

**State of Vermont**  
**CLMI- ResourceNOW Training Library**  
**Available Courses as of 06/06/2017**  
<http://www.rncod.com/sov>

	Course	Duration (Minutes)
<b>Accident Investigation</b>		
<b>Accident Investigation - Online &amp; VOD</b>	This course teaches employees how to effectively review a workplace accident.	10:30
<b>Back Injury Prevention</b>		
<b>Back Injury Prevention - Online &amp; VOD</b>	Back injuries are the #1 workplace safety problem and the #1 workers' compensation expense. Using common sense, simple exercises, proper lifting procedures and having an understanding of back stress can help you teach employees to take care of their backs.	13:44
<b>Back Injury Prevention - Healthcare Version - Online &amp; VOD</b>	Back injuries are the #1 workplace safety problem and the #1 workers' compensation expense. This program will provide you with information on how to properly care for your back and prevent injuries in a health care setting. This program covers proper techniques for patient movements and transfers. Also included is information on the use of transfer tools to make jobs easier and safer	17:14
<b>Protecting Your Back - Online &amp; VOD</b>	Back pain doesn't just happen. It's usually the result of a lot of improper movements that add stress to your back. One movement may have triggered the pain, but it's usually been a long time coming. This program will cover what you can do to keep your back healthy.	13:05
<b>Bloodborne Pathogens</b>		
<b>Bloodborne Pathogens - Always Protect Yourself - Online &amp; VOD</b>	This course teaches viewers the potential hazards of contact with blood and other potentially infectious materials and how to protect themselves from these hazards.	16:07
<b>Confined Space Entry</b>		
<b>Confined Space Entry - A Deadly Situation - Online &amp; VOD</b>	Working in spaces such as manholes, tanks, ducts and pits is just a part of the job for the workers in many industries. No matter how familiar employees may be with a space, there will always be risks. The hazards in a confined space can be deadly, but with careful planning, the right equipment and thorough training, the hazards inside a confined space can be controlled. This program covers the following areas:	Multiple Videos Various Lengths
Confined Space Hazards		5:30
Confined Space Protection		6:08
Confined Space Ventilation		4:00
Confined Space Entry		4:12
Conclusion		1:20
<b>Defensive Driving</b>		
<b>National Safety Council Defensive Driving Course</b>	DDC Online Abridged takes approximately 2 hours to complete and contains the primary learning points from their 4 hour classroom defensive driving course. Using animation, narration and interactive exercises, this is perfect as a refresher course or post-incident training. Employees will acquire the basic knowledge and skills to recognize and avoid motor vehicle collisions and violations and identify the benefits of defensive driving. The course will motivate employees to improve driving behaviors and attitudes and help them understand the legal, financial and personal consequences for not driving defensively.	Approx. 2 hours
<b>Defensive Driving - Auto Version - Online &amp; VOD</b>	This program presents the important areas of defensive-driving for automobiles. It covers the factors that cause accidents and then provides seven strategies for driving defensively: Get Ready--Stay Focused--Be Aware--Look Ahead--Back Off--Expect Mistakes--Be Noticed.	15:00
<b>Defensive Driving - Cargo Van Version - Online &amp; VOD</b>	This program presents the important areas of defensive-driving for cargo vans. It covers the factors that cause accidents and then provides seven strategies for driving defensively: Get Ready--Stay Focused--Be Aware--Look Ahead--Back Off--Expect Mistakes--Be Noticed.	15:18
<b>Defensive Driving - Step Van Version - Online &amp; VOD</b>	This program presents the important areas of defensive-driving for step vans. It covers the factors that cause accidents and then provides seven strategies for driving defensively: Get Ready--Stay Focused--Be Aware--Look Ahead--Back Off--Expect Mistakes--Be Noticed.	15:18
<b>Defensive Driving - Why Do We Drive the Way We Do? - Online &amp; VOD</b>	This program is designed to help you conduct a training session to ensure that employees recognize that they are professional drivers and need to operate vehicles with professional attitudes and professional defensive-driving skills. Upon completion of the program, participants will be able to do these things:	11:17
Recognize that they are professional drivers.		
Make driving decisions from a professional point of view.		
Identify the driving risks they take and the rewards they expect to get by taking those risks.		
Understand that unsafe driving can result from both action and inaction.		
Recognize the conscious and unconscious risks they take.		
Avoid accidents by using defensive-driving skills.		
<b>It's Good Business - A Supervisor's Guide for Defensive Driving - Online &amp; VOD</b>	This program is designed to help you improve your effectiveness in monitoring your employees' driving. You will learn skills for observing driving behaviors and correcting unsafe driving practices.	13:05

