

SKILLS COURSE

CATALOG

Health and Safety Skills Course Descriptions

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HEALTH & SAFETY SKILLS

HEALTH & SAFETY SKILLS COURSES

Introduction to Safety

SAF-1001 Introduction to OSHA

Course Description

Before the 1970s, workplace accidents were common. The OSH Act was the first national standard to address workplace health and safety. This act created the Occupational Safety and Health Administration (OSHA), an organization that guarantees the rights of employees to a safe workplace.

By the end of this course, you will be able to

* Describe OSHA’s role in workplace safety
* Know who OSHA does and does not cover
* List employee and employer rights under OSHA
* Understand what an OSHA standard is

Estimated completion time (hours): 1.1 (credit hour 0.2)

Introduction to Safety

SAF-1002 Making Work a Safer Place

Course Description

Conducting a thorough job hazard analysis can make work a much safer place for employees. OSHA inspections also help prevent dangers and protect workers. However, workplace safety isn’t only affected by on-the-job hazards. Employee behavior plays a huge role as well.

By the end of this course, you will be able to

* Understand the job hazard analysis process
* Know each step of an OSHA inspection
* Identify the different types of citations and penalties
* Know where to find more safety information
* Recognize guidelines for preventing workplace violence
* Spot substance abuse issues

Estimated completion time (hours): 1.6 (credit hour 0.2)

Introduction to Safety

SAF-1003 Help! What to Do in an Emergency

Course Description

Emergencies are never expected, and chaos can quickly ensue. That’s why it’s important to establish an emergency action plan before a crisis occurs. When an emergency does happen, someone needs to be available to administer first aid. Employees also need to know how to prevent exposure to blood borne pathogens.

By the end of this course, you will be able to

* Develop an emergency action plan
* Know where to find first-aid training
* Control your exposure to blood borne pathogens

Estimated completion time (hours): 1.2 (credit hour 0.2)

Personal Protective Equipment Safety

SAF-1004 Personal Protective Equipment

Course Description

Personal protective equipment (PPE) plays an important role in worker safety. Worn properly, personal protective equipment can minimize your exposure to many workplace hazards.

By the end of this course, you will be able to

* Apply the Hierarchy of Controls
* Understand both employer and employee responsibilities
* Conduct a hazard assessment
* Identify the different types of personal protective equipment

Estimated completion time (hours): 1.5 (credit hour 0.2)

Personal Protective Equipment Safety

SAF-1005 Eye and Face Protection

Course Description

Many workplace injuries are the result of eye and face hazards. Flying shards, chemicals, and bright light are just a few examples of workplace hazards that can cause injury.

By the end of this course, you will be able to

* Recognize potential eye and face hazards
* Understand employer responsibilities
* Explain common types of eye and face protection
* Follow guidelines to protect your eyes and face

Estimated completion time (hours): 1.0 (credit hour 0.1)

Personal Protective Equipment Safety

SAF-1006 Head Protection

Course Description

Head injuries aren’t to be taken lightly. Their effects can haunt you for the rest of your life and may even be fatal. Fortunately, proper hard hats can protect you from many types of head hazards.

By the end of this course, you will be able to

* Identify types of head hazards
* Know the guidelines to protect your head
* Choose the appropriate hard hat

Estimated completion time (hours): 0.9 (credit hour 0.1)

Personal Protective Equipment Safety

SAF-1007 Foot and Leg Protection

Course Description

Foot and leg injuries are very common in manufacturing, but you can take advantage of PPE to minimize your exposure to workplace hazards. Foot and leg PPE, such as safety shoes and toe guards, can help protect you from workplace hazards.

By the end of this course, you will be able to

* Identify types of foot hazards
* Follow guidelines to protect your feet
* Match your shoe protection to the hazard

Estimated completion time (hours): 0.9 (credit hour 0.1)

Personal Protective Equipment Safety

SAF-1008 Hand and Arm Protection

Course Description

If workers face potential injury to their hands and employers can’t eliminate the workplace hazard through engineering and work practice controls, then employees need to wear PPE. PPE, such as arm coverings and gloves, help protect workers’ hands from chemicals and other workplace hazards.

