLS FOR SAFETY

### Organizational Role of Safety

- The critical role of the supervisor in the success of your company
- The purpose of safety & health programs
- Benefits of safe and healthy work environments
- The impact of accidents on business operations

### Hazard Recognition

- Importance and purpose of a hazard recognition safety observation
- Unsafe conditions and compliance issues
- Common causes of injuries and illnesses
- How to avoid contact with objects and equipment
- Overexertion- its risk factors and how to avoid it
- Trip hazards and sources of falls, and how to prevent falls
- How to handle harmful substances and work in harmful environments
- Use of safety work order

### Accident Investigation

- Accident investigation is a systematic process
- Objective of accident investigation
- Six basic elements involved in effective accident investigation
- Immediate actions when an accident occurs at your site
- Primary information sources when investigating accidents
- Investigation tools to help identify root causes
- Features of a well-written recommendation

### Job Safety Analysis

- Characteristics of Job Safety Analysis
- Information Job Safety Analysis provides and its four primary elements
- How to prioritize jobs to be analyzed
- Best information source for Job Safety Analysis and how to identify hazards
- How to develop recommended procedures and control measures

### Communication

- The importance of effective communication
- Ways to communicate, in addition to verbal communication
- Communication skills as a supervisor
- Factors that influence behaviors
- As a supervisor, how to reach your safety goal
- When to practice follow-up communication

## LIFESAVING MEASURES

### Assessing the Scene

- The best ways to recognize an emergency
- How to check the scene of an accident for safety hazards
- How to quickly check the victim for life threatening injuries
- The important points to remember when calling for emergency medical help

### Caring for the Victim

- How to protect yourself from disease transmission
- About the Good Samaritan Law
- How to check the victim's ABC's

### Performing Rescue Breathing

- How to clear a blocked airway and
- How to perform rescue breathing on a victim with a cleared airway

### Cardio Pulmonary Resuscitation [CPR]

- Learn the steps to performing CPR on a victim with no signs of circulation

### Automatic External Defibrillators [AEDs]

- Learn the use and operation of AED units

## LOCKOUT/TAGOUT

### Overview

- What is Lockout/Tagout?
- When is Lockout/Tagout Required?
- Lockout/Tagout Devices?
- Roles in Lockout/Tagout

### Lockout/Tagout procedures

- Learn the importance of pre-planning and the steps for safely conducting lockout/Tagout procedures
- The basic steps of lockout/Tagout.

### Startup Procedures

- Learn the basic steps for proper startup of equipment and machinery once lockout/tagout procedures are completed

### Special Situations

- Learn the proper steps for special lockout and Tagout situations
- Testing or positioning of machines and equipment
- Involving outside personnel
- Group lockout
- Shift or personnel changes
- Using a lock box
- Tagout only

## MACHINE GUARDING

### Machine Hazards

- The primary types of hazards
- The purpose of machine guards
- Why machine guards are important
- Your role as the machine operator

### Purpose & Function

- The purpose of machine guards
- Function of machine guards
- Different categories and types of machine guards

### Safe Work Practices

- What to look for when inspecting machine guards
- Additional precautions

## MARINE FACILITIES SECURITY

### Importance of Marine Security

- Why marine facilities may be targets for attacks
- What you can do to help protect shipping interests
- Marine Security Regulations
- Specific requirements of the Maritime Transportation

### Security Act

- Purpose of the facility security plan
- How the Maritime Security levels correspond to Homeland Security levels

### Identifying Possible Targets

- Who are the most likely attackers
- Potential goals of an attack
- Different ways your site could be attacked

### Improving Security

- Identification system for employees and authorized visitors
- Security systems used to detect intruders
- Inspecting cargo and vessel stores

### Your Role

- Awareness of suspicious activities and objects
- Reporting suspicious activities or objects
- Participation in security drills or exercises

## MATERIALS HANDLING

### Hazard Awareness

- Types of materials handling activities
- Potential hazards
- Common injuries
- Your role in identifying and preventing accidents

### Storing, Stacking & Disposal

- Storing materials
- Storage areas
- Stacking materials
- Disposal of materials

### Manual Material Handling

- Common risk factors when handling materials
- Safe lifting practices
- When to get help with a lift
- Other measures to prevent injuries

### Using Materials Handling Equipment

- Learn about safe work practices when using mechanical equipment
- Conveyors
- Cranes
- Forklifts
- Dockboards.

