

Safety Course Catalog



Flexibility for
Diverse
Learning
Environments



Customizable

Select from 140 topics containing over 1,000 individual lessons.

Affordable

Offer your students cost-effective educational materials.

Time Saving

Choose topic-specific materials to supplement your curriculum.

Industry-Validated

Bridge the gap between classroom and industry.

Regulatory Compliance

- Aerial Lifts in Industrial and Construction Environments
- Asbestos Awareness
- Bloodborne Pathogens in Commercial & Light Industrial Facilities
- Bloodborne Pathogens in First Response Environments
- Bloodborne Pathogens in Healthcare Facilities
- Confined Space Entry
- DOT HAZMAT General Awareness
- DOT HAZMAT Safety Training
- DOT HAZMAT Security Awareness
- Emergency Planning
- Forklift Safety: Industrial Counterbalance Lift Trucks
- Forklift & Powered Industrial Truck Safety
- GHS Container Labeling
- GHS Safety Data Sheets
- Hazard Communication in Auto Service Facilities
- Hazard Communication in Cleaning and Maintenance Operations
- Hazard Communication in Healthcare Facilities
- Hazard Communication in Industrial Facilities
- Hazard Communication in the Hospitality Industry
- Hearing Conservation and Safety
- HIPAA Rules and Compliance
- Indoor Air Quality
- Introduction to GHS - The Globally Harmonized System
- Introduction to OSHA
- Lead Exposure in General Industry
- Lock-Out/Tag-Out
- OSHA Recordkeeping for Employees
- OSHA Recordkeeping for Managers and Supervisors
- OSHA Recordkeeping for Managers, Supervisors, and Employees
- Personal Protective Equipment
- Respiratory Protection and Safety
- Scissor Lifts in Industrial and Construction Environments
- Supported Scaffolding
- Suspended Scaffolding
- Tuberculosis in the Healthcare Environment

General Safety and Health

- Accident Investigation
- Active Shooter: Surviving An Attack
- Arc Flash
- Back Safety in Industrial Environments
- Back Safety in Office Environments
- Bullying and Other Disruptive Behavior: for Employees
- Bullying and Other Disruptive Behavior: for Managers and Supervisors
- Compressed Gas Cylinders
- Computer Workstation Safety
- Conflict Resolution in Industrial Facilities
- Conflict Resolution in the Office
- Crane Safety
- Distracted Driving
- Driving Defensively
- Driving Safety
- Driving Safety: The Basics
- Drug and Alcohol Abuse for Employees
- Drug and Alcohol Abuse for Managers and Supervisors
- Electrical Safety
- Ergonomics in Industrial Facilities
- Ergonomics in the Office
- Evacuation Procedures
- Eye Safety
- Fall Protection
- Fighting Fatigue in the Workplace
- Fire Extinguishers
- Fire Prevention in Healthcare Facilities
- Fire Prevention in Industrial Facilities
- Fire Prevention in the Office
- First Aid
- Fitness and Wellness
- Hand and Power Tool Safety
- Hand, Wrist and Finger Safety
- Handling a Sexual Harassment Investigation
- Hazard Recognition
- Hazardous Materials Labels

General Safety and Health

- Hazardous Spills
- Heat Stress
- Hot Work Safety and the Permitting Process
- I2P2 - Injury and Illness Prevention Program
- Ladder Safety
- Machine Guard Safety
- Materials Handling Safety
- Office Safety
- Preventing Sexual Harassment for Employees
- Preventing Sexual Harassment for Managers and Supervisors
- Rigging Safety
- Safe Lifting
- Safety Audits
- Safety Awareness for New Employees
- Safety Housekeeping and Accident Prevention
- Safety Orientation
- Safety Showers and Eye Washes
- Slips, Trips, and Falls
- Walking and Working Surfaces
- Warehouse Safety
- Welding Safety
- Winter Safety
- Workplace Harassment in Industrial Facilities
- Workplace Harassment in the Office
- Workplace Stress
- Workplace Violence
- Workplace Violence in Healthcare Facilities

Laboratory Safety

- Compressed Gas Cylinders in the Laboratory
- Electrical Safety in the Laboratory
- Flammables and Explosives in the Laboratory
- GHS Safety Data Sheets in the Laboratory
- Laboratory Ergonomics
- Laboratory Hoods
- Orientation to Laboratory Safety
- OSHA Formaldehyde Standard
- Planning for Laboratory Emergencies
- Preventing Contamination in the Laboratory
- Safe Handling of Laboratory Glassware
- Safety Showers and Eye Washes in the Laboratory

HAZWOPER

- 40-Hour Training Package
- 8-Hour Annual Retraining Series Package
- Accidental Release Measures and Spill Cleanup Procedures
- All 23 HAZWOPER Series Programs
- Confined Space Entry
- Dealing with the Media in Emergency Situations
- Decontamination Procedures
- Electrical Safety in HAZMAT Environments
- Emergency Response - Awareness Package
- Emergency Response - HAZMAT Technician Package
- Emergency Response - Operations Package
- Emergency Response Plan
- Exposure Monitoring and Medical Surveillance
- Fire Prevention and Safety
- General Training Package
- Handling Hazardous Materials
- HAZMAT Labeling
- Heat Stress
- Introduction to HAZWOPER Retraining
- Medical Surveillance Programs
- Monitoring Procedures and Equipment
- Personal Protective Equipment
- Personal Protective Equipment and Decontamination Procedures
- Respiratory Protection
- Safety Data Sheets in HAZWOPER Environments
- Safety Orientation
- Site Safety and Health Plan
- Supplemental Training Package
- Understanding Chemical Hazards
- Understanding HAZWOPER
- Work Practices and Engineering Controls



REGULATORY COMPLIANCE

Schoolcraft Publishing's Regulatory Compliance Series is comprised of training products that help organizations comply with relevant laws and regulations, mandated by Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), and the Department of Transportation (DOT). Essential topics are covered in this series, including personal protective equipment (PPE), lockout/tagout, confined space, bloodborne pathogens, and more.

COURSES

- Aerial Lifts in Industrial and Construction Environments
- Asbestos Awareness
- Bloodborne Pathogens in Commercial & Light Industrial Facilities
- Bloodborne Pathogens in First Response Environments
- Bloodborne Pathogens in Healthcare Facilities
- Confined Space Entry
- DOT HAZMAT General Awareness
- DOT HAZMAT Safety Training
- DOT HAZMAT Security Awareness
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- Hazard Communication in Healthcare Facilities
- Hazard Communication in Industrial Facilities
- Hazard Communication in the Hospitality Industry
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- HIPAA Rules and Compliance
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- Introduction to OSHA
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- OSHA Recordkeeping for Managers, Supervisors, and Employees
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- Tuberculosis in the Healthcare Environment

Our safety courses are updated frequently, please contact an account representative or visit our website for the most current information.



Aerial Lifts in Industrial and Construction Environments

Reaching high places can be challenging in many work environments. But whether they're on a construction site, changing light bulbs in a warehouse, or performing outdoor utility work, employees often use aerial lifts to help them access work areas that would otherwise be almost impossible to get to.

Schoolcraft Publishing's training products on "Aerial Lifts in Industrial and Construction Environments" review the various types of aerial lifts, make employees aware of the hazards that are associated with these lifts, and give them the information that they'll need to work safely... whether they're using a lift or working around one. Topics covered in the program include:

Topics covered in these products include:

- The types of aerial lifts and the training required to operate them.
- The hazards associated with using aerial lifts.
- "Pre-start" and "worksites" inspections.
- Setting up, operating and moving an aerial lift.
- Working on the ground near an aerial lift.



Asbestos Awareness

Before the negative health effects of asbestos were fully understood, this hazardous substance was used in thousands of products and building materials. And asbestos-containing materials can be found in many buildings even today.

Employees such as custodial, engineering and maintenance staff need to understand the health risks associated with asbestos, be able to recognize asbestos hazards in their workplace and know what to do to protect themselves and others from exposure to asbestos.

“Asbestos Awareness” training from Schoolcraft Publishing provides employees with this important information, and also helps employers comply with the training requirements of the OSHA Asbestos Standard.

Topics covered in these products include:

- Asbestos: “miracle” and menace.
- The health effects of asbestos.
- Thermal system insulation.
- Surfacing materials, floor and ceiling tiles.
- Protective equipment and safe work practices.
- Decontamination and medical surveillance.
- and more.



Bloodborne Pathogens in Commercial & Light Industrial Facilities

Bloodborne diseases continue to pose major health problems. Increasing infection rates for Hepatitis B and Hepatitis C are now making them as serious a concern as HIV, the virus which can often lead to AIDS. So it's more important than ever for employees to understand the hazards of bloodborne pathogens, the policies and practices that can prevent their transmission, and the OSHA regulations that address them.

Schoolcraft Publishing's "Bloodborne Pathogens in Commercial and Industrial Facilities" training products provide this essential information while assisting commercial and industrial organizations in fulfilling the training requirements contained in the OSHA Bloodborne Pathogens Standard.

Topics covered in these products include:

- Bloodborne pathogens: HIV and Hepatitis.
- Infection and the Exposure Control Plan.
- Methods of exposure control.
- Personal protection and vaccination.
- Housekeeping and "Regulated Waste".
- Accidental exposure procedures.
- and more.



Bloodborne Pathogens in First Response Environments

Bloodborne diseases continue to pose major health problems. Increasing infection rates for Hepatitis B and Hepatitis C are now making them as serious a concern as HIV, the virus which can often lead to AIDS. So it's more important than ever for employees to understand the hazards of bloodborne pathogens, the policies and practices that can prevent their transmission, and the OSHA regulations that address them.

Schoolcraft Publishing's "Bloodborne Pathogens in First Response Environments" training products provide this essential information while assisting first responder organizations in fulfilling the training requirements contained in the OSHA Bloodborne Pathogens Standard.

Topics covered in these products include:

- HIV, Hepatitis and sources of infection.
- The Exposure Control Plan.
- Biohazard labeling.
- Reducing the risk of exposure.
- Personal protective equipment.
- Hepatitis Vaccinations.
- Post-exposure procedures.
- and more.



Bloodborne Pathogens in Healthcare Facilities

Bloodborne diseases continue to pose major health problems. Increasing infection rates for Hepatitis B and Hepatitis C are now making them as serious a concern as HIV, the virus which can often lead to AIDS. So it's more important than ever for employees to understand the hazards of bloodborne pathogens, the policies and practices that can prevent their transmission, and the OSHA regulations that address them.

Schoolcraft Publishing's "Bloodborne Pathogens in Healthcare Facilities" training products provide this essential information while assisting healthcare organizations in fulfilling the training requirements contained in the OSHA Bloodborne Pathogens Standard.

Topics covered in these products include:

- HIV, Hepatitis and sources of infection.
- The Exposure Control Plan.
- Biohazard labeling.
- Reducing the risk of exposure.
- Personal protective equipment.
- Hepatitis vaccination.
- Post-exposure procedures.
- and more.



Confined Space Entry

These products were created specifically for OSHA's Permit Required Confined Space Regulation (29 CFR Part 1910.146). Because of OSHA's broad definition of "confined space", these products will be useful to a number of different types of facilities, including manufacturers, utilities, petroleum and chemical industries, hospitals and many others.

Schoolcraft Publishing's training products on "Confined Space Entry" address the major areas of employee training required by the regulation.

Topics covered in these products include:

- Contents of the standard.
- Responsibilities of the employer, entry supervisors, attendants and entrants.
- Identifying permit spaces.
- Types of hazards that can be encountered.
- Safety equipment.
- Dealing with emergencies and rescue teams.
- and more.



DOT HAZMAT General Awareness

Created specifically for the Department of Transportation's HAZMAT Training regulation on Handling and Transporting Hazardous Materials, these products provide the information necessary to comply with the regulation's "General Awareness" training requirement. (While these products can be used by themselves, they can also be used as companion products to Schoolcraft Publishing's DOT HAZMAT "Safety Training" products).

Schoolcraft Publishing's training products on "DOT HAZMAT General Awareness" focus on employees who handle hazardous materials. The products review a number of topics aimed at making these employees more aware of situations in which they may encounter hazardous chemicals, the nature of the hazards and the issue of taking appropriate security measures when dealing with hazardous materials that the DOT has added to the regulation.

Topics covered in these products include:

- The purpose of DOT hazardous materials regulations in 49 CFR 172.700.
- The definition of "hazardous materials".
- Required employee training.
- Shipping papers.
- 24-hour emergency response telephone numbers.
- "Hazard class" labels and placards.
- Other labels that may indicate materials are hazardous.
- Proper packaging and packaging materials.
- Handling hazardous materials.
- The Hazardous Materials Table.
- and more.



DOT HAZMAT Safety Training

Created specifically for the Department of Transportation's HAZMAT training regulation on Handling and Transporting Hazardous Materials, these products provide the "Safety Training" required by the regulation. (While these products can be used by themselves, they can also be used as companion products to Schoolcraft Publishing's DOT HAZMAT "General Awareness" products).

Schoolcraft Publishing's training products on "DOT HAZMAT Safety Training" focus on employees who handle hazardous materials. These products make employees aware of the hazards associated with the materials they handle... and show them how to secure and work with these materials safely.

Topics covered in these products include:

- Hazardous materials labels.
- Shipping papers and the Safety Data Sheet.
- Packaging and loading HAZMATs.
- Shipping and receiving HAZMATs.
- Emergency response information.
- The Emergency Response Guidebook.
- Emergency actions.
- First aid procedures.
- and more.



DOT HAZMAT Security Awareness

In an effort to fight terrorism and improve the security of hazardous materials being shipped, the Department of Transportation has added three major security requirements to their HAZMAT regulations. Companies that handle hazardous materials must develop a “Security Plan”, and give their employees “Security Awareness” and “In-Depth Security” training.

