



CiNet
INDUSTRIAL
SKILLS

Interactive Safety Training

CD-ROM ■ WEB

INTERACTIVE CD-ROM SAFETY TRAINING

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

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

..... **INSTRUCTIONAL FEATURES**

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


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

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

..... **BENEFITS**

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

..... **STRUCTURE**

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

..... **MATERIALS**

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

If you would like a complete listing of all CiNet Industrial Skills training products, or a no-obligation preview of any unit from our Safety series, call 800.568.8788 or visit our web site at www.criticalinfonet.com/industrial.

INTERACTIVE WEB- DELIVERED SAFETY TRAINING

To help companies improve the safety practices of workers and meet the demands of today's busy training manager, CiNet Industrial Skills offers a practical solution with 25 Web-delivered safety training units. This series addresses the most common hazardous situations faced in the industrial environment.

INSTRUCTIONAL FEATURES

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


OBJECTIVE

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

BENEFITS




















































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



STRUCTURE

The 25 units in this series represent some of the most prevailing safety issues in the industrial market. Topics covered range from confined space entry and fall protection to hearing conservation and lockout/tagout. Units available on the Web are identified with this icon: 

If you would like a complete listing of all CiNet Industrial Skills training products, or a no-obligation preview of any unit from the Web-delivered safety training series, call us at 800.568.8788 or visit our Web site at www.criticalinonet.com/Industrial.

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 Available in a Web-delivered format.
 Available in a CD-ROM format.

Interactive Safety Training

BACK SAFETY

(BBBBB)

www CD

O V E R V I E W

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

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

O B J E C T I V E S

Posture

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

Describe techniques for maintaining good posture during various activities.

Safe Lifting

Describe the proper technique for lifting and moving an object.

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

Back Exercises

Describe basic exercises that can be done in an office.

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

S U B J E C T S

Posture

"Good Posture"

Sitting

Standing

Walking and Turning

Reaching Overhead

Picking Up an Object from the Floor

Safe Lifting

"Mental Lifts"

Lifting an Object

Lowering an Object

Carrying a Long Load

Stacking a Load

Turning a Valve Wheel

Back Exercises

At the Office

At Home or at the Gym

Interactive Safety Training

BLOODBORNE PATHOGENS

(BBBPA)

www cd

O V E R V I E W

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

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

O B J E C T I V E S

Workplace Risks

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

Bloodborne Diseases

- Describe HIV and AIDS, HBV and HCV.

Protecting Yourself

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

S U B J E C T S

Workplace Risks

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

Bloodborne Diseases

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

Protecting Yourself

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

Interactive Safety Training

CLASSES OF FIRES AND EXTINGUISHERS

(BBCOF)

www CD

OVERVIEW

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

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

OBJECTIVES

Fire Basics

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

Extinguishers and Extinguishing Agents

Describe common types of fire extinguishers and extinguishing agents.

Extinguisher Identification

Describe several ways of identifying different types of fire extinguishers.

SUBJECTS

Fire Basics

Elements of Combustion
Classes of Fires

Extinguishers and Extinguishing Agents

Water
Multipurpose Dry Chemicals
Carbon Dioxide
Foam
Class D Agents

Extinguisher Identification

Identification
Symbols
Pictures

Interactive Safety Training

CONFINED SPACE ENTRY

(BBCSE)

www CD

OVERVIEW

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

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

OBJECTIVES

Confined Space Characteristics

Describe the characteristics of a confined space.

List some examples of confined spaces.

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

Confined Space Hazards

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

OSHA Confined Space Standard

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

Describe the general requirements for a written Permit Space Program.

Describe the general requirements of a typical entry permit.

Protective Measures

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

The Attendant

Describe general responsibilities of the confined space attendant.