### Rigging Equipment

- General requirements for rigging equipment
- Types of slings and selection criteria
- Inspection procedures
- Safe use of slings

## MOBILE CRANE SAFETY

### Introduction to Cranes

- Types of cranes used in construction
- Considerations when selecting the right crane for the job
- Common causes of crane accidents
- Your responsibilities when working with or around cranes

### Pre-Operation Setup & Inspection

- The importance of proper site preparation & crane setup
- The differences between frequent & periodic inspections
- Pre-operation inspection procedures for mobile cranes

### Planning a Lift

- Learn about the importance of taking the time to carefully prepare for each lift
- Things to consider before conducting a lift
- How leverage and the crane's center of gravity affect a lift
- The importance of following the crane's load charts
- Safe practices while lifting a load

### Safe Work Practices

- Learn about additional safe work practices you should follow when operating your crane to prevent accidents and injuries
- Communication procedures
- Working near power lines
- Working in enclosed spaces
- Safe operation of the crane

## MUSCLE STRAINS & SPRAINS

### About Strains & Sprains

- Learn why an understanding of the causes and effects of strains and sprains is so important
- The effects of strains and sprains
- The benefits of prevention
- How your muscles work

### Risk Factors & Prevention

- Learn about potential risk factors that can contribute to strains and sprains
- Prevention techniques to help you make the proper decisions to reduce your exposure.
- How strains and sprains occur
- Symptoms of strains and sprains
- Contributing risk factors
- Prevention methods

### Stretches

- Learn the importance of regular stretching to prevent strain and sprain injuries
- The benefits of stretching
- When to stretch
- Techniques for stretching
- Sample stretches you can perform

## OFF-THE-JOB SAFETY

### Exercise & Physical Activity

- The importance of warming up
- Proper stretching techniques

### Boating Safety

- Rules to follow when meeting other boats
- Safe operating procedures

### Special Precautions

- Proper use and storage of hazardous substances
- How to safely use fireworks and barbecues
- Preventing sunburns and overexertion

## OFFICE ERGONOMICS

### Ergonomics Overview

- You will develop a basic understanding of the importance of ergonomics and its goals in the office environment.
- Understand what is ergonomics and how it benefits the workplace
- Explain what is a musculoskeletal disorder, or MSD
- Identify the risk factors that lead to MSDs
- Know your role in preventing MSDs

### Risk Factors

- Learn about the contributing causes of musculoskeletal injuries in the office environment.
- Explain what is a risk factor
- Identify the common risk factors and provide examples of each
- Understand what factors affect your degree of risk
- Explain what is a control measure and identify examples of work practice and engineering controls

### Musculoskeletal Disorders

- Learn about musculoskeletal disorders, their causes and symptoms.
- Explain what is a musculoskeletal disorder, or MSD
- Identify the cumulative nature of MSDs
- Know the signs and symptoms of MSDs
- Explain what is Carpal Tunnel Syndrome, its causes and symptoms
- Recognize examples of other MSDs

### Proper Posture

- Learn how good posture can prevent musculoskeletal disorders.
- Identify the importance of proper posture
- Demonstrate your knowledge of the elements of proper posture
- Explain the importance of varying your posture

### Work Environment

- Learn about making ergonomic adjustments to your work environment to fit your needs.
- Chairs
- Keyboard & Mouse
- Monitors
- Workstation Organization
- Lighting