Schoolcraft Publishing’s training products on “DOT HAZMAT Security Awareness” were created to help employers provide their employees with the security awareness portion of the DOT training. These products give employees an awareness of the security risks associated with transporting hazardous materials.

Topics covered in these products include:

- The need for HAZMAT security training.
- Internal vulnerabilities.
- Securing HAZMATS and the facility.
- Preparing to ship hazardous materials.
- Protecting HAZMAT shipments.
- and more.



Emergency Planning

Existing OSHA, SARA Title III, and numerous state regulations call for all facilities to meet a number of Emergency Preparedness/Crisis Management requirements.

These include:

- That every facility have an “Emergency Plan” that spells out what is to be done in case of an emergency.
- That this plan, as well as other important information, be shared with the local Emergency Planning Committee and emergency response groups such as the police, fire department and others.
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Schoolcraft Publishing’s training products on “Emergency Planning” assist facilities in complying with these regulations and help them prepare for potential emergency situations.

Topics covered in these products include:

- The emergency planning process.
- The threat of terrorism.
- Your role in emergency planning.
- Emergency action drills... the process.
- Emergency action drills... playing your part.
- and more.



Forklift Safety: Industrial Counterbalance Lift Trucks

Industrial counterbalance lift trucks are the forklifts that do most of the materials handling work in industrial facilities today. They get these tasks done quickly and efficiently, but they can also be dangerous... killing more than 100 workers and injuring thousands more every year.

Schoolcraft Publishing's Forklift Safety: Industrial Counterbalance Lift Trucks training products have been designed to introduce employees to the forklift they'll be using, explain its capabilities and limitations, and show them how to operate and maintain it properly.

Topics covered in these products include:

- What makes forklifts different.
- Driving a forklift safely.
- Using the mast and forks.
- Operating safely in the workplace.
- Inspecting a forklift.
- Refueling and recharging safely.
- and more.



Forklift & Powered Industrial Truck Safety

Forklifts and other powered industrial trucks are indispensable in many companies. They are rugged, powerful tools that save time, money and effort. But the same qualities that make them so helpful can also make them dangerous. Using powered industrial trucks results in over 100 fatalities and over 35,000 serious injuries each year. When used incorrectly, or if forklifts and other trucks are not properly maintained, they can do significant damage.

Schoolcraft Publishing's training products on "Forklift/Powered Industrial Truck Safety" have been specifically created to assist facilities in complying with OSHA's Powered Industrial Truck Standard.

Topics covered in these products include:

- OSHA training requirements.
- Types of powered industrial trucks.
- Inspection and maintenance.
- Safe operating procedures.
- Lifting a load with a forklift.
- A forklift's stability and handling.
- and more.



GHS Container Labeling

Created specifically to assist facilities in complying with the employee training requirements of OSHA's newly adopted GHS regulations, these products discuss how chemicals should be labeled under GHS.

Schoolcraft Publishing's training products on "GHS Container Labeling" discuss the six types of information contained on a GHS label, and the differences between GHS labels and other types of chemical hazard labels.

Topics covered in the program include:

- How the GHS changes chemical hazard labeling.
- GHS labels' text elements.
- GHS labels' pictograms.
- Training and phase-in dates.
- and more.



GHS Safety Data Sheets

Created specifically to assist facilities in complying with the employee training requirements of OSHA's newly adopted GHS regulations, these products discuss using GHS Safety Data Sheets.

Schoolcraft Publishing's training products on "GHS Safety Data Sheets" review the composition of GHS Safety Data Sheets, the information that's contained in each section and how SDS's are different from Material Safety Data Sheets.

Topics covered in the program include:

- Material Safety Data Sheets and GHS SDS's.
- Materials and their hazards.
- Hazardous materials emergencies.
- Handling hazardous materials.
- and more.



Hazard Communication in Auto Service Facilities

Created specifically to assist auto service facilities of all types in complying with federal, state and municipal Hazard Communication regulations, these products also address the major education and training requirements in these “chemical hazard” laws.

Schoolcraft Publishing’s training products on “Hazard Communication in Auto Service Facilities” both introduce employees to the Hazard Communication regulations and provide training on the various types of chemicals found in auto service environments.

Topics covered in these products include:

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



Hazard Communication in Cleaning and Maintenance Operations

Created specifically to assist cleaning and maintenance facilities of all types in complying with federal, state and municipal Hazard Communication regulations, these products also address the major education and training requirements in these “chemical hazard” laws.

Schoolcraft Publishing’s training products on “Hazard Communication in Cleaning and Maintenance Operations” both introduce employees to the Hazard Communication regulations and provide training on the various types of chemicals found in cleaning & maintenance environments.

Topics covered in these products include:

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



Hazard Communication in Healthcare Facilities

Created specifically to assist healthcare facilities of all types in complying with federal, state and municipal Hazard Communication regulations, these products also address the major education and training requirements in these “chemical hazard” laws.

Schoolcraft Publishing’s training products on “Hazard Communication in Healthcare Facilities” both introduce employees to the Hazard Communication regulations and provide training on the various types of chemicals found in healthcare environments.

Topics covered in these products include:

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



Hazard Communication in Industrial Facilities

Created specifically to assist industrial facilities of all types in complying with federal, state and municipal Hazard Communication regulations, these products also address the major education and training requirements in these “chemical hazard” laws.

Schoolcraft Publishing’s training products on “Hazard Communication in Industrial Facilities” both introduce employees to the Hazard Communication regulations and provide training on the various types of chemicals found in industrial environments.

Topics covered in these products include:

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



Hazard Communication in the Hospitality Industry

Created specifically to assist industrial facilities of all types in complying with federal, state and municipal Hazard Communication regulations, these products also address the major education and training requirements in these “chemical hazard” laws.

Schoolcraft Publishing’s training products on “Hazard Communication in the Hospitality Industry” both introduce employees to the Hazard Communication regulations and provide training on the various types of chemicals found in hospitality environments.

Topics covered in these products include:

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



Hearing Conservation and Safety

We live in a noisy world... sometimes too noisy. Nearly 50 million Americans have experienced hearing loss from exposure to hazardous sound levels. For tens of thousands of them, this exposure occurred while they were doing their job. OSHA's Hearing Conservation Standard was created to address this hazard and protect the hearing of employees.

Schoolcraft Publishing's "Hearing Conservation and Safety" training products assist employers in complying with this OSHA standard while providing workers with the information they need to recognize and avoid noise hazards.

Topics covered in these products:

- The mechanics of sound.
- How the ear works.
- Hazardous noise in the workplace.
- Wearing ear muffs.
- Using ear plugs and canal caps.
- The importance of regular hearing tests.
- and more.



HIPAA Rules and Compliance

To get quality healthcare, people should not have to sacrifice the privacy or security of their personal health information. The set of regulations known as “HIPAA” ensures that private patient data remains private, but the laws can seem complex, and the penalties for non-compliance can be costly.

New HIPAA Rules and Compliance training products from Schoolcraft Publishing define HIPAA terms, explain the laws and discuss what business entities and employees in healthcare-related fields need to do to comply with them.

Topics covered in these products:

- HIPAA and protected health information (PHI).
- Covered entities, business associates and subcontractors.
- PHI and patients’ rights.
- Guidelines for use and disclosure of PHI.
- Using PHI for marketing and fundraising.
- Requirements of the HIPAA Security Rule.
- Breach notification and penalties.
- and more.



Indoor Air Quality

Contaminated indoor air is currently one of the top five threats to public health, according to the Environmental Protection Agency (EPA). Any hazardous fumes, dusts, bacteria or spores that people inhale can result in them feeling “under the weather”, interfere with their ability to work efficiently, and even lead to serious health problems.

Schoolcraft Publishing’s training products on “Indoor Air Quality” discuss the health hazards that are associated with contaminated indoor air, the most common contaminants and where they come from, and what employees can do to help keep the air in their workplace clean and healthy.

Topics covered in these products include:

- The symptoms of poor air quality.
- Heating, ventilation and air conditioning systems.
- Sources of air contamination.
- What people in a building can do to improve the air quality.
- and more.



Introduction to GHS - The Globally Harmonized System

Created specifically to assist facilities in complying with the employee training requirements of OSHA's newly adopted GHS regulations, these products discuss the Globally Harmonized System for the Classification and Labeling of Chemicals.

Schoolcraft Publishing's training products on "Introduction to GHS (The Globally Harmonized System)" review what the Globally Harmonized System is all about, why OSHA adopted the GHS, and the phase-in dates for implementing the GHS.

Topics covered in the program include:

- What is the Globally Harmonized System?
- Why Did OSHA adopt the GHS?
- Hazard classification.
- The "Safety Data Sheet".
- Container labeling (text elements).
- Container labeling (pictograms).
- Information and training.
- GHS "phase in" dates.
- and more.



Introduction to OSHA

The Occupational Safety and Health Act of 1970 established that employees have a right to a safe and healthy workplace. The OSH Act also created OSHA, the Occupational Safety and Health Administration, which creates uniform regulations to protect worker health and safety across the country.

To comply with OSHA requirements and build safety culture in a workplace, employers must ensure that employees have a solid understanding of OSHA's mission and how the agency protects them on the job.

Schoolcraft Publishing's new Introduction to OSHA program discusses the rights and responsibilities employees and employers have under OSHA and how the agency enforces its regulations.

Topics covered in these products include:

- OSHA and its mission.
- Your rights under OSHA.
- Your employer's responsibilities under OSHA.
- How OSHA inspections are conducted.
- Filing a complaint with OSHA.
- Learning more about safety and health issues.
- and more.



Lead Exposure in General Industry

Created specifically for OSHA's Lead Standards for general industry environments, these products are designed for employees who work where lead and lead-based materials are found.

Schoolcraft Publishing's training products on the "Working with Lead Exposure in General Industry" address the major areas of employee training required by the regulations. Because of the widespread historical use of lead-based paints, as well as other materials containing lead, these products are useful to a number of different groups including manufacturers, recyclers and many others.

Topics covered in these products include:

- Contents of the standards.
- "Measurement" concepts.
- Exposure assessment and monitoring.
- Methods of compliance.
- Hygiene and housekeeping.
- Medical surveillance.
- and more.



Lock-Out/Tag-Out

If powered equipment is started up while it's being serviced, the person who is working on the equipment can suffer serious injuries... even be killed. The policies and procedures included in OSHA's Lock-Out/Tag-Out Standard help to prevent incidents like these from occurring.

Schoolcraft Publishing's Lock-Out/Tag-Out training products were created specifically to provide employees with the information they need to avoid energy-related hazards, while at the same time helping employers meet OSHA training requirements.

Topics covered in these products include:

- The need for an energy control program.
- Lock-out/tag-out devices and how to use them.
- How to release stored energy.
- Special lock-out/tag-out situations.
- Working with electrical, hydraulic and pneumatic systems.
- Lock-out/tag-out release procedures.
- and more.



OSHA Recordkeeping for Employees

Meet the updated recordkeeping requirements of 29 CFR Part 1904. These products provide the information employees need to help a facility comply with OSHA's revised regulation, and allows an organization to quickly identify and eliminate repetitive hazard situations.

These products can also be used in conjunction with Schoolcraft's training products on "OSHA Recordkeeping for Managers and Supervisors" to train workers at all levels and provide them with a common base of understanding about OSHA's recordkeeping requirements.

Schoolcraft's training products on "OSHA Recordkeeping for Employees" show employees actual workplace incidents that demonstrate how to report accidents and what information they need to furnish.

Topics covered in these products include:

- Why recordkeeping is important.
- What recordkeeping is used for.
- Definitions and examples of work-related illnesses and injuries.
- Information employees should provide about an incident situation.
- "Recordable incident" scenarios.
- and more.



OSHA Recordkeeping for Managers and Supervisors

Help managers and supervisors meet the updated recordkeeping requirements of 29 CFR Part 1904. These products provide the information managers and supervisors need to comply with OSHA's revised regulation, and allows an organization to quickly identify and eliminate repetitive hazard situations.

Schoolcraft Publishing's training products on "OSHA Recordkeeping for Managers and Supervisors" cover the details of the regulation's requirements, and show actual workplace incidents that demonstrate what their responsibilities are in documenting and reporting recordable accidents.

Topics covered in these products include:

- The importance of recordkeeping.
- Exempt businesses.
- Recordable incidents.
- Work-related illnesses/injuries and new cases.
- The three key recordkeeping forms.
- Employee rights under OSHA's Part 1904.
- Other recordkeeping issues.
- and more.



OSHA Recordkeeping for Managers, Supervisors, and Employees

Help managers and supervisors meet the updated recordkeeping requirements of the OSHA regulation 29 CFR Part 1904. These products provide the information needed by workers at all levels to help a facility comply with OSHA's revised regulation, and allow an organization to quickly identify and eliminate repetitive hazard situations.

This product includes two videotape/DVD training programs, "OSHA Recordkeeping for Managers and Supervisors" and "OSHA Recordkeeping for Employees", that cover the details of the regulation's requirements, show actual workplace incidents demonstrating what each level of employee's responsibilities are in documenting and reporting recordable accidents, and review the information that they need to provide.

Topics covered in these products include:

- Revisions in the regulation and why recordkeeping is important.
- Which recordkeeping requirements apply to specific work environments.
- Using the new recordkeeping forms.
- Definitions and examples of work-related illnesses and injuries.
- Information employees should provide about an incident situation.
- "Recordable incident" scenarios.
- and more.



Personal Protective Equipment

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

Schoolcraft Publishing’s training products on “Personal Protective Equipment” have been specifically created to assist facilities in complying with OSHA’s Standard on Personal Protective Equipment.

