

Preventing Aggressive Behavior in the Workplace

Key Takeaways:

- Recognizing workplace violence
- Identifying warning signs of workplace violence
- Learning techniques to prevent workplace violence and reduce tensions

Course Description

This course will teach you about what workplace violence is, which occupations are at increased risk for workplace violence, the categories of perpetrators of workplace violence, precautions to help prevent workplace violence, the warning signs of violent behavior and how to respond them, how to respond to a violent event occurring, and what to do after a violent event occurs.

Who is most at risk of workplace violence?

Approximately 2 million American workers report being victims of workplace violence annually. Due to fears of retaliation, job loss, ruined image, and shame, it is expected that many more cases go unreported. Studies have shown factors which may increase the risk of violence for some workers at certain worksites, which we will discuss later.

It is important to understand that workplace violence also includes domestic violence that spills over into the workplace, brandishing a weapon while at work or on company property, and acts of revenge by current and former employees.

Those most vulnerable:

- Exchange money with the public
- Deliver passengers, goods, or services
- Work alone or in small groups
- Work during late night or early morning hours
- Work in high-crime areas
- Work in healthcare and social services

- Work in community settings and homes where they have extensive contact with the public
 - Work where alcohol is served
 - Work with volatile, unstable people
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FUNDAMENTAL 55: Workspace Cleanliness

Course Description

This course will identify the hazards that arise from failing to maintain workspace organization. Good housekeeping implies that a workplace is kept in an organized, uncluttered, and hazard-free condition. While this is a relatively simple concept, the benefits that can be realized from good housekeeping practices are far reaching and affect not only workers' safety but also their health and productivity.

OSHA: Cardiopulmonary Resuscitation (CPR) Overview

Key Takeaways:

- Understanding the steps and actions needed to administer CPR correctly.
- Learning the purpose of an AED, the precautions for its use, and the correct method of use.

Course Description

There is a 4 to 6 minute window in which the human brain can survive without oxygen; afterwards, irreversible brain damage or death is certain.

The technique of cardiopulmonary resuscitation (CPR) is used to inhibit the process of brain death by restarting the heart and getting a person breathing again. CPR forces oxygen to the brain and other vital organs of a person who, by every indication, is dead. When performed early and correctly, the technique can buy time for the victim until proper medical attention can be given. Typically, CPR will be used for someone undergoing cardiac arrest.

Cardiac arrest occurs when the heart malfunctions and unexpectedly stops beating. Cardiac arrest can be triggered by an electrical irregularity in the heart that causes an arrhythmia (an irregular heartbeat or interruption of the heart's normal rhythm) and disrupts or shuts down the organ's pumping action completely. If the heart shuts down, blood fails to reach other vital organs and causes them to fail. approximately 10,000 incidents of cardiac arrest occur at work each year and according to the American Heart Association, nearly all cardiac arrest victims die before reaching the hospital.

Heart attack is another common cause of cardiac arrest. Heart attacks (myocardial infarction) are the death of heart muscle because of sudden blockage from plaque or a blood clot of the coronary artery supplying the heart with oxygenated blood from the lungs. Majority of heart attack victims do survive the first attack. Common treatment for heart attacks include angioplasty and drugs that destroy the plaque or blood clot.

Lastly, heart stoppage can be related to a disease-induced heart attack where heart muscles die from lack of oxygen. For every case without immediate medical attention, the victim collapses, loses consciousness, becomes unresponsive, and dies. Unfortunately, the survival rate for such incidents occurring away from the hospital setting is only between 1 and 5 percent.

In order to increase the survivorship rate of cardiac arrest events, the Occupational Safety & Health Administration (OSHA),

the American Heart Association, and the Red Cross now recommend and encourage the use of automated external defibrillators (AEDs) and CPR when responding to a victim of cardiac arrest. AEDs have become smaller, more affordable, and increasingly portable over time, and they help fix the condition of arrhythmia with restorative electrical impulses.

In the case that someone is suffering cardiac arrest, defibrillation is the sole way to re-establish a regular heartbeat. CPR by itself will not restart a heart in cardiac arrest. You should know that CPR is just a temporary measure used to continue a minimal supply of oxygen to the brain and other organs. Other treatment for cardiac arrest involves CPR, drugs, and defibrillation.

Studies have proven that 90% of victims survive if they are defibrillated during the first minute after collapse and up to 70% are more likely to survive if they are defibrillated within the first five minutes after the onset of an attack. Although, each minute of delay in defibrillation causes 10% fewer survive, so by 10 minutes survival is unexpected.

Keep in mind that even if someone is worried their knowledge or abilities aren't 100 percent complete, it's far better to do something than nothing. You could mean all the difference between someone's life or death.

CAB Method for Cardiopulmonary Resuscitation (CPR) Training:

- Chest compressions
- Airway
- Breathing

Here are 7 common CPR mistakes you should watch out for:

1. Never become another victim. Quickly assess the situation before beginning CPR, especially when you are at risk of drowning, electrocution or poisoning.
2. Never forget to call for help first. Prior to performing CPR, call for help so additional support is on the way. Majority of people cannot perform adequate CPR for more than a few minutes.
3. Never stop CPR by attending to minor injuries. The victim's

chances of survival are lowered every minute without chest compressions.

4. Never give mouth-to-mouth resuscitation priority over chest compressions. Especially if you're not trained in mouth-to-mouth breathing, it's more important to only do chest compressions.

5. Never do compressions too slowly or quickly. Make sure to follow standard protocol of around 100 chest compressions per minute.

6. Never bend your elbows, keep them straight and fingers interlocked to help you apply the right amount of pressure.

7. Never forget to exert sufficient force when performing chest compressions. You cannot be scared of hurting the victim. Although, you may hear a pop or crack in their chest, you aren't putting them in any more danger than they are already in. Try to compress the chest in about 2 inches for adults and 1 inch for young children.

Distracted Driving – Spanish

Key Takeaways:

- Understanding what distracted driving is.
- Recognizing the three types of distracted driving and common examples of each.
- Evaluating techniques to share the road safely with distracted drivers.