### Control Measures

- Learn what you can do to reduce your risk of musculoskeletal disorders.
- Explain the importance of diet, rest and exercise
- Identify specific additional measures to reduce your risk
- Demonstrate simple stretches to relieve stress and prevent injury
- Office Safety

## OFFICE SAFETY

### Ergonomic Risk Factors

- What are musculoskeletal disorders
- What is ergonomics and why is it important?
- The leading risk factors for musculoskeletal disorders
- Common symptoms of musculoskeletal disorders

### Preventative Measures

- The importance of proper posture
- Proper sitting posture
- How to adjust your work area
- Proper posture while using the mouse and keyboard

### Recognizing Hazards

- How to recognize hazards
- Common hazards in the workplace
- Correcting common hazards

## OSHA RECORDKEEPING

### The Importance of Recordkeeping

- The importance of keeping records
- The purposes of OSHA Forms 300 and 301
- How to determine whether the injury or illness is a new case

### Is The Case Work Related?

- How to determine if an incident is work-related
- What the work environment includes
- The nine exceptions
- Traveling on business can also be work-related

### Recording Criteria

- What injuries are recordable
- Reporting time frames
- "Restricted work activity"
- Medical treatments versus first-aid

### Filling Out the Forms

- What should be done before completing the appropriate forms
- Purposes of OSHA forms and their equivalents
- What to include on the forms
- How to gather information to fill in the forms
- The guides and rules to follow when filling in the forms

### Reviewing and Posting Records

- When to review your logs
- How long a log is kept
- What is needed to create a summary
- When to post the summary
- The responsibilities of the OSHA record keeper

## PENDANT CONTROLLED CRANE SAFETY

### Pre-Operation Inspection

- The general terms associated with the crane
- Inspection procedures
- What you should know before operating a crane

### Selection & Use of Rigging

- Inspecting rigging
- Proper selection of rigging
- Using slings
- Safe work practice

### Safe Crane Operation

- Learn about steps you can take to safely operate a pendant controlled crane
- Pre-planning the lift
- Good housekeeping practices
- Executing a lift
- Moving and setting loads
- Proper storage procedure

## PIPELINE SAFETY

### Potential Hazards

- Learn the importance of analyzing the work environment to identify potential hazards.
- The importance of following established procedures and practices
- Identifying the existence of potential hazards
- Potential hazards associated with the product being transported

### Flammables, Chemical Hazards & Spills

- The types of hazard communication & information they provide
- Safe practices when working near hazardous chemicals
- What to do when a spill occurs

### Safe Work Practices

- Types of confined spaces & their requirements
- Purpose of lockout and tagout procedures
- Safety precautions for operating a motorized vehicle
- Pre-planning for an excavation
- And security procedures

### Personal Protective Equipment

- How to reduce your exposure to risk factors
- How to select the correct PPE
- Different types of PPE
- The importance of following safety procedures

## POWER PRESS SAFETY

### Power Press Operations

- Learn the basics about mechanical power presses
- What is a power press
- Types of presses
- How they operate

### Potential Hazards

- Working near the point of operation
- The hazards of uncontrolled energy
- Protecting yourself from projectiles
- Safely working in high noise areas
- Wearing the correct personal protective equipment
- What to do if there is a problem with your press

### Best Safety Practices

- How to perform a hazard analysis of the work area
- Types of safeguards and how they work
- The importance of keeping the work area free of debris

## PERSONAL PROTECTIVE EQUIPMENT [PPE]

### Understanding PPE

- The importance of personal protective equipment
- When it is necessary
- Your role in its proper use and maintenance

### Hard Hats

- Learn about the importance of wearing the proper hard hat to protect your head from injury
- When a hard hat should be worn
- How hard hats work
- The types and classes of hard hats
- Proper fit, inspection and maintenance

### Eye & Hearing Protection

- Learn about the different types of Eye & Hearing Protection, their purpose, when they are required, and basic principles for proper use and care.