Topics covered in these products include:

- An overview of the OSHA regulations involving PPE.
- Head protection.
- Eye and face protection.
- Respiratory protection.
- Hand protection.
- Foot and leg protection.
- and more.



Respiratory Protection and Safety

Each year, tens of thousands of U.S. workers are exposed to harmful airborne contaminants. These noxious gases, dusts, vapors and biological pathogens can cause lung damage, cancer and other serious illnesses. Some can quickly cause loss of consciousness and even death, often without warning.

To avoid these hazards, workers need to understand the risks associated with airborne contaminants as well as the government regulations and safe work practices that can protect them. They also need to be familiar with various types of respirators, understand how they work, and know how to use them.

Schoolcraft Publishing's updated training products on "Respiratory Protection and Safety" can provide employees with this important information and help facilities in complying with requirements of the OSHA Respiratory Standard. Topics covered in these products include:

Topics covered in these products include:

- The need for a Respiratory Protection Program.
- Respiratory "basics" and disposable masks.
- Air-purifying respirators and filter types.
- Atmosphere-supplying respirators including SARs and SCBAs.
- Fit testing a respirator.
- Wearing a respirator.
- Maintaining a respirator.
- and more.



Scissor Lifts in Industrial and Construction Environments

Accessing high places can be difficult in many work environments. To reach these areas, many workers use scissor lifts. Nearly everyone has seen a scissor lift. They're common on construction sites, both inside and out, and are often found in warehouses and other large buildings as well.

Schoolcraft Publishing's training products on "Scissor Lifts in Industrial and Construction Environments" introduce employees to scissor lifts, make them aware of the hazards associated with these lifts and give them the information they need to work safely using a scissor lift or working near one. Topics covered in the program include:

Topics covered in these products include:

- The types of scissor lifts and the training needed to operate them.
- The hazards associated with using scissor lifts.
- "Pre-start" and "worksite" inspections.
- Setting up, operating and moving a scissor lift.
- Working on the ground near a scissor lift.



Supported Scaffolding

Whenever a worker leaves the ground, the risk of an accident occurring increases dramatically. With more than 10,000 scaffold related injuries reported each year, OSHA has mandated that workers be trained on how to safely erect and use these work platforms. These products will help employers meet the training requirements of OSHA's Scaffolding regulation.

Schoolcraft Publishing's training products on "Supported Scaffolding Safety" help employees understand the dangers of working with scaffolds, and how these risks can be minimized by knowing the correct ways to erect, maintain and use scaffolding equipment.

Topics covered in these products include:

- Responsibilities of a "scaffold expert".
- Creating a level and stable foundation.
- Platforms and planking.
- The danger of power lines.
- Ramps and walkways.
- Platform hazards.
- Personal fall arrest systems.
- Guarding against falling objects.
- and more.



Suspended Scaffolding

Whenever a worker leaves the ground, the risk of an accident occurring increases dramatically. With more than 10,000 scaffold related injuries reported each year, OSHA has mandated that workers be trained on how to safely erect and use these work platforms. These products will help employers meet the training requirements of OSHA's Scaffolding regulation.

Schoolcraft Publishing's training products on "Suspended Scaffolding Safety" help employees understand the dangers of working with scaffolds, and how these risks can be minimized by knowing the correct ways to erect, maintain and use scaffolding equipment.

Topics covered in these products include:

- Responsibilities of a "scaffold expert".
- Platforms and planking.
- The danger of power lines.
- Platform hazards.
- Personal fall arrest systems.
- Guarding against falling objects.
- and more.



Tuberculosis in the Healthcare Environment

Early in 1996 OSHA issued Tuberculosis Directives that enforce the 1994 Center for Disease Control and Prevention (CDC) Tuberculosis Prevention Guidelines, and allow for the wearing of new classes of NIOSH approved respirators/masks as well as HEPA masks.

Schoolcraft Publishing's training products on "Tuberculosis in the Healthcare Environment" include the changes in respiratory protection requirements. These products are designed to assist facilities and operations whose employees have a risk of exposure to tuberculosis. They also help employees understand the nature of the disease, as well as what they can do to protect themselves from infection.

Topics covered in these products include:

- Epidemiology and symptoms of tuberculosis.
- Modes by which tuberculosis is transmitted.
- The CDC Guidelines.
- The Exposure Control Plan.
- Recognition of exposure situations.
- Practices to prevent exposure.
- Administrative and engineering controls.
- Selection and use of personal protective equipment (including respirators).
- and more.



GENERAL SAFETY AND HEALTH

Schoolcraft Publishing's General Safety and Health Series deals with safety and health issues that are important to employees in their day-to-day job functions, such as back safety, ergonomics, fire safety, and much more.

COURSES

- Accident Investigation
- Active Shooter: Surviving An Attack
- Arc Flash
- Back Safety in Industrial Environments
- Back Safety in Office Environments
- Bullying and Other Disruptive Behavior: for Employees
- Bullying and Other Disruptive Behavior: for Managers and Supervisors
- Compressed Gas Cylinders
- Computer Workstation Safety
- Conflict Resolution in Industrial Facilities
- Conflict Resolution in the Office
- Crane Safety
- Distracted Driving
- Driving Defensively
- Driving Safety
- Driving Safety: The Basics
- Drug and Alcohol Abuse for Employees
- Drug and Alcohol Abuse for Managers and Supervisors
- Electrical Safety
- Ergonomics in Industrial Facilities
- Ergonomics in the Office
- Evacuation Procedures
- Eye Safety
- Fall Protection
- Fighting Fatigue in the Workplace
- Fire Extinguishers
- Fire Prevention in Healthcare Facilities
- Fire Prevention in Industrial Facilities
- Fire Prevention in the Office
- First Aid
- Fitness and Wellness
- Hand and Power Tool Safety
- Hand, Wrist and Finger Safety
- Handling a Sexual Harassment Investigation
- Hazard Recognition
- Hazardous Materials Labels
- Hazardous Spills
- Heat Stress
- Hot Work Safety and the Permitting Process
- I2P2 - Injury and Illness Prevention Program
- Ladder Safety
- Machine Guard Safety
- Materials Handling Safety
- Office Safety
- Preventing Sexual Harassment for Employees
- Preventing Sexual Harassment for Managers and Supervisors
- Rigging Safety
- Safe Lifting
- Safety Audits
- Safety Awareness for New Employees
- Safety Housekeeping and Accident Prevention
- Safety Orientation
- Safety Showers and Eye Washes
- Slips, Trips, and Falls
- Walking and Working Surfaces
- Warehouse Safety
- Welding Safety
- Winter Safety
- Workplace Harassment in Industrial Facilities
- Workplace Harassment in the Office
- Workplace Stress
- Workplace Violence
- Workplace Violence in Healthcare Facilities

Our safety courses are updated frequently, please contact an account representative or visit our website for the most current information.



Accident Investigation

When accidents happen, it's important to know why. Even when the reason seems obvious, the real cause may be more complicated. That's where accident investigation comes in. It examines the incident systematically to determine its true root causes. This information can then be used to update policies, procedures or equipment to help make sure a similar accident doesn't occur in the future.

Schoolcraft Publishing's "Accident Investigation" training products provide employees with the information that they need to understand the goals of an accident investigation, the process itself, and how they can participate in the process to help make their workplace safer. And these updated versions of the products include all-new visuals and a fresh look and feel... to engage trainees more effectively and promote better learning.

All of the products... the new "Micro-Learning" and full-length online courses as well as the DVDs and interactive CD courses... discuss topics that are integral to employees' understanding of these issues.

Topics covered in these products include:

- Accidents and near misses.
- Investigations and Root Cause Analysis.
- The role of tools and equipment in accidents.
- The importance of training.
- The role procedures play in preventing accidents.
- Learning from accidents.
- and more.



Active Shooter: Surviving An Attack

All too often these days, we hear about active shooter incidents... multiple shootings in nightspots, public areas... and workplaces. What should employees do to survive if one of these situations takes place where they work?

Schoolcraft Publishing's training products on "Active Shooter: Surviving An Attack" provide step-by-step explanations of the survival techniques that law enforcement agencies recommend to help people get through an active shooter incident safely.

Topics covered in these products include:

- Preparing for the unpredictable.
- Recognizing and surviving an attack.
- Running from a shooter.
- Hiding from a shooter.
- Fighting a shooter.
- What to do when the police arrive.
- and more.



Arc Flash

Electricity is so common in our homes and workplaces that we normally don't think twice about using it. But electricity kills and injures thousands of people every year, so it's important to understand its hazards and know how to avoid them.

Electricity poses two major hazards to people who work with it. The most intense is arc flash, a violent release of electrical energy that causes severe injuries and fatalities. The second is shock, which can cause burns, internal injuries, cardiac arrest and even be fatal.

Schoolcraft Publishing's training products on "Arc Flash" focuses on what arc flash is, its hazards and how employees can avoid it on the job. The program provides practical procedures employees can use to protect themselves from electric shock, as well.

Topics covered in these products include:

- Shock and how to avoid it.
- What is arc flash?
- Personal protective equipment.
- Creating an electrically safe condition.
- Avoiding arc flash situations.
- ...and more.



Back Safety in Industrial Environments

More than one million back injuries occur in industrial facilities every year. These injuries not only cause employees significant pain, but also result in days missed from work, lost wages and reduced productivity. But back injuries can be avoided.

Schoolcraft Publishing's training products on "Back Safety in Industrial Environments" discuss situations that can lead to back injuries and what employees can do to avoid them... both at work and at home.

Topics covered in these products include:

- The back and how it works.
- Different types of back injuries.
- Better posture for a healthier back.
- How to lift things safely.
- Taking care of your back 24/7.
- and more.



Back Safety in Office Environments

More than one million back injuries occur in offices every year. These injuries not only cause employees significant pain, but also result in days missed from work, lost wages and reduced productivity. But back injuries can be avoided.

Schoolcraft Publishing's training products on "Back Safety in Office Environments" discuss situations that can lead to back injuries and what employees can do to avoid them... both at work and at home.

Topics covered in these products include:

- The back and how it works.
- Different types of back injuries.
- Better posture for a healthier back.
- How to lift things safely.
- Taking care of your back 24/7.
- and more.



Bullying and Other Disruptive Behavior: for Employees

Fear, anger, frustration, humiliation, helplessness... these feelings shouldn't be part of anyone's job description. But they can be common in workplaces where bullying and other disruptive behavior is a problem. More than 35% of the employees in the U.S. say that they have worked with a bully. And bullying and other disruptive behavior not only harms workers, but can damage the business as well.

Schoolcraft Publishing's training products on "Bullying and Other Disruptive Behavior: for Employees" provide the information employees need to understand this type of behavior and know how to shut it down when it happens.

Topics covered in these products include:

- Workplace bullies and what they do.
- The effects of workplace bullying.
- How to handle a workplace bully.
- Other disruptive behavior.
- Defusing disruptive behavior.
- and more.



Bullying and Other Disruptive Behavior: for Managers and Supervisors

The words “bullying” and “disruptive behavior” often make us think of how children sometimes act. But “grown-ups” who bully and engage in other forms of disruptive behavior on the job can interfere with the functioning of the workplace, disturb and threaten coworkers and even affect their health.

Schoolcraft Publishing’s training products on “Bullying and Other Disruptive Behavior: for Managers and Supervisors” provide the information they need to help prevent this type of behavior in their department and deal with it when it does happen.

Topics covered in these products include:

- Bullying and its effects.
- Other disruptive behavior.
- “Coaching” your department about bullying and disruption.
- Handling a report of bullying or other disruption.
- “Informal Responses” and “Awareness Intervention”.
- Additional levels of intervention.
- and more.



Compressed Gas Cylinders

In today's work environments, compressed gas is used for refrigeration, welding, heating and many other purposes. But compressed gases and the cylinders that contain them can be dangerous. Employees who work with them need to know how to handle them safely.

Schoolcraft Publishing's training products on "Compressed Gas Cylinders" provide the information that employees need to work safely with these potentially hazardous storage containers and the gases inside them. And this updated program features all-new visuals and a fresh look and feel to engage employees more effectively and promote better learning.

Topics covered in these products include:

- Types of gases and their cylinders.
- The hazards of cylinders and the gases they contain.
- Storing compressed gas cylinders.
- Handling cylinders safely.
- Installing compressed gas cylinders.
- Finding and dealing with leaks.
- and more.



Computer Workstation Safety

Today much of the work we do involves computers, whether it's in the warehouse or the accounting department. And just like any other type of equipment, we need to know what potential problems may be involved in working with computers, and how to avoid them so we can use our computers safely.

Schoolcraft Publishing's training products on "Computer Workstation Safety" review the health and safety issues that can be involved when we are using computers, and provide practical solutions to many of these problems.

Topics covered in these products include:

- Arranging your work area.
- Using neutral positions.
- Reducing eyestrain.
- Stretching and "relaxation" techniques.
- and more.



Conflict Resolution in Industrial Facilities

Conflict in the workplace is inevitable. Anytime two or more people come together, they will eventually disagree about something. While some conflict can be healthy, it is often an indication that there is something wrong. Conflict is frequently a “call to action” a problem crying out for a solution.

The good news about conflict is that it is usually based on “caring”. The more someone defends their point of view in an argument, the more they care. But if conflict is allowed to fester and grow without a resolution, it can lead to serious problems such as threats and even physical violence. The effectiveness of an entire organization can be harmed if conflict is allowed to escalate.

Schoolcraft Publishing’s training products on “Conflict Resolution in Industrial Facilities” discuss the techniques and strategies that can be used to limit the damage and disruption conflict can cause in the workplace. They show employees that when difficult situations are dealt with in a calm and unemotional way, compromise and collaboration are possible... and a lot can be gained from resolving a conflict.

