

# J. J. Keller® ONLINE COURSE CATALOG



To get started, email [neppa@jkkeller.com](mailto:neppa@jkkeller.com) with your name, company name, and phone number.

Your J. J. Keller account manager will contact you to complete enrollment.

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# OSHA COMPLIANCY TRAINING

Training Programs General Industry 29 CFR 1910	OSHA Reference	Annual Requirement	Upon Assign	Req. Class Time (hrs)	@Your-Site Online Course Title	Course Category
Blood Borne Pathogens	.1030(g)(2)(ii)[C]	+	+	.5-1	Bloodborne Pathogens: Safety in the Workplace	Workplace Safety
Compressed Gas Safety	Subpart H (GD)		+	1	Compressed Gas Cylinders	Workplace Safety
Confined Space	.146(g) and .146(k)(2)(iv)	+ rescue	++	4-8	Confined Spaces: Entry Team Training - Maintenance Activities	Workplace Safety
Control of Hazardous Energy (Lock out/Tag out)	.147(c)(6) and (c)(7)(iii) and .269(a)(2)(i)	+ assess	++	2-4	Lockout / Tagout: Put a Lock on Hazardous Energy -or- with EyeCue	Workplace Safety
CPR, First Aid	.269(b)	+	+	1-6	First Aid Basics	Workplace Safety
Electrical Safety	29 CFR 1910.269, NEC	+	++		Electrical Safety: Training for Unqualified Employees	Workplace Safety
Electrical Safety: Area Lift Vehicles	.67( c )(2)(ii)		++	1-3	Aerial Lifts for General Industry	Workplace Safety
Electrical Safety: De-energizing Lines (switch & tag)	(a)(2)(i)		++	1		
Electrical Safety: Enclosed/Confined Spaces	( e )	+ rescue	++	2-4	Confined Spaces	HAZWOPER; Workplace Safety
Electrical Safety: Excavations (including DigSafe)			++	2	Excavations for Construction	Construction
Electrical Safety: Grounding	(a)(2)(i)		++	3		
Electrical Safety: Job Briefings (Tailored Discussions)	( c )		++	1		
Electrical Safety: Meter Safety	(a)(2)(i)		++	2		
Electrical Safety: Overhead Lines	(a)(2)(i)		++	2		
Electrical Safety: Substation Safety	(a)(2)(i)		++	2		
Electrical Safety: Tree Trimming and Chainsaw Use	(a)(2)(i)		++	1		
Electrical Safety: Underground Installations	(a)(2)(i)		++			
Electrical Safety: Working on Live Lines (Gloving)	(a)(2)(i)		++	2-4		
Emergency Action and Evacuation	.38( e )	+	+	1-2	Emergency Preparedness & Response	Workplace Safety

++ Required upon assignment and whenever an event necessitates retraining.



# OSHA COMPLIANCY TRAINING

Training Programs General Industry 29 CFR 1910	OSHA Reference	Annual Requirement	Upon Assign	Req. Class Time (hrs)	@Your-Site Online Course Title	Course Category
Fall Protection	.140		++	4	Fall Protection for General Industry	Workplace Safety
Fire Extinguisher Use	.157(g)(2)	+	+	.5-1	Fire Extinguisher Use	Workplace Safety
Flammable Material Handling	.106 (GD)		+	1-2	Fire Prevention & Response	Workplace Safety
Forklift Training	.178(i)(4)(iii)	+ 3 yr.	+	4	Forklift Training; Forklift Training: Non-Operator Safety	Workplace Safety
Gantry and Derrick Crane Use and Inspection			+	1-2	Crane Safety for General Industry	Workplace Safety
Hazardous Communications	.1200(h)(1)		++	2-4	HAZWOPER: HazCom, Hazmat & Hazardous Waste	HAZWOPER
Hazardous Waste Operations	40 CFR 261-266		+		HAZWOPER: HazCom, Hazmat & Hazardous Waste	HAZWOPER
Hearing Conservation (where applicable)	.95(k)(2)	+	+	1-2	Hearing Protection: PPE Employee Essentials	Workplace Safety
Machine Guarding	Subpart O		+	2	Machine Guarding	Workplace Safety
Personal Protective Equipment	.132(f)(2)		++	2	Personal Protective Equipment: Employee Essentials	Workplace Safety
Poletop, Bucket, Structure Rescue	.269(a)(2)(i)	+ rescue	+	2-4		
Portable Power Tools	.269(a)(2)(i) and .242-.244 (GD)		+	1	Power Tool & Extension Cord Safety	Workplace Safety
Respiratory Training (where applicable)	.134(k)	+	+	2-4	HAZWOPER: Respiratory Protection	HAZWOPER
Slings and Rigging	.184 General Duty (GD)		+	2	Rigging Safety	Construction
Spill Response	40 CFR 112 (SPCC)	+	+	2-6		
Walking Working Surfaces	1910 subpart D (with ladder .23)		+	1-2	Walking-Working Surfaces: What Employees Need to Know	Workplace Safety
Welding Safety	Subpart Q (GD)		+	1	Welding: Safety & Health Protections	Workplace Safety
Work Zone Safety (Flagger 2-3 years)	MUTCD		++	1-4		

++ Required upon assignment and whenever an event necessitates retraining.





# CONSTRUCTION

## CONSTRUCTION CURRICULUM GROUPS

### Construction Safety Basics (80 min.)

#### Construction Safety Basics - Spanish (80 min.)

This curriculum is intended for introductory-level training. These courses provide employees with basic safety knowledge they need to get them started on the job. Employees may be required to complete more thorough, in-depth/hands-on training for some of these topics, depending on their roles. Includes the following courses:

- Construction Safety Basics: Work Practices
- Construction Safety Basics: Work Environment
- Construction Safety Basics: Safe Use of Equipment
- Construction Safety Basics: In Case of an Emergency

*Individual courses available separately.*

### Focus Four Hazards for Construction (3 hr. 20 min.)

Construction safety is one of OSHA's highest priorities. Through years of studying the industry, OSHA has identified four leading causes of fatalities on construction sites, often referred to as the "Fatal Four." As a result, OSHA has created specific regulations for construction workers, including putting extra attention on the "Focus Four Hazards," which include Falls, Caught-In or -Between, Struck-By, and Electrocutation. The Focus Four Hazards for Construction Curriculum consists of four individual courses:

- Fall Protection for Construction
- Caught-In or -Between for Construction
- Struck-By for Construction
- Electrocutation for Construction

*Individual courses available separately.*

### Aerial Lifts for Construction (25 min.)

#### DM-51817

This course is designed to familiarize learners with hazards related to aerial lifts and provide best practices to ensure safety while operating or working near one. It explains the primary intended use of aerial lifts and identify different types used on the job; discusses training and re-training requirements for workers who use aerial lifts; covers how to recognize the types of hazards associated with aerial lifts; and explains safe work practices related to inspection, operation, and maintenance of an aerial lift.

### Caught-In or -Between for Construction (35 min.)

#### DM-36695

Caught-in or -between injuries result from a person being squeezed, caught, crushed, pinched or compressed between two or more objects, or parts of an object. This course describes caught-in or -between hazards, explains employer requirements to protect workers, and covers how to recognize, avoid and protect yourself from these hazards.

### Confined Spaces Entry Team Training - Construction Activities (45 min.)

#### DM-38758

Covers the new Confined Spaces in Construction Standard and addresses training requirements for the core entry team (authorized entrants, attendants and entry supervisors). Outlines precautions to take before a confined space is entered. Helps employees learn to recognize and avoid unsafe conditions. Shows proper use of required protective and emergency equipment. Illustrates proper procedures via a step-by-step confined space "entry" and a confined space rescue.

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### Construction Safety Basics: In Case of an Emergency (15 min.)

#### DM-51047

#### DM-51046 SPANISH

Describes appropriate actions to take in the event of an emergency. Covers emergency action plans, first aid/emergency response, bloodborne pathogens, HAZWOPER, workplace violence, and medical records.

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**Construction Safety Basics: Safe Use of Equipment (20 min.)****DM-51049****DM-51048 SPANISH**

Covers how to recognize hazards associated with using tools and equipment, and identifies safe ways to operate them. Covers hand and power tools; stairways and ladders; scaffolds, aerial lifts and scissor lifts; heavy equipment; and lockout/tagout.

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**Construction Safety Basics: Work Environment (25 min.)****DM-51071****DM-51050 SPANISH**

Designed to encourage good safety habits and provide an introduction to various engineering controls that can be used to create a safe work environment. Specifically covers health hazards; hazcom; safety signs/tags; electrical safety; fire safety; confined spaces; hot work; trenching and excavations; work zones and flaggers; and temperature extremes.

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**Construction Safety Basics: Work Practices (20 min.)****DM-50054****DM-50055 SPANISH**

Covers safe work practices and procedures that can help employees protect themselves and other around them. Topics include wellness; back safety; material handling; fall protection; and personal protective equipment.

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**Cranes & Derricks for Construction (60 min.)****DM-36676**

Covers the types of equipment that fall under the standard and the necessary practices to work safely on and around cranes and derricks. Defines the purpose of OSHA's Subpart CC. Identifies potential crane and derrick hazards on a construction jobsite. Explains ways to protect yourself when working on or near cranes and derricks.

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**Crystalline Silica for Construction Employers (30 min.)****DM-48902****DM-56099 SPANISH NEW**

This program is designed to educate employers on how to protect workers from the dangers of crystalline silica dust. Specifically, it covers 29 CFR 1926.1153, OSHA's Respirable Crystalline Silica Rule for Construction. Employers will learn how to recognize workplace tasks that could result in exposure to crystalline silica; identify health hazards caused by exposure to crystalline silica; recall the various methods of communicating crystalline silica hazards: labels, safety data sheets, and signs; apply exposure control measures to protect workers from the effects of crystalline silica dust; discuss the role a competent person plays in exposure control; and explain the purpose of OSHA's required medical surveillance program.

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**Crystalline Silica for Construction Employees (30 min.)****DM-52036****DM-56098 SPANISH NEW**

This program outlines workplace tasks that could result in exposure to crystalline silica; identifies health hazards caused by exposure to crystalline silica; explains various methods of communicating crystalline silica hazards: labels, safety data sheets, and signs; covers how employees can apply exposure control measures to protect themselves from the effects of crystalline silica dust; discusses the role a competent person plays in crystalline silica exposure control; and explains the purpose of OSHA's required medical surveillance program.

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**Electrocution for Construction (60 min.)****DM-36692**

Provides an overview of basic electrical safety. Covers how to identify the components of a complete circuit. Explains the major types of electrocution hazards in construction. Describes common methods of protection from electrical hazards. Distinguishes between safe and unsafe work practices around electrical equipment. Summarizes employer requirements to protect workers from electrocution hazards.

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**Excavations for Construction (45 min.)****DM-36675**

Teaches how to avoid becoming the victim of an excavation accident and to help you prevent others from being injured. It explains how to recognize potential excavation hazards on a construction jobsite and the role of a competent person at an excavation. Lists different soil classifications and their main properties. Identifies ways to protect yourself when working near excavations. Describes ways to properly access excavations and covers what to do in the event of an excavation cave-in.

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**Fall Protection For Construction (35 min.)****DM-52431****DM-52432 SPANISH**

This course is designed to help learners recognize the hazards of falling and how to minimize them. Specifically, it explains potential fall hazards on the jobsite and describe appropriate ways to eliminate and prevent them; identifies various forms of fall protection and scenarios when each would be appropriate; and covers how to select, inspect, use, and store fall protection equipment properly. NEW

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## Focus Four Hazards

(for more information on each course, see individual titles listed by topic):

Caught-In or -Between for Construction  
Electrocution for Construction  
Fall Protection for Construction  
Struck-by for Construction

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## Forklift Operator Safety Training for Construction (60 min.)

### DM-43702

Helps satisfy the operator training requirements under OSHA's Powered Industrial Trucks Standard 1926.602(d) and 1910.178(l). Explains how to choose, inspect and operate a rough terrain forklift in a safe way, avoiding potential hazards associated with their use. Identifies the basic kinds of forklifts and their controls, and how they differ from automobiles. Discusses the center of gravity and stability triangle. Explains what to look for when performing a pre-use inspection. Describes how to safely operate a rough terrain forklift (including picking up, traveling with, and placing a load). Discusses how to park, refuel and perform maintenance or modifications on a rough terrain forklift.

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## Hand & Power Tools for Construction (60 min.)

### DM-36656

Teaches workers how to recognize the hazards associated with various types of tools and the necessary safety precautions. Explains guidelines for tool condition, use, and guarding, as well as wearing personal protective equipment.



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## Hazard Communication (see HazCom/GHS Section)

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## Health Hazards for Construction (75 min.)

### DM-36677

Construction workers face a variety of hazards that can put their health at risk. For example: chemicals, asbestos, asphalt fumes, diesel exhaust, and lead create hazardous environments. This online course is designed to teach them how to recognize hazards and take the proper protective measures before a situation results in injury or illness. It explains how to recognize common health hazards found in construction, identifies methods to prevent injury or illness from health hazards, and discusses what to do if a health hazard is present on a construction jobsite.

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## Materials Handling, Storage, Use, & Disposal for Construction (60 min.)

### DM-36660

Explains why it's important to handle, store, use and dispose of materials properly. Identifies common injuries that can result when guidelines are not followed. Discusses how to choose the right machinery when moving materials, and the right and wrong ways to store, stack and dispose of materials.

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## Personal Protective & Lifesaving Equipment for Construction (75 min.)

### DM-36678

Personal protective and lifesaving equipment (PPE) are critical lines of defense against exposure when engineering controls, good work practices, and other measures cannot eliminate a hazard. This online course is designed to teach you how to properly choose and use PPE in a construction setting.

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## Rigging Safety (30-45 min.)

### DM-21893

Covers physical and mental preparation, PPE, equipment inspection, hazard assessment, slings and hitches, hand signals, load angles, and more!



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## Scaffolds for Construction (50 min.)

### DM-36659

Provides an introduction to the types of scaffolds commonly used. Explains how to identify hazards and the controls that keep those hazards from becoming tragedies. The program also: explains how to recognize potential hazards associated with scaffolds, identifies the common types of scaffolds used in construction, describes OSHA's requirements for scaffold construction and access, and lists important safety measures to follow when working on a scaffold.

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## Scissor Lifts for Construction (20 min.)

### DM-51295

This program explains how to recognize hazards associated with scissor lifts; covers safe work practices related to the inspection, maintenance, fall protection, stabilization and positioning of a scissor lift; and discusses training and re-training requirements for employees who use scissor lifts while on the job.

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## Slips & Trips for Construction (30 min.)

### DM-38764

Designed to help learners recognize and avoid slip and trip hazards. Explains how to recognize potential hazards related to stairways and ladders; identifies ways to minimize stairway and ladder hazards; describes the proper construction, use, placement, and care in handling stairways and ladders; and explains how to choose the best stairway or ladder for a given job.

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## **Stairways & Ladders for Construction (45 min.) *UPDATED***

**DM-36657**

Explains how to recognize hazards related to stairways and ladders and how to minimize those hazards. Gives an overview of the OSHA regulations regarding stairways and ladders. Discusses the proper construction, use, placement and care of stairways and ladders, as well as how to choose the best stairway or ladder for the job.



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## **Struck-By for Construction (40 min.)**

**DM-36693**

Teaches how to recognize and avoid struck-by hazards. Describes struck-by hazards. Identifies the major types of struck-by hazards in construction. Explains how to protect yourself from struck-by hazards. Summarizes employer requirements to protect workers from struck-by hazards.

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## **Working With Lead Exposure in Construction Environments (45-60 min.)**

**DM-37474**

Addresses the major areas of employee training required by the regulations. Covers "measurement" concepts (permissible exposure limits - PEL, time weighted average - TWA, and action levels), exposure assessment and monitoring, methods of compliance, hygiene and housekeeping, and medical surveillance.