### Gloves

- Learn how gloves can protect your hands from various types of hazards
- When NOT to wear gloves
- The types of gloves and their purpose
- Proper inspection and care of gloves

### Foot & Body Wear

- Basic guidelines for selecting and wearing the proper foot and body wear for the job tasks you perform.

## PREVENTING SPILLS

### Identifying Potential Hazards

- Learn how to identify areas susceptible to spills and conduct routine inspections to eliminate potential causes of spills.
- Warning signs and labels
- Inspecting containers, seals, hoses, and equipment
- Common causes of spills and leaks

### Handling Hazardous Materials

- Learn safe work practices for working with chemicals in the work area
- Hazard communication
- Selecting and using the proper personal protective equipment
- Using forklifts to handle hazardous chemicals
- Proper storage techniques

### Maintenance Procedures

- Learn preventive measures you can take while performing maintenance
- Concentrating on the task
- Preparing for maintenance
- Importance of taking preventive measures

## PROCESS SAFETY MANAGEMENT

### Overview

- What is process safety management
- The objective of process safety management
- The elements of process safety management

### Participation, Information & Analysis

- Learn about the elements of process safety management
- Employee Participation
- Process Safety Information
- Process Hazard Analysis

### Change & Safety Review

- Management of Change
- Pre-Startup Safety Review

### Procedures, Training & Investigation

- Written operating procedures
- Employee training
- Incident investigation

### Mechanical Integrity & Emergencies

- Learn about procedures for mechanical integrity and emergency planning and response
- Requirements for written procedures
- Documentation information required for inspections and tests
- What to do if equipment deficiencies are found
- The emergency action plan
- Handling small releases
- Communicating with outside response teams

### Contractor Safety & Audits

- The facility's responsibilities regarding contractor safety
- The contractor's responsibilities for safe work practices, proper training, and hazard notification
- Procedures for conducting effective audits

## RCRA

### The Importance of RCRA

- What is the Resource Conservation and Recovery Act, or RCRA
- The purpose and goal of RCRA
- Fines or penalties associated with RCRA violations

### Identifying Hazardous Waste

- What are listed wastes
- The characteristics of hazardous wastes
- How to handle wastes
- The importance of clear identification of hazardous wastes

### Your Role in RCRA Management

- The easiest and most cost-effective way to manage any waste
- Why hazardous and non-hazardous wastes should not be mixed
- Restrictions on satellite areas
- How to qualify small and large quantity generators
- How to manage waste containers
- What is the hazardous waste manifest and its purpose

### Handling Wastes Safely

- The importance of personal protection equipment
- Storing and transporting waste containers
- How to prevent fires when managing and handling waste
- How to avoid chemical reactions caused by incompatible wastes

## RADIATION SAFETY

### What is Radiation?

- The role radiation plays in our lives
- Types of radiation used in the workplace
- Where radiation naturally occurs

### Potential Hazards

- How radiation is measured
- Radiation exposure and its effects
- Safe exposure limits in the workplace

### How Industry Uses Radiation

- Types of nuclear gauges used in industry
- Measurements made by nuclear gauges
- How nuclear gauges work

### Minimizing Exposure

- The importance of minimizing exposure to radiation
- Methods of minimizing exposure
- Understanding radiation warning signs and lights

### Safe Work Practices

- Types of personal monitoring equipment
- The importance of observing lockout/tagout procedures
- Responsibilities of the Radiation Safety Officer

## RESPIRATORY PROTECTION – AIR PURIFYING

### Respiratory Hazards

- Different types of potential respiratory hazards
- Oxygen deficient atmospheres, gases & vapors, and particulate contaminants
- Their possible health effects on your respiratory system
- Medical signs and symptoms of exposure
- When respiratory protection is necessary

### How Air-Purifying Respirators Work

- Learn about the different types of air purifying respirators, including their features, capabilities, and limitations.
- This is important to know in selecting the right respirator for the hazards present in your work environment.