Course Description

This lesson will heighten drivers' awareness of the dangers of distracted driving and identify ways to stay safe when sharing the road with distracted drivers.

Every single day in the U.S., distracted driver crashes lead to 9 people being killed and more than 1,060 people being injured.

The concern is understandable; the number one cause of death in

the American workforce is transportation-related occupational fatalities.

Unfortunately, distracted driving is both dangerous and increasingly common. The federal government has estimated that at any given daylight moment across the U.S., approximately 660,000 drivers are using cell phones or manipulating electronic devices while driving, a number that has been steady since 2010. Performing visual-manual subtasks (such as reaching for a phone, dialing and texting) associated with the use of hand-held phones and other portable devices increased the likelihood of getting into a crash by three times.

Advances have made it easier to use technology, which makes it seem safe to multi-task with our devices (i.e. bluetooth, hands free) while driving. However, the brain can actually only perform one task at a time decently. Driving an automobile requires the use of your hands, eyes and mind – it is a full sensory experience.

Distractions from driving come in various forms, but typically it happens we physically and/or mentally impair our ability to make decisions and react correctly. These impairments are organized into three types:

- Hands Off Wheel (Manual)
- Eyes Off the Road (Visual)
- Mind Off Driving (Cognitive)

While texting, your eyes are off the road for five seconds, on average. Although it is a short time, it is long enough, when traveling at 55 mph, to cover the length of a football field blindfolded. Realistically, in that distance anything can happen to you, like swerving into another lane and hitting a car, failing to slow down when traffic suddenly slows, or missing a stop sign.

What can drivers do to remain safe on the road?

- Keep two hands on the wheel. This way, drivers physically do not reach for distracting items, like cheeseburgers, cellphones, or magazines.

- A safe driver is alert and drives proactively. A good habit to use is the 10-4 technique: where workers scan the road 10 seconds ahead of travel, maintain 4 seconds of following distance and scan all 4 sides of the vehicle for threats. This 10-4 technique will help drivers Foresee at-risk situations.
- When on single lane roads, slow down to increase following distance between your vehicle and any distracted drivers. Greater following distance gives you more reaction time and lessens the risk of being harmed by the distracted driver.
- In alarming situations, pull over to the side of the road before calling for help or writing down a license plate number.
- If you believe that a distracted driver or others on the road are in imminent danger, seriously consider calling 911 after pulling the vehicle over to the side of the road.
- Don't drive next to a distracted driver to get their attention. This can quickly distract yourself as well and put both drivers, and others, in danger.
- When riding in a car with a distracted driver, ask them to stop, but don't argue with the driver. This could distract the driver even more and endanger everyone further.

Ways to Stay Safe

- Read and print these safe driving tips.
 - Always practice safe driving.
 - Keep your hands on wheel, eyes on the road, and mind on driving.
 - Take the time to visit [distraction.gov](https://www.distraction.gov) for videos, brochures and more information about distracted driving.
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OSHA: Bloodborne Pathogens Overview

Key Takeaways:

- Understanding which bloodborne pathogens pose the most serious health threats
- Learning about the ways HIV, HBV, and HCV pathogens are transmitted
- Understanding basic precautions to prevent exposure
- Observing the key components of the Exposure Control Plan
- Comprehending the actions to take in case of exposure to bloodborne pathogens

Course Description

In just one year, the CDC estimated that 20 million people globally acquired hepatitis B virus (HBV) infections from unsafe medical injections.

Bloodborne Pathogen Safety at Work

For your discretion, bloodborne Pathogens (BBP) are viruses that live in human blood and other body fluids, causing disease in people. There are many different bloodborne pathogens, including malaria and syphilis, but the human immunodeficiency virus (HIV), hepatitis B (HBV), and hepatitis C (HCV) viruses, which can each lead to liver cancer, pose the most serious threat of workplace exposure.

Perhaps no other profession is more at risk of the hazards posed by bloodborne pathogens (BBP) than the medical profession, but that's not to say that awareness and prevention measures shouldn't be prevalent in all workplaces, because the price of ignorance can be very costly and simple understanding of some bloodborne pathogen basics, really can save lives.

The primary means of transmission is through unprotected sexual

contact with an infected person, sharing contaminated needles or syringes, transfusions from infected blood, and contact with open sores or wounds of an infected person. Infected mothers can also transmit these diseases to their babies during pregnancy, birth, or breastfeeding.

In the workplace, transmission is usually through injuries from contaminated sharp objects that penetrate the skin, such as needles, knives, broken glass, or from splashes into the mucous membranes of your eyes, nose, or mouth, or through exposed openings or abrasions in the skin from scratches, cuts, bites, or wounds.

Number One Rule

Treat all blood and body fluids as if they were infected.

Prevention

The primary prevention tool against hepatitis B is vaccination before and after any exposure.

For mitigating potential exposure hazards to bloodborne pathogens (BBP), the most desirable approach is to implement engineering controls that minimize or eliminate exposure to a risk at its source, such as physical barriers which can include sharps containers, biological safety cabinets that lock, self-sheathing needles, and containers specifically designed and labeled with color coding that identifies them as contaminated waste.

Practice controls is another line of defense from spreading bloodborne pathogens (BBP). Making folks wash their hands following an exposure incident or mandatory use of an appropriate antiseptic if there is no hand wash facility, are examples of work practice controls.

Proper Personal Protective Equipment (PPE) is another line of defense from exposure. This can include disposable gloves, masks, and eye protection such as goggles or glasses with side shields, and face shields.

Most companies with occupational exposure furnish biohazard spill cleanup kits, or should be doing so to minimize risk—if that isn't the case where you work, you might consider checking into it.

Some standard first aid kits now include disposable one-way

resuscitation mouth pieces because in an emergency scenario where Cardiopulmonary Resuscitation CPR is required, people act fast and often without recognizing the risk of bloodborne pathogens. If blood is present during a first aid response, the responder should use the appropriate personal protective equipment to prevent direct contact with blood.

Key practices to help prevent the transmission of Bloodborne Pathogens (BBP):

Always wear disposable gloves whenever there is a potential for exposure to blood, body fluids, or other potentially infectious materials.

