

## Online Safety Presentations Currently Available for Agency Use (subject to change)

These Loss Control Safety Presentations are for use by all state agencies. The presentations below are intended as guides to assist state agencies with their training and/or safety meeting needs. Use of these PowerPoint files is not mandatory. The information within the presentations may be amended by an agency to address site-specific training. It will be the responsibility of each agency to determine if and how these files will be used.

### \*Accident Investigation

Provides basic accident/incident investigation techniques and explains how to perform a "root-cause" analysis of an accident, whether personal injury or equipment/property damage.

### Bonds, Crime and other Exposures

Designed to help agencies better understand the Bonds & Crime component of the Loss Control audit, the class addresses ORM insurance coverage, property and fiscal controls, and business interruption. The class also deals with workplace security and the components of the written Bonds & Crime Program.

### Confined Spaces

This class gives employees a basic understanding of "confined spaces" and specific training on safe confined-space entry. Training includes recognition and control of confined space hazards, entry permits, and related emergencies.

### Driver Safety

This class covers the basics of Driver Safety Training, Critical Elements of an Effective Safety Program, Safe Driving, Defensive Driving, Pedestrians, Vehicle Equipment and Rules of the Road, and is intended to assist all drivers in hazards on the road and how to drive safely in spite of those.

### Drug Testing

This class provides information about the state's drug testing laws and policies, substances tested for, how to recognize use and abuse of these substances and guidelines for intervention.

## Emergency Preparedness

In today's society emergency preparedness has become more than preparing for hurricanes, tornados, floods and other natural disasters. Crisis management planning in the public sector now has to include chemical and biological weapons used in unconventional ways. Anthrax mailings in the wake of September 11 have raised the specter of a possible wide- scale bio-assault on Louisiana. Bombs, the fasting growing lethal weapon, has had an increase of 425% in the past decade. How can you prepare for events that could strike anywhere and take any number of forms? What can your agency, or your family, do to prepare for such a situation?

## Ergonomics for the 21st Century

Ergonomics is simply arranging and adjusting the work environment to fit the employee's body. Part of a good safety program is a good ergonomics program. It can help you discover your potential hazards and assist you in preventing accidents in the future. Topics include physiology of the body, parts of the body most affected, eye strain, pragmatic preventative measures, correct use of office equipment and exercises for stress release.

## Fire Safety Training

Fire is a word that causes immediate alarm any time the word is spoken. Any fire is dangerous but a workplace fire is especially so because of the potential damage to property and people. Taking proper action the moment a fire is discovered is essential. It is imperative that agencies have an evacuation plan in order to save lives and reduce property damage. Discussion will include what causes a fire, the fire triangle, classes of fire, fire protection and prevention methods, and guidelines on how to implement a risk analysis strategy for the workplace.

## Hand & Power Tool Safety

This class highlights various types of hand tools, the selection of the proper tool for the desired job, the correct use of the tool, and how to properly inspect tools before use. The class also addresses basic skills in hazard recognition, and maintenance and storage of tools.

## Hazard Communication

This class is designed to provide employees with a general understanding of hazardous materials, including the importance of recognizing, evaluating, communicating potential hazards as well as taking appropriate protective measures to ensure the safety of everyone in the workplace. The class includes definitions, background and scope of the federal Haz-Com regulations and ORM requirements.

## Hazardous Materials

This class is intended for employees who routinely handle, store, or dispose of hazardous materials. The class provides instruction relative to such materials, including the importance of recognizing hazardous materials, researching and developing policies and procedures, and re-evaluating such for effectiveness and on-going reevaluation and re-implementation as necessary. The class includes definitions, background and scope of this discipline, use of SDSs and PPE, federal/state requirements and the ORM requirements for a written hazardous materials program.

## Heat Stress

In this course, you will learn about the leading factors related to heat stress including: Temperature/humidity, direct sun/heat, limited air movement, physical exertion, poor physical condition, adverse medication on heat stress and tolerance of hot workplaces. This course is also designed to guide you through symptoms and treatment of heat related effects and how to mitigate their impacts.

## Indoor Air Quality

Significant activity has developed on mold related claims and lawsuits. This session offers an overview of mold-related litigation and gives suggestions on avoiding or mitigating potential losses. Asbestos claims have reached epidemic proportions and they are just beginning! What asbestos is, where it is found and how to reduce this carcinogen will be discussed.

## \*Job Safety Analysis

This class teaches participants to identify hazardous procedures by using the JSA and then to minimize/eliminate the hazards via specifying safe procedures. Employees will learn how to breakdown a job's performance into its basic parts/steps, and how to identify the key components of a job.

