

2009 FlexLS Online Training Course Listing

Workplace Safety		
Course Title	Course Description	Average Time to Complete (Mins)
Back Safety	This course is designed to educate workers of the mechanics of the back and teach techniques to prevent back injury in the workplace.	18
Bloodborne Pathogens - Awareness Course	This awareness level course provides general information that will help minimize serious health risks to people who may be exposed to blood and other potentially infectious materials. Two courses available.	20
Bloodborne Pathogens - Full Course	This full course provides general information that will help minimize serious health risks to people who may be exposed to blood and other potentially infectious materials.	45
Compressed Gases	This course will help both employers and employees control the physical and health hazards associated with compressed gases. By taking this course, employees will gain the skills and knowledge needed to work safely with compressed gases.	40
Confined Space Entry	This course covers information about confined spaces, hazardous atmospheres, necessary equipment, and permits. The intent of the course is to provide the learner with information about the hazards and hazard control methods that will permit safe work in enclosed work areas or confined spaces.	40
Drug-Free Workplace	This training course provides employees and supervisors with valuable information for promoting a drug free work environment. The course helps employees and supervisors understand the impact that drugs have on the workplace and how to help promote health and well being in the workplace.	40
Electrical Safety	This course is designed for those who regularly work with electricity or who may be exposed to live electrical wiring or devices during the course of their job. By the end of this course, learners will be able to distinguish exposed live parts from other parts of electric equipment as well as identify other electrically related safety practices.	25
Emergency & Disaster Preparedness	This 20-minute Awareness Level training course is developed to provide an overview of emergency response, safety, reporting, and evacuation procedures of company facilities and work areas in the event of a fire, hazardous material spill, natural disaster, workplace violence incident, or bomb threat.	15

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Ergonomics (General)	This course addresses the key components of an Ergonomics Program identified by OSHA in the DRAFT Ergonomics Standard and the NIOSH manual "Elements of Ergonomics Program," including information regarding the risk factors, signs, and symptoms of "work-related musculoskeletal disorders" (MSD).	20
Fall Protection	This course provides basic fall protection principles to employees who might be exposed to fall hazards. Upon successful completion of this course, students will be able to identify hazards, specify guidelines for fall protection systems, recognize methods to minimize the risk of falls, specify employer and employee roles and responsibilities in fall protection, and recognize safety equipment limitations.	30
Fire Safety	This course introduces the student to basic fire safety principles, including the recognition and prevention of potential fire hazards and proper emergency procedures such as proper fire extinguisher operation and maintenance. Information required by OSHA's Workplace Fire Protection Program, including the employer's responsibility to provide proper exits, fire fighting equipment, and employee training to prevent fire, death, and injury in the workplace is included in this course.	20
First Aid & CPR Academic Training	This course covers basic First Aid and CPR practices in the workplace. It will not provide First Aid or CPR certification. Instruction will be provided on appropriate responses to emergency situations such as bleeding, shock, burns, eye injuries, heart attack, fractures, exposure to chemicals, etc. Having completed this course, participants will be able to face emergency and first aid situations with confidence, knowing where their responsibilities begin and end.	45
Forklift Safety	This course will familiarize the trainee with key safety fundamentals of safe forklift operation. Pre & post use inspections, center of gravity, load triangle, workplace hazards and other elements are covered.	30
Hand & Powertool Safety	Employees use a variety of hand-held tools in the workplace. This course will provide an understanding of the potential hazards associated with the use of hand tools and power tools as well as the safety precautions required to prevent those hazards from occurring. Power tool hazards are addressed by the power source used: pneumatic, liquid fueled, hydraulic, and powder-actuated.	30

