

Workplace Safety & HR / Compliance

2016 training catalog

Summer Edition

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Communication Skills

■ Sexual Harassment Prevention for Employees (AB1825 & AB2053)

Course Number: 1949
Time: 60 Minutes
Number of Quizzes: 2 Quizzes

Sexual harassment is a form of employment discrimination prohibited under Title VII of the Civil Rights Act of 1964. Title VII prohibits employment discrimination based on race, color, religion, sex, and national origin. In this course the student will be learning how to recognize sexual harassment, what to do when it happens, how companies should respond with policies, and procedures to protect their employees from this type of behavior.

Employee Sexual Harassment..... 1949_001

■ Sexual Harassment Prevention for Managers (AB1825 & AB2053)

Course Number: 2025
Time: 150 Minutes
Number of Quizzes: 7 Quizzes

Sexual harassment is a constant presence in America's workplaces. To prevent harassment, we need to understand it. For many people, "sexual harassment" is an emotionally-charged topic loaded with confusion and uncertainty. This course is designed to provide a comprehensive explanation of what sexual harassment is, how it can occur in the workplace, current legal positions, and how management can maintain a harassment-free workplace. Some of the topics that will be covered in this course include: behaviors that constitute sexual harassment, the different types of harassment including abusive conduct, what constitutes a hostile work environment, and how to handle complaints. If you are a manager in California, this course includes specific references to California and laws regarding sexual harassment training. This course is designed to meet CA compliant standards.

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What Managers Can Do 2025_008
The Costs of Sexual Harassment..... 2025_009
Policy and Procedure..... 2025_010
Summary2025_011

■ Sexual Harassment Prevention for Employees & Managers (California Compliant)

Course Number: 483
Time: 225 Minutes
Number of Quizzes: 5 Quizzes
Number of Labs: 5 Labs

Sexual harassment has become a dominant concern of employers, schools, and other organizations. It is one of the most litigated areas of the law. Virtually all major companies, government organizations, colleges and universities, and even the military, now have sexual harassment policies in place. The Sexual Harassment Prevention course from LearnSmart is designed to provide a comprehensive explanation of what sexual harassment is, how it can occur in the workplace, current legal positions, and how management can maintain a harassment-free workplace.

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What Managers Can Do 483_008
The Costs of Sexual Harassment..... 483_009
Policy and Procedure..... 483_010
Summary483_011

Diversity and Compliance

■ ADA Compliance in Business

Course Number: 513
Time: 75 Minutes
Number of Quizzes: 5 Quizzes
Number of Labs: 3 Labs
PMI PDUs: 1.00

The Americans with Disabilities Act of 1990 brought with it a complex set of challenges that face employers who wish to avoid discrimination against the disabled in the workplace. This course provides a clear understanding of management's roles and responsibilities under the ADA, detailing standards set by the law. Students will learn the correct procedures for interviewing and evaluating job candidates to avoid discrimination, as well as the procedures for accommodating — and ensuring a safe, discrimination-free environment for — employees with disabilities. **This course qualifies for 1.00 PDU credit toward Project Management Institute PMP® recertification.**

Knowing the ADA.....	513_001
The ADA & Hiring.....	513_002
Living with the ADA.....	513_003

■ Diversity Dynamics

Course Number: 362
Time: 30 Minutes
Number of Quizzes: 4 Quizzes
Number of Labs: 5 Labs
PMI PDUs: 1.00

Diversity is a key element in any successful workplace. To be successful, a diverse workforce must figure out how to work together. LearnSmart will help you implement a company-wide diversity training program during this video training. Course instructor, Odette Pollar, is an author and nationally known speaker, trainer and consultant to business, government and industry. She will explain how to achieve tangible results that will transform your workplace. **This course qualifies for 1.00 PDU credit toward Project Management Institute PMP® recertification.**

Dynamics of Diversity	362_001
Transformation Process.....	362_002

Employment Law Compliance Skills

■ Federal Acquisition Regulation Overview 3.10

Course Number: 485
Time: 30 Minutes
Number of Quizzes: 4 Quizzes
Number of Labs: 1 Lab

LearnSmart's video training course for Federal Acquisition Regulation (FAR) was created to address ethical conduct in the development of government contracts. The course details how government employees, contractors and subcontractors should conduct themselves when working on projects that involve millions of dollars and hundreds, if not thousands, of jobs. Instituted by the Federal Acquisition Regulation System in December 2007, the Contractor Code of Business Ethics and Conduct gives extra protection to U.S. taxpayer dollars by requiring that contractors publish and adhere to a written code of ethics. This course explores the intricacies of the code, and explains the professional and ethical manner in which everyone involved in carrying out government contracts should conduct themselves when they do business.

