670302 Library Report-WBT
Active Courses Only
10/23/2023

77096141	A Manager's Guide to Discipline and Documentation	Responding to Disciplinary Issues recognize principles of effective employee discipline recognize examples of effective employee discipline identify methods for determining how to respond to a disciplinary issue recognize components of effective disciplinary documents identify guidelines for fair and effective disciplinary meetings communicate effectively and fairly with an employee about a disciplinary issue	Managers and supervisors
77092751	Access to Employee Medical and Exposure Records	Access to Exposure and Medical Records identify employer responsibilities in providing employee access to medical and exposure records identify key attributes of an exposure record cite requirements associated with access to medical and exposure records identify employer responsibilities related to retaining medical and exposure records identify requirements associated with accessing or disclosing records related to trade secret information	Employees who are potentially exposed to hazardous chemicals and harmful physical agents
1901105000	Accessibility and WCAG Compliance	Complying with Accessibility Requirements identify factual statements regarding the Revised Section 508 accessibility guidelines identify what types of electronic content and resources must comply with the updated Section 508 standards recognize key statements about the WCAG 2.0 standards recognize updated accessibility requirements under Section 508 of the Rehabilitation Act	Employees of federal agencies, in particular those in the IT field
77096132	Accident Procedures Involving Large Vehicles	Dealing with Accidents identify the appropriate actions to take after an accident involving your truck recognize the actions to take after an accident identify common causes of truck fires recognize the actions to take in case of a truck fire determine when to report a truck accident to the Department of Transportation identify the causes of truck fires and how to respond to one and determine when an accident should be reported to the DOT	Operators of commercial vehicles and other large trucks
77117577	Activating DEI Culture Shifts	Activating DEI Culture Shifts discover the key concepts covered in this course recognize key concepts for creating new patterns of thinking in decision-making identify actions that will help you move toward systems-thinking leadership for diversity, equity, and inclusion Knowledge Check: Reviewing Your Systems Thinking Skills identify new ways of working in support of an inclusive and innovative team culture recognize techniques to keep employee engagement and motivation in the work of DEI consistently high Knowledge Check: Assessing Your DEI Culture Shift Activation Skills reflect on what you've learned	
77105011	Active Shooter 2.0	Preparing for an Active Shooter Situation identify statements that describe characteristics of active shooter or violent attacker situations identify ways to prepare in case of an active shooter incident identify guidelines for escaping from, hiding from, or engaging with a violent attacker identify appropriate actions to take when law enforcement personnel arrive reflect on what you've learned	Individuals in private or business settings

77100888	Active Shooter on Campus	Active Shooter on Campus identify statements that describe characteristics of active shooter/violent attacker situations identify the components of an effective emergency action plan identify the preferred courses of action to follow in an active shooter/attacker situation identify guidelines to follow when attempting to escape from an active shooter identify appropriate actions to take when you have to hide out during an active shooter incident identify when it is appropriate to engage with a shooter/attacker distinguish between cover and concealment identify what actions law enforcement and EMS take when they arrive	Individuals in a higher education environment including students, faculty, and administrative staff
77115545	Adopting an Inclusion Mindset at Work	Adopting an Inclusion Mindset at Work discover the key concepts covered in this course recognize the benefits of practicing inclusivity at work identify best practices for encouraging inclusive changes in your organization no matter what your role Knowledge Check: Reviewing Your Understanding of DEI at Work identify strategies for overcoming unconscious bias in the hiring process recognize key elements that show a commitment to cultural inclusion and overcoming systemic bias Knowledge Check: Reviewing Your Skills in Adopting an Inclusion Mindset reflect on what you've learned	
77117520	Adopting New Leadership Mindsets to Drive DEI	Adopting New Leadership Mindsets to Drive DEI discover the key concepts covered in this course recognize ways systems thinking applies to DEI in an organization identify steps to examine your organization’s and your team’s DEI goals Knowledge Check: Reviewing Your Leadership Mindset Skills recognize strategies to build organizational culture awareness for DEI identify ways of evaluating how organizational culture is represented in your team and processes recognize how growth and systems mindsets help you make DEI part of how you do business Knowledge Check: Assessing Your Skills in Leading a DEI Culture Shift reflect on what you've learned	
77117578	Advancing DEI with Agility	Advancing DEI with Agility discover the key concepts covered in this course identify key elements of a leadership mindset that cultivates inclusion in all work environments identify key elements of self-leadership that improve inclusion Knowledge Check: Reviewing Your Self-leadership Skills recognize strategies to individualize inclusion and belonging for all team members identify techniques to embrace an intersectional approach to DEI leadership recognize inclusive leadership practices that promote development of the whole person Knowledge Check: Assessing Your Skills in Inclusive Leadership reflect on what you've learned	
77096403	Aerial Work Platforms	Working with Aerial Platforms recognize potential hazards when inspecting your equipment and operational work area identify the required PPE for aerial work platforms identify safety features normally included in aerial work platforms recognize the OSHA-mandated training requirements for aerial work platform operation	Employees who operate or service aerial work platforms

77101369	Affirmative Action for Federal Contractors	Affirmative Action for Federal Contractors identify affirmative action obligations of federal contractors and subcontractors identify affirmative action obligations federal contractors and subcontractors have in relation to women, minorities, individuals with disabilities, and protected veterans follow required practices related to recordkeeping to meet affirmative action obligations recognize the affirmative action obligations of companies that have federal contracts or subcontracts identify the required elements of affirmative action plans for women and minorities recognize the requirements of an AAP for women and minorities identify the required elements of affirmative action plans covering individuals with disabilities and veterans recognize the requirements of an AAP for veterans and individuals with disabilities	Managers with responsibilities in areas such as compensation, HR generalists tasked with establishing location-specific affirmative action plans, and internal auditors
77094827	AGG (GETA) - Information for Employees	AGG (GETA) - Information for Employees identify the purpose of the General Equal Treatment Act identify the purpose of the General Equal Treatment Act recognize the four different types of discrimination recognize the scope of discriminatory conduct differentiate between the four different types of discrimination and recognize the scope of discriminatory conduct outlined by GETA identify the strategies available to an employee to respond to harassing/discriminatory behavior identify the strategies available in the event of discrimination recognize possible consequences employees may face when engaging in harassing/discriminatory behavior recognize the consequences of not addressing harassing or discriminatory behavior in the organization recognize possible consequences employees may face when engaging in harassing/discriminatory behavior and the consequences of not addressing harassing or discriminatory behavior in the organization	All employees in Germany
77094829	AGG (GETA) – Information for Management	AGG (GETA) - Information for Management identify the purpose of the General Equal Treatment Act identify the purpose of the General Equal Treatment Act recognize the four different types of discrimination recognize the scope of discriminatory conduct differentiate between the four different types of discrimination and recognize the scope of discriminatory conduct outlined by the GETA identify the rights available to an employee to respond to harassing or discriminatory behavior identify the strategies available to the employee in the event of discrimination identify the manager's role in supporting the organization's efforts to prevent harassment and discrimination recognize options for responding to observed harassment or discrimination between employees or when a complaint is filed by an employee recognize the consequences of not addressing harassing or discriminatory behavior in the organization identify the manager's/organization's role to prevent harassment and discrimination in the workplace, strategies for responding to observed harassment/discrimination and the consequences of not addressing harassing or discriminatory behavior in the organization	General employees and managers in Germany

77096140	Americans with Disabilities Act: An Overview for Managers	Managers and the ADA recognize the responsibilities of managers for avoiding discrimination based on disability in employment recognize and respond appropriately to requests for reasonable accommodation recognize how and why to support your organization's compliance with the ADA as a manager reflect on what you've learned	Managers in all industries
77096129	Ammonia Safety	Ammonia Safety recognize the properties of anhydrous ammonia identify the responsibilities of OSHA as a regulatory and compliance organization that deals with ammonia identify the route of exposure to ammonia to its effect on the human body determine first aid measures for dealing with routes of exposure to ammonia identify appropriate storage procedures for controlling exposure to ammonia identify appropriate handling procedures for controlling exposure to ammonia identify appropriate use procedures for controlling exposure to ammonia identify the proper use of PPE when dealing with ammonia identify proper emergency response to an ammonia spill or leak	Employees whose normal job activities could result in exposure to ammonia
1016703	Animal Field Research Safety Overview		
1026703	Animal Research Facility Safety Awareness		
77092809	Asbestos	Asbestos define terms associated with asbestos identify where asbestos-containing materials are commonly found in building materials identify the requirements for signs and labels that identify asbestos exposure hazard areas identify illnesses related to asbestos exposure identify general guidelines of the medical surveillance program required by OSHA identify safety measures that protect against asbestos exposure identify proper methods for handling clothing exposed to asbestos	Employees who may be exposed to asbestos fibers at or above the permissible exposure levels, and employees who perform housekeeping or maintenance operations in areas that contain asbestos-containing materials and potential asbestos-containing materials
77100685	Asbestos – Cal/OSHA	Asbestos define terms associated with asbestos identify where asbestos-containing materials are commonly found in building materials identify the requirements for signs and labels that identify asbestos exposure hazard areas identify illnesses related to asbestos exposure identify general guidelines of the medical surveillance program required by Cal/OSHA identify safety measures that protect against asbestos exposure identify proper methods for handling clothing exposed to asbestos	Employees who may be exposed to asbestos fibers at or above the permissible exposure levels, and employees who perform housekeeping or maintenance operations in areas that contain asbestos-containing materials and potential asbestos-containing materials
77101658	Assessing Your Organization's Risks	Assessing Risk identify the key concepts in assessing risks distinguish between common techniques to assess opportunities and those to assess threats recognize techniques to assess both opportunities and threats together identify questions to ask when performing an assessment of opportunities recall the steps in assigning rankings during a threat assessment sequence the steps to take in calculating the RPN and prioritizing risks recognize methods for performing a risk assessment	Functional managers, professionals, departmental leaders, and all individuals in key roles who want to develop or refine their strategic thinking skills and learn about issues relating to risk and risk management

77105484	Back Safety and Injury Prevention 2.0	Preventing Back Injuries identify job-specific hazards that contribute to preventable back injuries select attributes of a proper posture identify ways to minimize back injuries cite examples of controls for preventing back injuries	All employees
77115546	Becoming a DEI Ally and Agent for Change	Becoming a DEI Ally and Agent for Change discover the key concepts covered in this course identify actions that build awareness of your values and social perspective recognize key concepts about allyship recognize specific actions for becoming a DEI change agent Knowledge Check: Reviewing Your Understanding of Supporting DEI recognize methods to be a more inclusive communicator recognize how to use the RISE steps to demonstrate inclusion Knowledge Check: Reviewing Your Inclusion Skills reflect on what you've learned	
77112358	Becoming a Successful Collaborator	Becoming a Successful Collaborator discover the key concepts covered in this course identify characteristics of collaboration recognize characteristics that help you be a better collaborator recognize characteristics of good team members identify the characteristics of teaming recognize the different work styles of collaborators Knowledge Check: Becoming a Successful Collaborator	
1070000000	Behavior-based Safety for Supervisors	Behavior-based Safety for Supervisors identify ways to reduce at-risk behaviors in your company as part of a behavior-based approach to safety describe the effect a behavior-based safety program can have on an organization's work culture define the roles and responsibilities of the supervisor and the employee identify the environmental and personal factors that cause incidents identify the influences on behavior, and how to observe and reinforce behavior cite ways to effectively motivate employees by addressing the human factors that may come into play identify ways to motivate employees using financial incentives describe the relationship between behavior and attitude	Safety committees, corporate managers, department managers, first line supervisors, and accident investigation team members
1000114000	Benzene Awareness	Benzene Awareness identify the characteristics of benzene identify the uses of benzene recognize how benzene exposure occurs identify examples of the health effects of benzene exposure identify methods used to communicate benzene hazards to employees identify the hazard protection measures for benzene in a given workplace situation recognize the exposure limits for employees working with benzene identify the monitoring regulations for benzene exposure identify medical surveillance regulations for benzene exposure identify regulations ensuring benzene exposure remains at permissible levels	All employees, supervisors, and managers whose normal activities could result in occupational benzene exposure
77105064	Beryllium	Working with Beryllium identify routes of exposure identify hazards of beryllium exposure recognize ways of controlling exposure recognize which workers must be enrolled in medical surveillance for beryllium exposure	Field-level workers as well as health, safety, and environment managers who may be exposed to beryllium in the workplace

77100886	Biosafety Hazardous Waste Handling and Disposal	Biohazardous Waste Handling and Disposaldefine the term biosafety hazardous waste categorize different kinds of biohazardous waste follow standard personal protective equipment precautions to prevent the transmission of disease from biohazardous waste recognize modes of transmission of disease from biohazardous waste follow standard hand hygiene precautions to prevent the transmission of disease from biohazardous waste recognize how to safely store different kinds of biohazardous waste identify treatment methods for the safe disposal of different categories of biohazardous waste identify the precautions to follow when transporting biohazardous waste identify the steps in the process of dealing with the spill or leakage of biohazardous waste	All employees who handle or have responsibility for disposing of biological hazardous waste, including healthcare workers, dental workers, waste management personnel, maintenance personnel, school custodians, and housekeeping staff
77105504	Bloodborne Pathogen Awareness 2.0	Bloodborne Pathogens identify the traits and symptoms of hepatitis B, hepatitis C, and HIV identify modes of transmission of bloodborne pathogens identify preventive controls that reduce or eliminate exposure to bloodborne pathogens identify the proper use and handling of personal protective equipment identify proper decontamination procedures for blood and other potentially infectious materials identify procedures to follow if an exposure incident occurs	Anyone who performs job duties that could bring him or her into contact with blood or body fluids in the workplace including – but not limited to – health care workers, emergency medical and first aid responders, or persons cleaning health care areas, equipment, or devices
77100710	Bloodborne Pathogen Awareness 2.0 - Cal/OSHA	Bloodborne Pathogens identify the traits and symptoms of hepatitis B, hepatitis C, and HIV identify modes of transmission of bloodborne pathogens identify preventive controls that reduce or eliminate exposure to bloodborne pathogens identify the proper use and handling of personal protective equipment identify proper decontamination procedures for blood and other potentially infectious materials identify procedures to follow if an exposure incident occurs	Anyone who performs job duties that could bring him or her into contact with blood or body fluids in the workplace including – but not limited to – health care workers, emergency medical and first aid responders, or persons cleaning health care areas, equipment, or devices
77101533	Bloodborne Pathogens Impact: Controls That Reduce or Eliminate Transmission	Controls That Reduce or Eliminate Transmission understand the credentials of the subject matter expert understand controls that will eliminate or reduce exposure to bloodborne pathogens reflect on what you've learned	Anyone who performs job duties that could bring him or her into contact with blood or body fluids in the workplace including, but not limited to, health care workers, emergency medical and first aid responders, or persons cleaning health care areas, equipment, or devices.

77101535	Bloodborne Pathogens Impact: Decontamination Procedures	Decontamination Procedures understand the credentials of the subject matter expert understand the decontamination procedures for spills involving bloodborne pathogens reflect on what you've learned	Anyone who performs job duties that could bring him or her into contact with blood or body fluids in the workplace including, but not limited to, healthcare workers, emergency medical and first-aid responders, or persons cleaning healthcare areas, equipment, or devices
77101536	Bloodborne Pathogens Impact: Measures to Take For Skin or Eye Exposures	Measures to Take For Skin or Eye Exposures understand the credentials of the subject matter expert to know what to do if your skin or eyes are exposed to bloodborne pathogens reflect on what you've learned	Anyone who performs job duties that could bring him or her into contact with blood or body fluids in the workplace including, but not limited to, health care workers, emergency medical and first aid responders, or persons cleaning health care areas, equipment, or devices
77101532	Bloodborne Pathogens Impact: Modes of Transmission	Modes of Transmission understand the credentials of the subject matter expert understand the modes of transmission for bloodborne pathogens reflect on what you've learned	Anyone who performs job duties that could bring him or her into contact with blood or body fluids in the workplace including, but not limited to, health care workers, emergency medical and first aid responders, or persons cleaning health care areas, equipment, or devices
77101537	Bloodborne Pathogens Impact: Procedures to Follow if an Exposure Occurs	Procedures to Follow if an Exposure Occurs understand the credentials of the subject matter expert understand the procedures to follow if a bloodborne pathogen exposure occurs reflect on what you've learned	Anyone who performs job duties that could bring him or her into contact with blood or body fluids in the workplace including, but not limited to, health care workers, emergency medical and first aid responders, or persons cleaning health care areas, equipment, or devices
77101534	Bloodborne Pathogens Impact: Proper Use and Handling of PPE	Proper Use and Handling of PPE understand the credentials of the subject matter expert understand effective use of PPE in the workplace reflect on what you've learned	Anyone who performs job duties that could bring him or her into contact with blood or body fluids in the workplace including, but not limited to, health care workers, emergency medical and first aid responders, or persons cleaning health care areas, equipment, or devices

77101891	Bridging the Diversity Gap	Diversity and the Changing Workplace identify key concepts related to diversity in the workplace match the approaches organizations use to deal with diversity to appropriate actions identify how companies can benefit by embracing diversity recognize how prejudice and stereotypes can cause barriers for some employees in the workplace recognize the implications of cultural expectations on diversity in the workplace identify reasons organizations may encounter resistance to diversity in the workplace recognize the importance of workplace diversity and the barriers that must be overcome to embrace its benefits	Individuals at all levels who have an interest in diversity in the workplace
77101247	Bullying and Hazing on Campus	Interpersonal Violence on Campus differentiate between bullying and hazing. recognize the benefits of prohibiting bullying and hazing on campus recognize common types of bullying in a campus environment identify the characteristics of cyberbullying recognize examples of hazing behaviors recognize actions you should take to ensure you're able to prevent or respond appropriately to bullying and hazing incidents use appropriate actions to help prevent bullying and hazing on campus	All employees of higher education institutions
77113842	Business Continuity Management Programs	Business Continuity Management Programs discover the key concepts covered in this course identify the functions of a Business Continuity Program (BCP) recognize the responsibilities of the personnel involved in a Business Continuity Program determine the impact and probability of a business risk identify the main considerations of the risk assessment process identify the steps involved in conducting a Business Impact Analysis identify the factors to consider when creating a strategic plan for a Business Continuity Program Knowledge Check: Reviewing Foundational Tasks for Business Continuity Programs identify the content that should be included in a written Business Continuity Program identify the general requirements for a written Business Continuity Program identify the personnel required for a crisis management team identify training requirements for the successful implementation of a BCP recognize BCP testing processes recognize the process for updating the BCP Knowledge Check: Reviewing Considerations for Business Continuity Programs	

1001901000	Business Continuity Management Programs	Business Continuity Management Programs identify the functions of a Business Continuity Program (BCP) recognize the responsibilities of the personnel involved in a Business Continuity Program |INS determine the impact and probability of a business risk |/INS identify the main considerations of the risk assessment process identify the types of risks that may be recorded in a risk assessment identify the steps involved in conducting a Business Impact Analysis identify the factors to consider when creating a strategic plan for a Business Continuity Program identify the content that should be included in a written Business Continuity Program identify the general requirements for a written Business Continuity Program identify training requirements for the successful implementation of a BCP identify the personnel required for a crisis management team identify the communication channels for a BCP recognize BCP testing processes recognize the process for updating the BCP	Supervisors, managers, or any employee involved in business continuity planning in private enterprises and government and municipal facilities
77112809	Business Continuity Programs	Business Continuity Programs Business Continuity Programs	
77113394	Business Strategy for the Post-pandemic Economy	Business Strategy for the Post-pandemic Economy discover the key concepts covered in this course recognize the business mindset changes necessary for adapting to a post-pandemic business world identify actions for augmenting or supplanting past and current business models identify actions businesses can take to adapt selling and marketing strategies to new market considerations recognize steps businesses must take to reconfigure their supply chains to adjust to future market considerations	
77100299	Business Travel Safety and Security	Business Travel Safety and Security adopt the appropriate mind-set to reduce the risks associated with a business trip identify the key principle associated with each component of the R.O.A.R. model stay safe when traveling by car while on business take appropriate precautions to ensure your personal safety and the security of your possessions at the airport prepare for a safe hotel stay while traveling for business prepare for your safety while out and about during business travel determine the best approach to take when confronted by a potentially dangerous situation identify which action should be taken as a last resort when confronted by an aggressor recognize why it's important to report incidents that occur while traveling on business identify the types of details you should report to the police	All employees who travel for business purposes

77119234	Bystander Intervention: Chicago (Retired)	Bystander Intervention intervene safely when you see a situation that goes against the norms of the community recognize why victims and others are often reluctant to report harassment identify federal laws that prohibit harassment in the workplace identify protected classes covered under federal law recognize behaviors that could be considered unlawful harassment recognize situations that contribute to workplace harassment based on race and national origin recognize the concepts that form the legal basis underpinning unlawful workplace harassment identify and avoid behaviors that could be considered retaliation for harassment describe the purpose and role of your company's harassment policies intervene safely when you see a situation that goes against the norms of the community recognize ways to intervene safely when you see someone being harassed recognize how much it can mean to a person if you intervene when you see a coworker being harassed respond to harassment if you are being harassed recognize the benefits of a workplace that is based on respect and free from harassment recognize the importance of your role and its effect on the workplace recognize your role in preventing workplace harassment	All employees and managers
1000102000	Cadmium	Cadmium identify industrial sources of cadmium identify how cadmium enters the body identify exposure to cadmium by its symptoms recognize the long-term health effects of exposure identify appropriate labeling for containers storing cadmium identify protective clothing and equipment required to prevent exposure to cadmium identify OSHA workplace hygiene requirements identify the requirements for regulated areas in relation to cadmium identify the training requirements for employees who are exposed to cadmium in the workplace identify OSHA's medical surveillance and exposure monitoring record-keeping requirements in relation to cadmium in the workplace recognize OSHA's requirements for medical surveillance identify the required information in a written compliance program	Any employee, manager, or supervisor whose normal job activities could result in exposure to cadmium
77110187	California Consumer Privacy Law - CCPA & CPRA	California Consumer Privacy Law - CCPA & CPRA Course Overview identify the types of businesses and information that are covered by California consumer privacy law identify who is considered a 'consumer' under the California consumer privacy law recognize examples of consumer information as defined by California consumer privacy law Knowledge Check: Businesses Covered and Consumer Information Protected identify the rights consumers have under California consumer privacy law Knowledge Check: Consumer Rights Under California Consumer Privacy Law recognize the importance of including specific California privacy law provisions in vendor contracts identify the penalties that can result from California consumer privacy law violations Knowledge Check: Vendor Obligations and Penalties	All employees, particularly database managers and staff, marketing staff, and customer relations personnel

77119028	California Privacy Rights Act	California Privacy Rights Actidentify who is considered a 'consumer' under the CPRA recognize examples of consumer information as defined by the CPRA identify the consumer types and examples of consumer information protected under the CPRA identify consumer rights under the CPRA identify consumer rights under the CPRA recognize the importance of including specific CPRA provisions in vendor contracts identify the penalties that can result from CPRA violations recognize the importance of including specific CPRA provisions in vendor contracts and identify the penalties that can result from CPRA violations	All employees, particularly database managers and staff, marketing staff, and customer relations personnel
77100365	Campus Safety	Campus Safety identify basic principles to follow to be safer on campus identify practices to help keep you safe on campus identify practices to help keep your residence secure identify safety tips related to driving and parking on campus recognize how to stay safe while dating or in other social situations identify how to stay safe in your residence, in your car, on dates, and in other social situations identify appropriate actions to take as part of the 'Recognize' component of the R.O.A.R. strategy identify appropriate actions to take as part of the 'Overcome' component of the R.O.A.R. strategy identify appropriate actions to take as part of the 'Action' component of the R.O.A.R. strategy identify relevant information to include in a crime report to the police as part of the 'Report' component of the R.O.A.R. strategy identify appropriate actions to take as part of the R.O.A.R. strategy	Students attending institutes of higher education
77097153	Campus Security Obligations Under Federal Law	Campus Security Obligations identify how employees support an institution's Clery Act obligations identify the purpose of the Clery Act recognize the types of crimes that must be reported under the Clery Act recognize who would be considered a Campus Security Authority under the Clery Act respond appropriately to situations that could escalate into sexual misconduct	Members of the campus community including faculty, employees, and students who have obligations or responsibilities under the Clery Act
1075000000	Carcinogen Safety	Carcinogen Safety define carcinogen and associated terms identify the routes of entry of carcinogens in humans recognize terms associated with carcinogens and the routes of entry of carcinogens in humans identify different types of hazard controls to reduce exposure to carcinogens identify basic safety procedures for carcinogen use and disposal recognize controls to reduce carcinogen exposure as well as safe procedures for using and disposing of carcinogens	Health and safety professionals

1000103000	Chlorine Safety	Chlorine Safety recognize the characteristics of chlorine identify the uses of chlorine in industry identify how chlorine exposure can occur recognize the symptoms of chlorine exposure recognize the characteristics of chlorine, its industrial uses, and the symptoms of exposure identify the legislation that regulates chlorine use match exposure levels for chlorine to their imposed limits recognize best practices for chlorine exposure prevention in a workplace identify chlorine legislation and exposure limits and recognize methods of chlorine exposure prevention in the workplace identify personal hygiene procedures for employees working with chlorine identify the types and treatment of personal protective equipment for when chlorine is present in the workplace identify when respirator protection is necessary under the OSHA Respiratory Protection Standard identify the personal hygiene procedures and PPE required when working with chlorine identify the actions to take following the release of or exposure to chlorine in a given scenario identify methods for the safe storage of chlorine recognize how to respond to a chlorine exposure or release and how to store chlorine safely	All managers, supervisors, and employees whose normal activities could result in occupational chlorine exposure
77106904	Cisco Webex Meetings: Organizing & Hosting Meetings	Cisco Webex Meetings: Organizing & Hosting Meetings quickly organize a WebEx meeting use the advanced scheduler to plan a WebEx meeting manage your schedule in WebEx create a WebEx meeting template join a WebEx meeting create an instant WebEx meeting discover the Webex meeting interface use the instant messenger in Webex manage participants in Webex change a participant's status in Webex manage the audio and video options for Webex configure the Webex meeting room manage your Webex meetings	
77107416	Cisco Webex Teams: Using the Collaboration Tools	Cisco Webex Teams: Using the Collaboration Tools access the call tool make a call create a new meeting access the meeting tool share a meeting screen during collaboration annotate a snapshot during collaboration create a whiteboard for collaboration share a file during collaboration	
77118298	Code of Conduct Awareness	Code of Conduct Awareness recognize the impact and benefits a Code of Conduct has on an organization	All employees
1204000000	Cold Stress	Cold Stress identify factors that may affect you when working in a cold environment identify signs and symptoms of cold-related stresses identify treatments of cold-related stresses identify precautions commonly used to prevent cold-related disorders identify safe work practices used to reduce cold-related disorders	All personnel that may be required to work outdoors or in artificial cold environments

77100844	Cold Stress Impact: Precautions and Safe Work Practices	Precautions and Safe Work Practices understand the credentials of the subject matter expert identify the precautions and safe work practices needed to minimize the risk of cold stress reflect on what you've learned	All personnel that may be required to work outdoors or in artificial cold environments
77100842	Cold Stress Impact: Symptoms	Symptoms understand the credentials of the subject matter expert recognize the risk factors and symptoms of cold stress reflect on what you've learned	All personnel that may be required to work outdoors or in artificial cold environments
77100843	Cold Stress Impact: Treatment	Treatment understand the credentials of the subject matter expert recognize the treatments for cold stress reflect on what you've learned	All personnel that may be required to work outdoors or in artificial cold environments
77096187	Collision Avoidance	Collision Avoidance recognize the four types of collisions and their causes recognize strategies for avoiding the four main types of collision identify the precautions used to control vehicle skids identify procedures for safely negotiating intersections identify measures to regain control of a vehicle in a shoulder drop identify techniques for dealing with driving distractions	Everyday drivers
77119494	Colorado Privacy Act	Colorado Privacy Act recognize examples of personal data subject to the CPA identify the rights granted to consumers under the CPA recognize responsibilities organizations have under the CPA recognize examples of personal data subject to the CPA, rights granted to consumers under the CPA and the responsibilities organizations have under the CPA identify the duties assigned to controllers under the CPA identify the duties assigned to processors under the CPA identify methods for enforcing the CPA identify the duties assigned to controllers and processors under the CPA and how the CPA is enforced	General employees (not privacy professionals, specialists, or corporate policy-makers)
77096272	Combustible Dust	Combustible Dustidentify the characteristics of combustible dust recognize the elements of a combustible dust explosion identify employee responsibilities for complying with safe and healthy practices in the workplace recognize the purposes of conducting a dust hazard assessment as a measure of controlling combustible dust in the workplace identify descriptions of the combustible dust regulations and standards organizations	All employees who work in areas where combustible dust is present
77112146	Commercial Insider Threat Awareness	Insider Threat Awareness describe what is meant by the term insider threat recognize types of insider threats identify indicators of a potential insider threat detect and respond appropriately to potential insider threats	All employees
77117987	Compliance Brief: 3D Printer Safety	3D Printer Safety identify safe practices to follow when using a 3D printer in the workplace	All employees who use or may come into contact with 3D printers
77113563	Compliance Brief: ADA and Other EEO Laws during the COVID-19 Response	EEO Laws during the COVID-19 Responseidentify policies that can be legally implemented to protect employees and customers from COVID-19	Managers, supervisors
77113468	Compliance Brief: Contact Tracing (Retired)	Contact Tracingrecognize what you can expect if a contact tracer notifies you of possible exposure to an infectious disease	All employees
77116407	Compliance Brief: COVID-19 Refresher	COVID-19 Refresherrecognize the COVID-19 precautions that should be taken by both fully vaccinated and unvaccinated people	All employees and workers

77113320	Compliance Brief: Filtering Facepiece Respirators and Masks	Filtering Facepiece Respirators and Masksrecognize best practices for using an N95 respirator	Employees who wear N95 respirators and/or other types of masks
77114192	Compliance Brief: Home Office Emergency and Disaster Preparedness	Home Office Emergency Preparednessrecognize methods people working from home can use to plan for and respond to emergencies or disasters	All employees, workers who work from home
77114099	Compliance Brief: Home Office Safety	Home Office Safetyrecognize methods for preventing or reducing the risk of common injuries that may occur in a home office environment	All employees, workers
77115057	Compliance Brief: Illegal Drug Contamination Awareness	Illegal Drug Contamination Awarenessrecognize evidence of illegal drug contamination from methamphetamine labs and opioids such as heroin or fentanyl, the paraphernalia associated with these activities, and the appropriate action to take if encountered	Insurance representatives, home inspectors, realtors, and other personnel who enter homes, property, and/or vehicles as a part of their work
77114005	Compliance Brief: Mental Health and COVID-19	Mental Health and COVID-19identify methods of reducing and coping with stress related to the COVID-19 pandemic	All employees
77119359	Compliance Brief: Monkeypox	Compliance Brief: MonkeypoxDescribe actions to take to avoid contracting monkeypox	All employees
77116812	Compliance Brief: Preventing the Spread of COVID-19 at Work	Preventing the Spread of COVID-19 at Workrecognize methods to keep unvaccinated and high-risk employees safe in a mixed-vaccination status workplace	Managers and workers not covered by the OSHA COVID-19 Emergency Temporary Standard for healthcare
77113738	Compliance Brief: Race and Color Discrimination in the Workplace	Workplace Race and Color Discriminationidentify types of discrimination and harassment based on race and color that are prohibited under US federal law |w	All employees and managers
77113963	Compliance Brief: Reopening Buildings after Shutdowns or Reduced Operations (Retired)	Reopening Buildingsidentify controls that may be used to protect workers from mold and Legionella hazards when returning to a building that was shut down or had reduced operations	Managers, facility managers, maintenance managers, and occupational safety and health managers
77113846	Compliance Brief: Resuming Manufacturing Operations after Pandemic Shutdown (Retired)	Resuming Manufacturing Operationsidentify controls that may be used to protect workers returning to work in manufacturing operations during the pandemic	Managers, supervisors, occupational safety and health managers
77113324	Compliance Brief: Resuming Retail or Restaurant Operations Post-pandemic (Retired)	Reopening Post-pandemicidentify key responsibilities for employers to act upon in a post-pandemic workplace identify strategies to help manage the health and safety of employees in the post-pandemic workplace identify work practices for creating a safer post-pandemic workplace environment	All employees
77116860	Compliance Brief: Safety and Health Committees	Safety and Health CommitteesRecognize the attributes of an effective workplace safety committee as well as mistakes that lessen its effectiveness	Employees and managers who are interested in or who serve on a safety committee
77113781	Compliance Brief: Safety Management during the Pandemic (Retired)	Safety Management during the Pandemicidentify examples of controls that may be used to protect workers during the pandemic	All employees, all managers
77118216	Compliance Brief: Sanctions	Sanctionsidentify the purpose and types of sanctions	Any employee of a business or organization that conducts business internationally
77118336	Compliance Brief: Summer Safety - Food and Fun	Summer Safety - Food and Fun	All employees

77118390	Compliance Brief: Summer Safety in the Water	Summer Safety in the Wateridentify safety measures to take to avoid drowning and other injuries that could occur while swimming and recreating near water	All employees, workers
77118389	Compliance Brief: Summer Safety on the Water	Summer Safety on the Wateridentify safety measures to take while boating	Provided by Skillsoft Compliance Team
77118350	Compliance Brief: Summer Vehicle Safety	Summer Vehicle Safetyidentify safety measures to take to avoid accidents and injuries while driving automobiles, motorcycles, and recreational off-road vehicles.	All employees, workers
77117925	Compliance Brief: Utility Knife Safety	Utility Knife Safetyidentify safe practices to follow when using a utility knife	All employees
77114193	Compliance Brief: Wildfires	Wildfiresidentify actions to take to protect yourself from wildfires	All employees
77113554	Compliance Brief: Workplace Cleaning and Disinfection	Cleaning and Disinfectingidentify the types of items in the workplace that may require cleaning and disinfection	All employees and workers regardless of the setting – office, manufacturing, retail, home office, etc.
77100828	COMPLIANCE EXPERT: Bullying - Not in the Workplace	Bullying - Not in the Workplaceunderstand the credentials of the subject matter expert recognize the impacts of bullying in the workplace review what you've learned	All employees
77100829	COMPLIANCE EXPERT: Bullying - The Manager's Role	Bullying - The Manager's Roleunderstand the credentials of the subject matter expert recognize the manager's role in addressing bullying in the workplace review what you've learned	Managers/Supervisors
77100827	COMPLIANCE EXPERT: Diversity - Ensuring a Diverse Applicant Pool	Diversity - Ensuring a Diverse Applicant Poolunderstand the credentials of the subject matter expert identify methods for ensuring a diverse applicant pool review what you've learned	All employees
77100824	COMPLIANCE EXPERT: Diversity - Its Value in the Workplace	Diversity - Its Value in the Workplaceunderstand the credentials of the subject matter expert recognize the importance of diversity in the workplace review what you've learned	All employees
77101650	COMPLIANCE EXPERT: Diversity - Overcoming Barriers	Diversity - Overcoming Barriersunderstand the credentials of the subject matter expert identify methods for overcoming barriers to diversity in the workplace review what you've learned	All employees
77100818	COMPLIANCE EXPERT: Export Compliance - The Decision Tree	Export Compliance - The Decision Treeunderstand the credentials of the subject matter expert recognize the decision making process for complying with export regulations review what you've learned	Any employee whose job responsibilities include international trade operations, such as transfer of goods, services, information, or technology to foreign persons, whether located abroad or in the United States, and any employee involved in investment or payment to or from foreign entities or foreign nationals

77100819	COMPLIANCE EXPERT: Export Compliance - What's the Risk?	Export Compliance - What's the Risk?understand the credentials of the subject matter expert identify the risks of failing to comply with export regulations review what you've learned	Any employee whose job responsibilities include international trade operations, such as transfer of goods, services, information, or technology to foreign persons, whether located abroad or in the United States, and any employee involved in investment or payment to or from foreign entities or foreign nationals.
77100820	COMPLIANCE EXPERT: Harassment - A Case Study	Harassment - A Case Studyunderstand the credentials of the subject matter expert recognize examples of harassment in the workplace review what you've learned	All employees
77100821	COMPLIANCE EXPERT: Harassment - A Case Study for Managers	Harassment - A Case Study for Managersunderstand the credentials of the subject matter expert recognize best practices for addressing harassment complaints in the workplace review what you've learned	Managers
77101030	COMPLIANCE EXPERT: Harassment and Retaliation	Harassment and Retaliationunderstand the credentials of the subject matter expert identify steps to take when witnessing or experiencing harassment or retaliation in the workplace review what you've learned	All employees
77101031	COMPLIANCE EXPERT: Harassment and Retaliation for Managers	Harassment and Retaliation for Managersunderstand the credentials of the subject matter expert recognize the importance of addressing retaliation in the workplace review what you've learned	Managers
77100825	COMPLIANCE EXPERT: Import Compliance - Country of Origin	Import Compliance - Country of Originunderstand the credentials of the subject matter expert recognize the importance of country of origin compliance for exports review what you've learned	All employees
77100826	COMPLIANCE EXPERT: Import Compliance - Product Classification	Import Compliance - Product Classificationunderstand the credentials of the subject matter expert recognize the importance of product classification compliance for exports review what you've learned	All employees
77100822	COMPLIANCE EXPERT: IT Security - Phishing	IT Security - Phishingunderstand the credentials of the subject matter expert recognize examples of phishing review what you've learned	All employees
77100823	COMPLIANCE EXPERT: IT Security - Safeguarding Mobile Devices	IT Security - Safeguarding Mobile Devicesunderstand the credentials of the subject matter expert recognize the importance of protecting mobile devices for IT security review what you've learned	All employees
77100817	COMPLIANCE EXPERT: Privacy & Information Security - Examples	Privacy & Information Security - Examplesunderstand the credentials of the subject matter expert identify examples of privacy and information security challenges review what you've learned	All employees, particularly those who routinely handle confidential information or sensitive personal information

77100816	COMPLIANCE EXPERT: Privacy & Information Security - The Basics	Privacy & Information Security - The Basicsunderstand the credentials of the subject matter expert recognize the basics of privacy and information security review what you've learned	All employees, particularly those who routinely handle confidential information or sensitive personal information
77096613	COMPLIANCE IMPACT: Antitrust – Rigging the Bid	Antitrust – Rigging the Bidunderstand the credentials of the subject matter expert recognize the purpose of antitrust and competition laws identify behavior that violates antitrust guidelines recognize the importance of understanding your company's antitrust policies recognize when to consult the Legal department regarding bidding and contracts identify best methods to avoid violating antitrust policies review what you've learned	Employees who have the responsibility for setting prices or preparing bids, or who network with competitors and have the potential to enter into unlawful agreements regarding market division, price fixing, or bidding; employees of companies with 'market power' who have responsibility for setting trading policies or influencing marketing practices
77096783	COMPLIANCE IMPACT: Antitrust – Trade Association Meeting	Antitrust – Trade Association Meetingrecognize examples of antitrust violations identify ways to avoid antitrust violations recognize the importance of avoiding antitrust violations review what you've learned	All employees
77096764	COMPLIANCE IMPACT: Bribery – The High Commission Red Flag	Bribery – The High Commission Red Flagrecognize potential warning signs of high commission bribery identify steps to take to avoid a high commission bribery violation recognize the importance of avoiding high commission bribery violations review what you've learned	All employees
77096622	COMPLIANCE IMPACT: Bribery – The Shipment	Bribery – The Shipmentunderstand the credentials of the subject matter expert recognize examples of bribery in the workplace define the act of bribery in the workplace recognize the impact of bribery in the workplace identify warning signs of potential bribery violations recognize importance for reporting suspicious activities related to bribery recognize the importance of reporting suspicious activities related to bribery review what you've learned	Any employee whose job role creates the potential for engaging in corruption, bribery, or other similar violations
77096619	COMPLIANCE IMPACT: Business Ethics – Adjusting the Figures	Business Ethics – Adjusting the Figuresrecognize examples of unethical behavior in the workplace identify organizational factors that encourage unethical behavior in the workplace recognize the consequences of unethical behavior in the workplace identify personal factors that encourage unethical behavior in the workplace recognize the importance of ethical behavior in the workplace review what you've learned	All employees