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Hazard Communication	This course covers information required by the Hazard Communication Standard. The course provides the learner with an overview of OSHA's Hazard Communication Standard, which requires that hazardous materials used at the work site are identified, labeled, handled, used, and disposed of properly. The intent of the information is to help prevent or minimize employee exposures to the materials and minimize accidental releases of the material to the work environment.	30
Hearing Conservation	This training course provides information to help employees prevent noise-induced hearing loss. It also explains the purpose and components of a Hearing Conservation Program.	30
Ladder & Scaffolding Safety	This course trains employees to recognize the hazards associated with ladders, stairways, and the type of scaffolding that is used at worksites. This course also outlines the procedures needed to control or minimize those hazards.	30
Lockout-Tagout	This awareness level course provides information regarding the control of hazardous energy and work under the protection of a lockout/tagout permit. The intent of the course is to provide basic information on lockout/tagout practices and the significance of lockout/tagout devices that help identify and control hazardous energy sources.	20
Machine Guarding	This course provides definitions and requirements for different kinds of machinery with regard to the Machine Guarding Program. It provides a general discussion of various guarding methods, and defines terms associated with Machine Guarding.	20
Material Handling & Storage - Full Course	This course covers information about drum handling, compressed gas cylinders, flammable materials, slings, safe lifting techniques, and safe handling procedures. The intent of the information is to familiarize the learner with necessary safe work practices to prevent injury while handling materials and equipment in the workplace.	45
Material Handling & Storage - Awareness Level	This course covers information about safe lifting techniques, and safe handling procedures. The intent of the information is to familiarize the learner with necessary safe work practices to prevent injury while handling materials and equipment in the workplace.	25
Office Hazards	This course covers various hazards and precautionary measures for those working in office environments.	20
PPE for Distribution Center Personnel	This course covers types of personal protective equipment, when personal protective equipment is necessary, and the selection, use, and maintenance of personal protective equipment in the DC or Warehouse workplace.	20

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PPE for Driver Personnel	This course covers types of personal protective equipment, when personal protective equipment is necessary, and the selection, use, and maintenance of personal protective equipment for professional drivers.	20
Powered Industrial Truck Safety (2 available)	This course is designed for personnel who work with or around a power-propelled trucks (including forklifts) used to carry, push, pull, lift, stack, or tier materials. It will familiarize the worker to the potential health and safety concerns associated with powered industrial trucks.	30
Preventing Back Injuries	This course is designed to educate workers of the mechanics of the back and teach techniques to prevent back injury in the workplace.	20
Preventing Slips, Trips & Falls	Slips, trips, and falls constitute the majority of general industry accidents. They cause 15% of all accidental deaths and are second only to motor vehicles as a cause of fatalities. This course provides employees with the ability to recognize and prevent slip, trip, and fall hazards and to address the key components of ladder safety.	20
Proactive Approaches to Chemical & Biological Threats	Worldwide awareness has increased regarding the possibility of terrorism in the form of chemical and biological agents spread in public places or work areas. This course is designed to give employees a practical approach to safe practices regarding potential threats from chemical and biological agents, including sarin, phosgene, anthrax, plague, tularemia, and others.	45
Respiratory Protection	This comprehensive course covers information relating to respiratory hazards, protection mechanisms, and safe work practices. The course includes information on how to use respiratory protection for protection against hazardous airborne contaminants in the work environment.	30
Workplace Safety Orientation	This course will provide an awareness level orientation of basic industrial safety fundamentals. It was designed to provide an overview of some of the basic concepts and techniques used in modern industry to protect workers. Course content covers; Hazard Communication, Bloodborne Pathogens, Lockout-Tagout, Confined Space Entry, PPE, Emergency Response Planning, and Respiratory Protection.	25
Workplace Hazardous Material Information System (WHMIS - Canada)	This course will provide vital information about hazardous materials in the work place and the potential danger to workers who handle, store, transport, or dispose of them. You will receive an overview of all the related concepts involved with WHMIS including legislation, hazardous symbols, supplier and workplace labels, material safety data sheets, and prevention and worker education.	25