### Proper Fit

- Learn the steps necessary to ensure you wear a proper fitting respirator, including:
  - Completing an initial medical evaluation
  - Fit testing procedures
  - Performing user seal checks
  - And steps to maintain a proper fit

### Use & Care

- The measures needed to maintain your respirator in good working order
- Procedures for inspecting the respirator
- Basic safe use practices
- Cleaning and storing your respirator

### Dust Masks

- Proper use and care of dust masks
- Their capabilities and limitations
- Proper storage and inspection
- How to obtain the best fit
- Other safe work practices

## RESPIRATORY PROTECTION – AIR SUPPLYING

### Use & Care

- Look at the measures needed to maintain your respirator in good working order
- Inspecting the respirator
- Basic safe use practices
- Cleaning and storing your respirator

### Respiratory Hazards

- Oxygen deficient atmospheres, gases & vapors, and particulate contaminants
- Their possible health effects on your respiratory system
- Medical signs and symptoms of exposure
- When respiratory protection is necessary

### How Air-Supplying Respirators Work

- Different types of air supplying respirators, including their capabilities, and limitations. This is important to know in using the correct respirator for the task.

### Proper Fit

- Learn the steps necessary to ensure you wear a proper fitting respirator
  - Completing an initial medical evaluation
  - Fit testing procedures
  - Performing user seal checks
  - And steps to maintain a proper fit

## RIGGING SAFETY

### The Role of the Rigger

- Your responsibilities as the rigger
- Preparing for a lift
- Identifying potential hazards
- The importance of knowing what is being lifted and its weight

### Proper Selection & Use

- Types of slings used in the workplace
- Factors to consider when selecting a sling
- What to look for when inspecting slings
- Factors that may affect the load capacity of the sling
- Determining an object's center of gravity

### Safe Work Practices

- Learn ways to prevent property damage and injury
- Best rigging practices
- Communication
- Proper Care of slings

## ROAD RAGE

### What It Is & Why It Happens

- What is road rage,
- Who is affected by road rage,
- What are the factors in the increase of road rage
- How your emotions, behavior and the decisions you make can influence road rage

### Behaviors to Avoid

- The importance of using proper driving techniques,
- What behaviors most anger other drivers
- How to avoid those behaviors

### Problem Situations

- Learn some basic techniques for handling situations involving aggressive drivers
- What to do when a driver is acting aggressively
- How to safely get away from an angry driver
- How to get help

### Controlling Rage

- Learn techniques you can follow to avoid aggressive behavior while driving
- Controlling your emotions,
- Relaxation techniques
- How to behave when confronted with an aggressive driver

### Safe Behavior

- Importance of safe behavior
- The benefits of safe behavior
- Who is responsible for safe behavior
- Why safety is important
- Hazard Analysis & Preparation
- Your work environment
- Body mechanics
- Tools and equipment required to perform the task

### Communication

- Different ways to communicate
- The importance of communication
- The benefits of positive reinforcement

## SAFE BEHAVIOR-NO REGRETS

### Importance of Safe Behavior

- The benefits of safe behavior
- Who is responsible for safe behavior
- Why safety is important

### Hazard Analysis & Preparation

- Your work environment
- Body mechanics
- Tools and equipment required to perform the task

### Communication

- Different ways to communicate
- The importance of communication
- The benefits of positive reinforcement

## SAFETY ORIENTATION

### Your Responsibility

- You and your company's responsibilities for job safety
- How you can learn safety through work-related activities
- When to report incidents and purposes of incident investigation

### Illness, Causes & Prevention

- Information on Ergonomics and ergonomic related injuries
- Cumulative Trauma Disorders (CTDs) and their leading causes
- Best posture and how to prevent CTDs
- The structure of the backbone
- Causes of back injuries and how to prevent them

### Preventive Measures

- Good housekeeping procedures that help prevent incidents
- Information communicated by signs, warnings, etc.
- How to obtain information on evacuation route
- Types of personal protective equipment

### Hazard Communication

- Container labeling systems
- Material Safety Data Sheets and their contents
- Topics or situations where additional training is required

## SCAFFOLDING SAFETY

### Pre-Planning & Inspection

- Learn about the steps to take before erecting scaffolding, including evaluating the site and guidelines for properly inspecting scaffolding components.

