

# BRIT TEAM PLATFORM

## Training Module List

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### Fleet Safety

#### Accident Scene Management

Every day, drivers are involved in motor vehicle emergencies and accidents. The goal of this training program is to instruct participants on the procedures to follow should they become involved in a motor vehicle accident. The topics discussed include: Accident Facts; Preparedness; and Managing the Accident Scene. Quiz.

#### Basics of Defensive Driving Part I

Motor vehicle accidents are the number one cause of death in the workplace. This training module helps participants understand the basic components of defensive driving including: understanding the definition of defensive driving; how to recognize unsafe driving practices; being aware of general methods for preventing accidents; and identifying safe practices for driving in various inclement weather conditions.

#### Defensive Driving-Backing Safely-R is for Reverse

#### Defensive Driving-Changing Lanes Safely (GB) 12:59 Min., #10602

Provides participants with an awareness of the hazards associated with changing lanes while driving and introduces techniques to minimize risks. Reviews common accidents cause by making lane changes; analyzes traffic scenarios to understand the hazards involved and discusses what to do to prevent accidents from occurring; reviews basic defensive driving strategies.

#### Defensive Driving-Driving Safely in School Zones

Provides participants with tips for driving safely in school zones. Topics include basic defensive driving reminders, conducting a pre-trip inspection, remaining alert in school zones for children and drivers of other vehicles, following signage posted in school zones, times to avoid driving in school zones, crosswalks and obeying crossing guards.

#### Defensive Driving-Intersections

Provides participants with information on the problems intersections present to drivers, reviews the signs and signals present in intersections and discusses what drivers can do to avoid becoming involved in an intersection accident.

#### Defensive Driving-Reducing Deer Related Accidents

Designed to provide participants with information on how to safely navigate the roads during peak deer movement season, which is during the months of October through December.

#### Defensive Driving-Reducing Springtime Weather Accidents (GB) 8:45 Min., #9078

Explores the hazards of driving in springtime weather conditions and reiterates the principles of defensive driving for these conditions. Topics include basic defensive driving reminders, necessary vehicle maintenance for spring driving conditions, techniques for driving on wet roads, in flooding, when tornadic activity threatens, fog and potholes.

## **Defensive Driving-Reducing Winter Weather Accidents**

Explores the hazards of driving in winter weather conditions and reiterates the principles of defensive driving for these conditions. Topics include basic defensive driving reminders, necessary vehicle maintenance for winter driving conditions, definitions of weather service alerts, techniques for driving on snow covered/icy roads, driving near snow plows, and measures to take if the vehicle skids or becomes stuck in the snow.

## **Defensive Driving-Safe Following Distance**

Provides participants with information on why rear-end collisions occur and how to avoid them. Topics discussed include: driver reaction time; braking distance; following distance; Four Second Rule; unsafe following distance scenarios; tailgating, freeway driving; and a review of defensive driving techniques.

## **General Auto Risk Program for Drivers**

Fleet Safety: Motor vehicle accidents contribute to a large number of injuries, property loss and death. Understanding and following safe driving practices is the key to avoiding the risk of accidents. This training program provides participants with the knowledge of how to operate their vehicle safely. Topics include: Basic Defensive Driving Principles, Vehicle Maintenance and Inspection, City Driving, Highway Driving/Rural Areas, Interstate Driving, Adverse Weather Conditions, Reckless/Aggressive Drivers, and Accident Procedures.

## **Risk Management for the Workplace**

### **Accident and Injury Procedures**

This training program provides information on the procedures to take should an employee become involved in an accident.

### **Accident Investigation Techniques**

#### **Theft**

#### **Theft, Violence and Unsafe Acts**

Employees often cite safety as their primary job concern. This module discusses methods of preventing and managing unsafe acts such as safety violations, as well as substance use and abuse, how to spot potential safety violations and how to manage those that happen, and types of employer liability if risks are not properly managed.

#### **Unsafe Acts**

#### **Violence Prevention**

## **Safety Shorts**

### **Housekeeping: Before You Start Safety Short (Generic)**

Shortage of time and pressure to get the job done can cause unsafe work practices. To avoid injuries and last minute rushing it is important to plan your workday in advance, organize your work, be aware of hazards, use the correct PPE, and know how to safely use carts and barrels

### **Housekeeping: Cleaning by Hand Safely Safety Short (Generic Version)**

Reach for the stars, not for your work when cleaning by hand! It is important to avoid awkward body postures caused by excessive reaching and stretching. This program discusses using the proper tools; techniques for safely cleaning tubs, sinks and toilets; wiping and dusting; and high area dusting.