77096616	COMPLIANCE IMPACT: Conflict of Interest – Just Helping a Friend	Conflict of Interest – Just Helping a Friendunderstand the credentials of the subject matter expert recognize examples of a conflict of interest in the workplace recognize the consequences of a conflict of interest in the workplace recognize the impact a conflict of interest in the workplace may have on colleagues identify steps to take to report a conflict of interest in the workplace recognize steps to take to avoid conflicts of interest in the workplace review what you've learned	All Employees
77112557	COMPLIANCE IMPACT: Harassment -- A Legacy of Hurt	Harassment - A Legacy of Hurtrecognize the ways harassment and discrimination in the workplace affect how people feel about themselves and their work environment	All employees
77112983	COMPLIANCE IMPACT: Harassment -- Chris's Story	Harassment -- Chris's Storyrecognize the ways harassment and discrimination in the workplace affect how people feel about themselves and their work environment	All employees
77112614	COMPLIANCE IMPACT: Harassment -- Danielle's Story	Harassment -- Danielle's Storyrecognize the ways harassment and discrimination in the workplace affect how people feel about themselves and their work environment	All employees
77096767	COMPLIANCE IMPACT: Harassment - Handling the Complaint	Harassment - Handling the Complaintrecognize examples of incorrect ways to address harassment complaints identify the challenges of addressing harassment complaints recognize examples of the correct way to address harassment complaints identify steps to take to correctly address harassment complaints recognize the importance of correctly addressing harassment complaints review what you've learned	Managers and supervisors
77096766	COMPLIANCE IMPACT: Harassment - It's No Joke	Harassment - It's No Jokerecognize examples of workplace harassment define workplace harassment identify steps to take when experiencing harassment in the workplace recognize the importance of becoming familiar with your company's anti-harassment policy review what you've learned	Employees
77112615	COMPLIANCE IMPACT: Harassment -- Myah's Story	Harassment -- Myah's Storyrecognize the ways harassment and discrimination in the workplace affect how people feel about themselves and their work environment	All employees
77112616	COMPLIANCE IMPACT: Harassment -- Rachanee's Story	Harassment -- Rachanee's Storyrecognize the ways harassment and discrimination in the workplace affect how people feel about themselves and their work environment	All employees
77112617	COMPLIANCE IMPACT: Harassment -- Ronnel's Story	Harassment -- Ronnel's Storyrecognize the ways harassment and discrimination in the workplace affect how people feel about themselves and their work environment	All employees
77112618	COMPLIANCE IMPACT: Harassment -- Rusty's Story	Harassment -- Rusty's Storyrecognize the ways harassment and discrimination in the workplace affect how people feel about themselves and their work environment	All employees
77112619	COMPLIANCE IMPACT: Harassment -- Sam's Story	Harassment -- Sam's Storyrecognize the ways harassment and discrimination in the workplace affect how people feel about themselves and their work environment	All employees
77112620	COMPLIANCE IMPACT: Harassment -- Sarah's Story	Harassment -- Sarah's Storyrecognize the ways harassment and discrimination in the workplace affect how people feel about themselves and their work environment	All employees
77112556	COMPLIANCE IMPACT: Harassment -- Sophia's Story	Harassment -- Sophia's Storyrecognize the ways harassment and discrimination in the workplace affect how people feel about themselves and their work environment	All employees

77096614	COMPLIANCE IMPACT: Information Security – The Break-In	Information Security – The Break-Inunderstand the credentials of the subject matter expert recognize an example of a data security breach recognize the consequences of a data security breach identify activities that can leave your company vulnerable to a data security breach recognize the importance of protecting confidential and personal data in the workplace identify ways a data security breach can occur recognize the importance of knowing and following company policies and procedures for protecting data review what you've learned	All employees, particularly those who routinely handle confidential information or sensitive personal information
77096765	COMPLIANCE IMPACT: Insider Dealing - The Memo	Insider Dealing - The Memorecognize examples of illegal insider dealing define illegal insider dealing recognize the consequences of illegal insider dealing recognize the importance of avoiding illegal insider dealing review what you've learned	All employees
77096615	COMPLIANCE IMPACT: Insider Dealing – The Tipping Point	Insider Dealing – The Tipping Pointunderstand the credentials of the subject matter expert recognize examples of illegal insider dealing define illegal insider dealing recognize circumstances that might precipitate illegal insider dealing identify behavior that constitutes illegal insider dealing identify the potential consequences for participating in illegal insider dealing recognize the importance of avoiding illegal insider dealing review what you've learned	Employees at all levels of publically-traded companies in all industries
77096620	COMPLIANCE IMPACT: PCI – Verifying the Transaction	PCI – Verifying the Transactionunderstand the credentials of the subject matter expert identify best practices to ensure compliance with PCI Data Security Standards identify steps to take to validate payment information when the card isn't present recognize the benefits of validating payment information when the card isn't present recognize the importance of following PCI Data Security Standards review what you've learned	Any employee who deals with payment card transactions either at the point of sale or in a 'back-office' function
77096786	COMPLIANCE IMPACT: Political Activities – Keep It Personal	Political Activities – Keep It Personalrecognize examples of wrongfully engaging in political activies on behalf of the company identify ways to avoid wrongfully engaging in political activites on behalf of the company recognize the importance of keeping political activities personal review what you've learned	All employees
77096617	COMPLIANCE IMPACT: Reasonable Accommodation – The Ask	Reasonable Accommodation – The Askunderstand the credentials of the subject matter expert recognize examples of employee accommodation requests recognize the importance of making reasonable accommodations for employees identify methods for assessing employee accommodation requests recognize the importance of becoming familiar with company policies and laws regarding reasonable accommodations review what you've learned	Any person who manages others in the organization
77096785	COMPLIANCE IMPACT: Reporting Misconduct – Trust Your Instincts	Reporting Misconduct – Trust Your Instinctsrecognize examples of ethical violations in the workplace recognize company policies that protect employees who report ethical violations recognize the importance of reporting ethical violations in the workplace review what you've learned	All employees

77096768	COMPLIANCE IMPACT: Respectful Workplace – One Bad Apple	Respectful Workplace – One Bad Applerecognize examples of disrespectful behavior in the workplace recognize the impact of disrespectful behavior in the workplace differentiate between respectful and disrespecful behavior in the workplace identify ways to show respect to coworkers review what you've learned	All employees
77096612	COMPLIANCE IMPACT: Respectful Workplace – Reuben's Story	Respectful Workplace – Reuben's Storyrecognize disrespectful behavior recognize the fallout caused by disrespectful behavior recognize how to provide feedback to someone who has been respectful recognize the importance of demonstrating respect recognize language that can escalate into potential harassment recognize how disrespectful words can be construed as harassment recognize the importance of a respectful workplace review what you've learned	All employees
77096769	COMPLIANCE IMPACT: Respectful Workplace – The Bully	Respectful Workplace – The Bullyrecognize examples of bullying in the workplace identify signs of bullying in the workplace recognize the impacts of bullying in the workplace review what you've learned	All employees
77096784	COMPLIANCE IMPACT: Social Media - Blogger Gone Bad	Social Media - Blogger Gone Badrecognize examples of unethical social media activity identify the risks of unethical social media activity recognize the importance of avoiding unethical social media activity review what you've learned	All employees
77096618	COMPLIANCE IMPACT: Using the Internet – Beware the Share	Using the Internet – Beware the Shareunderstand the credentials of the subject matter expert recognize workplace consequences of inappropriate use of social media identify methods for ensuring social media safety recognize workplace consequences of not practicing internet safety identify methods for ensuring internet safety at work recognize the importance of practicing internet safety in the workplace review what you've learned	All employees
77096787	COMPLIANCE IMPACT: Wage and Hour - Working Off the Clock	Wage and Hour - Working Off the Clockrecognize examples of employees working off-the clock identify laws that prohibit employees from off-the-clock work recognize the importance of maintaining compliance with wage laws recognize the consequences for violating wage laws review what you've learned	Employees paid an hourly wage
77096621	COMPLIANCE IMPACT: Workplace Violence – The Warning Signs	Workplace Violence – The Warning Signsunderstand the credentials of the subject matter expert recognize examples of violence in the workplace define workplace violence recognize the severity of escalating violent behavior in the workplace identify steps to take to report concerns of a threatening situation review what you've learned	All employees including managers, human resource professionals, and all employees responsible for understanding and implementing workplace policies
77104873	COMPLIANCE SHORT: Accommodating Disabilities	Accommodating Disabilitiesrecognize the purpose of making accommodations for applicants and employees with disabilities	All employees
77101818	COMPLIANCE SHORT: Accounting and Financial Integrity	Accounting and Financial Integrityrecognize the importance of ensuring the integrity of the company's financial reporting	All employees

77101795	COMPLIANCE SHORT: Anti-bribery	Anti-briberyidentify situations that may violate global anti-bribery laws	All employees
77119374	COMPLIANCE SHORT: Anti-bribery 3	Anti-bribery 3identify situations that may violate global anti-bribery laws identify situations that may violate global antibribery laws	All employees
77101796	COMPLIANCE SHORT: Anti-bribery2	Anti-bribery 2identify situations that may violate global anti-bribery laws	All employees
77101813	COMPLIANCE SHORT: Anti-money Laundering	Anti-money Launderingrecognize financial transactions that may violate anti-money laundering laws and rules	All employees
77114255	COMPLIANCE SHORT: Anti-Money Laundering 2	Anti-money Laundering 2recognize financial transactions that may violate anti-money laundering laws and rules	All employees
77101797	COMPLIANCE SHORT: Antitrust	Antitrusthandle potential antitrust situations according to your company's antitrust policy and global antitrust laws	All employees
77101798	COMPLIANCE SHORT: Antitrust 2	Antitrust 2handle potential antitrust situations according to your company's antitrust policy and global antitrust laws	All employees
77119375	COMPLIANCE SHORT: Antitrust 3	Antitrust 3handle potential antitrust situations according to your company's antitrust policy and global antitrust laws handle potential antitrust situations according to your company's antitrust policy and global antitrust laws	All employees
77101802	COMPLIANCE SHORT: Avoiding Conflicts of Interest	Avoiding Conflicts of Interestidentify situations that may create or give the appearance of a conflict of interest	All employees
77119378	COMPLIANCE SHORT: Avoiding Conflicts of Interest 2	Avoiding Conflicts of Interest 2identify situations that may create or give the appearance of a conflict of interest identify situations that may create or give the appearance of a conflict of interest	All employees
77101808	COMPLIANCE SHORT: Business Ethics	Business Ethicsrecognize employees' responsibility to conduct themselves in a manner that is consistent with our organization's values, culture and mission	All employees
77119381	COMPLIANCE SHORT: Business Ethics 2	Business Ethics 2recognize employees' responsibility to conduct themselves in a manner that is consistent with our organization's values, culture, and mission recognize employees' responsibility to conduct themselves in a manner that is consistent with our organization's values, culture, and mission	All employees
77114258	COMPLIANCE SHORT: CCPA	California Consumer Privacy Act - CCPArecognize the protections for personal information under the California Consumer Protection Act (CCPA)	All employees
77114257	COMPLIANCE SHORT: Communicating with the Public	Communicating with the Publicrecognize the purposes of a corporate communications policy	All employees
77114256	COMPLIANCE SHORT: Corporate Charitable Contributions	Corporate Charitable Contributionsrecognize the purposes of a formal corporate charitable donation policy	All employees
77101816	COMPLIANCE SHORT: Cybersecurity	Cybersecurityidentify security risks associated with using the company's electronic devices, network, and other IT resources	All employees
77104918	COMPLIANCE SHORT: Cybersecurity 2	Cybersecurity 2recognize cybersecurity risks and the actions that mitigate them	All employees
77119385	COMPLIANCE SHORT: Cybersecurity 3	Cybersecurity 3 |w |w recognize actions to take to mitigate cybersecurity risks recognize actions to take to mitigate cybersecurity risks	All employees
77106317	COMPLIANCE SHORT: GDPR	GDPRrecognize an individual's data protection rights under the EU's General Data Protection Regulation	All employees
77101811	COMPLIANCE SHORT: Gifts, Gratuities, and Entertainment	Gifts, Gratuities, and Entertainmentrecognize employees' responsibility to avoid conflicts of interest or the appearance of conflicts of interest when accepting gifts and offers of business entertainment	All employees

77119383	COMPLIANCE SHORT: Gifts, Gratuities, and Entertainment 2	Gifts, Gratuities, and Entertainment 2recognize employees' responsibility to avoid conflicts of interest or the appearance of conflicts of interest when accepting gifts and offers of business entertainment recognize employees' responsibility to avoid conflicts of interest or the appearance of conflicts of interest when accepting gifts and offers of business entertainment	All employees
77101814	COMPLIANCE SHORT: Government Contracting	Government Contractingrecognize appropriate conduct in government contracting and procurement situations	All employees
77101801	COMPLIANCE SHORT: Insider Trading	Insider Tradingrecognize the types of activities that may be considered illegal insider trading	All employees
77119377	COMPLIANCE SHORT: Insider Trading 2	Insider Trading 2recognize the types of activities that may be considered illegal insider dealing recognize the types of activities that may be considered illegal insider dealing	All employees
77104917	COMPLIANCE SHORT: Intellectual Property Protection	Intellectual Property Protectionrecognize examples of intellectual property protected under company policy	All employees
77101815	COMPLIANCE SHORT: International Trade Compliance	International Trade Complianceidentify the type of trade laws and regulations that may apply in different situations	All employees
77101803	COMPLIANCE SHORT: Preventing Harassment and Promoting Respect	Preventing Harassment and Promoting Respectrecognize behavior that is out of character in a respectful workplace	All employees
77101804	COMPLIANCE SHORT: Preventing Harassment and Promoting Respect 2	Preventing Harassment and Promoting Respect 2recognize behavior that is out of character in a respectful workplace	All employees
77114254	COMPLIANCE SHORT: Preventing Harassment and Promoting Respect 3	Preventing Harassment and Promoting Respect 3recognize behavior that is out of character in a respectful workplace	All employees
77119379	COMPLIANCE SHORT: Preventing Harassment and Promoting Respect 4	Preventing Harassment and Promoting Respect 4recognize behavior that is out of character in a respectful workplace recognize behavior that is out of character in a respectful workplace	All employees
77101799	COMPLIANCE SHORT: Privacy and Information Security	Privacy and Information Securityuse appropriate strategies to prevent the theft or improper disclosure of personal, confidential, or sensitive information maintained by the company	All employees
77101800	COMPLIANCE SHORT: Privacy and Information Security 2	Privacy and Information Security 2use appropriate strategies to prevent the theft or improper disclosure of personal, confidential, or sensitive information maintained by the company	All employees
77119376	COMPLIANCE SHORT: Privacy and Information Security 3	Privacy and Information Security 3use appropriate strategies to prevent the theft or improper disclosure of personal, confidential, or sensitive information maintained by the company use appropriate strategies to prevent the theft or improper disclosure of personal, confidential, or sensitive information maintained by the company	All employees
77101812	COMPLIANCE SHORT: Promoting Diversity and Avoiding Discrimination	Promoting Diversity and Avoiding Discriminationrecognize the company's commitment to avoid employment discrimination and to promote a diverse and inclusive workforce	All employees
77119384	COMPLIANCE SHORT: Promoting Diversity and Avoiding Discrimination 2	Promoting Diversity and Avoiding Discrimination 2recognize the company's commitment to avoid employment discrimination and to promote a diverse and inclusive workforce recognize the company's commitment to avoid employment discrimination and to promote a diverse and inclusive workforce	All employees
77101817	COMPLIANCE SHORT: Promoting Safety and Security at Work	Promoting Safety and Security at Workidentify risks to safety and security in the workplace	All employees
77101810	COMPLIANCE SHORT: Promoting the Reporting of Misconduct	Promoting the Reporting of Misconductrecognize the benefit of an organizational environment where retaliation is prohibited	All employees

77119382	COMPLIANCE SHORT: Promoting the Reporting of Misconduct 2	Promoting the Reporting of Misconduct 2recognize the benefit of an organizational environment where retaliation is prohibited recognize the benefit of an organizational environment where retaliation is prohibited	All employees
77104920	COMPLIANCE SHORT: Protecting Customer Information	Protecting Customer Informationidentify actions that help protect customers' personal identifiable information	All employees
77104919	COMPLIANCE SHORT: Protecting Human Rights	Protecting Human Rightsrecognize red flags that may indicate possible human rights violations	All employees
77101807	COMPLIANCE SHORT: Protection of Company Information	Protection of Company Informationrecognize employees' responsibility to safeguard confidential company information	All employees
77119380	COMPLIANCE SHORT: Protection of Company Information 2	Protection of Company Information 2 recognize employees' responsibility to safeguard confidential company information and intellectual property recognize employees' responsibility to safeguard confidential company information and intellectual property	All employees
77101809	COMPLIANCE SHORT: Records Management	Records Managementrecognize employees' responsibility to ensure proper and consistent treatment of company records including following record disposal procedures	All employees
77106319	COMPLIANCE SHORT: Religious Accommodation	Religious Accommodationrecognize the principles of religious accommodation in the workplace	All employees
77101805	COMPLIANCE SHORT: Social Media and Electronic Communications	Social Media and Electronic Communicationsrecognize the risks of using social media and other forms of electronic communications in the workplace	All employees
77101806	COMPLIANCE SHORT: Social Media and Electronic Communications 2	Social Media and Electronic Communications 2recognize the risks of using social media and other forms of electronic communications in the workplace	All employees
77106318	COMPLIANCE SHORT: Unconscious Bias	Unconscious Biasrecognize accurate statements related to the concept of unconscious bias and the way it can influence workplace interactions	All employees
77114189	Compliance Training Program Management	Compliance Training Program Managementidentify the components used to measure the effectiveness of your training program plan identify the decision points used in creating a training matrix identify the considerations for creating group training assignments identify the considerations for creating individual training assignments recognize the groups to consider when creating a training plan recognize the key considerations when creating a training program identify when to use exemptions and equivalencies when creating a training program plan identify best practices for managing a training program identify methods for continuous training plan improvement recognize questions to ask when improving your training program identify the components needed to conduct an internal audit recognize best practices and methods to manage and improve a compliance training course	Compliance-based Training Program Managers, Training Administrators, Health and Safety Managers, Paralegals, Human Resource Managers
1058000000	Compressed Gas Safety	Working Safely with Compressed Gasesidentify the hazards associated with compressed gases identify requirements for cylinder marking identify proper storage precautions for gas cylinders identify general safety precautions for using and handling cylinders identify techniques for leak detection identify requirements for safely transporting containers and cylinders identify safe handling techniques for poison inhalation hazard materials and cryogenic gas containers	All employees who work around and with compressed gas and compressed gas cylinders

1201000000	Computer Ergonomics	Workplace Ergonomicsidentify statements that characterize musculoskeletal disorders identify what to do when signs and symptoms associated with musculoskeletal disorders are present identify risk factors associated with musculoskeletal disorders identify office furniture and body positioning that can be used to reduce or eliminate musculoskeletal disorders in the workplace recognize ergonomic solutions that can be used to reduce or eliminate musculoskeletal disorders when working with tablets and phones	All persons who work primarily with computers
77092969	Confined Spaces 2.0	Confined Space Entrydefine terms commonly associated with confined spaces identify the hazards associated with working in confined spaces recall safe entry procedures for confined spaces identify equipment needed for confined space entry recall basic information regarding permits identify roles and responsibilities of the attendant in confined space entry identify the responsibilities of the entry supervisor	Employees who are assigned to work in and around work areas that have been identified as confined spaces
77101290	Confined Spaces 2.0 - Cal/OSHA	Confined Space Entrydefine terms commonly associated with confined spaces identify the hazards associated with working in confined spaces recall safe entry procedures for confined spaces identify equipment needed for confined space entry recall basic information regarding permits identify roles and responsibilities of the attendant in confined space entry identify the responsibilities of the entry supervisor	Employees who are assigned to work in and around work areas that have been identified as confined spaces
77100153	Confined Spaces in Construction 2.0	Providing Protection in Confined Spacesrecognize employer and employee responsibilities for safety when working in permit-required confined spaces identify key requirements of a permit-required confined space program identify the members and main duties of an entry team identify employer responsibilities for in-house rescue missions	Supervisors and employees in the construction industry who are knowingly or potentially exposed to confined space hazards
77101639	Conflict Minerals	Conflict Mineralsidentify requirements of laws pertaining to conflict minerals identify legal requirements related to conflict minerals identify actions to take to follow the conflict minerals compliance process identify actions for following the conflict minerals compliance process distinguish appropriate and inappropriate ways of completing the CMRT identify actions for completing a CMRT	All employees whose job roles are related to the company's supply chain management
1123000000	Construction Safety Orientation	Safety at Construction Sitesidentify employee responsibilities for handling and using chemicals safely identify methods to communicate chemical hazards identify safety practices for using scaffolds identify the correct placement of a ladder using the 4-to-1 rule identify general PPE requirements recognize safe practices for handling materials identify safe work practices for working with hand and power tools cite ways to control electrical hazards identify safe practices for trenching and excavating at a site recognize precautions to take when welding or cutting identify good housekeeping practices	Supervisors, safety committees, corporate managers, department managers, and accident investigation team members

77112706	Construction: Caught-in or Caught-between	Construction: Caught-in or Caught-between recognize hazards associated with trenching and excavations identify protective measures for excavations or trenches between 5 and 20 feet deep recognize the responsibilities of a competent person for trenching or excavating operations recognize safety procedures to prevent injuries from being caught in or caught between machinery recognize caught-in and caught-between hazards associated with equipment or fixed objects identify preventative safety measures to prevent injuries or deaths associated with getting caught between equipment or fixed objects	Employees, managers, and supervisors in all types of construction industries
77112880	Construction: Cranes Orientation	Construction: Cranes Orientationidentify the different types of cranes identify common hazards involving cranes and how to minimize them identify other hazards involving cranes and ways to minimize them identify safe practices when cranes are used near power lines identify training requirements for persons operating a crane recognize when a signal person with special training is required to prevent crane incidents identify common hand signals	Employees, managers, safety personnel, and supervisors in the construction industry
77119395	Construction: Demolition	Construction: Demolitionidentify how the OSHA regulations are used to protect the health and safety of workers identify methods to protect people and property near the demolition site recognize the most common hazards associated with demolition work recognize how OSHA regulations help to protect workers and identify the hazards faced on and around demolition sites recognize the precautions that need to be taken before any demolition work takes place identify specific safety measures to be taken for different types of structures identify the safety precautions to take before work starts and recognize specific precautions to take for different structures	Demolition workers, supervisors, superintendents, and managers in the construction industry
77112753	Construction: Electrocution	Working Safely with Electricityidentify the most cited electrical standards in construction identify regulations governing electrical work in construction identify main types of electrical injuries and their effects on the human body identify electrical hazards associated with electrical equipment and ways to control them identify electrical hazards associated with overhead power lines and ways to prevent them identify electrical hazards associated with underground electric lines and how to prevent them identify what workers should be trained to do as it pertains to safe work practices	Employees, managers, and supervisors in the construction industry
77119262	Construction: Hazard Communication: An Employee's Right to Understand 2.0	Hazard Communication in Constructionidentify the routes of chemical entry into the body define terms associated with the physical and health hazards of chemicals interpret information, including numeric codes, on chemical warning labels recognize key concepts about Safety Data Sheets recognize the appropriate controls for reducing or eliminating contact with hazardous materials in the workplace	Employees and employers who work with hazardous chemicals in the construction industry

77097151	Construction: Lead Awareness	Lead Awareness in Constructionidentify homes which, based on their age, have a risk of lead exposure due to lead-based paint identify activities that can be a source of lead exposure in the construction industry identify adverse health effects associated with varying degrees of lead exposure in the construction industry identify the limits OSHA has established to reduce worker exposure to lead identify correct statements about the danger of lead poisoning identify the purpose of the medical surveillance program identify requirements of the medical surveillance program identify general requirements of the medical removal protection program identify examples of types of work controls that can be used to reduce exposure to lead identify work practices that can reduce exposure to lead	Employees who have a potential exposure to airborne lead
77118406	Construction: Lead Awareness – Cal/OSHA	Lead Awareness in Constructionidentify homes which, based on their age, have a risk of lead exposure due to lead-based paint identify activities that can be a source of lead exposure in the construction industry identify adverse health effects associated with varying degrees of lead exposure in the construction industry identify the limits Cal/OSHA has established to reduce worker exposure to lead identify correct statements about the danger of lead poisoning identify the purpose of the medical surveillance program identify requirements of the medical surveillance program identify general requirements of the medical removal protection program identify examples of types of work controls that can be used to reduce exposure to lead identify work practices that can reduce exposure to lead	Employees who have a potential exposure to airborne lead
77112458	Construction: Struck By	Construction Struck-by Hazardsrecognize four categories of struck-by hazards identify common struck-by hazards identify general safety practices identify preventive safety measures for heavy equipment identify preventive safety measures for vehicles recognize employer requirements to protect workers from struck-by hazards	Employees, managers, and supervisors in all types of construction industries
77101037	Contractor Safety	Contractor Safety on Worksitesidentify considerations when preparing for the safety of contractors define the different categories of employers on a worksite identify roles that apply to a single employer in a given contractor safety scenario identify steps to take when determining employer responsibilities on multi-employer worksites recognize types of information that should be communicated to contractors to help ensure their safety and that of others on a worksite	Supervisors, managers, and other personnel with responsibilities for having contractors or temporary workers on-site
77106024	Contributing as a Virtual Team Member	Contributing as a Virtual Team MemberThere is no objective for the Course Overview identify the traits that a good virtual team member should possess identify ways of staying connected and communicating successfully with your team identify some of the challenges associated with working remotely identify some of the challenges and considerations associated with managing your time as a virtual team member Knowledge Check: Contributing as a Virtual Team Member	

77107405	Controlled Unclassified Information	Managing CUIrecognize the definition of CUI identify how documents containing CUI should be marked identify methods to safeguard CUI against unauthorized access recognize how to share and protect CUI	Employees of private-sector federal contractors
77096404	Crane Signaling and Communications	Crane Signaling and Communicationsrecognize when a signal person must be provided for crane operations recognize what hand signals to use in a given scenario recognize signal communication safety issues in given scenario identify when a signal person is required, and communication methods for signal persons and crane operators	Riggers, crane operators, and other employees who work with cranes
1000104000	Cryogenic Safety	Cryogenic Safetyidentify characteristics of cryogenic materials recognize workplace situations in which cryogenic materials are used identify the dangers presented by cryogenic materials in the workplace identify cryogenic materials and the workplace situations in which they're used, as well as any potential dangers identify the training and information requirements for employees working with hazardous chemicals identify the appropriate personal protective equipment to wear to protect different parts of the body from exposure to cryogenic materials identify the design features dewars require to safely store cryogenic materials recognize important safety precautions for employees handling and storing cryogenic materials identify training and PPE requirements, as well as safety precautions to take when handling or storing cryogenic materials recognize how to respond to accidental spillages involving cryogenic materials recognize how to respond to accidental fires or explosions involving cryogenic materials identify actions to take to ensure the safety of employees, customers, and the public in the event of an accident involving cryogenic materials identify the actions to take when an employee is exposed to cryogenic materials identify actions to take to deal with spills, fires, the safety of people, and when an employee is exposed to cryogenic materials	Employees, managers, or supervisors whose normal job activities require the handling or use of cryogenic material
77114725	Cybersecurity and Online Habits	Cybersecurity Best Practicesfollow best practices to avoid falling victim to phishing attacks identify techniques to reduce risks when downloading software identify best practices for using online security features identify best practices for creating and managing passwords identify safe e-mail practices identify best practices for safe social networking in a professional context recognize best practices for communicating through IM and text messaging identify safe practices for using virtual meeting applications identify actions you can take to avoid blogging-related risks identify best practices for safe Internet use at work identify characteristics of VPNs	All employees
77114715	Cybersecurity Short: Avoiding Phishing Attacks	Phishingfollow best practices to avoid falling victim to phishing attacks	All employees
77114722	Cybersecurity Short: Blogging	Safe Bloggingidentify actions you can take to avoid blogging-related risks	All employees
77114720	Cybersecurity Short: Professional Social Networking	Safe Social Networkingidentify best practices for safe social networking in a professional context	All employees

77114718	Cybersecurity Short: Proper Password Management	Password Managementidentify best practices for creating and managing passwords	All employees
77114719	Cybersecurity Short: Proper Use of E-mail	Using E-mailidentify safe e-mail practices	All employees
77114723	Cybersecurity Short: Proper Use of the Internet at Work	Using the Internet at Workidentify best practices for safe Internet use at work	All employees
77114716	Cybersecurity Short: Smart Downloading	Smart Software Downloadingidentify techniques to reduce risks when downloading software	All employees
77114745	Cybersecurity Short: The Virtual Meeting – Doing It Right	Virtual Meetingsidentify safe practices for using virtual meeting applications	All employees
77114724	Cybersecurity Short: Using a Virtual Private Network (VPN)	Virtual Private Networks (VPNs)identify characteristics of VPNs	All employees
77114721	Cybersecurity Short: Using IM and Text Messaging	IM and Text Messagingrecognize best practices for communicating through IM and text messaging	All employees
77114717	Cybersecurity Short: Using Online Security Features	Online Security Featuresidentify best practices for using online security features	All employees
77114744	Data Protection and Device Security	Protecting Data and Devicesidentify best practices for using employer-issued mobile devices identify physical data security best practices recognize techniques for preventing data loss or theft distinguish between least privilege and separation of duties as a means of controlling insider threats recognize the importance of reporting security incidents identify best practices for properly disposing of documents containing sensitive information identify the common provisions in corporate BYOD policies recognize best practices for working remotely recognize best practices for complying with patch security in your organization recognize key best physical and digital security practices to follow when working in public places recognize key best practices for maintaining data security when using Wi-Fi networks identify best practices for safe and secure document printing	All employees
77114738	Data Protection Short: BYOD	Using Personal Devices at Workidentify the common provisions in corporate BYOD policies	All employees
77114733	Data Protection Short: Ensuring Physical Security	Physical Data Securityidentify physical data security best practices	All employees
77114735	Data Protection Short: Insider Threats	Mitigating Insider Threatsdistinguish between least privilege and separation of duties as a means of controlling insider threats	All employees
77114734	Data Protection Short: Preventing Data Loss and Theft	Data Loss and Theft Securityrecognize techniques for preventing data loss or theft	All employees
77114737	Data Protection Short: Proper Document Disposal	Secure Document Disposalidentify best practices for properly disposing of documents containing sensitive information	All employees
77114742	Data Protection Short: Public and Home Wi-Fi Security	Secure Wi-Fi Userecognize key best practices for maintaining data security when using Wi-Fi networks	All employees
77114739	Data Protection Short: Remote Working Concerns	Remote Workrecognize best practices for working remotely	All employees
77114736	Data Protection Short: Reporting Data Theft	Data Theftsrecognize the importance of reporting security incidents	All employees

77114743	Data Protection Short: Secure Printing	Printing Documents Securelyidentify best practices for safe and secure document printing	All employees
77114740	Data Protection Short: Security Patching	Patch Securityrecognize best practices for complying with patch security in your organization	All employees
77114732	Data Protection Short: Using Mobile Devices Securely	Secure Mobile Device Practicesidentify best practices for using employer-issued mobile devices	All employees
77114741	Data Protection Short: Working in Public Places	Working Securely in Public Placesrecognize key best physical and digital security practices to follow when working in public places	All employees
1043000000	Decontamination (HAZWOPER)	Decontamination (HAZWOPER)identify steps in a decontamination plan identify the zones of a hazardous material site identify the major factors that affect permeation of contaminants identify decontamination procedures for personnel and equipment identify tests used to determine the effectiveness of decontamination methods identify health and safety hazards associated with decontamination procedures	Regular hazardous waste site workers and managers
77105587	Defensive Driving 2.0	Practicing Defensive Drivingrecognize accident prevention techniques recognize hazardous driving conditions that require extra safety precautions identify the importance of wearing seatbelts recognize facts concerning the impact of drinking and driving identify vehicle safety measures on the job	Employees, first-line supervisors, and department managers
1000112000	Defensive Driving: Truck Safety	Defensive Drivingrecognize your responsibilities related to being a defensive driver recognize what you must do |INS |/INS to meet your obligation to drive a safe vehicle recognize safe driving techniques for accelerating steering, and stopping safely recognize how to safely manage the speed of your truck recognize how to safely manage the space around your truck recognize how to manage your area of sight recognize other drivers who pose a potential hazard recognize how to deal with aggressive drivers recognize distracting behaviors that can be dangerous recognize guidelines associated with night driving, driving in hot weather, and mountain driving recognize safe actions when steering to avoid a crash recognize safe actions for responding to a tire failure	Commercial truck drivers
77113500	Developing Your Resilience as a Healthcare Professional	Developing Your Resilience as a Healthcare Professionaldiscover the key concepts covered in this course recognize key characteristics of resilience identify the symptoms associated with four stages of stress as they affect healthcare professionals identify strategies that help to build personal resilience recognize techniques to improve your resilience in the workplace identify strategies that help build a culture of resilience among coworkers Knowledge Check: Applying Your Resilience Skills	
77101088	Disaster Site Workers	Disaster Site Safetyrecognize the functions of an Incident Command System at a disaster site recognize the characteristics of the different stages of a disaster response identify the components of an effective job hazard analysis recognize the stages of disaster response and identify the components of a job hazard analysis recognize ways to help you maintain your psychological health identify the methods for maintaining psychological health	All employees who work on disaster sites, including HAZMAT, first responders, demolition, construction, utility, skilled support staff, and site clean-up workers

77095767	Distracted Driving 2.0	Distracted Drivingrecognize the types of distractions that prevent safe driving identify why mobile devices distract drivers control distractions while driving	All employees
77101032	Domestic Violence Awareness for Federal Employees	Domestic Violence Awarenessidentify common characteristics of domestic violence identify warning signs that an employee may be the victim of domestic violence identify appropriate ways to support an employee who may be a victim of domestic violence recognize approaches to support employees who may be victims of domestic violence	All employees of federal agencies
1188000000	DOT 1: Introduction, Classification, and the Hazardous Materials Table	DOT 1: Hazardous Materials Tablerecognize training requirements for HAZMAT employees identify terms associated with hazardous materials transportation recognize hazards according to the DOT's nine hazard classes identify information found in the HAZMAT Table columns 1 and 2 identify information found in the HAZMAT Table columns 3 to 5 identify information found in the HAZMAT Table columns 6 and 7 identify information found in the HAZMAT Table columns 8 through 10 and Appendix A	All personnel involved in the packaging, preparing, and handling of hazardous materials for highway transportation
1189000000	DOT 2: Packaging, Labeling, Marking, and Placarding	DOT 2: Packaging and Labelingidentify packaging requirements and practices to ensure safe transport identify specific information found on the HMT recognize what information on the HMT means or is used for identify appropriate labeling requirements for the safe transportation of hazardous materials identify the proper marking requirements for hazardous materials to include both bulk and non-bulk materials identify the appropriate placarding requirements for the transport of hazardous materials identify the appropriate placarding requirements for transport of hazardous materials in bulk packaging	All DOT-defined 'HAZMAT personnel,' including those involved in the packaging, preparation, and handling of hazardous material for highway transportation
1190000000	DOT 3: Shipping Papers	Shipping Papersidentify the four components of a hazardous material basic description and their order on shipping papers describe the purpose of the HAZMAT Precedence Table recognize the four components of a hazardous material basic description and their sequence and the purpose of the HAZMAT Precedence Table recognize the additional descriptions that are required on a shipping paper in a given scenario identify methods used for marking shipping papers containing a mixed shipment identify when additional descriptions are required on a shipping paper in a given scenario and methods used for marking shipping papers containing a mixed shipment recognize requirements for providing emergency response information determine when a uniform hazardous waste manifest is required identify the information required to be marked on the uniform hazardous waste manifest identify the requirements for providing emergency response information and when a uniform hazardous waste manifest is required as well as what information it must include	All personnel involved in the packaging, preparation, and handling of HAZMAT for highway transportation
1191000000	DOT 4: Loading and Storage	Loading and Storageidentify characteristics of the segregation table identify what the entries in a segregation table for hazardous materials represent identify guidelines for shipping papers identify requirements for loading and unloading HAZMAT and transporting packages labeled 'Toxic,' 'Poison,' or 'Poison Inhalation Hazard' identify actions to take during an emergency response identify situations which do and do not require immediate notification	All personnel involved in the packaging, preparation, and handling of HAZMAT for highway transportation

77096399	DOT: Air Brakes	Understanding Air Brake Systemsidentify different brake types identify the function of each component of the air brake system determine whether the results from tests performed on a given air brake component or system indicate a safety concern recognize the components of air brake systems and how to properly inspect them match potential braking situations to appropriate braking responses determine whether the findings of a pretrip brake inspection indicate a safety concern recognize how to operate a vehicle with air brakes and how to perform pretrip brake inspections	Operators of commercial vehicles and other trucks which use air brake systems
77100161	DOT: Cross-border Requirements (US and Canada)	Cross-border Requirements (US and Canada)identify the two main regulatory Acts that cover the cross-border transportation of dangerous goods by road and rail identify the advantages of complying with Transport Canada and DOT dangerous goods regulations identify which proper shipping names can be used on shipping papers for cross-border shipments identify dangerous goods that require an ERAP to be shipped into Canada recognize TDG-approved safety marks identify when packaging authorized by Canada's TDG regulations may be used for transporting dangerous goods to the United States identify the correct format for a proper shipping description recognize DOT requirements for transporting hazardous waste determine proper package marking requirements for marine pollutants identify when DOT regulations take precedence over TDG regulations identify situations when TDG regulations take precedence over DOT regulations	Employees involved in the shipping of hazardous goods and materials across the US-Canada border
77096134	DOT: CSA Fundamentals	Compliance, Safety, Accountabilityrecognize why CSA is needed recognize how the three components of the CSA operational model work describe the Safety Management Cycle identify the successful steps of a CSA program	Supervisors responsible for the collection of data and reporting
77114570	DOT: Drug and Alcohol Regulation Awareness for CDL Employees	Drug and Alcohol Regulationidentify the effects that drugs and alcohol can have on an individual identify appropriate steps to take if you suspect a coworker is working under the influence recognize how to handle a situation where a coworker is suspected of being under the influence identify the rules for drug and alcohol testing under DOT 49 CFR 40 identify the consequences of a positive test identify the steps that make up the return-to-duty process identify the ways a driver and employer would use the Drug and Alcohol Clearinghouse recognize the consequences of substance abuse and alcohol misuse in the transportation industry	Commercial motor vehicle drivers
77096274	DOT: Hours of Service	DOT: Hours of Serviceidentify who must comply with HOS regulations specify how the three maximum duty limits impact how you spend your time on duty recognize HOS provisions identify exceptions to the HOS regulations identify what needs to be reported in your electronic logging device	Commercial motor vehicle operators