SUBJECTS

Confined Space Characteristics

Confined Spaces

“Permit-Required” Confined Spaces

Confined Space Hazards

Hazardous Atmospheres

Engulfment Hazard

Configuration Hazards

Other Hazards

OSHA Confined Space Standard

General Requirements

Written Permit Space Program

A Typical Entry Permit

Protective Measures

Preparing the Space

Personal Protective Equipment

Other Safety Equipment

The Attendant

The Attendant’s Responsibilities

Interactive Safety Training

DRIVING SAFETY (BBDRS)

www CD

OVERVIEW

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

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

OBJECTIVES

Understanding Motor Vehicle Accidents

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

Defensive Driving

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

Condition of the Driver

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

Vehicle Condition and Safety Features

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

SUBJECTS

Understanding Motor Vehicle Accidents

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

Defensive Driving

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

Condition of the Driver

Frustration and anger
Rushing
Distracted
Drowsy
Alcohol

Vehicle Condition and Safety Features

Condition of the vehicle
Safety belts
Air bags
Antilock braking systems

Interactive Safety Training

ELECTRICAL SAFETY

(BBESA)

www CD

OVERVIEW

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

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

OBJECTIVES

Electrical Concepts

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

Shock

State what an electrical shock is.

Describe factors that affect the severity of an electrical shock.

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

Hazards

Describe hazards associated with working near electrical equipment.

Protection

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

Emergencies

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

Describe how to safely respond to an electrical fire.

SUBJECTS

Electrical Concepts

Friend or Foe?

Current

Voltage

Resistance

Shock

What Is Shock?

Amount of Current

Length of Time

Path Through the Body

Effects

Hazards

High Voltage Area

Overloaded Circuits

Damaged Cords

Bare Connectors

Long and Tall Objects

Mobile Equipment

Standing Water

Interactive Safety Training

FALL PROTECTION (BBFPR)

www CD

O V E R V I E W

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

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

O B J E C T I V E S

Introduction

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

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

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

Describe the difference between fall prevention and fall arrest.

Identify and describe typical equipment used to prevent falls.

Fall Protection Equipment

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

Selection, Use, and Care

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

S U B J E C T S

Introduction

Conditions in Which Fall Protection Is Required

Purposes of Fall Protection

Basic Means of Achieving Fall Protection

Fall Protection Training

Fall Prevention and Fall Arrest

Fall Protection Equipment

Parts of a Typical Fall Arrest System

Selection, Use, and Care

Selecting a Personal Fall Arrest System

Using a Personal Fall Arrest System

Caring for a Personal Fall Arrest System

Interactive Safety Training

FIRE SAFETY (BBFSA)

www CD

OVERVIEW

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

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

OBJECTIVES

How Fires Start

Explain how fires start.

Preventing Fires

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

Managing Fire Situations

Describe some common workplace evacuation procedures.

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

SUBJECTS

How Fires Start

Basic Elements of Fire
Igniting a Fire

Preventing Fires

Controlling Sources of Heat
Controlling Sources of Fuel

Managing Fire Situations

Evacuation Procedures
Emergency and Fire Prevention Plans
Fire Types and Fire Extinguishers
Using a Fire Extinguisher
Using a Fire Hose/Standpipe System

Interactive Safety Training

FITNESS FOR DUTY (BBFFD)

CD

OVERVIEW

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

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

OBJECTIVES

Critical Jobs

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

Setups, Slips, and Incidents

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

FAST Tracking

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

SUBJECTS

Critical Jobs

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

Setups, Slips, and Incidents

The Human Error Model
Setups
Slips
Incidents
Effects of Fatigue

FAST Tracking

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

Interactive Safety Training

FORKLIFT SAFETY CHECKS (BBFSC)

www CD

O V E R V I E W

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

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

O B J E C T I V E S

Structural Checks

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

Power System Checks

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

Operational Checks

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

S U B J E C T S

Structural Checks

Preparations
Major Components

Power System Checks

Hydraulic System
Electric Batteries
Internal Combustion Engines
Propane Gas Cylinders

Operational Checks

Before Use
During Use

Interactive Safety Training

HAZARD COMMUNICATION

(BBHAC)

www CD

OVERVIEW

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

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

OBJECTIVES

Types of Hazards

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

Operations and Emergency Response

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

Warning Labels

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

Material Safety Data Sheets

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

Written Training Plan

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

SUBJECTS

Types of Hazards

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

Operations and Emergency Response

- Standard Operating Procedures
- Emergency Response Plan

Warning Labels

- Labeling Requirements
- NFPA Fire Diamond
- HMIS Labels

Material Safety Data Sheets

- Types of Information

Written Training Plan

- Requirements
- Types of Information

Interactive Safety Training

HAZWOPER FIRST RESPONDER — AWARENESS LEVEL (BBHFR)

www CD

OVERVIEW

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

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

OBJECTIVES

Hazardous Materials

Explain what hazardous materials are.