# DRIVER/DOT

## DRIVER/DOT CURRICULUM GROUPS

### **CMV Entry Level Driver Training (95 min.)**

These two courses together will help you to meet the entry-level driver training requirements (Part 380). It is necessary for you to cover specific regulatory details based on the type of CMV (property- or passenger-carrying) your drivers will be operating. Detailed hours-of-service training, as required in 49 Part 395 of the CFR, is addressed in the Hours of Service Rules for Property-Carrying CMV Drivers training course. A more basic overview of CMV operation as required by Part 380 is found in the CMV Driver Basics course. Review each Course Description for complete details. Includes the following courses:

- Hours of Service Rules for Property-Carrying CMV Drivers
- CMV Driver Basics

*Individual courses available separately.*

### **Defensive Driving for CMV Drivers (67 min.)**

More than a quarter of all work-related fatalities occur in occupations that require driving, or the transportation of goods, making the need for defensive driving skills clear. In order to avoid injury, or worse, death, drivers need to understand what defensive driving really means and what unique challenges a Commercial Motor Vehicle (CMV) driver faces... even for veteran drivers. Defensive driving involves intentionally driving in such a way as to reduce the risk of an accident. This curriculum is designed to help drivers develop their defensive driving skills. It includes:

- Defensive Driving for CMV Drivers: Prepare
- Defensive Driving for CMV Drivers: Communicate
- Defensive Driving for CMV Drivers: Look
- Defensive Driving for CMV Drivers: Manage Speed & Space

*Individual courses available separately.*

### **Accident Procedures: Driver Training Series (20 min.)**

#### **DM-43861**

Designed to help drivers understand what to do after being involved in (or witnessing) an accident. Specifically, it covers the procedures drivers should follow in order to safely and legally deal with the situation in a short period of time. The program also explains what to do after being allowed to leave the scene of an accident.

### **Air Brakes - Master Driver (45 min.) *UPDATED***

#### **DM-23709**

This course is designed to help drivers understand the difference between service brakes and air brakes, how to keep the brake system properly maintained, and how to use brakes correctly so they don't wear too fast or fail when needed most.

### **Alcohol & Drug Testing: What Drivers Need To Know (60 Min.)**

#### **DM-38794**

Helps fully satisfy the requirements in 49 CFR Part 382.601 by covering the eleven required items including alcohol and drug prohibitions, types of tests required, testing procedures, consequences of violating the prohibitions, and the effects of alcohol abuse and drug use.



### **Backing & Parking: Straight Truck Series (15 min.)**

#### **DM51255**

Designed to help drivers understand the basic techniques that will help them safely back and park a straight truck. Specifically, it covers the importance of knowing how to safely maneuver a straight truck while backing and parking; how to avoid fixed object collisions; and identifying ground-level, eye-level, and overhead obstructions that have the potential to make contact with their truck.

### **BACKING: TRACTOR-TRAILERS (30 min.)**

#### **DM-47303**

Designed to help reduce the number of backing accidents by teaching proper procedures for each backing maneuver. It covers how to recognize the dangers of backing, general backing guidelines, and how to apply good backing techniques and appropriate backing maneuvers based on the situation encountered.





**Cargo Securement: Dry Vans (30 min.)****DM-43848**

Covers the key concepts and regulations for the loading and securing of all types of cargo in dry van bodies.

**Cargo Securement: Flatbeds (40 min.)****DM-43846**

Helps drivers understand flatbed cargo loading and the flatbed cargo securement process.

**City Driving - Master Driver (45 min.)****DM-23710**

Provides strategies to help drivers successfully navigate hazard-packed city environments. It explains what drivers should do to prepare themselves, their rig and their plans for city driving; covers how to handle common problem areas they are likely to encounter; describes what to do if they have a breakdown (despite all their preparations); and provides strategies for maintaining the security of their vehicle, for themselves and their cargo.

**CMV Driver Basics (50 min.)****DM-43001**

This course is designed to meet the training requirements for entry-level CMV drivers (49 CFR Part 380) It covers four critical topics that every CMV driver should be familiar with: driver qualification, driver wellness, whistleblower protection, and Hours of Service (you must also provide detailed Hours of Service training (required in 49 CFR Part 395). See the J. J. Keller® Hours of Service Rules for Property-Carrying CMV Drivers.

**Coupling and Uncoupling - Master Driver (45 min.)****DM-23719**

Provides step-by-step procedures for safe coupling and uncoupling of singles, an overview for coupling and uncoupling doubles, and emphasizes areas where most coupling and uncoupling problems occur.

**CSA: Know The BASICs (90 min.) *UPDATED*****DM-27679**

Train your CMV drivers on CSA BASICs - FMCSA's enforcement initiative to improve large truck and bus safety and reduce CMV-related crashes, injuries and fatalities.

**Defensive Driving for CMV Drivers - COMMUNICATE (12 min.)****DM-55759**

Explains how to communicate with, and receive signals from, other drivers. Covers communicating with intent, communicating presence, using the horn, and communication from others. This course is part of the Defensive Driving for CMV Drivers curriculum.

**Defensive Driving for CMV Drivers- LOOK (25 min.)****DM-55758**

Demonstrates how to look for hazards by scanning the road ahead and using mirrors. Covers distance scanning, visual search, use of mirrors, and hazard perception. This course is part of the Defensive Driving for CMV Drivers curriculum.

**Defensive Driving for CMV Drivers - MANAGE SPEED & SPACE (15 min.)****DM-55757**

Covers speed management, the effects of road conditions, space management, and hazard perception. This course is part of the Defensive Driving for CMV Drivers curriculum.

**Defensive Driving for CMV Drivers - PREPARE (15 min.)****DM-55469**

Explains how being prepared impacts defensive driving. Covers trip planning, pre-trip inspections, healthy habits, and hazard perception. This course is part of the Defensive Driving for CMV Drivers curriculum.

**Defensive Driving for Light & Medium Duty Vehicles (60 min.)****DM-30196**

Focuses on the essential skills of hazard perception, speed and space management, and decision driving. Covers company cars, pickup trucks, straight trucks, utility vans, and passenger vans. Emphasizes driver's responsibility for passengers' lives as well as company cargo and reputation.

**Distracted Driving (30 min.)****DM-47312**

Designed to provide drivers with information that can help them manage distractions while on the road. It lists common driving distractions (such as texting) and describes how to prevent accidents caused by distracted driving.



**Driver Qualification Training For Managers (30 min.)****DM-43865**

Designed to help managers understand the specific requirements that classify a driver as "qualified," as well as how to appropriately maintain required documentation. It covers minimum driver qualifications and identifies the requirements of the driver qualification (DQ) file.

**Driver Training Series**

(for more information on each course, see individual titles listed by topic):

Accident Procedures  
Driving Techniques  
Emergency Maneuvers

Extreme Weather Driving  
Fixed Object Collisions  
Night Driving

**Driving Techniques: Driver Training Series (15 min.)****DM-43853**

Designed to help drivers understand basic driving techniques that will help them develop the skills and attitude necessary to safely operate a CMV. Specifically, it covers the importance of driving defensively and knowing how to safely maneuver a CMV through turns and intersections, underpasses, railroad crossings, while merging and passing, and while driving through roundabouts.

**Driving Techniques: Straight Truck Series (15 min.)****DM-51264**

Designed to help drivers understand the skills necessary to safely operate a straight truck. Specifically, it covers the importance of driving defensively and knowing how to safely maneuver a straight truck through turns and intersections; over railroad crossings; while merging and passing; and while driving through roundabouts. The program also covers how driving techniques should change when driving at night or in extreme weather conditions.

**ELD Basics (25 min.)****DM-48901**

This course is designed to familiarize drivers with the basics of ELD use, technical specifications of logging devices, and driver and carrier responsibilities. Specifically, the program discusses which drivers are required to use an ELD and by when; describes basic system and device requirements; explains how drivers will comply with records management and roadside inspections; and reviews rule provisions for carriers in regards to supporting documents and harassment prevention.

**Emergency Maneuvers: Driver Training Series (20 min.)****DM-43854**

This program is designed to help drivers understand the techniques that will help them avoid an accident or incident while operating a CMV. It discusses ways to anticipate and prepare for trouble while on the road, details how to recognize situations that may increase risk of an incident or accident, identifies various escape routes to help avoid dangerous situations, and explains how to recover after completing an emergency maneuver.

**Extreme Weather Driving: Driver Training Series (15 min.)****DM-43868**

Designed to help drivers understand the basic driving techniques that will help them safely operate a CMV when driving in extreme weather. Specifically, it covers the dangers associated with fog, rain, wind, snow, and ice and how to maintain control of a tractor-trailer when traction is reduced and visibility is limited due to weather conditions. It identifies common ways to prepare for driving in extreme weather conditions, explains how the different types of extreme weather affect vehicle operation, and covers various ways to drive safely through fog, rain, wind, snow and ice.

**Fixed Object Collisions: Driver Training Series (15 min.)****DM-43869**

Designed to teach drivers how to identify ground-level, eye-level, and overhead obstructions that have the potential to make contact with their truck, as well as how to avoid a fixed object collision, especially while driving, backing or cornering.

**Hours of Service - Canada (60 min.)****DM-28137**

Covers the key concepts and practices of the Canadian Hours of Service requirements.

**Hours of Service for Oil & Gas CMV Drivers (45 min.)****DM-51541**

Provides an overview of the FMCSA's Hours of Service (HOS) rules and how to comply with them. It explains how to apply Hours of Service regulation, including on-duty and driving limits, as well as the restart options available. It also covers how to identify which Hours of Service exceptions apply to them and describes how to keep track of hours of service using an AOB RD, ELD or paper log.

**Hours of Service Rules for Passenger-Carrying CMV Drivers (45 min.)****DM-50049**

Covers the purpose of the Hours of Service regulations, who is regulated, and the impact on drivers; explains how to comply with Hours of Service rules; identifies required Record of Duty Status components and supporting documents; and discusses some of the most frequently used exceptions.

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**Hours of Service Rules for Property-Carrying CMV Drivers (45 min.)****DM-50048**

This course is designed to give drivers and carriers an overview of the FMCSA's hours of service rules and how to comply with them. It covers the purpose of the hours of service regulations and their impact on them; explains how to apply hours of service regulations, including on-duty and driving limits and the 34-hour restart provision; describes how to keep track of their hours of service using an AOBDR, ELD, or paper log; and identifies which, if any, exceptions to hours of service apply to them.

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**Hours of Service: How to Fill Out a Paper Log (25 min.)****DM-51274**

This course is designed to walk learners through how to fill out a paper log by following a driver out on a typical trip. The course identifies required fields on a paper log and explains how to prepare the record of duty status using a paper log.

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**Injury Prevention Around Flatbeds (10 min.)****DM-49837**

Designed to help drivers avoid preventable injuries while working around flatbeds by recognizing and avoiding risks and adopting safe work practices. It covers how to recognize safety precautions to take while working around flatbed trailers and explains how to safely load, secure, and unload cargo from a flatbed.

**Injury Prevention Around Tankers (10 min.)****DM-49838**

This program helps drivers avoid preventable injuries while working around tankers by recognizing and avoiding risks and adopting safe work practices. It covers how to recognize safety precautions to take while working around tankers and explains how to safely load and unload contents from a tanker.

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**Injury Prevention for CMV Drivers (20 min.)****DM-48454**

Helps drivers avoid preventable injuries while on the job by recognizing and avoiding risks and adopting safe work practices. Explains how to mount and dismount their tractor trailer, describes safety precautions to take when conducting inspections and while stopped on the side of the road, discusses positions and techniques to help prevent long-term injuries, explains how to properly load and unload cargo and move around the loading dock safely, describes how to operate landing gear, pull releases, and position converter dollies by hand, and identifies ways to stay safe while working outdoors in extreme heat or cold temperatures.

**Loading & Unloading: Straight Truck Series (15 min.)****DM-51253**

This course covers how to apply proper techniques to stay safe while loading and unloading a straight truck; explains how to recognize potential hazards and identify precautions to take in order to prevent injuries while loading and unloading; and describes how to safely apply cargo securement devices to protect the load

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**Master Driver Series**

**(for more information on each course, see individual titles listed by topic):**

Master Driver: Air Brakes

Master Driver: City Driving

Master Driver: Coupling and Uncoupling

Master Driver: Pattern Driving

Master Driver: Rear End Collisions

Master Driver: Rural Driving

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**Motorcoach: Defensive Driving (45 min.) *UPDATED*****DM-26552**

Helps ensure motorcoach drivers are able to prevent crashes and the resulting high costs by using defensive driving skills to keep hazards from turning into emergencies. This course helps carriers and drivers protect their CSA scores and understand the connection between defensive driving and crash prevention. It explains how driving a motorcoach differs from driving a standard passenger vehicle; helps drivers understand how to see everything around them and to make sure they are seen by others; describes how to have heightened awareness of potential hazards and how to avoid them; covers how to manage speed and space to minimize dangerous situations; and explains how to be responsible for the safety of themselves and their passengers.

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**Motorcoach: Vehicle Inspections (50 min.) *UPDATED*****DM-26548**

Provides a step-by-step procedure for conducting pre-trip inspections in order to prevent problems before they arise and an overview of what to look for during en-route and post-trip inspections to make sure everything is running smoothly and check for any changes since their pre-trip inspection. It also explains good inspections habits: do everything, in the same order, every time. This can help motorcoach drivers reduce the risk of crashes due to mechanical failure through the recognition of problem areas in their vehicles. This course helps carriers and drivers protect their CSA scores and understand the connection between vehicle inspections and crash prevention.

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**Night Driving: Driver Training Series (20 min.)****DM-43862**

Designed to help drivers manage the unique hazards of driving in the dark. It covers how drivers can prevent nighttime accidents by paying special attention to their trucks, the road, and themselves.



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**Pattern Driving - Master Driver (45 min.)****DM-23715**

Provides strategies to stay alert and aware while on the road. Helps drivers avoid hazardous situations that can occur when coming out of a pattern-driving daze.

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**Personal Safety & Security for CMV Drivers (50 min.)****DM-48451**

This program is designed to help drivers protect themselves against potential dangers to their personal safety during trip planning, when on the road, and during every stop along the way. They will learn strategies for establishing a heightened sense of awareness of their surroundings and potential dangers they may encounter, as well as how to recognize threats and react appropriately to keep the situation from escalating. They will also learn how to apply techniques to minimize their risk of being targeted in the first place.

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**Prohibiting the Coercion of CMV Drivers (10 min.)****DM-48328**

Effective January 29, 2016, the Federal Motor Carrier Safety Administration (FMCSA) will enforce the Prohibiting Coercion of Commercial Motor Vehicle Drivers rule. Otherwise known as the Coercion Rule, this new rule helps protect commercial motor vehicle (CMV) and motorcoach drivers from being coerced into violating the Federal Motor Carrier Safety Regulations, Hazardous Materials Regulations, or Federal Motor Carrier Commercial Regulations. This course discusses how to recognize coercion when it occurs, explains how to file a formal coercion complaint with the FMCSA, and describes what happens after an investigation is completed.

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**Pulling Doubles (60 min.)****DM-47341**

Provides information drivers need for pulling two "pup" trailers, including special equipment and terminology used, as well as general rules for pulling doubles. Covers coupling and uncoupling, defensive driving techniques, parking, and backing.

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**Rear End Collisions - Master Driver (30 min.)****DM-23716**

Helps drivers recognize and change unsafe behaviors that can lead to costly crashes.



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**Reasonable Suspicion Testing: What Supervisors Need To Know (90 Min.)****DM-38763**

Designed to help fully satisfy the reasonable suspicion training requirements under 49 CFR Part 382. Helps all persons designated to supervise Commercial Motor Vehicle (CMV) drivers gain confidence in regards to their reasonable suspicion testing responsibilities. Covers 30 minutes on the prohibitions and the reasonable suspicion process, 30 minutes on the effects of alcohol misuse, and 30 minutes on the effects of drug use. An additional 30 minutes of alcohol misuse and 30 minutes on drug use training are also provided for offline study to help fulfill the training requirements in 49 CFR Part 382.603.