Keep cuts and/or sores covered.

Wash hands or other affected body parts anytime there is contact with blood or body fluids, or other potentially infectious materials. Even if there's a shred of doubt about exposure, scrub the suspect area.

Dispose of needles in puncture and leak proof, medical hazard containers, and disinfect surfaces visibly soiled with blood or body fluids.

FUNDAMENTAL 55: NFPA 70E Arc Flash

Key Takeaways:

- Understanding the difference between arc flash and electric shock
- Understanding hazards, injuries, and indirect consequences related to arc flash and electric shock
- Comprehending the way approach protection boundaries are determined
- Connecting approach boundary criteria with worker qualifications

- Recognizing necessary training and skills for qualified workers
- Identifying the primary elements of an electrical safety program
- Understanding the purpose of lock and tag procedures
- Acknowledging different types of lock and tag devices
- Understanding basic procedural steps for lock and tag
- Learning the requirements for the use of test instruments and equipment
- Remembering the requirements, benefits, and components of a job briefing
- Observing the requirements, benefits, and components of an energized work permit
- Acknowledging PPE responsibilities and requirements related to work around energized electrical equipment and parts

Course Description

OSHA has labeled electrocution as one of the “fatal four” causes of fatalities in the private construction industry, accounting for 9% of deaths.

Death by electrocution is a daily hazard that requires attention for lineman and other utility workers. Especially in the utility sector, daily awareness of electrical hazards must be emphasized by safety and training professionals.

In order to minimize the risk of injury in the utility industry, trade associations and federal agencies now have many safe work practices and procedures in place to protect employees working on or near energized electrical equipment and conductors. Today, following regulations and industry standards protects electrical workers from the hazards of shock, electrocution, arc flash, and arc blast.

The regulatory bodies that govern electrical safety in the workplace are the National Fire Protection Association (NFPA) and the Occupational Safety and Health Administration (OSHA). NFPA provides information and guidelines that protect workers from electrical hazards, while OSHA is the enforcement agency for electrical safety in the workplace.

Industry regulations that govern electrical hazards:

NFPA Standards:

- 70-NEC
- 70B Maintenance Electrical
- 70E “Standard for Electrical Safety in the Workplace”

For the safety of all employees, your company must provide electrical safety training to employees who face a risk of electrical hazards that are not reduced to a safe level by the applicable electrical installation requirements.

NFPA 70E (Arc Flash Training) must teach about:

- All specific hazards around electrical energy.
- Necessary safe work practices and procedures for providing protection from electrical hazards associated with jobs or tasks.
- The relationship between electrical hazards and possible injury.

In the case that there has been a big, recent change in how your workforce operates or interacts with electrical equipment and power generation devices, safety professionals must make appropriate changes to protect the workforce.

When supervision or annual inspections show that employees fail to comply with the safety-related work practices, then retraining is then required. As well, retraining is required if new technology, equipment types, or changes in processes alter the safe work practices, or if workers need to employ safe work practices that are not normally used during regular job duties.

Also, for tasks performed less than once a year, retraining is a must before employees go back in the field for the performance of related work.

For further illustration, NFPA 70E 110.2 (E) states employers need to record each employee receiving the training required for both qualified and unqualified employees.

Training documentation is required to:

- Identify employee names and dates of training.
- Happen when the employee demonstrates proficiency in the work

practice involved.

- Continue throughout an employee's employment.

It is important that electrical tasks involving work around energized electrical equipment or conductors need to be performed only by qualified employees (i.e. employees that have received the necessary training required to safely negotiate specific hazards).

To be qualified, one must have the skills and knowledge related to the construction and operation of the electrical equipment and installations, and have received safety training to recognize and avoid the electrical hazards that might be present with respect to that equipment or work method. As well, they must have received additional training and demonstrate proficiency in working on exposed energized equipment, recognizing the hazards associated with the task or job, and taking precautions needed to prevent injury or death.

Also, a qualified person will be trained in the proper use of special precautionary techniques and in selecting and using the appropriate personal protective equipment (PPE) – including arc flash, insulating and shielding materials, and insulated tool and test equipment. Lastly, they need to have proper training in responding to emergency situations, which is especially important but often overlooked.

To become qualified, the employee needs to actually do the work or have 'hands on', performance based training. It should be that only trained and qualified employees ever have access to the space within reach of 'live' parts or equipment. NFPA 70E (Arc Flash) enforces that only trained and qualified employees are allowed to work on or near exposed energized electrical parts and supervise unqualified persons in the vicinity of the hazard.

In addition, another requirement of NFPA 70E (Arc Flash) is the development of an overall electrical safety program.

NFPA 70E (Arc Flash) requires that electrical safety programs:

- Supply awareness training of electrical hazards that includes shock and arc flash.

- Implement administrative and engineering controls to measure and monitor methods, and procedures, for working within the Limited Approach Boundary of energized electrical conductors and circuit parts 50 volts or more.
- Evaluate hazards and risks, and job briefing before each job, for repetitive or similar tasks, and for routine work.
- Prescribe activity appropriate for the voltage, energy level, and circuit conditions.

Electrical safety programs need to be audited regularly to ensure principle and procedures are being followed. Ensure that your electrical safety program is frequently reviewed, but also measured for performance. Employers will determine the frequency of audits is determined based on the complexity of the procedures and the type of work being covered. Although, OSHA also requires employers to audit their Safety Programs, which include Electrical Safety Programs, at least every year.

Hand and Power Tools – Construction

Key Takeaways:

- Acknowledging the hazards associated with different types of hand and power tools.
- Understanding the general steps that are necessary to prepare for safe hand and power tool use.
- Learning some general actions necessary for operating different types of hand and power tools safely.

Course Description

This lesson will introduce you to the hazards associated with hand and power tool use, in addition to describing the actions you can take to reduce your risk of hand and power tool-related accidents and injuries. It is important to note that completing this lesson

will not on its own qualify or authorize a worker to operate a specific tool. Rather, it will foster the skills needed to approach the many hand and power tools within the workplace, building the competency to become qualified.