Topics covered in these products include:

- The consequences of conflict and how it can disrupt the workplace.
- How resolving workplace conflict is an integral part of everyone’s job.
- The common causes of workplace conflict and how to recognize them.
- Diffusing disagreements before they get out of hand.
- The damage that escalating conflict and violence can do to an organization.
- How collaboration can be a valuable tool in resolving conflicts.
- How to apply proven conflict resolution techniques and strategies.
- and more.



Conflict Resolution in the Office

Conflict in the workplace is inevitable. Anytime two or more people come together, they will eventually disagree about something. While some conflict can be healthy, it is often an indication that there is something wrong. Conflict is frequently a “call to action”... a problem crying out for a solution.

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Schoolcraft Publishing’s training products on “Conflict Resolution in the Office” discuss the techniques and strategies that can be used to limit the damage and disruption conflict can cause in the workplace. They show employees that when difficult situations are dealt with in a calm and unemotional way, compromise and collaboration are possible... and a lot can be gained from resolving a conflict.

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- The damage that escalating conflict and violence can do to an organization.
- How collaboration can be a valuable tool in resolving conflicts.
- How to apply proven conflict resolution techniques and strategies.
- and more.



Crane Safety

While there are many different types of cranes, they all have the ability to make many jobs much easier by lifting enormous weight. But they also share the potential for disaster when they are not operated safely. Crane-related accidents can often be deadly, due to the heavy loads that are lifted. Once a load or a crane itself falls, not much can be done to stop it, and there is little time for people to move safely out of the way. OSHA has become so concerned about crane-related accidents that they have recently revised their crane safety regulations... for the first time in almost 40 years!

Schoolcraft Publishing's training products on "Crane Safety" point out to employees that over 90% of crane-related accidents are caused by human error... and that they are the key to preventing these incidents.

Topics covered in these products include:

- Recent changes in the OSHA crane regulations.
- Operator certification.
- Equipment inspection and hazard assessment.
- Boom, jib and overhead cranes.
- General and operational safety devices.
- Crane operations and hand signals.
- Working around power lines.
- and more.



Distracted Driving

We've all seen them, drivers on the road drinking a cup of coffee, putting on make-up, eating a snack...and talking on their cell phones. More and more people every day, it seems, are doing something other than paying attention to traffic when they're behind the wheel. It's called "distracted driving."

Schoolcraft Publishing's training products on "Distracted Driving" provide the information employees need to drive cars, vans and small trucks safely, both on and off the job.

Topics covered in these products include:

- The cost of distracted driving.
- "Multi-tasking", technology and distraction.
- Eliminating distractions before you drive.
- Cell phones.
- Fighting distraction on the road.
- and more.



Driving Defensively

When you drive defensively, you're always looking for trouble. Not because you want to cause it, but so you can defend yourself against other drivers, and the trouble they can cause. Whether they're speeding, tailgating, or just not paying attention to what they're doing, other drivers can put you at risk.

Schoolcraft Publishing's training products on Driving Defensively provide the information employees need to drive cars, vans and small trucks defensively, both on and off the job. Available in English & Spanish.

Topics covered in these products include:

- The fundamentals of driving defensively.
- Dealing with distracted drivers.
- Coping with aggressive drivers.
- Using your headlights.
- Driving safely in bad weather.
- Handling a blowout.
- Sharing the road with trucks and buses.
- and more.



Driving Safety

Most employees travel the roads every day... in cars, vans or trucks... many of them on company business. Each year, traffic accidents claim over 40,000 lives and cause more than two million serious injuries. In fact, motor vehicle crashes are the number one cause of death on the job.

Schoolcraft Publishing's training products on "Driving Safety" provide the information employees need to drive cars, vans and small trucks safely, both on and off the job.

Topics covered in these products include:

- Inspecting the vehicle.
- Adjusting seats, mirrors and other equipment.
- Mental preparation and concentration.
- Passing another vehicle.
- Sharing the road with trucks and buses.
- School bus encounters.
- Driving at night.
- Adverse weather conditions, skidding and hydroplaning.
- Distracted driving.
- Road rage.
- What to do in case of an accident.
- and more.



Driving Safety: The Basics

We do so much driving that it's easy to forget how dangerous it can be. Every year accidents claim almost 35,000 lives and cause more than two million serious injuries. Fortunately, most accidents can be prevented. People can avoid trouble on the road if they approach their driving with the right skills, a well-maintained vehicle and a safety first attitude.

Schoolcraft Publishing's training products on Driving Safety: The Basics provide the information employees need to drive cars, vans and small trucks safely, both on and off the job. Available in English and Spanish. Topics covered in these products include:

Topics covered in these products include:

- Preparing to drive safely.
- The fundamentals of safe driving.
- Driving with other vehicles.
- Driving at night and in bad weather.
- Distracted driving and road rage.
- Handling an emergency.
- and more.



Drug and Alcohol Abuse for Employees

In the United States there are over 38 million binge drinkers, almost 25 million illegal drug users and more than 6 million people who abuse prescription drugs... and most of them have jobs. Substance abuse directly affects the user's personality, health and ability to function safely in a workplace. It can also decrease productivity, create a hostile work environment and damage their company's reputation.

Schoolcraft Publishing's "Dealing with Drug and Alcohol Abuse for Employees" training products discuss the hazards of substance abuse, how employees can avoid them and what they can do to help keep their workplace drug and alcohol-free.

Topics covered in these products include:

- Substances that are often abused.
- Alcohol, marijuana and other depressants.
- Stimulants and narcotics.
- How people get "hooked".
- Drug dependency.
- Becoming a substance abuser.
- Alcohol and drug policies.
- Overcoming substance abuse.
- and more.



Drug and Alcohol Abuse for Managers and Supervisors

Most substance abusers have jobs. In fact, it is estimated that one out of every ten workers has a drug or alcohol problem. Their behavior “under the influence” can decrease productivity, create a hostile work environment and damage a company’s reputation. Worst of all it can significantly increase the chances of workplace incidents and injuries.

Schoolcraft Publishing’s “Dealing with Drug and Alcohol Abuse for Managers and Supervisors” training products discuss drug and alcohol abuse, the damage it causes to workers and the businesses that employ them, and what should be done to create and maintain a drug and alcohol-free workplace.

Topics covered in these products include:

- How substance abuse can affect a workplace.
- What substances are abused?
- Laws you need to know about.
- Creating a drug and alcohol-free workplace.
- Substance abuse education and testing.
- Recognizing on-the-job substance abuse.
- Handling substance abuse situations.
- and more.



Electrical Safety

Electricity is all around us. It lights up our homes... powers much of the machinery and equipment that we use... and runs many of our tools. We are so used to it, most employees “take it for granted.” Yet electricity can also be dangerous. Employees need to know how electricity works, and what they should do to protect themselves from its hazards.

Schoolcraft Publishing’s training products on “Electrical Safety” remind employees about electrical hazards they may face in their jobs, and provide the information they need to work safely around electricity. This program will also assist in satisfying the OSHA training requirements under 29 CFR Part 1910.331 (Electrical Safety Standard) for “non-qualified” employees.

Topics covered in these products include:

- Basic terms and definitions.
- Circuits and flow of electricity.
- Recognizing and avoiding electrical hazards.
- Special environments.
- Dealing with an electrical accident.
- and more.



Ergonomics in Industrial Facilities

The physical stresses and strains that industrial jobs can cause in the workers who perform them can lead to severe, even disabling, injuries over time. These “ergonomic” injuries, including carpal tunnel syndrome, tendinitis and lower back pain, often result in missed work time, reduced productivity and increased expenses.

Schoolcraft Publishing’s training products on “Industrial Ergonomics” provide employees with the information they need to understand ergonomic hazards, recognize them in their workplace and know how to avoid them.

Topics covered in these products include:

- Understanding ergonomic injuries.
- Preventing hand and wrist problems.
- Avoiding injuries to the arm and shoulder.
- Taking care of the neck and back.
- How to lift safely.
- and more.



Ergonomics in the Office

One size does not fit all, and sometimes that's a real "pain". Just imagine how convenient it would be if one size did fit all of us. For one thing, the places where we work and the things we work with, our desks, chairs, computers, and other "tools" that we use, could be the same for everybody.

But the truth is we're all different. So for many of us efficiency, comfort and safety in the office can often be hard to come by, but it can be done, using ergonomics.

Schoolcraft Publishing's training products on "Office Ergonomics" address how to recognize ergonomic problems, the potential for adverse effects if our offices are not set up ergonomically, and practical solutions employees themselves can use to do that.

Topics covered in these products include:

- Understanding ergonomic office injuries.
- Your ergonomic desktop.
- Maintaining neutral positions.
- Staying limber at work.
- Going beyond traditional ergonomics.
- and more.



Evacuation Procedures

Imagine a crisis striking your workplace. The only option is for everyone to get out. Would your employees be ready to clear the building safely?

Dealing with an emergency is never easy. Neither is evacuating a facility when one is happening. Very few people can think clearly or act logically in a crisis, and our urge to get out can easily turn into panic. The result can often be a stampede that causes injuries and property damage. But it doesn't have to be that way, because you can help to ensure that an evacuation is calm and orderly.

Schoolcraft Publishing's training products on Evacuation Procedures provide the information employees need to learn to act quickly and safely during an evacuation.

Topics covered in these products include:

- Preparing yourself for an evacuation.
- Basic evacuation procedures.
- Evacuating multi-story buildings.
- Coping with fires and explosions.
- Dealing with HAZMAT emergencies.
- and more.



Eye Safety

An estimated 24 million eye injuries occur in the U.S. each year. About 2,000 of them will occur today, and every day thereafter, while people are at work. All too many of them will cause the victim to lose some or all of their eyesight. But eye injuries can be prevented.

Schoolcraft Publishing's training products on "Eye Safety" provide employees with the information they need to recognize and avoid eye hazards that they can encounter in their workplace.

Topics covered in these products include:

- How to prevent eyestrain.
- Protecting against particles and splashes.
- Avoiding radiation hazards.
- What to do in case of an eye injury.
- and more.



Fall Protection

Falls are the second leading cause of death each year in the United States (after traffic accidents)! Over 10,000 people are killed every year as a result of falls...and 200,000 to 300,000 people are disabled. Eight-five percent of all falls that occur on the job result in “lost work time”.

Schoolcraft Publishing’s training products on “Fall Protection” provide the information employees need to work safely when they are “off the ground”, and assist in satisfying the major training requirements in the OSHA Standard on Fall Protection.

Topics covered in these products include:

- The seriousness of fall hazards.
- Types of environments where falls may occur.
- The “Fall Protection Plan”.
- Concentrating and keeping a clear head.
- The importance of housekeeping in preventing falls.
- Measures that can be taken to protect against falls.
- Protective equipment.
- and more.



Fighting Fatigue in the Workplace

Tired people make mistakes. That's why workplace fatigue can significantly increase the likelihood of employees being hurt, even killed, on the job. It also reduces productivity and increases expenses. Each year, fatigue costs U.S. businesses more than \$130 billion dollars. But it can be prevented.

Schoolcraft Publishing's training products on "Fighting Fatigue in the Workplace" discuss the causes of fatigue, the hazards that it creates and what employees can do to avoid it.

Topics covered in these products include:

- What fatigue is and what causes it.
- The hazards of fatigue.
- Reducing fatigue in the workplace.
- How "sleep hygiene" can help.
- The role of healthy diet and exercise.
- and more.



Fire Extinguishers

More than a million fire emergencies are reported in the U.S. every year. When a workplace fire occurs, an employee will often be the first to respond, and fire extinguishers become the first line of defense against it.

Schoolcraft Publishing's training products on "Using Fire Extinguishers" look at different types of fires, discuss how they should be put out, and explain how employees can use extinguishers effectively and safely if a fire emergency occurs.

Topics covered in these products include:

- How fires burn.
- "Classes" of fires.
- Dry chemical and carbon dioxide extinguishers.
- Water and foam extinguishers.
- Using a fire extinguisher.
- Maintaining fire extinguishers.
- and more.



Fire Prevention in Healthcare Facilities

Every year more than a million fire emergencies are reported in the U.S., with over 5,000 of them taking place in healthcare facilities. They cause injuries, deaths and more than \$45 million in damage.

Schoolcraft Publishing's "Fire Prevention in Healthcare Facilities" training products look at the fire hazards that can be encountered in healthcare environments, discuss how fires can be prevented, and explain what employees should do in case a fire emergency occurs in their workplace.

Topics covered in these products include:

- How fires burn.
- The four most common classes of fires.
- Dealing with a fire emergency.
- Patient safety and evacuation procedures.
- Fire hazards in healthcare environments.
- Controlling electrical hazards.
- and more.



Fire Prevention in Industrial Facilities

Every year more than a million fire emergencies are reported in the U.S., with over 35,000 of them taking place in industrial facilities. They cause thousands of injuries, as well as hundreds of deaths... and at least \$1 billion in damage.

Schoolcraft Publishing's "Industrial Fire Prevention" training products look at the fire hazards that can be encountered in industrial environments, discuss how fires can be prevented, and explain what employees should do in case a fire emergency occurs in their workplace.

Topics covered in these products include:

- How fires burn.
- The four most common classes of fires.
- Extinguishing fires.
- Handling flammable materials safely.
- How to prevent fires.
- Dealing with a fire emergency.
- and more.



Fire Prevention in the Office

Every year more than one million fire emergencies are reported in the U.S., with over 3,000 of them taking place in offices. They cause more than \$100 million in damage as well as thousands of injuries and hundreds of deaths.

Schoolcraft Publishing's "Fire Prevention in the Office" training products look at the fire hazards that can be encountered in office environments, discuss how fires can be prevented, and explain what employees should do in case a fire emergency occurs in their workplace.