### Erecting Scaffolding – Part 1

- Learn about the requirements for erecting scaffolding
- The importance of a proper foundation
- Working near power lines
- Load capacity
- Using guys, ties, and braces
- Platform construction

### Erecting & Dismantling Scaffolding – Part 2

- Learn about additional requirements for erecting scaffolding and for dismantling
- Access Requirements
- Guardrail Systems
- Toeboards
- Enclosed Scaffolds
- Dismantling Procedures

### Safe Work Practices

- Learn about proper procedures to follow to reduce your chances of injury from the three main potential hazards associated with working on scaffolds
- Slips and falls
- Being struck by falling objects
- Electrical hazards

## SEXUAL HARASSMENT – WHAT SUPERVISORS NEED TO KNOW

### Laws & Programs

- Review the two types of sexual harassment
- Learn about the laws pertaining to sexual harassment
- Review the effects that sexual harassment can have on a company
- Learn the legal requirements of a company anti-harassment program
- Learn the benefits of implementing an effective and comprehensive harassment prevention training program

### Scenario 1

- This scenario takes place at the office where we once again meet up with Mark. Mark has recently been promoted to a supervisory position in the Creative Design Department. Kathryn works in Finance.

### Sexual Harassment Liability

- Employer's liability in sexual harassment lawsuits,
- Factors that courts consider during sexual harassment lawsuits,
- Damages that a victim may recover from an employer in a sexual harassment lawsuit

### Scenario 2

- This scenario takes place within a construction company

### Preventing Sexual Harassment

- What you as a supervisor can do to prevent sexual harassment in your workplace,
- The proper procedure for handling a sexual harassment complaint from an employee at your company, as well as,
- The steps that you should take if you suspect that sexual harassment is occurring

### Scenario 3

- In this scenario we see a situation occurring with the staff at the hospital.

## SEXUAL HARASSMENT – UNDERSTANDING & PREVENTING

### Defining Sexual Harassment

- The lawful definition of sexual harassment
- The two main types of sexual harassment
- The behaviors commonly associated with sexual harassment

### Scenario 1

- In this lesson you will be introduced to two people that work at the office, and you will see a situation that is occurring between Mark and Stacy

### What is a Hostile Work Environment?

- Learn about the four main characteristics of a hostile work environment, and what behaviors could be considered appropriate or inappropriate in the workplace

### Scenario 2

- Recently the company has hired a new employee, Danielle. She's been working with Ted, Molly and Chris for about two weeks now, and has noticed that they frequently make references to sex in their discussions

### If You Are Harassed

- What to do if you have been the victim of sexual harassment
- What each and every employer is required to do in cases of sexual harassment
- The effects of allowing sexual harassment to continue unreported

### Scenario 3

- In this scenario we meet the staff at the hospital. This group works long hours together, often in shifts of twelve hours or more

### Myths and Facts About Sexual Harassment

- Learn some of the most common myths regarding sexual harassment and the facts that dispel those myths

### Scenario 4

- In this lesson we'll meet some of the people that work in the factory. Eric, Courtney, Ann and Sam have been working together for a long time, as have many of the other people that work there.