OSHA: Intro to Mold and Mildew Awareness

Key Takeaways:

- Learning about mold and mildew.
- Identifying environments favorable to the growth of mold and mildew.
- Understanding the health hazards of being exposed to mold and mildew.
- Acknowledging actions that prevent mold growth.
- Learning the actions to take if one discovers the presence of mold.
- Comprehending which actions one should take in event of suspected exposure to mold.

Course Description

This lesson will foster awareness of the hazards of mold and mildew and teach you how to act if the presence of, or suspected exposure to, mold has occurred. Both mold and mildew are fungi common in wet environments. Mold is the more serious of the two because it spreads easily, can be well hidden, causes allergic reactions, and can cause severe respiratory problems if it is black mold. Mold is also very difficult to eliminate once it is present. On the other hand, mildew, while it can cause the same allergic reactions, is easier to eliminate than mold because it doesn't spread as easily or is hidden. Through this course, you will learn ways to identify mold and mildew and reduce their presence, before it hurts or costs you.

OSHA: Process Safety Management Overview

Course Description

This course will cover why Process Safety Management (PSM) exists. It's a life-saving framework that prevents catastrophic accidents.

OSHA: Driver Safety Overview

Key Takeaways:

- Recognizing examples of poor driving behaviors like distracted driving, speeding, driving under the influence, and driving tired (fatigued); how to avoid poor behaviors while driving; and the safety benefits of wearing seat belts and following company policies and procedures.
- Understanding how proper vehicle maintenance can prevent driving accidents, in addition to the benefits of keeping emergency preparation items in the car trunk.
- Learning safe driving practices in adverse weather conditions or at night, and how to stay safe on the roadway when presented with an emergency situation.
- Comprehending defensive driving practices, how to respond to distracted drivers, and how to respond appropriately to others using the roadway.

Course Description

Consider truck drivers – hauling freight is what they do. Great

training and caution are fundamental to keeping your mobile workforce safe.

The caution you exercise while driving combined with your vehicle's condition determines your safety on the road. A frequently overlooked safety precaution is proper vehicle maintenance. Bald or low pressure tires, poor wiper blades, and dirty lights will all interfere with your visibility and the vehicle's maneuverability. You should replace your tires if the tread depth is less than 3/32nd of an inch, which can be determined by putting a penny upside down into your tire tread. If the top of Lincoln's head is visible, you need to replace your tires. Your vehicle can be disabled by worn, cracked, or loose hoses and belts, leaving you stranded. Loose dashboard items are very dangerous because during an accident, these objects become missiles.

External Condition Cautions – Predict potential slippery or other dangerous road conditions and adjust your driving to suit conditions. – If you identify hazardous road conditions, slow down. Reducing speed allows you to identify and react to hazardous conditions sooner. – Be extra cautious while driving at night and in fog, heavy rain, or snow. – Turn on headlights after sunset or when visibility is 1000 feet or less (1000 feet = 330 yards or about 3 football fields). Drivers are also encouraged to use headlights in daylight hours. Other Driving Cautions – Appropriately manage your speed with driving conditions. – Pay attention to slower moving vehicles, especially trucks on hills. – Do not forget, if you cannot see a truck's mirrors, the truck driver cannot see you. – Watch for motorcycles. – Scan for pedestrians and cyclists – they have the right of way. Defensive Driving – Be extra cautious when your vehicle is in reverse. – Look ahead at least 10 seconds, 1/4 mile, or to the next intersection or curve. – Scan any traffic behind you frequently. – When necessary, reduce your speed. – Have caution when nearing intersections. – Be aware of what other drivers do. – Notify other drivers of what you plan to do. – Prevent sudden changes in speed or direction. – Lightly brake when trying to stop on a slippery surface and do not pump ABS brakes. – Do not use cruise control on

slippery or icy roads. – Patiently adjust to the flow of traffic. – Scan your blind spot before changing lanes. – Be cognizant of other vehicles changing lanes. – Have a safe following distance, which should range between 2 and 4 seconds depending on weather and other driving conditions. When analyzing this safe distance, watch the vehicle ahead of you pass a specific mark. Proceed to count “one-thousand-one, one-thousand-two., etc.” up to 4. In the case that your front bumper passes the same mark before you finish counting, you’re following too closely. Allow plenty of space between your vehicle and the other vehicles around you, protecting you from others. Maintain that space cushion on all sides of you – ahead, to each side, and behind. When a vehicle is following you too closely, increase your following distance and increase your space cushion. As well, if you stop near or behind a truck or other large vehicle align your vehicle so the other driver can see you. Again, remember that if you cannot see their mirrors, they cannot see you. In the case that your vehicle breaks down, drive your vehicle off the roadway as far as you can, when possible. Proceed to signal for help by turning on your vehicle’s emergency flashers, tying a white handkerchief or scarf to the window or antenna, or by raising the vehicle’s hood and if possible, set out flares or portable warning signals. Wait where you are; don’t walk along the freeway. As well, be cautious when strangers offer help. If you cannot do so, ask them to call the authorities. Be wary of people who are not police officers, firefighters, or traffic control personnel that signal for you to stop. In the case that your car is bumped from behind in a secluded or dark area, or if you are followed and are not sure of the follower’s intentions, go to the nearest well-lighted and busy public area, police department, or fire station and call for police assistance. While this lesson familiarizes employees with the hazards of driving and methods to protect them from potential driving crashes, it is not intended to cover driving requirements. Such uncovered requirements may include commercial motor vehicles (CMVs) or the use of a commercial driver’s license (CDL), for examples. As well, this lesson does not address safety concerns associated with the use of off-road (ATV) vehicles, motorcycles, towing a trailer, or load securement while hauling equipment such as in the bed of a

pickup truck.

OSHA: Industrial Ergonomics Overview

Key Takeaways:

- Recognizing the underlying principle of ergonomics in the workplace and core risk factors
- Learning the causes of CTDs
- Understanding common types of cumulative trauma disorders
- Connecting warning signs and symptoms with solutions and actions
- Learning ergonomic principles
- Understanding the elements of an effective ergonomic health and safety program

Course Description

Over time, poor ergonomics can lead to cumulative traumatic musculoskeletal disorders (MSDs) which strain our bodies. Numerous good reasons exist for analyzing the ergonomic health of your workforce; musculoskeletal injuries, once developed, can take people off of the job for life.