## Electrical Safety

### Electrical Safety: What Everyone Should Know - Online & VOD

This program will present information on how electricity works, what it can do to the human body and how to use electricity safely. This information is presented at a level for everyone who works with electrically powered tools, equipment and appliances and presents what everyone should know to stay safe.

16:59

## Emergency Preparedness

### Emergency Preparedness - Online & VOD

When an emergency happens at your facility, you need to know what to do and react in a way that protects you from harm. Emergency Preparedness looks at 4 common types of emergencies: Medical, Fire, Weather and Earthquakes. Each of these are reviewed along with the common responses that everyone needs to know.

13:11

## Employee Safety Orientation

### Employee Safety Orientation - Starting Out Right - Online & VOD

For most people starting a new job can be confusing and even a bit stressful. There's a lot to learn ranging from where the break room is to how to sign up for benefits to learning the new job itself. While no one expects a new employee to remember everything right away, it is important to make safety an immediate job priority.

13:19

## Ergonomics

### Basics of Ergonomics - Online & VOD

This program provides you with an understanding of ergonomics in the workplace.

9:31

### Elements of an Ergonomics Program - Online & VOD

This program covers the functions of an ergonomics program and how to manage the ergonomic improvement process.

13:18

### Understanding Musculoskeletal Disorders (MSDs) - Online & VOD

This program provides you with valuable information to help you identify and reduce the risk of getting a musculoskeletal disorder (MSD). The program emphasizes the importance of early reporting of MSDs so that employee reports of pain and discomfort can be avoided.

13:51

You will learn about what an MSD is, signs and symptoms of common MSDs, risk factors of MSDs, ways to reduce and avoid the risks of MSDs and the importance of early reporting.

## Fall Protection

### Construction Fall Protection - We All Win - Online & VOD

This program covers the information that workers need to keep themselves safe while working at heights. The video is a 5-part modular video presentation that can be used to educate both new and experienced workers and covers the following:

Multiple Videos  
Various Lengths

Module 1: Introduction to Fall Protection

4:00

Module 2: Fall Prevention Systems

3:02

Module 3: Personal Fall Arrest Systems

4:04

Module 4: Using Personal Fall Arrest Systems

5:14

Module 5: Rescue

3:19

## Fire Extinguishers

### Fire Extinguishers: Ready to Respond - Online & VOD

This program will cover how to calmly and effectively deal with fires and correctly use a fire extinguisher.

13:22

## Hand Injury Prevention

### Cut Protection - Online & VOD

From a simple scratch to a major laceration requiring surgery, getting cut on the job can happen for many different reasons and the results of those injuries can be life-changing. But recognizing hazards, working smart and wearing the right personal protective equipment, employees can work injury-free.

10:47

This program covers how to protect employees from cuts including the types of gloves and other protective gear like sleeves that are available, which gloves and sleeves to choose from, how to select the right glove size and how to take care of this important equipment.

### Preventing Hand Injuries - Online & VOD

Hand injuries on the job can happen for many different reasons and the results of those injuries can be life-changing. In less than a second hands can be cut, crushed, burned or even worse. By following good safety practices, hand injuries can be prevented.

10:45

This program presents information on how hands get injured and what you can do to prevent them including common injuries, the hazards to look out for and safe practices you need to take to protect your hands.