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**Right Turns/Left Turns/Intersections (45 min.)****DM-43847**

This course is designed to help drivers understand how to properly navigate intersections, and roundabouts. It explains proper techniques for conducting left and right turns, covers proper methods to follow when approaching and entering intersections, and describes how to travel through roundabouts.



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**Roadside Inspections for CMV Drivers (30 min.)****DM-48444**

This course is designed to help properly prepare drivers for roadside inspections and help them understand the consequences of a failed inspection. Specifically, it demonstrates how to prepare for a roadside inspection; details what happens during a roadside inspection; explains how to respond during an inspection; and covers what drivers should expect after they pass or fail a roadside inspection.

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**Rural Driving - Master Driver (45 min.)****DM-23717**

Helps drivers recognize and deal with the unique set of hazards they normally don't contend with when driving on interstate highways.

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**Sanitary Food Transportation (20 min.)****DM-51041**

This course gives learners an overview of the FDA's Sanitary Transportation of Human and Animal Food rule. It identifies who is subject to the rule; details the requirements for vehicles and transportation equipment along with transportation operations; explains how to apply recognized best practices for sanitary transportation; and discusses training requirements, record retention, and waivers.



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**Speed & Space Management (see Defensive Driving For CMV Drivers - Manage Speed & Space)**

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**Vehicle Inspections: Intermodal Chassis (10 min.)**

**DM-48874**

This course demonstrates the tasks necessary to conduct proper pre-trip, on-the-road, and post-trip inspections specific to intermodal chassis.

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**Vehicle Inspections: Refrigerated Trailers (10 min.)**

**DM-48871**

This course is designed to demonstrate the tasks necessary to conduct proper pre-trip, on-the-road, and post-trip inspections specific to refrigerated trailers.

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**Vehicle Inspections: Straight Truck Series (15 min.)**

**DM-51251**

This course explains how to conduct a pre-trip, en-route, and post-trip inspection on a straight truck; discusses the importance of using the same inspection routine every time they drive; and covers when a Driver Vehicle Inspection Report (DVIR) is required, and how to complete one.

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**Vehicle Inspections: Tractor Trailers (60 min.)**

**DM-48448**

This course is designed to help drivers conduct proper pre-trip, on-the-road, and post-trip inspections on standard CMVs. It demonstrates how to conduct a thorough pre-trip inspection, explains when an on-the-road inspection needs to be done and how to complete one, describes how to complete a proper post-trip inspection, and explains when a Driver Vehicle Inspection Report (DVIR) is required and how to complete one.

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**Wheel Chocks & Dockboards (10 min.)**

**DM-50835**

This course provides employees with knowledge to safely use wheel chocks and dockboards for loading and unloading transport vehicles. It covers best practices for the safe use of wheel chocks and identifies safety standards to follow when using dockboards.

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# HAZCOM/GHS

## HAZCOM/GHS CURRICULUM GROUP

### Incidental Hazardous Spill Responder Training (3 hr. 20 min.)

J. J. Keller's Incidental Hazardous Spill Responder Training curriculum is designed to provide learners with an overview of hazardous substances, available information sources on the hazardous substances in the workplace, personal protective equipment (PPE) that may be necessary in a spill event, and how to appropriately respond if an incidental spill occurs within the workplace. Specifically, it covers an introduction to hazardous substances and the hazards of exposure; spill types and their common causes; Hazard Communication (HazCom) and the Globally Harmonized System (GHS); hand, foot, head, eye, face, and respiratory protection; and procedures to follow in the event of an incidental spill, including discovery, notification, response, and follow-up. Includes:

- Hazardous Substances: Spill Discovery & Notification
- Hazardous Substances: Incidental Spill Response
- HazCom: Introduction to Hazard Communication & GHS
- HazCom: GHS Safety Data Sheets (SDS)
- HazCom: Container Labels
- Hand & Foot Protection: PPE Employee Essentials
- Head, Eye, & Face Protection: PPE Employee Essentials
- Respiratory Protection: Breathing Safely

*Individual courses available separately.*

### GHS Safety Data Sheets for Construction (45-60 min.)

#### DM-27404

Reviews the composition of GHS Safety Data Sheets, the information contained in each section and how SDSs are different from Material Safety Data Sheets.

### GHS Safety Data Sheets in the Laboratory (45-60 min.)

#### DM-36875

Assists laboratories in complying with the employee training requirements of OSHA's GHS regulations. Reviews the composition of GHS Safety Data Sheets and how SDSs are different from Material Safety Data Sheets. Covers materials and their hazards, hazmat emergencies, and handling hazardous materials.

### Hazard Communication in Auto Service Facilities (40 min.)

#### DM-35611

Assists auto service facilities of all types in complying with federal, state and municipal HazCom regs. Introduces employees to HazCom regs and provides training on various types of chemicals found in auto service environments. Covers GHS Safety Data Sheets and container labels; toxins, corrosives and irritants; flammables, combustibles and gases; carcinogens and radiation; exposure situations; personal protective equipment and chemical storage; and spills and cleanup.

### Hazard Communication in Cleaning & Maintenance Facilities (40 min.)

#### DM-35612

Assists cleaning & maintenance operations of all types in complying with federal, state and municipal HazCom regs. Introduces employees to Hazcom regs. Provides training on types of chemicals found in cleaning & maintenance environments. Covers GHS Safety Data Sheets and container labels; toxins, corrosives and irritants; flammables, combustibles and gases; carcinogens and radiation; exposure situations; personal protective equipment and chemical storage; and spills and cleanup.

### Hazard Communication in Construction Environments (40 min.)

#### DM-35630

Assist construction companies of all types in complying with federal, state and municipal HazCom regs. Introduces employees to HazCom regs and provides training on various types of chemicals found in construction environments. Covers GHS Safety Data Sheets and container labels; toxins, corrosives and irritants; flammables, combustibles and gases; carcinogens and radiation; exposure situations; personal protective equipment and chemical storage; and spills and cleanup.

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**Hazard Communication in Healthcare Facilities (40 min.)****DM-35613****DM-35635 SPANISH**

Assist healthcare facilities of all types in complying with federal, state and municipal HazCom regs. Introduces employees to the HazCom regs and provides training on various types of chemicals found in healthcare environments. Covers GHS Safety Data Sheets and container labels; toxins, corrosives and irritants; flammables, combustibles and gases; carcinogens and radiation; exposure situations; personal protective equipment and chemical storage; and spills and cleanup.

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**Hazard Communication in the Hospitality Industry (40 min.)****DM-35614****DM-35641 SPANISH**

This course introduces employees to the Hazard Communication regulations and provides training on the various types of chemicals found in hospitality environments. Topics covered include:

- GHS Safety Data Sheets and container labels
  - Toxins, corrosives and irritants
  - Flammables, combustibles and gases
  - Carcinogens and radiation
  - Exposure situations
  - Personal protective equipment and chemical storage
  - Spills and cleanup
  - and more
- 

**HazCom: GHS Container Labels (20 min.)****DM-49764**

This course covers how the Hazard Communication Standard keeps you safe from the dangers of hazardous chemicals, explains what information can be found on each chemical's container label, and describes how container labels can help you work safely with chemicals.

**HazCom: GHS Safety Data Sheets (SDS) (20 min.)****DM-49763**

This program explains OSHA's Hazard Communication Standard and describes how the Standard keeps workers safe from the dangers of hazardous chemicals. It also explains what information can be found in each section of a chemical's Safety Data Sheet and covers how Safety Data Sheets can help workers work safely with chemicals.

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**HazCom: Introduction to Hazard Communication & GHS (20 min.)****DM-49762**

This course is designed to help learners understand more about chemicals and the methods used to provide information about their hazards. Specifically, it describes how the Hazard Communication Standard keeps employees safe from the dangers of hazardous chemicals and explains how to work safely with chemicals. Topics covered: chemical classification, HazCom Standard, chemical inventory, Safety Data Sheets (SDS), labels, training, written program, and chemical safety.

**HazCom: What You Need To Know (Incl. GHS provisions) (45 min.)****DM-47324****DM-36654 SPANISH****DM-36640 FRENCH (CANADA)**

Helps you comply with the initial and refresher training requirements of the Hazard Communication Standard (29 CFR 1910.1200) and applicable GHS requirements. Covers critical hazcom topics including hazard classification and categories, chemical inventory, Safety Data Sheets (SDS) and the new GHS-specified 16-section format, GHS-style labels, employee training requirements, HazCom written program, and best practices for safely handling chemicals.





# HAZMAT

## HAZMAT CURRICULUM GROUPS

### Hazmat Driver Training (95 min.)

The Hazardous Materials Regulations require every hazmat employer to train, test, and certify every hazmat employee in four areas: General awareness/familiarization training, safety training, security awareness training, and function-specific training. In addition, drivers who transport hazmat are also required to take modal-specific training. The Hazmat Driver Training Curriculum helps satisfy the general awareness/familiarization training, safety training, security awareness training, and highway transportation training requirements. Includes the following courses:

- Hazmat General Awareness Training
- Hazmat: Highway Transportation Driver Training
- Hazmat: Security Awareness Training
- Hazmat: Safety Training

*Individual courses available separately.*

### Hazmat Employee Training (60 min.)

The Hazardous Materials Regulations require every hazmat employer to train, test, and certify every hazmat employee in four areas: general awareness/familiarization training, safety training, security awareness training, and function-specific training. The Hazmat Employee Training Curriculum helps satisfy the general awareness/familiarization training, safety training, and security awareness training requirements. Includes the following courses:

- Hazmat General Awareness Training
- Hazmat: Security Awareness Training
- Hazmat: Safety Training

*Individual courses available separately.*

### Hazmat: General Awareness Training (25 min.)

#### DM-46082

Identifies the required training all hazmat employees must receive. Explains how to determine if a material is hazmat and how to recognize the hazard classes and divisions used to identify hazmat. Emphasizes the importance of The Hazardous Materials Table. Covers how to communicate a material's hazards through the use of shipping papers, markings, labels and placards. NOTE: 49 CFR 172.704(d) of the Hazmat Regulations requires employers to complete additional company-specific training in order to formally certify each employee.

### Hazmat General Awareness (60 min.)

#### DM-27607 SPANISH

Focuses on employees who handle hazardous materials. Addresses a number of topics aimed at making these employees more aware of situations in which they may encounter hazardous chemicals, the nature of the hazards and the issue of taking appropriate security measures when dealing with hazardous materials that the DOT has added to the regulation.

### Hazmat: Highway Transportation Driver Training (35 min.) **UPDATED**

#### DM-46083

This program assumes the learner has Hazmat General Awareness, Security Awareness, and Safety knowledge already gained from experience or successful completion of appropriate training. This course explains additional licensing and registration requirements necessary before transporting hazmat; covers what hazmat documentation is needed and where to store it during transport; and details precautions necessary to keep cargo safe and secure during transport.

**BEST  
SELLER**

### Hazmat: Labeling (25 min.)

#### DM-46079

This program assumes the learner has Hazmat General Awareness, Security Awareness, and Safety knowledge already gained from experience or successful completion of appropriate training. Specifically, it explains labeling specifications as well as requirements, and describes hazmat labels, including what each label means, placement of labels, and exceptions. NOTE: 49 CFR 172.704(d) of the Hazmat Regulations requires employers to complete additional company-specific training in order to formally certify each employee.

**BEST  
SELLER**



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**Hazmat: Loading/Unloading & Load Segregation (25 min.)****DM-46084**

This program assumes the learner has Hazmat General Awareness, Security Awareness, and Safety knowledge already gained from experience or successful completion of appropriate training. Specifically, it covers how to apply loading and unloading requirements for safe hazmat handling. Explains how to navigate the segregation and compatibility tables to determine proper strategies for the storage and transportation of hazardous materials. NOTE: 49 CFR 172.704(d) of the Hazmat Regulations requires employers to complete additional company-specific training in order to formally certify each employee.



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**Hazmat: Marking (30 min.)****DM-46078**

This program assumes the learner has Hazmat General Awareness, Security Awareness, and Safety knowledge already gained from experience or successful completion of appropriate training. Specifically, it covers marking specifications and requirements for both non-bulk and bulk packaging. Explains how to identify hazmat markings and describes what each marking means. NOTE: 49 CFR 172.704(d) of the Hazmat Regulations requires employers to complete additional company-specific training in order to formally certify each employee.



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**Hazmat: Packaging (15 min.)****DM-46085**

This program assumes the learner has Hazmat General Awareness, Security Awareness, and Safety knowledge already gained from experience or successful completion of appropriate training. Specifically, it covers how to identify the manufacturer's markings on a hazmat package and describe what each code means. Explains how to select appropriate hazmat packaging. NOTE: 49 CFR 172.704(d) of the Hazmat Regulations requires employers to complete additional company-specific training in order to formally certify each employee.



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**Hazmat: Placarding (25 min.)****DM-46080**

This program assumes the learner has Hazmat General Awareness, Security Awareness, and Safety knowledge already gained from experience or successful completion of appropriate training. Specifically, it covers placarding specifications and requirements. Explains how to identify hazmat placarding and describes what each placard means. NOTE: 49 CFR 172.704(d) of the Hazmat Regulations requires employers to complete additional company-specific training in order to formally certify each employee.



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**Hazmat: Reporting an Incident (15 min.)****DM-46081**

This program assumes the learner has Hazmat General Awareness, Security Awareness, and Safety knowledge already gained from experience or successful completion of appropriate training. Specifically, it explains when to report a hazmat incident via telephone, who to call, and what to include. Covers how to identify when and how to submit a written incident report to PHMSA. NOTE: 49 CFR 172.704(d) of the Hazmat Regulations requires employers to complete additional company-specific training in order to formally certify each employee.



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**Hazmat: Safety Training (15 min.)****DM-51916**

Discusses emergency response information requirements as well as contact information. Also covers the types of safety training an employer may provide to keep employees safe while working around hazmat.

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**Hazmat: Security Awareness Training (20 min.)****DM-50066**

Explains how to recognize potential hazmat security threats and ways to reduce them. Covers how to identify suspicious behaviors and report suspicious activity. Describes ways to stay safe while working around hazmat, and discusses where to find emergency response information and how to respond to an emergency.

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**Hazmat: Shipping Papers (20 min.)****DM-46077**

This program assumes the learner has Hazmat General Awareness, Security Awareness, and Safety knowledge already gained from experience or successful completion of appropriate training. Specifically, it explains the importance of shipping papers and demonstrates when and how to fill them out. Identifies shipping paper retention requirements. NOTE: 49 CFR 172.704(d) of the Hazmat Regulations requires employers to complete additional company-specific training in order to formally certify each employee.



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**Hazmat: The Hazardous Materials Table (25 min.)****DM-43856**

This program assumes the learner has Hazmat General Awareness, Security Awareness, and Safety knowledge already gained from experience or successful completion of appropriate training. Specifically, it explains what the hazmat table is and why it is important the hazmat transportation process. Covers how to navigate the hazmat table to verify information regarding hazmat. NOTE: 49 CFR 172.704(d) of the Hazmat Regulations requires employers to complete additional company-specific training in order to formally certify each employee.





# HAZWOPER

## HAZWOPER CURRICULUM GROUPS

### HAZWOPER 40-Hour Initial Training: General Waste Site Workers **COMING SOON!**

General waste site workers (such as equipment operators, general laborers and supervisory personnel) engaged in hazardous substance removal or other activities that expose or potentially expose workers to hazardous substances and health hazards must receive a minimum of 40 hours of initial instruction off the site, and a minimum of three days actual field experience under the direct supervision of a trained, experienced supervisor.