Introduction	485_001
Contractual Requirements Clauses	485_002
Conclusion.....	485_003

■ Successful Hiring

Course Number: 515
Time: 75 Minutes
Number of Quizzes: 5 Quizzes
Number of Labs: 3 Labs
PMI PDUs: 1.00

Employers often set inadvertent traps for themselves in the hiring process, by either making promises they did not intend to make or setting fuzzy expectations. In the Successful Hiring LearnSmart video training course, you will learn how to write a complete job description that sets precise employee expectations and employer obligations. This course will give you the guidelines for interviewing correctly and avoiding questions that may be considered discriminatory. Attorney Linda Walton, an expert in employment law, will explain proper procedures for successfully engaging and communicating with potential new employees in a clear and concise fashion. **This course qualifies for 1.00 PDU credit toward Project Management Institute PMP® recertification.**

Knowing the Law	515_001
Describing the Job.....	515_002
Interviewing Right	515_003

■ Successful Termination

Course Number: 512
Time: 75 Minutes
Number of Quizzes: 4 Quizzes
Number of Labs: 3 Labs
PMI PDUs: 1.25

Terminating a worker's employment is not only among the most difficult things employers must do, it's also a source of legal liability if handled poorly. In the Successful Termination LearnSmart video training, supervisors and managers will learn how to set expectations for their employees and manage their performance. This program utilizes the experience and expertise of attorney Gail Mautner, co-chair of the employment law practice group. Mautner explains, in plain language, how to pursue an organized, fair and legal termination process. **This course qualifies for 1.25 PDU credits toward Project Management Institute PMP® recertification.**

Knowing the Law 512_001
Applying the Law 512_002

■ Understanding Business Ethics

Course Number: 479
Time: 120 Minutes
Number of Quizzes: 4 Quizzes
Number of Labs: 3 Labs
PMI PDUs: 2.00

In LearnSmart's Business Ethics Video Training, you'll learn the important principles of ethics as they relate to your business and professional environment. Understanding and practicing ethical behavior plays a critical role in your professional career. Your ethical reputation is important, because it sets the tone for how your actions are perceived by colleagues, customers and clients. Ethical behavior can make the difference when you or your company are in line for a new contract or business opportunity. Perhaps, more importantly, there are often very strict laws and rules of conduct established by the authorities that you're obligated to follow. When you fail to meet these laws, the consequences can be severe both for you and your employer or company. **This course qualifies for 2.00 PDU credits toward Project Management Institute PMP® recertification.**

Business Ethics Defined 479_001
Social Contracts 479_002
Thinking Errors 479_003
Company Values 479_004

■ Understanding HIPAA

Course Number: 491
Time: 240 Minutes
Number of Quizzes: 4 Quizzes
Number of Labs: 3 Labs

In LearnSmart's Understanding HIPAA video training, individuals associated with the health care industry will learn the rights and responsibilities of both patients and employees with regard to medical information – and how it must be gathered, stored, and managed. In addition, this training details the regulations surrounding how covered entities store, process, and transfer information.

Introduction to HIPAA 491_001
Working with HIPAA 491_002
Protecting Patients 491_003
Rights and Responsibilities 491_004

Workplace Safety

■ Walking and Working Surfaces

Course Number: 851
Time: 60 Minutes
Number of Quizzes: 3 Quizzes

Did you know that slips, trips, and falls are the leading causes of general industry accidents? These types of accidents constitute about 15 percent of all accidental deaths in the United States. In the course, Walking and Working Surfaces, you will be introduced to general safety requirements for housekeeping, aisles and passageways, covers and guardrails, and floor loading protection. We will introduce you to the various ways and techniques that you can use to protect floor openings, holes, and wall openings. We will also take a look at potential safety threats for stairways and portable ladders and the safety measures you can take to secure these areas.