Topics covered in these products include:

- How fires burn.
- The four most common classes of fires.
- Extinguishing fires.
- Preventing fires in the office.
- Dealing with a fire emergency.
- and more.



First Aid

In most facilities, not a day goes by without some type of injury occurring. It can be as serious as a chemical burn, or as minor as a small cut. But any injury can be painful and affect an employee's work performance... as well as their life off the job.

Schoolcraft Publishing's training products on "First Aid" show employees that knowing basic first aid can often limit the severity of any type of injury, or even prevent a death.

Topics covered in these products include:

- Cuts and bleeding.
- Muscle pulls and sprains.
- Burns.
- Broken bones.
- Shock.
- Artificial respiration and CPR.
- and more.



Fitness and Wellness

A healthier lifestyle can give employees more energy, increase their immunity to disease, reduce stress levels and help them lose weight. And when they are healthier they just plain feel better about themselves, so they work better, they're more productive and they're less prone to illness and accidents which benefits both them and their employers.

Schoolcraft Publishing's updated Fitness and Wellness training provides employees with the information, understanding and inspiration they need to achieve the benefits of a healthier lifestyle. It shows them how to set and reach reasonable goals while eliminating bad habits that can hold them back.

Topics covered in these products include:

- Eating right.
- Exercise.
- Stress.
- Smoking.
- Alcohol and drug use.
- and more.



Hand and Power Tool Safety

Hand and power tools allow employees to perform tasks that they could never do without them. But tools can also be dangerous. Injuries involving hand and power tools send almost half a million people to the emergency room every year, and cause a significant number of fatalities as well.

Schoolcraft Publishing's training products on "Hand and Power Tool Safety" discuss hand and power tool hazards, and show employees the equipment and safe practices they can use to prevent injuries.

Topics covered in these products include:

- Hand and power tool hazards.
- Tool inspection and maintenance.
- Personal protective equipment (PPE).
- Using electric power tools safely.
- Preventing "kickbacks".
- Reducing hazards in a work area.
- and more.



Hand, Wrist and Finger Safety

Each year over 500,000 people injure their hands, wrists or fingers. Nearly one out of four “on-the-job” accidents involve these parts of the body. To help reduce these problems it is important for employees to learn about the most common hazards to these areas of the body.

Schoolcraft Publishing’s training products on “Hand, Wrist and Finger Safety” review hand, wrist and finger hazards and help employees to take the steps necessary to avoid them.

Topics covered in these products include:

- The hand... and how it works.
- Preparing for the job.
- Available personal protective equipment.
- Fit and care of personal protective equipment.
- Ergonomic hazards.
- and more.



Handling a Sexual Harassment Investigation

Sexual harassment can be devastating for its victims as well as the companies that they work for. It's also illegal. When it occurs, sexual harassment must be addressed quickly, fairly and with compassion, so a company can minimize workplace disruption, avoid lawsuits or fines and preserve the organization's reputation.

Schoolcraft Publishing's "Handling a Sexual Harassment Investigation" training products provide managers and supervisors with the information they need to identify sexual harassment in their departments, gather facts about an incident of harassment and resolve the situation fairly.

Topics covered in these products include:

- What is sexual harassment?
- Company policy and preventing harassment.
- Conducting an ethical investigation.
- Beginning an investigation.
- Gathering the facts.
- Resolving the situation.
- and more.



Hazard Recognition

According to the Occupational Safety and Health Administration (OSHA), more than 3 million injuries and illnesses and more than 4,500 deaths occur on the job, each year. Reducing these numbers has to be a top priority for everyone in the workplace. Employers, employees, managers and supervisors can improve safety in their facility by identifying and controlling job hazards before they cause accidents. This process is called hazard recognition.

Schoolcraft Publishing's "Hazard Recognition" training products provide the information employees need to help prevent workplace accidents and injuries from occurring.

Topics covered in these products include:

- The need for hazard recognition.
- Hazardous conditions and unsafe acts.
- Identifying hazards in advance.
- Real-time hazard recognition.
- Investigating accidents and near misses.
- and more.



Hazardous Materials Labels

One important method for identifying hazardous materials is through the use of container labels. From bottles and drums to trucks and railcars, labels and placards provide information about the contents of a container, as well as what to do and who to call in case of an emergency. Because this information is so critical for the safe handling and transporting of these potentially dangerous substances, several organizations have developed labeling and placarding systems to communicate to employees about a container's contents.

Schoolcraft Publishing's training products on "Hazardous Materials Labels" are designed to help employees understand the characteristics of different labeling systems and the ways that each convey information. By recognizing the differences and similarities of these systems, employees will be better prepared to work safely around hazardous materials.

Topics covered in these products include:

- OSHA's Hazard Communication Standard.
- The integration of the Globally Harmonized System (GHS) for the Classification and Labeling of Chemicals into the HAZCOM Standard.
- Types of containers requiring labels.
- Department of Transportation (DOT) hazardous material classification.
- DOT label and placard requirements.
- United Nations identification numbers.
- The "Hazardous Materials Identification System" (HMIS).
- The National Fire Prevention Association (NFPA) labeling system.
- and more.



Hazardous Spills

Hazardous materials are a part of many work situations. They can be found in many different types of facilities and on many job sites... from manufacturing and construction to retail and office environments. Some organizations have to deal with hazardous materials as part of their daily business, and have detailed plans and highly trained workers to handle a sudden spill. But other facilities only have to handle these materials infrequently, and may not have given much thought to what must be done in case of a spill.

Schoolcraft Publishing's training products on "Dealing With Hazardous Spills" are designed to help employees who seldom have to face the dangers of a hazardous spill deal with a cleanup situation.

Topics covered in these products include:

- The Hazard Communication Plan.
- The Emergency Response Plan.
- Five levels of OSHA's HAZMAT training.
- Initial spill response.
- Spill containment.
- Instruments used to identify chemicals involved in a spill.
- Additional hazards of a spill site.
- and more.



Heat Stress

Each year thousands of employees suffer the adverse effects of Heat Stress. Whether they work outdoors under the hot summer sun, or indoors with equipment and machinery that give off high levels of heat, these employees need to know how to recognize and prevent heat stress and other heat-related health problems.

The body is a powerful machine, capable of performing massive amounts of work. And like any machine, when it's pushed hard, your body can produce a lot of heat. Whether you're outside under a hot sun, inside a busy factory, or bundled up against the cold, you need to be careful when your body heats up.

Schoolcraft Publishing's training products on "Heat Stress" review how heat effects the body, the steps employees can take to prevent heat stress, and elementary first aid that can be given to a worker who has been affected by a heat-related illness.

Topics covered in these products include:

- Situations leading to heat-related illnesses.
- Heat stress, heat exhaustion and heat stroke.
- Other heat-related illnesses.
- Preparing to work in hot environments.
- Engineering controls.
- Treating heat-related illnesses.
- and more.



Hot Work Safety and the Permitting Process

“Hot work” includes any tasks that involve flame or high heat, or can act as an ignition source. One in five industrial fires are caused by hot work and it can create major problems on construction sites as well.

Hot work accidents result in more than \$300 million in property damage and more than 30 fatalities per year, but these incidents are preventable.

Schoolcraft Publishing’s “Hot Work Safety and the Permitting Process” training products discuss the hazards that can be encountered in hot work and focus on how employees can use the permitting process and other safe practices to perform these tasks more safely.

Topics covered in these products include:

- Hot work and its hazards.
- The purpose of a Hot Work Permit.
- First steps in the permitting process.
- Preparing the work area.
- Performing hot work safely.
- Hot work in confined spaces.
- and more.



I2P2 - Injury and Illness Prevention Program

Every day 12 workers die on the job, and more than 10,000 workers suffer serious job-related injuries. But the real tragedy is that most of these incidents could be prevented. Employers and employees can work together to find and fix the hazards in their workplace, before people get sick, injured or even killed.

The process begins when a company decides to strengthen its safety culture by adopting an Injury and Illness Prevention Program, known within OSHA as I2P2.

Schoolcraft Publishing's new I2P2: Injury and Illness Prevention Programs training products provide employees with important information on how this organized approach to workplace safety can significantly reduce accidents and injuries, and how the workers themselves can play a major role in making the program work.

Topics covered in these products include:

- What is I2P2?
- Management responsibilities and employees' participation.
- Hazard identification and assessment.
- Hazard prevention and control.
- Education and training.
- Program evaluation and improvement.
- and more.



Ladder Safety

You'll find ladders being used just about anywhere that work needs to be done up off the ground, but that doesn't mean they can be taken for granted. All too often, ladders are involved in workplace accidents that cause worker injuries and fatalities.

Schoolcraft Publishing's "Ladder Safety" training products help employees work safely by understanding the hazards that are associated with ladders as well as how to avoid them.

Topics covered in these products include:

- Ladder selection.
- Inspection before use.
- Setting up and moving ladders.
- Climbing on ladders.
- Ladder accidents.
- and more.



Machine Guard Safety

Machine tools and powered equipment help us to do more and heavier work than we could ever do on our own. But roughly 15,000 machine-related accidents also occur every year, causing severe injuries and hundreds of fatalities. Most of these incidents could have been prevented by the proper use of machine guards and other safety devices.

Schoolcraft Publishing's "Machine Guard Safety" training products provide employees with a thorough understanding of the machinery hazards that they may face, as well as how to avoid these hazards.

Topics covered in these products include:

- Dangerous mechanical motions.
- Types of machine guards.
- Guarding points of operation.
- Safety devices.
- Safe work practices.
- and more.



Materials Handling Safety

“Materials handling” is how the things that people need get to where they’re needed, on time and intact. And these activities can be dangerous. Every year, thousands of workers are killed or injured while moving, stacking and storing materials. But these accidents don’t have to happen.

Schoolcraft Publishing’s training products on “Materials Handling Safety” discuss the hazards that employees are likely to encounter, and explain the work practices and equipment they can use to control or eliminate these hazards.

Topics covered in these products include:

- Preparing yourself to work safely.
- Understanding “ergonomics”.
- Safe lifting... step-by-step.
- Hand trucks and dollies.
- Platform trucks, carts and pallet jacks.
- Forklift safety.
- and more.



Office Safety

Office employees frequently have the feeling that since they don't work "out on a plant floor" safety isn't important in their jobs. Yet accidents and injuries in the office account for thousands of hours of lost time, and millions of dollars in Workers' Compensation and medical costs.

Schoolcraft Publishing's training products on "Office Safety" show employees what hazards exist in office environments, and how important it is to use good safety practices as they go about their work.

Topics covered in these products include:

- Avoiding falls.
- Putting yourself at risk.
- Setting up your workstation.
- Preventing "computer eyestrain".
- Using powered equipment.
- Handling office supplies.
- Fire safety.
- and more.



Preventing Sexual Harassment for Employees

Sexual harassment can be devastating for its victims as well as for the companies they work for. It's also illegal. But the Equal Employment Opportunity Commission still receives more than 10,000 sexual harassment complaints from U.S. workers every year.

Schoolcraft Publishing's "Preventing Sexual Harassment... for Employees" training products provide employees with the information they need to help prevent sexual harassment in their workplace, and deal with it effectively if it does occur.

Topics covered in these products include:

- What is sexual harassment?
- Understanding offensive behavior.
- Company policy and appropriate conduct.
- What if someone "crosses the line"?
- Reporting a sexual harassment incident.
- and more.



Preventing Sexual Harassment for Managers and Supervisors

Sexual harassment can be devastating for its victims as well as for the companies they work for. It's also illegal. But the Equal Employment Opportunity Commission still receives more than 10,000 sexual harassment complaints from U.S. workers every year.

Schoolcraft Publishing's "Preventing Sexual Harassment... for Managers and Supervisors" training products provide them with the information they need to identify situations that could lead to sexual harassment, help prevent harassment in their departments, and deal with it effectively if it does occur.

Topics covered in these products include:

- What is sexual harassment?
- Company policy and offensive behavior.
- Sexual harassment in your department.
- Handling a report of sexual harassment.
- The "fact finding" process.
- and more.



Rigging Safety

We have all heard the phrase... “A chain is only as strong as its weakest link”. When it comes to crane operations, rigging can often be that “weak link”. How a load is attached to a crane can make the difference between a successful lift and an unfortunate accident. And rigging-related accidents can often be deadly, due to the large and heavy loads that are lifted. A small miscalculation, or a brief moment of inattention, and tragedy could strike.

Once a load or a crane itself falls not much can be done to stop it, and there is little time for people to move safely out of the way. OSHA has become so concerned about crane and rigging accidents that they have recently revised their crane safety regulations... for the first time in almost 40 years!

Schoolcraft Publishing’s training products on “Rigging Safety” point out to employees that over 90% of rigging-related accidents are caused by human error... and that they are the key to preventing these incidents.

Topics covered in these products include:

- Recent changes in the OSHA crane safety regulations.
- “Qualified/competent” riggers and signalers.
- Personal protective equipment.
- Equipment inspection.
- Slings and hitches.
- Hand signals and load angles.
- Working around power lines.
- and more.



Safe Lifting

Lifting and carrying. It's something we do all the time, and we normally don't think twice about it. But there are good reasons to consider how we lift and carry things, because there are right ways and wrong ways to do it. And what you don't know about them can hurt you.

Schoolcraft Publishing's training products on "Safe Lifting" provide the information employees need to protect their backs when they are lifting and carrying.

Topics covered in these products include:

- The back's structure and function.
- Preparing for a lift.
- The mechanics of safe lifting.
- Planning a "carry".
- and more.



Safety Audits

Workplace safety is too important to try and figure out “on the fly”, or leave to chance. When employees’ lives and health are on the line, a company can’t just wait for trouble to occur before making improvements.