These online courses are included within this curriculum:

- HAZWOPER: Chemical Fundamentals
- HAZWOPER: Confined Spaces
- HAZWOPER: Decontamination
- HAZWOPER: Electrical Safety & Lockout/Tagout
- HAZWOPER: Emergency & Post-Emergency Response Procedures
- HAZWOPER: Emergency Response Planning
- HAZWOPER: Exposure Monitoring & Sampling
- HAZWOPER: Fire Prevention & Protection
- HAZWOPER: Handling & Shipping Drums & Containers
- HAZWOPER: Hazardous Substance Recognition & Identification
- HAZWOPER: HazCom, Hazmat, & Hazardous Waste
- HAZWOPER: Health & Physical Hazards
- HAZWOPER: Medical Program
- HAZWOPER: Overview for Waste Site Workers
- HAZWOPER: Personal Protective Equipment & Clothing
- HAZWOPER: Radiation & Biological Exposures
- HAZWOPER: Respiratory Protection
- HAZWOPER: Site Control Measures
- HAZWOPER: Temperature Extremes
- HAZWOPER: Written HAZWOPER Plans & Programs

**NEW**

*Individual courses available separately.*

### HAZWOPER: 24-Hour Initial Training: Routine or Non-Routine Waste Site Workers (14.5 hr.)

All employees working on sites with cleanup operations covered by the HAZWOPER standard must receive training if they are exposed to hazardous substances, health hazards, or safety hazards. Routine and non-routine site workers must receive 24-hour initial training and at least one day of actual field experience under the direct supervision of a trained, experienced supervisor, per 29 CFR 1910.120(e). Twelve online courses are included within this curriculum:

- HAZWOPER: Chemical Fundamentals
- HAZWOPER: Confined Spaces
- HAZWOPER: Decontamination
- HAZWOPER: Emergency & Post-Emergency Response Procedures
- HAZWOPER: Emergency Response Planning
- HAZWOPER: Exposure Monitoring & Sampling
- HAZWOPER: Handling & Shipping Drums & Containers
- HAZWOPER: HazCom, Hazmat, & Hazardous Waste
- HAZWOPER: Medical Program
- HAZWOPER: Overview for Waste Site Workers
- HAZWOPER: Personal Protective Equipment & Clothing
- HAZWOPER: Site Control Measures

**NEW**

*Individual courses available separately.*

### HAZWOPER 8-Hour Refresher Training: Waste Site Workers (8 hr.) **UPDATED**

Anyone who enters a hazardous waste cleanup site, even occasionally, must have Initial and Annual HAZWOPER Refresher Training, unless it can be shown that they will not have exposure or the reasonable possibility for exposure to safety or health hazards. Refreshing employees on the potential hazards they may encounter and the protective measures they can take will help them perform their work with minimal risk. Includes the following online training courses:

- HAZWOPER: Refresher for Waste Site Workers: Air Monitoring & Medical Program
- HAZWOPER: Refresher for Waste Site Workers: Emergency Response & Decontamination
- HAZWOPER: Refresher for Waste Site Workers: Hazard Recognition
- HAZWOPER: Refresher for Waste Site Workers: Introduction to HAZWOPER

*Individual courses available separately.*

**HAZWOPER: Annual Refresher Training: Emergency Responders (4 hr. 45 min.)**

This curriculum is training for employees who need to maintain competence in emergency response topics. Annual refresher training is required pursuant to regulations 29 CFR 1910.120(q)(8) and 1926.65(q)(8). The following online courses are included within this curriculum:

- HAZWOPER: Emergency Response Planning
- HAZWOPER: Chemical Fundamentals
- HAZWOPER: Emergency & Post-Emergency Response Procedures
- HAZWOPER: Personal Protective Equipment & Clothing
- HAZWOPER: Decontamination

**NEW****HAZWOPER Emergency Response Initial Training Awareness-Level Responders (3 hr.)**

First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. Awareness-level responders need to know exactly what their roles are, including the tasks they are expected to perform and the limitations they need to adhere to. They also need to understand chemical hazards and properties. Awareness-level responders should be familiar with their organization's Emergency Response Plan and how to activate it. If awareness-level responders know how to recognize the presence of a hazardous substance in a release situation and how to quickly identify that substance, they will jump-start the subsequent efforts of the HAZMAT team. This helps to avoid panic and to prevent casualties and minimize damage. There are three online courses included within this curriculum:

- HAZWOPER: Chemical Fundamentals
- HAZWOPER: Emergency Response Planning
- HAZWOPER: Hazardous Substance Recognition & Identification

**NEW**

*Individual courses available separately.*

**HAZWOPER Emergency Response Initial Training: Operations-Level Responders (6 hr.)**

First responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response effort for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures. The following online courses are included within this curriculum:

- HAZWOPER: Chemical Fundamentals
- HAZWOPER: Emergency & Post-Emergency Response Procedures
- HAZWOPER: Emergency Response Planning
- HAZWOPER: Hazardous Substance Recognition & Identification
- HAZWOPER: HazCom, Hazmat, & Hazardous Waste
- HAZWOPER: Personal Protective Equipment & Clothing

**NEW**

*Individual courses available separately.*

**HAZWOPER Emergency Response Initial Training: Hazmat Technician (10.5 hr.)**

First responders at the hazardous materials (hazmat) technician level are individuals who respond to releases or potential releases of hazardous substances for the purpose of stopping the release. They take a more aggressive role than lower-level responders and will approach the point of release to plug, patch, or otherwise stop the release. The following online courses are included within this curriculum:

- HAZWOPER: Chemical Fundamentals
- HAZWOPER: Decontamination
- HAZWOPER: Emergency & Post-Emergency Response Procedures
- HAZWOPER: Emergency Response Planning
- HAZWOPER: Exposure Monitoring & Sampling
- HAZWOPER: Hazardous Substance Recognition & Identification
- HAZWOPER: HazCom, Hazmat, & Hazardous Waste
- HAZWOPER: Health & Physical Hazards
- HAZWOPER: Medical Program
- HAZWOPER: Personal Protective Equipment & Clothing
- HAZWOPER: Respiratory Protection

**NEW**

*Individual courses available separately.*

**HAZWOPER: Chemical Fundamentals (50 min.)****DM-51584**

This course emphasizes the importance of knowing what chemicals are in the workplace; explains the difference between a health hazard and a physical hazard; covers how to recognize different chemical properties. It also covers how chemical-related terms are defined; the health and physical hazards, properties, stability, reactivity, and toxicity of chemicals; and the routes, symptoms, types, and effects of chemical exposure.

**NEW****HAZWOPER: Confined Spaces (45 min.)****DM-51596**

This course describes the difference between a confined space and a permit-required confined space; identifies the potential hazards in a permit-required confined space and measures that can be taken to protect entry workers; discusses the information contained on an entry permit, how to use a permit, and the equipment used for safe entry; lists the members that make up a rescue team and the responsibilities of each member including, the entry supervisor, entry workers, and attendants; covers the preparations involved for a permit-required confined space entry along with the procedures for entry and post-entry; describes the severe consequences of attempting to perform a permit-required confined space rescue if not authorized, trained, and equipped to do so; and discusses the measures taken to ensure a successful permit space rescue and non-entry rescue.

**NEW**

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**HAZWOPER: Decontamination (60 min.)****DM-51591**

This course defines what contamination is and measures employees can take to reduce it; discusses what decontamination is, its purpose, and decontamination procedures; describes physical and chemical methods of decontamination and what factors can affect the limitations and effectiveness of decontamination; covers the equipment used to decontaminate personnel, vehicles, and equipment; identifies the contamination reduction corridor and other control zones and their boundaries; and describes the decontamination line and the sequence of decontamination that takes place there including decisions about disposal.

**NEW**

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**HAZWOPER: Emergency & Post-Emergency Response Procedures (50 min.)****DM-51586**

This course describes what measures can be taken to prepare for an emergency release; covers the methods that may be used to recognize an emergency release of hazardous substances, to identify which hazardous substances are present, when to initiate an Emergency Response Plan, and what information to report when notifying emergency response personnel of a release; lists factors to take into consideration when sizing up an emergency situation and preparing to take action during an emergency response to a hazardous substance release; covers emergency response steps and procedures for helping victims and containing or controlling an emergency release of a hazardous substance; and identifies post-emergency-response procedures after an emergency response has been terminated.

**NEW**

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**HAZWOPER: Emergency Response Planning (55 min.)****DM-51583**

This course is designed to focus on what an Emergency Response Plan (ERP) is and the importance of each element, as well as the roles employees play in a response to a hazardous substance emergency release. Employees learn when and how to initiate an ERP; how to identify the steps involved in an emergency response operation, and what ways they can communicate, both internally and externally, during an emergency response.

**NEW**

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**HAZWOPER: Exposure Monitoring & Sampling (60 min.)****DM-51589**

This course discusses the purpose of monitoring and sampling and what hazards are detectable; lists the advantages and disadvantages of both monitoring and sampling; covers different types of monitoring and sampling, including air, personal, and environmental; describes the frequency of monitoring and sampling including initial and periodic; and details the instruments used for monitoring and calibration and maintenance requirements.

**NEW**

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**HAZWOPER: Handling & Shipping Drums & Containers (75 min.)****DM-51595**

This course identifies types of containers and the hazards associated with handling drums and containers; describes what to look for while inspecting drums and containers and the importance of developing a plan prior to handling drums and containers; explains the purpose of handling drums, equipment used, safety procedures, and special precautions to use when opening drums; discusses the importance of drum sampling and characterization; explains staging areas and what activities happen in specific staging areas and how to perform bulking activities to prepare hazardous wastes for shipment; describes precautions that can be taken when loading vehicles for transport and regulations that pertain to the shipment of hazardous wastes; and explains what a Containment Program and spill control measures are.

**NEW**

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**HAZWOPER: Hazardous Substance Recognition & Identification (50 min.)****DM-51585**

This course is designed to teach learners the methods and resources available to help recognize and identify hazardous substances; how to use the Emergency Response Guidebook (or ERG); the hazards of hazardous substances in an emergency; how to assess risk in an emergency; and initial decision-making in an emergency.

**NEW**

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**HAZWOPER: HazCom, Hazmat, & Hazardous Waste (50 min.)****DM-51588**

This course is designed to cover the HazCom, Hazmat, and Hazardous Waste regulations from a HAZWOPER perspective. It explains the HazCom Standard, Safety Data Sheet (SDS), Globally Harmonized System (GHS), and the importance of uniformity; describes how hazmat is classified and the components of the Hazmat regulations such as shipping papers, labels, and placards; and defines what hazardous waste is, discusses how to determine generator category, and goes over the precautions that need to be taken to properly manage, store, transport, treat, and dispose of it.

**NEW**

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**HAZWOPER: Health & Physical Hazards (60 min.)****DM-51593**

This course is designed to create awareness to hazards that may be present when working at a hazardous waste cleanup site or responding to an emergency release. It describes measures that can be taken to prevent injury and illness, including controlling hazards and placing importance on thinking safety first. It lists chemical hazards (including both health and physical hazards from chemicals), signs and symptoms of exposure, and precautions that can be taken. It discusses other health hazards to be aware of like radiation, biological hazards, heat stress, cold temperatures, ergonomic issues, noise, and possible psychological impacts. It also explains how to recognize other physical hazards, including electrical hazards; confined spaces; equipment and tool hazards; falling objects; weather-related hazards; and other site safety hazards.

**NEW**

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**HAZWOPER: Medical Program (60 min.)****DM-51590**

Designed to acquaint employees with the Medical Program, this program defines what medical surveillance is, lists the reasons to perform medical surveillance, and details who is required to be medically monitored. The program also discusses different types of medical exams including pre-assignment, periodic, and termination exams, along with written opinions and confidentiality. It also lists the possible signs and symptoms of chemical exposure and heat/cold exposures, as well as the requirements for emergency and non-emergency medical treatment. The program also discusses the importance of maintaining a medical surveillance program, medical records, and performing medical program reviews

**NEW**

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**HAZWOPER: Overview for Waste Site Workers (60 min.)****DM-51597**

This course explains the importance of hazardous waste cleanup site work and the many hazards that are present at hazardous waste cleanup sites; describes the history behind the HAZWOPER Standard and some of the laws that brought it about; provides an overview of the paragraphs of the HAZWOPER Standard that impact cleanup workers; covers different cleanup worker roles and their training requirements; and summarizes key employee rights and employer responsibilities under the Occupational Safety and Health Act.

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**HAZWOPER: Personal Protective Equipment & Clothing (60 min.)****DM-51587**

This course discusses the purpose for personal protective equipment and clothing as well as factors to take into consideration when selecting personal protective equipment and clothing; identifies the four OSHA levels of protection for CPC ensembles, conditions that require special consideration, and some other supplies to carry when working with a hazardous substance or substances; describes the order in which personal protective equipment and clothing items should be donned and doffed; and covers how to recognize when inspections of personal protective equipment and clothing should be performed and what to look for during an inspection.

**NEW**

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**HAZWOPER: Refresher for Waste Site Workers: Air Monitoring & Medical Program (90 min.) *UPDATED*****DM-27411**

Reviews the necessity of air monitoring on hazardous waste sites; explains the types of air monitoring, as well as the advantages and limitations of these types; covers the medical requirements of the HAZWOPER Standard; explains the purpose of the medical program; details the types and frequency of medical exams necessary for workers on hazardous waste sites; and identifies the signs and symptoms of conditions that could pose a medical emergency.

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**HAZWOPER: Refresher for Waste Site Workers: Emergency Response & Decontamination (90 min.) *UPDATED*****DM-27414**

Covers the potential for various emergency scenarios on hazardous waste sites, the required elements of an emergency response plan, different levels of emergency response personnel, the importance of a thorough evacuation plan, how to take preventative measures against contamination, types of contamination and methods for decontamination, the equipment and facilities used during decontamination, and emergency decontamination procedures.

**BEST  
SELLER**

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**HAZWOPER: Refresher for Waste Site Workers: Hazard Recognition (90 min.) *UPDATED*****DM-27415**

Covers how to recognize hazardous substances; defines health hazard and physical hazard; details the types of hazards that may be found at a hazardous waste site; explains basic concepts in toxicology; provides methods for identifying hazardous substances; and details site characterization and job hazard analysis.

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**HAZWOPER: Refresher for Waste Site Workers: Introduction to HAZWOPER (90 min.) *UPDATED*****DM-27416**

Covers the definition and purpose of HAZWOPER, the scope and purpose of HAZWOPER and HAZWOPER-related regulations; the difference between a hazardous waste site and other worksites; potential hazards to be found at a hazardous waste site, including health and physical hazards; availability of HAZWOPER-related written plans; and purpose of the HAZWOPER safety and health program and emergency response plan.

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**HAZWOPER: Refresher for Waste Site Workers: PPE & Other Hazard Control Measures (90 min.) *UPDATED*****DM-27417**

Discusses the purpose and limitations of personal protective equipment; HAZWOPER requirements for personal protective equipment; types of respiratory protective equipment and their protection factor; varieties of chemical protective clothing; how to select protective ensembles; elements of site control, including the buddy system; types and purpose of site work zones; safe practices for handling hazardous waste drums and containers; and safe practices for entering confined spaces.

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### HAZWOPER: Respiratory Protection (60 min.)

#### DM-51592

One of the curriculum courses for HAZWOPER Emergency Response Initial Training: Hazmat Technician, this course provides learners with comprehensive information of the purpose of respirators, all the components and types of respiratory protection equipment. It discusses the purpose of respirators, the potential hazards they provide protection from, and employer responsibilities regarding respirators; identifies respiratory protection equipment including different types of facepieces, air-purifying respirators, atmosphere-supplying respirators, filters, cartridges, canisters, escape-only respirators, and breathing air; describes the purpose of a respirator fit test, the steps involved in a fit test, and factors that can affect a good seal; explains end-of-service life, and how to clean, store, inspect, and repair respirators; and covers how to examine a respirator for cleanliness and damage, verify a proper seal, and use a respirator properly.

**NEW**

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### HAZWOPER: Site Control Measures (60 min.)

