

## Microlearning Courseware Descriptions

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# Microlearning Courseware Descriptions

## Pause For Performance Series

### **MLEL01** PAUSE FOR PERFORMANCE: ARC FLASH

Explains to employees what an Arc Flash is and where to find the information needed to avoid an incident.

- ▶ Definition of arc flash
- ▶ Regulations
- ▶ Pre-Operation and Risk Assessment

### **MLBA01** PAUSE FOR PERFORMANCE: BACK SAFETY

Remind employees to take time before doing any job to consider how to do it safely. Help them follow proper procedures and safe work practices to avoid back injuries. Protecting their backs from injury is a huge step toward staying safe on the job.

- ▶ Causes of back injuries
- ▶ Reduce your risk

### **MLFD01** PAUSE FOR PERFORMANCE: BLEEDING

This course explains five major ways to deal with bleeding injuries.

- ▶ Assess the situation
- ▶ Prevent exposure from bloodborne pathogens
- ▶ Stop the bleeding
- ▶ Clean and protect the wound
- ▶ Know when to get professional medical help

### **MLBB01** PAUSE FOR PERFORMANCE: BLOODBORNE PATHOGENS

Remind employees to pause before taking any action when there is a possibility of exposure to blood or other potentially infectious material. Help them protect themselves from bloodborne pathogens by taking extra precautions and working safely.

- ▶ What are bloodborne pathogens?
- ▶ How bloodborne pathogens spread
- ▶ Lower your risk
- ▶ Safe work practices

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## **MLFD03** PAUSE FOR PERFORMANCE: BONE INJURIES

This clip helps employees understand how to provide first aid to those with bone injuries. Showing how to provide basic treatment, it explains dos and don'ts and helps employees:

- ▶ Understand the differences between fractures and dislocations
- ▶ Appreciate the need to immobilize the injured area
- ▶ Use ice packs to reduce swelling
- ▶ Identify the cases that need emergency medical attention

## **MLUK01** PAUSE FOR PERFORMANCE: BOX CUTTER SAFETY

This clip stresses the need to inspect the components of box cutters, and explains how to use them handy tools safely. The clip helps employees:

- ▶ Wear the proper PPE
- ▶ Position the hands safely
- ▶ Perform the safe and proper cutting motion
- ▶ Know how to cut thick materials
- ▶ Store and maintain box cutters properly.

## **MLFD04** PAUSE FOR PERFORMANCE: BURNS

This clip identifies several types of burns and their varying levels of severity. It shows employees how to:

- ▶ Differentiate the different degrees of burns
- ▶ Treat major and minor burns
- ▶ Identify cases when it's imperative to call emergency assistance.

## **MLCP01** PAUSE FOR PERFORMANCE: CHOKING

The actions you take when someone is choking can save a life. If you ever find yourself assisting a choking victim, pause, then perform the proper steps to help the victim.

- ▶ First, assess the situation to ensure it's safe to approach and assist the victim.
- ▶ If the victim is an adult and standing, proceed to perform sharp, upward and inward abdominal thrusts slightly above the belly button.
- ▶ If the victim is a conscious infant, hold them over your arm while cradling their head angled slightly downward in one hand, and then alternate between back blows and chest thrusts.
- ▶ For unconscious choking victims, perform CPR, check for a foreign object in the victim's mouth and remove any foreign objects you find before returning to CPR.

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## **MLCO01** PAUSE FOR PERFORMANCE: COLD WEATHER SAFETY

Take action to protect your employees from cold-related illnesses and injuries before working outside in cold temperatures. Taking a few extra precautions can keep everyone warm and safe on the job.

- ▶ Cold stress
- ▶ Common types of cold stress
- ▶ Protecting yourself from cold stress

## **MLCB01** PAUSE FOR PERFORMANCE: COMBUSTIBLE DUST

It may be common to see dust at your facility, but under certain conditions, some types of dust can lead to a deadly fire or explosion. Raise awareness and help prevent such explosions with this program. It helps employees:

- ▶ Identify uses and examples of combustible dust
- ▶ Understand how and why fires or explosions can happen
- ▶ Appreciate the value of hazard assessment
- ▶ Recognize preventive measures, from engineering controls to safe work practices

## **MLCM01** PAUSE FOR PERFORMANCE: COMMITMENT

Before doing any task, employees should commit to performing the work safely, efficiently and effectively. Their commitment will help keep them and everyone around them safe on the job.

- ▶ What is commitment?
- ▶ Why is commitment important?
- ▶ Building commitment

## **MLCU01** PAUSE FOR PERFORMANCE: COMMUNICATION

Before communicating with others, employees should think about how to express their thoughts and ideas clearly and accurately. Improving communication and listening skills will help them and everyone around them to be more productive and safer on the job.