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

Hazardous Materials Emergencies

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

Identifying Hazardous Materials

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

List some ways that hazardous materials can be identified.

First on the Scene

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

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

Describe the general contents of the DOT Emergency Response Guidebook.

SUBJECTS

Hazardous Materials

What is a HAZMAT?

Physical Hazards

Health Hazards

Hazardous Materials Emergencies

Fire and Explosion Hazards

Corrosive Materials

Toxic Materials

Hazards Not Directly Related to Chemical Hazards

Identifying Hazardous Materials

Recognizing Hazardous Materials

Identifying Hazardous Materials

First on the Scene

First on the Scene — What to Do

The Roles of a First Responder

The DOT Emergency Response Guidebook

Interactive Safety Training

HAZWOPER INTRODUCTION

(BBWOP)

www CD

OVERVIEW

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

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

OBJECTIVES

What Is HAZWOPER?

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

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

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

Explain the purpose of the HAZWOPER medical surveillance program.

Chemical Hazards

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

Describe the four routes of chemical exposure.

Control Measures

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

Describe the four levels of personal protective equipment.

Emergency Response

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

SUBJECTS

What Is HAZWOPER?

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

Chemical Hazards

Physical Hazards
Health Hazards
Routes of Exposure

Control Measures

Engineering Controls and Work Practices
Personal Protective Equipment

Emergency Response

Emergency Response Training

Interactive Safety Training

HEARING CONSERVATION

(BBHCO)

www CD

OVERVIEW

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

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

OBJECTIVES

Hazardous Noise Levels

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

Describe two properties of sound waves: intensity and frequency.

OSHA Standard

Describe the OSHA regulation for hearing conservation.

Hearing Protection Equipment

Describe how ear plugs and ear muffs provide hearing protection.

SUBJECTS

Hazardous Noise Levels

Sound

Sound Waves

Noise

Action Level

OSHA Standard

Requirements

Hearing Conservation Program

Hearing Tests

Hearing Protection Equipment

Ear Plugs

Ear Muffs

Noise Reduction Rating

Interactive Safety Training

LABORATORY SAFETY

(BBLSA)

www CD

OVERVIEW

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

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

OBJECTIVES

Hazards in the Laboratory

Describe two broad categories of chemical hazards.

Explain the difference between acute and chronic health effects from chemical exposure.

Describe the four routes of chemical exposure.

Minimizing the Risks

Describe four basic principles of safety in the laboratory.

Describe three main types of personal protective equipment used in the laboratory.

The OSHA Lab Standard

State the primary requirement of the OSHA Lab Standard and describe some methods of meeting that requirement.

Describe the general requirements of the written Chemical Hygiene Plan and explain some ways those requirements can be met.

Chemical Hygiene Practices

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

Chemical Storage

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

Emergency

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

...continued

Interactive Safety Training

LABORATORY SAFETY (CONTINUED)

(BBLSA)

S U B J E C T S

Hazards in the Laboratory

- Physical Hazards
- Health Hazards
- Routes of Exposure

Minimizing the Risks

- Four Basic Safety Principles
- Personal Protective Equipment

The OSHA Lab Standard

- General Requirements
- The Chemical Hygiene Plan

Chemical Hygiene Practices

- Safety Awareness
- Minimizing Exposure

Chemical Storage

- General Storage Requirements
- Five Classes of Chemicals

Emergency

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

Interactive Safety Training

LOCKOUT/TAGOUT (BBL0T)

www CD

OVERVIEW

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

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

OBJECTIVES

What Is Lockout/Tagout?

Define the term "hazardous energy."

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

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

Hazardous Energy

Identify various types of hazardous energy.