That’s why safety-conscious organizations have been taking a more proactive approach by conducting “safety audits”... systematic surveys of workplaces to identify hazards so they can be eliminated or controlled.

Schoolcraft Publishing’s training products on “Safety Audits” provide employees with an understanding of the goals and procedures that are involved in a safety audit, show them how they can help in the audit process and describe specific safe work practices. And these updated versions of the products include all-new visuals and a fresh look and feel... to engage trainees more effectively and promote better learning.

Topics covered in these products include:

- Performing a “workplace analysis”.
- “Systems of controls”.
- Evaluating your work area.
- Performing a “personal” safety audit.
- Dealing with accidents.
- and more.



Safety Awareness for New Employees

Starting a new job always gives people plenty to think about, but there's something very important they need to focus on from the start... workplace safety. Workplace safety means thinking safety first on their first day on the job, and every day thereafter.

Schoolcraft Publishing's training products on "Safety Awareness for New Employees" addresses many of the most important safety issues confronting employees across a range of industries. Content is divided into concise chapters that look at commonly encountered workplace hazards, and how you can protect yourself from them, so new hires can start working safety right away.

Topics covered in these products include:

- Slips, trips and falls and good housekeeping.
- Industrial ergonomics.
- Using hand and power tools and powered machinery safely.
- Forklift safety.
- Electrical Safety and Lock-out/tag-out.
- Hazard communication and personal protective equipment.
- Fire prevention and emergency procedures.
- Health emergencies, first aid and bloodborne pathogens.



Safety Housekeeping and Accident Prevention

Good safety housekeeping can significantly reduce accidents and injuries in any type of work environment. By developing good safety habits, and by being aware of their work environment and any hazards associated with it, employees can help to create a much safer workplace.

Schoolcraft Publishing's training products on "Safety Housekeeping and Accident Prevention" demonstrate to employees how to prevent workplace accidents by paying attention to safety housekeeping considerations.

Topics covered in these products include:

- Developing a good "safety attitude".
- Maintaining your work environment.
- Using tools and equipment.
- Hazardous materials: recognition and storage.
- Hazardous materials: spill clean-up and disposal.
- Personal protective equipment.
- and more.



Safety Orientation

Thinking about safety should be as natural as thinking about other aspects of the job. Employees should be able to anticipate the possibility of accidents before they happen. Yet workplace accidents cause millions of people to suffer painful injuries every year, and cost business almost \$90 billion per year in medical bills, lost wages and lost production time.

Schoolcraft Publishing's training products on "Safety Orientation" address two of the most prominent safety issues confronting employers today that of developing a good "safety attitude" in their employees, as well as providing "introductory safety training".

Topics covered in these products include:

- Developing "safety awareness".
- Basics of accident prevention.
- Hazard evaluation.
- Safety housekeeping.
- Tool use and maintenance.
- Fire prevention and safety.
- Use of personal protective equipment.
- and more.



Safety Showers and Eye Washes

No matter how many precautions employees take, accidents sometimes happen. In these situations quick action is essential, and if the incident involves a hazardous material, using a safety shower or eyewash can be extremely important.

Schoolcraft Publishing's training products on "Safety Showers and Eye Washes" review for employees situations where safety showers and eye washes should be used, as well as how to properly use them.

Topics covered in these products include:

- Types of showers and eye washes.
- How to operate showers and eye washes correctly.
- Chemical splashes.
- Appropriate shower and eye wash techniques.
- Helping an accident victim use a shower/eye wash.
- First aid.
- Maintenance and testing of showers and eye washes.
- and more.



Slips, Trips, and Falls

Most employees don't give much thought to the prospect of slipping, tripping or even falling on the job. Yet these types of accidents account for more workplace injuries annually than any other accident category. Many of these injuries can be disabling... or even fatal.

Schoolcraft Publishing's training products on "Slips, Trips and Falls" show employees the situations that can lead to slips, trips and falls, and what they can do to avoid or prevent these accidents.

Topics covered in these products include:

- Why slips, trips and falls occur.
- Common causes of accidents.
- Potential health effects of resulting injuries.
- Techniques used to avoid injury.
- The importance of safety shoes.
- How to "fall" safely.
- and more.



Walking and Working Surfaces

We depend on the surfaces that we walk and work on for a lot of things... to provide the support we need to position ourselves properly, to help us use our muscles efficiently, to keep our balance and do our work safely. But we often take their condition for granted, and that is a big mistake.

Year after year slips, trips and falls make up the majority of on-the-job accidents. They cause almost 20% of disabling occupational injuries, and thousands of fatalities annually. Yet most of these accidents could have been prevented.

Schoolcraft Publishing's "Walking and Working Surfaces" training identifies the hazards that are associated with different surfaces, and provides the practical information and specific procedures employees need to help prevent slips, trips and falls on the job.

Topics covered in these products include:

- The fundamentals of safe surfaces.
- Walkways and fixed ladders.
- Portable ladders.
- Scaffolding.
- and more.



Warehouse Safety

Warehouses are very busy places... and that can give rise to a lot of hazardous situations. Every year, thousands of warehouse workers are injured on the job, and more fatalities occur in warehouses than in most other types of workplaces as well. But it doesn't have to be that way. To protect themselves against accidents, employees need to meet warehouse hazards "head on" by being "safety minded".

Warehouse Safety training from Schoolcraft Publishing helps employees to stay safe by identifying the specific hazards they can encounter while working in a warehouse, and providing them with practical procedures they can use to avoid them.

Topics covered in these products include:

- Warehouse safety fundamentals.
- Materials handling basics.
- Pallets... packing, storing and stacking.
- Working safely with forklifts.
- Working safely on a loading dock.
- and more.



Welding Safety

More than half a million U.S. workers in various industries perform welding, cutting, brazing and soldering work as part of their jobs every day. In a year's time, these tasks will kill more than fifty of them. Thousands more will be injured. Some of their workplaces will have been damaged by fires and explosions as well.

Schoolcraft Publishing's "Welding Safety" training products discuss the hazards that are associated with welding and cutting tasks, and explain the equipment and safe practices employees can use to avoid them.

Topics covered in these products include:

- The potential hazards of welding.
- "Designated areas", work permits and confined spaces.
- Preventing fires while welding.
- Protecting against toxic fumes.
- Goggles, helmets and hand shields.
- Gloves, clothing and other protective equipment.
- and more.



Winter Safety

Over the years employers have discovered that their employees miss more time from work as a result of “off-the-job” accidents than due to injuries experienced on the job. Many of these accidents occur during the winter holidays, as employees do things that they are not familiar with or haven’t done “since last year”. Fortunately, most of these accidents can be prevented.

Schoolcraft Publishing’s training products on “Winter Safety” show employees how to plan ahead, look for potential hazards and avoid dangerous situations that occur during the winter holiday season.

Topics covered in these products include:

- Surviving in the cold.
- Keeping your workplace safe in icy conditions.
- Dressing for the weather.
- Driving in winter weather.
- Holiday decorations.
- Celebrating the season safely.
- and more.



Workplace Harassment in Industrial Facilities

Most of us cannot do our work without interacting with other people. Effective communication is usually part of the job, and cooperation can be essential. When interaction, communication and cooperation are hindered in some way the workplace can become “toxic” and threaten our sense of well-being. Feelings of stress, frustration and anger can boil to the surface. Attendance, productivity, quality and safety often suffer. When people hear the word “harassment” they usually think of sexually-related activity. But harassment encompasses a wide range of behavior from practical jokes to intimidation. It can also include threats, verbal abuse and discrimination, even stalking and assault and anyone can be subject to it.

Schoolcraft Publishing’s training products on “Workplace Harassment in Industrial Facilities” discuss the various types of harassment that are found in the workplace, how they can affect an employee’s work situation and what employees themselves can do to help prevent workplace harassment.

Topics covered in these products include:

- The nature of workplace harassment.
- How to recognize various types of harassment.
- How to handle verbal abuse and threats.
- The many forms sexual harassment can take.
- How to recognize the many variations of “assault”.
- Knowing what to do, and what not to do, when confronted with a stalker.
- How fostering a positive workplace environment can increase productivity and safety.
- and more.



Workplace Harassment in the Office

Most of us cannot do our work without interacting with other people. Effective communication is usually part of the job, and cooperation can be essential. When interaction, communication and cooperation are hindered in some way the workplace can become “toxic” and threaten our sense of well-being. Feelings of stress, frustration and anger can boil to the surface. Attendance, productivity, quality and safety often suffer.

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- The many forms sexual harassment can take.
- How to recognize the many variations of “assault”.
- Knowing what to do, and what not to do, when confronted with a stalker.
- How fostering a positive workplace environment can increase productivity and safety.
- and more.



Workplace Stress

In the fast-paced world that we live in, we are always encountering situations that can be stressful. Many of these occur at work. Yet stress, and its effects on our ability to do our jobs, is a subject that is often overlooked.

Schoolcraft Publishing's training products on "Workplace Stress" help employees identify potentially stressful situations and learn how to cope with them.

Topics covered in these products include:

- Situations causing stress.
- Positive versus negative stress.
- Recognizing symptoms of stress.
- Effects of stress on the mind and body.
- Eliminating "stress factors".
- Stress-relieving exercises.
- and more.



Workplace Violence

One out of every six violent crimes occurs in the workplace. And while workplace homicides grab the headlines... (Homicide is the second leading cause of death on the job and the number one killer of women in the workplace)... other forms of workplace violence happen much more frequently. No organization, regardless of size or type of business, is immune to workplace violence.

Schoolcraft Publishing's training products on "Workplace Violence" show employees how to recognize the warning signs of possible violent behavior, as well as how to avoid or defuse potentially dangerous situations.

Topics covered in these products include:

- Underlying causes of workplace violence.
- The warning signs.
- Aggressive behavior.
- Threats and verbal abuse.
- Sexual harassment.
- Physical assault.
- Armed assailants.
- Fostering a positive workplace environment.
- and more.



Workplace Violence in Healthcare Facilities

Workplace violence is a serious problem in hospitals, urgent care clinics, nursing homes, doctors' offices and other healthcare facilities across the country. Thousands of assaults occur every week; employees suffer physical and emotional trauma... some even die.

Schoolcraft Publishing's training products on "Workplace Violence in Healthcare Facilities" provide healthcare workers with the information they need to recognize potential violence hazards, prevent aggression if possible and respond to it effectively when necessary.

Topics covered in these products include:

- The history of violence in healthcare facilities.
- OSHA guidelines for preventing violence.
- Identifying and controlling the potential for violence.
- Employee education and training.
- Responding to violence.
- and more.



LABORATORY SAFETY

The laboratory environment poses unique safety challenges for your workforce, and requires training oriented specifically to Laboratory safety. Schoolcraft Publishing's Laboratory Safety Series brings you high-quality courses designed specifically to cover virtually every aspect of maintaining a safe laboratory work environment.

COURSES

- Compressed Gas Cylinders in the Laboratory
- Electrical Safety in the Laboratory
- Flammables and Explosives in the Laboratory
- GHS Safety Data Sheets in the Laboratory
- Laboratory Ergonomics
- Laboratory Hoods
- Orientation to Laboratory Safety
- OSHA Formaldehyde Standard
- Planning for Laboratory Emergencies
- Preventing Contamination in the Laboratory
- Safe Handling of Laboratory Glassware
- Safety Showers and Eye Washes in the Laboratory

Our safety courses are updated frequently, please contact an account representative or visit our website for the most current information.



Compressed Gas Cylinders in the Laboratory

The energy possessed by a compressed gas cylinder can make it a virtual “missile” if it is not handled with the utmost care. And a leaking cylinder or fitting can lead to asphyxiation, a fire or even an explosion. Since compressed gas cylinders are frequently used in many laboratories, employees need to be familiar with the precautions that should be taken when dealing with them.

Schoolcraft Publishing’s training products on “Handling Compressed Gas Cylinders in the Laboratory” examine how gas cylinders “work”, the hazards that are associated with them and the need for caution when using or storing a cylinder.

Topics covered in these products include:

- The four ways to compress gases.
- Hazards associated with compressed gases.
- Proper storage procedures.
- Marking and labeling.
- Handling cylinders safely.
- Connections and fittings.
- The use of eyewash stations.
- Leak detection.
- and more.



Electrical Safety in the Laboratory

Today, laboratories rely on a vast array of electrically powered equipment. To work safely with this equipment, employees need to understand how electricity works, be aware of common electrical hazards and know how to use electricity safely.

Schoolcraft Publishing's training products on "Electrical Safety in the Laboratory" emphasize the need for safety when using electricity, and discuss how to reduce the potential for accidents involving electrical shock, fire and explosions.

Topics covered in these products include:

- How electricity works.
- Common electrical hazards.
- Fuses, circuit breakers and grounding.
- Using and maintaining electrical equipment.
- Accidents and emergency procedures.
- and more.



Flammables and Explosives in the Laboratory

Flammables and explosives are some of the most dangerous materials used in a laboratory. When working with these substances, employees need to know their characteristics, as well as how to prevent accidents and injuries when using them.

Schoolcraft Publishing's training products on "Flammables and Explosives in the Laboratory" discuss the nature of flammable and explosive materials, as well as hazards associated with their use. They also review the proper handling procedures and personal protective equipment that should be used when working with these substances.

Topics covered in these products include:

- Definitions of flammables and explosives.
- Conditions that can create hazards.
- The role of ventilation in preventing problems.
- Transporting flammables and explosives.
- Storage considerations.
- Using compressed gases.
- Emergency planning.
- Disposing of flammables and explosives.
- and more.



GHS Safety Data Sheets in the Laboratory

Created specifically to assist facilities in complying with the employee training requirements of OSHA's newly adopted GHS regulations, these products discuss using GHS Safety Data Sheets.