### Utility Knife Safety - Online & VOD

The simple utility knife, often called a razor knife or box knife, is used in just about every home and workplace. These handy tools are very convenient and uncomplicated devices. Yet, they cause thousands of injuries every year ranging from simple knuckle nicks to life-changing injuries.

9:07

This program covers the safe use of utility knives including the different types of knives that are available, techniques for cutting safely and how to change blades without getting injured.

## Hazard Communication

### GHS: Labels and Safety Data Sheets - Online & VOD

The Globally Harmonized System (GHS) is an international approach to hazard communication, providing a new system for classification of chemical hazards, and a standardized approach to labels and safety data sheets. Anyone who works with chemicals needs to be trained on the new labels (e.g., pictograms and signal words) and the Safety Data Sheet format.

15:41

### Hazard Communication: Your Key to Chemical Safety - GHS Version - Online & VOD

This program provides practical information on the use of chemicals to answer the following four questions: What am I working with? Can it hurt me? How do I protect myself? What do I do if something goes wrong? This program also covers information on the new Global Harmonization labeling system.

13:37

<b>One Tiny Spark - Flammable Liquid Safety - Online &amp; VOD</b>	With flammable liquids, it can take only one tiny spark to trigger a fire or explosion. Being aware and committed to safe habits every time is the key to avoiding a potentially deadly accident. This course covers the elements that can cause fires, ignition sources and control methods.	13:20
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#### Hearing Conservation

##### **Hearing Conservation - Are You Listening, Jim? - Online & VOD**

This program presents the story of one worker's struggle with his own "inner voices" that encourage him to take better care of his hearing. It is not just the noise at work that can cause hearing loss, but excessive sound levels off the job as well. The overall message is simple, hearing loss is permanent but preventable and you need to take care of your hearing any time you are exposed to high levels of noise.

13:37

##### **Hearing Conservation - What?! - Protecting Your Hearing - Online & VOD**

This program presents the story of a married couple who are losing their hearing after a lifetime of noise exposure. Simple household conversations are scattered with "What??!!" The overall message is simple, hearing loss is permanent but preventable and you need to take care of your hearing any time you are exposed to high levels of noise.

12:38

#### Housekeeping

##### **Housekeeping - Online & VOD**

The importance of keeping your facility neat and clean is often overlooked. This program reinforces the importance of proper housekeeping methods and illustrates the multiple benefits of keeping your work site in order – from increasing safety, to improving your image, to better utilizing your space.

10:50

#### Knee Injury Prevention

##### **Protecting Your Knees - Online & VOD**

This program will cover the things you can do to keep your knees healthy.

11:32

- How your knees work
- Common stresses to the knee
- Injury prevention techniques
- Stretching and Exercise

#### Ladder Safety - English

##### **Ladder Safety - Online & VOD**

Any time you need to do work above the ground you are very likely to need a ladder.

15:43

In this program you will learn how to select the right ladder for the job, how to inspect it to make sure that it is in good condition and how to set up and use a ladder correctly.

#### Lockout-Tagout

##### **Lockout-Tagout for Affected Employees - Online & VOD**

Every workplace has the need for on-going maintenance. Installation, repair and servicing of machines and equipment may seem routine, but can be dangerous to employees performing the work and can affect the safety of workers that operate the equipment. Serious injury can be caused by the sudden and unexpected startup of the machinery or equipment, contact with live electrical circuits or the unexpected release of stored energy.

7:37

Equipment that is shut down may inadvertently be re-started or re-energized by a someone who does not understand the dangers of the maintenance process or was not aware of the lockout process.

Fortunately, these hazards can be avoided through the use of a lockout/tagout program at your workplace that involves both those who work on the equipment and those who work nearby.