The Occupational Safety & Health Administration (OSHA) stated that industries with the highest musculoskeletal disorders rates include health care, transportation, warehousing, retail, and wholesale trade and construction.

Ergonomics refer to making the workplace conducive to the comfort and productivity of the employee. Implementing ergonomic principles helps everyone avoid on-the-job illness and injury, as well as improving worker job satisfaction through measures that provide a greater comfort, allowing people to perform assigned tasks more naturally.

Cumulative trauma disorders (CTDs) are caused by physical demands

that exceed our maximum capacity, put strain on the body (tendons, muscles, nerves, joints, ligaments, cartilage or the spine), or disregard environmental factors like heat, humidity, noise and glare which can cause stress. Imagine a young man who moves heavy, awkward furniture on a daily basis, with poor technique and ignorance of future consequences from straining back muscles and bone beyond limitations. Over the years, his back becomes sore and gives out, jeopardizing the man's livelihood and negatively impacting the employer's workers compensation rating.

CTDs result from an accumulation of stress factors involving repetitive, forceful, or prolonged exertions; frequent or heavy lifting, pushing, pulling, or carrying of heavy objects; or prolonged awkward postures. One commonly cited issue is carpal tunnel syndrome, which can be alleviated by a bit of attention to ergonomics.

For your reference, here are ten general principles of ergonomics to evaluate the "fit" of a work area. Some of these principles relate to changes the worker can make and others suggest changes the employer could make.

1. Only work in a neutral posture. Make a conscious effort to maintain the natural "S" spine curve, whether sitting or standing.
2. Minimize excessive force. When available, use tools to help with pulling, pushing and lifting, and also use boxes that have handholds.
3. Place work tools in easy access. Set up your work area so things you use often do not require a stretch to reach.
4. Perform work only at proper heights. While sitting, such as at a computer, do most work elbow height.
5. Minimize excessive stressful motions. One simple method is to use power tools as much as possible. Analyze the work situation and make the necessary changes to eliminate excessive repeated motions.
6. Reduce fatigue and static load. Maintaining the same position over long periods of time creates static load and leads to fatigue and cramping. Also, using tools to keep parts in position and changing your body position can reduce static load.
7. Reduce the pressure of your body on other surfaces. For

illustration, while squeezing a tool you create pressure points on your hands. Make sure to use a tool that is contoured to fit your hand or that has a cushioned grip to lessen the pressure.

8. Your work area must also be set up to have enough room so that you can work in a comfortable position without having your head, arms, elbows, knees or feet in unnatural or cramped positions.

9. Each day as you use your body, remember that we are meant to move, exercise and stretch. Your muscles must be used and strengthened and your heart rate must be elevated, on occasion. Throughout the day, change positions, stretch, and move often.

10. Keep a comfortable environment.

Follow these easy tips: maintain the “S” curve in your back when standing for long periods, it may help to put one foot on a footrest. Beware of relaxing into a “C” curve when sitting, this can put strain on your back. It is important to have good lumbar support in a chair to help maintain the proper curve in the small of your back.

While lifting or moving items, bending over in a “V” shape creates pressure on the back. If you frequently need to bend to lift items, seek mechanical means to reduce the amount of bending you must do. Make sure your neck is aligned with the rest of the spinal column, because prolonged twisted and bent positions are stressful. If necessary, adjust equipment to allow your neck to be in its neutral position. Make an effort to keep your elbows at their sides and adjust the work area height if necessary. You want to keep your wrists in neutral position with the hand in the same plane as the forearm. Lastly, seek out tools if needed to allow your wrist to assume this position.

OSHA: Machine Guarding –

Overview

Key Takeaways:

- Understanding the hazards of working with mechanical equipment, including where those hazards occur and the motions and actions that cause the hazards
- Recognizing the purpose of machine safeguarding, safeguarding device requirements, factors that influence safeguarding methods, and the safeguarding methods used to protect you from mechanical hazards
- Acknowledging your responsibilities to utilize machine safeguards properly

Course Description

Any machine that is not properly safeguarded can cause serious injury, such as crushed or severed fingers, hands and arms, eye injuries, and even blindness.

If you have seen the gruesome result of a complex machinery accident, then you will appreciate the machine safeguards. Safeguards are the simple devices or methods that protect and make it difficult for workers to injure themselves while working on a machine. They may come in the forms of a shield or guard to protect from sparks, or a grate that keeps them away from the churning part of a rotary blade.

Taking shortcuts around machine safety protocols are a frequently cited cause for many machine related accidents, happening when workers decide to forego the normal protocol of working with a safeguard and bypass it altogether, leaving them with considerable risk of harm and injury. You must never ignore the engineered controls or safety features of machinery, they exist for a reason.

OSHA standards require that one or more methods of machine guarding be provided to protect the operator and other employees in the machine area from hazards created by moving parts, in addition to preventing contact with other hazards such as heat, non-ionizing radiation, sharp edges, etc. As well, safeguards need to be secured in place, protect against falling objects, create no

new hazards or interference, and allow for safe maintenance and lubrication of the machinery. Poor and inadequate maintenance of machinery is a situation commonly related to machine accidents, so awareness in those situations is critical to personal safety, as is recognition of safeguards and proper protocol, like shutting down equipment, and locking out operation.

A safeguard by definition will need to prevent hands, arms, and any other part of a worker's body from making contact with dangerous moving parts. Fantastic safeguarding systems physically eradicate the potential of the operator or another worker placing parts of their bodies near hazardous moving parts. Often, physical barriers are an effective means for providing this protection, but sometimes this is not possible depending on a machine's point of operation. In such events, a presence-sensing device is used, which stops a hazardous action before contact can be made.

Other times, restraints such as a sweep or pull-back device are used. These devices require physically removing the operator's hands from the point of operation. Another way to keep an operator's hands away from the point of operation hazard are two-hand constant pressure operating switches, which must be held down in order for the machine to operate. Many machines use combinations of both types of protective devices. Lastly, when hazards are not within 7 feet of a place where they are accessible, they are considered guarded by location.