77096410	DOT: Inspections	DOT FMCSA Inspectionsidentify the main components of driver-based pre-trip inspections identify the main components of driver-based on-route inspections identify post-route requirements identify intermodal equipment inspection requirements identify general requirements for annual DOT inspections identify minimum standards for annual DOT inspections identify the information that must be included on a report from an annual inspection	Motor carriers, drivers, and other employees concerned or involved in the inspection of commercial motor vehicles
1192000000	DOT: Reasonable Suspicion (Drug and Alcohol Awareness)	Addressing Workplace Substance Abuseidentify types of dependency that can result from substance abuse identify physical and behavioral symptoms of alcohol use recognize physical and behavioral symptoms of amphetamine use identify behavioral and physical symptoms indicative of cocaine use recognize physical and behavioral symptoms of being under the influence of marijuana identify behavioral and physical symptoms of opiate use recognize physical and behavioral symptoms associated with phencyclidine (PCP) identify potential consequences of workplace substance abuse for employers and employees identify requirements for compliance under the Drug-Free Workplace Act of 1988 identify guidelines supervisors should encourage employees to follow when they notice substance abuse problems at work identify the elements of a successful drug-free workplace program identify procedural guidelines specified in 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs identify categories of transportation employees described as safety sensitive by the DOT identify service agents who do not need employee consent to perform saliva or breath alcohol tests recognize circumstances under which drug and alcohol testing is required for safety-sensitive employees recognize reasonable suspicion testing requirements identify guidelines supervisors should follow when conducting a reasonable suspicion interview sequence the steps in a DOT-compliant drug testing procedure identify DOT-approved alcohol tests identify the recommended steps an employer should take when drug and alcohol test results are positive	All transportation employees; safety-sensitive transportation employees; service agents; and supervisors of commercial motor vehicle drivers

1193000000	DOT: Security for Shipment of Hazardous Materials	Hazardous Materials and Security Plansidentify the DOT requirements for the transportation of hazardous materials identify the importance of the secure transportation of hazardous materials match the hazard classes with their numbers as defined by the Department of Transportation match the hazard class divisions with their numbers as defined by the Department of Transportation match the transportation placards to the hazardous materials they represent identify which placards should be used for transporting hazardous materials in a given scenario identify the requirements of a security plan recognize examples of the steps taken to develop a security plan recognize examples of employers required by the DOT to implement a security plan match the type of training required by the DOT to examples of employees involved in hazardous material transportation identify the in-depth and awareness training requirements for employees responsible for implementing a security plan	All employees involved in the packaging, shipping, transport, and receipt of hazardous materials
1254000000	Driving Safely, Driving Smarter	Defensive Driving Fundamentalsrecognize general safety concerns you should consider prior to and while you're driving identify safe driving techniques avoid common distractions while driving identify techniques to avoid a collision identify techniques for driving safely in adverse conditions identify how to drive safely at night respond appropriately when involved in a collision identify appropriate responses to tire malfunctions	This course is intended for all drivers at all levels
1800155000	EEO and Lawful Hiring	Anti-discrimination in the Workplaceidentify examples of employment actions that are prohibited by federal Equal Employment Opportunity laws recognize precise definitions of key EEO terms recognize and define EEO requirements and terminology	Managers and other individuals who wish to learn about the laws enforced by the Equal Employment Opportunity Commission
77097273	EEO and Preventing Discrimination in the Federal Workplace	EEO and Preventing Discriminationrecognize employment actions that are prohibited by provisions in the Equal Employment Opportunity laws identify Equal Employment Opportunity terms by their definitions identify Equal Employment Opportunity laws prohibiting employment discrimination and how they affect recruitment and hiring	Managers and other individuals who have an interest in learning about EEO laws
77105931	Electric Pallet Jack Safety	Electric Pallet Jacksidentify key information that can be found on a PIT nameplate identify items that you might find in a PIT safety checklist recognize best practices for charging batteries when working with electrical PITs recognize how to safely load and move an electric pallet jack recognize measures to take when operating PITs in order to avoid injury to pedestrians	Employees who use electric pallet jacks, and other powered industrial trucks or anyone who might be exposed to the hazards of a PIT in the workplace

77114191	Electrical Hazards: Shock, Electrocution, Arc Flash and Arc Blast (2021 Edition)	Dealing with Electrical Hazardsidentify safety responsibilities that are specific to employers identify employees' safety responsibilities identify the three primary requirements in multi-employer relationships identify the NFPA 70E training requirements for qualified workers identify the NFPA 70E training requirements for unqualified workers match topics of the NFPA 70E standard with the chapters in which they can be found identify examples of electrical hazards that NFPA 70E seeks to protect against identify examples of the eight steps used to establish and verify electrical equipment is in an electrically safe work condition identify the safety procedures observed by employees involved in the lockout/tagout process identify situations where one qualified person should have full responsibility for the lockout/tagout procedure identify conditions under which it is safe to re-energize equipment and return it to service identify hazards associated with working within the limited approach boundary of energized electrical conductors or circuit parts identify what is determined in a shock risk assessment identify what is determined in an arc flash risk assessment identify the three alerting techniques to warn employees about electrical hazards match descriptions of protective clothing to their corresponding arc flash PPE categories as specified in NFPA 70E identify guidelines on the use of CPR with a shock victim identify examples of the correct steps followed to rescue a shock victim	Employees and their managers or supervisors who are required to work on or near energized electrical circuits
77106772	Electrical Safety 2.0	Complying with Electrical Safety Guidelinesidentify the components of an electrical circuit identify common electrical injuries and their effects on the human body identify actions to take if someone is being electrically shocked identify actions to take if there is an electrical fire identify common electrical hazards identify factors that can increase the risk of electric shock identify methods to reduce or eliminate electrical hazards	All workers who may be exposed to electrical hazards at work
77100468	Electrical Safety 2.0 – Cal/OSHA	Complying with Electrical Safety Guidelinesidentify the components of an electrical circuit identify common electrical injuries and their effects on the human body identify actions to take if someone is being electrically shocked identify actions to take if there is an electrical fire identify common electrical hazards identify factors that can increase the risk of electric shock identify methods to reduce or eliminate electrical hazards	All workers who may be exposed to electrical hazards at work
77101387	Electrical Safety Impact: Basic Rules of Electricity	Basic Rules of Electricityunderstand the credentials of the subject matter expert understand basic rules of electricity reflect on what you've learned	All personnel who are potentially exposed to electrical hazards
77101390	Electrical Safety Impact: Common Hazards	Common Hazardsunderstand the credentials of the subject matter expert understand common hazards associated with electricity reflect on what you've learned	All personnel who are potentially exposed to electrical hazards
77101388	Electrical Safety Impact: Common Injuries	Common Injuriesunderstand the credentials of the subject matter expert understand common injuries caused by contact with energized electrical equipment reflect on what you've learned	All personnel who are potentially exposed to electrical hazards

77101389	Electrical Safety Impact: Electrical Fires	Electrical Firesunderstand the credentials of the subject matter expert understand how to respond to an electrical fire emergency reflect on what you've learned	All personnel who are potentially exposed to electrical hazards
77101415	Electrical Safety Impact: Methods to Reduce or Eliminate Hazards	Methods to Reduce or Eliminate Hazardsunderstand the credentials of the subject matter expert identify ways of evaluating, reducing, and/or eliminating hazards reflect on what you've learned	All personnel who are potentially exposed to electrical hazards
77101391	Electrical Safety Impact: Overhead and Underground Power Lines	Overhead and Underground Power Linesunderstand the credentials of the subject matter expert understand hazards associated with overhead and underground power lines reflect on what you've learned	All personnel who are potentially exposed to electrical hazards
77102888	Electrical Safety: Qualified Worker – Part 1	Electrical Safety Regulations and Practicesidentify characteristics of different electrical safety standards identify characteristics of qualified and unqualified persons identify the characteristics of different electrical safety standards and qualified and unqualified persons identify areas qualified persons should be trained in identify examples of electrical hazards identify required practices for performing work on or near live parts recognize training requirements and general safe work practices sequence the steps involved in applying a lockout/tagout procedure identify conditions a lockout/tagout has to meet in order to be enforced identify the minimum requirements that must be included in an Energized Electrical Work Permit recognize lockout/tagout procedures and the requirements for Energized Electrical Work Permits	Employees who are preparing to become qualified electrical workers
77102917	Electrical Safety: Qualified Worker – Part 2	Working Safely with Electricityidentify approach distances for unqualified and qualified persons when working on or near overhead power lines identify minimum clearances for vehicles and mechanical equipment when working near overhead power lines identify the steps to establish electrically safe work conditions identify approach distances, clearances, and how to establish electrically safe work conditions identify the shock boundary in a scenario recognize appropriate guidelines for working near exposed live parts identify shock boundaries and recognize appropriate guidelines for working with live parts recognize safe practices for the use of cord-and-plug equipment select meter category ratings for a testing environment recognize safe practices for cord-and-plug equipment and how to select appropriate test equipment recognize general guidelines for the use of protective equipment select PPE with the appropriate arc-rating given the electrical risk involved recognize how select appropriate PPE select the appropriate class of insulating equipment given a potential voltage exposure recognize when insulating equipment should not be used on account of defects select the appropriate class of insulating equipment and recognize the defects that would prevent its use	Employees who are preparing to become qualified electrical workers

1000107000	Electrostatic Discharge Safety	Electrostatic Discharge Safety Trainingidentify the purpose and scope of the NFPA 77: Recommended Practice on Static Electricity standard identify statements that correctly describe the nature of static electricity identify examples of the main causes of static electricity in the workplace identify relevant statements about measuring static electricity identify relevant statements about each of two types of hazards created by static electricity identify the principles associated with each of four variables on the ignition of static discharge in combustible environments identify three techniques that are used to control the hazards of static electricity identify methods commonly used to neutralize human static discharge	Primarily engineering, safety, and maintenance personnel whose responsibilities include determining and correcting static issues; may also benefit managers, supervisors, and employees who work in areas where electrostatic discharge could result in fire or explosion
77117579	Embedding Inclusion into Everyday Experiences	Embedding Inclusion into Everyday Experiencesdiscover the key concepts covered in this course identify strategies to weave storytelling into everyday work to lead your team to the next level of diversity, equity, and inclusion recognize competencies for leading and enabling inclusive conversations at work and on teams Knowledge Check: Reviewing Your Skills in Enabling Conversations identify leadership practices that embody allyship through personal accountability recognize techniques to use organizational resources equitably to support DEI identify strategies to overcome discomfort while building new inclusive habits Knowledge Check: Assessing Your Skills in Equitable Allyship reflect on what you've learned	
77100867	Emergencies and Disasters Impact: Bomb Threats	Bomb Threatsunderstand the credentials of the subject matter expert respond to a bomb threat reflect on what you've learned	All employees
77100864	Emergencies and Disasters Impact: Components of an Emergency Action Plan	Components of an Emergency Action Planunderstand the credentials of the subject matter expert recognize the basic elements of an emergency action plan reflect on what you've learned	All employees
77100866	Emergencies and Disasters Impact: Natural Disasters	Natural Disastersunderstand the credentials of the subject matter expert prepare for natural disasters reflect on what you've learned	All employees
77100865	Emergencies and Disasters Impact: Preparing for Evacuations	Preparing for Evacuationsunderstand the credentials of the subject matter expert prepare for an evacuation reflect on what you've learned	All employees
77100869	Emergencies and Disasters Impact: Threats from outside the Workplace	Threats from outside the Workplaceunderstand the credentials of the subject matter expert recognize how to respond to threats from the general public reflect on what you've learned	All employees
77100868	Emergencies and Disasters Impact: Workplace Violence	Workplace Violenceunderstand the credentials of the subject matter expert be prepared to prevent workplace violence reflect on what you've learned	All employees

1001902000	Emergency and Crisis Management	Emergency and Crisis Managementidentify the entities to which the NFPA 1600 standard applies recognize the benefits of adhering to NFPA 1600 identify the elements that should be defined in a documented NFPA 1600 program recognize the role of the program coordinator in managing the NFPA 1600 program recognize the role of the program committee in managing the NFPA 1600 program identify the resources required for an NFPA 1600 program recognize the NFPA 1600 procedural requirements for identifying hazards recognize the NFPA 1600 procedural requirements for assessing hazards recognize the considerations for hazard mitigation under NFPA 1600 identify the components required in an NFPA 1600 compliant plan identify the training and evaluation requirements under NFPA 1600 identify response and recovery procedures required under NFPA 1600 in a given scenario	Those involved in public and private disaster management, emergency management, and business continuity programs
1044000000	Emergency and Disaster Preparedness	Preparing for Disastersidentify best practices to demonstrate preparedness for an emergency or disaster identify what you need to know to be prepared for an emergency evacuation identify the actions to take in the event of a fire identify the actions to take in the event of a hazardous substance spill or release identify the actions to take in the event of an earthquake identify the actions to take in the event of a flood identify the actions to take in the event of a tornado identify violent behavior and warning signs of violent behavior recognize ways to prevent workplace violence identify the appropriate response to a bomb threat	All employees
77101179	Emergency and Disaster Preparedness - Cal/OSHA	Preparing for Disastersidentify best practices to demonstrate preparedness for an emergency or disaster identify what you need to know to be prepared for an emergency evacuation identify the actions to take in the event of a fire identify the actions to take in the event of a hazardous substance spill or release identify the actions to take in the event of an earthquake identify the actions to take in the event of a flood identify the actions to take in the event of a tornado identify violent behavior and warning signs of violent behavior recognize ways to prevent workplace violence identify the appropriate response to a bomb threat	All employees
1048000000	Emergency Response and Spill Control (HAZWOPER)	Emergency Response and Spill Controlidentify how hazardous material is defined identify how to prevent chemical releases identify when releases are most likely to occur identify equipment and supplies that can be used for an emergency release response identify provisions of the emergency response plan define levels of emergency response personnel identify actions to take upon discovering a spill or leak determine what methods should be used to contain or confine chemical material in a given scenario identify post-response actions after a spill has occurred	Regular hazardous waste site workers and managers

77093079	Emergency Response in the Workplace	Responding to Emergency Situationsidentify hazardous substances and their associated risks identify important components of an emergency action plan identify key concepts related to evacuation procedures identify the reasons for air monitoring identify decontamination procedures and resources for medical assistance	All employees
77096133	Emergency Situations While Driving	Handling Emergency Situations While Drivingidentify the four types of collisions you could have while driving recognize how to recover from a skid while driving recognize appropriate precautions to take when driving in hazardous weather identify the guidelines to follow when the vehicle you're driving breaks down identify the guidelines to follow when you're involved in an accident	All persons who operate a motor vehicle
1000113000	Environmental Management Systems (EMS)	Environmental Management Systemsidentify key concepts about the importance of environmental awareness to business identify key concepts related to ISO 14001 identify the stages of the Plan-Do-Check-Act cycle of an EMS and examples of activities performed at each identify examples of environmental aspects or impacts recognize the requirements for setting objectives for an EMS identify key components for implementing an EMS according to ISO 14001 identify ISO 14001 requirements related to operational procedures and control identify the types of procedures required to monitor, measure, analyze, and evaluate company operations that are required to meet ISO 14001 requirements differentiate between preventive and corrective actions for dealing with nonconformities identify key activity areas associated with acting on an EMS to ensure continuous improvement	All employees and contractors of companies that are, or are working toward becoming, ISO 14001 certified
1059000000	Environmental Regulations Overview	Environmental Regulationsidentify the purpose of the Toxic Substances Control Act (TSCA) identify the focus of Titles I through IV of TSCA identify the primary goals of the Resource Conservation and Recovery Act (RCRA) identify the authority granted to the EPA by RCRA identify characteristics of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) identify legislation that regulates the responsibility for protecting public health, safety, and the environment from chemical hazards identify characteristics of NEPA identify requirements that the National Environmental Policy Act (NEPA) places on federal agencies identify characteristics of the Clean Water Act (CWA) identify characteristics of the Clean Air Act (CAA) identify the intent of various environmental regulatory laws	Managers and supervisors of industry
77121039	Environmental Short: Environmental Awareness	Environmental AwarenessIdentify actions to take to help offset threats to the environment Identify actions to take to help offset threats to the environment	All employees

77096407	Ergonomics and Injury Prevention for Commercial Vehicle Operators	Ergonomics and Injury Preventiondifferentiate between the federal agencies that have jurisdiction over employees operating motor vehicles used for commercial purposes recognize the driving industries and occupations that have a higher rate of musculoskeletal disorders recognize the hazards associated with operating a motor vehicle and the types of injuries that may occur as a result recognize safe work practices for operating a commercial motor vehicle recognize injury prevention methods for operating a commercial motor vehicle identify the types of PPE drivers should use when handling materials they've transported	Operators of commercial vehicles and other large trucks
77112245	Ergonomics for Housekeeping Work 2.0	Housekeeping Ergonomicsidentify key elements of an ergonomics program to help control the risk of injury identify characteristics of ergonomic injuries identify risk factors associated with ergonomic injuries recognize signs and symptoms of injury identify work methods for reducing the risk of ergonomic injuries identify individual preventative measures to stay healthy and injury free	Room attendants, custodians, environmental services, housekeepers, supervisors
77100729	Ergonomics Impact: Administrative Controls	Administrative Controlsunderstand the credentials of the subject matter expert recognize how administrative controls can improve ergonomics reflect on what you've learned	All persons who have work activities that involve physical efforts involving lifting and handling materials or objects or actions that involve repetitive motions or other procedures that may be related to MSDs, and employers who may be responsible for implementing an ergonomics program
77100701	Ergonomics Impact: Computer Ergonomics	Computer Ergonomicsunderstand the credentials of the subject matter expert Recognize the proper ergonomic setup for computer workstations reflect on what you've learned	All persons who work primarily with computers
77100702	Ergonomics Impact: Engineering Controls	Engineering Controlsunderstand the credentials of the subject matter expert recognize how engineering controls are used to prevent ergonomic issues reflect on what you've learned	All persons who have work activities that involve physical efforts involving lifting and handling materials or objects or actions that involve repetitive motions or other procedures that may be related to MSDs, and employers who may be responsible for implementing an ergonomics program

77100728	Ergonomics Impact: Furniture and Equipment	Furniture and Equipmentunderstand the credentials of the subject matter expert recognize how furniture and equipment can be used to improve ergonomics in the workplace reflect on what you've learned	All persons who have work activities that involve physical efforts involving lifting and handling materials or objects or actions that involve repetitive motions or other procedures that may be related to MSDs, and employers who may be responsible for implementing an ergonomics program
77100727	Ergonomics Impact: Musculoskeletal Disorders	Musculoskeletal Disordersunderstand the credentials of the subject matter expert Describe the causes and impact of Musculoskeletal Disorders (MSDs) to the workplace reflect on what you've learned	All persons who have work activities that involve physical efforts involving lifting and handling materials or objects or actions that involve repetitive motions or other procedures that may be related to MSDs, and employers who may be responsible for implementing an ergonomics program
77100730	Ergonomics Impact: Workplace Programs	Workplace Programsunderstand the credentials of the subject matter expert recognize the key components of a workplace ergonomics program reflect on what you've learned	All persons who have work activities that involve physical efforts involving lifting and handling materials or objects or actions that involve repetitive motions or other procedures that may be related to musculoskeletal disorders or MSDs, and employers who may be responsible for implementing an ergonomics program
77093090	Ergonomics in the Workplace 2.0	Ergonomics Awarenessidentify characteristics of work-related musculoskeletal disorders identify signs and symptoms associated with musculoskeletal disorders identify risk factors associated with musculoskeletal disorders identify types of controls commonly used to reduce or eliminate musculoskeletal disorders in the workplace identify basic techniques for prevention of back injuries	Employers who may be responsible for implementing an ergonomics program, as well as all persons who have work activities that involve physical efforts such as lifting and handling materials or objects, or actions that involve repetitive motions or other procedures that may be related to MSDs

77100663	Ergonomics in the Workplace 2.0 - Cal/OSHA	Ergonomics Awarenessidentify characteristics of work-related repetitive motion injuries identify signs and symptoms associated with repetitive motion injuries identify risk factors associated with repetitive motion injuries identify types of controls commonly used to reduce or eliminate repetitive motion injuries in the workplace identify basic techniques for prevention of back injuries	Employers who may be responsible for implementing an ergonomics program, as well as all persons who have work activities that involve physical efforts such as lifting and handling materials or objects, or actions that involve repetitive motions or other procedures that may be related to RMIs
77103089	Establishing Effective Virtual Teams	Building Solid Remote Teamsdescribe the main areas of concern for a remote manager recall guidelines for establishing relationships with team members identify communication areas for which virtual teams must establish guidelines categorize communication tools as synchronous or asynchronous recall strategies for supporting and encouraging virtual team members recognize guidelines for managing performance among virtual team members recall guidelines for managing remote team meetings recognize strategies for establishing and managing a virtual team that can work effectively together	Managers who are leading teams made up of offsite employees or a combination of onsite and offsite employees
77096142	EU Antitrust	EU Competition Law: Antitrustrecognize concepts that underpin EU competition law determine which business actions are least likely to be considered breaches of the EU rule on anticompetitive agreements identify possible violations of the EU rule on dominant positions demonstrate an understanding of how to avoid breaching EU antitrust laws	Employees within the EU who have responsibility for setting prices, preparing bids, establishing trading policies, or influencing marketing practices
77103748	EU General Data Protection Regulation	Protecting Data Subjects' Informationrecognize the purpose of the GDPR recognize controllers' obligations for establishing a lawful basis for processing and transferring personal data identify the obligations of controllers and processors under the GDPR identify the rights of data subjects recognize measures employees can take to support their organizations' compliance with the GDPR recognize key data protection obligations regulated by the GDPR	All employees
77112825	Exploring Virtual Collaboration	Exploring Virtual CollaborationExploring Virtual Collaboration identify the benefits of virtual collaboration identify best practices for enabling virtual collaboration recognize the considerations for choosing collaboration technology describe how to avoid common mistakes in rolling out virtual collaboration at an organization identify key best practices for leading a virtual team identify key best practices for virtual team members Knowledge Check: Virtual Collaboration	
77119263	Eyewashes and Emergency Showers	Eyewashes and Emergency Showersidentify where eyewash facilities are required per the regulations identify common equipment requirements identify requirements for eyewashes and emergency showers identify safe practices to prevent accidents recognize eyewash and skin flushing procedures identify ways to prevent accidents and recognize actions to take in case of an emergency	Employees who work with hazardous substances, especially corrosive substances

77103035	Facing Virtual Team Challenges	Virtual Team Obstaclesrecall tactics for ensuring equal management of onsite and offsite team members list tactics for managing teamwork spread across multiple time zones identify strategies for ensuring respectful treatment of all members of a diverse team name approaches for avoiding and handling conflict among remote team members apply strategies for overcoming communication difficulties faced by a geographically diverse team recognize the importance of reflecting on your management approach recognize strategies for working around typical challenges facing remote or blended teams	Managers who are leading teams made up of offsite employees or a combination of onsite and offsite employees
1025000000	Fall Prevention	Fall Protection Awarenessrecognize common workplace fall hazards identify fall protection techniques and methods identify guidelines and facts related to fall protection equipment recognize ways that companies can protect workers from workplace fall hazards	All personnel exposed to a potential free fall greater than 4 feet while on the job
77101237	Fall Prevention – Cal/OSHA	Fall Protection Awarenessrecognize common workplace fall hazards identify fall protection techniques and methods identify guidelines and facts related to fall protection equipment recognize ways that companies can protect workers from workplace fall hazards	All personnel exposed to a potential free fall greater than 4 feet while on the job
77100831	Fall Protection Impact: Common Trip Hazards	Common Trip Hazardsunderstand the credentials of the subject matter expert recognize common trip hazards in different work environments reflect on what you've learned	All personnel exposed to potential fall hazards
77100833	Fall Protection Impact: Equipment Guidelines	Equipment Guidelinesunderstand the credentials of the subject matter expert describe how a fall arrest system works reflect on what you've learned	All personnel exposed to potential fall hazards
77100830	Fall Protection Impact: Fall Hazards	Fall Hazardsunderstand the credentials of the subject matter expert identify common fall hazards reflect on what you've learned	All personnel exposed to potential fall hazards
77100835	Fall Protection Impact: Other Aspects of Fall Protection	Other Aspects of Fall Protectionunderstand the credentials of the subject matter expert recognize best practices associated with fall hazards and protection systems reflect on what you've learned	All personnel exposed to potential fall hazards
77100834	Fall Protection Impact: Safety Monitoring and Other Protective Systems	Safety Monitoring and Other Protective Systemsunderstand the credentials of the subject matter expert identify administrative controls used to improve fall protection reflect on what you've learned	All personnel exposed to potential fall hazards
77100832	Fall Protection Impact: Techniques and Methods	Techniques and Methodsunderstand the credentials of the subject matter expert identify common fall prevention techniques and methods reflect on what you've learned	All personnel exposed to potential fall hazards
77105597	Fatigue Management	Dealing with Fatigue in the Workplaceidentify the signs of fatigue recognize common causes of fatigue recognize the risks of fatigue in the workplace recognize strategies for preventing fatigue	All employees

1901111000	Federal HR Flexibilities	Federal HR Flexibilitiesidentify flexibilities federal agencies can use to attract and retain quality employees recognize examples of flexible work/life arrangements and policies recognize the four management considerations when determining the best downsizing or restructuring approach identify flexibilities as it pertains to attracting and retaining talent, providing work/life arrangements, and management considerations when restructuring identify employee benefit offerings that are available to agencies identify the discretionary compensation flexibilities agencies can use to support recruitment, relocation, and retention efforts recognize the benefits to employees when agencies adopt flexible recruitment, relocation, and retention policies identify employee benefits and compensation flexibilities identify the flexibilities available to managers when organizing and assigning work recognize the benefits of flexible incentive awards programs to agencies identify incentive and award flexibilities that can be used to improve organizational performance identify training and education flexibilities and authorities available to federal agencies identify work organization flexibilities and performance appraisal and development	Federal government employees
77101295	Federal Merit System Overview	Federal Merit System Overviewrecognize employment practices that demonstrate merit system principles recognize examples of employment practices that demonstrate merit system principles recognize prohibited personnel practices that violate the merit system principles identify the administrative and regulatory structures that ensure adherence to the merit system principles recognize prohibited personnel practices that violate the merit system principles and administrative and regulatory structures that ensure adherence	All managers in federal agencies
77096303	FERPA for Higher Education	FERPA for Higher EducationCourse Overview recognize the types of information in education records that generally cannot be disclosed without a student's consent identify the rights students have under FERPA Knowledge Check: The Scope of FERPA for Higher Education recognize types of activities that put the confidentiality of education records at risk identify best practices for protecting education records at your institution recognize ways to respond appropriately to requests for education records Knowledge Check: Protecting Data in Higher Education	Members of the campus community including faculty, staff, coaches, athletic staff, health center staff, counseling center staff, residence hall staff, and student-employees who have reason to access and process students' education records or who may receive requests for disclosure of students' education records; not targeted to policy-making administrators
77096193	Financial Integrity	Financial Integrityrecognize the types of financial activities that are likely to be considered fraudulent recognize types of financial activities recognize red flags that may indicate an increased risk of financial fraud describe the importance of promoting a culture of financial integrity, what red flags may indicate an increased risk of financial fraud, and how to report fraudulent activities	All employees

1053000000	Fire and Explosion Hazards (HAZWOPER)	Fire and Explosion Hazards (HAZWOPER)identify characteristics of combustible and flammable materials and liquids identify explosion hazards identify flammable or explosive fuel sources identify safe handling procedures for potentially flammable or explosive materials identify safe storage procedures for potentially flammable or explosive materials	Regular hazardous waste site workers and managers
77105041	Fire Safety and Prevention 2.0	Fire Safetyidentify characteristics of fire recognize ways to prevent workplace fires identify how to respond to fire emergencies recognize requirements for evacuating work premises in case of fire recognize how to select and use a fire extinguisher	All employees
77100858	Fire Safety Impact: Characteristics of Fire	Characteristics of Fireunderstand the credentials of the subject matter expert describe the characteristics of fire reflect on what you've learned	All employees
77100862	Fire Safety Impact: Characteristics of Handheld Extinguishers	Characteristics of Handheld Extinguishersunderstand the credentials of the subject matter expert identify characteristics of handheld fire extinguishers reflect on what you've learned	All employees
77100860	Fire Safety Impact: How to Prevent Workplace Fires	How to Prevent Workplace Firesunderstand the credentials of the subject matter expert prevent workplace fires reflect on what you've learned	All employees
77100861	Fire Safety Impact: Responding to Fire Emergencies	Responding to Fire Emergenciesunderstand the credentials of the subject matter expert respond to fire emergencies reflect on what you've learned	All employees
77100859	Fire Safety Impact: Types of Fire Extinguishers	Types of Fire Extinguishersunderstand the credentials of the subject matter expert To recognize the classifications of fire extinguishers and properly identify the appropriate fire extinguisher to use on a type of fire reflect on what you've learned	All employees
77100863	Fire Safety Impact: Using the Correct Extinguisher for the Material	Using the Correct Extinguisher for the Materialunderstand the credentials of the subject matter expert use a fire extinguisher reflect on what you've learned	All employees
1243000000	First Aid: Automated External Defibrillator	First Aid: Automated External Defibrillatoridentify initial actions to take upon arriving at an accident scene identify actions to take if an accident victim is unresponsive identify the correct action to take when a victim has suffered no trauma, depending on whether he or she is breathing identify the first actions to take in performing rescue breathing identify the correct procedures for chest compression during CPR describe the procedure for using an Automated External Defibrillator identify defibrillation actions to take at each step during a defibrillation procedure	All personnel

1206000000	First Aid: Basic	First Aid: Basicidentify the actions to be taken when arriving at the scene of an accident identify precautions that help minimize exposure to bloodborne pathogens identify actions to take during the full body examination of a |INS person injured in an accident |/INS identify basic first aid techniques used to treat severe bleeding identify basic first aid techniques used to treat bleeding shock identify basic first aid techniques used to treat fractures identify ways of immobilizing an extremity classify burns by their severity recognize when a burn requires you to seek immediate medical attention identify basic first aid techniques used to treat thermal and heat burns (including electrical) identify considerations for treating chemical burns	All employees
1235000000	First Aid: CPR	First Aid: CPRRecognize actions to take when responding to an emergency Identify considerations when performing CPR Identify characteristics of the head-tilt/chin-lift technique Determine the presence or absence of breathing Identify the characteristics of rescue breathing	All personnel
77100883	First Aid: CPR (Compression-only)	First Aid: CPR (Compression-only)identify how to approach the victim at an emergency scene identify the proper compression-only CPR technique	All personnel
1237000000	First Aid: Medical Emergencies	Medical Emergenciesidentify how to respond appropriately to a medical emergency identify the steps to take in providing first aid treatment for choking identify the correct body and hand positions to use when performing back blows and abdominal thrusts identify the steps to take when providing first aid treatment for poisoning identify the likely route of entry for a chemical in a given workplace situation identify the first aid treatment for heart attacks identify the signs, symptoms, and first aid treatment for respiratory distress identify the signs and symptoms of a stroke identify the signs, symptoms, and first aid treatment for seizures identify the signs, symptoms, and first aid treatment for diabetic coma and insulin shock	All employees
77112205	First Aid: Mental Health Awareness	First Aid: Mental Healthrecognize why good mental health is important at work recognize the harmful effects that the stigma of mental illness has on those who have mental health conditions identify signs and symptoms of mental illness recognize workplace situations that trigger mental health problems describe the key characteristics of first aid for mental health issues recognize what to do if you or someone else is having suicidal thoughts	All employees

77095312	Flagging Safety	Flagging Safety Requirementsidentify the qualifications and professional conduct expected of flaggers identify the type of clothing and safety apparel that should be worn by flaggers identify two types of hand-signaling devices flaggers use identify the types and uses of various barriers, channelizing devices, and lights used at work sites recognize the purposes of traffic sign colors and the different categories of signs identify rules of thumb for flagger positioning and location recognize how rules related to spacing vehicular traffic are applied on a work site determine how to handle a failure to stop or sign violation on a work site recognize how to communicate messages with traffic on a work site recognize how to communicate with other flaggers on a work site recognize the requirements for setting up three types of advance warning signs before a construction site identify the types of tapers used to channel traffic on a road construction site, with their descriptions determine the required length of a taper according to the type of taper and the road on which it is being used identify guidelines associated with flagging in special cases	Traffic control flaggers
77101239	Flagging Safety - Cal/OSHA	Flagging Safety Requirementsidentify the qualifications and professional conduct expected of flaggers identify the type of clothing and safety apparel that should be worn by flaggers identify two types of hand-signaling devices flaggers use identify the types and uses of various barriers, channelizing devices, and lights used at work sites recognize the purposes of traffic sign colors and the different categories of signs identify rules of thumb for flagger positioning and location recognize how rules related to spacing vehicular traffic are applied on a work site determine how to handle a failure to stop or sign violation on a work site recognize how to communicate messages with traffic on a work site recognize how to communicate with other flaggers on a work site recognize the requirements for setting up three types of advance warning signs before a construction site identify the types of tapers used to channel traffic on a road construction site, with their descriptions determine the required length of a taper according to the type of taper and the road on which it is being used identify guidelines associated with flagging in special cases	Traffic control flaggers

77100469	Flammable Liquids	Safe Handling Practicesdefine the term flash point recognize the OSHA and NFPA classification schemes for flammable liquids recognize safety guidelines for fire protection equipment kept where flammable liquids are used or stored recognize ways to control ignition sources around flammable liquids identify safe practices for dealing with spills of flammable liquids recognize classification schemes of flammable liquids and safety requirements around flmmable liquids identify safe storage practices for flammable liquids recognize safety requirements for flammable liquid storage cabinets and rooms recognize safety requirements for flammable liquid storage containers recognize how to help prevent safety issues related to piping used for flammable liquids recognize storage guildelines and safety requirements for storage	Employees who handle or work with flammable or combustible materials
77096408	Flatbed Cargo Securement	Flatbed Cargo Securementunderstand the importance of following proper cargo securement procedures recognize hazards when loading or inspecting cargo identify the main components of the trailer that relate to securement systems identify areas that should be inspected for wear or potential failure in securing devices and blocking and bracing equipment identify load inspection requirements	Operators of commercial vehicles and other large trucks
1800154000	FMLA Leave and More: An Overview of Legally Protected Leave	FMLA Entitlements and Coverageidentify the entitlements granted by the FMLA identify the criteria for an employee to be covered under the FMLA identify FMLA entitlements and employee eligibility for those entitlements	Managers and supervisors, and other employees whose responsibilities include managing employee leave
77099378	Food Allergen Safety	Food Allergies and Allergensidentify the definition of a food allergy identify why you need to be able to recognize signs of an allergic reaction identify how to prepare for the possibility of a patron experiencing anaphylaxis identify what food allergies are and recognize signs of an allergic reaction and how to prepare for them identify menu items that could contain milk and egg allergens identify menu items that could contain fish and crustacean shellfish allergens identify menu items that could contain tree nut and peanut allergens identify menu items that could contain wheat and soybean allergens identify the main food items that could cause allergic reactions identify the purpose of an effective allergen control plan identify strategies food servers can use to prevent customer exposure to known allergens identify strategies chefs and other kitchen staff can use to prevent customer exposure to known allergens identify measures food service workers can take to prevent customer exposure to allergens	Employees who handle food or work in establishments where food is prepared and served

1000105000	Food Safety and Handling	Food Safety and Handlingidentify the most common illnesses caused by the biological contamination of food identify less common illnesses caused by the biological contamination of food identify foodborne pathogens that can cause illness identify those particularly at risk from foodborne illnesses identify foods and the pathogens they are prone to carry identify foods and the contaminants they are prone to carry identify food-related illnesses and their associated symptoms identify the proper procedures for refrigerating food identify the proper guidelines for heating food recognize instances when food is safe or unsafe to eat identify the guidelines for preventing cross-contamination of food recognize procedures for dealing with food security issues recognize how to maintain suitable levels of personal hygiene when in contact with food in given scenarios identify suitable hand hygiene procedures identify procedures for using gloves when handling food identify instances in which gloves should be changed	All employees involved in food preparation
77096401	Foodservice Worker Safety 2.0	Foodservice Worker Safetyrecognize actions that may prevent fires, burns, and electrocution in the foodservice environment identify sources of potential fire and burn hazards identify sources of electrical hazards identify sources of chemical hazards recognize best practices for avoiding hazards from unguarded kitchen equipment recognize best practices for avoiding hazards from sharp objects in the foodservice environment recognize actions that help foodservice employees avoid ergonomic hazards identify ergonomic hazards faced by foodservice employees recognize hazards that could cause slips, trips, or falls	Employees who work in the foodservice industry
77093127	Foreign Corrupt Practices Act (FCPA)	Overview of the FCPArecognize the two categories of FCPA provisions identify the reason for the 1988 amendment to the FCPA identify the advantages of complying with the FCPA recognize the FCPA provision categories and the advantages of complying with the FCPA identify the areas covered by the anti-bribery provisions of the FCPA identify the elements used to determine whether an action constitutes a violation of the FCPA identify anti-bribery provisions and elements used to determine violations of the FCPA recognize affirmative defenses to violations of the FCPA identify affirmative defenses to violations of the FCPA identify the two accounting requirements for US companies imposed by the FCPA identify the fines and penalties that can be imposed on a business or individual under the FCPA identify the accounting requirements for US companies and the penalties that can be imposed on businesses and individuals identify the best practices for compliance with the FCPA identify red flags that signal FCPA violations determine if transactions in a given scenario are likely to violate the FCPA (as examples) identify best practices for FCPA compliance and determine red flags or scenarios that might signal violations	All employees

77101518	Forging Ahead with Perseverance and Resilience	Advancing with Perseverance and Resiliencerecognize what it takes to persevere recognize examples of self-trust that support and sustain perseverance choose the people to include in your circle of trust recognize the characteristics of resiliency use strategies for resilience to improve your perseverance recognize actions that help you build balance and sharpen focus in the workplace identify actions to regain resilience recognize how to persevere in the face of setbacks	Individuals wanting to develop their ability to persevere through setbacks, challenges, or obstacles in their work.
77096413	Forklift Operation 1: Safety Inspection and Maintenance	Safely Operating a Forkliftrecognize what parts of the forklift need to be inspected identify safe practices for servicing a forklift recognize safe practices for refueling forklifts identify the types of exposures that can be hazardous to your health when maintaining a forklift recognize safe practices for charging or changing forklift batteries	Employees operating and servicing forklifts
77096415	Forklift Operation 2: Stability and Capacity	Understanding Stability and Capacityrecall what information can be found on the forklift's nameplate recognize how to identify the capacity of a forklift identify load characteristics that affect the stability of a forklift recognize how to use the stability triangle to predict the impact that various types of loads have on forklift stability identify the load moment and maximum load weight for loads that are irregular or exceed a forklift's capacity	Employees operating forklifts
77096414	Forklift Operation 3: Load Handling	Loading a Forkliftidentify safe load handling practices recognize the guidelines for approaching a load recognize the guidelines for lifting a load recognize the guidelines for lowering a load recognize the guidelines for stacking a load	Employees operating forklifts
77096416	Forklift Operation 4: Traveling and Maneuvering	Forklift Operation: Traveling & Maneuveringuse the best practices for properly mounting and dismounting a forklift recognize the actions to take to protect yourself during a tip over recognize safe practices for traveling with a forklift recognize how to maneuver a forklift safely	Employees operating forklifts
77093128	Forklift Safety Awareness 2.0	Forklift Safetyidentify load center engineering principles associated with forklift safety identify capacity engineering principles associated with forklift safety identify forklift safety practices recognize key concepts related to driving forklifts identify general loading and unloading principles associated with forklift safety recognize safe refueling and recharging procedures identify the steps to perform in walk-around and sit-down inspections	Employees operating and servicing forklifts
77101241	Forklift Safety Awareness 2.0 - Cal/OSHA	Forklift Safetyidentify load center engineering principles associated with forklift safety identify capacity engineering principles associated with forklift safety identify forklift safety practices recognize key concepts related to driving forklifts identify general loading and unloading principles associated with forklift safety recognize safe refueling and recharging procedures identify the steps to perform in walk-around and sit-down inspections	Employees operating and servicing forklifts