#### DM-51594

This course describes the measures that are taken to evaluate and prepare a hazardous waste site to be occupied by workers including the types of hazards that may be present and the phases of site characterization; discusses the purpose of a Site Control Program and the significance of each element including the site map, work zones, the buddy system, site security, communications, and medical assistance; identifies measures which contribute to site control within the hierarchy of controls such as hazard elimination or substitution, engineering controls, administrative controls, safe work practices, and personal protective equipment (PPE); and covers how to recognize other control measures including fire protection, sanitation, and the use of new technology.

**NEW**

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### HAZWOPER: Written HAZWOPER Plans & Programs (45 min.)

#### DM-51599

This course is designed to focus on the plans and programs that are required prior to conducting any work at a hazardous waste cleanup site. It describes the importance of the Safety and Health Program including elements of the program like organizational structure, the comprehensive workplan, and Standard Operating Procedures (SOPs) for safety and health; discusses the Site-Specific Safety and Health Plan requirements and elements; lists the types of information that should be addressed in safety meetings and items to consider when performing inspections; covers the Emergency Response Plan including the elements within the plan; and lists other programs required at hazardous waste cleanup sites including the Site Control Program, confined space entry procedures, decontamination procedures, and the spill containment program.

**NEW**



# HR & LEGAL COMPLIANCE

## Active Shooter/Active Threat (45 min.)

**DM-48446**

**DM-50038 SPANISH**

This course describes the warning signs of potential workplace violence, explains how to recognize the presence of an active threat, identifies the best course of action to take based on individual abilities and location, and provides the steps individuals should follow when law enforcement arrives.



## Active Shooter/Active Threat: Organizational Preparedness & Recovery (45 min.)

**DM-49761**

This course is designed to help members of management and Human Resources prepare employees for a potential active threat incident. It also provides guidance to help the company – and those who have survived such an incident – recover from the tragedy.



## ADA for Supervisors (45 min.) **UPDATED**

**DM-24830**

Train supervisors and managers on critical Americans with Disabilities Act information. Course covers the meaning of ADA and ADAAA; explains which companies must follow the ADA; defines the “three prongs” of disability under the ADA; lists general types of reasonable accommodations with understanding of undue hardships; explains how the ADA is integrated in the workplace; covers how to deal with requests for reasonable accommodations and complaints of discrimination; provides an over view of discrimination by association, illegal drug use, alcoholism, and retaliation; and outlines how to help ensure ADA compliance.

## Americans With Disabilities Act - Title II (75 min.)

**DM-35632**

This course is intended to help states, cities, counties and other municipalities understand how to meet their obligation under Title II of the ADA to provide access to their programs, services and activities to people with disabilities. It provides government workers with a detailed explanation of the legal requirements they must meet and practical suggestions they can implement to increase the accessibility of civic life in their community.

## Anti-Boycott Compliance (25 min.)

**DM-30063**

This course provides an overview of U.S. anti-boycott regulations, their reporting and recordkeeping requirements, and the possible penalties for violations. It highlights real-world compliance issues that employees should learn to spot and respond to appropriately.

## Anti-Money Laundering (30 min.)

**DM-25639**

Intended to familiarize employees with the process of money laundering and the laws that make it a crime.

## Anti-Money Laundering for MSBs (45 min.)

**DM-30064**

This course is intended to familiarize employees of money service businesses (MSBs) with the laws that make money laundering a crime. It also covers the anti-money laundering rules and regulations that MSBs must comply with and explains how they affect employees' day-to-day job responsibilities.

## Antitrust Essentials (45 min.)

**DM-25597**

Explains the basic principles of U.S. antitrust law in understandable terms. Covers recognizing “red flags,” relationships with competitors and customers, mergers and acquisitions, price discrimination, exemptions from antitrust laws, special industries, and more.

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**Appropriate Email & Internet Use (30 min.)****DM-25609**

Explains the basic rules and common-sense guidelines for appropriate use of the organization's electronic communication systems.

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**Attorney-Client Privilege for Employees (30 min.)****DM-48256**

This course explains the attorney-client privilege and attorney work product doctrine in simple, understandable terms. It includes new bulletins, pop quizzes, and a final quiz highlighting real-world scenarios that illustrate the scope of the attorney-client privilege and how to avoid disclosure of waiver.

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**Avoiding Insider Trading (25 min.)****DM-25636**

Explains laws prohibiting insider trading in simple, understandable terms.

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**Avoiding Retaliation (25 min.)****DM-25625**

Addresses practices/strategies supervisors and managers should use to avoid retaliating against employees who exercise their legal rights in the workplace.

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**Business Etiquette (40 min.)****DM-25836**

Provides basic FAR Code of Business Ethics and Conduct training on the most essential government-contracting topics.

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**Business Gifts and Courtesies (30 min.)****DM-30065**

Explains what employees need to know about giving and receiving gifts, entertainment and other courtesies in a business context. Describes which business gifts and courtesies are appropriate and which are not, as well as how to handle questionable situations.

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**Business Identity Theft (20 min.)****DM-30066**

Explains what business identity theft is and its potentially devastating consequences to a small or medium-size business. Includes real-world examples of business identity thieves in action and explains the steps a business can and should take to prevent business identity theft, as well as what to do if it occurs.

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**Canadian Competition Act (45 min.)****DM-25618**

Explains the basic principles of Canadian competition law in understandable terms. Includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to recognize and respond to appropriately. Takes into account the changes made to the 2009 Competition Act.

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**Code of Conduct (40 min.)****DM-25598**

Provides basic training on the most important topics found in almost every company's Code of Conduct. Discusses conflict of interest, information security, electronic communications, anti-competitive conduct, and alcohol and drug abuse.

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**Conducting Effective Investigations (40 min.)****DM-25646**

Explains the basics of planning and conducting internal investigations in simple, understandable terms. It includes interactive pop quizzes, news clippings, and a final quiz highlighting the issues that supervisors and managers may encounter.

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**Confidentiality (42 CFR) Alcohol & Drug Treatment Facilities (30 min.)****DM-30067**

This confidentiality training course describes the 42 CFR confidentiality regulations in simple, understandable terms. It explains what employees need to know about maintenance, control and disclosure of client records and information; the role of client consent; and exceptions to the confidentiality regulations.

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**Conflicts of Interest (30 min.)****DM-25599**

Explains what conflicts of interest are and how to avoid them in simple, understandable terms. It includes interactive pop quizzes, news clippings and a quiz highlighting the issues that employees may encounter.

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**Contract Law Essentials (35 min.)****DM-25600**

Provides an overview of contract law – what makes a contract valid and enforceable, what remedies are available in the event of a breach, and what employees should look for in their real-world dealings with business contracts.

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**Cost Accounting for Federal Grants (40 min.)****DM-30070**

This course explains the federal guidelines for the allowability, administration, accounting and reporting of costs for federal grants and other awards under OMB Circular A-122. All employees working on federal grants or involved in budgeting or accounting tasks related to federal grants must understand and follow these guidelines.

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**Customer Proprietary Network Information (CPNI) (30 min.)****DM-25628**

Explains the legal requirements for how CPNI can be used and accessed, including the rules contained in the FCC's 2007 order on protecting the confidentiality of call-detail information.

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**Customs Law Essentials (35 min.)****DM-25624**

Explains the essentials of customs law in an easy-to-understand way to help employees spot important customs-related issues.  
*Not Tablet Compatible*

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**Dealing with Difficult Situations (30 min.)****DM-25610**

Explains (1) how to anticipate and respond appropriately to a crisis, (2) what to say to third parties if asked about a crisis, (3) how to handle official requests in connection with inspections or investigations, and (4) employees' rights in an encounter with law-enforcement personnel.

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**Diversity and Discrimination (60 min.)****DM-25819 EMPLOYEES****DM-25818 SUPERVISORS**

This course explains what diversity in the workplace means; the benefits and challenges diversity can bring; how discrimination happens in the workplace; what circumstances can lead to a charge of discrimination; and which classes of employees find protection under the law.

**Domestic Violence and the Workplace (30 min.)****DM-25611**

Intended to make employees (1) more aware of how domestic violence can negatively impact the workplace and (2) better equipped to help prevent, mitigate and respond to incidents of domestic violence.

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**Drug-Free Workplace (20 min.)****DM-30071**

This course explains the importance of and principles behind a drug-free workplace. It describes the serious problem of drug and alcohol abuse in the workplace and includes content that highlights real-world compliance issues that employees should learn to spot and respond to appropriately.

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**Effective Communication (60 min.)****DM-25815 EMPLOYEES****DM-25814 SUPERVISORS**

This course is designed to help the employee communicate and listen effectively. It covers the definition of communication; the importance of effective communication; methods by which communication happens; keys to being an effective speaker and writer; keys to being an effective and active listener and reader; the importance of making a connection when communicating; the importance of understanding body language; methods for dealing with disagreements and anger; and what to do when communication is ineffective; and how communication can improve leadership skills.

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**Electronic Funds Transfer Act (EFTA) (35 min.)****DM-30073**

This training course explains the legal requirements under the EFTA and Regulation E in simple, understandable terms.

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**Ethics and Compliance Essentials (35 min.)****DM-25603**

This ethics and compliance training course is, in essence, a "Code of Conduct Training" course for organizations that do not have a formalized Code of Conduct. It covers the same legal/ethical/compliance principles, but without reference to a code.

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**EU Data Privacy (40 min.)****DM-30074**

This course explains the essential principles of EU Data Privacy law and provides guidelines for employees who must comply with the EU Data Privacy Directive and the applicable national laws of EU Member States.

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**European Union (EU) Competition Law (60 min.)****DM-25619**

Explains the basic principles of EU competition law in simple, understandable terms, including consequences of non-compliance, recognizing red flags, relationships with competitors, Verticals Block Exemption Regulation, and more.

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**Fair and Accurate Credit Transactions Act (FACTA) "Red Flags" (40 min.)****DM-25629**

Helps employees (a) identify red flags that are relevant to their handling of account information, (b) detect those red flags when they occur, (c) respond appropriately to whatever red flags they detect to prevent and mitigate identity theft, and (d) ensure that red flags are updated periodically to reflect changes in the methods of identity theft.

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**Fair Labor Standards Act (FLSA) (30 min.)****DM-25612**

Explains the basic requirements of the FLSA in simple, understandable terms. Covers minimum wage requirements, overtime rules, exempt employees, independent contractors, child labor restrictions, and recordkeeping requirements.

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**Family Educational Rights and Privacy Act (FERPA) (30 min.)****DM-25648**

Explains what school administrators, faculty and staff need to know about FERPA in simple, understandable terms. Covers preventing non-consensual disclosure, exceptions, non-eligible students, and transfer of rights from parent to student.

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**Federal Acquisition Regulation (FAR) Code of Business Conduct (40 min.)****DM-25837**

Provides basic FAR Code of Business Ethics and Conduct training on the most essential government-contracting topics.

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**Federal Contracting (OFCCP) Primer (30 min.)****DM-25604**

Explains the fundamental requirements of the OFCCP rules for contractors and subcontractors in simple, understandable terms. It includes pop quizzes, news clippings and a final quiz highlighting real-world issues that employees should know how to respond to in a way that protects themselves and their organizations.

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**Federal Energy Regulatory Commission (FERC) Standards of Conduct (25 min.)****DM-25647**

Explains the FERC Standards of Conduct in simple, understandable terms. It includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to recognize and respond to appropriately.

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**Finance Essentials for Managers (30 min.)****DM-25637**

Explains the basics of finance in simple, understandable terms. Discusses the balance sheet, the income statement, return on investment, budgeting, and managing for profitability.

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**Financial Conflicts of Interest (25 min.)****DM-30083**

This course provides the regular and ongoing training required by the federal Financial Conflict of Interest regulation (42 CFR Part 50, Subpart F) for all investigators involved with research projects funded by the National Institutes of Health (NIH).

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**FMLA for Supervisors (45 min.) *UPDATED*****DM-24829**

This course will give supervisors a better understanding of what to do when FMLA situations arise in their workplace, which helps ensure that they are responding appropriately to their employees' various FMLA issues. This course includes the February 2013 amendment regarding specifics relating to military family leave under FMLA. The course covers what FMLA is; the three eligibility requirements employees need to meet to take FMLA leave; the reasons that qualify for FMLA leave; who is a family member for purposes of FMLA; specifics relating to military family leave under FMLA; what qualifies as a serious health condition; the importance of the supervisor's role in following FMLA; and what questions can be asked to determine whether someone is eligible for FMLA leave.

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**Foreign Corrupt Practices Act (FCPA) (35 min.)****DM-25621**

Explains the FCPA and global anti-corruption measures in simple, understandable terms. Discusses why anti-corruption laws are important, the scope of the Foreign Corrupt Practices Act, and penalties for non-compliance.

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**Fraud Detection and Awareness (35 min.)****DM-25638**

Intended not only to instill in employees a sense of responsibility to comply with the law and report misconduct, but also to make employees aware of fraud so that it can be detected and nipped in the bud. The course covers the most common types of fraud used to siphon millions of dollars from corporations every day.

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**Global Anti-Corruption (35 min.)****DM-25622****DM-45489 SPANISH**

Explains basic anti-corruption principles in simple, understandable terms. It includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to spot and respond to in a way that will protect themselves and their companies.

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**Gramm-Leach-Bliley Act (GLBA) (30 min.)****DM-25630**

Explains the most important GLBA requirements in simple, understandable terms. Includes a discussion of protected information, notice of usage, delivering notice, social engineering, unauthorized access and misuse, and enforcement.

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**Gramm-Leach-Bliley Act (GLBA) for Insurance Companies (30 min.)****DM-30075**

The Gramm-Leach-Bliley Act imposes information-privacy requirements on a broad array of companies – including insurance companies – that provide financial products and services. This course explains the most important elements of the GLBA as it pertains to insurance companies.

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**Handling Insurance Complaints (20 min.)****DM-30076**

Explains what insurance-company employees need to do when they receive communications that express customer dissatisfaction. It teaches employees to distinguish between regulatory complaints, non-regulatory complaints, and inquiries or requests for service, and it explains the different procedures for handling each.

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**Healthcare Fraud and Abuse (35 min.)****DM-25643**

Explains the basic rules regarding healthcare fraud and abuse in simple, understandable terms. Explains gifts and business courtesies, free goods and services, discounts and rebates, purchasing from customers, support of scientific research, and sponsorship of charitable activities.

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**HIPAA Privacy and Security (40 min.)****DM-25644**

This course explains the principles of HIPAA privacy and security for companies in the healthcare industry, and covers: who is subject to HIPAA, Protected Health Information, and Notice of Privacy Practices.

**Immigration Essentials (30 min.)****DM-25605**

Explains how to recognize and respond to immigration issues that arise in the U.S. workplace, including employment verification, discrimination and document fraud. Includes an overview of what employers should know about sponsoring an employee for a visa.

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**Information Security (30 min.)****DM-25631**

Covers electronic IDs and passwords, avoiding identity theft, computer viruses, email and internet use, workplace security, social engineering, and business continuity plans.

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**Information Security Awareness for Law Firms (30 min.)****DM-30084**

This course identifies potential data-security threats and provides guidelines for law-firm employees to follow when handling electronic devices and information. It discusses data-security practices in many contexts, including mobile security, working remotely, dealing with metadata, phishing and social engineering.

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**Injury and Illness Prevention (Cal-OSHA) (30 min.)****DM-25613**

Intended to provide information and training on workplace injury and illness prevention required by Cal-OSHA regulations.

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**Insurance Fraud (30 min.)****DM-25838**

Explains the various forms of insurance fraud in simple, understandable terms. It discusses “red flags” of fraudulent activity and what employees need to do when they encounter potential fraud.

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**Internal Controls Essentials (30 min.)****DM-30077**

This course explains the fundamentals of internal controls in clear, understandable terms. It is designed to help employees understand (1) internal-control standards, (2) their role in the organization’s internal-controls program, and (3) how to help spot and deal with internal-control issues appropriately.