## SLIPS, TRIPS & FALLS

### Overview

- The importance of preventing slips, trips, and falls.
- Ways to prevent them

### Ladders & Fall Protection

- Ladder safety
- Fall protection equipment

### Good Housekeeping

- Keeping your work area clean and organized
- Working on different surfaces
- Your role in preventing injuries

### Stairway Safety

- Using stairways
- Keeping stairways safe

## STAIRWAYS & LADDERS

### Ladder Selection Guidelines

- Learn about the importance of selecting the correct ladder for the job.
- Understanding the potential hazards in your work area
- Choosing the correct duty rating
- Determining the maximum working height
- Considering the ladder's ability to conduct electricity

### Inspection & Maintenance

- Learn how to properly care for and store your ladder to obtain many years of use.
- Inspection guidelines
- Proper care, storage and transportation of ladders

### Setting Up a Ladder

- Learn how to properly set up your ladder.
- Potential hazards to be aware of
- How to properly set-up a ladder
- The proper placement of a ladder
- How to secure the ladder
- What to do if using a ladder on an incline or uneven surface

### Safe Work Practices

- Learn proper techniques to use while on a ladder to prevent potential injuries from happening.
- How to maintain three points of contact
- The proper way to reposition a ladder
- Techniques for safe climbing
- When fall protection is required

### Construction Requirements

- Learn about specific requirements for temporary job-made ladders and stairways, including the correct materials to use, proper components and dimensions, and methods of construction

## STATIC ELECTRICITY

### What is Static Electricity?

- Learn about the nature of static electricity
- The costs of uncontrolled static electricity in the work place
- How static electricity occurs
- Factors that influence static electricity
- What causes static sparks

### Potential Hazards

- The consequences of static electricity in the work place
- Common tasks with the potential for static charges
- The hazards of static sparking
- How static electricity can contribute to fires and explosions

### Controlling Static Electricity

- Factors that affect static charge accumulation
- Methods to control static electricity
- How to determine the best solution
- How grounding & bonding and other methods work

### Safe Work Practices

- Learn what you can do to prevent static electricity in your work place
- Proper clothing and personal protective equipment
- Use of tools and equipment
- Working with flammable liquids
- Inspection & maintenance of equipment

## STEEL ERECTION

### Introduction

- Types of activities covered by the OSHA steel erection standards
- Common potential hazards during steel erection activities
- Written approval requirements before steel erection work can begin
- Site layout and pre-planning measures

### Hoisting & Rigging

- Crane & rigging inspections
- Safe hoisting & rigging procedures, including working under loads
- Requirements for multiple lift rigging procedures

### Structural Steel Assembly

- Learn about requirements for maintaining structural stability during the steel erection process
- Multi-story structures
- Walking/working surfaces
- Plumbing up
- Metal decking

### Column Anchorage, Beams & Columns

- Learn about the hazards associated with column stability and, specifically, the proper use of anchor rods or bolts to ensure column stability
- Anchoring columns
- Placing beams and columns
- Diagonal bracing
- Double connections
- Perimeter columns

### Open Web Steel Joists

- Learn how to increase your protection from the most hazardous activities during joist erection general requirements for erecting steel joists
- Field bolting joists
- Attaching and erecting steel joists
- Erection bridging
- Landing and placing loads

### Systems Engineered Metal Buildings

- Learn about requirements for erecting systems-engineered metal buildings safely
- Column anchorage
- Bolting for rigid frames
- Placing construction loads
- Girt and eave strut-to-frame connections
- Steel joists
- Anchorage points
- Purlins as walking/working surfaces

### Fall Protection

- Learn about the unique fall protection requirements for steel erection activities
- The use of perimeter safety cables
- Fall protection for all steel erection workers
- Special fall protection situations for connectors and deckers
- Requirements for controlled decking zones
- Falling object protection

## STORMWATER MANAGEMENT/SAFETY

### Overview

- How water affects our lives
- The importance of stormwater management

### What is Stormwater?

- How water becomes polluted
- Types of pollution
- Factors that affect the extent and severity of pollution

### Effects of Stormwater Pollution

- Consequences of poor pollution management
- How poor pollution management can affect your company's reputation
- What is threatened by pollution