By the end of this course, you will be able to

* Identify types of hand hazards
* Know the guidelines for protecting your hands
* Be familiar with different types of hand PPE

Estimated completion time (hours): 1.1 (credit hour 0.2)

Personal Protective Equipment Safety

SAF-1009 Body Protection

Course Description

Protective clothing can help keep you safe from workplace hazards that can cause bodily injury while performing your job.

By the end of this course, you will be able to

* Be aware of body hazards
* Identify the types of protective clothing for your body
* Follow safety guidelines for wearing clothing in the workplace

Estimated completion time (hours): 0.8 (credit hour 0.1)

Personal Protective Equipment Safety

SAF-1010 Hearing Protection

Course Description

Loud noises can cause permanent hearing damage, as well as physical and psychological stress. As a result, whenever you risk exposure to excessive levels of noise, you need to wear proper PPE to protect your hearing.

By the end of this course, you will be able to

* Recognize the need for hearing protection
* Follow guidelines to reduce the amount of noise exposure
* Choose appropriate hearing PPE
* Know how to use hearing PPE

Estimated completion time (hours): 0.9 (credit hour 0.1)

Personal Protective Equipment Safety

SAF-1011 Respiratory Protection

Course Description

Breathing air contaminated with workplace hazards can cause injury and illness. Respiratory equipment helps filter and purify air so that you can breathe clean air.

By the end of this course, you will be able to

* Recognize respiratory hazards
* Identify the different types of respiratory equipment
* Follow the guidelines for respiratory protection

Estimated completion time (hours): 1.2 (credit hour 0.2)

Hazardous Material Safety

SAF-1012 Hazardous Materials

Course Description

Hazardous materials are present in many forms in the manufacturing workplace. The first step to protect yourself is to recognize the chemicals that create potential hazards in your work environment.

By the end of this course, you will be able to

* Describe what a hazardous material is and why it’s important
* Identify the different forms of toxic materials
* Recognize the entry routes of hazardous materials

Estimated completion time (hours): 1.5 (credit hour 0.2)

Hazardous Material Safety

SAF-1013 HazCom

Course Description

In 2012, OSHA updated its Hazard Communication Standard (HazCom) to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). In HazCom 2012, a material safety data sheet (MSDS) is simply a safety data sheet, and labels now have a consistent look, complete with pictograms.

By the end of this course, you will be able to

* Identify the major changes to the HazCom
* Understand the new label requirements
* Explain each section of the new safety data sheet
* Know what your employer’s responsibilities are

Estimated completion time (hours): 1.4 (credit hour 0.2)

Hazardous Material Safety

SAF-1014 Hazardous Waste

Course Description

Improper dumping of hazardous waste is a serious issue. OSHA’s Hazardous Waste Operations and Emergency Response (HAZWOPER) standard outlines how to handle hazardous waste operations and emergency response.

By the end of this course, you will be able to

* Define hazardous waste
* Describe the requirements of HAZWOPER
* Explain what an emergency response plan covers

Estimated completion time (hours): 0.7 (credit hour 0.1)

Hazardous Material Safety

SAF-1015 Hazard Material Storage

Course Description

Proper storage of hazardous materials is critical to the safety of everyone. Improperly stored hazardous materials could lead to serious injury or even death.

By the end of this course, you will be able to

* Define hazardous material
* Understand the terms flash point and boiling point of liquids
* Distinguish between flammable and combustible liquids
* List methods of storing hazardous materials.
* List common requirements of hazardous material storage rooms
* List common requirements of hazardous material storage cabinets

Estimated completion time (hours): 0.8 (credit hour 0.1)

Workplace Safety

SAF-1016 Work Area Safety

Course Description

Work area safety can be greatly improved by paying attention to little things that may be overlooked. A clean, organized work area, wide, clear walkways, and proper lifting techniques go a long way toward keeping you safe on the job.