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**Maintaining a Cooperative Workforce (40 min.)****DM-25614**

Explains how managers can help create a more respectful work environment so that employees will not feel compelled to join a union. It also details the effects of unionization and ways to respond to unionization efforts without violating the NLRA.

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**Making Our Campus Safer (Clery Act) (25 min.)****DM-30078**

This course provides the training of Campus Security Authorities (CSAs) required by the Clery Act, which requires colleges and universities receiving federal funds to inform students, employees and applicants about certain crimes and other incidents that occur on campus. It has been updated to include information regarding the Campus Sexual Violence Elimination (SaVE) Act of 2013. The SaVE Act amended the Clery Act by, among other things, expanding the reporting obligations under the Act to include statistics on reports of domestic violence, dating violence and stalking.

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**Managing within the Law****DM-25839 (Advanced - 45 min.)****DM-25615 (Basics - 35 min.)**

Covers the fundamental legal topics and issues that managers face daily.

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**Marketing Compliance (40 min.)****DM-25649**

Explains the basic laws and regulations governing the most common marketing practices and provides guidelines for employees involved in marketing-related tasks. Covers deceptive or unfair claims, comparative claims, special offers, sweepstakes, telemarketing, marketing to children, and risks of non-compliance.

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**Medicare Compliance (60 min.)****DM-30085**

This one-hour course (1) provides an overview of the Medicare system, (2) outlines the Compliance Plan required by CMS, (3) reviews the rules on conflicts of interest and business gifts, and (4) explains how employees can help detect, correct and prevent fraud, waste and abuse.

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**Office of Foreign Assets Control (OFAC) Sanctions and Embargoes (30 min.)****DM-25623**

Provides an overview of OFAC sanctions programs and their key provisions and targets. Discusses the regulations, who must comply, key terms, targets, reporting and recordkeeping requirements, and penalties for non-compliance.

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**Patents, Trademarks, and Copyrights (45 min.)****DM-25650**

Explains the fundamental principles of patents, trademarks and copyrights in simple, understandable terms. It includes pop quizzes, news clippings and a final quiz highlighting real-world issues relating to intellectual property that employees should learn to spot and respond to appropriately.

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**Payment Card Industry Data Security Standard (PCI-DSS) Compliance (40 min.)****DM-25632**

Explains the basic principles of PCI-DSS compliance and how they apply on the job. Topics covered include Sensitive Authentication Data, protecting cardholder information, remote access, restricted computer access, tracking and monitoring, and social engineering.

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**Preventing Discrimination & Harassment for Employees - Canada (30 min.)****DM-49760**

This course covers the following topics: the importance of diversity, respect and disrespect in the workplace, anti-discrimination laws, definition and types of sexual harassment, consensual relationships, conduct to be avoided, internet and e-mail harassment, unwelcome physical and verbal behaviors, offensive displays in the workplace, retaliation and reporting discrimination and harassment, and what employees should do. Includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to recognize and deal with appropriately.

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**Preventing Discrimination & Harassment for Employees – Maine (45 min.)****DM-43842**

This course includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to recognize and deal with appropriately. Covers the following topics: reasons for concern, anti-discrimination laws, sexual harassment defined, types of sexual harassment, walking the fine line, consensual relationships, considering all of the circumstances, conduct to be avoided, internet and e-mail harassment, other protected characteristics, other conduct to be avoided, retaliation, what you should do, and maintaining a respectful work environment.

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**Preventing Discrimination & Harassment for Managers – California (120 min.)****DM-43843**

This course includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to recognize and deal with appropriately. Covers a number of topics related to anti-discrimination laws, sexual harassment, retaliation, supervisor responsibilities, liability under the FEHA, and "Abusive conduct" as defined in California Assembly Bill 2053.

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**Preventing Discrimination & Harassment for Managers - Canada (60 min.)****DM-35633**

This course covers the importance of diversity, respect and disrespect in the workplace, anti-discrimination laws, sexual harassment, consensual relationships, conduct to inappropriate conduct, internet and email harassment, unwelcome physical and verbal behaviors, offensive displays in the workplace, retaliations, reporting discrimination and harassment, standards of liability, benefits of compliance and costs of non-compliance, EEOC charges, private lawsuits, domestic violence, responding to complaints, documentation, and supervisory responsibilities. Includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to recognize and deal with appropriately.

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**Preventing Discrimination & Harassment for Managers – Connecticut (120 min.)****DM-43844**

This course includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to recognize and deal with appropriately. Covers a number of topics related to anti-discrimination laws, sexual harassment, retaliation, supervisor responsibilities and key state laws – Connecticut; liability under Connecticut state law.

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**Preventing Discrimination & Harassment for Managers – Maine (60 min.)****DM-43845**

This course includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to recognize and deal with appropriately. Covers a number of topics related to anti-discrimination laws, sexual harassment, retaliation, supervisor responsibilities and key state laws.

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**Preventing Sexual Harassment in Athletics (20 min.)****DM-30086**

This course explains the essential principles of sexual harassment in the athletic context law and provides guidance to help coaches and other sports-related professionals recognize potential problems, deal with them appropriately, and satisfy their legal duties in the event of misconduct involving a minor.

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**Preventing Sexual Misconduct (Title IX) (25 min.)****DM-30087**

Provides training on preventing sexual misconduct, as required by Title IX of the Education Amendments of 1972 for faculty and staff of schools that receive federal funds.

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**Protecting Personal Information (Massachusetts 201 CMR 17.00) (25 min.)****DM-25633**

Explains the basic principles of protecting the personal information of all individuals, regardless of their state of residence. Covers physical safeguards, administrative safeguards, encryption, handling personal information, electronic ID and passwords, and security incidents.

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**Protecting Trade Secrets (30 min.)****DM-25606**

Explains the basic federal & state laws governing trade secrets and provides guidelines for how to protect trade secrets and other confidential info.

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**Questionable Interview Questions (30 min.)****DM-25627**

Explains the key issues of employment-discrimination law in simple, understandable terms. Covers federal, state, and local anti-discrimination laws, EEOC recommendations, physical attribute questions, personal questions, and occupational qualifications.

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**Real Estate Settlement Procedures Act (RESPA) (25 min.)****DM-30088**

Provides a brief overview of the Real Estate Settlement Procedures Act (RESPA) and explains in general terms what payments real estate agents (and others who market residential settlement services) may and may not give or receive under the law.

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**Record Management (25 min.)****DM-25640**

Explains the basic principles of record management in simple, understandable terms. Covers electronic communication, creating accurate records, legal requirements, record disposal, and more.

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**Regulation FD (Fair Disclosure) (30 min.)****DM-25641**

Explains the basic principles of Regulation FD in simple, understandable terms. Topics covered include fair disclosure and insider trading, who is subject to the regulation, what material is non-public information, fair disclosure methods, safeguards, and more.

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**Responsible Social Media Use (25 min.)****DM-25652**

Provides commonsense guidelines for the appropriate and responsible uses of social media – both in the workplace and in personal contexts – that could affect the employer. Covers social media in the courts, effective business use, guidelines for personal use, and handling problems arising from social media use.

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**Safe Harbor Privacy Essentials (30 min.)****DM-25634**

Explains the Safe Harbor program and its seven privacy/security principles in simple terms. It includes pop quizzes, news clippings, and a final quiz highlighting real-world compliance issues that employees should learn to recognize and deal with appropriately.

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**Sarbanes-Oxley (SOX) Essentials (40 min.)****DM-25607**

This course summarizes the Sarbanes-Oxley Act and describes important new obligations it imposes, particularly for senior management of public companies.

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**Sexual Harassment (45 min.) *UPDATED*****DM-25821 Employees****DM-25820 Supervisors**

This course covers what sexual harassment is, where it can happen, and who can be involved; explains the consequences of sexual harassment in the workplace; and identifies different types of sexual harassment and how to recognize them. The employee course also covers how an employee can take action if they feel they're being harassed, as well as how to help others who are being sexually harassed. The employer course covers the liability supervisors have to stop sexual harassment; how to take action if they notice sexual harassment happening in their workplace; what to do if a complaint of sexual harassment is presented to them; how to deal with the victims and harassers; and how to help prevent sexual harassment from occurring in their workplace.

**Substance Abuse Training (60 min.) *UPDATED*****DM-24794 Employees****DM-24846 Supervisors**

Designed to help learners understand the issue of substance abuse in the workplace, how a company's substance abuse policy affects employees, as well as their role in that policy.

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**Team Building (60 min.) *UPDATED*****DM-25817 Employees****DM-25816 Supervisors**

Help learners contemplate teamwork in the workplace. Employee version covers how to be a better member of a productive team through communication, cooperation and commitment. Supervisor version focuses the importance of teams, fundamental traits of good teams, team formation, typical problem areas teams encounter, communication within a team, and team maintenance/improvements.

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**Time Reporting (30 min.)****DM-30089**

Explains time-reporting procedures and provides guidelines for employees of nonprofit organizations who must account for work time spent on multiple projects.

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**Timekeeping (10 min.)****DM-30090**

Explains timekeeping practices and procedures for non-exempt (hourly) employees who must keep track of actual time worked, as well as for supervisors of these non-exempt employees.

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**Travel and Expense Reimbursement (25 min.)****DM-30091**

This course explains procedures and provides guidelines for employees who must make plans and incur expenses for travel and other business-related purposes.

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**U.S. Export Controls (35 min.)****DM-25620**

Provides an overview of U.S. export controls and the most common "red flags" – situations presenting a risk of export-control violations. Discusses export control agencies, what is an export, anti-boycott and embargo rules, recordkeeping and reporting, red flag issues, and penalties.

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**Unfair Competition Laws (30 min.)****DM-25608**

Covers antitrust violations, misappropriation of trade secrets, infringement of copyrights, trademarks or patents, breaches of covenants not to compete, and false advertising.

*Not Tablet Compatible*

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**Wellness and Fitness (35 min.)****DM-21814**

Shows employees how small changes in lifestyles can produce big benefits. While wellness is a gradual process, eliminating negative lifestyle factors can help keep employees healthy.

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**Whistleblowing (DRA Compliance) (25 min.)****DM-25645**

Covers when, how and why to use the whistleblowing provisions of the FCA as part of complying with the DRA.

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**Worker Classification (35 min.)****DM-30079**

Explains what managers and HR personnel need to know about correctly classifying workers under federal and state laws. Covers differences between "independent contractors" and "employees" as well as "exempt" and "non-exempt" employees, and hazards that worker misclassification poses to organizations.

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**Workplace Bullying and Violence (Employees) (30 min.) *UPDATED*****DM-30137**

Defines bullying and violence in the workplace; distinguishes between professional disagreements and workplace bullying or violence; describes how bullying and violence impacts the workplace; explains how to recognize the warning signs of workplace bullying and violence; and identifies actions that can be taken to minimize workplace bullying and violence..

A black rectangular badge with the words "BEST SELLER" in white, slanted text.**Workplace Bullying and Violence (Supervisors) (50 min.) *UPDATED*****DM-30136**

This course is designed to help supervisors recognize, prevent, and resolve incidents of workplace bullying and violence at their organization. It summarizes the effects bullying has on employees and the organization; identifies the warning signs of bullying; distinguishes between "being firm" and "appearing as a bully" themselves; explains how to respond appropriately to workplace bullying situations; and details how to reduce the risk of violent incidents.

A black rectangular badge with the words "BEST SELLER" in white, slanted text.**Workplace Stress (35 min.)****DM-21862**

Helps employees identify potentially stressful situations and learn how to cope with them.

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# LAB SAFETY

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## **Electrical Safety in the Laboratory (30-45 min.)**

### **DM-21826**

Emphasizes the need for safety when using electricity, and discusses how to reduce the potential for accidents involving electrical shock, fire, and explosions.

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## **Flammables and Explosives in the Laboratory (30-45 min.)**

### **DM-21827**

Discusses the nature of flammable and explosive materials, as well as hazards associated with their use. It also reviews the proper handling procedures and personal protective equipment that should be used when working with these substances.

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## **Handling Compressed Gas Cylinders in the Laboratory (30-45 min.)**

### **DM-21828**

Examines how gas cylinders work, the hazards that are associated with them, and the need for caution when using or storing a cylinder.

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## **Hazard Communication (see HazCom/GHS Section)**

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## **Laboratory Ergonomics (60 min.)**

### **DM-21831**

Discusses setting up work areas correctly, as well as how to minimize the strain of using laboratory equipment, tools, and instruments.

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## **Laboratory Hoods (30-45 min.)**

### **DM-21832**

Emphasizes how to properly use laboratory hoods and how to test them to ensure correct functioning. It also covers how hoods can protect an experiment, the facility, and most importantly, the employee.

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## **Orientation to Laboratory Safety (30-45 min.)**

### **DM-21833**

Shows both new employees and seasoned veterans the importance of safety in the laboratory. It also reviews the OSHA regulations and good safety practices that apply to laboratory environments.

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## **OSHA Formaldehyde Standard (30-45 min.)**

### **DM-21839**

Provides training that's required by this standard, focusing on the rules and procedures that the standard establishes for working with this potentially dangerous chemical.

**BEST  
SELLER**

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## **Planning for Laboratory Emergencies (30-45 min.)**

### **DM-21834**

Discusses how to minimize damage and prevent injuries if a laboratory emergency should occur.

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## **Preventing Contamination in the Laboratory (30-45 min.)**

### **DM-21835**

Emphasizes the need to recognize situations that could lead to contamination, and discusses what can be done to prevent contamination from occurring.

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## **Safe Handling of Laboratory Glassware (30-45 min.)**

### **DM-21836**

Discusses the nature of various types of glassware, the problems it can cause, and the need for employees to use and maintain laboratory glassware safely.

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## **Safety Showers and Eye Washes in the Laboratory (30-45 min.)**

### **DM-21837**

Reviews the correct ways to use this equipment, and emphasizes the need for quick action after a chemical splash or spill in a laboratory.

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# WORKPLACE SAFETY

## WORKPLACE SAFETY CURRICULUM GROUPS

### Forklift Training (55 min.)

#### Forklift Training - Spanish (55 min.)

The Forklift Training Curriculum helps satisfy the operator training requirements under OSHA's Powered Industrial Truck Standard (1910.178(l)). Specifically, it is designed to help learners choose, inspect, and operate a forklift in a safe way, protecting themselves and their coworkers from the potential hazards associated with their use. Includes:

- Forklift Training: Equipment Basics Module 1 of 4
- Forklift Training: Equipment Inspections Module 2 of 4
- Forklift Training: Operating Procedures Module 3 of 4
- Forklift Training: Maintaining Your Forklift Module 4 of 4

*Individual courses available separately.*

### Incidental Hazardous Spill Responder Training (3 hr. 20 min.)

J. J. Keller's Incidental Hazardous Spill Responder Training curriculum is designed to provide learners with an overview of hazardous substances, available information sources on the hazardous substances in the workplace, personal protective equipment (PPE) that may be necessary in a spill event, and how to appropriately respond if an incidental spill occurs within the workplace. Specifically, it covers an introduction to hazardous substances and the hazards of exposure; spill types and their common causes; Hazard Communication (HazCom) and the Globally Harmonized System (GHS); hand, foot, head, eye, face, and respiratory protection; and procedures to follow in the event of an incidental spill, including discovery, notification, response, and follow-up. Includes:

- Hazardous Substances: Spill Discovery & Notification
- Hazardous Substances: Incidental Spill Response
- HazCom: Introduction to Hazard Communication & GHS
- HazCom: GHS Safety Data Sheets (SDS)
- HazCom: Container Labels
- Hand & Foot Protection: PPE Employee Essentials
- Head, Eye, & Face Protection: PPE Employee Essentials
- Respiratory Protection: Breathing Safely

*Individual courses available separately.*

### Personal Protective Equipment: Employee Essentials (1 hr. 35 min.)

This curriculum introduces learners to the different types of PPE used in the workplace, including: head, eye, face, hearing, hand, foot, and respiratory protection devices. It also helps learners to select, care for, and properly wear PPE for their on-the-job safety. Includes:

- Head, Eye, & Face Protection: PPE Employee Essentials
- Hearing Protection: PPE Employee Essentials
- Respiratory Protection: Breathing Safely
- Hand & Foot Protection: PPE Employee Essentials

*Individual courses available separately.*

### Workplace Safety Basics (60 min.)

#### Workplace Safety Basics - Spanish (60 min.)

The Workplace Safety Basics curriculum provides employees with high-level overview of a number of workplace safety topics. Specifically, it covers an introduction to generic safe work practices, various engineering controls that can be used to create a safe work environment, the safe use of tools and equipment, and what an employee should do in the event an emergency occurs. Includes:

- Workplace Safety Basics: Work Practices
- Workplace Safety Basics: Work Environment
- Workplace Safety Basics: Safe Use of Equipment
- Workplace Safety Basics: In Case of an Emergency

*Individual courses available separately.*

## Aerial Lifts for General Industry (20 min.)

### DM-51816

This course is designed to familiarize learners with hazards related to aerial lifts and provide best practices to ensure safety while operating or working near one. It explains the primary intended use of aerial lifts and identify different types used on the job; discusses training and re-training requirements for workers who use aerial lifts; covers how to recognize the types of hazards associated with aerial lifts; and explains safe work practices related to inspection, operation, and maintenance of an aerial lift.