##### **Lockout-Tagout for Authorized Employees - Online & VOD**

Every workplace has the need for on-going maintenance. Installation, repair and servicing of machines and equipment may seem routine, but can be dangerous to employees performing the work. Serious injury can be caused by the sudden and unexpected startup of the machinery or equipment, contact with live electrical circuits or the unexpected release of stored energy. Equipment that is shut down may inadvertently be re-started or re-energized by a co-worker, or equipment that was thought to be shut down may be controlled by automatic processors, timers or computers and may re-start automatically and without warning. Fortunately, these hazards can be avoided through the use of a lockout/tagout program at your workplace. It's important for you to understand lockout/tagout procedures, how and when to use them and how to safely restart the equipment or machinery.

16:15

#### Machine Safeguarding

##### **Machine Safeguarding - Online & VOD**

Machine safeguarding is a simple concept that, when put to effective use, can prevent injuries. This program illustrates the importance of machine safeguarding and outlines the steps you need to take to identify and protect you from coming in contact with hazardous equipment in your workplace.

11:05

#### Office Ergonomics

##### **Office Ergonomics: Improving Our Comfort - Online & VOD**

A desk, a chair, a phone, a monitor, a keyboard and a mouse are the standard working tools of millions of people. But these simple tools can take their toll when we don't fit the equipment to the physical needs of the office worker.

15:56

This program covers ergonomics in the office environment and how to avoid the fatigue, strain and stress that can result from the poor office setup.

We start out discussing posture and how it is affected by office equipment. Next we cover the specifics of how to adjust equipment correctly for a comfortable fit. Finally, we emphasize the importance of positioning and moving our bodies as we work.

##### **Out of the Office: Ergonomics for the Mobile Worker - Online & VOD**

When we work in a typical office, we have the advantage of ergonomically adjustable office equipment and furniture. But when we rely on laptops, tablets and smartphones in settings that range from coffee shops to hotel rooms to our kitchen table, we need to be aware of what we can do to create our own comfortable work environment. This program discusses posture and how it impacts the proper use of mobile office equipment, the special challenges it presents and the importance of positioning and moving our bodies as we work.

16:08

##### **Principles of Office Ergonomics - Online & VOD**

This program addresses ergonomics issues found in the typical office setting. Focusing on ergonomically correct body positions, this program offers solutions for how to compensate for workstation limitations and create a healthier and stress-free work environment.

14:57

## Overhead Crane Safety

### Overhead Crane Safety - Online & VOD

Overhead cranes are common pieces of equipment in many workplaces. This equipment helps us to move loads and make our jobs easier. But operating overhead cranes must be done safely. This course will take you through 5 separate lessons and will have a quiz following each video segment. You need to complete all 5 lessons to receive credit for the course.

2:50

## Personal Protective Equipment

### Eye Protection - Online & VOD

There are many situations that can be potentially harmful to our eyes. Fortunately, it is a hazard that can easily be eliminated by wearing the proper type of eye protection. This program will cover how to protect your eyes from a debilitating injury and the proper eye protection to use in a variety of situations.

9:53

### Personal Protective Equipment - Online & VOD

Personal protective equipment is a simple way to prevent injuries. This program provides an informative overview of the various types of personal protective equipment, what types of protective equipment is appropriate in certain situations, and how to correctly use each type of equipment.

9:03

### Personal Protective Equipment - Your Final Defense - Online & VOD

In many workplaces, workers need to wear Personal Protective Equipment or PPE. The personal part is important because PPE is specifically selected by employers to be worn by workers to protect them from the hazards of the job. Whether it is eyes, head, feet or hands, this program talks about the importance of PPE and how to select, use and maintain this important equipment.

Multiple Videos  
Various Lengths

#### Training Content:

Introduction	0:47 & 1:04
Employer and Employee Responsibilities	0:30 & 0:31
Eye Protection	1:41
Head Protection	1:47
Foot Protection	0:59
Hand and Skin Protection	3:10 & 0:47
Conclusion	0:37

## Powered Industrial Trucks

### Forklift Operator Training - Handle With Care - Online & VOD

This program covers the important elements of to safely operate the sit down, counter balanced forklift. This program includes: How to Correctly Inspect a Forklift; Forklift Stability and How to Prevent Tip-over; The Importance of Seatbelt Use; The Safe Operation of a Forklift; and How to Safely Load and Unload Trailers.