Walking and Working Surfaces 851_001
Stairways and Portable Ladders 851_002

■ Machine Guarding

Course Number: 869
Time: 60 Minutes
Number of Quizzes: 2 Quizzes

This course goes over OSHA's standards for machine guarding. These standards protect employees from being injured while working with machinery with unguarded moving parts. Proper training in Machine Guarding is essential for all employees who work with any type of

machinery or may come in contact with machinery. This training identifies the different types of guards, and when and how to use them. With the knowledge gained in this course, employees will be able to maintain safety when using machines.

OSHA Standards for Machine Guarding..... 869_001
Types of Safe Guards 869_002

■ Electrical Safety

Course Number: 875
Time: 60 Minutes
Number of Quizzes: 3 Quizzes

Every day, an average of one worker is electrocuted on the job. Not only can electricity cause death, but it can also cause serious injury from shock, burns, and falls. In our course, Electrical Safety, the student will learn how electricity works, what kind of electrical injuries there are and how they occur, and they will review a variety of electrical hazards including: overview of electrical hazards, wiring and overload hazards, and grounding hazards. This course will finish up by going over the electrical safety training requirements.

OSHA Standards for Electrical Safety 875_001
Electrical Hazards 875_002

■ Flammable and Combustible Liquids

Course Number: 877
Time: 30 Minutes
Number of Quizzes: 3 Quizzes

There are two primary hazards associated with flammable and combustible liquids: explosion and fire. In order to prevent these hazards, the National Fire Protection Association's publication NFPA 30, Flammable and Combustible Liquids Code was created. In our course, Flammable and Combustible Liquids, the student will cover topics on the definitions of 29 CFR 1910.106, classes of combustible liquids, flammable (explosive) limits, as well as container and portable tank storage.

Flammable and Combustible Liquids 877_001
Container and Portable Tank Storage 877_002

■ Bloodborne Pathogens

Course Number: 876
Time: 30 Minutes
Number of Quizzes: 3 Quizzes
Number of Labs: 1 Lab

The proper training in Bloodborne Pathogens is important for the safety of employees in all work categories. It is particularly essential for employees who are constantly at

risk of exposure to blood, fluids, or other contaminated materials that are known to cause illnesses, or even death. This video training identifies the types of BBPs, BBP exposure, the proper protection from exposure, how to dispose of contaminated or used materials, and what to do in the event of exposure. It is important to know the ways in which infections can lead to exposure and transmission, and ways to prevent exposure through personal protective equipment and vaccinations. Take a closer look at bloodborne pathogens.

Fundamentals 876_001
Post Exposure 876_002
Conclusion..... 876_003

■ Hazard Communication

Course Number: 878
Time: 30 Minutes
Number of Quizzes: 3 Quizzes

OSHA's Hazard Communication Standard (HCS) is based on a simple concept – that employees have both a need and a right to know the hazards and identities of the chemicals they are exposed to when working. HCS addresses the issues of evaluating and communicating chemical hazard information to workers. In our course, Hazard Communications, we will be giving the student an in-depth look into hazard communications and how it affects the workplace.

Hazard Communications 878_001
Information for Employees 878_002

■ Fall Protection

Course Number: 872
Time: 45 Minutes
Number of Quizzes: 3 Quizzes
Number of Labs: 2 Labs

Fall Protection provides you with a look at the work conditions that require the use of fall protection and the available options to protect employees from falls. By taking this course, you will be able to identify fall protection methods available for protecting employees, the basic conditions that trigger the use of fall protection for employees in the general industry, and the importance of good work practices and training. Implementing each of these elements in your workplace will ensure that employees are protected from fall hazards, whether four feet or forty feet from the ground.