77101432	Forklift Safety Impact: Capacity	Capacityunderstand the credentials of the subject matter expert understand how a forklift's capacity affects the stability of a forklift reflect on what you've learned	Employees operating and servicing forklifts
77101431	Forklift Safety Impact: Load Center	Load Centerunderstand the credentials of the subject matter expert understand the impacts of centering and not centering a load reflect on what you've learned	Employees operating and servicing forklifts
77101435	Forklift Safety Impact: Loading and Unloading Principles	Loading and Unloading Principlesunderstand the credentials of the subject matter expert understand how to safety load/unload a truck trailer and park a forklift reflect on what you've learned	Employees operating and servicing forklifts
77101436	Forklift Safety Impact: Refueling and Recharging	Refueling and Rechargingunderstand the credentials of the subject matter expert understanding safe refueling and recharging of a forklift reflect on what you've learned	Employees operating and servicing forklifts
77101434	Forklift Safety Impact: Safe Operation and Work Practices	Safe Operation and Work Practicesunderstand the credentials of the subject matter expert understand the safe operation of a forklift and what work practices are involved in safe use reflect on what you've learned	Employees operating and servicing forklifts
77101441	Forklift Safety Impact: Sit-down Inspection	Sit-down Inspectionunderstand the credentials of the subject matter expert perform a sit-down inspection of a forklift reflect on what you've learned	Employees operating and servicing forklifts
77101433	Forklift Safety Impact: Walk-around Inspection	Walk-around Inspectionunderstand the credentials of the subject matter expert Forklift Safety Impact: Walk-around Inspection reflect on what you've learned	Employees operating and servicing forklifts
77105486	Fraud, Waste, and Abuse	Fraud, Waste, and Abuse Awarenessdefine fraud, waste, and abuse identify the potential signs of fraud, waste, and abuse identify the procedures for reporting suspected fraud, waste, and abuse recognize the consequences for employees that commit fraud identify and prevent fraud, waste, and abuse	Employees of federal government agencies
77100907	Freedom of Information Act	Meeting Your Obligations Under the FOIArecognize the FOIA obligations for disclosing information held by federal agencies identify what is required under the FOIA when making records available recognize what's involved in processing a FOIA request under the FOIA recognize your responsibilities to comply with the Freedom of Information Act	Employees of federal government agencies who receive, or may be asked to respond to, requests for government information under the FOIA
77116672	GDPR Compliance for Marketing	Complying with GDPRRecognize requirements for GDPR compliance when generating leads and collecting contact details recognize key considerations when using profiling and enrichment services Identify key considerations for sending GDPR-compliant marketing messages Recognize practices to ensure online advertising activites comply with GDPR Recognize best practices for GDPR-compliant data sharing Recognize individual rights under the GDPR	All employees
77116666	GDPR Short: Generating Leads and Collecting Contact Details	GDPR-compliant Marketing Activitiesrecognize requirements for GDPR compliance when generating leads and collecting contact details	All employees
77116671	GDPR Short: Individual Rights	Respecting Individual Rights under the GDPRrecognize individual rights under the GDPR	All employees
77116669	GDPR Short: Online Advertising	GDPR-compliant Online Advertisingrecognize practices to ensure online advertising activities comply with GDPR	All employees
77116667	GDPR Short: Profiling and Data Enrichment	Ensuring GDPR-compliant Profilingrecognize key considerations when using profiling and enrichment services	All employees

77116670	GDPR Short: Selling or Sharing Data	GDPR-compliant Data Sharingrecognize best practices for GDPR-compliant data sharing	All employees
77116668	GDPR Short: Sending Direct Marketing Messages	Sending GDPR-compliant Marketing Messagesidentify key considerations for sending GDPR-compliant marketing messages	All employees
77095768	Global Anti-bribery	Global Anti-briberyGlobal Anti-bribery recognize high-level concepts commonly addressed by anti-bribery laws Knowledge Check: Laws Against Bribery recognize warning signs of corruption identify actions to take to prevent bribery Knowledge Check: Recognizing and Stopping Bribery	Any employee whose job role involves the potential for engaging in corrupt practices, bribery, or similar violations.
1820105000	Global Anti-Money Laundering	Combating Global Money Launderingrecognize what money laundering involves identify common warning signs of money laundering and terrorism financing recognize appropriate actions to take if money laundering is suspected demonstrate diligence in identifying and taking action against money laundering reflect on what you've learned	All employees of companies with global workforces
77116943	Global Antitrust	Understanding Global Antitrust Lawidentify the core principle of global antitrust laws recognize the key principles associated with global antitrust laws recognize potential violations of antitrust law that may occur in competitive situation recognize potential violations of antitrust law that may occur in customer interactions Identify the characteristics of the concept of abuse of dominant position recognize situations that may represent antitrust violations recognize the need for compliance with antitrust laws in global business dealings recognize the cost of non-compliance with antitrust laws and company antitrust policies, for both individuals and the companies they work for	All employees
77096139	Global Antitrust (Retired)	Understanding Global Antitrust Lawidentify the core underlying principle of global antitrust laws recognize potential violations of antitrust law	Employees who have the responsibility for setting prices or preparing bids, or who network with competitors and have the potential to enter into unlawful agreements regarding market division, price fixing, or bidding; employees of companies with 'market power' who have responsibility for setting trading policies or influencing marketing practices
77100176	Global Business Ethics	Behaving Ethicallyrecognize examples of unethical behavior in the workplace recognize unethical behavior in the workplace recognize the impact of unethical behavior on you and your organization recognize the impact of unethical behavior in the workplace determine whether an action is ethical by applying the LEARN technique determine whether an action is ethical by applying the LEARN technique	All employees and managers
77095745	Global Conflicts of Interest	Global Conflicts of Interestidentify situations that present potential conflicts of interest define conflict of interest and identify situations that present potential conflicts of interest describe the benefits of disclosing conflicts of interest describe the benefits of disclosing conflicts of interest and how to appropriately to a conflict of interest situation	All employees

77100029	Global Cybersecurity Basics (Retired)	Introduction to Global IT Securityrecognize habits that threaten organizational systems and data security and ways to mitigate them identify characteristics of social engineering attacks recognize how to keep systems and data safe from attackers reflect on what you've learned	All employees using an organization's network and electronic devices
77100174	Global Diversity (Retired)	Diversity and Inclusion in the Modern Workplaceidentify the characteristics of inclusive workplaces recognize the benefits of supporting a diverse workforce recognize harassment in a workplace setting distinguish characteristics of bullying behavior recognize strategies for promoting inclusion recognize how workplace inclusion policies and procedures support employees	Managers and employees
77097374	Global Export Compliance	Complying with US Trade Regulationsmatch the US trade regulation with the government agency that administers it recognize the importance of complying with trade regulations recognize the importance of complying with US trade regulations and the government agencies that administer them recognize situations covered by US trade regulations identify items that are restricted under US export controls identify items restricted under US export controls and situations covered by US trade regulations identify methods for classifying items under the EAR ensure compliance with the EAR licensing requirements identify classification methods and licensing requirements under EAR describe considerations involved in classifying items under ITAR recognize appropriate actions to ensure compliance with ITAR recognize classifying items and appropriate actions for ensuring compliance with ITAR	Any employee within a US-based company whose job responsibilities include international trade operations, such as transfer of goods or information to foreign persons, whether located abroad or in the United States, and any employee involved in investment or payment to or from foreign entities or foreign nationals
77117069	Global Fraud	Fighting Fraud from the Insideidentify key elements that define internal fraud recognize activities that are likely to be fraudulent identify reasons why you'll want to avoid engaging in fraudulent activities fight fraud from the inside by avoiding fraudulent activities recognize measures you can take to prevent or impede fraudulent activity within your organization identify actions you can take to conduct yourself appropriately when you suspect fraudulent activity has or may occur recognize action you can take when you suspect fraudulent activities may be taking place in your organization	All employees
77099916	Global Fraud (Retired)	Fighting Fraud From the Insideidentify reasons why you'll want to avoid engaging in fraudulent activities recognize activities that are likely to be fraudulent identify key elements that define internal fraud recognize measures you can take to prevent fraud within your organization identify actions you can take to conduct yourself appropriately where you suspect fraudulent activity has or may occur	All employees

77103991	Global Gifts and Business Gratuities	Business Gifts and Gratuitiesrecognize factors that inform company policies on gifts and gratuities recognize how to apply your organization's policy on gifts and gratuities in practice comply with organizational policy on giving and accepting gifts reflect on what you've learned	All employees of companies with global workforces
77116381	Global Human Trafficking Awareness	Human Trafficking Awarenessidentify key principles about what human trafficking involves recognize the types of activities that are associated with human trafficking identify the various forms human trafficking may take recognize the common indicators that a person may be a victim of human trafficking identify the protocol for reporting suspicions you may have that human trafficking may be occurring in your place of employment recognize the signs that could indicate human trafficking activities may be occurring in your place of employment and take appropriate action to report suspicions and concerns	All Employees
77117618	Global Import Compliance	Importing Goodsrecognize concepts that define the relationship between CBP and the import community identify statements that accurately describe the intended use of the Reasonable Care checklist identify three key activities that take place during the entry process list three customs valuation methods for determining the declared value of imported goods recognize the concepts and entry process for global imports recognize potential compliance issues to avoid penalties and other adverse consequences identify circumstances with the potential to avoid certain costs and liabilities associated with imports recognize potential compliance issues and programs or regulations that provide more favorable customs treatment	Anyone whose job includes responsibility for or involvement in imports into the United States
77100175	Global Import Compliance (Retired)	Importing Goodsrecognize concepts that define the relationship between CBP and the import community identify statements that accurately describe the intended use of the reasonable care checklist identify three key activities that take place during the entry process spot potential compliance issues to avoid penalties and other adverse consequences identify circumstances with the potential to avoid certain costs and liabilities associated with imports	Anyone whose job includes responsibility for or involvement in imports into the United States
77117070	Global Insider Dealing	Preventing Insider Dealingidentify examples of inside information identify examples of inside information identify the potential consequences of unlawful insider dealing for both companies and individuals identify the consequences for individuals and companies involved in unlawful insider dealing and recognize how to avoid them recognize circumstances in which an insider can legally trade securities recognize circumstances in which an insider can legally trade securities	Employees at all levels of publicly traded companies in all industries
77095884	Global Insider Dealing (Retired)	Preventing Insider Dealingrecognize ways in which nonpublic information can be used in securities trading identify examples of inside information identify the potential consequences of insider dealing for both companies and individuals	Employees at all levels of publicly traded companies in all industries

1800106000	Global Internet, Social Media, and Electronic Communication	Navigating Electronic Communications Mediarecognize the potential liabilities and risks to your employer and yourself when using electronic communications and social media identify general best practices for using the Internet in a manner that minimizes or avoids the risks and liabilities associated with its use recognize common best practices related to sending and receiving e-mail, IMs, and text messages recognize best practices for avoiding liabilities associated with using social networking sites use best practices to safely use electronic communications media at work reflect on what you've learned	All employees
77095769	Global Privacy and Information Security (Retired)	Information Security in a Global Business Contextrecognize information that needs to be protected recognize data protection principles that underlie privacy laws around the world and how they apply in business recognize best practices for protecting personal information recognize the benefits of complying with information security requirements	All employees, particularly those who routinely handle confidential information or personal information
77103990	Global Record Retention	Record Retentionrecognize general principles for retaining records recognize general principles for the proper disposal of records recognize appropriate practices for retaining and disposing of records reflect on what you've learned	All general employees of companies with global workforces
77107358	Global Safety Principles: Access to Employee Medical and Exposure Records	Access to Exposure and Medical Recordsidentify employer responsibilities in providing employee access to medical and exposure records identify key attributes of an exposure record cite requirements associated with access to medical and exposure records	Employees who are potentially exposed to hazardous chemicals and harmful physical agents
77107472	Global Safety Principles: Aerial Work Platforms	Working with Aerial Platformsrecognize potential hazards when inspecting your equipment and operational work area identify the required PPE for aerial work platforms identify safety features normally included in aerial work platforms recognize the training requirements for aerial work platform operation	Employees who operate or service aerial work platforms
77099640	Global Safety Principles: Back Safety and Injury Prevention 2.0	Preventing Back Injuriesidentify job-specific hazards that contribute to preventable back injuries select attributes of a proper posture identify ways to minimize back injuries cite examples of controls for preventing back injuries	All employees
77099641	Global Safety Principles: Bloodborne Pathogen Awareness 2.0	Bloodborne Pathogensidentify the traits and symptoms of hepatitis B, hepatitis C, and HIV identify modes of transmission of bloodborne pathogens identify preventive controls that reduce or eliminate exposure to bloodborne pathogens identify the proper use and handling of personal protective equipment identify proper decontamination procedures for blood and other potentially infectious materials identify procedures to follow if an exposure incident occurs	Anyone who performs job duties that could bring him or her into contact with blood or body fluids in the workplace including – but not limited to – health care workers, emergency medical and first aid responders, or persons cleaning health care areas, equipment, or devices

77112203	Global Safety Principles: Business Travel and Security	Business Travel Safety and Securityadopt the appropriate mind-set to reduce the risks associated with a business trip identify the key principle associated with each component of the R.O.A.R. model stay safe when traveling by car while on business take appropriate precautions to ensure your personal safety and the security of your possessions at the airport prepare for a safe hotel stay while traveling for business prepare for your safety while out and about during business travel determine the best approach to take when confronted by a potentially dangerous situation identify which action should be taken as a last resort when confronted by an aggressor recognize why it's important to report incidents that occur while traveling on business identify the types of details you should report to the police	All employees who travel for business purposes
77107675	Global Safety Principles: Compressed Gas Safety	Working Safely with Compressed Gasesidentify the hazards associated with compressed gases identify requirements for cylinder marking identify proper storage precautions for gas cylinders identify general safety precautions for using and handling cylinders identify techniques for leak detection identify requirements for safely transporting containers and cylinders identify safe handling techniques for poison inhalation hazard materials and cryogenic gas containers	All employees who work around and with compressed gas and compressed gas cylinders
77108181	Global Safety Principles: Confined Spaces 2.0	Confined Space Entrydefine terms commonly associated with confined spaces identify the hazards associated with working in confined spaces recall safe entry procedures for confined spaces identify equipment needed for confined space entry recall basic information regarding permits identify roles and responsibilities of the attendant in confined space entry identify the responsibilities of the entry supervisor	Employees who are assigned to work in and around work areas that have been identified as confined spaces
77107633	Global Safety Principles: Construction Safety Orientation	Safety at Construction Sitesidentify employee responsibilities for handling and using chemicals safely identify methods to communicate chemical hazards identify safety practices for using scaffolds identify the correct placement of a ladder using the 4-to-1 rule identify general PPE requirements recognize safe practices for handling materials identify safe work practices for working with hand and power tools cite ways to control electrical hazards identify safe practices for trenching and excavating at a site recognize precautions to take when welding or cutting identify good housekeeping practices	Supervisors, safety committees, corporate managers, department managers, and accident investigation team members
77107711	Global Safety Principles: Electrical Safety 2.0	Complying with Electrical Safety Guidelinesidentify the components of an electrical circuit identify common electrical injuries and their effects on the human body identify actions to take if someone is being electrically shocked identify actions to take if there is an electrical fire identify common electrical hazards identify factors that can increase the risk of electric shock identify methods to reduce or eliminate electrical hazards	All workers who may be exposed to electrical hazards at work

77105482	Global Safety Principles: Fall Prevention	Managing the Risk of Fallsrecognize basic employee responsibilities for working safely at height recognize risk control levels employers can implement for working safely at height identify employer responsibilities for planning to work at height and for training employees to reduce the risks associated with working at height identify employer responsibilities when selecting and inspecting safety equipment to prevent falls identify employer responsibilities in controlling environmental risks associated with working at height	Employees, employers, the self-employed, and anyone involved with work at height
77099642	Global Safety Principles: Fire Safety and Prevention 2.0	Fire Safetyidentify characteristics of fire recognize ways to prevent workplace fires identify how to respond to fire emergencies recognize requirements for evacuating work premises in case of fire recognize how to select and use a fire extinguisher	All employees
77107446	Global Safety Principles: Forklift Safety Awareness 2.0	Forklift Safetyidentify load center engineering principles associated with forklift safety identify forklift safety practices recognize key concepts related to driving forklifts identify general loading and unloading principles associated with forklift safety recognize safe refuelling and recharging procedures identify the steps to perform in walk-around and sit-down inspections	Employees operating and servicing forklifts
77106875	Global Safety Principles: Hand and Power Tool Safety	Working Safely with Toolsidentify basic rules to safely use hand and power tools identify specific hazards and safety controls associated with certain hand tools identify general power tool safety precautions identify the ways guards provide protection to operators identify tools that must be equipped with a momentary switch identify specific hazards and ways to work safely with electric tools identify proper procedure when using a grinder identify specific hazards and ways to use pneumatic tools identify specific hazards and controls related to the use of powder-actuated tools identify specific control measures related to the use of hydraulic jacks	All employees who work with hand and power tools
77099643	Global Safety Principles: Hazardous Substances in the Workplace 2.0	Hazard Communicationidentify the routes of chemical entry into the body define terms associated with the physical and health hazards of chemicals interpret information, including numeric codes, on chemical warning labels recognize key concepts about Safety Data Sheets recognize the appropriate controls for reducing or eliminating contact with hazardous materials in the workplace	Employees and employers who work with hazardous chemicals
77099644	Global Safety Principles: Hearing Conservation 2.0	Hearing Conservationidentify the effects of noise on hearing identify key components of hearing conservation identify key considerations for hearing protection identify the advantages and disadvantages of types of hearing protection	All personnel subject to the hearing conservation program
77107678	Global Safety Principles: Heat Stress Recognition and Prevention	Heat Stress Recognition and Preventionrecall the personal factors that may contribute to heat stress identify the signs and symptoms of heat-related illnesses identify first-aid treatments for heat-related illnesses identify preventive measures to minimize heat stress	All personnel that may be required to work in hot environments

77112054	Global Safety Principles: Hot Work Permits	Hot Work Permitsidentify types of areas where hot work is performed recognize key concepts about hot work permits and programs describe the primary responsibilities of the Authorizing Person in a compliant hot work permit program describe the primary responsibilities of the supervisor in a hot work permit program describe the primary responsibilities of the hot work operator in a hot work permit program describe the primary responsibilities of the fire watch in a hot work permit program identify controls used to minimize fire and injury risks associated with combustible materials identify accurate statements about ways to minimize risks from hazardous atmospheres when working in hot work areas identify accurate statements about fire-related hazard controls (sprinklers, fire alarms, and fire extinguishers)	All personnel involved in hot work operations
77109235	Global Safety Principles: Housekeeping on the Job	Maintaining a Safe Working Environmentrecognize employee responsibilities for ensuring good housekeeping on the job recognize walking and working surface hazards that can be reduced through good housekeeping practices follow housekeeping practices for the safe storage and handling of materials in the workplace recognize practices that support the safe management of waste or respond appropriately to hazards associated with the management of waste address the spillage of a hazardous or infectious material in the workplace recognize housekeeping goals that support fire prevention plans in the workplace	All employees
77112053	Global Safety Principles: Incident Investigation and Reporting	Incident Investigation and Reportingdifferentiate between the three cause levels of incidents identify actions that take place during an investigation identify recommended guidelines for interviewing witnesses identify the two problem-solving techniques commonly used in an incident investigation identify the four key elements included in an incident report	Supervisors, potential incident investigation team members, and employees involved in an incident investigation
77099645	Global Safety Principles: Indoor Hoisting and Rigging	Indoor Hoisting and Rigging Safetyidentify the different types of cranes identify the hazards associated with cranes identify characteristics of safe crane operation identify best practices for inspecting cranes and hoists identify wire rope and chains inspection best practices identify basic load handling considerations identify operator responsibilities identify safe practices for signalers	All rigging personnel as it pertains to their job description

77099646	Global Safety Principles: Industrial Ergonomics	Industrial Ergonomicsidentify how musculoskeletal disorders occur recognize the costs of musculoskeletal disorders to the company describe ergonomics in terms of legislation define the benefits of company ergonomic programs identify employee responsibilities identify symptoms and characteristics related to musculoskeletal disorders identify parts of the human body system most affected by ergonomics identify signs and symptoms associated with musculoskeletal disorders identify true statements concerning the importance of early recognition of signs and symptoms associated with musculoskeletal disorders identify who to report signs and symptoms of ergonomic disorders to identify risk factors associated with musculoskeletal disorders recognize how to identify risk factors in the workplace identify administrative controls commonly used to reduce or eliminate musculoskeletal disorders in the workplace identify engineering controls commonly used to reduce or eliminate musculoskeletal disorders in the workplace identify how to prevent an injury to your back	All persons who lift and handle materials and objects or engage in repetitive motions or other procedures that may be related to musculoskeletal disorders; employers who may be responsible for implementing an ergonomics program
77107942	Global Safety Principles: Industrial Robot Safety Awareness	Industrial Robotsidentify types of hazards associated with industrial robots identify the elements of risk in a risk assessment identify robot design safety measures identify lockout/tagout requirements during robot safety troubleshooting	Employees involved in the design or construction of industrial robots and those responsible for safeguarding personnel during robot integration, installation, functional testing, programming, operation, maintenance and repair
77107357	Global Safety Principles: Job Hazard Analysis	Job Hazard Analysis identify the criteria to consider when selecting jobs for analysis sequence the steps used to conduct a job hazard analysis	All supervisors and managers
77107278	Global Safety Principles: Laboratory Safety	Safe Laboratory Practices and Regulationsidentify characteristics of Standard Operating Procedures identify general laboratory safety guidelines identify good practices to follow in the prevention of laboratory fire and burn hazards	All personnel working with hazardous chemicals in a laboratory setting
77107498	Global Safety Principles: Ladder Safety 2.0	Working Safely with Laddersidentify general safe practices for working with a ladder identify safety practices for working with portable ladders identify the correct placement of an extension or single ladder using the 4-to-1 rule recognize support requirements for fixed ladders identify characteristics of fall protection and safety devices for fixed ladders recall proper guidelines for ladder care and maintenance identify proper guidelines for storing ladders	Employees who use portable or fixed ladders during work tasks
77110727	Global Safety Principles: Laser Safety	Laser Safetyrecognize features and hazards of Class 3B and Class 4 lasers recognize the biological effects of laser exposure on the eyes and skin recognize examples of non-beam laser hazards recognize the categories of controls used in laser environments recognize mandatory controls for Class 4 lasers recognize measures employees should take in the event of an exposure incident	Employees who work with or around Class 3B and 4 lasers

77112563	Global Safety Principles: Lead Awareness in Construction	Lead Awareness in Constructionidentify homes which, based on their age, have a risk of lead exposure due to lead-based paint identify activities that can be a source of lead exposure in the construction industry identify adverse health effects associated with varying degrees of lead exposure in the construction industry identify correct statements about the danger of lead poisoning identify the purpose of medical surveillance identify examples of types of work controls that can be used to reduce exposure to lead identify work practices that can reduce exposure to lead	Employees who have a potential exposure to airborne lead
77112562	Global Safety Principles: Lead Awareness in General Industry	Lead Awareness in General Industryidentify sources of lead exposure in general industry identify correct statements about the danger of lead poisoning in general industry identify adverse health effects associated with lead exposure in general industry identify the purpose of medical surveillance identify examples of types of controls that can be used to reduce exposure to lead identify safe work practices that can reduce exposure to lead	Employees who have a potential exposure to airborne lead
77099647	Global Safety Principles: Lockout/Tagout 2.0	Lockout/Tagout Programdefine terms commonly used in a lockout/tagout program identify properties of lockout/tagout devices identify the steps for removing lockout/tagout devices	All persons whose jobs will require the operation or use of a machine or equipment on which servicing or maintenance is to be performed, or whose duties will require that person to work in an area in which such service or maintenance is being performed
77107497	Global Safety Principles: Machine Guarding 2.0	Machine Guardingidentify the particular areas where mechanical hazards exist in machines identify the mechanical point on a machine where hazardous actions are most likely to occur identify actions that can result in injury recognize the minimum requirements that must be met by all safeguards recognize the advantages of various types of guard construction recognize descriptions of different types of safety guards and devices	All employees who use power tools and machines during the course of their work
77118073	Global Safety Principles: Mental Health Awareness and Stress in the Workplace	Mental Health Awareness and Stress in the Workplacerecognize why good mental health is important at work recognize the harmful effects that the stigma of mental illness has on those who have mental health conditions identify signs and symptoms of mental illness recognize workplace situations that trigger mental health problems describe the key characteristics of first aid for mental health issues recognize what to do if you or someone else is having suicidal thoughts	All employees
77112564	Global Safety Principles: Non-Ionizing Radiation Safety	Non-Ionizing Radiation Safetydifferentiate between ionizing radiation and non-ionizing radiation according to their individual characteristics identify forms of electromagnetic energy found within the electromagnetic spectrum differentiate between uncontrolled and controlled exposure environments by their definitions identify elements of the engineering and administrative controls for limiting personnel exposure to RF radiation identify the purposes of signs used as radiation control	Employees who may be exposed to radio frequency (RF) radiation

77120037	Global Safety Principles: Occupational Health and Safety Management Systems	The ISO 45001 Standardrecognize the requirements of the Occupational Health and Safety Management System Standard ISO 45001 recognize the roles of management and workers in a health and safety management system recognize the ISO |INS |/INS 45001 standard and management and worker roles and responsibilities recognize the tasks that are required when planning a management system identify the different levels of the document structure in an OH&S management system recognize the planning tasks and documentation structure of an OH&S system recognize important operational controls identify the different types of audits used for performance evaluation recognize important operational controls and types of audits used for performance evaluation recognize the components of the PDCA cycle recognize the key steps to implement an OH&S management system identify key components of the PDCA cycle and steps in implementing a |INS n |/INS OH&S system	All employees involved with occupational health and safety management systems
77099648	Global Safety Principles: Office Ergonomics	Ergonomics in the Officeidentify characteristics of work-related musculoskeletal disorders identify early signs and symptoms of musculoskeletal injuries identify risk factors associated with musculoskeletal disorders identify practices that can cause back injuries identify controls commonly used to reduce or eliminate musculoskeletal disorders in the workplace identify the role of furniture and equipment in ergonomics	All persons who have work activities in office settings, use computer workstations, or participate in activities involving light lifting, repetitive motions, or other procedures that may be related to MSDs; employers who may be responsible for implementing ergonomics programs
77099649	Global Safety Principles: PPE: Personal Protective Equipment 2.0	Personal Protective Equipmentidentify key facts about PPE and its use identify safety features and considerations when using head, hand, and foot protection identify characteristics of protective clothing materials and protective suits select appropriate eye protection to protect against various hazards identify general guidelines for when hearing, respiratory, and fall protection are required recognize proper donning and doffing techniques for PPE	All persons who will be in work areas where specific job-related hazards have been identified
77112283	Global Safety Principles: Radiation Safety	Radiation Safetyidentify the basic particles of the atom from their descriptions identify ionizing radiation types identify sources of radiation exposure identify the two types of radiation exposure identify the units used to measure radiation and how to use a survey recognize how to use a survey instrument to check for contamination identify the correct method for performing personal monitoring identify the three factors that affect the amount of radiation received identify precautions employers need to take to protect employees from radiation exposure define sealed and unsealed sources	Personnel working with or around ionizing radiation sources

77099650	Global Safety Principles: Respiratory Protection 2.0	Ensuring Respiratory Protectiondistinguish between employee and employer responsibilities recognize why respiratory protection is necessary identify examples of respiratory hazards identify the types of respirators identify the limitations of respirators cite what must occur before using a respirator identify factors to consider when selecting a respirator cite proper inspection practices select best practices for donning or doffing a respirator identify actions to take during an emergency situation select proper respirator maintenance and storage practices	Persons who will be potentially exposed to hazardous airborne contaminants in the course of their work
77107676	Global Safety Principles: Scaffolding Safety	Maintaining Scaffolding Safetyidentify the hazards commonly associated with scaffolding identify general scaffolding requirements and safety considerations identify specific precautions to take when working with scaffolding near power lines identify safe work practices that prevent falls from scaffolding identify safe work practices that prevent objects from falling from scaffolding	Employees who use scaffolding during work tasks
77109444	Global Safety Principles: Silica in Construction	Silica on Construction Sitesrecognize crystalline silica in the workplace identify symptoms of exposure to crystalline silica identify how to use engineering and administrative controls and RPE to control exposure to crystalline silica	Construction employers who manage or supervise employees who may be exposed to respirable crystalline silica and employees who may be directly exposed to silica in the workplace
77109443	Global Safety Principles: Silica in General Industry	Working with Silicaidentify crystalline silica when you encounter it in the workplace identify the symptoms of exposure to crystalline silica identify how to use engineering and administrative controls and RPE to control exposure to crystalline silica	Employers and employees who may be exposed to silica in the workplace
77111933	Global Safety Principles: Slips, Trips, and Falls 2.0	Slips, Trips, and Fall Hazardsidentify fall hazard conditions in the workplace identify ways to minimize walkway hazards identify ways to prevent injuries on stairs identify safe practices for ladder use use the 4-to-1 rule to determine safe ladder placement	All personnel exposed to potential slip, trip, and fall hazards while on the job, including those who will potentially use or be around ladders during the course of a routine or nonroutine work day
77107677	Global Safety Principles: Trenching and Excavation Safety	Promoting Trenching and Excavation Safetyidentify safety considerations before trenching and excavation begins identify key concepts associated with different types of excavation, sloping, and shoring identify practices that reduce hazards present in excavation work	Employees involved with trenching and excavation operations

77112083	Global Safety Principles: Welding, Cutting, and Brazing	Welding, Cutting, and Brazingidentify fire prevention techniques used during welding, cutting, and brazing identify the types of approved cylinders and how to protect them identify safe storage procedures for compressed gas cylinders identify correct practices for storing oxygen and acetylene cylinders safely identify proper operating procedures to ensure safety during welding and cutting operations identify safety devices used in oxyacetylene welding identify potential health hazards related to welding, cutting, and brazing identify PPE required when welding identify safety measures to take while welding, cutting, and brazing in confined spaces	Employees involved in welding operations in the workplace
77111792	Global Safety Principles: Workplace Inspections	Workplace Inspectionsidentify the purpose of workplace inspections identify the role and corresponding responsibilities managers have for health and safety in an organization identify the role and corresponding responsibilities employees have for health and safety in an organization recognize actions involved in the planning phase of a workplace inspection recognize actions involved in the inspection phase of a workplace inspection recognize actions involved in responding to the findings of a workplace inspection	All employees
77106856	Global Safety Short: Asbestos Awareness	Asbestos Awarenessrecognize the health hazards associated with exposure to asbestos	All employees
77105908	Global Safety Short: Back Safety and Injury Prevention	Back Safety and Injury Preventionidentify ways to prevent back injuries	All employees
77105909	Global Safety Short: Bloodborne Pathogen Awareness	Bloodborne Pathogen Awarenessrecognize ways to prevent the spread of bloodborne pathogens	All employees
77105899	Global Safety Short: Chemical Safety Principles	Chemical Safety Principlesrecognize basic guidelines for working safely around workplace chemicals	All employees
77105910	Global Safety Short: Confined Space Hazards	Confined Space Hazardsidentify the hazards of working in a confined space	All employees
77113223	Global Safety Short: Coronaviruses and COVID-19 (English)	Coronaviruses and COVID-19identify those at a higher risk than the general population for contracting COVID-19 identify precautions to take to protect yourself and others identify best practices to use when washing your hands to protect yourself and others from exposure to infectious germs	All employees
77105902	Global Safety Short: Electrical Safety Principles	Electrical Safety Principlesrecognize electrical hazards in the workplace	All employees
77105903	Global Safety Short: Emergency and Disaster Preparedness	Emergency and Disaster Preparednessidentify employee responsibilities in responding to an emergency	All employees
77105904	Global Safety Short: Ergonomics for Safety	Ergonomics for Safetyidentify the main ergonomic risk factors associated with work tasks	All employees
77105906	Global Safety Short: Fall Protection	Fall Protectionidentify fall from height hazards in the workplace	All employees
77105900	Global Safety Short: Fire Safety Principles	Fire Safety Principlesidentify basic fire safety principles	All employees
77106857	Global Safety Short: Forklift Trucks in the Workplace	Forklift Trucks in the Workplacerecognize basic guidelines for the safe operation and maintenance of forklift trucks	All employees

77105911	Global Safety Short: Hand and Power Tool Safety	Hand and Power Tool Safetyrecognize the five basic safety rules to prevent hazards when using tools	All employees
77105907	Global Safety Short: Hearing Conservation	Hearing Conservationrecognize the most important thing you can do to protect your hearing on the job	All employees
77106988	Global Safety Short: Ladder Safety	Ladder Safetyrecognize the basic safety rules for using ladders	All employees
77105912	Global Safety Short: Lockout and Tagout Guidelines	Lockout and Tagout Guidelinesidentify lockout and tagout guidelines	All employees
77105913	Global Safety Short: Machine Guarding Principles	Machine Guarding Principlesrecognize descriptions of different types of safety guards and devices	All employees
77105914	Global Safety Short: Manual Handling	Manual Handlingrecognize the causes of injury arising from manual handling	All employees
77105905	Global Safety Short: Personal Protective Equipment	Personal Protective Equipmentrecognize examples of personal protective equipment used to protect specific parts of the body	All employees
77106989	Global Safety Short: Respiratory Protection Awareness	Respiratory Protection Awarenessidentify examples of respiratory hazards that may occur in the workplace	All employees
77105901	Global Safety Short: Slips, Trips, and Falls	Slips, Trips, and Fallsidentify precautions you can take to minimize your own chances of slipping, tripping, or falling at work	All employees
77114556	Global Workplace Harassment Prevention for Employees (Retired)	Acting with Respectrecognize your duty as an employee to treat your coworkers with respect recognize the principles of respectful behavior in the workplace recognize situations that may give rise to inappropriate behavior recognize the principles of respect to avoid unacceptable social behaviors in the workplace recognize the benefits of treating people with respect at work choose to act respectfully when interacting with others demonstrate respect towards your colleagues in the workplace	Employees
77114557	Global Workplace Harassment Prevention for Managers (Retired)	Supporting a Respectful Workplacerecognize your duty as a manager to treat all employees with respect and your role in creating a globally respectful workplace recognize the principles of respectful behavior recognize situations that may give rise to inappropriate behavior recognize the benefits of creating a respectful workplace recognize and respond appropriately to harassment or disrespectful behavior and recognize the benefits of a respectful workplace recognize your role in creating a respectful workplace recognize and deal with inappropriate behavior in the workplace recognize when to intervene in a potential harassment situation and how to address inappropriate behavior in the workplace	Managers

77112655	Global Workplace Safety Orientation (Customizable)	Workplace Safetyidentify your responsibilities related to safety in the workplace recognize basic guidelines for working safely around workplace chemicals identify basic fire safety principles identify precautions you can take to minimize your own chances of slipping, tripping, or falling at work recognize electrical hazards in the workplace identify employee responsibilities in responding to an emergency identify the main ergonomic risk factors associated with work tasks recognize examples of personal protective equipment used to protect specific parts of the body identify fall from height hazards in the workplace recognize the most important thing you can do to protect your hearing on the job identify ways to prevent back injuries recognize ways to prevent the spread of bloodborne pathogens identify the hazards of working in a confined space recognize the five basic safety rules to prevent hazards when using tools identify lockout and tagout guidelines recognize descriptions of different types of safety guards and devices recognize the causes of injury arising from manual handling recognize the health hazards associated with exposure to asbestos recognize basic guidelines for the safe operation and maintenance of forklift trucks recognize the basic safety rules for using ladders identify examples of respiratory hazards that may occur in the workplace	All employees
77094388	Globally Harmonized System of Classification and Labeling of Chemicals (GHS)	Understanding GHS Hazard Communicationidentify the goals of the GHS identify how the GHS will be implemented categorize physical, health, and environmental hazards identify the standard label elements interpret hazard information in a GHS label describe how transport labels differ from standard GHS labels describe key concepts related to safety data sheets	All employees
1036703	Golf Cart Safety		
77114569	Golf Cart Safety	Safely Operate and Maintain Golf Cartsidentify operational hazards associated with golf cart driving identify safe practices to follow before you drive a golf cart identify safe golf cart driving practices recognize unsafe golf cart driving practices identify basic precautions when refueling a golf cart	Employees who operate golf carts while performing their job duties
77105311	Google Hangouts Meet: Using Hangouts Meet on the Web	Google Hangouts Meet: Using Hangouts Meet on the Websign into the Google Hangouts Meet web app navigate the Google Hangouts Meet web app start a new meeting with the Google Hangouts Meet web app invite people to your meetings on the Google Hangouts Meet web app schedule a meeting via Google Calendar for your Google Hangouts Meet web app join a meeting via the Google Hangouts Meet web app enable and disable audio on your Google Hangouts Meet web app enable and disable video on your Google Hangouts Meet web app share your screen via the Google Hangouts Meet web app use the chat feature of the Google Hangouts Meet web app	

1901109000	Government Ethics	Ethical Guidelines for Government Employeesidentify the OGE's general ethical standards identify OGE standards related to property, gifts, and conflicts of interest identify OGE standards related to impartiality, misuse of position, and outside employment recognize the ethical standards government employees must adhere to	Federal government and agency employees; supervisors and managers of federal employees; employees who buy goods and services from the private sector for the federal government; and employees who deal with members of the public looking to obtain permits, licenses, and address other regulatory needs
1022000000	Hand and Power Tool Safety	Working Safely with Toolsidentify basic rules to safely use hand and power tools identify specific hazards and safety controls associated with certain hand tools identify general power tool safety precautions identify the ways guards provide protection to operators identify tools that must be equipped with a momentary switch identify specific hazards and ways to work safely with electric tools identify proper procedure when using a grinder identify specific hazards and ways to use pneumatic tools identify specific hazards and controls related to the use of powder-actuated tools identify specific control measures related to the use of hydraulic jacks	All employees who work with hand and power tools
77101859	Hand and Power Tool Safety Impact: Electrical Tools	Electrical Toolsunderstand the credentials of the subject matter expert control these risks of working with electrical tools reflect on what you've learned	All employees who work with hand and power tools
77101858	Hand and Power Tool Safety Impact: Grinders	Grindersunderstand the credentials of the subject matter expert recognize the hazards associated with grinders reflect on what you've learned	All employees who work with hand and power tools
77101219	Hand and Power Tool Safety Impact: Hazards and Controls	Hazards and Controlsunderstand the credentials of the subject matter expert identify the controls that protect workers from hand and power tool hazards reflect on what you've learned	All employees who work with hand and power tools
77101221	Hand and Power Tool Safety Impact: Pneumatic Tools	Pneumatic Toolsunderstand the credentials of the subject matter expert protect yourself against the hazards associated with pneumatic tools reflect on what you've learned	All employees who work with hand and power tools
77101222	Hand and Power Tool Safety Impact: Powder-actuated Tools	Powder-actuated Toolsunderstand the credentials of the subject matter expert recognize the hazards associated with powder-actuated tools reflect on what you've learned	All employees who work with hand and power tools
77101220	Hand and Power Tool Safety Impact: Specific Hazards	Specific Hazardsunderstand the credentials of the subject matter expert identify specific hazards associated with hand and power tools reflect on what you've learned	All employees who work with hand and power tools