Schoolcraft Publishing's training products on "GHS Safety Data Sheets in the Laboratory" review the composition of GHS Safety Data Sheets, the information that's contained in each section and how SDS's are different from Material Safety Data Sheets. Topics covered in the program include:

Topics covered in these products include:

- Material Safety Data Sheets and GHS SDS's.
- Materials and their hazards.
- Hazardous materials emergencies.
- Handling hazardous materials.
- and more.



Laboratory Ergonomics

Many of the activities performed in a laboratory can exert stress and strain on muscles and joints... ultimately causing significant injuries. To work safely and maintain good ergonomic health, employees need to know how to avoid movements and work patterns that can be harmful.

Schoolcraft Publishing's training products on "Laboratory Ergonomics" discuss the need to set up work areas correctly, as well as how to minimize the strain of using laboratory equipment, tools and instruments.

Topics covered in these products include:

- Parts of the body most susceptible to ergonomic problems.
- Arranging work areas to minimize stress and strain.
- Working from "neutral" positions.
- Most and least stressful types of body movements.
- Proper lifting techniques.
- Effective stretching exercises.
- and more.



Laboratory Hoods

Many of the materials used in laboratories give off fumes, mists, vapors, particulates or aerosols which are hazardous. To minimize exposure to these materials, special precautions need to be taken. This often means within a “hood”.

Schoolcraft Publishing’s training products on “Laboratory Hoods” emphasize how to properly use laboratory hoods and how to test them to ensure correct functioning... as well as discuss how hoods can protect an experiment, the facility, and most importantly, the employee.

Topics covered in these products include:

- Why laboratory hoods are needed.
- Protections afforded by hoods.
- Various types of hoods found in laboratories.
- How hoods function mechanically.
- Proper use of laboratory hoods.
- Effective stretching exercises.
- Testing and maintenance.
- and more.



Orientation to Laboratory Safety

A laboratory can be a dangerous place, and with the daily pressures to get things done employees can be tempted to take shortcuts and ignore safety precautions. And with the increasing complexity of the equipment and procedures involved in experiments, employees need an even greater knowledge of safety practices and procedures than they may have had in the past.

Schoolcraft Publishing's training products on "Orientation to Laboratory Safety" show both new employees and "seasoned veterans" the importance of safety in the laboratory... as well as review the OSHA regulations and good safety practices that apply to laboratory environments.

Topics covered in these products include:

- OSHA regulations.
- Safety Data Sheets (SDSs).
- Planning safe experiments.
- Personal protective equipment.
- Ventilation controls.
- Chemical storage.
- Accidents and emergencies.
- Waste disposal.
- and more.



OSHA Formaldehyde Standard

While formaldehyde is used in many laboratory operations, it can still be a significant health hazard. The results of mishandling formaldehyde can be serious. They can range from the short-term discomfort associated with minor burns or skin irritation... to chronic effects from a lifetime of overexposure.

Schoolcraft Publishing's training products on "The OSHA Formaldehyde Standard" provide training that is required by this standard, focusing on the rules and procedures that the standard establishes for working with this potentially dangerous chemical.

Topics covered in these products include:

- Potential health hazards associated with formaldehyde.
- Testing for Permissible Exposure Limits (PEL).
- Labeling and Material Safety Data Sheets.
- Hoods and other ventilation systems.
- Personal protective equipment.
- Spill and cleanup and decontamination procedures.
- First aid.
- The Medical Surveillance Plan.
- and more.



Planning for Laboratory Emergencies

A caustic acid hose has just erupted... an experiment has shown unexpected reactions... what should employees do to deal with these and other emergencies? Employees need to know when and how they should act in an emergency situation.

Schoolcraft Publishing's training products on "Planning for Laboratory Emergencies" discuss how to minimize damage and prevent injuries if a laboratory emergency should occur.

Topics covered in these products include:

- The Emergency Plan.
- Types of emergencies occurring in laboratories.
- Alarms and warning systems.
- Contacting outside agencies.
- Evacuation.
- Fires, explosions and chemical spills.
- and more.



Preventing Contamination in the Laboratory

Handling hazardous chemicals and specimens requires a great deal of caution. If substances are not properly controlled, hazards can spread and contaminate other materials, work areas... even employees themselves. With many laboratories using toxic, corrosive and carcinogenic chemicals, employees need to do all they can to prevent contamination.

Schoolcraft Publishing's training products on "Preventing Contamination in the Laboratory" emphasize the need to recognize situations that could lead to contamination, and discuss what can be done to prevent contamination from occurring.

Topics covered in these products include:

- How contamination occurs.
- General preventative measures.
- Engineering controls.
- Safe work practices.
- Personal protective equipment.
- and more.



Safe Handling of Laboratory Glassware

Broken glassware causes more laboratory accidents than any other hazard. Because it is so fragile, glassware can easily fracture if it is bumped, dropped or too much pressure is applied to it. Some glassware accidents don't require much more than a band-aid, while others can result in a lot of blood and the need for medical attention. And the threat of contamination from the materials in a broken container can also be a serious problem.

Schoolcraft Publishing's training products on "Safe Handling of Laboratory Glassware" discuss the nature of various types of glassware, and the problems it can cause... as well as the need for employees to use and maintain laboratory glassware safely.

Topics covered in these products include:

- Inspecting glassware before use.
- Effects of extreme temperatures and pressures.
- Matching glassware to the experiment.
- Working with glass tubing.
- Using personal protective equipment.
- Storage and handling.
- Washing and cleanup.
- and more.



Safety Showers and Eye Washes in the Laboratory

Employees may never need a safety shower or an eye wash... but if they do, knowing where they are located, and the proper procedures for using them, can prevent serious injury or possibly even save a life.

Schoolcraft Publishing's training products on "Safety Showers and Eye Washes in the Laboratory" review the correct ways to use this equipment, and emphasize the need for quick action after a chemical splash or spill in a laboratory.

Topics covered in these products include:

- Getting to eye washes and safety showers in an emergency.
- Operating showers and eye washes.
- Exposure to corrosive substances.
- Testing eye wash and shower equipment.
- Using showers and eye washes properly.
- and more.



HAZWOPER

Schoolcraft Publishing's HAZWOPER Series is designed to provide employees with important information that the HAZWOPER regulation requires them to receive. By combining various programs in the series, training packages can be configured to help your employees meet all of the OSHA HAZWOPER training requirements.

COURSES

- 40-Hour Training Package
- 8-Hour Annual Retraining Series Package
- Accidental Release Measures and Spill Cleanup Procedures
- All 23 HAZWOPER Series Programs
- Confined Space Entry
- Dealing with the Media in Emergency Situations
- Decontamination Procedures
- Electrical Safety in HAZMAT Environments
- Emergency Response - Awareness Package
- Emergency Response - HAZMAT Technician Package
- Emergency Response - Operations Package
- Emergency Response Plan
- Exposure Monitoring and Medical Surveillance
- Fire Prevention and Safety
- General Training Package
- Handling Hazardous Materials
- HAZMAT Labeling
- Heat Stress
- Introduction to HAZWOPER Retraining
- Medical Surveillance Programs
- Monitoring Procedures and Equipment
- Personal Protective Equipment
- Personal Protective Equipment and Decontamination Procedures
- Respiratory Protection
- Safety Data Sheets in HAZWOPER Environments
- Safety Orientation
- Site Safety and Health Plan
- Supplemental Training Package
- Understanding Chemical Hazards
- Understanding HAZWOPER
- Work Practices and Engineering Controls

Our safety courses are updated frequently, please contact an account representative or visit our website for the most current information.



40-Hour Training Package

Hazardous materials and waste are part of many work situations, and can be found in many types of facilities. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

In 1976, the U.S. Environmental Protection Agency (EPA) issued the Resource Conservation and Recovery Act (RCRA) to regulate the handling of hazardous waste “from cradle to grave”. Since then other regulations have followed, including OSHA’s 29 CFR 1910.120, also known as HAZWOPER. As part of these HAZWOPER Regulations, there are several requirements for employee training that depends on the specific level of involvement with hazardous materials.

Schoolcraft Publishing’s “HAZWOPER: 40-Hour Training Package” provides employees with the information they need to understand the major areas covered by the regulation. The package of twenty programs provides the comprehensive information needed by employees who are exposed to hazardous substances as a routine part of their jobs, the people who supervise and manage them, and the HAZMAT Incident Commander.

Topics covered in these products include:

- Understanding HAZWOPER.
- Understanding Chemical Hazards.
- The Emergency Response Plan.
- The Site Safety and Health Plan.
- HAZMAT Labeling.
- Confined Space Entry.
- Personal Protective Equipment.
- Medical Surveillance Programs.
- Monitoring Procedures and Equipment.
- Accidental Release Measures and Spill Cleanup Procedures.
- ANSI MSDS.
- Handling Hazardous Materials.
- Work Practices and Engineering Controls.
- Respiratory Protection.
- Fire Prevention.
- Dealing with the Media in Emergency Situations.
- Safety Orientation.
- Electrical Safety in HAZMAT Environments.
- Heat Stress.
- Decontamination Procedures.



8-Hour Annual Retraining Series Package

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

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Schoolcraft Publishing’s “HAZWOPER Annual Retraining Series” provides employees with the information they need to refresh their understanding of the HAZWOPER regulation, as well as the major areas covered by the regulation. The four programs in the Series are used as the basis for the eight hours of annual retraining mandated by OSHA.

Topics covered in these products include:

- Introduction to HAZWOPER Retraining.
- HAZWOPER: Understanding Chemical Hazards.
- HAZWOPER: Personal Protective Equipment and Decontamination Procedures.
- HAZWOPER: Exposure Monitoring and Medical Surveillance.



Accidental Release Measures and Spill Cleanup Procedures

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

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Schoolcraft Publishing's training products on "HAZWOPER: Accidental Release Measures and Spill Cleanup Procedures" discuss the plans and procedures necessary to safely contain and cleanup a hazardous materials spill.

Topics covered in these products include:

- The Hazard Communication Program.
- The Emergency Response Plan.
- The five levels of HAZWOPER emergency response training.
- Personal protective equipment.
- Site characterization.
- Spill cleanup.
- Decontamination procedures.
- and more.



All 23 HAZWOPER Series Programs

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these materials receive comprehensive training in this area.

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The All 23 HAZWOPER Program Package assists facilities in complying with the employee training requirements of OSHA’s HAZWOPER regulation (29 CFR 1910.120), and helps employees avoid exposure to hazardous materials. The Package of 23 Programs provides the comprehensive information needed by employees who are exposed to hazardous substances as a routine part of their jobs, the people who supervise and manage them, as well as HAZMAT “Incident Commanders”.

Topics covered in these products include:

- Introduction to HAZWOPER Retraining.
- Personal Protective Equipment and Decontamination Procedures.
- Exposure Monitoring and Medical Surveillance.
- Understanding HAZWOPER.
- The Emergency Response Plan.
- The Site Safety and Health Plan.
- HAZMAT Labeling.
- Confined Space Entry.
- Personal Protective Equipment.
- Medical Surveillance Programs.
- Monitoring Procedures and Equipment.
- Accidental Release Measures and Spill Cleanup Procedures.
- ANSI MSDS.
- Understanding Chemical Hazards.
- Handling Hazardous Materials.
- Work Practices and Engineering Controls.
- Respiratory Protection.
- Fire Prevention.
- Dealing with the Media in Emergency Situations.
- Safety Orientation.
- Electrical Safety in HAZMAT Environments.
- Heat Stress.
- Decontamination Procedures.



Confined Space Entry

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Schoolcraft Publishing’s training products on “HAZWOPER: Confined Space Entry” help employees understand how to reduce or eliminate potential exposure to hazardous materials in confined space work environments.

Topics covered in these products include:

- Definitions of confined spaces.
- Hazards encountered in confined spaces.
- OSHA’s Permit-Space Entry Program.
- Duties and responsibilities of the entry team.
- Atmospheric testing.
- Protecting entrants in hazardous atmospheres.
- The use of lifelines in rescue operations.
- and more.



Dealing with the Media in Emergency Situations

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Schoolcraft Publishing’s training products on “HAZWOPER: Dealing with the Media in Emergency Situations” help employees understand the importance of building a good relationship with the media and how to deal with the media during an emergency situation.

Topics covered in these products include:

- Establishing a relationship with the media before a crisis occurs.
- The duties and responsibilities of the Public Information Officer (PIO).
- Early response to the media during an incident.
- Insuring the safety of the media.
- Unauthorized communication with the media.
- Protecting entrants in hazardous atmospheres.
- The consequences of rumors and misinformation.
- and more.



Decontamination Procedures

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

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Schoolcraft Publishing’s training products on “HAZWOPER: Decontamination Procedures” help employees understand how to reduce or eliminate potential exposure to hazardous materials in their work environments.

Topics covered in these products include:

- Work practices.
- Engineering controls.
- Personal protective equipment.
- The exclusion zone.
- The contamination reduction zone.
- The contamination reduction corridor.
- Decontamination equipment and solutions.
- Decontamination procedures.
- and more.



Electrical Safety in HAZMAT Environments

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Schoolcraft Publishing’s training products on “HAZWOPER: Electrical Safety in HAZMAT Environments” help employees to understand the hazards associated with the presence of uncontrolled energy in hazardous materials environments, and how to reduce or eliminate these potential hazards.

Topics covered in these products include:

- Arcs, sparks and high temperatures.
- The National Electrical Code’s three HAZMAT classes.
- Engineering controls.
- Safe work practices.
- Intrinsically safe electrical systems.
- Isolating machinery.
- Purging, inerting and pressurization.
- Confined spaces.
- Uncontrolled electrical sources.
- and more.