How are safeguards decided to be necessary for a piece of machinery? The type of operation, the size and shape of material, and the method of handling, placing, and removal of the material at the point of operation are all considerations made by a safety professional. As well, considerations may also involve the physical layout of the work area and the production requirements. To decide the correct safeguards, there needs to be both a detailed understanding of the machinery and of the procedure for operation that workers must follow to accomplish their job.

Machine Safeguarding Methods

- Barrier guards
- Presence-sensing and/or physical restraint devices

- Guarding by location/distance
- Feeding and ejection methods

Miscellaneous aids

The first method of protection is barriers protecting against hazards from all sources, including access prevention to danger areas. This area, sometimes called the danger zone, is where the machine works, where the operator must stay clear during the machine's operation cycle to prevent injury. In general, there are four types of barrier guards: fixed, interlocked, adjustable, and self-adjusting.

The next method for machine safeguarding is safety devices. A safety device could do various things and for example, it may occupy both of the operator's hands to keep them from entering the danger zone while the machine is cycling. This type of device will force the operator to keep both hands and their body out of danger. Alternatively, the safety device could also be a presence-sensing kind that detects the presence of anything entering the danger zone and stops the machine in mid-cycle. A different form of device is a physical restraint, which is designed to physically withdraw the operator's hands from the danger area during operation.

The third way to safeguard is through location or distance. Using distance means that hazardous moving machine parts must be inaccessible or far enough away to not present a hazard to a worker during the normal operation of the machine.

Lastly, miscellaneous aids are the another method of machine safeguarding. Although miscellaneous aids do not completely protect against machine hazards, they can provide the operator with an extra margin of safety. Awareness barriers, shields, placement and holding tools, and push sticks or blocks are all examples of this type.

OSHA: Respiratory Protection Overview

Key Takeaways:

- Understanding the purpose of using a respirator.
- Observing the factors that influence respirator effectiveness, the limitations and capabilities of respirators, and an employer's responsibilities for respirator use in the workplace.
- Learning about how respirators are used in the workplace, including required medical evaluations, fit testing, inspection, seal checks, and maintenance and storage requirements.
- Recognizing when an employee should leave a respirator use area, the warning signs of an improperly functioning respirator, and the actions workers should take in an emergency situation.

Course Description

Annually, it is estimated that respiratory equipment prevents around 4,000 illnesses and 900 deaths.

Both on and off the job, the quality of the air we breathe has major implications for our respiratory health, which is why some regions in the United States alert local citizens when smog or air pollution reaches an unsafe level.

Specific industrial work environments endanger respiratory health; people who work in construction, manufacturing, agriculture, and other industries will be inevitably exposed to workplace respiratory hazards. These workers must be mindful of the air they are breathing because of tasks where irritating dust, chemical fumes, and other airborne contaminants are present in harmful concentrations, or where the percentage of oxygen is insufficient.

For this reason, OSHA requires employers to take the necessary precautions to control for respiratory hazards at worksites. The key rule is if an employer is incapable of eliminating respiratory hazards, the employer needs to provide employees with respirators to protect their health. Across jobs, there's plenty to discuss about personal protective equipment and systems for safeguarding

respiratory help.

The goal of OSHA's respiratory protection standards is to prevent tragic workplace accidents and latent illnesses induced from exposure to respiratory hazards that workers may encounter on the job. There are numerous safety considerations around the vast category of airborne contaminants. In the case that you work in an environment that poses some respiratory risks, it's likely that you're aware of steps for minimizing your risk of exposure, and familiar with some respiratory devices. Although, due to unpredictability, there is a lot to learn about protection from airborne contaminants, and it is important to know in what forms these hazards exist, where you're likely to find them, and how they physically behave. When you understand the properties of airborne contaminants, you are able to better apply appropriate measures to control them, avoid exposure, and treat symptoms.

The Respiratory Protection Standard (1910.134) is usually one of the top 10 most frequently cited standards following inspections of workplaces by OSHA.

approximately 5 million workers must wear respirators in 1.3 million workplaces within the United States. Respirators can protect workers against a variety of hazards, such as insufficient oxygen environments, harmful dusts, fogs, smokes, mists, gases, vapors, and sprays. Any of these hazards have the potential for causing cancer, lung impairment, diseases, or death. This is why fulfilling the OSHA Respiratory Protection Standard averts hundreds of deaths and thousands of illnesses every year.

There are two basic ways in which respirators protect a user. Firstly, they can remove contaminants from the air. Examples of this type of respirator include particulate respirators, which filter out airborne particles, and air-purifying respirators with cartridges/canisters which filter out chemicals and gases. Conversely, the other respirator type protects by supplying clean respirable air from another source. Examples of respirators within this category include airline respirators, which use compressed air from a remote source, and self-contained breathing apparatus (SCBA), which include their own air supply.

First Aid: Basic First Aid – Spanish

Key Takeaways:

- Learning the signs and symptoms associated with:
- Shock
- Head or spinal injuries
- Acute poisonings
- Environmental emergencies including snakebites, heat, and cold stress
- Medical emergencies including asthma, anaphylaxis, and seizures
- Observing the correct actions needed when providing first aid:
- During an initial response to an accident or first aid situation
- In electrical accident situations
- In situations involving potential or actual head injuries, shock, bleeding, spinal injuries, fractures, burns, medical emergencies, environmental emergencies, and poisoning accidents.

Course Description

High-risk environments can be especially dangerous to work in if employees fail to follow safety rules and procedures. Although, no matter how safely we work, accidents happen and people are injured.

Luckily, it is proven that knowing how to respond appropriately when an injury happens, basic first aid, can be all the difference between life and death.

OSHA has eight standards referencing first aid requirements for General Industry (found in 29 CFR 1910.151), in addition to issued guidelines to help identify the essential elements of a basic first aid program.