## Arc Flash/Arc Blast Awareness & Safety (20 min.)

### DM-38756

Designed to educate unqualified employees (those who are not trained to work on or near exposed, energized parts) on the real, and dangerous, possibility of being injured by an arc flash. Provides an introduction to Arc Flash/Arc Blast and explains the causes and dangers of Arc Flash. Also provides an overview for safety and responding to an emergency.

## Asbestos Awareness Training (30 min)

### DM-51122

This program describes what asbestos is, how employees can become exposed, and the potential consequences of asbestos exposure; identifies ways to help minimize exposure; and explains additional requirements in the event they are exposed to asbestos in the workplace.

## Back Safety (60 min.)

### DM-21864 SPANISH

This course is designed to help learners address the importance of lifelong back safety and proper lifting techniques they can use both on and off the job. It describes how the human back works, discusses various types of back pain and identify what causes it, demonstrates how to properly perform everyday tasks to prevent back pain and injuries, and explains steps to take to prevent back injuries.

## Back Safety: Keep Your Back In Action (60 min.)

### DM-38236

This course is designed to help learners address the importance of lifelong back safety and proper lifting techniques they can use both on and off the job. It describes how the human back works, discusses various types of back pain and identifies what causes it, demonstrates how to properly perform everyday tasks to prevent back pain and injuries, and explains steps to take to prevent back injuries.



## Bloodborne Pathogens and MRSA (45 min.)

### DM-25642

Addresses the prevention of workplace exposure to bloodborne pathogens and MRSA or other forms of staph.

## Bloodborne Pathogens in First Response Environments (45-60 min.)

### DM-21797

### DM-21874 SPANISH

Incorporates the latest medical language and needlestick guidelines and has been specifically created to assist facilities in fulfilling the OSHA Bloodborne Pathogens Standard's (29 CFR Part 1910.1030) training requirements.

## Bloodborne Pathogens in Healthcare Facilities (45-60 min.)

### DM-21799

Helps your employees understand how bloodborne disease is and isn't spread to help them avoid exposure.

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**Bloodborne Pathogens: For Industrial Facilities (45-60 min.)**

**DM-21873 SPANISH**

Specifically created to assist facilities in fulfilling the OSHA Bloodborne Pathogens Standard's (29 CFR Part 1910.1030) training requirements.



**Bloodborne Pathogens: Safety In The Workplace (45 min.)**

**DM-43225**

**DM-43850 (With EyeCue® Visual Learning System)**

This course explains what bloodborne pathogens are and how they are spread, identifies Universal Precautions, covers preventive and control measures to help prevent exposure to harmful bloodborne pathogens, lists activities to avoid when biohazard materials are present to prevent exposure or the spread of infection, discusses how to respond to emergencies involving bloodborne pathogens, and explains what to do in the event that exposure to bloodborne pathogens occurs.



**Cold Stress (30 min.)**

**DM-43851**

Identifies cold working environments and covers how the body reacts to cold conditions and how to recognize common signs and symptoms related to cold stress. Explains how to implement cold stress prevention measures and how to treat (first aid) workers with cold stress injuries until medical personnel arrive.

**Compressed Gas Cylinders (30 min.)**

**DM-51034**

This course is designed to provide learners with the knowledge required to handle and use compressed gas cylinders in a safe manner. It identifies different parts of a compressed gas cylinder and any attachments including labels, regulators, gauges, and valves; explains the different types of gases used in compressed gas cylinders; covers how to handle and use compressed gas cylinders safely, including inspection, transportation, storage, and maintenance; and lists special situations that require additional precautions when working with or near compressed gases.

**Computer Workstation Design & Use (23 min.)**

**DM-51917**

This course is designed to help learners understand how to prevent common injuries that occur due to routinely working in front of a computer. It describes possible injuries to employees who work in front of a computer on a regular basis; explains how workstation designs and proper setup and layout of equipment can play an important role in their overall health and safety; and identifies proactive ways they can prevent injuries through body movement and positioning.



**Confined Spaces: Entry Team Training - Maintenance Activities (45 min.)**

**DM-43857**

**DM-43858 (With EyeCue® Visual Learning System)**

Describes the difference between a confined space and a permit-required confined space. Identifies hazards in a permit-required confined space and the methods used to isolate, control, or in other ways protect employees. Covers precautions that must be taken before a confined space is entered. Explains the duties of each entry team member (authorized entrant, attendant, and entry supervisor). Discusses the measures taken to ensure a successful permit space rescue and non-entry rescue.



**Crane Safety For General Industry (32 min.)**

**DM-51818**

This course is designed to familiarize learners with hazards related to cranes and provide best practices to ensure safety while operating or working near one. It explains the primary intended use of cranes and identifies common types used in general industry; discusses how to recognize hazards associated with operating, or working nearby, a crane; identifies training requirements for crane operators; and explains safe work practices related to maintenance, inspection, and operation of a crane.



**Crystalline Silica for General Industry Employees (30 min.)**

**DM-52039**

**DM-56100 SPANISH**

This course is designed to educate employees on how to protect themselves from the dangers of crystalline silica dust. Specifically, it explains how to recognize workplace tasks that could result in exposure to crystalline silica; identifies health hazards caused by exposure to crystalline silica; covers the various methods of communicating crystalline silica hazards: labels, safety data sheets, and signs; explains how to apply exposure control measures to protect against the effects of crystalline silica dust; and describes the purpose of OSHA's required medical surveillance program.



**Crystalline Silica for General Industry Employers (30 min.)**

**DM-48457**

**DM-56101 SPANISH**

This course is designed to educate employers on how to protect employees from the dangers of crystalline silica dust. Specifically, it explains how to recognize workplace tasks that could result in exposure to crystalline silica; identifies health hazards caused by exposure to crystalline silica; covers the various methods of communicating crystalline silica hazards: labels, safety data sheets, and signs; explains how to apply exposure control measures to protect employees from the effects of crystalline silica dust; and describes the purpose of OSHA's required medical surveillance program.





**Electrical Safety: Training for Unqualified Employees (45 min.)**

**DM-43863 ENGLISH**

**DM-43864 ENGLISH (With EyeCue® Visual Learning System)**

**DM-48700 SPANISH (With EyeCue® Visual Learning System)**

Designed to train unqualified employees (those who are not trained to work on or near exposed, energized parts) on how to recognize and avoid electrical hazards. It covers electricity basics, including how electricity works, electrical hazards, and common causes of electrical incidents. Also covers electrical safety, employee categories (qualified, unqualified), electrical safeguards (insulation, electrical protective devices, guarding, grounding, lockout/tagout, personal protective equipment), power tool and extension cords safety, and emergency procedures.



**Emergency Eyewash & Shower Use (20 min.)**

**DM-51659**

This course explains the purpose of emergency eyewashes and showers, including when and how to use them; describes the type and temperature of the flushing fluid used within emergency eyewashes and showers; and identifies ways to ensure immediate access and use of emergency eyewashes or showers line.

**Emergency Preparedness & Response (20 min.)**

**DM-48877**

Designed to help employees adequately prepare for and appropriately respond to emergency situations in the workplace. Describes various types of emergency situation employees may encounter and how to prepare for them; explains the importance of an employer's written emergency action plan; and discusses appropriate ways to react to emergencies.



**Ergonomics: Industrial (45 min.)**

**DM-43859**

Explains what ergonomics is and why it is important. Discusses what types of activities may lead to pain or injury. Explains how to recognize signs and symptoms of MSDs and other ergonomics-related injuries. Identifies ways to adjust your work environment to prevent pain or injury and demonstrates ways to support your ergonomic health at work and at home.



**Ergonomics: Industrial (30-45 min.)**

**DM-21881 SPANISH**

Designed for training on ergonomic problems found in manufacturing, assembly and warehouse situations. Covers physiology of the body most affected, eye strain, pragmatic preventative measures, correct use of office equipment, exercises and stress release, and more. Course is divided into topic-based lessons so information is easily understood and retained.

**Ergonomics: Office (30 min.)**

**DM-43860**

Designed to educate individuals about ergonomics in the workplace. Explains what ergonomics is and why it is important. Describes what musculoskeletal disorders, or MSDs, are. Provides three examples of MSDs and symptoms of each. Identifies work tasks that may lead to pain or injury if performed incorrectly. Lists ways you can properly use equipment, materials, and tools to avoid injury. Demonstrates good work practices, including proper posture, neutral positions, and proper lifting techniques. Explains how a person's overall health can decrease the likelihood of MSDs. Describes three types of exercises you can do to help prevent ergonomic injuries. Explains why early reporting is important to avoid serious injuries.



**Fall Protection for General Industry (30 min.)**

**DM-50612**

**DM-50617 SPANISH**

This program is designed to help learners understand OSHA's requirements for working with various types of fall protection. Specifically, it covers the potential hazards and protective measures employees can take while working on elevated working platforms or runways, or near floor, wall, or window openings to help prevent injuries. The program explains how injuries by falling occur, describes ways to eliminate and prevent fall hazards in the workplace, summarizes employer requirements to protect workers from fall hazards, and identifies various forms of fall protection and scenarios when each would be appropriate.



**Fire Extinguisher Use (20 min.)**

**DM-41007**

**DM-51847 SPANISH**

Outlines the basics of fire extinguisher use. Students will learn to identify the different classes and types of fire extinguishers, and learn when to use which type. Step-by-step demonstrations are given for two commonly used types of fire extinguishers.



**Fire Prevention & Response (45 min.)**

**DM-41013**

**DM-43994 (With EyeCue® Visual Learning System)**

All employees should be aware of fire hazards that exist in their workplace and know what to do in case of a fire. This course is designed to help learners understand the basics of a fire, what to do to prevent them, and how to respond appropriately to a fire in the workplace. It describes the fire tetrahedron and how fires start and spread; discusses the dangers of fire and why rapid fire evacuation is critical; identifies housekeeping processes and safe materials handling procedures that can help prevent fires; explains the OSHA requirements regarding emergency action planning, fire prevention plans, and evacuations in the event of a serious fire; and discusses the basic steps to take during an evacuation.



## First Aid (30-45 min.)

### DM-21872 SPANISH

Shows employees that knowing basic first aid can often limit the severity of any type of injury, or even prevent a death.

## First Aid Basics (60 min.)

### DM-41093

Designed to help learners respond appropriately to first aid and emergency situations that may arise at work, home, and around the community. This course is intended to teach basic first aid only. It is not a substitute for full first aid training and certification or CPR training and certification. Covers how to identify situations that require first aid response, assess an environment for safety, prioritize and apply first aid measures, evaluate appropriate responses to a person in distress, select a person to assist, and communicate effectively with 911 and emergency medical service (EMS) personnel. Summarizes the importance of company emergency plans, procedures and policies.



## Forklift Training (60 min.)

### DM-52459

### DM-52487 SPANISH

This course identifies the various kinds of forklifts and their basic controls; discusses the center of gravity and stability triangle concepts; explains when forklift inspections are required; explains what to look for when performing a pre-use inspection; discusses how to park, charge, refuel, and perform maintenance or modifications on a forklift; describes how to safely operate a forklift (including parking, picking up, traveling with, and placing a load); covers how to recognize hazardous locations in order to select the correct type of forklift; discusses how to charge and refuel a forklift; discusses how to handle modifications to a forklift; and explains how to recognize when maintenance is required.

NEW



## Forklift Training: Equipment Basics (15 min.)

### DM-55782

### DM-55783 SPANISH

This course is designed to help employees identify various kinds of forklifts in order to choose the right forklift for the job. Covers basic controls and discusses center of gravity as well as the stability triangle.

NEW



## Forklift Training: Equipment Inspections (10 min.)

### DM-55781

### DM-55780 SPANISH

This course is designed to help employees inspect a forklift in preparation for their shift. It covers how to recognize when forklift inspections are required and explains what to look for when performing a pre-use inspection.

NEW



## Forklift Training: Maintaining Your Forklift (10 min.)

### DM-55746

### DM-55747 SPANISH

This course is designed to help employees understand how to maintain a forklift in a safe way. It discusses how to charge and refuel a forklift; covers how to handle modifications to a forklift; and explains how to recognize when maintenance is required.

NEW

## Forklift Training: Non-Operators Safety (10 min.)

### DM-55749

### DM-55748 SPANISH

This course discusses the challenges forklift operators face and explains best practices for working and walking by forklifts.

NEW



## Forklift Training: Operating Procedures (20 min.)

### DM-55784

### DM-55785 SPANISH

This course describes how to safely operate a forklift (including parking and picking up, traveling with, and placing a load) and how to recognize hazardous locations in order to select the correct type of forklift.

NEW

## Forklift Training: Refresher (20 min.)

### DM-55844

### DM-55845 SPANISH

This refresher course was designed to reinforce the key concepts that help forklift operators stay safe while at work. It covers how to assess a forklift's limitations and work within those parameters; explains how to evaluate a forklift's readiness through proper pre-use inspections; discusses how to operate a forklift safely in order to avoid potential hazards; and identifies way to maintain a forklift by recharging and/or refueling when necessary as well as reporting any defects.

NEW

## Forklift Training: Specialized Units & Attachments (10 min.)

### DM-55750

### DM-55791 SPANISH

This course is designed to help you operate specialized units – and forklift with attachments – in a safe way. It explains different operating techniques with specialized units and discusses how attachments alter the safe operation of a forklift.

NEW

## Forklifts: Ultimate Hazard Perception Challenge (30 min. each)

**DM-47322 Basic**

**DM-47323 Intermediate**

**DM-47321 Advanced**

Series of three courses (basic, intermediate and advanced) provides training that is a logical bridge between required classroom safety training and performance-based safety training. Features scenarios shot in a variety of workplaces to best represent the situations that cause forklift operators the most trouble. Learners will learn how to anticipate, identify and appropriately react to forklift hazards; recognize and apply best practices when operating a forklift under any circumstances; and how to avoid dangerous activities and mistakes when operating a forklift. A unique "watch and react" training formula requires learners to quickly identify the hazards in each scenario, then make the best choice to either avoid or eliminate the hazards. Can also be used for required refresher training after a forklift accident.

## Hand & Foot Protection: PPE Employee Essentials (15 min.)

**DM-41140**

**DM-56156 SPANISH** NEW

Designed to familiarize learners with hand and foot safety and protection, including types of gloves and boots, glove and boot safety, and ergonomics. The program defines personal protective equipment (PPE), covers hand and foot safety hazards, and explains how to select appropriate PPE for hand and foot hazards.



## Hand and Power Tool Safety (30-45 min.)

**DM-21879 SPANISH**

Shows how accidents can be significantly reduced by applying good general safety rules, and reviews what hazards are associated with the specific types of tools employees use.