77114190	Handling Hazardous Drugs	Handling Hazardous Drugsidentify the potential dangers of hazardous drugs identify precautions to take when handling hazardous drugs identify the aspects of a hazard communication program recognize the training needed for employees handling hazardous drugs identify the dangers of hazardous drugs and effective communication and training procedures identify the elements of a drug safety and health plan identify control measures to protect employees from potential exposure identify actions to take in the event of exposure or release recognize procedures for effective waste disposal identify the elements of a drug safety and health plan and emergency procedures to follow identify the proper procedures to take receipt of, store, and transport hazardous drugs identify when screenings should take place identify the purpose of medical screening identify the procedures for receiving and storing hazardous drugs as well as medical screening	Healthcare workers and related support staff who are involved in any aspect of the handling of hazardous drugs
77112394	Harassment Prevention for California Employees – Office 2 (Retired)	Workplace Harassment California Employeesobserve workplace harassment in action identify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment identify federal laws that prohibit harassment in the workplace identify protected classes covered under federal law identify protected classes covered under California law recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur recognize how California harassment standards differ from federal law avoid behaviors that could be considered retaliation for harassment describe the purpose and role of your company's harassment policies recognize ways a bystander can intervene in a harassment situation identify abusive conduct as defined by California law respond to harassment if you are being harassed identify key considerations related to harassment that occurs outside of work or after hours recognize the types of penalties companies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize the things you can do to help keep your workplace harassment-free recognize your role in preventing workplace harassment	Employees in California

77112397	Harassment Prevention for California Managers – Office 2 (Retired)	Workplace Harassment California Managersobserve workplace harassment in action identify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment identify federal laws that prohibit harassment in the workplace identify protected classes covered under federal law identify protected classes covered under California law recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur recognize how California harassment standards differ from federal law avoid behaviors that could be considered retaliation for harassment deal proactively with harassment or behavior that could lead to harassment describe the purpose and role of your company's harassment policies recognize ways a bystander can intervene in a harassment situation recognize your responsibilities when receiving a harassment complaint explain the concept of limited confidentiality deal proactively with harassment or behavior that could lead to harassment and handle complaints explain the internal investigation process identify abusive conduct as defined by California law respond to harassment if you are being harassed identify key considerations related to harassment that occurs outside of work or after hours recognize how to handle various harassment situations you may encounter as a manager identify the possible legal consequences resulting from vicarious liability identify the potential consequences if a manager harasses an employee recognize the types of penalties companies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize what happens when an employee files a complaint with an external agency take appropriate action if you're accused of harassment recognize the importance of your role as a manager or supervisor and its effect on the workplace	Managers and supervisors in California

77119232	Harassment Prevention for Chicago Employees (Retired)	Workplace Harassment Chicago Employeesidentify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment identify federal laws that prohibit harassment in the workplace identify protected classes covered under federal law recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur recognize the types of behavior that contribute to hostile environment sexual harassment identify and avoid behaviors that could be considered retaliation for harassment recognize ways a bystander can intervene in a harassment situation recognize how much it can mean to a person if you intervene when you see a coworker being harassed respond to harassment if you are being harassed deal proactively with harassment or behavior that could lead to harassment and handle complaints explain the internal investigation process identify key considerations related to harassment that occurs outside of work or after hours recognize the types of penalties companies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize the things you can do to help keep your workplace harassment-free recognize your role in preventing workplace harassment	Employees in Chicago

77119233	Harassment Prevention for Chicago Managers (Retired)	Workplace Harassment Chicago Managersidentify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment identify federal laws that prohibit harassment in the workplace identify protected classes covered under federal law recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur recognize the types of behavior that contribute to hostile environment sexual harassment identify and avoid behaviors that could be considered retaliation for harassment deal proactively with harassment or behavior that could lead to harassment describe the purpose and role of your company's harassment policies recognize ways a bystander can intervene in a harassment situation recognize how much it can mean to a person if you intervene when you see a coworker being harassed recognize your responsibilities when receiving a harassment complaint explain the concept of limited confidentiality deal proactively with harassment or behavior that could lead to harassment and handle complaints respond to harassment if you are being harassed explain the internal investigation process identify key considerations related to harassment that occurs outside of work or after hours recognize the importance of reporting harassing behavior you experience in the workplace recognize how to handle various harassment situations you may encounter as a manager identify the potential consequences if a manager harasses an employee identify the possible legal consequences resulting from vicarious liability recognize the types of penalties companies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize the importance of your role as a manager or supervisor and its effect on the workplace recognize your role in preventing workplace harassment	Managers and supervisors in Chicago

77112156	Harassment Prevention for Connecticut Employees – Office 2 (Retired)	Workplace Harassment Connecticut Employeesobserve workplace harassment in action identify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment recognize the importance of reporting harassing behavior you experience in the workplace identify federal laws that prohibit harassment in the workplace identify protected classes covered under federal law identify protected classes covered under Connecticut law recognize that protection from discrimination on the basis of sex applies to everyone recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur recognize the types of behavior that contribute to hostile environment sexual harassment avoid behaviors that could be considered retaliation for harassment recognize what retaliation for reporting harassment might look like describe the purpose and role of your company's harassment policies recognize ways a bystander can intervene in a harassment situation recognize how much it can mean to a person if you intervene when you see a coworker being harassed explain the internal investigation process respond to harassment if you are being harassed identify key considerations related to harassment that occurs outside of work or after hours recognize situations that contribute to workplace harassment based on race and national origin recognize the types of penalties companies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize what happens when an employee files a complaint with an external agency recognize the things you can do to help keep your workplace harassment-free recognize your role in preventing workplace harassment	Employees in Connecticut

77112159	Harassment Prevention for Connecticut Managers – Office 2 (Retired)	Workplace Harassment Connecticut Managersobserve workplace harassment in action identify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment identify federal laws that prohibit harassment in the workplace identify protected classes covered under federal law identify protected classes covered under Connecticut law recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur avoid behaviors that could be considered retaliation for harassment deal proactively with harassment or behavior that could lead to harassment describe the purpose and role of your company's harassment policies recognize ways a bystander can intervene in a harassment situation recognize your responsibilities when receiving a harassment complaint explain the concept of limited confidentiality deal proactively with harassment or behavior that could lead to harassment and handle complaints explain the internal investigation process respond to harassment if you are being harassed identify key considerations related to harassment that occurs outside of work or after hours recognize how to handle various harassment situations you may encounter as a manager identify the possible legal consequences resulting from vicarious liability identify the potential consequences if a manager harasses an employee recognize the types of penalties companies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize what happens when an employee files a complaint with an external agency take appropriate action if you're accused of harassment recognize the importance of your role as a manager or supervisor and its effect on the workplace recognize your role in preventing workplace harassment	Managers and supervisors in Connecticut
77112498	Harassment Prevention for Delaware Employees – Office 2 (Retired)	Workplace Harassment Delaware Employeesidentify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment identify federal laws that prohibit harassment in the workplace identify protected classes covered under federal law recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur avoid behaviors that could be considered retaliation for harassment recognize ways a bystander can intervene in a harassment situation respond to harassment if you are being harassed identify key considerations related to harassment that occurs outside of work or after hours recognize the types of penalties companies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize the things you can do to help keep your workplace harassment-free recognize your role in preventing workplace harassment	Employees in Delaware

77112501	Harassment Prevention for Delaware Managers – Office 2 (Retired)	Workplace Harassment Delaware Managersidentify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment identify federal laws that prohibit harassment in the workplace identify protected classes covered under federal law recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur avoid behaviors that could be considered retaliation for harassment deal proactively with harassment or behavior that could lead to harassment recognize ways a bystander can intervene in a harassment situation recognize your responsibilities when receiving a harassment complaint explain the concept of limited confidentiality deal proactively with harassment or behavior that could lead to harassment and handle complaints respond to harassment if you are being harassed identify key considerations related to harassment that occurs outside of work or after hours recognize how to handle various harassment situations you may encounter as a manager identify the potential consequences if a manager harasses an employee identify the possible legal consequences resulting from vicarious liability recognize the types of penalties companies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize the importance of your role as a manager or supervisor and its effect on the workplace recognize your role in preventing workplace harassment	Managers and supervisors in Delaware
77096421	Harassment Prevention for Employees - Higher Education Edition	Workplace Harassmentrecognize the characteristics that are protected from unlawful discriminatory harassment under various federal and state laws match each federal law that forms the legal basis for preventing harassment in the workplace with the group or class it protects identify examples of behaviors that may constitute harassment recognize the benefits to be gained from being aware of harassment in your workplace identify appropriate actions to take if you are harassed at work	All associates or employees within an institution of higher education
77096423	Harassment Prevention for Employees - State and Local Government Edition	Workplace Harassmentidentify characteristics that are protected from unlawful discriminatory harassment under various federal and state laws match each federal law that forms the legal basis for preventing harassment in the workplace with the group or class it protects identify examples of behaviors that may constitute harassment recognize the benefits to be gained from being aware of harassment in your workplace identify appropriate actions to take if you are harassed at work	Individuals who work for a state or local government

77112238	Harassment Prevention for Illinois Employees – Office 2	Workplace Harassment Illinois Employeesidentify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment identify federal laws that prohibit harassment in the workplace identify protected classes covered under federal law recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur avoid behaviors that could be considered retaliation for harassment recognize ways a bystander can intervene in a harassment situation respond to harassment if you are being harassed explain the internal investigation process identify key considerations related to harassment that occurs outside of work or after hours recognize the types of penalties companies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize the things you can do to help keep your workplace harassment-free recognize your role in preventing workplace harassment	Employees in Illinois
77112241	Harassment Prevention for Illinois Managers – Office 2	Workplace Harassment Illinois Managersidentify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment identify federal laws that prohibit harassment in the workplace identify protected classes covered under federal law recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur avoid behaviors that could be considered retaliation for harassment deal proactively with harassment or behavior that could lead to harassment recognize ways a bystander can intervene in a harassment situation recognize your responsibilities when receiving a harassment complaint explain the concept of limited confidentiality deal proactively with harassment or behavior that could lead to harassment and handle complaints respond to harassment if you are being harassed explain the internal investigation process identify key considerations related to harassment that occurs outside of work or after hours recognize how to handle various harassment situations you may encounter as a manager identify the potential consequences if a manager harasses an employee identify the possible legal consequences resulting from vicarious liability recognize the types of penalties companies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize the importance of your role as a manager or supervisor and its effect on the workplace recognize your role in preventing workplace harassment	Managers and supervisors in Illinois

77112513	Harassment Prevention for Maine Employees – Office 2 (Retired)	Workplace Harassment Maine Employeesidentify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment identify federal laws that prohibit harassment in the workplace identify protected classes covered under federal law identify protected classes covered under Maine law recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur avoid behaviors that could be considered retaliation for harassment recognize ways a bystander can intervene in a harassment situation respond to harassment if you are being harassed identify key considerations related to harassment that occurs outside of work or after hours recognize the types of penalties companies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize the things you can do to help keep your workplace harassment-free recognize your role in preventing workplace harassment	Employees in Maine
77112516	Harassment Prevention for Maine Managers – Office 2 (Retired)	Workplace Harassment Maine Managersidentify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment identify federal laws that prohibit harassment in the workplace identify protected classes covered under federal law identify protected classes covered under Maine law recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur avoid behaviors that could be considered retaliation for harassment deal proactively with harassment or behavior that could lead to harassment recognize ways a bystander can intervene in a harassment situation recognize your responsibilities when receiving a harassment complaint explain the concept of limited confidentiality deal proactively with harassment or behavior that could lead to harassment and handle complaints respond to harassment if you are being harassed identify key considerations related to harassment that occurs outside of work or after hours recognize how to handle various harassment situations you may encounter as a manager identify the potential consequences if a manager harasses an employee identify the possible legal consequences resulting from vicarious liability recognize the types of penalties companies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize the importance of your role as a manager or supervisor and its effect on the workplace recognize your role in preventing workplace harassment	Managers and supervisors in Maine

77096422	Harassment Prevention for Managers - Higher Education Edition	Harassment in the Workplacerecognize when conduct in the workplace constitutes unlawful harassment determine whether actions taken by a supervisor or manager could be construed as a tangible employment actionAddressing Harassmentproactively deal with harassment before it escalates into a complaint recognize your role in creating a culture of respect and a work environment free from harassment recognize the appropriate action to take when an associate brings a harassment complaint to your attention	Supervisors and managers within an institution of higher education
77096557	Harassment Prevention for Managers - State and Local Government Edition	Harassment in the Workplacerecognize when conduct in the workplace constitutes unlawful harassment determine whether actions taken by a supervisor or manager could be construed as a tangible employment actionAddressing Harassmentproactively deal with harassment before it escalates into a complaint recognize your role in creating a culture of respect and a work environment free from harassment recognize the appropriate action to take when an employee brings a harassment complaint to your attention	Supervisors and managers who work for state or local government
77111837	Harassment Prevention for New York State & New York City Employees – Office 2 (Retired)	Workplace Harassment New York State & New York City Employeesidentify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment identify federal laws that prohibit harassment in the workplace identify protected classes covered under federal law identify protected classes covered under New York law recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur avoid behaviors that could be considered retaliation for harassment recognize ways a bystander can intervene in a harassment situation respond to harassment if you are being harassed identify key considerations related to harassment that occurs outside of work or after hours recognize the types of penalties companies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize the things you can do to help keep your workplace harassment-free recognize your role in preventing workplace harassment	Employees in New York State and New York City

77111838	Harassment Prevention for New York State & New York City Managers – Office 2 (Retired)	Workplace Harassment New York State & New York City Managersidentify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment identify federal laws that prohibit harassment in the workplace identify protected classes covered under federal law identify protected classes covered under New York law recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur avoid behaviors that could be considered retaliation for harassment deal proactively with harassment or behavior that could lead to harassment recognize ways a bystander can intervene in a harassment situation recognize your responsibilities when receiving a harassment complaint explain the concept of limited confidentiality deal proactively with harassment or behavior that could lead to harassment and handle complaints respond to harassment if you are being harassed identify key considerations related to harassment that occurs outside of work or after hours recognize how to handle various harassment situations you may encounter as a manager identify the potential consequences if a manager harasses an employee identify the possible legal consequences resulting from vicarious liability recognize the types of penalties companies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize the importance of your role as a manager or supervisor and its effect on the workplace recognize your role in preventing workplace harassment	Managers and supervisors in New York State and New York City
77112504	Harassment Prevention for US Employees – Office 2 (Retired)	Workplace Harassment US Employeesidentify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment identify federal laws that prohibit harassment in the workplace identify protected classes covered under federal law recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur avoid behaviors that could be considered retaliation for harassment recognize ways a bystander can intervene in a harassment situation respond to harassment if you are being harassed identify key considerations related to harassment that occurs outside of work or after hours recognize the types of penalties companies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize the things you can do to help keep your workplace harassment-free recognize your role in preventing workplace harassment	Employees in the US

77112507	Harassment Prevention for US Managers – Office 2 (Retired)	Workplace Harassment US Managersidentify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment identify federal laws that prohibit harassment in the workplace identify protected classes covered under federal law recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur avoid behaviors that could be considered retaliation for harassment deal proactively with harassment or behavior that could lead to harassment recognize ways a bystander can intervene in a harassment situation recognize your responsibilities when receiving a harassment complaint explain the concept of limited confidentiality deal proactively with harassment or behavior that could lead to harassment and handle complaints respond to harassment if you are being harassed identify key considerations related to harassment that occurs outside of work or after hours recognize how to handle various harassment situations you may encounter as a manager identify the potential consequences if a manager harasses an employee identify the possible legal consequences resulting from vicarious liability recognize the types of penalties companies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize the importance of your role as a manager or supervisor and its effect on the workplace recognize your role in preventing workplace harassment	Managers and supervisors in the US
77116873	Harassment Short: LGBTQ+ Protections against Discrimination and Harassment	LGBTQ+ Harassment and Discriminationrecall the conversation at the dinner party recognize and avoid engaging in behaviors that are discriminatory or harassing toward LGBTQ+ persons recognize and avoid engaging in behaviors that are discriminatory or harassing toward LGBTQ+ persons	All employees

77116842	Harassment Short: Preventing Workplace Violence	Understanding Violence in the Workplacerecognize early warning signs of the potential for violent behavior	Employees in US workplaces
77116872	Harassment Short: Racial Discrimination and Harassment	Racial Discrimination and Harassmentto become aware of the harms of race-based discrimination and harassment to become aware of the harms of race-based discrimination and harassment	All employees
77112161	Harassment: Bystander Intervention for Employees (Retired)	Bystander Intervention for Employeesintervene safely when you see a situation that goes against the norms of the community recognize ways to intervene safely when you see someone being harassed	All employees
77112160	Harassment: Bystander Intervention for Managers (Retired)	Bystander Intervention for Managersintervene safely when you see a situation that goes against the norms of the community recognize ways to intervene safely when you see someone being harassed	Managers and supervisors
77101098	Hatch Act Overview	The Hatch Actdescribe the purpose of the Hatch Act identify prohibited activities for Less Restricted and Further Restricted employees recognize permissible activities in which less restricted and further restricted employees can participate recognize the essential provisions of the Hatch Act	US federal agency employees

1049000000	Hazard Communication (HAZWOPER)	Hazard Communicationidentify the routes of chemical entry into the body define terms associated with the physical and health hazards of chemicals interpret information, including numeric codes, on chemical warning labels recognize key concepts about Safety Data Sheets recognize the appropriate controls for reducing or eliminating contact with hazardous materials in the workplace	Employees and employers who work with hazardous chemicals
77100732	Hazard Communication Impact: Health Hazards	Health Hazardsunderstand the credentials of the subject matter expert learn about common health effects of chemical hazards reflect on what you've learned	Employees and employers who work with hazardous chemicals
77100703	Hazard Communication Impact: Physical Hazards	Physical Hazardsunderstand the credentials of the subject matter expert learn some typical physical hazards of chemicals reflect on what you've learned	Employees and employers who work with hazardous chemicals
77100705	Hazard Communication Impact: Reducing and Eliminating Contact with Chemicals	Reducing and Eliminating Contact with Chemicalsunderstand the credentials of the subject matter expert recognize how to reduce exposure to chemicals in the workplace reflect on what you've learned	Employees and employers who work with hazardous chemicals
77100731	Hazard Communication Impact: Routes of Chemical Entry	Routes of Chemical Entryunderstand the credentials of the subject matter expert Employees and employers who work with hazardous chemicals reflect on what you've learned	Employees and employers who work with hazardous chemicals
77100704	Hazard Communication Impact: Safety Data Sheets	Safety Data Sheetsunderstand the credentials of the subject matter expert identify what information is contained in a chemical Safety Data Sheet reflect on what you've learned	Employees and employers who work with hazardous chemicals
77100783	Hazard Communication Impact: Warning Labels	Warning Labelsunderstand the credentials of the subject matter expert recognize different types of chemical warning labels reflect on what you've learned	Employees and employers who work with hazardous chemicals
77119186	Hazard Communication in the Office: An Employee's Right to Understand 2.0	Hazard Communicationidentify the routes of chemical entry into the body define terms associated with the physical and health hazards of chemicals interpret information, including numeric codes, on chemical warning labels recognize key concepts about Safety Data Sheets recognize the appropriate controls for reducing or eliminating contact with hazardous materials in the workplace	Office employees and employers who work with hazardous chemicals
77105545	Hazard Communication: An Employee's Right to Understand 2.0	Hazard Communicationidentify the routes of chemical entry into the body define terms associated with the physical and health hazards of chemicals interpret information, including numeric codes, on chemical warning labels recognize key concepts about Safety Data Sheets recognize the appropriate controls for reducing or eliminating contact with hazardous materials in the workplace	Employees and employers who work with hazardous chemicals
77100711	Hazard Communication: An Employee's Right to Understand 2.0 - Cal/OSHA	Hazard Communicationidentify the routes of chemical entry into the body define terms associated with the physical and health hazards of chemicals interpret information, including numeric codes, on chemical warning labels recognize key concepts about Safety Data Sheets recognize the appropriate controls for reducing or eliminating contact with hazardous materials in the workplace	Employees and employers who work with hazardous chemicals

1008000000	Hazardous Material Handling and Storage	Hazardous Material Handling and Storageidentify safe lifting techniques when manually handling an object identify what to look for during a visual inspection of a drum identify safe handling procedures when working with drums and containers specify the proper handling and use of types of compressed gas cylinders identify the proper procedures for transporting compressed gas cylinders identify the proper handling of compressed gas cylinders that are no longer needed identify the special precautions for storing compressed gas cylinders (untested) identify materials that may be flammable and/or combustible identify safe handling and storage methods	Persons who will be moving or handling hazardous chemical, gases, and objects in and around the workplace
77100853	Hazardous Material Handling and Storage Impact: Drum and Container Hazards	Drum and Container Hazardsunderstand the credentials of the subject matter expert identify hazards associated with handling drums and containers reflect on what you've learned	Persons who will be moving or handling objects in and around the workplace
77100854	Hazardous Material Handling and Storage Impact: Handling Drums and Containers	Handling Drums and Containersunderstand the credentials of the subject matter expert identify safe handling procedures when working with drums and containers reflect on what you've learned	Persons who will be moving or handling objects in and around the workplace
77100855	Hazardous Material Handling and Storage Impact: Handling Gas Cylinders	Handling Gas Cylindersunderstand the credentials of the subject matter expert Identify best practices for handling and using compressed gas cylinders reflect on what you've learned	Persons who will be moving or handling objects in and around the workplace
77100852	Hazardous Material Handling and Storage Impact: Lifting Techniques	Lifting Techniquesunderstand the credentials of the subject matter expert identify safe lifting techniques reflect on what you've learned	Persons who will be moving or handling objects in and around the workplace
77100857	Hazardous Material Handling and Storage Impact: Routine Maintenance	Routine Maintenanceunderstand the credentials of the subject matter expert identify safe handling and moving practices when performing routine maintenance reflect on what you've learned	Persons who will be moving or handling objects in and around the workplace
77100856	Hazardous Material Handling and Storage Impact: Transporting Gas Cylinders	Transporting Gas Cylindersunderstand the credentials of the subject matter expert describe best practices for transporting and storing compressed gas cylinders reflect on what you've learned	Persons who will be moving or handling objects in and around the workplace
1013000000	Hazardous Materials and Spills in the Workplace	Hazardous Spills in the Workplaceidentify characteristics of hazardous materials recognize situations when spills are most likely to occur identify potential outcomes of a hazardous material release distinguish between the roles and responsibilities of personnel who respond to emergencies involving hazardous materials identify possible responses to a release of hazardous material identify the primary and secondary goals of spill control identify actions to take as part of the recommended procedures for spill and leak response |INS identify definitions of the terms 'containment' and 'confinement' |/INS identify the factors that influence how spills are controlled identify the proper steps to contain hazardous spills identify confinement methods for solids identify confinement methods for liquids identify confinement methods for gases and vapors	Regular hazardous waste site workers and managers

77101324	Hazardous Materials: Shipping Infectious Substances under DOT Regulations	Shipping Infectious Substancesrecognize the characteristics of a Category A infectious substance identify the appropriate shipping name and number for a DOT-regulated infectious substance identify Category A infectious substances and the appropriate shipping name and number for a DOT-regulated infectious substance recognize how to package and ship a Category A DOT-regulated infectious substance identify how to package and ship a Category A DOT-regulated infectious substance identify how to package and ship a Category B DOT-regulated infectious substance recognize how to package and ship a Category B DOT-regulated infectious substance recognize how to package and ship a regulated medical waste identify how to package and ship a regulated medical waste	All personnel performing pre-transportation functions for the shipment of infectious substances. Also, personnel physically loading or unloading infectious substances.
77104911	Hazardous Materials: Shipping Lithium Batteries by Air	Shipping Requirementsrecognize the hazards posed by lithium ion batteries recognize different categories of lithium battery shipments under the DOT and IATA regulations match packaging requirements for lithium ion batteries to different categories of shipments recognize labeling and marking requirements for lithium ion batteries to be shipped by air identify shipping paper requirements for shipping lithium ion batteries by air	Employees involved in the preparation and shipment of lithium ion batteries by air
77101157	Hazardous Materials: Shipping Lithium Batteries under DOT Exceptions via Highway	Shipping Lithium Batteriesrecognize the characteristics of lithium ion and lithium metal batteries identify the shipping conditions for batteries you ship identify characteristics and shipping details for lithium batteries recognize how to package and ship lithium batteries when the package meets the criteria for an exception identify the packaging and shipping requirements for a single laptop battery identify the marking and labeling requirements for shipping a lithium metal battery recognize the shipping requirements for lithium metal batteries identify the exceptions when shipping waste lithium batteries recognize the exceptions that apply when shipping lithium batteries for disposal or recycling	All personnel involved in the preparation and shipment of lithium batteries by highway
77100471	Hazardous Materials: Shipping Small Quantities of Hazardous Materials	Shipping Small Quantitiesrecognize the types of small quantity exceptions identify the types of small quantity exceptions identify the requirements and exceptions for shipping a limited quantity of hazardous material recognize the requirements and exceptions for shipping a limited quantity recognize how to package and ship a small quantity of a hazardous material that has no exceptions recognize how to ship a small quantity of a hazardous material with no exceptions identify the requirements for shipping samples of hazardous or potentially hazardous materials for testing recognize the requirements that apply when you are shipping a sample of potentially hazardous materials for testing	All employees involved in the packaging and other preparation, shipping, transport, and receipt of hazardous materials with basic knowledge of the DOT Hazardous Materials Table, hazard classes, and the general packaging, labeling, marking, and placarding requirements detailed in the DOT hazardous materials regulations
77093185	Hazardous Waste Generator (RCRA)	Hazardous Waste Generator (RCRA)define RCRA and outline its importance identify EPA standards for hazardous wastes identify characteristics of hazardous and non-hazardous wastes identify safe use of containers holding hazardous substances identify the types of accumulation areas identify controls for hazardous waste containers and container tracking	Personnel who as a part of their routine job duties generate, characterize, or accumulate hazardous waste

77096409	Hazardous Weather Driving for Commercial Vehicle Operators	Driving in Hazardous Weatherrecognize the precautions you should take when driving during rain and thunderstorms recognize techniques for dealing with a hydroplane identify the precautions for wet weather driving and recognize what to do in case of hydroplaning recognize the precautions you should take when driving in snowy conditions recognize how to install single truck tire snow chains on the correct tires recognize how to handle different types of skids recognize precautions for driving in snow and handling skids recognize the precautions you should take when driving in foggy conditions recognize the precautions you should take when driving in windy conditions recognize the precautions for driving in foggy and windy conditions	Operators of commercial vehicles and other large trucks
77096128	Hazards to Outdoor Workers	Hazards to Outdoor Workersrecognize strategies to prevent hearing loss and mitigate risk of injury while working outdoors identify the effects of extreme heat and ultraviolet light on outdoor workers identify hazards of extreme cold and ice based on their health effects recognize appropriate safety strategies for adverse weather conditions and earthquakes identify causes of and prevention techniques for vector-borne diseases identify how to avoid contact with poisonous plants identify strategies to avoid wildlife hazards	Employees who regularly work in outdoor environments
77105491	Hearing Conservation 2.0	Hearing Conservationidentify the effects of noise on hearing identify key components of OSHA's hearing conservation program identify key considerations for hearing protection identify the advantages and disadvantages of types of hearing protection	All personnel subject to the hearing conservation program
77101289	Hearing Conservation 2.0 - Cal/OSHA	Hearing Conservationidentify the effects of noise on hearing identify key components of Cal/OSHA's hearing conservation program identify key considerations for hearing protection identify the advantages and disadvantages of types of hearing protection	All personnel subject to the hearing conservation program
77100784	Hearing Conservation Impact: Effects of Noise on Hearing	Effects of Noise on Hearingunderstand the credentials of the subject matter expert recognize how noise exposure can affect the body reflect on what you've learned	All personnel subject to the hearing conservation program
77100706	Hearing Conservation Impact: Engineering and Administrative Controls	Engineering and Administrative Controlsunderstand the credentials of the subject matter expert describe the engineering and administrative controls used to control noise exposures reflect on what you've learned	All personnel subject to the hearing conservation program
77100733	Hearing Conservation Impact: Monitoring, Testing, and Training	Monitoring, Testing, and Trainingunderstand the credentials of the subject matter expert identify key components of a hearing conservation program reflect on what you've learned	All personnel subject to the hearing conservation program
77100736	Hearing Conservation Impact: Precautions When Using Hearing Protection	Precautions When Using Hearing Protectionunderstand the credentials of the subject matter expert To detect the signs, symptoms, and risk factors of musculoskeletal disorders in the workplace reflect on what you've learned	All personnel subject to the hearing conservation program
77100734	Hearing Conservation Impact: Selection, Use, and Care	Selection, Use, and Careunderstand the credentials of the subject matter expert understand the fundamentals of hearing conservation reflect on what you've learned	All personnel subject to the hearing conservation program
77100735	Hearing Conservation Impact: Types of Hearing Protection	Types of Hearing Protectionunderstand the credentials of the subject matter expert identify the various types of hearing protection reflect on what you've learned	identify the various types of hearing protection

1051000000	Heat and Cold Exposure Management (HAZWOPER)	Heat/Cold Exposure Management (HAZWOPER)identify symptoms of heat-related illnesses identify first aid measures for treating heat-related illnesses identify ways to stay healthy in the heat identify individual factors to avoid or reduce heat-related illness identify conditions and injuries that can result from exposure to cold temperatures and first aid measures to treat them identify measures for preventing cold-related illness and injury	Regular hazardous waste site workers and managers
77104942	Heat Illness Prevention for Supervisors – Cal/OSHA	Preventing Heat Illnessesidentify risk factors for heat illness match types of heat-related illness to their characteristic symptoms identify measures that can help to prevent heat illnesses in the workplace recognize employer responsibilities for preventing and treating heat-related illnesses identify special high heat requirements that apply in specific industries	All supervisors of personnel that may be required to work in hot environments
77119358	Heat Illness Prevention for Supervisors – OSHA National Emphasis Program	Heat Illness Prevention for Supervisorsidentify risk factors for heat-related illness recognize the risk factors for heat-related illness recognize the symptoms of heat-related illness identify measures that can help to prevent heat-related illnesses in the workplace identify the symptoms of and prevention measures for heat-related illness recognize employer responsibilities for preventing and treating heat-related illnesses identify special high-heat requirements that apply in specific industries identify employer responsibilities regarding heat-related illnesses and special high-heat requirements in specific industries	Supervisors of workers exposed to heat-related hazards in hot indoor environments and while performing strenuous outdoor activities
77100847	Heat Stress Impact: Precautions and Safe Work Practices	Precautions and Safe Work Practicesunderstand the credentials of the subject matter expert minimize the risk of heat stress reflect on what you've learned	All personnel that may be required to work in hot environments
77100845	Heat Stress Impact: Symptoms	Symptomsunderstand the credentials of the subject matter expert identify the symptoms of heat stress reflect on what you've learned	All personnel that may be required to work in hot environments
77100846	Heat Stress Impact: Treatment	Treatmentunderstand the credentials of the subject matter expert identify the proper response and treatment needed to combat heat stress reflect on what you've learned	All personnel that may be required to work in hot environments
77093187	Heat Stress Recognition and Prevention	Heat Stress Recognition and Preventionrecall the personal factors that may contribute to heat stress identify the signs and symptoms of heat-related illnesses identify first-aid treatments for heat-related illnesses identify preventive measures to minimize heat stress	All personnel that may be required to work in hot environments
77100662	Heat Stress Recognition and Prevention – Cal/OSHA	Heat Illness Preventionidentify how the body handles heat identify personal factors that may lead to heat stress define the signs and symptoms of heat-related illnesses identify first aid treatments for heat-related illnesses identify preventive measures to minimize heat stress identify employer responsibilities in relation to heat illness prevention	All personnel that may be required to work in hot environments

77094387	Hexavalent Chromium	Hexavalent Chromiumidentify industrial sources of hexavalent chromium recognize the ways hexavalent chromium exposure occurs recognize the health effects of hexavalent chromium exposure recognize the industrial sources of hexavalent chromium and identify the ways workers can be exposed as well as the health effects that can occur identify employer obligations in relation to hexavalent chromium monitoring recognize employer obligations regarding hexavalent chromium monitoring identify appropriate measures for controlling exposure to hexavalent chromium in the workplace recognize methods to control workplace exposure to hexavalent chromium recognize when medical surveillance is required identify PLHCP and employer requirements in relation to written medical records recognize when medical surveillance is required as well as PLHCP and employer requirements for written medical records	Any employee, manager, or supervisor whose normal job activities could result in exposure to hexavalent chromium
77096135	HIPAA – Privacy Rule for Business Associates	Privacy Rule for Business Associatesdetermine whether a given example is protected health information (PHI) or not recognize the importance of compliance with the Privacy Rule identify the key elements of the HIPAA Privacy Rule for business associates determine when it's appropriate to release protected health information and what information can be released identify best practices for working with protected health information identify what a breach is under HIPAA identify how to handle protected health information in accordance with the HIPAA Privacy Rule	Any employee of a business associate who handles PHI; not aimed at individuals within business associates who are responsible for establishing contracts with covered entities
77096136	HIPAA - Privacy Rule for Covered Entities	Privacy Rule for Covered Entitiesdetermine whether or not a given example is protected health information (PHI) recognize the importance of complying with privacy standards determine whether a PHI disclosure requires patient authorization identify your employer's policies for how to handle PHI identify best practices for working with protected health information identify the minimum necessary information to provide, given a request or need to disclose PHI identify the preferred response to a suspected violation of the Privacy Rule recognize how to handle protected health information in accordance with the HIPAA Privacy Rule	Any employee of a covered entity who handles PHI directly, or who interacts with business associates that handle PHI
77096137	HIPAA - Security Rule for Business Associates	Security Rule for Business Associatesrecognize the goals of HIPAA's Security Rule recognize why it's important to comply with the HIPAA Security Rule recognize examples of the types of safeguards required by the HIPAA Security Rule handle e-PHI appropriately, according to the HIPAA Security Rule identify security practices for e-mail and remote access identify how to safeguard electronic protected health information in accordance with the HIPAA Security Rule	Any employee of a business associate who handles electronic PHI
77096138	HIPAA - Security Rule for Covered Entities	Security Rule for Covered Entitiesrecognize the goals of the HIPAA Security Rule recognize the importance of complying with HIPAA's Security Rule identify examples of safeguards required by the HIPAA Security Rule identify how to handle e-PHI appropriately according to the HIPAA Security Rule identify how to handle electronic protected health information as required by the HIPAA Security Rule	Any employee of a covered entity who handles electronic PHI and is therefore responsible for its confidentiality, integrity, and security

77101292	HIPAA for Non-Medical Employers	HIPAA for Non-Medical Employersidentify what is and isn't PHI demonstrate an understanding of what is and isn't PHI recognize characteristics of a valid HIPAA authorization recognize how the minimum necessary standard applies to PHI use identify when PHI can be used or disclosed without an individual's authorization recognize when PHI can be used or disclosed without an individual's authorization, the characteristics of a valid HIPAA authorization, and how the minimum necessary standard applies to PHI use identify the individual's rights regarding their PHI recognize an individual's rights regarding their PHI	All employees who may, by reason of their job role, be required to handle PHI requests
77093190	HIPAA Privacy Essentials	Overview of HIPAAidentify key aspects of the HIPAA Administrative Simplification provisions recognize the HIPAA requirements Covered Entities and Business Associates must meet when handling PHI recognize key aspects of the HIPAA Administrative Simplification provisions and the requirements of Covered Entities and Business Associates identify examples of PHI identify the rights that apply to individuals under HIPAA describe the Minimum Necessary Rule describe the purpose of deidentifying PHI describe examples of PHI, what deidentification of PHI involves, and the rights and obligations for individuals and Covered Entities under HIPAA recognize the Covered Entitiy's notification requirement in the event of a data breach recognize the negative consequences for violations of HIPAA recognize the negative consequences for violations of HIPAA and the Covered Entity's notification in the event of a data breach	General employees
890005509	HIPAA Refresher		
77117084	Home Office: Ergonomics 2.0	Ergonomics in the Home Officeidentify characteristics of musculoskeletal disorders identify early signs and symptoms of musculoskeletal injuries identify exposures in the home office associated with musculoskeletal disorders identify characteristics, signs, symptoms, and exposures in the home office related to musculoskeletal disorders identify practices that can cause back injuries identify actions for controlling ergonomic exposures in order to reduce or eliminate musculoskeletal disorders identify ways to modify or adjust home office equipment to reduce exposures identify ways to prevent back injuries and actions to control ergonomic exposures	All persons who have work activities in home office settings, use computer workstations, or participate in activities involving light lifting, repetitive motions, or other procedures that may be related to MSDs; employers who may be responsible for implementing ergonomics programs
77117230	Home Office: Fire and Emergencies 2.0	Fire Safety and Preventionidentify the elements that combine to create fire recognize ways to prevent fires at home identify the elements that combine to create fire and recognize how to prevent house fires identify how to respond to fire emergencies recognize how to select and use a fire extinguisher recognize requirements for evacuating home structure premises in case of fire recognize actions to take to effectively respond to a fire in a home office environment	Employees who work in a home office

77116914	Home Office: Greener Spaces	Creating a Green Home Officerecognize ways to contribute to sustainability in the home office recognize ways to set up a sustainable home office recognize actions to reduce home office paper waste recognize actions to reduce nonpaper waste recognize actions to minimize energy usage in the home office recognize ways to reduce energy use	All employees who are working from a home office
77117085	Home Office: Safety Awareness 2.0	Home Office Safetyrecognize how to improve your situational awareness to maintain home office safety identify symptoms resulting from ergonomic hazards identify ways to reduce the chances of developing ergonomic injuries at your home-based workstation identify ways to prevent accidents in the home office identify practices that will help you avoid fall injuries identify ergonomic hazards and how to prevent them, as well as how to prevent home office accidents and injuries identify ways to avoid the risk of electrical injury identify how to avoid eyestrain identify methods to protect yourself against injury from electrical equipment and prevent eyestrain	Personnel working in home office environments
77116982	Home Office: Security	Home Office Securityidentify general security guidelines and best practices recognize how to deal with trespassers and unknown persons on your property identify cybersecurity guidelines and best practices recognize best practices for ensuring safety at home, dealing with trespassers, and ensuring cybersecurity recognize ways to deal with domestic violence identify appropriate steps to take in the event of a fire or explosion recognize appropriate actions to take in the event of an evacuation recognize actions to take during shelter-in-place emergencies recognize actions to take to deal with domestic violence, fires, and evacuations	All employees working from a home office
77117231	Home Office: Slips, Trips, and Falls 2.0	Slip, Trip, and Fall Hazardsidentify fall hazard conditions in the home office environment identify safe practices for ladder use identify the common causes of falls and how to avoid injuries when using ladders identify ways to minimize walkway hazards identify ways to prevent injuries on stairs identify how to avoid injuries when using walkways and stairs	All personnel exposed to potential slip, trip, and fall hazards while working in a home office environment
1233000000	Hot Work Permits	Hot Work Permitsidentify types of areas where hot work is performed recognize key concepts about hot work permits and programs describe the primary responsibilities of the Permit Authorizing Individual (PAI) in a compliant hot work permit program describe the primary responsibilities of the supervisor in a hot work permit program describe the primary responsibilities of the hot work operator in a hot work permit program describe the primary responsibilities of the fire watch in a hot work permit program identify controls used to minimize fire and injury risks associated with combustible materials identify accurate statements about ways to minimize risks from hazardous atmospheres when working in hot work areas identify accurate statements about fire-related hazard controls (sprinklers, fire alarms, and fire extinguishers)	All personnel involved in hot work operations