Fall Protection for Employees..... 872_001
Types of Fall Protection 872_002
Fall Hazards 872_003
Conclusion..... 872_004

■ Fire Safety and Prevention

Course Number: 871
Time: 45 Minutes
Number of Quizzes: 3 Quizzes
Number of Labs: 2 Labs

Fire safety training is an important part of safety in the workplace. Employers must train employees about fire hazards that exist in the workplace, how to prevent fires, and what to do in the event one occurs. By taking this course, you will be able to identify fire hazards; know the proper way to evacuate safely in the event of a fire; and be able to identify fire extinguishers and how to use them properly.

Fire Hazards 871_001
Fire Safety Requirements 871_002

■ Hazardous Materials

Course Number: 873
Time: 45 Minutes
Number of Quizzes: 5 Quizzes
Number of Labs: 2 Labs

The storage and disposal of hazardous materials can be a serious threat to the environment. The improper storage and disposal of hazardous material is also a critical safety and health problem that continues to endanger both human and animal life. Hazardous Materials focuses on OSHA's requirements for hazardous materials and hazardous waste operations. It covers the requirements for emergency response at uncontrolled hazardous worksites as well as at treatment, storage and disposal facilities; and the steps an employer must take to protect the health and safety of employees in these environments.

Hazardous Materials..... 873_001
Work Plans and Practices 873_002
Contaminants and Emergency Responses..... 873_003

■ Introduction to Industrial Hygiene

Course Number: 874
Time: 45 Minutes
Number of Quizzes: 4 Quizzes
Number of Labs: 2 Labs

Industrial hygiene covers a vast number of subjects in the working environment. Early in its history, OSHA understood that industrial hygiene played an integral part of ensuring a healthful work setting. It is paramount to use the application of industrial hygiene concepts in its health standards and as a tool to effectively enforce job safety and

health regulations. By recognizing and applying the basic values of industrial hygiene to the work environment, the workplace will become healthier and safer. Learn how to identify sources of potential problems, about the different types of hazards, and how to control and respond to those hazards in the workplace.

Industrial Hygiene 874_001
Hazards..... 874_002

■ Introduction to OSHA

Course Number: 879
Time: 30 Minutes
Number of Quizzes: 3 Quizzes
Number of Labs: 2 Labs

Many of the health and safety programs and procedures in this Health and Safety Guide are derived from federal Occupational Safety and Health Administration (OSHA) regulations. This course provides you with some background information about OSHA and OSHA standards, inspections, citations, and penalties. At the end of this course, you will be able to distinguish between the role of OSHA and the role of the office of Environmental Health and Safety (EHS). Learn more about the role of OSHA in establishing a safe and secure work environment.

Introduction to OSHA 879_001
Organization Impact..... 879_002

■ Personal Protective Equipment

Course Number: 868
Time: 45 Minutes
Number of Quizzes: 3 Quizzes
Number of Labs: 2 Labs

OSHA Standards for Personal Protective Equipment takes a deeper look at using PPE controls in the workplace. This course describes the two primary means of protecting employees from workplace hazards before considering PPE, explains what should be included in PPE training, lists PPEs that may be used for protection, and identifies hazards that are reduced or eliminated by using the appropriate PPE for eye, face, head, hearing, foot, hand and body protection.

OSHA Standards for
Personal Protective Equipment 868_001
Protection Types 868_002

■ Safety and Health Programs

Course Number: 867
Time: 45 Minutes
Number of Quizzes: 3 Quizzes
Number of Labs: 2 Labs

Safety and Health Programs focuses on why organizations should implement safety and health programs, and what must be in place in order for these types of programs to be effective. By taking this course, you will recognize the benefits of an effective safety and health program and be able to list the four key elements. Whether you are a business owner looking for ways to improve costs and workplace safety or a worker interested in learning more about how a safety and health program can benefit you, this course will provide you with the information you need.

OSHA Guidelines 867_001
Successful Safety and Health Programs 867_002

■ Ergonomics in the Workplace

Course Number: 927
Time: 60 Minutes
Number of Quizzes: 3 Quizzes

Employers have the responsibility of providing safe workplaces for employees. Occupational Safety and Health Administration, or OSHA, has created ergonomics program guidelines for various industries, from meatpacking plants to nursing homes to retail grocery stores. Ergonomics is defined as fitting a job to a person. It is concerned with posture and movement of the body and environmental factors present when a task is being performed. This course covers ergonomics in the workplace.