## Lab Safety

This class is designed for those agencies with laboratories. It teaches participants how to safely manage, maintain and use these areas of the workplace.

## Ladder Safety

Use of ladders can lead to serious injuries and this course will guide you through the process of Ladder Selection, Ladder Inspection, Proper Placement, Proper Use, Maintenance and Storage and other safety measures for those utilizing ladders in the daily functions.

## Lockout Tagout

This course provides training in isolating and securing energy sources so that work can be performed on equipment w/o risk of injury to workers. The class provides information on proper lockout/tag out devices and procedures to assure that equipment cannot be inadvertently energized.

## \*Loss Prevention Program

This course provides an in depth overview of all six sections of the State Loss Prevention Program with special emphasis on the annual audit.

## Material Safety Data Sheets

This class provides detailed information about these important documents, which accompany all chemical products purchased in bulk, especially hazardous chemicals. This course explains the contents of the SDS and how to effectively read, understand and use the information. Participants will learn how and where to keep SDSs for optimum access by employees and how to train employees in the proper use the data.

## Motivating Employees Without Using Money

Having the ability to stimulate employees to put forth their best efforts is key to the success of any leader. In this class you will learn several innovative and inexpensive ways to make people feel acknowledged, appreciated and fulfilled. It will also discuss how managers and supervisors can get their employees to "buy into" the Loss Prevention Program.

## Personal Protective Equipment

This Personal Protective Equipment (PPE) class falls into the same category of "The Right Tool for the right job" and is meant to cover the identification of hazards and the appropriate PPE to use including: best practices, workplace assessment, potential hazards, eye protection, respirator protection, head protection, foot protection, electrical protection, hands/skin protection, PPE selection, hearing protection, fall protection, care of PPE, and Supervisor/employee responsibilities.

## Preventing Harassment

The workplace is difficult enough without the disheartening distraction of harassment. Harassment can emanate both from those in authority as well as co-workers, but is not necessarily always intended to be disconcerting. The control/elimination of harassment in the workplace is everyone's responsibility. This class highlights the various forms harassment can take, including unfair treatment/discrimination related to age, sex, race, religion, national origin, physical appearance, etc., and offers methods to quickly detect and stop it.

## Respiratory Protection

This class covers respirator technology, fit-testing methods for face protectors and effective use of respirators. The class will help agencies manage their respirator program as well as facilitate the proper use, maintenance and storage of equipment by employees.

## Safe Lifting

This class is designed to help agencies understand the scope of back injuries in the workplace. Topics include analyzing the workplace/job activities that may contribute to back injuries, identifying and implementing a safe lifting program, and safe lifting techniques.

## \*Safety Meetings

This class is designed to help agencies generate, and maintain, interest in safety meetings. It will provide suggestions for developing pertinent and entertaining safety topics, for increasing attendance and how to get your safety information to those unable to attend.

## Slip, Trip and Fall

Slip, Trip and Fall Prevention are the objectives of this course including: basic training, good housekeeping, general precautions, slip resistant floors, health/age factors, ladders/platforms/scaffolds, floor/wall opening, and investigating incidents. By creating a greater awareness of hazards that cause slips/trips/falls, corrections can be implemented to reduce and/or eliminate these exposures.

## Stairwell Safety

This safety talk explores stairwell safety. With focus on utilizing the best practice of three-point contact, this information sheet provides stairwell inspection points to consider as well as tips for preventing accidents in the stairwell.

### \*Supervisory Responsibility

This class provides training for supervisory personnel in line with the Loss Prevention Program to help them comply with their supervisory responsibilities. This course covers accident investigation and reporting, safety meetings and inspections, job-safety analyses and other disciplines necessary for effective supervision.

### Violence in the Workplace

How safe am I at work? More than 1,000 Americans are murdered on the job annually. Many of the steps often taken to reduce violence in the workplace do not prevent violence, they merely displace it. A properly trained workforce can be a strategic competitive advantage for an agency. Employees must be aware of workplace violence, what they can do to lessen the impact of workplace violence to your agency, and understand their roles and responsibilities in the event an incident should occur.

### \*Workplace Inspections

This presentation will cover when workplace inspections are legally required; when workplace inspections should be conducted whether or not required by law; employee rights relative to workplace inspections; the importance of reaching correct findings; whether and when workplace inspections should be conducted by in-house staff or outside firms; and what must be done, procedurally and substantively, to conduct an adequate workplace inspection.

*\* These topics are also offered as in-person and/or virtual training classes at least quarterly in order to assist agencies in meeting mandatory training requirements.*