### **Housekeeping: Emptying Trash Safety Short (Generic Version)**

When emptying trash, remember that the more weight you have, the greater the strength or force needed to push it, especially on carpet, dirt, gravel, or other loose surface material. To avoid injuries, be aware of trash can weight distribution and movement, use proper lifting techniques, empty trash cans frequently and follow safe work practices when emptying trash or garbage into the dumpster.

### **Housekeeping: Mopping and Emptying Buckets Safety Short (Generic Version)**

Lifting and carrying buckets, mopping, wringing out mops and emptying mop buckets are all part of the mopping process that if not done correctly, could lead to strain and exertion injuries. This program provides best practices for filling and carrying buckets, safely mopping a floor surface, marking a wet floor surface, wringing out a mop and emptying mop buckets.

### **Housekeeping: Preventing Slips, Trips and Falls Safety Short (Generic Version)**

Custodians create fall hazards by making floors wet, moving furniture around and waxing floors. It is important that custodians, the general public and other workers are aware of fall hazards within a facility. Topics discussed in this program include: causes of slips, trips and falls; definition of a slip and trip; communicating slip, trip and fall hazards; and good housekeeping practices.

## **Workplace Safety**

### **Basic Conveyor Safety**

Upon successfully completing this course, participants will be able to: recognize the work hazards associated with conveyors; list the proper safety measures to be taken when working with or around conveyors; understand the importance of proper PPE associated with conveyors; and recognize the appropriate uses of conveyors within a work area.

### **Basic Lockout/Tagout Safety**

The purpose of this course is to familiarize participants with the requirements of the lockout/tagout standards set forth by OSHA that relate to the release of stored hazardous energy during servicing and maintenance of machines. Topics discussed include: Basic Lockout/Tagout Safety; Preventing Hazardous Energy Release; Control of Hazardous Energy; Lockout/Tagout Procedures; Lockout/Tagout Devices; When to Perform Lockout/Tagout; Lockout Procedures; Effectiveness of Lockouts; Tagouts; Limitations of Tags; Requirements for Tagout Devices; Employees Involved in Lockout/Tagouts; Authorized Employees; Responsibilities of Other Employees; Quiz.

### **Bloodborne Pathogen Training** 11:35

Provides training on protecting yourself from bloodborne pathogen exposures.

### **Cart Operator Safety Training**

### **Determining the Root Cause of Accidents**

Enhances associate skills in the techniques of accident investigation. Topics include: The Chain of Accident Causation; Accident Investigation Responsibilities; Steps Necessary to Investigating an Accident; Determining Accident Causes; and practice scenarios.

### **Electrical Safety** 11:41 Min.

Provides participants with information on the basics of electricity; including safe work practices and special environments.

### **Fire Prevention Practice** 9:38 Min.

Discusses fire prevention practices and procedures to take in the event of a fire. Topics include creating an Emergency Action Plan; maintaining your workspace in an orderly manner; refraining from the use of candles; proper storage of flammable materials; using electrical equipment responsibly; knowing what to do in the event of a fire; portable fire extinguishers; and fire protection and life safety systems.

### **Forklift Safety Basics for General Industry**

Discusses how to minimize the likelihood of a forklift-related accident in the workplace. Teaches participants the dangers associated with unsafe forklift use in the workplace; provides an understanding of basic forklift operation requirements; defines the rules that apply to driving forklifts; and reviews the elements of a daily forklift inspection.

### **General Industry Asbestos Awareness**

This training program provides participants with basic information about asbestos and its hazards and identifies typical asbestos-containing materials within work areas. The training does not qualify employees to work with asbestos-containing materials.

### **Hazard Communication RTK with GHS (JAM)**

This course will meet the general training requirements for RTK, HazCom and GHS. Content includes understanding labels, using safety data sheets and basic chemical terminology. The rights and responsibilities of employees are also reviewed. Employers will need to explain safeguards specific to the individual work places. Employees must have been trained in the new GHS regulation by December 2013.

### **Hearing Protection**

Noise is defined as an unpleasant or unwanted sound, but it can be more than that. It can be a severe health hazard. This training program discusses the following topics: Loss of hearing due to exposure to loud noises and personal protective equipment that can be used to prevent hearing loss. Upon successful completion of this training module, participants will be able to describe the hazards associated with high noise levels; identify related responsibilities of the employer and employee, including the employer's responsibility to create a Hearing Conservation Program when required; describe the purpose of hearing tests, and test procedures for workers in high noise level environments; identify the types of hearing protectors, including their purposes, advantages, disadvantages, and attenuation; and describe the process of selecting, fitting, use, care and cleaning of various hearing protection devices.