77105898	Housekeeping on the Job	Maintaining a Safe Working Environmentrecognize employee responsibilities for ensuring good housekeeping on the job recognize walking and working surface hazards that can be reduced through good housekeeping practices follow housekeeping practices for the safe storage and handling of materials in the workplace recognize practices that support the safe management of waste or respond appropriately to hazards associated with the management of waste address the spillage of a hazardous or infectious material in the workplace recognize housekeeping goals that support fire prevention plans in the workplace	All employees
77113980	Human Trafficking Awareness	Human Trafficking Awarenessidentify key principles about what human trafficking involves recognize the types of activities that are associated with human trafficking recognize the common indicators that a person may be a victim of human trafficking identify the protocol for reporting suspicions you may have that human trafficking may be occurring in your place of employment identify the legal protections afforded to victims of human trafficking recognize the signs that could indicate human trafficking activities may be occurring in your place of employment and take appropriate action to report suspicions and concerns	Employees in the hospitality industry
77101142	Human Trafficking Awareness for Employees of Federal Contractors	Human Trafficking Awarenessidentify activities prohibited under Combating Trafficking in Persons regulations identify prohibited employment activities when performing federal government contracts identify possible indicators of trafficking in persons recognize the obligations of employees of US federal contractors with regard to reporting human trafficking recognize prohibited employment actions and obligations to report suspected human trafficking	All agents and employees of organizations with US government contracts or subcontracts
1195000000	Hydrogen Sulfide	Hydrogen Sulfideidentify characteristics of hydrogen sulfide identify symptoms of exposure to hydrogen sulfide identify hazardous effects of hydrogen sulfide identify hazardous exposure limits for hydrogen sulfide identify hydrogen sulfide detection equipment and methods identify precautions to take during an emergency	Personnel working with or around hydrogen sulfide gas

1820170000	I-9 Compliance: Verifying Employment Eligibility of US and Non-US Citizens	I-9 Compliancedetermine who must complete an I-9 form in a given scenario determine who must complete an I-9 form recognize information to be filled out by an employee in section 1 of form 1-9 identify information to be filled out by an employee in section 1 of form I-9 recognize acceptable documentation to verify an employee's identify and eligibility for employment review an I-9 form and make sure it has been completed correctly for a given employee identify steps employers must take when filling out and verifying the I-9 form identify acceptable documentation employees can use to verify identity and eligibility for employment identify situations that represent unlawful discriminatory practices related to I-9 compliance identify situations that represent discriminatory practices identify employer requirements related to I-9 compliance classify types of unlawful employment practices according to whether they would be considered civil or criminal violations identify employer requirements and types of unlawful employment practices according to whether they would be considered civil or criminal violations	Managers and supervisors
1265000000	IATA 1: Identification and Classification	Identificationrecognize the regulations associated with air transportation of dangerous goods identify the regulations governing air transportation of dangerous goods recognize the principles underpinning air transportation of dangerous goods identify terms associated with air transportation of dangerous goods identify the principles and terms associated with air transportation of dangerous goods identify shippers' responsibilities before a package can be offered for air transport recognize shippers' and operators responsibilities identify hazards according to International Air Transport Association's nine hazard classes recognize the nine IATA hazard classes identify information found in the list of dangerous goods for columns A through E recognize information found in the LDG for columns A through E identify information found in the list of dangerous goods for columns F through N identify information about columns F through N of the list of dangerous goods recognize the steps for using the list of dangerous goods to ship via air to, through, or from the US use the list of dangerous goods to transport goods by air	All personnel involved in the packaging, preparation, and handling of HAZMAT for airway transportation
1268000000	IATA 2: Marking and Labeling	Marking and Labelingrecognize the purpose of package specification markings recognize the characteristics of package use markings recognize marking requirements for shipping dangerous goods distinguish between handling and hazard label types recognize how to prepare an overpack for shipment recognize labeling requirements for shipping dangerous goods and how to prepare overpacks	All personnel involved in the packaging, preparation, and handling of HAZMAT for airway transportation
1267000000	IATA 3: Packaging	Packagingrecognize the key aim of the general packing requirements of section 5.0.2 identify general packing requirements find information in the list of dangerous goods to package dangerous goods for transport use information from the list of dangerous goods to package goods for transport recognize the importance of using specification packaging identify the elements of the UN specification package marking identify IATA dangerous goods packaging requirements and interpret UN specification markings	All personnel involved in the packaging, preparation, and handling of dangerous goods for airway transportation

1266000000	IATA 4: Documentation	IATA 4: Documentationidentify the necessary components of the Shipper's Declaration for Dangerous Goods recognize the dangerous goods information that must be included on the Shipper's Declaration recognize the necessary components and information on the Shipper's Declaration for Dangerous Goods identify the required elements on an air waybill for shipment of dangerous goods recognize the required elements for the air waybill of a dangerous goods shipment	All personnel involved in the packaging, preparation, and handling of HAZMAT for airway transportation
1269000000	IATA 5: Limitations and Shipment Review	IATA 5: Limitations and Shipment Reviewidentify the DOT requirements for the shipment of hazardous materials by air recognize the DOT requirements for emergency response information recognize DOT requirements for shipping hazardous materials by air and the requirements for emergency response information identify the shipments of hazardous materials that are excepted from DOT placarding requirements recognize the steps for determining placarding recognize DOT placarding exceptions and the steps for determining placarding identify general guidelines for state and carrier variations and other applicable limitations recognize general guidelines for state and carrier variations and other applicable limitations	All personnel involved in the packaging, preparation, and handling of HAZMAT for airway transportation
77096623	IMDG 1: Introduction, General Provisions, and Classifications	IMDG Basicsrecognize the purpose of the IMDG Code identify the information for transporting dangerous goods found in each volume of the IMDG Code recognize how to use the IMDG Code to safely ship goods identify the criteria that must be met in order to use the IMDG Code to ship hazardous materials from, to, or within the United States recognize how to use PHMSA to safely ship goods recognize the hazard class name for each of the main hazard class numbers classify dangerous goods using class names and numbers recognize the methods to determine if a substance is regulated as a dangerous good according to the IMDG Code determine if a substance is a regulated material or not recognize the ways to determine the appropriate packing group for dangerous substances identify the correct packing group for a hazardous substance	All personnel involved in the packaging, preparation, and handling of HAZMAT for marine transportation

77096675	IMDG 2: Dangerous Goods List – Special Provisions and Exceptions	Preparing Dangerous Goods for Transportrecognize the purpose of the dangerous goods list recognize the steps to find specific information about a given substance in the dangerous goods list recognize the purpose of the dangerous goods list as well as how to find specific information for a substance in the list determine the proper shipping name for a good in order to ship it according to its shipping requirements on the dangerous goods list identify the proper shipping name of a dangerous good so it can be transported as required by the dangerous goods list recognize when to use a generic or N.O.S. classification as a proper shipping name determine the proper shipping name to use for a dangerous mixture or solution to be shipped by sea recognize when to use a generic or N.O.S. classification and determine the shipping name for a mixture or solution determine if a dangerous good has any special provisions related to its transport identify the requirements for shipping dangerous goods in limited quantities by sea identify the regulations of the IMDG Code that apply to goods shipped under the excepted quantity provisions identify if any special provisions apply to the goods being transported or whether they are a limited or excepted quantity	All personnel involved in the packaging, preparation, and handling of HAZMAT for marine transportation

77096676	IMDG 3: Packaging, Marking, Labeling, Placarding, and Documentation	IMDG 3: Packaging, Marking, and Labelingidentify general provisions related to packing dangerous goods determine the proper packing instructions and provisions for a dangerous good in the IMDG Code identify the provisions that apply to the use of remanufactured, reconditioned, repaired, or routinely maintained packagings for shipping dangerous goods identify the packaging provisions and instructions that apply when packing dangerous goods for transport by sea recognize the characteristics of different types of tanks and containers recognize provisions when using intermediate bulk containers recognize when goods may be transported in a portable tank or bulk container without approval from a competent authority recognize the characteristics of different types of containers and identify any provisions that apply when using a specific container recognize the general shipping provisions of the IMDG Code that are applicable to different types of packaging identify packages that are properly marked and labeled in accordance with the IMDG Code identify shipping provisions for different types of packaging and recognize properly marked packages recognize the characteristics of a cargo transport unit as defined in the IMDG Code |INS r |/INS ecognize the IMDG placarding requirements recognize the proper markings for a CTU identify cargo transport units that are properly marked and placarded in accordance with the IMDG Code identify the primary purpose of using transport documentation identify the components of a basic shipping description recognize the additional information that may be needed for a shipping description recognize the purpose of transport documentation and identify the information required in a shipping description identify the information that belongs in |INS the |/INS key sections of a transport document recognize the other information that is required in the transport document recognize the key sections of a transport document and the information contained in it	All personnel involved in the packaging, preparation, and handling of dangerous goods for marine transportation
77096677	IMDG 4: Loading, Unloading, and Offering Dangerous Goods	Load, Stow, and Unload Dangerous Goodsidentify what to check during a prepacking inspection of a CTU recognize the guidelines for stabilizing and packing a CTU recognize the procedures to inspect, stabilize, and pack a CTU recognize the methods used to prevent cargo from moving during transport recognize the best practices to use to achieve a stable load within a CTU identify the best ways to prevent cargo from moving as well as remain stable during transport recognize the key segregation terms use the segregation table to determine the segregation requirements for given cargo use the segregation table to identify the segregation requirements for dangerous goods recognize how to properly load a CTU identify where vessel operators can find information about stowing dangerous goods cargo in or on a ship identify what to watch for when unloading a CTU recognize the guidelines for properly loading, stowing, and unloading cargo	All individuals involved with the loading, unloading, and offering of dangerous goods

1830106000	Improper Business Practices in Government Contracting	Improper Business Practicesrecognize and avoid attempts to gain an unfair advantage in the award of a federal contract identify the types of information that contractors may not knowingly obtain before the award of a federal contract identify situations that may create or give the appearance of a conflict of interest avoid anticompetitive practices recognize and avoid improper business practices in government contracting situations avoid conduct that could constitute false claims or statements respond appropriately to improper business practices in relation to a government contract recognize how to avoid conduct that could constitute false claims and how to report suspected violations	General employees of companies with federal contracts and subcontracts
1068000000	Incident Investigation and Reporting	Incident Investigation and Reportingdifferentiate between the three cause levels of incidents identify actions that take place during an investigation identify recommended guidelines for interviewing witnesses identify the two problem-solving techniques commonly used in an incident investigation identify the four key elements included in an incident report	Supervisors, potential incident investigation team members, and employees involved in an incident investigation
77101238	Incident Investigation and Reporting - Cal/OSHA	Incident Investigation and Reportingdifferentiate between the three cause levels of incidents identify actions that take place during an investigation identify recommended guidelines for interviewing witnesses identify the two problem-solving techniques commonly used in an incident investigation identify the four key elements included in an incident report	Supervisors, potential incident investigation team members, and employees involved in an incident investigation
1800121000	Independent Contractors and Temporary Employees	Independent Contractors and Temp Employeesdistinguish between temporary and regular employees identify the reasons for using temporary workers distinguish between temporary and permanent employees, and the reasons for using temporary workers determine a worker's status using the IRS three-part analysis differentiate between independent contractors and regular employees using the IRS three-part analysis	Managers and Supervisors
1066000000	Indoor Hoisting and Rigging	Indoor Hoisting and Rigging Safetyidentify the different types of cranes identify the hazards associated with cranes identify characteristics of safe crane operation identify best practices for inspecting cranes and hoists identify wire rope and chains inspection best practices identify basic load handling considerations identify operator responsibilities identify safe practices for signalers	All rigging personnel as it pertains to their job description
77101438	Indoor Hoisting and Rigging Impact: Crane and Hoist Inspections	Crane and Hoist Inspectionsunderstand the credentials of the subject matter expert understand to identify indoor crane inspection requirements reflect on what you've learned	All rigging personnel as it pertains to their job description
77101416	Indoor Hoisting and Rigging Impact: Indoor Crane Hazards	Indoor Crane Hazardsunderstand the credentials of the subject matter expert identify the general hazards caused by unsafe crane operations reflect on what you've learned	All rigging personnel as it pertains to their job description
77101439	Indoor Hoisting and Rigging Impact: Load Handling	Load Handlingunderstand the credentials of the subject matter expert understand basic safe load handling techniques associated with the use of indoor cranes reflect on what you've learned	All rigging personnel as it pertains to their job description

77101417	Indoor Hoisting and Rigging Impact: Safe Crane Operation	Safe Crane Operationunderstand the credentials of the subject matter expert describe basic safe crane operation procedures reflect on what you've learned	All rigging personnel as it pertains to their job description
77101440	Indoor Hoisting and Rigging Impact: Sling Types and Inspections	Sling Types and Inspectionsunderstand the credentials of the subject matter expert understand the basic crane operator responsibilities reflect on what you've learned	All rigging personnel as it pertains to their job description
77101418	Indoor Hoisting and Rigging Impact: Standard Practices for Signalers	Standard Practices for Signalersunderstand the credentials of the subject matter expert understand the standard work practices for crane signalers reflect on what you've learned	All rigging personnel as it pertains to their job description
1124000000	Industrial Ergonomics	Industrial Ergonomicsidentify how musculoskeletal disorders occur recognize the costs of musculoskeletal disorders to the company describe ergonomics in terms of the OSH Act define the benefits of company ergonomic programs identify employee responsibilities identify symptoms and characteristics related to musculoskeletal disorders identify parts of the human body system most affected by ergonomics identify signs and symptoms associated with musculoskeletal disorders identify true statements concerning the importance of early recognition of signs and symptoms associated with musculoskeletal disorders identify who to report signs and symptoms of ergonomic disorders to identify risk factors associated with musculoskeletal disorders recognize how to identify risk factors in the workplace identify administrative controls commonly used to reduce or eliminate musculoskeletal disorders in the workplace identify engineering controls commonly used to reduce or eliminate musculoskeletal disorders in the workplace identify how to prevent an injury to your back	All persons who lift and handle materials and objects or engage in repetitive motions or other procedures that may be related to musculoskeletal disorders; employers who may be responsible for implementing an ergonomics program
77107752	Industrial Robot Safety Awareness	Industrial Robotsidentify types of hazards associated with industrial robots identify the elements of risk in a risk assessment identify robot design safety measures identify lockout/tagout requirements during robot safety troubleshooting	Employees involved in the design or construction of industrial robots and those responsible for safeguarding personnel during robot integration, installation, functional testing, programming, operation, maintenance and repair
77101526	Infectious Disease Impact: An Overview of Infectious Diseases	An Overview of Infectious Diseasesunderstand the credentials of the subject matter expert have a broad understanding of infectious diseases reflect on what you've learned	Individuals whose work involves a risk of exposure to infectious diseases
77101528	Infectious Disease Impact: Ebola and Smallpox	Ebola and Smallpoxunderstand the credentials of the subject matter expert recognize Ebola and smallpox viruses and help prevent their spread reflect on what you've learned	Individuals whose work involves a risk of exposure to infectious diseases
77101530	Infectious Disease Impact: Legionnaires' Disease and Anthrax	Legionnaires' Disease and Anthraxunderstand the credentials of the subject matter expert recognize Legionnaires' disease and anthrax reflect on what you've learned	Individuals whose work involves a risk of exposure to infectious diseases

77101527	Infectious Disease Impact: Measles and Norovirus	Measles and Norovirusunderstand the credentials of the subject matter expert recognize measles and norovirus and help prevent their spread reflect on what you've learned	Individuals whose work involves a risk of exposure to infectious diseases
77101529	Infectious Disease Impact: MRSA and Meningococcal Disease	MRSA and Meningococcal Diseaseunderstand the credentials of the subject matter expert understand MRSA and meningococcal disease reflect on what you've learned	Individuals whose work involves a risk of exposure to infectious diseases
77101531	Infectious Disease Impact: Zika Virus	Zika Virusunderstand the credentials of the subject matter expert have a basic understanding of the Zika virus reflect on what you've learned	Individuals whose work involves a risk of exposure to infectious diseases
77099911	Infectious Diseases	Infectious Diseasesidentify effective ways to prevent the spread of infectious diseases identify best practices to use when washing your hands to protect yourself and others from exposure to infectious germs identify those at a higher risk than the general population for contracting COVID-19 identify precautions to take to protect yourself and others identify key characteristics of 3 types of influenza recognize the most effective way to protect yourself against the flu identify who is at highest risk for contracting measles recognize how measles is spread recognize the most common symptoms of norovirus identify ways to avoid or prevent the spread of norovirus identify who is at risk of contracting Ebola recognize the progression of Ebola symptoms identify ways smallpox can be spread from one person to another identify when a person with smallpox is contagious recognize how the Zika virus is transmitted identify ways to avoid or prevent the spread of the Zika virus identify who is at increased risk of contracting meningococcal disease distinguish the symptoms of meningococcal meningitis and meningococcal septicemia identify potential sources of exposure to Legionella bacteria identify symptoms of Legionnaires' disease identify who is at increased risk of MRSA infection recognize symptoms of MRSA recognize how anthrax spores can enter the body recognize symptoms of different types of anthrax	All employees
1901112000	Information Security Awareness	Information System Securityidentify examples of the types of incidents that can compromise information security recognize examples of information security threats identify security measures and best practices federal employees should use in their everyday work recognize how to protect information systems	Federal government employees, employees of federal agencies, and supervisors and managers of federal employees
77096131	Injury and Illness Prevention Program	Injury and Illness Prevention Programidentify an injury and illness prevention program describe how a successful injury and illness prevention program affects the costs associated with workplace injuries, illnesses, and fatalities identify the direct and indirect costs associated with workplace injuries, illnesses, and fatalities recognize the elements of a successful injury and illness prevention program recognize how participating in various programs may help your organization as it implements or improves its own	All supervisors and managers who have responsibility for the safety and health of employees

77100712	Injury and Illness Prevention Program (IIPP) – Cal/OSHA	Injury and Illness Prevention Programs identify what an IIPP is identify the direct and indirect costs associated with workplace injuries, illnesses, and fatalities recognize how a successful IIPP affects the costs associated with workplace injuries, illnesses, and fatalities recognize the elements of a successful IIPP recognize how participating in various programs may help your organization as it implements or improves its own IIPP identify the short-term and long-term effects on the workplace as a result of implementing an IIPP	All supervisors and managers who have responsibility for the safety and health of employees
77101330	Insider Threat Awareness	Insider Threat Awarenessdescribe what is meant by the term insider threat recognize types of insider threats identify indicators of a potential insider threat report a potential insider threat appropriately follow practices that help protect classified or sensitive government information from potential misuse by an insider threat detect and respond appropriately to potential insider threats to sensitive or classified government information and systems	Employees of federal agencies
1800117000	Insider Trading	Insider Tradingidentify why some insider trading is prohibited identify the differences between legal and illegal insider trading recognize what insider trading is recognize the purpose of pension fund blackout periods under Section 306(a) of the Sarbanes-Oxley Act (Regulation BTR) recognize the purpose of Regulation FD differentiate between legal and illegal actions according to U.S. securities laws and SEC regulations recognize the importance of encouraging and protecting those who report insider trading identify the penalties for illegal insider trading recognize how to identify and avoid illegal insider trading	Managers, supervisors, and employees
1820150000	Integrity in the Workplace	Integrity in the Workplacerecognize the purposes of whistleblower protections recognize the need for whistleblower protections recognize the types of fraud that are commonly subject to whistleblowing by employees recognize illegal or unethical practices that warrant whistleblowing identify when it's appropriate to blow the whistle identify the role of fraud and illegal practices in relation to whistleblowing recognize appropriate strategies for blowing the whistle identify the types of actions that are prohibited by whistleblower protection laws recognize the need for strategies surrounding whistleblowing and know the actions that are prohibited under whistleblower protection laws	All employees

77093235	Intellectual Property Overview	Protecting Intellectual Propertyidentify examples of the different types of intellectual property determine the appropriate intellectual property law that applies in a given scenario recognize the benefits of copyright registration recognize examples of creative works that qualify for copyright protection recognize what qualifies for copyright protection determine how the criteria for receiving protection under copyright law apply in a given scenario identify the rights granted to a copyright owner by the US Copyright Act of 1976 recognize examples of copyright infringement recognize examples of online copyright infringement recognize examples of fair use of copyrighted material recognize the rights and criteria for receiving protection under copyright law and potential copyright violations recognize the types of patents inventors can apply for distinguish between direct and indirect patent infringement match the different types of trademarks with their descriptions recognize how to establish trademark rights recognize how to protect a company's intellectual property rights	Supervisors and all employees
1800118000	Interviewing: Doing it Right	The Hiring Processrecognize legal and illegal job advertisement text identify interview techniques that comply with nondiscriminatory hiring regulations identify record-keeping requirements related to the hiring process identify strategies for exercising sound judgment in the recruitment process	Supervisors and managers with hiring responsibility
1000115000	Introduction to Industrial Hygiene	Industrial Hygiene: An Introductionidentify the definition of industrial hygiene identify the agency that enforces the principles of industrial hygiene identify types and forms of exposure limits recognize different routes of exposure recognize situations that could cause injury or enable hazardous substances to enter the human body identify the main categories of hazards that people face in the workplace classify examples of hazards categorize examples of controls used to minimize exposure to workplace hazards identify types of controls used to minimize exposure to workplace hazards	Employees, supervisors, and managers

77101180	Introduction to OSHA	Introduction to OSHAdescribe OSHA's mission recognize the types of workers who are covered by OSHA find referenced standards in the Code of Federal Regulations (CFR) identify the basic rights of employees under OSHA identify OSHA's general requirements for employers recognize your employer's obligations to workplace safety under the OSH Act identify the extent of your right to receive health and safety training identify kinds of PPE that your employer must provide and pay for under OSHA regulations identify which OSHA recordkeeping files you can access on request from your employer recognize your employers' recordkeeping responsibilities under OSHA regulations sequence OSHA workplace safety inspections in order of priority identify what happens at each stage of the OSHA inspection process recognize when employees have the right to refuse to work under OSHA regulations recognize how OSHA protects your right to request a hazard correction in the workplace recognize which OSHA regulation protects employees from retaliation file a complaint with OSHA recognize your rights related to your ability to participate in an OSHA inspection at the workplace find resources that will provide you with the information you need concerning health and safety issues in the workplace	Employees working in various fields covered by OSHA regulations, including but not limited to manufacturing, construction, longshoring, agriculture, law, medicine, charity, and disaster relief
77115058	Introduction to Toxicology	Toxicologydefine the categories of chemical toxins identify the routes of entry into the body of hazardous substances identify signs and symptoms of toxic exposure define terms associated with exposure to toxic substances identify terms that describe the various combined effects of two chemicals	Regular hazardous waste site workers and managers
77097098	Isocyanates	Isocyanatesidentify materials manufactured using isocyanates identify OSHA's responsibilities for regulatory control of isocyanates identify materials manufactured using isocyanates and OSHA's responsibilities for regulatory control of isocyanates identify health hazards related to exposure to isocyanates distinguish between routes of entry for isocyanate exposure identify health hazards related to exposure to isocyanates and their routes of entry identify requirements for monitoring exposure to isocyanates in the workplace match methods used to control exposure to isocyanates to examples identify the types of information and training that must be provided to employees working with isocyanates identify the requirements for monitoring workplace exposure, methods for controlling exposure, and types of information and training that must be provided to employees working with isocyanates	All employees whose normal job activities could result in occupational exposure to isocyanates
1063000000	Job Hazard Analysis	Job Hazard Analysis identify the criteria to consider when selecting jobs for analysis sequence the steps used to conduct a job hazard analysis	All supervisors and managers

77105359	Join.me for Windows: Organizing, Hosting & Joining Meetings	Join.me for Windows: Organizing, Hosting & Joining Meetingsstart a meeting via a personal link on Join.me start a meeting via a one-time code on Join.me invite people during a meeting on Join.me join a meeting on Join.me join a meeting as a guest on Join.me schedule a meeting time on Join.me schedule a meeting in Join.me from a different application manage your Join.me meetings	
1060000000	Laboratory Safety	Safe Laboratory Practices and Regulationsidentify requirements of the Laboratory Safety Standard identify characteristics of a workplace Chemical Hygiene Plan identify general laboratory safety guidelines identify good practices to follow in the prevention of laboratory fire and burn hazards	All personnel working with hazardous chemicals in a laboratory setting
77101242	Laboratory Safety - Cal/OSHA	Safe Laboratory Practices and Regulationsidentify requirements of the Laboratory Safety Standard identify characteristics of a workplace Chemical Hygiene Plan identify general laboratory safety guidelines identify good practices to follow in the prevention of laboratory fire and burn hazards	All personnel working with hazardous chemicals in a laboratory setting
77101863	Laboratory Safety Impact: Emergency Guidelines and Procedures	Emergency Guidelines and Proceduresunderstand the credentials of the subject matter expert understand the emergency lab procedures in a laboratory reflect on what you've learned	All personnel working with hazardous chemicals in a laboratory setting
77101521	Laboratory Safety Impact: Laboratory Safety Requirements	Laboratory Safety Requirementsunderstand the credentials of the subject matter expert understand the requirements for laboratory safety reflect on what you've learned	All personnel working with hazardous chemicals in a laboratory setting
77101524	Laboratory Safety Impact: Preventing Fire and Burn Hazards	Preventing Fire and Burn Hazardsunderstand the credentials of the subject matter expert understand how to prevent fire and burn hazards in the laboratory reflect on what you've learned	All personnel working with hazardous chemicals in a laboratory setting
77101525	Laboratory Safety Impact: Safety Data Sheets and Chemical Storage	Safety Data Sheets and Chemical Storageunderstand the credentials of the subject matter expert understand how to use a safety data sheet and how to properly store chemicals reflect on what you've learned	All personnel working with hazardous chemicals in a laboratory setting
77101523	Laboratory Safety Impact: Safety Guidelines and Procedures	Safety Guidelines and Proceduresunderstand the credentials of the subject matter expert understand and follow safety guidelines and proceduresunderstand and follow safety guidelines and procedures reflect on what you've learned	All personnel working with hazardous chemicals in a laboratory setting
77106670	Ladder Safety 2.0	Working Safely with Laddersidentify general safe practices for working with a ladder identify safety practices for working with portable ladders identify the correct placement of an extension or single ladder using the 4-to-1 rule recognize support requirements for fixed ladders identify characteristics of fall protection and safety devices for fixed ladders recall proper guidelines for ladder care and maintenance identify proper guidelines for storing ladders	Employees who use portable or fixed ladders during work tasks
77101343	Ladder Safety Impact: Care and Maintenance	Care and Maintenanceunderstand the credentials of the subject matter expert understand steps to properly care for and maintain your ladders reflect on what you've learned	Employees who use portable or fixed ladders during work tasks

77101341	Ladder Safety Impact: Fixed Ladder Use, Capacity, and Safety	Fixed Ladder Use, Capacity, and Safety understand the credentials of the subject matter expert understand the safe usage of fixed ladders, fixed ladder safety design requirements, and fixed ladder load capacities reflect on what you've learned	Employees who use fixed ladders during work tasks
77101382	Ladder Safety Impact: Ladder Selection	Ladder Selectionunderstand the credentials of the subject matter expert identify the five basic types of portable ladders and describe the safety design features associated with these ladders reflect on what you've learned	Employees who use portable ladders during work tasks
77101437	Ladder Safety Impact: Ladder Setup and The 4:1 Rule	Ladder Setup and The 4:1 Ruleunderstand the credentials of the subject matter expert determine safe ladder placement criteria and understand how to apply the 4:1 ladder placement rule reflect on what you've learned	Employees who use portable ladders during work tasks
77101340	Ladder Safety Impact: Safe Work Practices	Safe Work Practicesunderstand the credentials of the subject matter expert understand some of the basic safety practices associated with safe ladder usage reflect on what you've learned	Employees who use portable ladders during work tasks
77101342	Ladder Safety Impact: Transportation and Storage	Transportation and Storageunderstand the credentials of the subject matter expert describe various fall protection and safety devices that are used when climbing fixed ladders reflect on what you've learned	Employees who use fixed ladders during work tasks
1185000000	Laser Safety	Laser Safetyrecognize features and hazards of Class 3B and Class 4 lasers recognize the biological effects of laser exposure on the eyes and skin recognize examples of non-beam laser hazards recognize the categories of controls used in laser environments recognize mandatory controls for Class 4 lasers recognize measures employees should take in the event of an exposure incident	Employees who work with or around Class 3B and 4 lasers
77097150	Lead Awareness in General Industry	Lead Awareness in General Industryidentify sources of lead exposure in general industry identify correct statements about the danger of lead poisoning in general industry identify adverse health effects associated with lead exposure in general industry identify the limits OSHA has established to reduce worker exposure to lead in general industry identify the purpose of the medical surveillance program identify requirements of the medical surveillance program identify general requirements of the medical removal protection program identify examples of types of controls that can be used to reduce exposure to lead identify safe work practices that can reduce exposure to lead	Employees who have a potential exposure to airborne lead
77118261	Lead Awareness in General Industry – Cal/OSHA	Lead Awareness in General Industryidentify sources of lead exposure in general industry identify correct statements about the danger of lead poisoning in general industry identify adverse health effects associated with lead exposure in general industry identify the limits Cal/OSHA has established to reduce worker exposure to lead in general industry identify the purpose of the medical surveillance program identify requirements of the medical surveillance program identify general requirements of the medical removal protection program identify examples of types of controls that can be used to reduce exposure to lead identify safe work practices that can reduce exposure to lead	Employees who have a potential exposure to airborne lead

77113216	Leading in the Post-pandemic Workplace	Leading in the Post-pandemic Workplacediscover the key concepts covered in this course recognize the physical and safety factors to consider when preparing to reopen a workplace, post-pandemic recognize key considerations when creating policies for the post-pandemic workplace recognize considerations for helping employees readjust as they return to the post-pandemic workplace	
1262000000	Liquefied Petroleum Gas (LPG)	Liquefied Petroleum Gas (LPG) Safetyidentify characteristics of LPG identify hazards associated with LPG identify proper techniques for handling and use of LPG cylinders identify proper storage of LPG cylinders identify appropriate leak detection methods specify what to do in case of a fire emergency	All persons who work with LPG or in areas containing LPG
77096412	Loading Dock Safety	Safety at Loading Docksrecognize the safety requirements of the different types of dockboards identify basic safety practices for entering a trailer to load or unload it recognize the proper use of best practices for loading and unloading trailers identify characteristics of the suspension-type highway trailer recognize the signs that an inspected checkpoint may be deficient	Vehicle operators and other employees involved in the loading and unloading of vehicles at loading docks
77106853	Lockout/Tagout 2.0	Lockout/Tagout Programdefine terms commonly used in a lockout/tagout program identify properties of lockout/tagout devices identify the steps for removing lockout/tagout devices	All persons whose jobs will require the operation or use of a machine or equipment on which servicing or maintenance is to be performed, or whose duties will require that person to work in an area in which such service or maintenance is being performed
77101240	Lockout/Tagout 2.0 – Cal/OSHA	Lockout/Tagout Programdefine terms commonly used in a lockout/tagout program identify properties of lockout/tagout devices identify the steps for removing lockout/tagout devices	All persons whose jobs will require the operation or use of a machine or equipment on which servicing or maintenance is to be performed, or whose duties will require that person to work in an area in which such service or maintenance is being performed

1000108000	Lockout/Tagout for Authorized Persons 2.0	Lockout/Tagoutidentify the purpose of OSHA Standard 29 CFR 1910.147 identify reasons commonly cited for failing to act in accordance with an OSHA-compliant lockout/tagout program identify operations during which the OSHA standard on control of hazardous energy apply identify equipment or operations to which the OSHA standard does not apply match types of hazardous energy to their definitions identify the criteria for procedures that must be met in an OSHA-compliant lockout/tagout program identify the criteria that must be met for training programs in an OSHA Compliant lockout/tagout program identify the criteria that must be met for lockout tagout devices as part of a lockout/tagout safety program identify the requirements for the placement and removal of lockout/tagout devices identify the criteria that must be met by all lockout/tagout devices identify the lockout/tagout measures that apply when service is performed by a group identify available methods for ensuring lockout/tagout protection in the case of shift or personnel changes identify the lockout/tagout training requirements as described by the OSHA standard identify lockout/tagout training requirements for affected employees identify lockout/tagout training requirements for authorized employees identify lockout/tagout procedure inspection requirements	Managers, supervisors, and employees
77101227	Lockout/Tagout Impact: Company Procedures	Company Proceduresunderstand the credentials of the subject matter expert create lockout/tagout company procedures reflect on what you've learned	All persons whose jobs will require the operation or use of a machine or equipment on which servicing or maintenance is to be performed, or whose duties will require that person to work in an area in which such service or maintenance is being performed.
77101225	Lockout/Tagout Impact: Individual and Group Applications	Individual and Group Applicationsunderstand the credentials of the subject matter expert identify the differences between individual and group lockout/tagout reflect on what you've learned	All persons whose jobs will require the operation or use of a machine or equipment on which servicing or maintenance is to be performed, or whose duties will require that person to work in an area in which such service or maintenance is being performed.