By the end of this course, you will be able to

* Understand the importance of housekeeping
* Identify walkways and exits
* Create an ergonomic work environment
* Maintain a correct, neutral posture
* Use proper lifting techniques

Estimated completion time (hours): 1.2 (credit hour 0.2)

Workplace Safety

SAF-1017 Permit-Related Safety

Course Description

Confined spaces present some unique hazards that you normally wouldn’t encounter in an open workplace. As a result, some confined spaces require that workers have permits to work in them. However, an entry permit doesn’t make unsafe work safe.

By the end of this course, you will be able to

* Describe a confined space
* Recognize hazards in a confined space
* Follow guidelines for working in a permit space
* Understand the importance of an entry permit
* Identify the types of entry permits

Estimated completion time (hours): 1.0 (credit hour 0.1)

Workplace Safety

SAF-1018 Fall Prevention

Course Description

Falls are one of the most common causes of workplace injuries and fatalities. Employers can reduce the risk of falling from elevated surfaces by providing fall protection equipment. In addition, you, as an employee, can minimize the risk of falling by following simple safety guidelines.

By the end of this course, you will be able to

* Know the steps employers must take to prevent falls
* Identify fall protection systems
* Follow safety guidelines for scaffold work
* Stay safe when working on an aerial lift

Estimated completion time (hours): 1.3 (credit hour 0.2)

Workplace Safety

SAF-1019 Ladder Safety

Course Description

Many types of ladders are available. Because you run the risk of falling any time you’re working at an elevated height, it’s important to choose the correct ladder for the job. You also need to follow ladder safety guidelines to reduce your risk of injury.

By the end of this course, you will be able to

* Identify the different types of ladders
* Follow ladder safety guidelines
* Inspect a ladder
* Climb a ladder using three-point contact
* Set up a ladder correctly

Estimated completion time (hours): 1.1 (credit hour 0.2)

Electrical and Fire Safety

SAF-1020 Electrical Safety

Course Description

Working with electricity can be dangerous, whether you’re working with it directly or indirectly. However, with a healthy respect for electricity and a basic understanding of how it works, you can take precautions to protect yourself from electrical hazards.

By the end of this course, you will be able to

* Understand how electricity works
* Identify electrical hazards
* Apply electrical safety guidelines

Estimated completion time (hours): 1.4 (credit hour 0.2)

Electrical and Fire Safety

SAF-1021 Lockout/Tagout

Course Description

If a device starts up unexpectedly, you can be severely injured. Fortunately, lockout/tagout procedures prevent devices from accidentally starting up. As long as the processes are followed correctly, lockout/tagout procedures play a valuable role in protecting you from workplace hazards.

By the end of this course, you will be able to

* Understand the lockout/tagout process
* Identify the main components of an electrical and a pneumatic lockout/tagout
* Follow the steps to perform an electrical lockout/tagout
* Complete a pneumatic lockout/tagout

Estimated completion time (hours): 1.0 (credit hour 0.1)

Electrical and Fire Safety

SAF-1022 Fire Safety

Course Description

A workplace fire can have nightmarish consequences. To avoid tragic results, employers need to train their employees on fire hazards in the workplace and what to do in case a fire does occur.

By the end of this course, you will be able to

* Know how a fire starts
* Explain the difference between the classes of fire
* Apply fire safety guidelines
* Practice a fire drill

Estimated completion time (hours): 0.9 (credit hour 0.1)

Electrical and Fire Safety

SAF-1023 Fire Extinguishers

Course Description

Selecting the wrong type of fire extinguisher for a fire or using it incorrectly can make a bad situation worse. Using a fire extinguisher isn’t just about picking up the nearest one and using it to fight a fire. Selecting the right fire extinguisher for the fire and following the PASS sequence can make a big difference in your firefighting success.

By the end of this course, you will be able to

* Understand how a fire extinguisher works
* Match a fire extinguisher to a class of fire
* Use a fire extinguisher

Estimated completion time (hours): 0.9 (credit hour 0.1)

Material Handling Safety

SAF-1024 Material Handling Basics

Course Description

Material handling plays an important role in today’s workplace. It involves moving physical objects from one location to another. However, handling and storing materials isn’t without risk. In fact, mishandling materials is the single largest cause of accidents and injuries in the workplace. Recognizing potential hazards and following basic safety precautions can help reduce the likelihood of injuries or fatalities.