Driver Safety		
Course Title	Course Description	Average Time to Complete (Mins)
Defensive Driving	This course provides easy to follow defensive driving techniques that will help reduce your chances of being in a motor vehicle accident. This training will define defensive driving, show how to recognize accident prevention methods, describe the impact of drinking and driving, and identify vehicle safety measures on the job.	25
Defensive Driving - Large Trucks	This course, developed for drivers of large trucks, provides easy to follow defensive driving techniques that will help reduce your chances of being in a vehicle accident. This training will define defensive driving, show how to recognize accident prevention methods, describe the impact of drinking and driving, and identify vehicle safety measures on the job.	25
Defensive Driving - Small Vehicles	This course, developed for drivers of cars, vans and other small vehicles, provides easy to follow defensive driving techniques that will help reduce your chances of being in a motor vehicle accident. This training will define defensive driving, show how to recognize accident prevention methods, describe the impact of drinking and driving, and identify vehicle safety measures on the job.	25
Delivery Driver Safety	This course follows a day in the life of delivery driver. Instruction includes pre-trip inspections, driving, safe product handling techniques, avoiding hazards in the customer location, and stretching throughout the day.	25
DOT Security Awareness	This training covers the Security Regulations for companies who work with and transport hazardous materials. The course will define the DOT Security Requirement rule, and will detail requirements under the rule that must be followed by employees who are involved in the transport of hazardous materials. The course will identify ways to evaluate potential threats to security, and will detail secure practices for transporting hazardous substances.	45
DOT Shippers Training	This course is designed to educate shippers of hazardous materials in the regulations and requirements they must follow. Aside from obtaining a general understanding of shipping hazardous materials, learners will also come to recognize the parts of the hazardous materials table as well as recognize whether a material is a "hazardous material."	45

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DOT Transporters	This course is designed for drivers who carry hazardous materials. The course will educate them about the regulations and requirements they must follow. Learners will come to understand the basic requirements of the Hazardous Materials (HAZMAT) Regulations, as well as recognize the basic training requirements for hazardous materials for transporters. This course also examines the difference between non-hazardous and regulated hazardous materials.	45
Reasonable Suspicion of Drug & Alcohol Abuse	The course is designed for supervisors, professional drivers, and others responsible for determining whether reasonable suspicion exists to drug or alcohol test an employee	40
Winter Driving	Since transportation accidents are the leading causes of deaths in winter storms, it is important that drivers learn to drive safely in inclement weather. This course provides training in the basic concepts and techniques of winter driving safety. It offers an overview of winter driving safety issues and an assortment of safety techniques and practices that can help in reducing accidents, injuries, and many other problems associated with winter driving.	25

Soft Skills - Managerial		
Course Title	Course Description	Average Time to Complete (Mins)
Accident Investigation	Analyzing incidents and accidents is a very important activity to ensure both surface and root causes are identified and effectively eliminated or reduced so that similar accidents may be prevented from recurring. This course introduces the student to a simple, yet extremely effective six-step procedure to gather useful information, analyze all the facts, and write an effective accident report.	25
Preventing Discrimination in the Workplace	In this course, we will define discrimination, provide examples of discrimination, and outline the steps an employee and the employer can take to prevent and respond to discrimination in the workplace. The course helps employees understand the impact that discrimination can have in the workplace and how to recognize steps to take if employees experience or witness discrimination in the workplace.	30
Sexual Harassment	In this 20-minute refresher course, we will define sexual harassment, provide examples of sexual harassment, and outline the steps you and your employer can take to prevent and respond to sexual harassment in your workplace.	20
Workplace Diversity	Today diversity is defined in broad and inclusive terms including age, ethnic origins, cultures, and personal styles. This course examines the diverse factors that employees bring to the workforce, including attitudes toward authority, motivation and teamwork. This course provides an overview of barriers to diversity and what can be done to create a more diverse workforce.	30
Workplace Violence	This course is designed to inform the workplace of the second leading cause of fatal occupational injury in the United States. It will inform the worker of the environmental conditions associated with workplace assaults and the control strategies implemented in a number of work settings	30

Environmental		
Course Title	Course Description	Average Time to Complete (Mins)
Spill Prevention & Control	This course provides information about hazardous materials, spill control, and confinement methods. The course provides the learner with information about the safe handling, movement, and storage of hazardous materials.	30
Waste Management	This course gives employees the background necessary to recognize when they have a hazardous waste problem. This course introduces employees to the Resource Conservation and Recovery Act (RCRA) and the Pollution Prevention Act of 1990, which govern waste management. This course will give employees the background to manage hazardous waste according to federal regulations. Employees will learn to recognize when they have a regulated hazardous waste. After successfully completing the course, employees will be able to summarize the steps for properly managing hazardous waste including generation, transportation, treatment, storage, and disposal.	45