77101860	Lockout/Tagout Impact: Program Overview	Program Overviewunderstand the credentials of the subject matter expert identify the required components of a lockout/tagout program reflect on what you've learned	All persons whose jobs will require the operation or use of a machine or equipment on which servicing or maintenance is to be performed, or whose duties will require that person to work in an area in which such service or maintenance is being performed.
77101224	Lockout/Tagout Impact: Properties of Devices	Properties of Devicesunderstand the credentials of the subject matter expert recognize the impact of different LO/TO devices on the user and the hazardous energy being isolated reflect on what you've learned	All persons whose jobs will require the operation or use of a machine or equipment on which servicing or maintenance is to be performed, or whose duties will require that person to work in an area in which such service or maintenance is being performed.
77101226	Lockout/Tagout Impact: Removing Devices	Removing Devicesunderstand the credentials of the subject matter expert safely remove a lockout/tagout device reflect on what you've learned	All persons whose jobs will require the operation or use of a machine or equipment on which servicing or maintenance is to be performed, or whose duties will require that person to work in an area in which such service or maintenance is being performed.
77101223	Lockout/Tagout Impact: Terminology	Terminologyunderstand the credentials of the subject matter expert define terms commonly used in a lockout/tagout program reflect on what you've learned	All persons whose jobs will require the operation or use of a machine or equipment on which servicing or maintenance is to be performed, or whose duties will require that person to work in an area in which such service or maintenance is being performed.
77104395	LogMeIn GoToMeeting: Organizing & Hosting Meetings	LogMeIn GoToMeeting: Organizing & Hosting Meetingsjoin and host a GoToMeeting schedule a GoToMeeting send a GoToMeeting instant chat message speak during a GoToMeeting attend a GoToMeeting video conference change a GoToMeeting participant's role share your GoToMeeting screen with participants highlight and annotate a GoToMeeting screenshare record your GoToMeeting session	

77103382	Machine Guarding 2.0	Machine Guardingidentify the particular areas where mechanical hazards exist in machines identify the mechanical point on a machine where hazardous actions are most likely to occur identify actions that can result in injury recognize the minimum requirements that must be met by all safeguards recognize the advantages of various types of guard construction recognize descriptions of different types of safety guards and devices	All employees who use power tools and machines during the course of their work
77101230	Machine Guarding Impact: Actions That Can Result in Injury	Actions That Can Result in Injuryunderstand the credentials of the subject matter expert understand what actions could result in an injury when working around dangerous machinery reflect on what you've learned	All employees who use power tools and machines during the course of their work
77101232	Machine Guarding Impact: Advantages of Guard Construction	Advantages of Guard Constructionunderstand the credentials of the subject matter expert understand the advantages of different guard constructions reflect on what you've learned	All employees who use power tools and machines during the course of their work
77101228	Machine Guarding Impact: Areas Where Mechanical Hazards Exist	Areas Where Mechanical Hazards Existunderstand the credentials of the subject matter expert understand areas where mechanical hazards exist that require machine guarding reflect on what you've learned	All employees who use power tools and machines during the course of their work
77101234	Machine Guarding Impact: Definitions and General Requirements	Definitions and General Requirementsunderstand the credentials of the subject matter expert to identify different hazardous motions and the requirements to protect against these hazards reflect on what you've learned	All employees who use power tools and machines during the course of their work
77101233	Machine Guarding Impact: Inspections	Inspectionsunderstand the credentials of the subject matter expert understand what should be inspected on machine guarding devices and equipment reflect on what you've learned	All employees who use power tools and machines during the course of their work
77101231	Machine Guarding Impact: Minimum Requirements of Safeguards	Minimum Requirements of Safeguardsunderstand the credentials of the subject matter expert understand the minimum requirements of a safeguard reflect on what you've learned	All employees who use power tools and machines during the course of their work
77101229	Machine Guarding Impact: Where Accidents Are Most Likely to Occur	Where Accidents Are Most Likely to Occurunderstand the credentials of the subject matter expert to recognize where accidents are most likely to occur regarding machine use reflect on what you've learned	All employees who use power tools and machines during the course of their work
77106020	Managing in a Crisis	Managing in a CrisisThere is no objective for the Course Overview recognize key initial actions to take for effective crisis management recognize steps for planning crisis communications before a crisis occurs identify guidelines for assembling an effective crisis communications team identify the key components of an effective public response to a company crisis identify the actions required to resolve and close a crisis incident Knowledge Check: Managing a Crisis reflect on what you've learned	
77114098	Marijuana and Workplace Safety	Marijuana and Workplace Safetyrecognize the physical and behavioral characteristics associated with marijuana use identify the federal laws and regulations governing marijuana use in the workplace recognize the responsibilities of employers with regard to impairment in the workplace recognize the responsibilities of employees with regard to impairment in the workplace identify the purpose of a job safety assessment sequence the steps involved in conducting a job safety assessment	Employees, managers, and supervisors who work with or around workers who use marijuana

77112793	Microsoft Teams: Communicating via the App	Microsoft Teams: Communicating via the Appsend and edit messages discover the Chat interface and send and receive private messages create and manage group chats find, send and configure emails in a channel save, mark and delete messages manage different types of chats	
77096405	Mobile Crane Operator Safety	Mobile Crane Operator Safetyidentify basic OSHA requirements for working with mobile cranes recognize operational considerations related to mobile crane safety identify the requirements for operator certification and rigger qualification identify the parts of a crane recognize lifting principles associated with crane mobility and safety recognize different types of crane inspections and when they should be used identify areas that are reviewed as part of any inspection	Crane operators and other employees involved or responsible for crane operations or servicing
77118464	Mobile Elevating Work Platforms (MEWPs)	Working with MEWPsrecognize potential hazards when inspecting your equipment and operational work area identify the required PPE for mobile elevating work platforms identify safety features normally included in mobile elevating work platforms recognize the OSHA-mandated training requirements for mobile elevating work platform operation	Employees who operate or service MEWPs
1000101000	Mold Awareness	Mold Awarenessidentify characteristics of molds identify positive effects of molds identify examples of the ways that humans are exposed to molds identify examples of people most at risk from exposure to molds identify examples of areas where molds might grow identify common indoor molds recognize biological mechanisms and their associated symptoms recognize signs of mold in the workplace identify methods of preventing mold from growing identify methods and procedures for cleaning up mold	Any employee, supervisor, manager, or visitor of a facility where mold may be present, including personnel in large corporations, small to medium size enterprises, and government and municipal facilities
77115225	Moving from Bias to Inclusion in a DEI Journey	Moving from Bias to Inclusion in a DEI Journey discover the key concepts covered in this course recognize key characteristics of implicit bias identify the types of differences that can contribute to implicit bias Knowledge Check: Assessing Your Knowledge of Implicit Bias recognize common forms of bias identify techniques to spot your own implicit biases recognize best practices for using thoughtful inclusion when making decisions Knowledge Check: Reviewing Your Skills at Recognizing Bias reflect on what you've learned	
CourseID	**Name**	**Objective**	**Audience**
77103227	Navigating Challenging Situations with Diplomacy and Tact	Navigating Stormy Watersidentify strategies for working with a disliked or difficult coworker identify techniques for composing a difficult e-mail with tact and diplomacy identify examples of strategies for dealing with angry individuals apply strategies for dealing with a manipulative individual identify strategies for correcting a boss or client use diplomacy and tact in a difficult situation reflect on what you've learned	Individuals who want to improve their ability to communicate in a more diplomatic and tactful manner

77107356	Navigating OSHA's Injury Reporting Standards and Post-accident Protocols	OSHA Injury and Illness Reportingidentify ways to support reporting of work-related illness and injury identify types of programs where retaliation could be of concern identify OSHA guidelines for drug and alcohol testing programs	Employees may take this course to understand the rules regarding injury reporting; however, the main audience includes employers, managers, and supervisors, as they are responsible for carrying out the rules correctly.
77113217	Navigating the Post-pandemic Workplace	Navigating the Post-pandemic Workplacerecognize ways to build your resilience as you prepare to return to the post-pandemic workplace	
77105523	NCAA Sexual Violence Prevention	Preventing Sexual Violenceidentify the main principles of the NCAA's approach for preventing sexual violence recognize examples of inappropriate behavior by student-athletes and employees at institutions of higher education recognize examples of inappropriate reactions to sexual violence recognize how to respond properly to suspicions and complaints of sexual violence demonstrate your understanding of the NCAA's policies for preventing sexual violence	Coaches, athletes, and athletic administrators at institutions of higher education
77096411	Negotiating Hazards for Commercial Vehicles	Safely Negotiating Hazardsmake safe left and right turns in your truck safely merge your truck into traffic and exit from traffic identify the steps to take to ensure that your truck is visible to other motorists negotiate crosswalks and intersections in school zones safely recognize how to approach various types of intersections take appropriate precautions when negotiating downgrades identify maintenance check guidelines for the braking system identify different types of railroad crossings identify the different types of warning signs and devices that mark railroad crossings safely negotiate railroad crossings	Operators of commercial vehicles and other large trucks
1000109000	Non-Ionizing Radiation Safety	Non-Ionizing Radiation Safetydifferentiate between ionizing radiation and non-ionizing radiation according to their individual characteristics identify forms of electromagnetic energy found within the electromagnetic spectrum differentiate between uncontrolled and controlled exposure environments by their definitions identify elements of the engineering and administrative controls for limiting personnel exposure to RF radiation identify the purposes of notice, caution, and warning signs as radiation control	Employees who may be exposed to radio frequency (RF) radiation
77100885	Nuisance Dust	Nuisance DustCourse Overview identify where different types of dust settle in the body identify characteristics of nuisance dust recognize symptoms that indicate possible exposure to nuisance dust recognize factors that impact potential exposure to nuisance dust recognize the protection provided by each control method in the hierarchy of controls recognize examples of what you can do to protect yourself from harmful exposure, given the control method Knowledge Check: Protection Against Nuisance Dust	Managers

1131000000	Office Ergonomics	Ergonomics in the Officeidentify characteristics of work-related musculoskeletal disorders identify early signs and symptoms of musculoskeletal injuries identify risk factors associated with musculoskeletal disorders identify practices that can cause back injuries identify controls commonly used to reduce or eliminate musculoskeletal disorders in the workplace identify the role of furniture and equipment in ergonomics	All persons who have work activities in office settings, use computer workstations, or participate in activities involving light lifting, repetitive motions, or other procedures that may be related to MSDs; employers who may be responsible for implementing ergonomics programs
77106986	Office Safety 2.0	Safety in the Officeidentify strategies your employer can follow to improve air quality in an office identify symptoms resulting from ergonomic hazards identify ways to reduce the chances of developing ergonomic injuries at your workstation identify ways to prevent accidents in the office identify ways to avoid back injuries in the office identify practices that will help you avoid fall injuries identity how to avoid eyestrain identify ways to avoid the risk of electrical injury	Personnel working in administrative and office areas
77100686	Office Safety 2.0 - Cal/OSHA	Safety in the Officeidentify strategies your employer can follow to improve air quality in an office identify ways to reduce your exposure to unwanted office noise identify symptoms resulting from ergonomic hazards identify ways to reduce the chances of developing repetitive motion injuries at your workstation identify ways to prevent accidents in the office identify ways to avoid back injuries in the office identify practices that will help you avoid fall injuries identify how to avoid eyestrain identify ways to avoid the risk of electrical injury	Personnel working in administrative and office areas
77101646	Organizations Change So Get Ready	Preparing for Organizational Changerecognize the benefits of accepting organizational change distinguish between examples of internal and external triggers of organizational change match types of organizational change to corresponding examples match common reactions to change with corresponding examples of individuals exhibiting those reactions sequence the stages of reacting to change determine how an organizational change will impact an employee over time, given the person's initial reaction recognize the importance of learning how to prepare for change use strategies to ready yourself for organizational changes	Individuals who wish to develop or refine their skills for dealing with organizational change
77101600	Organize Your Physical and Digital Workspace	The Organization Toolkitrecognize the rewards of an organized workspace recognize what a productive workspace looks like apply the process for creating a clutter-free workspace in a given scenario recognize appropriate examples of the principles of effective filing recognize techniques for managing digital files manage your e-mail in a given scenario recognize how to maintain a productive workspace	Individuals wishing to improve their productivity in the workplace

1173000000	OSHA 300 Recordkeeping	OSHA 300 Recordkeepingidentify the forms used for OSHA 300 recordkeeping identify measures that can be taken to protect employee privacy identify the criteria that make injuries or illnesses recordable distinguish between recordable and non |INS - |/INS recordable injuries and illnesses identify categories used to classify injuries or illnesses on the OSHA 300 Log distinguish between recordable and non |INS - |/INS recordable work activities identify general requirements of the OSHA 300 Log	All persons who have work activities that involve OSHA 300 recordkeeping or those who may be responsible for the recordkeeping function
77101855	OSHA Recordkeeping Impact: Non-recordable Cases	Non-recordable Casesunderstand the credentials of the subject matter expert Recognize a non-recordable injury or illness reflect on what you've learned	All persons who have work activities that involve OSHA 300 recordkeeping or those who may be responsible for the recordkeeping function
77100379	OSHA Recordkeeping Impact: OSHA's Form 300	OSHA's Form 300understand the credentials of the subject matter expert describe how to use OSHA's Form 300 reflect on what you've learned	All persons who have work activities that involve OSHA 300 recordkeeping or those who may be responsible for the recordkeeping function
77100380	OSHA Recordkeeping Impact: OSHA's Form 300A	OSHA's Form 300Aunderstand the credentials of the subject matter expert describe how to use OSHA's Form 300A reflect on what you've learned	All persons who have work activities that involve OSHA 300 recordkeeping or those who may be responsible for the recordkeeping function
77101853	OSHA Recordkeeping Impact: OSHA's Form 301	OSHA's Form 301understand the credentials of the subject matter expert describe how to use OSHA's Form 301 reflect on what you've learned	All persons who have work activities that involve OSHA 300 recordkeeping or those who may be responsible for the recordkeeping function
77101854	OSHA Recordkeeping Impact: Privacy Cases	Privacy Casesunderstand the credentials of the subject matter expert identify if an injury or illness is a privacy concern and recognize how to document the case reflect on what you've learned	All persons who have work activities that involve OSHA 300 recordkeeping or those who may be responsible for the recordkeeping function
77100378	OSHA Recordkeeping Impact: Recordable Cases	Recordable Casesunderstand the credentials of the subject matter expert determine if a work-related injury or illness is recordable reflect on what you've learned	All persons who have work activities that involve OSHA 300 recordkeeping or those who may be responsible for the recordkeeping function
77100377	OSHA Recordkeeping Impact: Required Reporting	Required Reportingunderstand the credentials of the subject matter expert recognize when work-related fatalities, injuries, or illnesses must be reported to OSHA reflect on what you've learned	All persons who have work activities that involve OSHA 300 recordkeeping or those who may be responsible for the recordkeeping function

77101899	Overcoming Unconscious Bias in the Workplace	Overcoming Unconscious Biasidentify the types of differences that can contribute to unconscious bias in an organization recognize subtle signs of unconscious bias in an organization recognize examples of micro-affirmations in the workplace recognize how to lead an organization to overcome unconscious bias identify strategies for overcoming unconscious bias in the hiring process recognize systems that can be put in place to combat organizational bias recognize tactics for overcoming organizational biases	Team leaders, supervisors, and managers; anyone who wants to learn how to address unconscious biases in the workplace.
77101898	Overcoming Your Own Unconscious Biases	Steps to Overcoming Your Unconscious Biasesidentify how to recognize your unconscious biases identify tactics for observing your own unconscious biases recognize how to overcome unconscious bias by forming relationships with others identify guidelines for avoiding unconscious bias when making decisions identify the tactics for combating bias revival recognize the process for overcoming your unconscious biases	Team leaders, supervisors, and managers; anyone who wants to learn how to address unconscious biases in the workplace
77101155	Ozone-depleting Substances	Ozone-depleting Substancesidentify health and material hazards associated with ODSs identify the PPE to wear to protect against the hazards associated with ODSs recognize types of work that require technician certification identify the physical and material hazards associated with ODSs, what types of PPE to wear for protection, and what kinds of work require technician certification identify best practices for handling ODSs label ODS-containing equipment appropriately identify best practices for handling ODSs and how to label equipment appropriately determine the appropriate action in response to a leak in equipment with 50 pounds or more ODS charge identify precautions to take when recovering ODSs follow the correct procedure for disposing of ODS-containing equipment determine proper recordkeeping and reporting measures, precautions to take when recovering ODSs, and the correct procedure for disposing of equipment	Employees who may be exposed to harmful ODSs; owners/operators of ODS-containing equipment with a charge of fifty pounds or more; and employees who need an awareness-level refresher course about the regulations associated with ODS-containing equipment
1000110000	Pandemics	Pandemics identify key characteristics of 3 types of influenza recognize the most effective way to protect yourself against the flu identify those at a higher risk than the general population for contracting COVID-19 identify precautions to take to protect yourself and others identify the stages a virus goes through to cross species identify factors that influence the speed with which a virus could become pandemic identify the types of nonpharmaceutical interventions that may be used to limit or prevent the spread of viruses identify types of pharmaceutical interventions used to limit or prevent the spread of viruses match the categories of hazard controls suggested by OSHA with examples identify key concepts associated with actions the US government is taking to track and prevent the spread of pandemics recognize examples of considerations for inclusion in a personal pandemic preparedness plan	All employees, supervisors, and managers
77105543	Patient Handling	Safety Concerns when Caring for Patientsidentify interactions with patients that can lead to injury identify strategies to minimize risk of personal or patient injury when manually handling patients recognize types of assistive devices that aid in patient handling and minimize personal injury	Health care workers

77094822	PCI Compliance Essentials	Complying with PCI Data Security Standardsidentify key areas of responsibility related to processing payment transactions identify employee responsibilities for processing payment card transactions identify best practices for handling payment card information recognize ways to process card payments safely	Point-of-sale employees who process payment card transactions
77119918	Pedestrian Safety 2.0	Pedestrian Safetyidentify safe practices when walking in and around parking lots recognize ways to be safe around forklifts in the workplace identify safe practices for general walking and walking near moving vehicles identify common overhead hazards recognize ways to prevent slips, trips, and falls on wet or slippery surfaces identify different overhead hazards and ways to prevent slips, trips, and falls on wet surfaces	Employees, supervisors, and managers in any industrial or manufacturing setting
1050000000	Personal Protective Equipment (HAZWOPER)	Personal Protective Equipmentidentify responsibilities regarding PPE identify the level of protection associated with each OSHA PPE protection category identify types of head and ear protection select eye, nose, and face protective equipment based upon the hazards present select protection for the body, including arms, hands, feet, and legs	Workers and managers who work with hazardous waste
77101385	Personal Protective Equipment Impact: Donning and Doffing PPE	Donning and Doffing PPEunderstand the credentials of the subject matter expert understand how to don and doff certain types of PPE reflect on what you've learned	All persons who will be in work areas where specific job-related hazards (flying/falling objects, hazardous materials, exposure to temperature extremes, potential exposure to energy sources, etc.) have been identified
77101345	Personal Protective Equipment Impact: Inspecting PPE	Inspecting PPEunderstand the credentials of the subject matter expert understand how to inspect PPE reflect on what you've learned	All persons who will be in work areas where specific job-related hazards (flying/falling objects, hazardous materials, exposure to temperature extremes, potential exposure to energy sources, etc.) have been identified
77101384	Personal Protective Equipment Impact: Limitations of PPE	Limitations of PPEunderstand the credentials of the subject matter expert understand some of the limitations of PPE reflect on what you've learned	All persons who will be in work areas where specific job-related hazards (flying/falling objects, hazardous materials, exposure to temperature extremes, potential exposure to energy sources, etc.) have been identified

77101386	Personal Protective Equipment Impact: Maintenance and Storage	Maintenance and Storageunderstand the credentials of the subject matter expert understand how PPE should be maintained and stored reflect on what you've learned	All persons who will be in work areas where specific job-related hazards (flying/falling objects, hazardous materials, exposure to temperature extremes, potential exposure to energy sources, etc.) have been identified
77101344	Personal Protective Equipment Impact: Responsibilities	Responsibilitiesunderstand the credentials of the subject matter expert understand what employer and employee responsibilities are for personal protective equipment reflect on what you've learned	All persons who will be in work areas where specific job-related hazards (flying/falling objects, hazardous materials, exposure to temperature extremes, potential exposure to energy sources, etc.) have been identified
77101383	Personal Protective Equipment Impact: Types of PPE	Types of PPEunderstand the credentials of the subject matter expert understand the different types of PPE reflect on what you've learned	All persons who will be in work areas where specific job-related hazards (flying or falling objects, hazardous materials, exposure to temperature extremes, potential exposure to energy sources, etc.) have been identified
77101038	Pollution Prevention for Employees	Reduce Waste and Pollutionrecognize actions to reduce paper waste at work recognize actions to reduce nonpaper office waste recognize actions employees can take to reduce energy waste in the workplace identify actions that can help to reduce car pollution identify ways to minimize waste and pollution	All personnel
1197000000	Portable Fire Extinguishers 2.0	Portable Fire Extinguishersidentify an employer's responsibility for preparing employees who have been authorized to use portable fire extinguishers match each class of fire with the type of burning materials it represents match types of fires with the fire extinguisher(s) that can be used to put it out identify the proper portable fire extinguisher to use to fight a particular type of fire identify considerations for the proper location and use of portable fire extinguishers identify the proper conditions to use a fire extinguisher to fight a fire identify steps in the PASS method of using a fire extinguisher	Employees responsible for using portable fire extinguishers in the event of a fire

1061000000	Powered Industrial Truck Safety	Powered Industrial Truck Safetyrecognize OSHA safety regulations identify operator training requirements identify general engineering principles associated with powered industrial truck safety identify how the center of gravity affects safe operation of powered industrial trucks calculate the load capacity of a powered industrial truck identify characteristics of a nameplate on a powered industrial truck identify factors related to tip-over accidents select safe operating practices when using or maintaining powered industrial trucks identify safe loading and unloading methods identify safe fueling and recharging methods identify general inspection and maintenance procedures	Employees operating and servicing powered industrial trucks or forklifts
77105655	PPE 2.0	Personal Protective Equipmentidentify key facts about PPE and its use identify safety features and considerations when using head, hand, and foot protection identify characteristics of protective clothing materials and protective suits identify characteristics and safety concerns for PPE, head, foot, and hand protection as well as other protective clothing select appropriate eye protection to protect against various hazards identify the different types of PPE used for respiratory protection identify general guidelines for when hearing and fall protection is required identify guidelines and methods for eye, face, respiratory, hearing, and fall protection identify the level of protection that a user is provided when wearing specific types of PPE recognize proper donning and doffing techniques for PPE identify the different levels of protection when using PPE and the correct sequence to don and doff PPE	All persons who will be in work areas where specific job-related hazards have been identified
1259000000	PPE: Body Protection	PPE: Body Protection identify employee responsibilities regarding personal protective equipment identify the general OSHA requirement for employers related to personal protective equipment identify the types of materials commonly used to protect the body from workplace hazards identify the appropriate type of body protection to guard against specific workplace hazards identify how to inspect and maintain body protection	All employees and supervisors who are required to wear PPE by OSHA regulations
1257000000	PPE: Eye and Face Protection	PPE: Eye and Face Protectionrecognize the steps employers take to ensure employees are provided with appropriate protection while performing their jobs identify the type of eye protector best suited to protect your eyes against specific types of workplace hazards identify the type of face shield protector best suited to protect your face against specific types of workplace hazards identify steps to take to maintain eye and face protection identify techniques for ensuring eye protection is clean and sanitary	All personnel exposed to potential workplace eye injuries
1258000000	PPE: Foot Protection	PPE: Foot Protectionidentify general OSHA requirements related to personal protective equipment recognize how most foot injuries occur select the appropriate foot protection to guard against workplace hazards identify how to inspect and maintain foot protection	Anyone who is required to wear foot protection or supervises those who do

1260000000	PPE: Hand Protection	PPE: Protecting Your Handsidentify true statements regarding personal protective equipment select the appropriate hand protection to guard against temperature hazards in the workplace select the appropriate hand protection to guard against chemical hazards in the workplace select the appropriate hand protection to guard against a combination of hazards in the workplace recognize hazard types that hand protection safeguards against (extreme temperatures, sharp or rough objects, toxic substances, dirt, acids, alkalis and solvents) using and disposing of hand protection effectively identify general hand protection storage and maintenance guidelines	All personnel exposed to potential workplace hand and arm injuries
1261000000	PPE: Head Protection	PPE: Head Protection identify general OSHA requirements related to personal protective equipment identify the workplace hazards protective helmets are designed to protect against identify components of protective helmets select the appropriate head protection to guard against conditional workplace hazards identify how to inspect and maintain head protection	All persons working in areas with overhead hazards
77101304	PPE: Personal Protective Equipment 2.0 - Cal/OSHA	Personal Protective Equipmentidentify key facts about PPE and its use identify safety features and considerations when using head, hand, and foot protection identify characteristics of protective clothing materials and protective suits select appropriate eye protection to protect against various hazards identify general guidelines for when hearing, respiratory, and fall protection are required identify the level of protection that a user is provided when wearing specific types of PPE recognize proper donning and doffing techniques for PPE	All persons who will be in work areas where specific job-related hazards have been identified
1901114000	Pre-retirement Planning for FERS	Pre-retirement Planning for FERSidentify eligibility requirements related to continuing FEHB into retirement identify eligibility requirements related to continuing FEGLI into retirement identify the eligibility requirements related to continuing health benefits and group life insurance into retirement identify the FERS eligibility requirements related to immediate and early voluntary retirement identify the FERS eligibility requirements related to deferred retirements, disability retirements, and annuity supplements identify the FERS eligibility requirements related to voluntary and discontinued service retirements and annuity supplements identify the FERS eligibility requirements related to Social Security, long term care, and Thrift Savings Plans identify requirements related to creditability of service under FERS identify the FERS eligibility requirements related to Social Security, long term care, Thrift Savings Plans, and FERS creditability of service identify items to check for when reviewing your Official Personnel Folder identify eligibility requirements for FERS survivor benefits identify items to check for when reviewing your Official Personnel Folder and eligibility requirements for FERS survivor benefits	All federal employees
1820104000	Preventing Bullying and Violence	Anticipating and Responding to Violenceidentify situations and behaviors that would be considered workplace violence recognize early warning signs of the potential for violent behavior identify how to respond appropriately when confronted by an aggressor in the workplace identify how to recognize, respond to, and prevent violence in the workplace	All employees, including managers, human resource professionals, and all employees responsible for understanding and implementing workplace policies

1820160000	Preventing Fraud and Abuse	Fraud and Abuse in the Workplaceidentify the correct definition of fraud identify the correct definition of abuse identify employee responsibilities related to the prevention of fraud and abuse recognize the consequences of fraud and abuse recognize fraudulent and abusive activities and methods of prevention	All employees
77108760	Preventing Harassment in the Global Workplace – Employee Edition, Version 1.0 (Retired)	Acting with Respect recognize the benefits of treating people respectfully at work choose to act respectfully when interacting with others	All employees
77110944	Preventing Harassment in the Global Workplace – Employee Edition, Version 2.0 (Retired)	Contributing to a Respectful Workplacerecognize the characteristics of a respectful workplace recognize various ways disrespectful behavior may manifest itself in the workplace promote a respectful work environment respect peoples' differences choose to act respectfully when interacting with others recognize the benefits of treating people respectfully at work recognize actions that can be taken to promote respect in the workplace	All employees
77108761	Preventing Harassment in the Global Workplace – Manager Edition, Version 1.0 (Retired)	Supporting a Respectful Workplacerecognize the principles of respectful behavior recognize and deal with inappropriate behavior in the workplace	Managers
77110945	Preventing Harassment in the Global Workplace – Manager Edition, Version 2.0 (Retired)	Fostering Respect in the Workplacerecognize and deal with disrespectful behavior in the workplace recognize the principles of respect that characterize a manager's behavior in a respectful workplace model respectful behavior recognize examples of disrespectful behavior that should be dealt with dealing with disrespectful behavior in the workplace respond to complaints in a respectful way create and sustain respect in your workplace	All employees
77101099	Preventing Identity Theft	Preventing Identity Theftrecognize the types of consequences employees could face for failing to protect PII recognize the laws, regulations, and guidelines that cover the protection of PII recognize precautions that you can take to help secure physical documents that contain client PII recognize what you can do to help secure electronic PII for clients recognize the importance of protecting PII recognize ways to prevent the spread of malware recognize potential warning signs of phishing attempts recognize the common ways to access PII	All employees who handle personally identifiable information
1901113000	Privacy Awareness	Personally Identifiable Information (PII)identify types of Personally Identifiable Information, or PII identify best practices for handling PII recognize guidelines for working with PII	US government employees
77114731	Privacy Concerns	Privacy Best Practicesidentify types of information that would be considered PII identify considerations to keep in mind regarding your company's policies and procedures related to information privacy and security recognize key characteristics of the GDPR recognize a consumer's basic rights under the CCPA recognize best practices for handling suspected breaches	All employees

77114729	Privacy Short: CCPA	Understanding CCPArecognize a consumer's basic rights under the CCPA	All employees
77114727	Privacy Short: Following Company Policies and Procedures	Company Policies and Proceduresidentify considerations to keep in mind regarding your company's policies and procedures related to information privacy and security	All employees
77114728	Privacy Short: GDPR	Understanding GDPRrecognize key characteristics of the GDPR	All employees
77114726	Privacy Short: Personally Identifiable Information (PII)	Identifying PIIidentify types of information that would be considered PII	All employees
77114730	Privacy Short: Reporting Suspected Breaches	Security Breachesrecognize best practices for handling suspected breaches	All employees
77103823	Privacy Training for Federal Contractors	Privacy Trainingrecognize personally identifiable information (PII) identify key provisions of the Privacy Act regarding the handling of personally identifiable information (PII) identify measures for safeguarding personally identifiable information (PII) respond appropriately to suspected or confirmed breaches of personally identifiable information (PII) understand how to identify PII and handle it safely	Employees of federal contractors
77096273	Process Safety Management (PSM) Programs	Process Safety Management (PSM) Programsidentify the characteristics of a Process Safety Management program identify the responsibilities of line managers and supervisors for creating and maintaining a safety culture in potentially hazardous manufacturing processes describe the elements of a Process Safety Management program which deal with personnel and training describe the contents of each of the elements of a Process Safety Management program that must be documented recognize key elements of Process Safety Management programs related to equipment maintenance and work processes identify the elements of an Emergency Action Plan |INS investigate incidents which resulted in, or could have resulted in a catastrophic release of highly hazardous chemical in the workplace |/INS recognize the PSM elements applicable to a chemical refinery accident	Supervisors and managers working in industrial process plants
1062000000	Process Safety Management Overview	Process Safety Managementidentify the main objective of the PSM program identify the 14 key program elements in OSHA PSM Program identify process safety program requirements for employee participation and training identify general information related to the procedures and documentation elements in the OSHA PSM standard recognize key elements of Process Safety Management programs related to equipment maintenance and work processes identify general information related to a PSM-covered facility Emergency Action Plan (EAP) and incident investigations	All personnel working in industrial process plants

1820110000	Procurement Integrity	Procurement Integrityidentify the four major provisions of the Procurement Integrity Act recognize examples of actions that violate the provisions of the Procurement Integrity Act identify the four major provisions of the PIA and recognize examples of contractor actions that violate the provisions of the PIA recognize additional restrictions in addition to the Procurement Integrity Act identify examples of gifts that a contractor should not offer to a federal official Identify actions that violate the Anti-Kickback Act identify examples of gifts that should not be offered and actions that violate the Anti-kickback Act	All employees involved in procurement activities for federal contractors
1800164000	Promoting a Substance-free Workplace	Promoting a Substance-free Workplacerecognize the benefits of providing a substance-free workplace identify common signs of employee substance abuse identify commonly abused substances recognize the benefits of providing a substance-free workplace and also identify common abused substance and the signs attributed to those by employees	All employees and supervisors
77116919	Promoting Diversity and Avoiding Discrimination in the Global Workplace	Global Diversityrecognize the benefits of diversity and inclusion for the organization recognize how employees and managers can promote inclusion while carrying out their job responsibilities and interacting with coworkers recognize the benefits of supporting diversity and inclusion and the part employees play in promoting it recognize how bullying and harassment can affect the workplace identify what action to take if you are subjected to or witness discriminatory behavior in the workplace recognize examples of discriminatory behavior in the workplace, how it can affect the workplace, and what can be done to stop it	All employees
77094980	Promoting Respect in the Workplace for Employees	Acting with Respectrecognize behavior that creates a respectful workplace identify common targets of stereotyping and ways to avoid harassment identify disrespectful workplace behavior and how it can be avoided reflect on what you've learned	All employees in global workplaces
77094981	Promoting Respect in the Workplace for Managers	Supporting a Respectful Workplacerecognize principles of respectful behavior that managers should model recognize and deal with inappropriate behavior in the workplace recognize how to create and maintain a respectful workplace reflect on what you've learned	Managers who oversee employees in global workplaces

1901110000	Proper Use of Government Payment Cards	Proper Use of Government Payment Cardsidentify key features of the GSA SmartPay program recognize the kinds of purchases that can be made using a government purchase card identify key features of the GSA SmartPay program and the kinds of purchases that can be made using a government purchase card identify what types of information to provide on the travel authorization form recognize types of travel expenses that are reimbursable when traveling for official agency business recognize examples of cardholder misuse and fraud recognize examples of non-cardholder fraud recognize how to respond to non-cardholder fraud identify types of information to provide on the travel authorization form, the types of reimbursable expenses when traveling, and cardholder/non-cardholder fraud recognize responsibilities related to using and maintaining a government charge card recognize responsibilities related to paying government charge card bills recognize responsibilities related to using, maintaining a government charge card and also paying the charge card bill	Federal employees who travel on government business; federal employees who buy goods and services from the private sector for the federal government using a government charge card
77104844	Protecting the Rights of Minors on Campus	Safeguarding Minors on Campusrecognize the minimum standards of conduct when interacting with minors identify the requirements that are commonly covered in university policies and procedure identify circumstances that could lead to abuse or neglect of minors identify strategies for protecting minors from emotional and physical abuse and neglect recognize the requirements and procedures for reporting incidents of suspected abuse, neglect, or improper conduct demonstrate your understanding of policies and procedures for working with minors on campus	University employees and volunteers who work in academic programs, athletics, or other campus activities that engage minors
77117340	Psychological Safety: Building a Culture of Inclusion and Innovation	Psychological Safety: Building a Culture of Inclusion and Innovationdiscover the key concepts covered in this course recognize key statements that characterize psychological safety identify the benefits of a culture of psychological safety identify interpersonal techniques to help nurture psychological safety Knowledge Check: Reviewing Your Psychological Safety Skills recognize core leadership competencies for creating psychological safety recognize solutions to common challenges that inhibit a culture of psychological safety identify effective practices for maintaining a long-term psychologically safe culture Knowledge Check: Applying Your Psychological Safety Skills reflect on what you've learned	
1065000000	Radiation Safety	Radiation Safetyidentify the basic particles of the atom from their descriptions identify ionizing radiation types identify sources of radiation exposure identify the two types of radiation exposure identify the units used to measure radiation and how to use a survey recognize how to use a survey instrument to check for contamination identify the correct method for performing personal monitoring identify the three factors that affect the amount of radiation received identify precautions employers need to take to protect employees from radiation exposure define sealed and unsealed sources	Personnel working with or around ionizing radiation sources

77096130	Radio Frequency Safety for Communications Workers	Radio Frequency Safety identify characteristics of radio frequency energy recognize the sources of radio frequency energy recognize how radio frequency energy affects the body recognize characteristics and sources of RF energy and any potential health effects identify the regulations, standards, and guidelines various organizations have developed to ensure RF safety identify methods used to control exposure to RF energy identify the recommendations for safe work near cell towers identify guidelines, standards, and controls for working safely with RF energy	Employees who may be exposed to RF energy or radiation in the workplace
77096190	Reasonable Accommodation for the Federal Workplace	Cultivating Inclusive Workplace Practicesrecognize actions to take when approached with accommodation requests recognize how to respond appropriately to requests for religious accommodations identify situations that might trigger legally protected leave recognize the reasons for making accommodations and situations where they are appropriate	Any 'people manager' in a federal agency; this course is not intended to target Employee Relations specialists, agency policy-makers, or nonmanager employees
77115544	Recognizing and Addressing Micro-behaviors in the Workplace	Recognizing and Addressing Micro-behaviors in the Workplace discover the key concepts covered in this course recognize the characteristics of micro-behaviors identify the messages that get sent by micro-aggressions Knowledge Check: Reviewing Your Understanding of Micro-behaviors identify an approach for addressing micro-aggressions recognize effective techniques to help you perfect your use of micro-inclusions Knowledge Check: Reviewing Your Micro-inclusion Skills reflect on what you've learned	
1800119000	Record Retention	Record Retentionrecognize examples of legal considerations for having a record retention policy recognize the administrative benefits of having a record retention policy recognize factors that determine electronic communication retention policies identify considerations for storing and deleting electronic records recognize the need for a record retention policy recognize the appropriate method of disposal or destruction for a printed or electronic record recognize the benefits of having an effective record retention and destruction policy recognize when to retain and when to destroy records	All employees, but particularly management and human resource and compliance personnel who need to understand and implement document retention policies
1012000000	Regulatory and Industry Standards for EHS	Regulatory and Industry Standards for EHSidentify nonregulatory organizations and codes that establish safety regulations that impact the workplace identify organizations that establish safety regulations that impact the workplace identify organizations, codes, and agencies that regulate workplace safety recognize how OSHA regulatory standards are established recognize the reasons that OSHA performs inspections recognize how regulatory standards are established and identify why OSHA performs workplace inspections	All personnel in regulated industries

1041000000	Regulatory Overview (HAZWOPER)	Regulatory Overview (HAZWOPER)identify the scope and purpose of the Occupational Safety and Health Act identify the purposes of the major regulatory agencies that establish regulations impacting the workplace identify the purposes of RCRA, CERCLA, and SARA identify true statements regarding company responsibilities and environmental laws identify true statements about hazardous waste identify general characteristics of HAZWOPER identify ways to prevent exposure to hazardous waste	Regular hazardous waste site workers and managers
77117580	Reimagining the Employee Experience: DEI from Hire to Retire	Reimagining the Employee Experience: DEI from Hire to Retire discover the key concepts covered in this course recognize key elements of developing a DEI scorecard as a first step in ensuring systemic DEI identify strategies to create an inclusive talent acquisition experience in an organization Knowledge Check: Reviewing Your Inclusive Talent Acquisition Skills recognize techniques to enable talent to develop and advance equitably identify strategies to democratize DEI leadership in association with employee groups identify techniques to ensure inclusion in policies, processes, and systems Knowledge Check: Assessing Your Inclusive Talent Advancement Skills reflect on what you've learned	
77093633	Respiratory Protection 2.0	Ensuring Respiratory Protectiondistinguish between employee and employer responsibilities recognize why respiratory protection is necessary identify examples of respiratory hazards identify the types of respirators identify the limitations of respirators cite what must occur before using a respirator identify factors to consider when selecting a respirator cite proper inspection practices select best practices for donning or doffing a respirator identify actions to take during an emergency situation select proper respirator maintenance and storage practices	Persons who will be potentially exposed to hazardous airborne contaminants in the course of their work
77101243	Respiratory Protection 2.0 - Cal/OSHA	Ensuring Respiratory Protectiondistinguish between employee and employer responsibilities recognize why respiratory protection is necessary identify examples of respiratory hazards identify the types of respirators identify the limitations of respirators cite what must occur before using a respirator identify factors to consider when selecting a respirator cite proper inspection practices select best practices for donning or doffing a respirator identify actions to take during an emergency situation select proper respirator maintenance and storage practices	Persons who will be potentially exposed to hazardous airborne contaminants in the course of their work
77101338	Respiratory Protection Impact: Donning and Doffing	Donning and Doffingunderstand the credentials of the subject matter expert understand how to don and doff a respirator with a tight-fitting facepiece reflect on what you've learned	Persons who will be potentially exposed to hazardous airborne contaminants in the course of their work.