By the end of this course, you will be able to

* Identify potential hazards
* Follow guidelines to safely move materials
* Stack and store materials

Estimated completion time (hours): 1.0 (credit hour 0.1)

Material Handling Safety

SAF-1025 Powered Industrial Trucks

Course Description

At times, employees will need to move materials mechanically. To reduce the number of accidents associated with workplace equipment, employers must train employees on how to safely and effectively use this equipment. In this course, you will discover how you can safely use conveyors and powered industrial trucks to move and store materials.

By the end of this course, you will be able to

* Safely move material using conveyors
* Identify the different classes of powered industrial trucks
* Recognize the hazards associated with forklifts
* Know how to safely operate forklifts and powered industrial trucks

Estimated completion time (hours): 0.9 (credit hour 0.1)

Material Handling Safety

SAF-1026 Crane and Rigging Safety

Course Description

Cranes can help you lift, lower, and move heavy loads. Although cranes are a great help when moving materials mechanically, they also come with their own set of safety hazards. In this course, you will discover how to safely use cranes and slings to move and store materials.

By the end of this course, you will be able to

* Follow safety guidelines to operate a crane
* Use rigging equipment to lift a load
* Identify common sling configurations
* Properly care for and use slings

Estimated completion time (hours): 1.3 (credit hour 0.2)

Tool and Machine Safety

SAF-1027 Hand Tool Safety

Course Description

No matter which manufacturing subindustry you work in, more than likely your job involves working with tools. Whenever you work with hand and cutting tools, you need to follow certain safety guidelines to avoid workplace accidents.

By the end of this course, you will be able to

* Identify tool hazards
* Explain hand tool safety guidelines
* Follow cutting tool safety guidelines
* Maintain hand tools

Estimated completion time (hours): 1.0 (credit hour 0.1)

Tool and Machine Safety

SAF-1028 Power Tool Safety

Course Description

Power tools require a few more safety precautions than hand tools. Following additional guidelines when working with all types of power tools goes a long way toward keeping you safe in the workplace.

By the end of this course, you will be able to

* Understand how guards and safety devices work
* Identify power tool hazards
* Explain power tool safety guidelines
* Protect yourself while working with electric tools
* Follow pneumatic tool safety guidelines

Estimated completion time (hours): 1.1 (credit hour 0.2)

Tool and Machine Safety

SAF-1029 Sheet Metal and Compressed Gas Safety

Course Description

Working with sheet metal can be dangerous due to the nature of the material. Welding and cutting sheet metal involves using compressed gases to produce a high temperature flame.

In this course, you will discover everything you need to know to safely work with sheet metal and compressed gases.

By the end of this course, you will be able to

* Know sheet metal safety guidelines
* Follow safety guidelines to store, use, and transport compressed gas cylinders

Estimated completion time (hours): 0.8 (credit hour 0.1)

Tool and Machine Safety

SAF-1030 Machine Safety

Course Description

Whenever you use machines, you risk machinery-related injuries, such as crushed hands, severed limbs, and blindness. However, you can follow safety guidelines and use machine guards to help protect yourself from dangerous machine motions and action.

By the end of this course, you will be able to

* Describe clothing safety guidelines
* Follow machine operation safety guidelines
* Identify hazardous mechanical motions and actions
* Understand the requirements for safeguards

Estimated completion time (hours): 1.3 (credit hour 0.2)

Tool and Machine Safety

SAF-1031 Safety Devices

Course Description

Different types of safety devices help prevent injury while operating a machine. Each type of safety device plays a special role in keeping you safe, whether it’s by stopping the machine or preventing your hands from reaching into a certain area while the machine is operating.

By the end of this course, you will be able to

* Explain the general types of safety devices
* Recognize the limitations of each type of safety device
* Understand how an emergency stop device works

Estimated completion time (hours): 1.0 (credit hour 0.1)