When is first aid typically needed? Well, it is needed in any scenario requiring immediate medical attention, such as when

someone is bleeding, has internal bleeding, is in shock, is severely burned, has been electrocuted, sustained a head injury, has an unexpected dental injury, has a spinal injury, has fractured something, is experiencing heat exhaustion or fighting hypothermia, or has been snake bitten, has been poisoned, is drowning, or having a seizure.

Here are some examples of medical scenarios where basic first aid can improve outcomes:

- Usually, bleeding is associated with wounds and injuries caused by the cutting, puncture, or tearing of the skin. Drastic wounds can damage arteries and cause bright red blood to spurt out with each heartbeat. Conversely, damage to veins results in a darker red bleeding. Lastly, capillary damage is associated with wounds close to the skin, known for the bright red ‘ooze’ up from below the surface.
- There can also be internal bleeding with accidents. The normal indicators of internal bleeding are bruising and swelling.
- Shock happens when the circulatory system fails to deliver blood to all parts of the body. Anytime the body’s organs do not receive blood, they stop. After serious trauma, the body may be able to continue providing adequate blood flow; however, shock will happen if it can’t meet the demands for supplying blood to all parts of the body.
- What’s the difference between burns and scalds? Burns happen after contact with a flame, hot objects, chemicals, electricity, radiated heat, or frozen surfaces. On the other hand, scalds are caused only by heat, through contact with boiling fluids or steam. Both injuries damage the skin and possibly the deeper, underlying body tissue, with evidence of severe pain.
- If not treated properly, head and spinal injuries can be serious or even deadly. Such injuries are incredibly delicate situations; any injury to the nervous system can affect normal function of breathing, movement, and sensation. Depending on the location of the injury, the separation or lesion of the spinal cord can cause a loss of limb function, like paraplegia, or chronic painful conditions.
- Fractures can come from many types of accidents and injuries. Common fracture-inducing injuries include falls, being struck by

or against objects, or by using your arms to brace in a fall or accident.

– Every toxic material is poisonous to human beings, to some extent. First aid for suspected poisoning cases is different in industry than it is for the general public or in the home. Luckily, there are safety and health regulations for both governmental agencies and private industry which prescribe plans, safeguards, training, and emergency response procedures.

– There are additional situations in outdoor environments where first aid might be required. Typically, environmental emergencies result from extreme weather conditions resulting in heat or cold illnesses. Both heat exhaustion and heat stroke are conditions caused by overexposure to heat, if that wasn't clear from their names. Of course, critical injuries can result from overexposure to extremely cold temperatures, too. The two cold stress emergencies which should worry you the most are hypothermia and frostbite. Both emergencies have symptoms that are frequently not recognized by victims and are relatively easy to contract.

Here is some advice from the Red Cross:

“Investing in first-aid training and education not only saves lives, but is also cost effective. First-aid reduces the severity of injuries and at the same time the high cost of medical treatment and the long term consequences for severely injured people.”

“The first minutes after a serious injury are a crucial window of time during which potentially life-saving measures can be initiated.”

OSHA: Scaffold Safety Overview

Key Takeaways

- Recognizing common types of supported and suspended scaffolds
- Addressing basic scaffold construction requirements

- Learning strategies to ensure safety on scaffolds
- Identifying the general hazards of working on scaffolds

Course Description

After course completion, you will be able to recognize typical types of supported and suspended scaffolds, their basic design and construction requirements, in addition to the basic hazards posed by scaffold work and their controls.

Approximately 2.3 million construction workers, 65% of the construction industry, work on scaffolds. If these workers were all protected from scaffold-related accidents, then that may prevent some of the 4,500 injuries and over 60 deaths every year, according to the Bureau of Labor Statistics (BLS) data for the private sector. In workdays not lost, the productivity savings for American employers is estimated at \$90 million dollars. As well, in a recent BLS study, 72% of workers injured in scaffold accidents stated the accident happened because either the planking or support gave way, or to the employee slipped or was struck by a falling object. Compliance with OSHA standards can ensure all these accidents are controlled.

Scaffold Safety – Construction

Key Takeaways

- Recognizing common types of supported and suspended scaffolds
- Addressing basic scaffold construction requirements
- Learning strategies to ensure safety on scaffolds
- Identifying the general hazards of working on scaffolds

Course Description

After course completion, you will be able to recognize typical types of supported and suspended scaffolds, their basic design and construction requirements, in addition to the basic hazards posed by scaffold work and their controls.

Approximately 2.3 million construction workers, 65% of the construction industry, work on scaffolds. If these workers were all protected from scaffold-related accidents, then that may prevent some of the 4,500 injuries and over 60 deaths every year, according to the Bureau of Labor Statistics (BLS) data for the private sector. In workdays not lost, the productivity savings for American employers is estimated at \$90 million dollars. As well, in a recent BLS study, 72% of workers injured in scaffold accidents stated the accident happened because either the planking or support gave way, or to the employee slipped or was struck by a falling object. Compliance with OSHA standards can ensure all these accidents are controlled.

Emergency Eyewashes and Safety Showers: A Deep Dive into Preparedness

Course Description

This course will cover how important knowing where your companies eyewash or safety shower is, how they work, how to use them and what to do after.

OSHA: Intro to Spray Finishing

Hazards

Course Description

This course will cover what spray finishing is, the hazards associated with it, controls and ventilation and more.

Intro to Safe Material Storage

Course Description

Every workplace stores materials—boxes, chemicals, tools, pallets, raw supplies, finished goods. This course will cover why safe material storage matters, the hazards of unsafe storage, safe storage principles and more.

OSHA: Hearing Conservation Overview

Key Takeaways:

- Learning how noise impacts hearing and the factors that determine the extent of hearing loss.
- Recognizing noise exposure levels that require hearing protection.
- Understanding how the types of hearing protectors are selected for a job, and their advantages and disadvantages for controlling noise exposure.

- Learning correct use, care, and maintenance practices for hearing protectors.
- Comprehending the requirements of a Hearing Conservation Program.

Course Description

Sometimes people take hearing for granted. Picture yourself unable to hear. Visualize how your life will be changed. It is important to learn about noise hazards and how to protect yourself against noise hazards.