Requirements

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

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

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

Procedure

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

Special Situations

Describe special situations that can occur during lockout/tagout.

...continued

Interactive Safety Training

LOCKOUT/TAGOUT (CONTINUED)

(BBL0T)

S U B J E C T S

What Is Lockout/Tagout?

- Accidents
- Guidelines
- Purpose
- Scope
- Benefits

Hazardous Energy

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

Requirements

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

Procedure

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

Special Situations

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

Interactive Safety Training

MATERIAL SAFETY DATA SHEETS

(BBMSD)

www CD

OVERVIEW

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

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

OBJECTIVES

MSDS Overview

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

Characteristics and Physical Hazards

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

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

Health Hazards

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

How to Protect Yourself

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

SUBJECTS

MSDS Overview

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

Characteristics and Physical Hazards

Chemical Ingredients
Physical Data
Fire and Explosion Data
Reactivity Data

Health Hazards

Exposure Limits
Routes of Entry
Effects of Exposure
First Aid

How to Protect Yourself

Spills
Waste Disposal
Storage and Handling

Interactive Safety Training

PERSONAL PROTECTION EQUIPMENT

(BBPPE)

www CD

OVERVIEW

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

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

OBJECTIVES

Protective Clothing

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

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

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

Protective Equipment

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

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

Respiratory Protection

Describe equipment used for respiratory protection.

Fall Protection

Describe typical equipment used for fall protection.

SUBJECTS

Protective Clothing

Protective Clothing

Wearing Clothing Properly

Protecting Hands and Feet

Protective Equipment

Head Protection

Eye Protection

Hearing Protection

Respiratory Protection

Types of Respirators

Fall Protection

Fall Protection Equipment

Interactive Safety Training

RESPIRATOR FIT TESTING

(BBRFT)

www CD

OVERVIEW

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

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

OBJECTIVES

Fitting

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

Disposable Respirators

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

Fit Checks

Describe basic procedures for performing exhalation and inhalation fit checks.

Testing

Describe basic procedures for performing qualitative testing.

Describe basic procedures for performing quantitative testing.

SUBJECTS

Fitting

Proper Fit

Fitting Factors

Disposable Respirators

Types of Disposable Respirators

Selecting the Proper Size

Ensuring the Proper Fit

Fit Checks

Checking General Condition

Positive Pressure Check

Negative Pressure Check

Testing

Qualitative Testing

Quantitative Testing

Interactive Safety Training

RESPIRATORY PROTECTION

(BBRPR)

www cd

O V E R V I E W

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

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

O B J E C T I V E S

Air Purifying Respirators

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

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

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

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

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

Air Supplied Respirators

Identify basic types of air supplied respirators.

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

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

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

Use and Care of Respirators

Identify factors that affect respirator selection.

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

Describe general rules for the cleaning and storage of respirators.

S U B J E C T S

Air Purifying Respirators

What is an Air Purifying Respirator?

Disposable Filter Masks

Chemical Cartridge, Filter, and Canister Masks

Gas Masks

Air Supplied Respirators

What is an Air Supplied Respirator?

Types of Air Flow

Air Line Respirators

SCBAs

Portable Escape Respirators

Use and Care of Respirators

Selecting a Respirator

Inspection

Proper Use

Cleaning and Disinfecting

Reassembly and Testing

Storage

Interactive Safety Training

SAFE FORKLIFT OPERATION

(BBSFO)

www CD

OVERVIEW

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

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

OBJECTIVES

Maneuvering a Forklift

Describe how to maneuver a forklift.

Traffic Safety

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

Handling Loads

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

SUBJECTS

Maneuvering a Forklift

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

Traffic Safety

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

Handling Loads

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

Interactive Safety Training

SAFETY ORIENTATION

(BBSOR)

www CD

O V E R V I E W

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

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

O B J E C T I V E S

Safe Work Habits

Define fitness for duty and identify conditions that can affect a worker's fitness for duty.

Describe good housekeeping practices that are associated with workplace safety. Describe safety concerns and procedures that are associated with the proper use of tools.

Describe safety concerns and procedures that are associated with the energy sources that are used to operate industrial equipment.