20:38

### Order Picker Safety - Online & VOD

This program covers the important elements of how to safely operate order pickers. This program includes: How to Correctly Inspect an Order Picker; Order Picker Stability and How to Prevent Tip-over; The Importance of Fall Protection; and The Safe Operation of an Order Picker.

8:23

### Powered Pallet Jack Safety - Online & VOD

This program covers the important elements of how to safely operate powered pallet jacks. This program includes: How a Powered Pallet Jack Works; How to Correctly Inspect a Powered Pallet Jack; and How to Safely Operate a Powered Pallet Jack.

7:31

### Reach Truck Safety - Online & VOD

This program covers the important elements of how to safely operate reach trucks. This program includes: How a Reach Truck Works; How to Inspect a Reach Truck; and How to Safely Operate a Reach Truck.

7:54

## Respiratory Protection

### Respiratory Protection - Your Guide to Clean Breathing - Online & VOD

Breathing clean air is what everyone needs to do to stay safe and healthy on the job. But some jobs can expose workers to contaminants that can cause simple irritation or even a serious illness. A respirator is a piece of Personal Protective Equipment like gloves or a hard hat, but they are more complex and require specific training before use. Air purifying respirators can be an effective means to keeping harmful contamination out of worker's lungs, but need to be selected, fitted, used and maintained in a way that assures protection.

Multiple Videos  
Various Lengths

#### Training Content:

Introduction	1:20
Hazards in the Air	3:12
Health Screening	1:19
Respirator Types	1:38
Cartridges and Filters	1:07
Inspecting Your Respirator	0:56
Using a Respirator	4:42
Maintaining Your Respirator	1:36
Conclusion	0:37

## Safety Committees

### Effective Safety Committees - Online & VOD

Keeping your everyone in your organization safe and free of injury should always be a top priority, but you may often feel overwhelmed with the number of safety issues that need to be addressed. Your first response is to form a Safety Committee. But how do you keep this team on track and effective?

9:02

This video is an effective tool in training members of the safety committee. It will help members understand their roles and responsibilities in the safety process and how each member can make a valuable contribution.

## Safety Program Management

### Safety Program Management - Online & VOD

Developing a safety program in your company might seem like an overwhelming task. This program transforms what can feel like an unmanageable project into a simple and clear process that anyone can adhere to. Filled with practical advice and information from experienced safety professionals, this five-part module leads you from beginning to end through the steps needed to establish, maintain, and manage an effective safety program.

36:41

## Shoulder Injury Prevention

### Protecting Your Shoulders - Online & VOD

Shoulders get a lot of use throughout the work day. Moving materials, reaching... just about everything we do involves our shoulders. If we don't pay attention and use the right positioning, our shoulders, like any part of the body that's not used in the proper way, are vulnerable to injury.

12:26

This program will cover the things you can do to keep your shoulders healthy.

- How your shoulders work
- Common stresses to the shoulder
- Injury prevention techniques
- Stretching and Exercise

#### **Slips, Trips and Falls**

##### **Preventing Slips, Trips and Falls - General Industry - Online & VOD**

Preventing Slips, Trips and Falls for the general industry, is designed to address the needs of any organization. The program provides detailed information about how to create a safe environment for employees and guests.

14:25

##### **Preventing Slips, Trips and Falls - Healthcare - Online & VOD**

Preventing Slips, Trips and Falls for the healthcare industry, is designed to address the needs of a hospital, clinic or long term care setting. The program provides detailed information about how to create a safe environment for employees and patients.

16:45

#### **Workers' Compensation Management**

##### **Workers' Compensation Management - Online & VOD**

Created in conjunction with some of the most successful insurance companies and risk managers in the U.S., this program will teach you the very best strategies to bring your injured workers back to work as soon as possible. This program covers: How to Choose Your Management Team; How to Identify and Evaluate Transitional Work; How to Evaluate Opportunities for Recovering Employees; and Effective and Proven Claims Control Techniques.

12:35