The damage is cumulative and the hearing loss cannot be reversed by medicine or surgery. A hearing aid cannot completely restore hearing either.

Sound, measured in decibels (dBA), ranges in various levels of extremity. Although 140 dBA will cause immediate pain, the National Institute for Occupational Safety and Health (NIOSH) recommends that workplaces limit noise exposure to 85 dBA during an 8 hour day. For comparison, this noise level is about little louder than a freight train 100 feet away. However, this threshold goes down exponentially at higher levels. NIOSH recommends a maximum of 15 minutes of exposure to 100 dBA, or the level of noise at a construction site.

Sound damage is serious, which is why OSHA created requirements for general industries forcing companies to create a Hearing Conservation Program when workers are exposed to an average level of 85 dBA during an 8 hour shift. These programs require measuring noise levels, providing free hearing exams and free hearing protection, providing training, and evaluating the adequacy of protectors. Alternatively, employers can change tools, equipment, and schedules to reduce exposure below 85 dBA. (<https://www.osha.gov/SLTC/noisehearingconservation/loud.html>)

It is important you understand noise hazards in your workplace. You need to have the correct hearing protections in place so that you can keep your hearing.

First Aid: Choking

Key Takeaways:

- Learning how to recognize partial and complete airway obstructions.

Course Description

Although this course does not qualify for first aid or CPR certification, it will provide instruction on how to respond confidently to choking until professional medical help arrives. You will learn skills to enhance your response in an emergency. Whether you are choking yourself or another is, this course will quickly teach you techniques and strategies for engaging in these situations.

Even if you are familiar with the heimlich maneuver, this course will serve as a refresher to guarantee everyone's safety. You will learn how to engage in a situation where you are the only rescuer, there are multiple rescuers around, and if you are alone and choking. No matter the scenario, the education from this course will greater everyone's chances of survival.

OSHA: Emergency and Fire

Preparedness Overview

Key Takeaways:

- Observing the dangers associated with fire and other emergencies
- Understanding the differences between emergency action and fire prevention plans and recall general requirements
- Comprehending the importance of emergency exits
- Learning actions takeable in response to emergency alarms

Course Description

The aim of this course is to create awareness about the dangers of fire and other emergencies, provide an overview of the requirements for emergency action and fire prevention plans, and touch on best practices for responding to alarms and practicing preparedness through drills. However, this course will not cover how to prepare for hazardous waste material emergencies or responses such as cleanup, in addition to a number of specific emergencies warranting their own courses. This basic overview will supply you with strategies and techniques to implement to improve your preparedness for emergencies. We will go over regulations, important devices, and the hazards to prepare for in this efficient, quick lesson.

If you would like focus more so on fire safety, view our Fire Safety Preparedness course as well.

OSHA: Fatigue and Stress Awareness

Key Takeaways:

- Observing work-related stress and identifying the factors that cause it to occur.
- Understanding the relationship between stress and complacency.

- Acknowledging the impact of fatigue as a contributing factor to stress.
- Learning potential warning signs of stress and fatigue at work.
- Learning techniques to manage and reduce stress on the job.

Course Description

This course is meant to provide a discussion on the issues and consequences of fatigue, complacency, and stress in the workplace. In addition, it will provide guidance on techniques employed to mitigate these issues and their effects on worker performance and safety. Stress and fatigue have a significant influence on the workplace in a variety of ways. There's the obvious, these hazards reduce overall productivity, but more seriously, they lead to poor decision making. Your safety requires complete focus and only the best decisions, and stress and fatigue both have the potential to risk your life. It could mean falling asleep at the wheel, rushing tasks, momentary distraction, or many more things that have the potential to take lives in a second. This course will teach you how to identify stress and fatigue in yourself and others so that you can approach it correctly. Approaches to these hazards can differ, but you must know how to be aware of it first.

OSHA: Lock and Tag Overview

Key Takeaways:

- Recognize the purpose of lock and tag procedures
- Match roles and responsibilities for worker designations under lock and tag
- Identify sources of energy hazards and consequences of improper control
- Recognize different types of lock and tag devices
- Recognize criteria and situations that qualify as exceptions to lock and tag requirements.

Course Description

For your protection from the serious hazards posed by the unexpected start-up or operation of equipment during repair or maintenance, OSHA has established a Control of Hazardous Energy standard. Commonly referred to as lockout/tagout (LOTO), or energy isolation standard, this standard requires the application of markings and barriers that prevent unauthorized persons from energizing and operating equipment.

In any form, energy becomes hazardous when it builds to a certain level, or is released inadvertently or unexpectedly. The phrase, lockout/tagout, refers to specific practices and procedures that safeguard employees from the unexpected startup of machinery and equipment, or the release of hazardous energy, during service or maintenance activities.

Locks and Tags Purpose

Lock and tag procedures establish safe boundaries to protect workers, in addition to ensuring that a machine has been isolated or disconnected from its power source. Individually, locks and tags serve different purposes and must be used accordingly.

Tags alone cannot sufficiently prevent an individual from starting a piece of equipment while another individual is servicing it. Due to this fact, tags must only act as temporary warnings until the hazardous equipment can be properly locked.

Every tag needs to be securely attached, legible and understandable. As well, tags must be made of materials capable of withstanding the environmental conditions they may encounter, such as rain or snow, and they must bear the name of the authorized person placing the tag on the equipment. Whenever possible, fasten tags to the same point as the lock. If that is not possible, then the tag must be near the lock and immediately obvious.

Locks are barriers keeping equipment from starting up and causing harm to someone who may be working on that piece of machinery. In order to work, locks must hold the energy isolating devices in a "safe" or "off" position. Regularly, locks should be inspected to guarantee they are standardized and durable.

Every lock needs to be keyed differently so no more than one person's key will open it. Whenever a combination lock is used, for everyone's safety only the person placing the lock can know the combination to open it. There's a reason for placing locks and tags on equipment, therefore they should never be ignored or removed by anyone other than the individual who placed them.

In the case that it is not possible to lock a de-energized energy source, only a tag may be used. Any tag without a lock should be treated as if it is a lock. Whoever placed the tag must be identified on it, typically through the person's name and contact information.