Identifying Ergonomics-Related Injuries in the Workplace 927_001
Preventing Ergonomics-Related Injuries in the Workplace 927_002

■ Emergency Action Plans

Course Number: 928
Time: 60 Minutes
Number of Quizzes: 3 Quizzes

Emergencies are unpredictable: therefore it is most effective to prepare in advance to handle a crisis situation by creating an Emergency Action Plan. OSHA requires written Emergency Action Plans for many businesses, and

certain businesses have specific additional regulations. This course gives you a look at how to prepare an Emergency Action Plan and includes how to integrate OSHA regulations into the plan.

Creating Emergency Action Plans 928_001
Implementing Emergency Action Plans 928_002

■ Lockout/Tagout

Course Number: 929
Time: 30 Minutes
Number of Quizzes: 3 Quizzes

In our course, Lockout/Tagout, our intent is to establish the minimum requirements for the lockout or tagout of energy isolating devices. This is done to prevent unexpected energization, start-up, or release of stored energy that may cause injury. This course will cover the requirements and definitions of lockout/tagout, who is responsible for the implementation of lockout/tagout procedures, as well as employee training/retraining, device requirements, and procedural requirements. This course will also cover lockout/tagout procedures.

Employer Requirements and Responsibilities 929_001
Lockout/Tagout Procedures 929_002

■ Respiratory Protection

Course Number: 937
Time: 30 Minutes
Number of Quizzes: 3 Quizzes

A respirator is a device that is intended to protect employees from inhaling dangerous substances, such as chemicals and infection particulates. Respirators are among the most important parts of protective equipment for working in hazardous environments. This course will provide basic information on respirators and respiratory protection to workers and employers. The topics that will be covered include what respirators are, how respirators function, and what is needed for a respirator to provide protection.

Respiratory Protection 937_001
Employer Considerations 937_002

■ Slips, Trips, and Falls

Course Number: 938
Time: 60 Minutes
Number of Quizzes: 3 Quizzes

Slips, trips, and falls make up the majority of the general industry accidents. These types of injuries are responsible for 20 percent of all occupational injuries. The potential for a slip, trip, or fall to occur is always present at a

work site or office. Our course, Slips, Trips, and Falls, is designed to teach employees and employers about one of the most common and preventable causes of serious injury and deaths. This course will cover the best practices to help avoid these types of accidents. The student will learn how to be more aware of how slip, trip, and fall injuries continue to happen and how they can be reduced.

Slips, Trips, and Falls	938_001
Reducing Risk with Ladder, Stairs, Ramps and Loading Docks	938_002

Quick Refresh

■ Business Ethics: Quick Refresh

Course Number: 1574
Time: 30 Minutes
Number of Labs: 1 Lab

Designed as a review to supplement a comprehensive business ethics course, you'll start out reviewing the definition of ethics and an understanding of how trust functions in our social interactions. We have an expectation of how others will behave towards us and how we will behave towards them. While engaging with each other, individuals behave unethically in ways that breach shared trust. You'll also look at some of the thinking errors associated with unethical behavior. From there, you will find brief descriptions on the different rules defining business ethics. For the sake of brevity, some information has been omitted, summarized, or simplified.

Introduction to Business Ethics	1574_001
Compliance with Business Ethics Rules	1574_002

■ Sexual Harassment Prevention: Quick Refresh

Course Number: 1576
Time: 30 Minutes
Number of Labs: 3 Labs

This course is designed as a review to supplement a comprehensive sexual harassment prevention course. Sexual harassment is one of the most litigated areas of the law. Virtually all major companies, government organizations, colleges and universities, and even the military now have sexual harassment policies in place. Creating a supportive environment is one of the best ways to prevent sexual harassment in the workplace. Learn about sexual harassment prevention programs and other preventive actions you can take to eliminate harassing behavior in the workplace. For the sake of brevity, some information has been omitted, summarized, or simplified.

Introduction to Sexual Harassment	1576_001
Victim Response	1576_002
Reporting Harassment	1576_003
Preventative Action	1576_004