Personal Protective Equipment

Identify and describe basic types of personal protective equipment that are commonly required for workplace safety.

Identify and describe common types of personal protective equipment that may be required for special hazards.

Hazard Communication

Describe the types of information that may be obtained from Material Safety Data Sheets.

Describe common types of warning signs, tags, and labels that may be used to communicate information about hazards in a workplace.

Describe basic safety concerns and procedures that are commonly associated with hazardous waste operations (HAZWOPER).

Fire Prevention

Describe basic concerns and procedures that are associated with fire safety.

Identify the different classes of fire extinguishers and the types of fires on which each class of extinguisher is designed to be used.

S U B J E C T S

Safe Work Habits

Fitness for Duty

Housekeeping

Tool Use

Energy Sources

Personal Protective Equipment

Basic Types

Specialized Types

Hazard Communication

Material Safety Data Sheets

Warning Signs, Tags, and Labels

Introduction to HAZWOPER

Fire Prevention

Fire Safety

Classes of Fire Extinguishers

Interactive Safety Training

TRANSPORTING HAZARDOUS MATERIALS (BBTHM)

www CD

OVERVIEW

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

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

OBJECTIVES

Classifications

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

Documentation and Packaging

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

Labels and Placarding

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

SUBJECTS

Classifications

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

Documentation and Packaging

- Documentation
- Packaging
- Labels

Labels and Placarding

- Labels

Interactive Safety Training

UNDERSTANDING FORKLIFTS (BBUFL)

www cd

O V E R V I E W

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

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

O B J E C T I V E S

Forklift Basics

Describe the various types of forklifts.

Describe the differences between a forklift and a car.

Forklift Components

Describe the basic components of a forklift.

Describe a forklift's operating controls and gauges.

Principles of Stability

Describe the factors that affect the stability of a forklift.

S U B J E C T S

Forklift Basics

Types of Forklifts

Differences from Cars

Forklift Components

Truck Body

Controls and Gauges

Hydraulic Lift

Hydraulic Lift Controls

Principles of Stability

Stability Triangle

Side to Side

Front to Back

Rated Capacity

Adjusting Rated Capacity

Interactive Safety Training

WARNING SIGNS AND LABELS

(BBWST)

www CD

OVERVIEW

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

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

OBJECTIVES

Overview

Identify government regulations regarding labeling.

Hazardous Product Labels

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

Shipping Labels

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

Warning Signs

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

SUBJECTS

Overview

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

Hazardous Product Labels

NFPA Hazard Rating System
HMIS Rating System

Shipping Labels

DOT Shipping Labels and Markings

Warning Signs

Types of Information

Protection

Informing Workers
Preventing Exposure
Preventing Accidental Operation
Tools
Equipment
Personal Gear

Emergencies

Aiding a Shock Victim
Fighting an Electrical Fire

Interactive Safety Training

WORKPLACE ERGONOMICS

(BBWPE)

www cd

OVERVIEW

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

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

OBJECTIVES

Ergonomics Basics

Describe musculoskeletal disorders.

Explain the term “ergonomics.”

Ergonomic Risk Factors

Describe ergonomic risk factors associated with MSDs.

Describe work activities that involve ergonomic risk factors.

Common MSDs

Describe common MSDs.

Explain the importance of reporting signs and symptoms early.

Controlling Ergonomic Hazards

Explain what a job hazard analysis is.

Describe some things you can do to reduce MSD hazards.

Raynaud’s Phenomenon

Recognize Signs and Symptoms of MSDs

SUBJECTS

Ergonomics Basics

Musculoskeletal Disorders

Ergonomics Explained

Ergonomic Risk Factors

Awkward Postures

Force

Repetition

Contact Stress

Vibration

Static Postures

Cold Temperatures

Multiple Risk Factors

Common MSDs

Tendinitis and Tenosynovitis

Carpal Tunnel Syndrome

Epicondylitis

Shoulder and Neck Pain

Low Back Pain

Raynaud’s Phenomenon

Recognize Signs and Symptoms of
MSDs

Controlling Ergonomic Hazards

Job Hazard Analysis

Things You Can Do to Reduce
Ergonomic Hazards