Emergency Response - Awareness Package

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

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Schoolcraft Publishing's "HAZWOPER: Emergency Response: Awareness Package" provides employees with the information they need to understand the major areas covered by the regulation. The package of two programs thoroughly covers information that every HAZMAT worker should know.

Topics covered in these products include:

- Understanding HAZWOPER.
- The Emergency Response Plan.



Emergency Response - HAZMAT Technician Package

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

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Schoolcraft Publishing’s “HAZWOPER: Emergency Response: HAZMAT Technician Package” provides employees with the information they need to understand the major areas covered by the regulation. The package of eleven programs provides the basis for the special training required for HAZMAT Technicians.

Topics covered in these products include:

- Decontamination Procedures.
- Understanding Chemical Hazards.
- The Emergency Response Plan.
- Understanding HAZWOPER.
- HAZMAT Labeling.
- Personal Protective Equipment.
- Accidental Release Measures and Spill Cleanup Procedures.
- Medical Surveillance Programs.
- ANSI MSDS.
- Respiratory Protection.
- Monitoring Procedures and Equipment.



Emergency Response - Operations Package

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Schoolcraft Publishing's "HAZWOPER: Emergency Response: Operations Package" provides employees with the information they need to understand the major areas covered by the regulation. The package of four programs is aimed at workers who contain HAZMAT releases.

Topics covered in these products include:

- Understanding HAZWOPER.
- Personal Protective Equipment.
- The Emergency Response Plan.
- Accidental Release Measures and Spill Cleanup Procedures.



Emergency Response Plan

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

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Schoolcraft Publishing’s training products on “HAZWOPER: The Emergency Response Plan” help employees understand how emergency planning can reduce or eliminate potential exposure to hazardous materials in crisis situations.

Topics covered in these products include:

- The purpose of an Emergency Response Plan.
- The Chain of Command.
- Responsibilities of the Incident Commander.
- Responsibilities of the HAZMAT Specialist.
- Responsibilities of the HAZMAT Technician.
- Responsibilities of the First Responder.
- Communication procedures and the buddy system.
- Personal protective equipment.
- and more.



Exposure Monitoring and Medical Surveillance

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

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Schoolcraft Publishing's training products on "HAZWOPER: Exposure Monitoring and Medical Surveillance" discuss various types of exposure monitoring equipment and techniques. The products also review the concept of "medical surveillance" and how it is used to evaluate the health of anyone who regularly works around hazardous materials.

Topics covered in these products include:

- Direct-reading instruments.
- Sampling collection devices.
- Site characterization.
- General on-site monitoring.
- Perimeter monitoring and personal monitoring.
- Medical surveillance programs.
- Medical examinations and written medical opinions.
- and more.



Fire Prevention and Safety

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

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Schoolcraft Publishing’s training products on “HAZWOPER: Fire Prevention” help employees to understand the special hazards that can be created when hazardous materials catch fire... and what can be done to help prevent this from occurring.

Topics covered in these products include:

- The three components of fire.
- Sources of ignition and types of fuel.
- The four classes of fires.
- Approved storage containers.
- Safety measures to take during a chemical spill.
- Using fire extinguishers.
- Evacuation procedures.
- and more.



General Training Package

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

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Schoolcraft Publishing’s “HAZWOPER: General Training Package” provides employees with the information they need to understand the major areas covered by the regulation. The package of twelve programs provides the basis for the special training required by OSHA for HAZMAT employees who are unlikely to be exposed to hazards in excess of permissible exposure limits.

Topics covered in these products include:

- Decontamination Procedures.
- Understanding Chemical Hazards.
- The Emergency Response Plan.
- Understanding HAZWOPER.
- HAZMAT Labeling.
- Personal Protective Equipment.
- Medical Surveillance Programs.
- Confined Space Entry
- Monitoring Procedures and Equipment
- Accidental Release Measures and Spill Cleanup Procedures.
- Handling Hazardous Materials
- Work Practices and Engineering Controls
- and more.



Handling Hazardous Materials

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

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Schoolcraft Publishing’s training products on “HAZWOPER: Handling Hazardous Materials” help employees to understand the nature and behavior of hazardous chemicals, and how to reduce or eliminate potential exposure to hazardous materials in their work environments.

Topics covered in these products include:

- Physical hazards.
- Flammables/combustibles/explosives/oxidizers.
- Corrosives and irritants.
- Toxic substances and carcinogens.
- Acute and chronic health effects.
- Container labels and MSDSs.
- Basic first aid for injuries caused by chemicals.
- Emergency response.
- Spillage/leakage/accident procedures.
- and more.



HAZMAT Labeling

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

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Schoolcraft Publishing’s training products on “HAZWOPER: HAZMAT Labeling” help employees understand different labeling systems and how to use these systems to reduce or eliminate potential exposure to hazardous materials in their work environments.

Topics covered in these products include:

- Where hazardous materials labels are used.
- OSHA labeling requirements.
- Common labeling systems.
- DOT Hazard Class Labels and Placards.
- The Hazardous Materials Identification System (HMIS).
- Target organ information labels.
- The National Fire Prevention Association (NFPA) Labeling System.
- Hazardous waste labels.
- and more.



Heat Stress

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

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Schoolcraft Publishing’s training products on “HAZWOPER: Heat Stress” help employees understand the need to guard against heat-related illnesses and what steps they can take to protect themselves in their work environments.

Topics covered in these products include:

- How the body reacts to heat.
- The role of fluids and minerals.
- Preventing heat-related illnesses.
- Heat rash, heat exhaustion and heat stroke.
- Recognizing symptoms.
- First aid.
- Acclimatization.
- and more.



Introduction to HAZWOPER Retraining

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

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Schoolcraft Publishing's training products on "Introduction to HAZWOPER Retraining" remind employees who deal with hazardous materials of the importance of identifying, evaluating and controlling chemical hazards.

Topics covered in these products include:

- Background of the HAZWOPER Regulations.
- The Site Safety and Health Plan.
- The Emergency Response Plan.
- Site characterization and the site control program.
- Systems of controls and standard operating procedures.
- Personal protective equipment.
- Exposure monitoring.
- Decontamination and Medical Surveillance Programs.
- and more.



Medical Surveillance Programs

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

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Schoolcraft Publishing’s training products on “HAZWOPER: Medical Surveillance Programs” discuss various types of “medical surveillance” and how it is used to evaluate the health of anyone who regularly works around hazardous materials.

Topics covered in these products include:

- Definition of medical surveillance.
- Medical examinations.
- Permissible Exposure Limits (PELs).
- The written medical opinion.
- Medical records.
- and more.



Monitoring Procedures and Equipment

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

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Schoolcraft Publishing’s training products on “HAZWOPER: Monitoring Procedures and Equipment” discuss the importance of detecting hazardous materials, as well as the equipment and procedures used in the process.

Topics covered in these products include:

- Detecting hazardous materials.
- Direct-reading monitoring instruments.
- Sampling collection devices.
- Hazards that are “Immediately Dangerous to Life and Health” (IDLH).
- Confined spaces.
- General on-site monitoring.
- Perimeter, periodic and personal monitoring.



Personal Protective Equipment

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

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Schoolcraft Publishing’s training products on “HAZWOPER: Personal Protective Equipment” instruct employees on the selection and use of personal protective equipment (such as chemical protective clothing and respirators) in environments where hazardous materials are present.

Topics covered in these products include:

- The roles of personal protective equipment.
- Level A personal protective equipment.
- Level B personal protective equipment.
- Level C personal protective equipment.
- Level D personal protective equipment.
- PPE and heat stress.
- and more.



Personal Protective Equipment and Decontamination Procedures

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Schoolcraft Publishing’s training products on “HAZWOPER: Personal Protective Equipment and Decontamination Procedures” instruct employees on the appropriate use of personal protective equipment (such as chemical protective clothing) as well as how to remove contaminants that accumulate on clothing and equipment.

Topics covered in these products include:

- Safe work practices.
- Engineering controls.
- Levels of personal protection.
- Heat stress.
- The need for decontamination.
- The Contamination Reduction Corridor (CRC).
- and more.



Respiratory Protection

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Schoolcraft Publishing’s training products on “HAZWOPER: Respiratory Protection” help employees understand how the use of respiratory protection can help to reduce or eliminate potential exposure to hazardous materials in their work environments.

Topics covered in these products include:

- When respirators are needed.
- Basic types of respirators.
- Classifications of respirator filters.
- Supplied Air Respirators (SARs).
- Self-Contained Breathing Apparatuses (SCBAs).
- Proper fit-testing of respirators.
- Cleaning and maintenance of respirators.
- and more.



Safety Data Sheets in HAZWOPER Environments

Hazardous materials and waste are a part of many work situations, and can be found in many types of facilities and job sites. It is very important for employees to know how to recognize these potentially dangerous substances, and how to handle and dispose of them properly. In 1976, The U.S. Environmental Protection Agency (EPA) issued the Resource Conservation and Recovery Act (RCRA) to regulate the handling of hazardous waste "from cradle to grave". Since then, other regulations have followed... including the Occupational Safety and Health Administration's (OSHA) Interim Final Rule for Hazardous Waste Operations and Emergency Response ("HAZWOPER")... which in 1986 gave OSHA the task of protecting HAZMAT workers.

But every chemical has different hazards. It is important that employees know how to protect themselves from these hazards, as well as what they should do in an emergency involving a chemical that they are working with. The answers to these and other important questions about hazardous chemicals can be found on the chemicals' Safety Data Sheets (SDS). The SDS is basically a guide for the safe use of a hazardous chemical. It provides information about handling, storing, transporting and working with the chemical safely. So it is important that employees know how the SDS is organized and where they can find important information on it.

Schoolcraft Publishing's training products on "HAZWOPER: Safety Data Sheets" educate employees about the Safety Data Sheets format and reviews how the information in an SDS can help them work safely with potentially hazardous chemicals. Topics covered in these products include:

Topics covered in these products include:

- The importance of Safety Data Sheets when working with hazardous chemicals.
- The SDS's role in the Hazard Communication Standard.
- The advantages of the new SDS format.
- The four basic questions the SDS is designed to answer.
 - What is the material and what are its hazards?
 - What should I do if a problem occurs?
 - What precautions should I take when working with this material?
- A review of the sections in the SDS.
- and more.



Safety Orientation

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Schoolcraft Publishing’s training products on “HAZWOPER: Safety Orientation” help employees understand how to reduce or eliminate potential exposure to hazardous materials in their work environments.

Topics covered in these products include:

- Preparing for working with hazardous materials.
- Avoiding bad mental habits and complacency.
- Working at the right pace.
- Controlling emotions.
- Adjusting to the limitations of personal protective equipment.
- Mental discipline.
- Acquiring information you need to work safely.
- and more.



Site Safety and Health Plan

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Schoolcraft Publishing’s training products on “HAZWOPER: The Site Safety and Health Plan” discuss various types of “medical surveillance” and how it is used to evaluate the health of anyone who regularly works around hazardous materials.

Topics covered in these products include:

- Plan guidelines and goals.
- Medical surveillance.
- Job hazard analysis.
- The five levels of training and responsibilities for HAZMAT Emergency Responders.
- Site evaluation.
- Personal protective equipment.
- Spill cleanup procedures.
- Decontamination.
- and more.



Supplemental Training Package

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Schoolcraft Publishing’s “HAZWOPER: Supplemental Training Package” provides employees with the information they need to understand the major areas covered by the regulation. The package of eight programs is aimed at workers who must wear respirators, or who have already had general 24-hour training and are moving to jobs requiring them to complete 40-hour training.

Topics covered in these products include:

- “Safety Orientation”.
- “ANSI MSDS”.
- “Heat Stress”.
- “Fire Prevention”.
- “The Emergency Response Plan”.
- “The Site Safety and Health Plan”.
- “Dealing with the Media in Emergency Situations”.
- “Electrical Safety in HAZMAT Environments.”



Understanding Chemical Hazards

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Schoolcraft Publishing’s training products on “HAZWOPER: Understanding Chemical Hazards” introduce employees to chemical hazard regulations and provides training on the various types of hazardous chemicals found in industrial environments.

Topics covered in these products include:

- Chemical hazard concepts.
- Types of hazardous chemicals.
- Characteristics and effects of various types of chemicals.
- The Material Safety Data Sheet (MSDS).
- Container labeling.
- Safe handling practices.
- Use of personal protective equipment (PPE).
- Spills and cleanup.
- and more.



Understanding HAZWOPER

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Schoolcraft Publishing’s training products on “Understanding HAZWOPER” are designed to explain the regulations and to help employees begin to reduce or eliminate potential exposure to hazardous materials in their work environments.

Topics covered in these products include:

- History of the HAZWOPER regulations.
- Definitions of hazardous chemicals and waste.
- Container labels and Material Safety Data Sheets (MSDSs).
- The Site Safety and Health Plan.
- HAZWOPER training requirements.
- The Site Control Program.
- Monitoring of hazardous substances.
- The Medical Surveillance Program.
- Decontamination.
- and more.



Work Practices and Engineering Controls

Hazardous materials and waste are part of many work situations, and can be found on many types of job sites. OSHA feels that it is so important for employees to know how to recognize these potentially dangerous substances (as well as how to handle and dispose of them properly) they have mandated that anyone working with these substances receive comprehensive training in this area.

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Schoolcraft Publishing’s training products on “HAZWOPER: Work Practices and Engineering Controls” help employees to understand the nature and “behavior” of hazardous chemicals, and how to reduce or eliminate potential exposure to hazardous materials in their work environments through the use of work practices and engineering controls.

Topics covered in these products include:

- General HAZMAT work practices.
- The Site Safety and Health Plan.
- Responsibilities of the Site Safety and Health Officer.
- General HAZMAT engineering controls.
- Ventilation systems.
- Remote-controlled equipment.
- The use of eyewash stations.
- and more.