## Hazard Communication (see HazCom/GHS Section)

### Hazardous Substances: Incidental Spill Response (25 min.)

**DM-51631**

This course is designed to familiarize learners with incidental spills of hazardous substances, as well as the immediate and follow-up tasks associated with the spill control and cleanup process. It describes an incidental spill and the type of individuals authorized to assist in its control and cleanup; explains the proper spill response procedure to take upon discovery or notification of an incidental spill at work; and identifies typical follow-up tasks performed following the cleanup of an incidental spill.

### Hazardous Substances: Spill Discovery & Notification (25 min.)

**DM-51305**

This course is a prerequisite for *Hazardous Substances: Incidental Spill Response*. The course describes hazardous substances and the harmful effects associated with them; explains common causes of hazardous spills; identifies ways to prevent and plan for hazardous spills; and lists the steps an employee should take upon discovery of a hazardous spill at work.

## Hazardous Waste Operations and Emergency Response (see HAZWOPER Section)

### Head, Eye, & Face Protection: PPE Employee Essentials (15 min.)

**DM-41138**

Designed to familiarize learners with protective equipment for the head, eyes and face, including: hard hats, safety glasses, safety goggles, face shields, welding goggles, and welding shields. In addition, learners will be given ways to reduce eye strain. The program defined personal protective equipment (PPE); covers head, eye, and face safety hazards; and explains how to select appropriate PPE for head, eye, and face hazards.



### Hearing Protection: PPE Employee Essentials (15 min.)

**DM-41139**

Designed to familiarize learners with hearing safety and conservation. Learners will discover that noise-induced hearing loss (NIHL) is preventable, and study the best ways to avoid over-exposure to loud sounds. The program defines personal protective equipment (PPE), covers noise-related hazards and consequences of loud noises, and explains how to select appropriate PPE for noise-related hazards.



### Heat Stress (30 min.)

**DM-43852**

Train your employees on how to recognize and prevent heat-related problems with our Heat Stress online course. The course will explain the signs and symptoms of heat stress, heat-induced illnesses, prevention strategies, and how to respond to heat stress emergencies.



**Hot Work: Safety Operations Training (45 min.)**

**DM-43890**

**DM-48439 SPANISH**

Designed to guide employees directly involved in hot work operations through the hot work process, helping to prevent injuries and damage to facilities. Specifically, it covers the basics of hot work, how employees should prepare for and protect themselves and others during hot work operations, and what to do after the job is complete. It explains the roles of the hot work operator, fire watch, and permit authorizing individual in hot work safety; identifies the components of a completed hot work permit; explains how to recognize common hot work hazards and discuss ways to prevent them; and describes how to arrange a fire-safe area for temporary hot work

**Housekeeping & Maintenance (20 min.)**

**DM-48876**

This course is designed to help employees recognize, avoid, report and eliminate hazards. Specifically, it will teach them to take the proper housekeeping and maintenance measures to ensure their safety and the safety of others in the workplace. The course explains how to identify potential hazards in the workplace, covers proper housekeeping techniques to help eliminate dangers, defines preventive and corrective maintenance and discusses how to perform each, and describes how to report hazards in the workplace.

**Hydrogen Sulfide for General Industry (75 min.)**

**DM-40559**

For employees who work with or around hydrogen sulfide. Familiarizes learners with the hazards of hydrogen sulfide (H<sub>2</sub>S), detection methods, and best responses to H<sub>2</sub>S exposure and release.

**Hydrogen Sulfide for Oil & Gas (90 min.) *UPDATED***

**DM-40578**

For workers in the oil and gas industry who work with and around hydrogen sulfide. Familiarizes learners with the hazards of hydrogen sulfide (H<sub>2</sub>S), detection methods, and best response to H<sub>2</sub>S exposure and release.

**Incident Investigations for Accidents & Near Misses (30 min.)**

**DM-48872**

This course is designed to help learners prepare for and conduct a thorough incident investigation. It describe how to prepare for investigating an incident (including accidents and near misses), outlines steps to take in order to conduct a thorough investigation, covers the required components of a written investigation report, and explains the appropriate actions to take after an investigation is complete.

**Indoor Air Quality (30-45 min.)**

**DM-21824**

Covers the potentially harmful effects of poor air quality, and helps them prevent, identify, and correct air quality problems.

**Industrial Ergonomics (See Ergonomics: Industrial)**

**Ladder Safety for General Industry (30 min.)**

**DM-50611**

**DM-50616 SPANISH**

This program covers OSHA's requirements for working with ladders, explains how to recognize potential hazards related to ladders, identifies the different types of ladders and their main components, and describes safety measures to take when using ladders.



**Lockout/Tagout: Put a Lock on Hazardous Energy (60 min.)**

**DM-38760**

**DM-41836 (With EyeCue® Visual Learning System)**

Designed to keep workers safe and provide essential information on all steps required by OSHA when using lockout/tagout to prevent the unexpected release of energy from machines that are being maintained or serviced. It provides clear definitions on the roles and responsibilities of the three types of employees affected by the lockout/tagout process (authorized, affected, and other). It also identifies sources of hazardous energy, distinguishes lockout from tagout, details how to follow lockout and tagout procedures, explains how to use a group lockout device safely, and covers exceptions to lockout and tagout requirements.



**Lockout/Tagout (45-60 min.)**

**DM-21883 SPANISH**

Uses environments familiar to employees working with both electric and hydraulic/pneumatic equipment and points out specifically where Lockout/Tagout procedures should be applied.

**Machine Guard Safety (30-45 min.)**

**DM-22029 SPANISH**

Helps employees understand the dangers of working with machinery – and how those risks can be minimized by proper installation and use of safety guards and devices.



## Machine Guarding (30 min.)

**DM-48875**

This course is designed to help learners understand the hazards and potential injuries associated with operating machinery. It identifies the dangers associated with machine operation, outlines how to reduce the risk of injury by using safeguards and following proper operating instructions, and explains how to respond to injuries or accidents that involve machine operation.



## Material Handling Safety (30 min.)

**DM-48459**

**DM-51846 SPANISH**

This course is designed to help learners recognize the potential hazards related with lifting, moving, stacking, and storing materials and determine how to minimize the dangers associated with materials handling. It explains how to recognize the hazards associated with improper, inadequate, or unsafe handling of materials; describes how to apply proper techniques when lifting or moving materials manually or with the help of mechanical equipment; outlines the safest ways to stack and store materials; and discusses various housekeeping techniques to keep their work area safe.



## Motorized Pallet Jacks: Safe Operation (30 min.)

**DM-38762**

**DM-56155 SPANISH** NEW

Explains OSHA's training requirements and the similarities and differences between the two most common types of motorized pallet jacks: "walkies" and "walkie-riders." Provides an overview of the basic functions and controls, demonstrates safe operating procedures, includes tips for performing a pre-use inspection, and demonstrates how to safely pickup and travel with a load. Also covers common pallet jacks accidents, navigating on ramps and inclines, and maneuvering in tight spaces.

## Office Ergonomics (See Ergonomics: Office)

### Office Safety (30 min.)

**DM-49766**

**DM-51848 SPANISH**

This program is designed to help office workers recognize, avoid and eliminate hazards in their workplace. It discusses ways to support good housekeeping throughout the office and work station, identifies ways to modify the work environment to prevent injuries, and explains how to recognize various potential hazards in the office environment.

## OSHA Recordkeeping for Employees (45-60 min.)

**DM-21923**

Shows employees actual workplace incidents demonstrating how to report accidents and what information they need to furnish. Provides information employees need to help a facility comply with OSHA's revised regulation. Allows an organization to identify and eliminate repetitive hazardous situations.

## Personal Protective Equipment (60 min.) UPDATED

**DM-21917 SPANISH**

"On-the-job" injuries affect all types of people doing all types of work. Each year over 570,000 workers are injured ... at a cost to employers of over \$100 billion annually. Government surveys show that the most common cause of workplace injuries today is due to employees not using proper PPE. Virtually everyone will experience one or more "on-the-job" injuries during their working life. In most cases appropriate equipment is readily available, yet employees do not recognize the need for this equipment, or take the time to use it.



## Personal Protective Equipment: Employee Essentials (90 min.)

**DM-43257**

**DM-43855 (With EyeCue® Visual Learning System)**

This course defines personal protective equipment (PPE) and introduces learners to different PPE used in the workplace, including: head, eye, face, hearing, hand, foot, and respiratory protection devices. Employees will learn how to select appropriate PPE for a given hazard and the importance of fit, as well as how to care for and properly wear PPE for their on-the-job safety.



## Power Tool & Extension Cord Safety (30 min.)

**DM-51179**

This course covers the hazards associated with the use of power tools; explains when and how to properly inspect extension cords; and discusses basic safety rules for handling and operating power tools.

## RCRA Hazardous Waste Generator Training (45 min.)

**DM-51758**

This course is designed to guide hazardous waste generators through federal hazardous waste management regulations. Specifically, it covers how to identify solid wastes, listed hazardous wastes, and characteristic wastes; explains how to determine their generator category and how to obtain an EPA ID Number; explains how to manage the hazardous waste they produce; describes how to prepare and ship hazardous waste; and discusses how to plan for emergencies.



## Respiratory Protection: Breathing Safely

### DM-41831 (With EyeCue® Visual Learning System)

Covers the key elements required by OSHA for respiratory protection training and explains how to recognize and respond to respiratory hazards, including atmospheres immediately dangerous to life or health (IDLH). Discusses why a medical evaluation is necessary and explains how to select appropriate PPE for respiratory protection and how to evaluate a respirator seal for fit.



## Safety Audits for Employees (15 min.)

### DM-51170

Explains the purpose and benefits of a safety audit; describes the tasks performed during and after a safety audit; and identifies appropriate ways to prevent and control workplace hazards.  
*Not Tablet Compatible.*



## Safety Orientation (See Workplace Safety Basics)

## Scaffolding Safety for General Industry (30 min.)

### DM-48458

This course identifies common types of scaffolds used in general industry (including suspended and supported scaffolds), describes OSHA's requirements for scaffold assembly and access, explains how to recognize potential hazards associated with scaffolds, and lists important safety measures to follow when working on a scaffold. Covers supported scaffolds, suspended scaffolds, and scissor lifts.

## Scissor Lifts for General Industry (20 min.)

### DM-51198

This course covers the types of hazards associated with scissor lifts; explains safe work practices related to the inspection, maintenance, fall protection, stabilization, and positioning of a scissor lift; and discusses training and re-training requirements for employees who use scissor lifts while on the job.

## Slips & Trips: Workplace Safety (30 min.)

### DM-38765

### DM-56154 SPANISH **NEW**

Designed to help learners recognize and avoid slip and trip hazards. Explains how to recognize the difference between slips and trips and what causes each of them to occur. Discusses the potential injuries sustained and costs associated with slips and trips. Describes ways to prevent slips and trips in the workplace.



## Slips, Trips & Falls: Hazard Perception Challenge (45 min)

### DM-42425

### DM-42426 (With EyeCue® Visual Learning System)

Designed to increase employee awareness of slip, trip and fall hazards, and to foster proactive responses wherever hazards exist. The program defines the difference between slips, trips and falls; explains how to recognize what causes slips, trips, and falls to occur; and describes how to appropriately respond to hazards in the workplace. It covers housekeeping, ladders, stairs, elevated surfaces and floor openings.



## Stairways for General Industry (10 min.)

### DM-50919

This course is designed to introduce employees to OSHA's requirements for stairways and identify safety features to take to prevent injuries while using them.



## Step Bolts & Manhole Steps for Telecommunications (20 min.)

### DM-50613

This course helps employees understand OSHA's requirements for using step bolts and manhole steps. Specifically, it explains how to recognize potential hazards related to step bolts and manhole steps; identifies safety measures employees can take to minimize slips and falls; and explains how to respond to a hazardous condition.

## Tuberculosis in the Healthcare Environment (45-60 min.)

### DM-21816

Designed to assist facilities and operations whose employees have a risk of exposure to tuberculosis. This training also helps employees understand the nature of the disease, as well as what they can do to protect themselves from infection.

## Walking-Working Surfaces: What Employees Need to Know (20 min.)

### DM-50063

### DM-50614 SPANISH

This program is designed to help employees understand how they and their job responsibilities may be impacted under the new standard. It covers the Walking-Working Surfaces standard and identifies employees' responsibilities in terms of hazard assessments, inspections, fall protection, and training.

## Walking-Working Surfaces: What Supervisors Need to Know (20 min.)

**DM-50610**

**DM-50615 SPANISH**

This program is designed to help managers and safety personnel understand the Walking-Working Surfaces rule and their responsibilities under the new standard. It explains when a hazard assessment is required, identifies when an inspection is required, describes various fall protection options, covers when/if training or re-training is required, and defines a qualified person(s) to develop and conduct the training.

## Welding: Safety & Health Protections (30 min.)

**DM-49765**

This course is designed to teach workers directly involved in the welding process how to stay safe. Specifically, it covers activities that must be completed before welding can begin, how to prevent and protect against fire, and precautions one should take to protect themselves against health and safety hazards. It identifies where and how welding is permitted, explains how to prepare a welding area to protect against fires, and describes how to protect against welding hazards.

## Winter Safety: Working & Driving in Snow, Ice & Extreme Cold (30 min.)

**DM-50690**

Designed to help workers stay safe while working or driving in snowy, icy and extreme cold conditions. Employees will learn how to prepare themselves and their vehicle for winter weather. They will also learn how to recognize common signs and symptoms of winter weather-related injuries and how to protect themselves from these injuries. The program also provides driving techniques that can help employees operate their vehicle safely in snow, ice and extreme cold.

## Working With Lead Exposure in General Industry (45-60 min.)

**DM-37473**

Addresses the major areas of employee training required by the regulations. Covers "measurement" concepts (permissible exposure limits - PEL, time weighted average - TWA, and action levels), exposure assessment and monitoring, methods of compliance, hygiene and housekeeping, and medical surveillance.

## Workplace Injury & Illness: OSHA Reporting & Recordkeeping for Managers (45 min.)

**DM-51826**

This course is designed to provide an overview of annual workplace injury and illness recordkeeping and OSHA reporting requirements. It explains the benefits of documenting injury and illness records; explains how to determine which workplace injury and illness incidents need to be recorded; covers the process of recording workplace illness and injury data; identifies which OSHA form must be made available to employees and how long injury and illness records need to be kept on file; and describes OSHA's severe injury reporting requirements.

**NEW**

## Workplace Safety Basics: In Case of an Emergency (15 min.)

**DM-51029**

**DM-51030 SPANISH**

Describes appropriate actions to take in the event of an emergency. Covers emergency action plans, first aid/emergency response, bloodborne pathogens, HAZWOPER, workplace violence, and medical records.

## Workplace Safety Basics: Safe Use of Equipment (15 min.)

**DM-51026**

**DM-51028 SPANISH**

Covers how to recognize hazards associated with using tools and equipment, and identifies safe ways to operate them. Covers hand and power tools; ladders; machinery; powered industrial trucks; and lockout/tagout.

## Workplace Safety Basics: Work Environment (15 min.)

**DM-51024**

**DM-51025 SPANISH**

Designed to encourage good safety habits and promote a solid provides an introduction to various engineering controls that can be used to create a safe work environment. Specifically covers hazcom, safety signs/tags, electrical safety, fire safety, confined spaces, hot work, and temperature extremes.

## Workplace Safety Basics: Work Practices (15 min.)

**DM-49779**

**DM-49780 SPANISH**

Covers safe work practices and procedures that can help employees protect themselves and other around them. Topics include wellness; back safety; slips, trips and falls; and personal protective equipment.

# J. J. Keller® ONLINE COURSE CATALOG



To get started, email [neppa@jkkeller.com](mailto:neppa@jkkeller.com) with your name, company name, and phone number.

Your J. J. Keller account manager will contact you to complete enrollment.

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