### **Identifying Strain and Exertion Exposures**

Explores the contributing factors of strain and exertion injuries; how to identify potential strain and exertion related tasks; and how to implement corrective actions to minimize exertion related injuries.

Includes practice scenarios in which participants identify strain and exertion exposures and offer solutions for minimization.

### **Machine Guarding-Protecting Employees from Injuries**

Provides information on the hazards associated with operating moving machinery and guides participants through scenarios to determine if common industrial machinery is properly/improperly guarded. Machinery discussed includes: Grinders, Saws, Power Presses and Conveyor Systems.

### **Means of Egress** 18:47 Min.

Focuses awareness on the importance of exits within the workplace as a means of escape in the event of a life threatening event. Topics include defining "Means of Egress;" Exit Components; Exit Requirements; Factors Compromising the Means of Egress; and Safety and Compliance.

### **Office Ergonomics Defined**

This program is designed to provide a general overview of Ergonomics and how ergonomic principles can be applied to daily office tasks to reduce your chances of experiencing strain and exertion injuries. Topics include: Definition of Ergonomics; Ergonomic Risks; Ergonomic Conditions; Ergonomic Injury Statistics; Cost of Ergonomic Injuries; Typical Ergonomic Injuries; Benefits of Ergonomics; Office Work Risk Factors; General Ergonomics Awareness; Employee Education and Training.

### **Office Workstation Safety for Supervisors (GB)**

Intended for use by supervisors to help them identify the hazards that employees face at their workstations. Topics include: workplace organization; maintaining neutral body positions; avoiding eyestrain; sustaining good physical condition; and exercises to stretch tired muscles.

### **Personal Protective Equipment**

Discusses the importance of utilizing Personal Protective Equipment (PPE); explains OSHA's requirements for access to and utilization of PPE; and explores the functions and use of common articles of PPE including: gloves, eye protection, head protection, hearing protection and respiratory protection.

### **Portable Fire Extinguishers Part 1** 19:59 Min.,

Provides a basic overview of the main causes of fire and the types of fire extinguishers that are designed to extinguish and control fires.

### **Portable Fire Extinguishers Part 2** 19:59 Min.,

Provides a basic overview of the main causes of fire and the types of fire extinguishers that are designed to extinguish and control fires.

### **Preparation for Physical Activity**

The goal of this training program is to teach you how to prepare your body and mind for the physical activity you may be performing during your daily work tasks. Topics include: maintaining flexibility; costs of musculoskeletal injuries; the importance of warming up; back pain and injuries; preventing muscle strains and sprains; and stretching exercises for hands, wrists, shoulders, upper and lower back, and legs.

### **Preventing Back Injuries**

### **Safe Housekeeping Practices**

For custodial staff, good housekeeping not only means keeping the facility neat and free of hazards, it also means being able to perform these daily tasks without becoming injured. This training program provides participants with information on how to perform housekeeping tasks safely. Topics covered include the importance of wearing proper footwear; preventing slips, trips and falls; preventing strains and exertions when lifting, moving furniture, mopping and cleaning bathroom facilities; and discusses the importance of using chemicals safely. The program also provides reminders for general housekeeping safety that are applicable to any facility.

### **Safety Pays for Life**

A brief motivational program that emphasizes how working safely can actually "Pay you for life."

### **Slip, Trip and Fall Training Program**

This training module covers preventing the occurrence of slip, trip and fall injuries in the workplace. Topics include: Recognizing the costs associated with slip, trip and fall related injuries; identification of the leading causes of slip, trip and fall injuries associated with the physical workplace environment; identification of the leading causes for slip, trip and fall injuries associated with employee behaviors; and preventive actions that employers and employees should take to reduce the risk for slip, trip and falls in the workplace.

### **Working in Comfort-A Lesson in Computer Workstation Ergonomics**

This training program helps participants increase the level of comfort at their workstations. The information provided in this program will help participants to minimize the daily aches and pains associated with job tasks that require a lot of time sitting and working from a desk, including lower back pain, wrist pain, and neck stiffness. Topics include: Neutral Position; Evaluating Your Comfort Level; Making Necessary Adjustments-Chairs and Office Equipment; Challenging Adjustments; Ergonomic Behavior; and Benefits of Using Ergonomic Practice