### Best Management Practices

- Sources of stormwater pollution
- How to respond to a spill
- What to look for when inspecting storage containers
- Using best management practices off the job

## STREET SMART: DRIVING SKILLS

### Why Safe Driving is Important

- Learn the most common causes of traffic death and injuries
- The importance of wearing seat belts
- How alcohol and drugs affect your driving
- The consequences of excessive speeds

### Your Responsibility for Safe Driving

- Making the right driving decisions
- Knowing your vehicles capabilities and operating characteristics
- Being aware of your whole driving environment
- Communicating your intentions to other drivers

### Driving Skills You Can Use

- Learn about safe driving skills you can use on the road
- The correct speed for the conditions
- Safe following distances
- Avoiding distractions
- The importance of planning ahead

**TSCA****What is TSCA?**

- Why TSCA was created
- The goal of TSCA
- The responsibilities of both you and your employer according to TSCA

**The TSCA Inventory**

- Where to obtain the TSCA Inventory
- The content of the five volumes of the TSCA Inventory
- Using the TSCA Inventory to find the chemicals used at your facility
- What to do if you are having trouble finding a chemical listing

**Reporting and Retaining Information**

- Retaining files and reports
- Instances when a report must be completed
- The process of reporting allegations of environmental or health risks
- Your company's responsibilities with regard to TSCA

**Recognizing and Respecting Toxic Substances**

- How to identify a toxic substance
- How toxic substances are labeled
- The health risks associated with toxic substances

**Best Safety Practices**

- The importance of wearing PPE in case of possible exposure to hazardous chemicals.
- The different types of PPE required when working with hazardous chemicals
- What to do in case of exposure to hazardous chemicals

**WALKING & WORKING SURFACES****Guarding Openings & Holes**

- Learn the requirements for proper guarding of floor and wall openings and holes
- Stairway floor openings
- Ladderway floor openings
- Floor holes
- Wall openings
- Open-sided floors, platforms & runways

**Ladders**

- Learn about safe work practices when working with ladders
- Selecting the correct ladder for the job
- Inspecting the ladder
- Proper placement & setting up the ladder
- Safe practices when climbing & working on ladders

**Good Housekeeping**

- Keeping your work area clean and organized
- Working on different surfaces
- Your role in preventing injuries

**Stairway Safety**

- Using stairways
- Keeping stairways safe

**Scaffolding**

- Learn about safe measures to prevent slips, trips and falls while working on scaffolds.
- Recognizing the most common hazards when working on scaffolds
- Engineering controls used to protect your safety
- Safe work practices that can prevent injuries

**VALVE SAFETY****Types of Valves**

- Explain why valves are important in everyday life
- Describe how valves work
- Identify the characteristics of different types of valves

**Risk Assessment**

- Describe the importance of a risk assessment
- Identify the potential consequences of valve incidents
- Identify common valve related injuries
- Specify what to consider when conducting a hazard analysis
- Recognize how the physical location of the valve can contribute to potential hazards

**Ergonomic Issues**

- Identify risk factors that contribute to strains & sprains
- Demonstrate proper posture
- Use ergonomic solutions to work tasks

**Working Safely With Valves**

- Selection and use of tools and PPE
- Lockout and tagout requirements
- Good housekeeping practices
- Replacing, inspecting, cleaning and storing valves

**WELDING SAFETY****Potential Hazards**

- Learn about the hazards associated with welding that you may encounter at your job site.
- The importance of safety in every welding job
- Types of potential safety and health hazards
- The use of ventilation
- Health effects from exposure to airborne contaminants

**Personal Protective Equipment**

- Learn about types of PPE and how they protect you from hazards
- Eye & Face Protection
- Hearing Protection
- Protective Clothing

**Safe Work Practices**

- What you can do to protect yourself and your co-workers from potential hazards
- How to prevent fires
- Hot work requirements
- Good housekeeping practices
- Atmospheric testing
- And other safe practices



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