77101857	Respiratory Protection Impact: Inspections	Inspectionsunderstand the credentials of the subject matter expert understand how to inspect a respirator reflect on what you've learned	Persons who will be potentially exposed to hazardous airborne contaminants in the course of their work
77101336	Respiratory Protection Impact: Limitations of Respirators	Limitations of Respiratorsunderstand the credentials of the subject matter expert understand the limitations of respirators reflect on what you've learned	Persons who will be potentially exposed to hazardous airborne contaminants in the course of their work
77101339	Respiratory Protection Impact: Maintenance and Storage	Maintenance and Storageunderstand the credentials of the subject matter expert understand respirator cleaning and storage practices reflect on what you've learned	Persons who will be potentially exposed to hazardous airborne contaminants in the course of their work
77101337	Respiratory Protection Impact: Respirator Selection	Respirator Selectionunderstand the credentials of the subject matter expert identify factors to consider when selecting a respirator reflect on what you've learned	Persons who will be potentially exposed to hazardous airborne contaminants in the course of their work
77101856	Respiratory Protection Impact: Responsibilities	Responsibilitiesunderstand the credentials of the subject matter expert understand your responsibilities and your employer's responsibilities regarding respiratory protection reflect on what you've learned	Persons who will be potentially exposed to hazardous airborne contaminants in the course of their work
77101335	Respiratory Protection Impact: Types of Respirators	Types of Respiratorsunderstand the credentials of the subject matter expert understand how to identify types of respirators reflect on what you've learned	Persons who will be potentially exposed to hazardous airborne contaminants in the course of their work
77101790	Responding Effectively to Risks	Dealing with Riskmatch examples of avoiding threats to the appropriate methods recognize methods of transferring threats identify ways of mitigating threats match types of threat acceptance to examples sequence the responses to opportunities recognize how to effectively use contingency response strategies use techniques to effectively respond to risks	Functional managers, professionals, departmental leaders, and all individuals in key roles who want to develop or refine their strategic thinking skills and learn about issues relating to risk and risk management
77100284	Retail Safety	Retail Workplace Safetyidentify examples of work tasks that put employees at high risk for MSDs recognize ways to prevent slip, trip, and fall hazards due to individual factors recognize ways to prevent slip, trip, and fall hazards due to workplace factors identify safe practices for avoiding workplace hazards recognize how to use electrical equipment safely recognize best practices for ensuring personal safety when traveling to and from work	Retail workers
77111731	Retail Short: Completing Work Tasks Safely	Completing Work Tasks Safetyidentify examples of work tasks that put employees at high risk for MSDs	Retail workers
77111735	Retail Short: Personal Safety	Personal Safetyrecognize best practices for ensuring personal safety when traveling to and from work	Retail workers
77111732	Retail Short: Slips, Trips, and Falls	Slips, Trips, and Fallsrecognize ways to prevent slip, trip, and fall hazards due to individual factors recognize ways to prevent slip, trip, and fall hazards due to workplace factors	Retail workers

77111734	Retail Short: Working with Electrical Equipment	Working with Electrical Equipmentrecognize how to use electrical equipment safely	Retail workers
77111733	Retail Short: Workplace Hazards	Workplace Hazardsidentify safe practices for avoiding workplace hazards	Retail workers
77096418	Rigging Equipment and Inspection	Rigging Equipment and Inspectionidentify types of hazards associated with using rigging equipment identify the type of PPE required for specific rigging hazards identify the criteria used to select rigging equipment recognize when to inspect rigging recognize the correct procedures for inspecting rigging equipment made from different materials identify methods for proper storage of rigging equipment	Employees involved in hoisting and rigging activities in the workplace
1820108000	Rightful Employment Termination	Compliant Employment Terminationidentify true statements about wrongful employment termination recognize examples of wrong reasons for terminating employment identify what wrongful employment termination means and recognize examples of this identify actions to take to reduce risks of wrongful termination complaints recognize actions and behavior to reduce risks of wrongful termination complaints	Frontline managers and supervisors
77112204	Safe Backing of Tractor-Trailers	Safe Backing of Tractor-Trailersrecognize the skills required to safely execute any backing maneuvers identify actions to take to minimize danger zone hazards when backing up recognize concepts relating to trailer tail swing identify actions to take when straight-line backing a tractor-trailer identify actions to take when blind-side backing a tractor-trailer identify actions to take when sight-side backing a tractor-trailer	EH&S managers of logistic companies and drivers of semi-trucks
77095690	Safe Vehicle Backing	Safe Vehicle Backing Practicesrecognize factors and situations that can lead to backing accidents identify some of the human and financial costs associated with backing accidents recognize what you can do to minimize backing accidents recognize how to back safely into a parking spot	Employees who drive company-owned vehicles, including cars, utility trucks or vans, as well as employees who drive their own vehicles for company business
1011000000	Safe Work Practices	Safe Work Practicesdescribe the underlying principles of safe work practices identify the steps involved in conducting a job safety analysis identify when a pre job safety briefing should be held identify characteristics of formal and informal workplace inspections recognize different hazard control methods identify safe work practices related to clothing and attire identify safe practices for pedestrians when working around forklifts identify good housekeeping practices	All persons who work in either the industrial work environment or administrative areas

77100016	Safety at Work: A Systematic Approach	Safety at Work: A Systematic Approachrecognize main characteristics of a behavior-based safety program identify ways you can contribute to a behavior-based safety program identify elements of the ABC model recognize how activators and consequences are used in behavior-based safety programs to encourage safe behavior recognize common causes of safety incidents recognize advantages of participating in a behavior-based safety program recognize your responsibilities in a behavior-based safety program recognize the various types of analysis that you might be involved in as safety improvements are sought recognize how the risk pyramid can be used to understand behavior recognize how to use AWARE for safety observation	Employees participating in a behavior-based safety program
1073000000	Safety Data Sheets	Safety Data Sheetsidentify the physical states in which chemicals are commonly found identify chemical routes of entry into the body identify basic requirements of an SDS and common information found on a typical SDS define terms commonly used to describe exposure limits on an SDS identify the types of information found in sections 1-3 of an SDS identify the types of information found in sections 4-6 of an SDS identify the types of information found in sections 7-8 of an SDS identify information found in sections 9-11 and 16 of an SDS identify information found in sections 12-15 of an SDS practice and apply the SDS information	Anyone who must use chemical agents on the job
77117232	Safety Management	Safety Managementrecognize the key job responsibilities of the safety management role identify the key responsibilities of a safety professional identify the elements of a comprehensive safety management plan recognize the key elements of safety management plans identify ways to persuade employees to follow the safety rules by practicing MBWA identify how to discipline employees using the steps of the progressive discipline system identify how to get employees to follow safety rules and recognize how progressive discipline is applied recognize the misconceptions about safety management in an organization identify the misconceptions about safety management at work identify the strategies for creating an authentic safety culture recognize the strategies for creating an authentic safety culture	Employees assuming new or expanded responsibility for safety management
77100370	Safety Principles Impact: Accident Factors	Accident Factorsunderstand the credentials of the subject matter expert recognize which factors contribute to an accident reflect on what you've learned	All personnel who have safety and health responsibilities
77100374	Safety Principles Impact: Accident Investigation	Accident Investigationunderstand the credentials of the subject matter expert determine when and how to conduct an accident investigation reflect on what you've learned	All personnel who have safety and health responsibilities
77100375	Safety Principles Impact: Near Misses	Near Missesunderstand the credentials of the subject matter expert recognize the importance of identifying a near miss reflect on what you've learned	All personnel who have safety and health responsibilities

77100373	Safety Principles Impact: Reporting an Accident	Reporting an Accidentunderstand the credentials of the subject matter expert determine how to report an accident and recognize the importance of documenting the accident reflect on what you've learned	All personnel who have safety and health responsibilities
77100371	Safety Principles Impact: Safe Work Habits and Behaviors	Safe Work Habits and Behaviorsunderstand the credentials of the subject matter expert develop safe work habits and behaviors reflect on what you've learned	All personnel who have safety and health responsibilities
77100372	Safety Principles Impact: Safety Awareness	Safety Awarenessunderstand the credentials of the subject matter expert increase safety awareness in employees reflect on what you've learned	All personnel who have safety and health responsibilities
77100376	Safety Principles Impact: Stop Work Authority	Stop Work Authorityunderstand the credentials of the subject matter expert recognize how Stop Work Authority can be implemented to benefit the workplace reflect on what you've learned	All personnel who have safety and health responsibilities
77113752	Safety Short: Anthrax	Anthraxrecognize how anthrax spores can enter the body recognize symptoms of different types of anthrax	All employees
77112881	Safety Short: Coronaviruses and COVID-19	Coronaviruses and COVID-19identify those at a higher risk than the general population for contracting COVID-19 identify precautions to take to protect yourself and others identify best practices to use when washing your hands to protect yourself and others from exposure to infectious germs	All employees
77113746	Safety Short: Ebola	Ebolaidentify who is at risk of contracting Ebola recognize the progression of Ebola symptoms identify best practices to use when washing your hands to protect yourself and others from exposure to infectious germs	All employees
77113742	Safety Short: Handwashing	Handwashingidentify best practices to use when washing your hands to protect yourself and others from exposure to infectious germs	All employees
77113743	Safety Short: Influenza (The Flu)	Influenzaidentify key characteristics of 3 types of influenza recognize the most effective way to protect yourself against the flu identify best practices to use when washing your hands to protect yourself and others from exposure to infectious germs	All employees
77113741	Safety Short: Introduction to Infectious Diseases	Infectious Diseasesidentify effective ways to prevent the spread of infectious diseases	All employees
77113750	Safety Short: Legionnaires' Disease	Legionnaires' Diseaseidentify potential sources of exposure to Legionella bacteria identify symptoms of Legionnaires' disease	All employees
77113744	Safety Short: Measles	Measlesidentify who is at highest risk for contracting measles recognize how measles is spread	All employees
77113749	Safety Short: Meningococcal Disease	Meningococcal Diseaseidentify who is at increased risk of contracting meningococcal disease distinguish the symptoms of meningococcal meningitis and meningococcal septicemia	All employees
77113751	Safety Short: Methicillin-resistant Staphylococcus Aureus (MRSA)	Methicillin-resistant Staphylococcus Aureus (MRSA)identify who is at increased risk of MRSA infection recognize symptoms of MRSA identify best practices to use when washing your hands to protect yourself and others from exposure to infectious germs	All employees
77113745	Safety Short: Norovirus	Norovirusrecognize the most common symptoms of norovirus identify ways to avoid or prevent the spread of norovirus identify best practices to use when washing your hands to protect yourself and others from exposure to infectious germs	All employees

77113747	Safety Short: Smallpox	Smallpoxidentify ways smallpox can be spread from one person to another identify when a person with smallpox is contagious	All employees
77113748	Safety Short: Zika Virus	Zika Virusrecognize how the Zika virus is transmitted identify ways to avoid or prevent the spread of the Zika virus	All employees
77093295	Scaffolding Safety	Maintaining Scaffolding Safetyidentify the hazards commonly associated with scaffolding identify general scaffolding requirements and safety considerations identify specific precautions to take when working with scaffolding near power lines identify safe work practices that prevent falls from scaffolding identify safe work practices that prevent objects from falling from scaffolding	Employees who use scaffolding during work tasks
77096402	Scissor Lifts	Using Scissor Liftsrecognize potential hazards associated with scissor lift use describe a scissor lift identify safety features in scissor lifts and examples of where they would be effective identify safety equipment lift operators wear to improve their safety identify potential hazards in scissor lifts during inspection classify the training requirements of scissor lifts	Employees operating and servicing scissor lifts
77101167	Security Awareness for End Users	Security Awareness for End Usersidentify why campus networks are targeted by hackers identify personal benefits of promoting campus network security identify the methods hackers use to try and exploit others online identify why hackers target campuses and the methods they use to exploit users recognize practical strategies to improve security on your personal devices recognize online habits that can help keep you safe and improve campus network security recognize ways to improve security personal devices and the other habits that can help keep you safe and campus network security protected	All end users of higher education campus networks and electronic resources, including students and employees
77101156	Security Personnel: Responding to Potential Threats	Responding to Potential Threatsidentify how to recognize potential security incidents or risks recognize body language that may indicate a potential threat recognize how to overcome your fears through planning and preparation recognize potential security risks and body language that may indicate threats, as well as overcoming your fears through planning and preparation recognize the levels of resistance you might encounter when taking action in a potentially threatening situation recognize the levels of force that might be necessary when taking action against threatening individuals recognize the level of action to take and the force to use in a threatening situation	Employees who perform facility security functions as part of their job
77114145	Sharing Space: Living, Learning, and Working at Home	Sharing Space: Living, Learning, and Working at Homerecognize how to adjust your mindset and create an atmosphere for successful working and learning recognize how to organize time, space, and expectations in ways that work for everyone recognize best practices that promote and support the parallel goals of productive working and learning	
1213000000	Signs and Tags	Signs and Tagsidentify what different accident prevention signs indicate identify requirements for tags identify the characteristics of tags	All employees who may encounter accident prevention signs and tags in the workplace

77104943	Silica in Construction	Silica on Construction Sitesrecognize crystalline silica in the workplace identify symptoms of exposure to crystalline silica identify how to use engineering and administrative controls and PPE to control exposure to crystalline silica	Construction employers who manage or supervise employees who may be exposed to respirable crystalline silica and employees who may be directly exposed to silica in the workplace
77096279	Silica in General Industry	Working with Silicaidentify crystalline silica when you encounter it in the workplace identify the symptoms of exposure to crystalline silica identify how to use engineering and administrative controls and PPE to control exposure to crystalline silica	Employers and employees who may be exposed to silica in the workplace
1047000000	Site Control (HAZWOPER)	Site Control (HAZWOPER)identify the purposes of a site control program recognize actions that should be taken before cleanup activities commence after a release identify the activities that occur in the exclusion zone differentiate between the contamination reduction zone and the exclusion zone identify characteristics of the support zone identify how to manage a hazardous site identify safe work practices when working in a hazardous waste site differentiate between the communication systems used internally vs. externally after a spill. identifying safe work practices and differentiating communication systems	Regular hazardous waste site workers and managers
1042000000	Site Safety and Health Plan Procedures (HAZWOPER)	Site Safety and Health Plan Proceduresidentify elements of an employer safety and health program recognize the main purpose of an organizational structure identify the purpose of a work plan identify the key elements of a site safety and health plan identify the purpose and provisions of a site hazard assessment identify the purpose of site control identify the purpose of a personal protective equipment (PPE) program recognize the key elements and purpose of the site safety and health plan identify the purpose of medical surveillance identify the purpose of standard operating procedures (SOPS) recognize the components of the emergency response plan (ERP) identify the purpose of medical surveillance and SOPs and recognize the components of the emergency response plan	Regular hazardous waste site workers and managers
77103934	Skype for Business 2016: Getting Started	Skype for Business 2016: Getting Startedopen Skype for Business use the Skype for Business interface change your status in Skype for Business add and remove contacts in Skype for Business organize your contacts into groups in Skype for Business manage your alerts in Skype for Business manage your privacy settings in Skype for Business	

1031000000	Slips, Trips, and Falls 2.0	Slips, Trips, and Fall Hazardsidentify fall hazard conditions in the workplace identify ways to minimize walkway hazards identify ways to prevent injuries on stairs identify safe practices for ladder use use the 4-to-1 rule to determine safe ladder placement	All personnel exposed to potential slip, trip, and fall hazards while on the job, including those who will potentially use or be around ladders during the course of a routine or nonroutine work day
77100687	Slips, Trips, and Falls 2.0 – Cal/OSHA	Slips, Trips, and Fall Hazardsidentify fall hazard conditions in the workplace identify ways to minimize walkway hazards identify ways to prevent injuries on stairs identify safe practices for ladder use use the 4-to-1 rule to determine safe ladder placement	All personnel exposed to potential slip, trip, and fall hazards while on the job, including those who will potentially use or be around ladders during the course of a routine or nonroutine work day
77100851	Slips, Trips, and Falls Impact: Fall Prevention Techniques and Methods	Fall Prevention Techniques and Methodsunderstand the credentials of the subject matter expert recognize how to prevent falls reflect on what you've learned	All personnel exposed to potential slip, trip, and fall hazards while on the job
77100848	Slips, Trips, and Falls Impact: Identifying Fall Hazards	Identifying Fall Hazardsunderstand the credentials of the subject matter expert recognize types of slip, trip, and fall hazards reflect on what you've learned	All personnel exposed to potential slip, trip, and fall hazards while on the job
77100850	Slips, Trips, and Falls Impact: Minimizing Walking and Working Surface Hazards	Minimizing Walking and Working Surface Hazardsunderstand the credentials of the subject matter expert identify best practices associated with walking and working surfaces reflect on what you've learned	All personnel exposed to potential slip, trip, and fall hazards while on the job
77100849	Slips, Trips, and Falls Impact: Preventing Injuries on Ladders	Preventing Injuries on Laddersunderstand the credentials of the subject matter expert identify safe work practices for ladder use reflect on what you've learned	All personnel exposed to potential slip, trip, and fall hazards while on the job
77101861	Slips, Trips, and Falls Impact: Specific Applications	Specific Applicationsunderstand the credentials of the subject matter expert identify control strategies for common slip/trip/fall hazards reflect on what you've learned	All personnel exposed to potential slip, trip, and fall hazards while on the job
77101862	Slips, Trips, and Falls Impact: Stairs	Stairsunderstand the credentials of the subject matter expert identify safe work practices for using stairs reflect on what you've learned	All personnel exposed to potential slip, trip, and fall hazards while on the job
1054000000	Spill Prevention and Control	Spill Prevention and Controldefine hazardous materials specify work practices that can prevent spills from occurring identify goals to be implemented when a spill occurs identify the boundaries used to define areas where a hazard is present identify actions to take when responding to a spill of hazardous materials or waste identify response procedures to safely deal with a spill	All persons who work in occupations having workplace hazards

1036000000	Spill Prevention, Control, and Countermeasure Plan	SPCC Planrecognize the requirements of the EPA SPCC regulatory standards identify information found in an SPCC Plan identify responsibilities of the SPCC coordinator identify the changes that the SPCC coordinator should be notified about identify the actions to take in the event of an oil spill identify the items that are classified as secondary containment or diversionary structures identify guidelines for oil storage identify security measures that can be used to prevent spills	All personnel who work in petroleum product handling and storage
77100839	Spill Response and Control Impact: Boundaries When Hazards Are Present	Boundaries When Hazards Are Presentunderstand the credentials of the subject matter expert describe the boundary system used for hazardous material spill responses reflect on what you've learned	All persons who work in occupations having hazardous materials
77100836	Spill Response and Control Impact: Defining Hazardous Materials	Defining Hazardous Materialsunderstand the credentials of the subject matter expert define hazardous material reflect on what you've learned	All persons who work in occupations having hazards materials
77100840	Spill Response and Control Impact: Hazardous Spill Sizes	Hazardous Spill Sizesunderstand the credentials of the subject matter expert recognize the differences between small and large spills reflect on what you've learned	All personnel who work in petroleum product handling and storage
77100838	Spill Response and Control Impact: Responding to a Spill	Responding to a Spillunderstand the credentials of the subject matter expert describe spill response best practices reflect on what you've learned	All persons who work in occupations having hazards materials
77100841	Spill Response and Control Impact: Responsibilities During a Spill	Responsibilities During a Spillunderstand the credentials of the subject matter expert recognize the critical roles and responsibilities of personnel during a spill response reflect on what you've learned	personnel who work in petroleum product handling and storage
77100837	Spill Response and Control Impact: Work Practices to Prevent Spills	Work Practices to Prevent Spillsunderstand the credentials of the subject matter expert describe best practices for preventing spills reflect on what you've learned	All persons who work in occupations having hazards materials
1000111000	Sprains and Strains	Sprain and Strainidentify common signs and symptoms of sprains identify what a sprain injury is identify the most common site of the body where sprains occur identify common signs and symptoms of strains identify what a strain injury is identify common sites of the body where strains occur identify examples of tasks that might result in sprain and strain injuries in the workplace identify four major sprain or strain injury risk factors associated with manual tasks recognize key considerations involved in assessing and controlling risks recognize key concepts associated with the physical and work factors that contribute to sprain and strain injuries identify examples of conditions or actions that may increase the risk of a sprain or strain injury recognize how exercise programs can reduce injuries recognize the effects of lifting on all surrounding joints and soft tissue	All employees

77100884	Stop Work Authority	Stop Work Authority recognize the intent of Stop Work Authority in the workplace identify employer and employee responsibilities in workplace safety identify the OSHA standard that should serve as guidance for implementing a Stop Work Authority recognize situations where a Stop Work Authority card should be used recognize the key elements that are important to ensure Stop Work Authority effectiveness in the workplace identify some of the benefits that Stop Work Authority gives to a workplace	All employees who work in environments that contain hazards and dangers
1037000000	Stormwater Pollution Prevention	Stormwater Pollution Preventionidentify common stormwater pollutants identify activities that have the potential to cause stormwater pollution identify the conditions that can result from stormwater pollution identify activities that require the 11 Standard Industrial Classification (SIC) categories to obtain permit coverage identify the conditions under which it is possible to receive waivers from permitting for construction activity identify the factors and activities included in individual efforts to prevent and control stormwater pollution identify components of a Stormwater Pollution Prevention Plan identify structural and non-structural best management practices	Personnel involved in activities that could positively or adversely affect stormwater quality
77097154	Student Rights Overview	Understanding Student Rightsrecognize your rights under the Family Educational Rights and Privacy Act identify student rights related to sexual abuse, sexual harassment, and sexual violence on campus respond appropriately to situations that may escalate into sexual misconduct	College and university students – both undergraduate and graduate
77096567	Supply Chain Transparency	Supply Chain Transparencyidentify terms related to human trafficking and slavery identify groups vulnerable to human trafficking recognize the signs of human trafficking in the supply chain demonstrate an understanding of the terms related to human trafficking and how to recognize the signs of human trafficking identify what it means to have transparency in the supply chain identify appropriate ways to respond to suspicions of illegal practices in the supply chain recognize supply chain transparency and appropriate responses to suspicions of illegal practices	Retail and manufacturing managers, primarily those within a company's sourcing operations
77120917	Sustainability: Adopting a Green Lifestyle	Adopting a Green Lifestyleidentify environmental issues covered by the IPCC's Sixth Assessment Report recognize environmental issues identify the areas of a modern lifestyle that impact the environment recognize the lifestyle domains that impact the environment recognize the actions to take to adopt a greener lifestyle identify actions to take to adopt a greener lifestyle	All personnel

77120966	Sustainability: Clean, Green Energy Choices	Sustainability: Clean, Green Energy Choicesrecognize the key purpose of photovoltaics identify the components of a passive solar energy system recognize the key purpose of photovoltaics and components of a passive solar energy system recognize how wind is used to produce electricity identify the different applications of geothermal energy recognize how wind and geothermal energy can be used as renewable power sources recognize the key features of using hydropower to generate electricity recognize how biomass is used as an energy source identify the ways in which water-based and biomass energy can be used as power sources recognize ways to be energy efficient identify the methods to be energy efficient	Procurement, operations, maintenance, and office management and personnel
77120964	Sustainability: Industry and Business Processes	Industry and Business Processesrecognize why sustainability is an important consideration for a business recognize the steps in the process to create a sustainable business strategy identify why businesses need to aim to be sustainable and how to implement strategies for sustainability recognize the meaning of the triple bottom line identify methods for sustainable materials management and procurement in the workplace recognize the principles of the triple bottom line as well as sustainable materials management and procurement identify the components of the EMS framework recognize the purpose and components of an EMS framework	All employees involved in procurement, operations, maintenance, and office management
77120965	Sustainability: Product Selection	Product Selectionrecognize the principles of the circular economy identify the aims of the sustainable materials management approach identify the principles of the circular economy and the aims of the sustainable materials management approach recognize the steps for sustainable procurement recognize the ways to apply circularity using the regenerative framework identify the sustainable procurement steps	All employees involved in procurement, operations, maintenance, and office management
77120933	Sustainability: Waste Reduction	Waste Managementdefine the 4Rs of waste reduction recognize methods for sustainable production and consumption recognize the 4Rs as well as methods for sustainable production and consumption recognize the key principles of the circular economy identify the key elements of the circular economy recognize waste diversion strategies for your office recognize common commercial office waste reduction strategies identify strategies for waste diversion and waste reduction for your office	Procurement, operations, maintenance, and office management and personnel
77101645	Take a Deep Breath and Manage Your Stress	Getting a Handle on Stressrecognize how stress can negatively impact on your health recognize key concepts about stress identify the main characteristics and symptoms of burnout recognize examples of actions and strategies to cope with stress and prevent full-blown burnout sequence examples of the steps of the ABC model used to control stress use the ABC model to manage your reaction to a stressful situation and challenge irrational thoughts	Individuals who wish to balance their work-life responsibilities

77093725	Telework for Government Employees	Telework for Government Employeesrecognize the considerations an employee should take when considering telework recognize what you need to do to prepare for a successful telework experience identify if telework is right for you and how to prepare for a successful experience identify best practices for managing expectations and communication identify best practices for managing your work when teleworking identify practices for safeguarding data when teleworking identify the challenges of teleworking identify the best practices and challenges of teleworking	Any employee of a US federal government agency who currently teleworks or wishes to do so in the future
77102069	The Art of Staying Focused	Getting Focusedrecognize tactics for avoiding procrastination and temptation and keeping focused recognize tactics to beat fatigue and maintain your focus identify strategies for minimizing distractions in your environment select the most effective response for declining a request strategically adjust your focus in response to changing circumstances recognize techniques for regaining focus maintain your focus on a task despite internal and external challenges	Anyone at any level in a company who wants to get some practical guidance for how to manage their time.
77117114	The False Claims Act	Understanding the False Claims Actidentify the purpose of the False Claims Act recognize key concepts related to the knowledge requirement recognize actions and behaviors that may lead to violations of the False Claims Act recognize features and violations of the False Claims Act identify consequences of violating the FCA for individuals and organizations recognize consequences of violating the FCA and actions to take to avoid violations	Employees at all levels of private-sector organizations that do business with the US government
77097198	The No FEAR Act	The No FEAR Actidentify the main reasons the No FEAR Act was passed identify remedies for federal employees who have been discriminated or retaliated against identify agency requirements under the No FEAR Act identify ways federal employees are protected by the No Fear Act reflect on what you've learned	Employees and managers of federal agencies
77096281	The Plain Writing Act	Plain Writing Actidentify what you need to know about your audience before you write identify best practices for content organization identify what to know about your audience and how to properly organize content identify best practices for writing with clear language recognize when to use other aids to improve clarity identify guidelines for writing web content identify best practices to write clearly and how also to properly write for the web	Employees of the Executive Branch of the US government who are responsible for creating official agency content that is published for both internal users within the agency and for external users in the public

1901103000	The US Constitution	US Constitutionrecognize the need for the creation of the US Constitution identify the role of the Great Compromise in the creation of the Constitution identify the Anti-Federalist concerns over the draft constitution and their effect on the Constitution recognize the purpose of each article of the Constitution recognize how Articles I, II, and III correspond with the branch of government to which they give power recognize what is meant by the supremacy clause recognize how the separation of powers outlined in the Constitution works in the practice of the government identify each branch of the US government with its role identify how the US Constitution shapes the government as we know it today recognize how amendments are made to the US Constitution identify the purpose of the Bill of Rights and examples of its application recognize key amendments to the US Constitution identify how the US Constitution shapes the government as we know it today	Federal government employees; employees of federal agencies; supervisors of federal employees; managers of federal employees; employees who buy goods and services from the private sector for the federal government; federal employees who deal with the public who are looking to obtain permits, licenses, and address other regulatory needs
77104970	Time Charging for Federal Contractors	Time Charging for Federal Contractorsrecognize the purpose of having clear timekeeping policies identify best practices for proper timekeeping recognize legal consequences that may result from improper timekeeping support your organization's efforts to comply with labor charging requirements	Employees of federal contractors
77104742	Title IV and Financial Aid	Title IV and Financial Aididentify the significance of Title IV identify allowable and non-allowable charges identify the general rules of awarding and disbursing Title IV funds identify examples of fraud recognize the basic rules for managing Title IV funds and financial aid	Employees of institutions of higher education
77096143	Title IX for Higher Education	Applying Title IX on Campusrecognize examples of sex discrimination, including sexual harassment, in higher educational settings recognize how to respond effectively to complaints of sexual discrimination identify how institutions can show compliance with Title IX athletics regulation	Members of the campus community including faculty, staff, coaches, athletic staff, health center staff, counseling center staff, residence hall staff, security personnel, and student-employees who require general awareness level training. This course is not targeted to Title IX coordinators, high-level administrators, or campus police.

77101128	Toxic Substances Control Act (TSCA)	Toxic Substances Control Act (TSCA)recognize the purpose of the Toxic Substances Control Act identify who TSCA regulations apply to recognize what the TSCA Inventory is identify your employer's basic compliance requirements under TSCA recognize the role of TSCA and its basic compliance requirements determine the appropriate certification statement for a chemical import identify threshold and information exemptions to TSCA reporting requirements identify specific chemicals regulated under TSCA that pose unreasonable risk to health and the environment. recognize reporting requirements, exemptions and specific chemical hazards	All personnel working for employers that manufacture, process, import, distribute in commerce, use, or dispose of chemical substances, including key regulated chemicals such as PCBs, asbestos, and lead
1052000000	Toxicology (HAZWOPER)	Toxicologydefine the categories of chemical toxins identify the routes of entry into the body of hazardous substances identify signs and symptoms of toxic exposure define terms associated with exposure to toxic substances identify terms that describe the various combined effects of two chemicals	Regular hazardous waste site workers and managers
77096406	Trailer Coupling and Uncoupling	Trailer Coupling and Uncouplingidentify equipment used for trailer coupling and uncoupling identify components of the coupling system that must be inspected identify equipment used for coupling and uncoupling and inspection requirements identify the steps for coupling vehicles identify the steps for uncoupling vehicles recognize the steps for coupling and uncoupling vehicles	Operators of commercial vehicles and other large trucks that are used to pull trailers
1057000000	Trenching and Excavation Safety	Promoting Trenching and Excavation Safetyidentify safety considerations before trenching and excavation begins identify key concepts associated with different types of excavation, sloping, and shoring identify practices that reduce hazards present in excavation work	Employees involved with trenching and excavation operations
77101303	Trenching and Excavation Safety – Cal/OSHA	Promoting Trenching and Excavation Safetyidentify safety considerations before trenching and excavation begins identify key concepts associated with different types of excavation, sloping, and shoring identify practices that reduce hazards present in excavation work	Employees involved with trenching and excavation operations
77117006	Truthful Cost or Pricing Data Act	The Truthful Cost or Pricing Data Actidentify key principles of the Truthful Cost or Pricing Data Act identify key principles of the Truthful Cost or Pricing Data Act recognize contractor obligations under the Truthful Cost or Pricing Data Act recognize contractor obligations under the Truthful Cost or Pricing Data Act recognize exceptions to the Truthful Cost or Pricing Data Act recognize exceptions to the Truthful Cost or Pricing Data Act identify potential consequences of violating TINA for companies and individuals identify potential consequences of violating TINA for companies and individuals	Employees at all levels of private sector organizations that do business with the US government
1256000000	Tuberculosis: Prevention and Control	Tuberculosis: Prevention and Control identify common modes of transmission identify true statements about tuberculosis and treatments identify tests used to diagnose TB cite methods to prevent TB transmission identify what to do if you suspect TB exposure	All employees

77101897	Understanding Unconscious Bias	Explaining Unconscious Biasrecognize key characteristics of unconscious bias match assumption-based unconscious biases to their descriptions categorize examples of confirmation-based unconscious biases distinguish between unconscious biases related to fixation recognize how addressing unconscious bias can benefit the workplace recognize unconscious biases in the workplace	Team leaders, supervisors, and managers; anyone who wants to learn how to address unconscious biases in the workplace.
1800123000	Union Awareness	Union Awarenessidentify the main characteristics of labor unions recognize the purpose and key objectives of the federal labor laws recognize the benefits of avoiding union formation in the workplace identify the practices employers can lawfully use to prevent union formation in the workplace recognize what a labor union is, the purpose of federal labor laws, and union avoidance strategies identify union organizing tactics recognize the steps involved in the union recognition process recognize union organizing tactics and the steps involved in the union recognition process identify the mandatory topics of bargaining recognize the defining characteristics of a bargaining unit recognize examples of how an employer may legally respond to union activity demonstrate an understanding of the process of bargaining and how an employer may legally respond to union activity	Managers and supervisors
1209000000	Universal Waste Rule	Universal Waste Ruleidentify the hazardous waste items classified as universal waste under the Universal Waste Rule identify the characteristics of batteries that make them a hazardous waste identify different types of universal waste and the characteristics of batteries that make them a hazardous waste identify basic handling requirements of lamps that qualify as universal waste identify the labeling and handling requirements of aerosol cans that qualify as universal waste identify the labeling and handling requirements of universal waste pesticides under the Universal Waste Rule identify labeling and handling requirements for lamps, aerosol cans, and pesticides identify the labeling and handling requirements of universal waste mercury-containing equipment identify the types of regulated participants in the universal waste system and what is required of them identify handling requirements for mercury-containing waste and recognize the roles played by regulated participants in the universal waste system	Employers and employees who handle, transport, or store universal waste
77096188	Urban Driving	Urban Drivingdescribe how to enter and exit traffic safely determine the best way to negotiate an intersection recognize how to correctly respond to traffic lights recognize an urban driver's responsibilities toward pedestrians follow best practices to safely share the road with cyclists Identify actions to take to avoid road rage incidents	Employees whose job activities include the operation of motor vehicles

77096192	US Antitrust	US Antitrustrecognize concepts related to US antitrust legislation understand concepts related to US antitrust legislation identify examples of arrangements that represent horizontal agreements identify examples of arrangements that represent vertical agreements recognize arrangements that are likely to violate antitrust law recognize the consequences of violating antitrust law recognize the appropriate actions to take to avoid violating US Antitrust laws recognize the consequences of violating antitrust law and how to take appropriate action to avoid violating US antitrust law	Employees responsible for setting prices, preparing bids, dealing with customers, and communicating with competitors, whether through trade associations or other ways
77096302	US Export Controls	US Export Controlsrecognize some of the situations covered by export control regulations identify the definition of an export recognize export control regulations recognize benefits of complying with export control regulations recognize regulations that govern exports recognize considerations involved in classifying items under ITAR recognize considerations involved in classifying items under the EAR recognize consideration involved in classifying items under ITAR and the EAR recognize appropriate actions to ensure compliance with ITAR recognize how to ensure compliance with ITAR recognize how to determine EAR licensing requirements recognize how to classify items and determine EAR licensing requirements	Employees who have contact with 'foreign persons' as defined by the 'deemed export' rule and those who are responsible for making decisions about where and to whom, and under what circumstances, goods, information or technology can be exported
1210000000	Used Oil Management	Used Oil Managementidentify what constitutes used oil determine when used oil is considered hazardous waste identify who a used oil generator is cite regulatory requirements for managing used oil identify information regarding the EPA ID numbers used for tracking used oil and hazardous waste identify transporter responsibilities regarding used oil and hazardous waste	Management and employees involved in the implementation and operation of used oil management programs
77096191	USERRA: An Overview	Understanding the Provisions of USERRArecognize key obligations related to agency employees' leave for uniformed service under USERRA	All employees of federal agencies
77119856	Virginia Consumer Data Protection Act	Virginia Consumer Data Protection Actrecognize examples of personal data covered under the VCDPA identify the rights of consumers under the VCDPA identify the examples of personal data and the rights of consumers under the VCDPA recognize the duties of controllers under the VCDPA recognize the duties of processors under the VCDPA identify the consequences of a VCDPA violation recognize the duties of controllers and processors and the consequences of a VCDPA violation	General employees (not privacy professionals, specialists, or corporate policy-makers)
77094824	Wage & Hour for Employees	Wage & Hour for Employeesidentify how hours worked and overtime are determined recognize federal minimum wage provisions identify what to do if you have questions about wage and hour issues recognize federal wage and hour laws	Non-exempt employees
77094825	Wage & Hour for Managers	Wage & Hour for Managersrecognize basic minimum wage requirements recognize what qualifies as compensable employee work time under the FLSA recognize the requirements for paying workers for overtime recognize the importance of supporting your company's wage and hour compliance efforts recognize how to comply with federal wage and hour laws	Managers and supervisors of nonexempt employees

77096417	Warehouse Safety	Ensuring Warehouse Safetyrecognize ways to prevent hazards on loading docks recognize how to protect against hazards associated with pedestrian traffic, ergonomics, and cuts recognize ways to prevent the hazards associated with forklift operation and pedestrian safety recognize ways to prevent hazards associated with ladders and falling from heights recognize ways to prevent hazards associated with stored materials and chemicals match examples of good housekeeping to good housekeeping practices	All employees
77101213	Welding Impact: Fire Prevention Techniques	Fire Prevention Techniquesunderstand the credentials of the subject matter expert understand how to avoid a fire while welding, and what techniques to use reflect on what you've learned	Employees involved in welding operations in the workplace
77101218	Welding Impact: Handling and Storing Gas Cylinders	Handling and Storing Gas Cylindersunderstand the credentials of the subject matter expert understand how to handle and store compressed gas cylinders reflect on what you've learned	Employees involved in welding operations in the workplace
77101215	Welding Impact: Health Hazards	Health Hazardsunderstand the credentials of the subject matter expert understand the health hazards associated with welding reflect on what you've learned	Employees involved in welding operations in the workplace
77101214	Welding Impact: Oxy-Acetylene Torch Safety	Oxy-Acetylene Torch Safetyunderstand the credentials of the subject matter expert understand welding operating procedures reflect on what you've learned	Employees involved in welding operations in the workplace
77101216	Welding Impact: PPE Requirements	PPE Requirementsunderstand the credentials of the subject matter expert identify the personal protective equipment that should be used during welding, cutting, and brazing operations reflect on what you've learned	Employees involved in welding operations in the workplace
77101217	Welding Impact: Safety Considerations	Safety Considerationsunderstand the credentials of the subject matter expert understand the risks associated with welding and the safety items to take into consideration reflect on what you've learned	Employees involved in welding operations in the workplace
1038000000	Welding, Cutting, and Brazing	Welding, Cutting, and Brazingidentify fire prevention techniques used during welding, cutting, and brazing identify the types of approved cylinders and how to protect them identify safe storage procedures for compressed gas cylinders identify correct practices for storing oxygen and acetylene cylinders safely identify proper operating procedures to ensure safety during welding and cutting operations identify safety devices used in oxyacetylene welding identify potential health hazards related to welding, cutting, and brazing identify PPE required by OSHA when welding identify safety measures to take while welding, cutting, and brazing in confined spaces	Employees involved in welding operations in the workplace
77100887	Working Alone – Safety Awareness	Working Alone – Safety Awarenessrecognize types of workers who would be considered lone workers identify types of risk associated with working alone recognize employer duties to lone workers under OSHA regulations recognize the components of an effective safety policy for lone workers recognize the elements of an effective plan for identifying and managing risks to lone worker employees	Employers and supervisors of lone workers
1046703	Working Safely with Animals		

77115224	Workplace Diversity, Equity, and Inclusion in Action	Workplace Diversity, Equity, and Inclusion in Actiondiscover the key concepts covered in this course recognize the core terminology of DEI recognize practices for building and sustaining a healthy DEI culture Knowledge Check: Reviewing Your Skills in Building DEI identify behaviors that signal a breakdown in achieving an inclusive culture recognize key elements that enable diversity, equity, inclusion, and belonging to take root recognize key mechanisms for putting DEI into action Knowledge Check: Assessing Your DEI Skills reflect on what you've learned	
77114599	Workplace Harassment Prevention for Federal Employees 2.0	Harassment Prevention in Federal Agenciesidentify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment identify protected classes covered under federal law recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur avoid behaviors that could be considered retaliation for harassment respond to harassment if you are being harassed recognize the types of penalties agencies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize your role in preventing workplace harassment	Employees of Federal Agencies
77114600	Workplace Harassment Prevention for Federal Managers 2.0	Harassment Prevention in Federal Agenciesidentify the elements of workplace harassment recognize why victims and others are often reluctant to report harassment identify protected classes covered under federal law recognize behaviors that could be considered unlawful harassment recognize the concepts that form the legal basis underpinning unlawful workplace harassment recognize quid pro quo sexual harassment recognize how hostile environment harassment can occur avoid behaviors that could be considered retaliation for harassment deal proactively with harassment or behavior that could lead to harassment recognize your responsibilities when receiving a harassment complaint deal proactively with harassment or behavior that could lead to harassment and handle complaints respond to harassment if you are being harassed recognize how to handle various harassment situations you may encounter as a manager recognize the types of penalties agencies or individuals may face recognize the benefits of a workplace that is based on respect and free from harassment recognize the importance of your role as a manager or supervisor and its effect on the workplace	Managers and supervisors in Federal Agencies
77114714	Workplace Harassment Prevention for Remote Employees	Workplace Harassment Working Remotelyrecognize that an employer's anti-discrimination and anti-harassment policies apply to all work-related interactions whether in-office or online	All employees

1207000000	Workplace Inspections	Workplace Inspectionsidentify the purpose of workplace inspections identify the role and corresponding responsibilities managers have for health and safety in an organization identify the role and corresponding responsibilities employees have for health and safety in an organization recognize actions involved in the planning phase of a workplace inspection recognize actions involved in the inspection phase of a workplace inspection recognize actions involved in responding to the findings of a workplace inspection	All employees
1901106000	Workplace Safety	Workplace Safetydetermine what responsibilities federal employees have relative to workplace safety in a given scenario identify the chief responsibilities for agency heads under OSHA and Executive Order 12196 identify the main rights federal employees have with regard to safe working conditions determine what kind of safety and health training various types of employees should receive identify agency and employee responsibilities and the safety and health training requirements under OSHA identify the benefits for federal agencies of OSHA recordkeeping and reporting requirements recognize the main requirements for the OSHA Form 300 identify examples of whistleblower scenarios where federal employees are protected by OSHA recognize conditions in which an employee's refusal to work is protected by the OSH Act identify recording keeping and reporting requirements as well as whistleblower protections	Federal government employees; employees of federal agencies; supervisors of federal employees; managers of federal employees; employees who buy goods and services from the private sector for the federal government; employees who deal with the public who are looking to obtain permits, licenses, and address other regulatory needs
1021000000	Workplace Safety Orientation 2.0	Workplace Safety Orientationidentify basic safety rules and practices identify proper lifting techniques identify safe practices when working around forklifts identify important procedures to follow during and after an incident describe the purpose of personal health and safety programs describe the purpose of work environment safety programs describe the purpose of safety training programs	All new employees
1255000000	Workplace Security	Workplace Securityrecognize ways to help control access to the building or site where you work identify physical security vulnerabilities in relation to computers, laptops, mobile devices, and other work equipment and assets recognize appropriate actions to take during an emergency identify physical security vulnerabilities and recognize ways to control builiding access and actions to take during an emergency take precautions to stay physically safe in situations where you may be vulnerable identify how to respond to a threatening coworker take precautions to stay physically safe and identify how to respond to a threatening coworker	All employees
77101566	Workplace Security (Retired)	Reducing Physical Security Risksrecognize ways to help control access to the building or site where you work identify physical security vulnerabilities in relation to computers, laptops, mobile devices, and other work equipment and assets recognize appropriate actions to take during an emergency take precautions to stay physically safe in situations where you may be vulnerable	All employees

77105656	Workplace Violence Prevention in Healthcare	Preventing Violence in Healthcareidentify steps you can take to avoid violence in the workplace identify actions that make up the ROAR method for preventing violence recognize what to do if you're confronted by an assailant	Healthcare and social service workers working in hospitals, clinics, home health care, nursing facilities, and multiple types of medical and service clinics
77102066	Your Role in Workplace Diversity	Diversity and Yourecognize the actions you can take to become aware of your values and beliefs recognize how to adjust your self-talk to manage your reactions in challenging situations involving diversity recognize guidelines for embracing social and cultural diversity in the workplace recognize how your actions can improve social and cultural diversity sequence the steps in the process for implementing a flexible communication style recognize methods to improve your active listening skills recognize attributes of inclusive language develop your own capabilities to embrace and leverage diversity in your workplace	Individuals at all levels who have an interest in diversity in the workplace.

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