- ▶ What is communication?
- ▶ Communication in the workplace
- ▶ Methods of communication
- ▶ Improving communication

## **MLCA01** PAUSE FOR PERFORMANCE: COMPASSION

Encourage your employees to pause before going through their workday and ask how they can be more compassionate towards the people around you. Teach them how to be more positive, connected and effective on the job with this course.

- ▶ What is compassion?
- ▶ Compassion in the workplace
- ▶ Increasing compassion

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## **MLCT01** PAUSE FOR PERFORMANCE: COMPETENCE

Encourage employees to pause before doing a task and consider how they could increase their level of competence moving forward. This course teaches employees that increasing their level of competence will not only make them more productive, it will also help keep them and everyone around them safe on the job.

- ▶ Competence
- ▶ Qualities of competence
- ▶ Increase your competence

## **MLCS01** PAUSE FOR PERFORMANCE: CONFINED SPACES

Help employees to take heed before working in or around s and make sure they have all the necessary training and equipment to do the work safely. Their safety is always the number one priority.

- ▶ What is a confined space?
- ▶ Permit-required
- ▶ Entry team members and training

## **MLCR01** PAUSE FOR PERFORMANCE: CRANE INSPECTIONS

Show employees "especially operators" how to conduct crane inspections with Pause for Performance: Crane Inspections. Outlining safety practices, the program covers the following:

- ▶ Areas and parts to check during visual inspections
- ▶ Components to test during operational inspections
- ▶ Post-inspection procedures.

## **MLDF01** PAUSE FOR PERFORMANCE: DEALING WITH FATIGUE

This program reminds employees to consider how fatigue could factor into the work they are doing – before they start the job. Having a plan for how to deal with fatigue and taking steps to avoid it can help to them and everyone around them safe on the job.

- ▶ Fatigue
- ▶ Acute or chronic
- ▶ Dangers of fatigue
- ▶ Dealing with fatigue

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## **MLDS01** PAUSE FOR PERFORMANCE: DEALING WITH STRESS

Are your employees feeling the signs of stress? This is common and the good news is that they can manage this feeling by taking the suggested steps to avoid it... to keep them relaxed and stress-free on the job.

- ▶ Common causes
- ▶ Dangers of stress
- ▶ Managing stress

## **MLDE01** PAUSE FOR PERFORMANCE: DEVICE DISTRACTION

Remind employees not to use personal electronic devices while they perform a task. Keep them focused on the job and their own safety.

- ▶ Dangers of distractions
- ▶ Types of device distractions
- ▶ Where distractions happen
- ▶ Avoid distraction

## **MLRE02** PAUSE FOR PERFORMANCE: DISPOSABLE RESPIRATORS

Despite their throwaway design, are highly engineered products that help clean the air as we breathe. They must meet rigorous testing standards, fit well, and be used properly.

This program helps employees:

- ▶ Recognize two main types of
- ▶ Identify efficiency levels and the meanings of N, R, and P
- ▶ Appreciate the value of medical evaluations
- ▶ Understand fit testing and voluntary use
- ▶ Perform a seal check
- ▶ Follow good facial hygiene
- ▶ Care, inspect, dispose of handle respirators properly

## **MLDD01** PAUSE FOR PERFORMANCE: DISTRACTED DRIVING

Alert employees to the hazards of distracted driving and help them stay focused behind the wheel. It's the best route to keeping them and everyone safe.

- ▶ What is distracted driving?
- ▶ Types of distractions
- ▶ Distracting activities

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## **MLDR01** PAUSE FOR PERFORMANCE: DRUM HANDLING

Mishandling drums can cause serious injuries, as well as damage to your facility and the environment. Pause for Performance: Drum Handling identifies safe work practices when inspecting, moving, and storing drums.

- ▶ Perform a visual inspection
- ▶ Identify the dos and don'ts of an inspection
- ▶ Follow drum moving procedures
- ▶ Use proper drum handling equipment
- ▶ Ensure safe pathways for drum transportation
- ▶ Store and stack drums safely

## **MLES01** PAUSE FOR PERFORMANCE: ELECTRICAL SAFETY

Educate employees on the hazards posed by electrical equipment. Show them that while electricity is extremely useful, they have to know how to avoid electrical risks and keep themselves and everyone safe.

- ▶ Electrical hazards
- ▶ Hazards of electricity
- ▶ Electrical safety

## **MLFD02** PAUSE FOR PERFORMANCE: ELECTRICAL SHOCK

This course shows you the basics of handling electrical injuries. It defines electrical shock and helps employees:

- ▶ Identify injuries arising from electrocution
- ▶ Know what (not) to do when responding to cases of electrocution, from switching off the current to removing the victim away from the electrical source
- ▶ Recognize the conditions that need professional help.

## **MLEV01** PAUSE FOR PERFORMANCE: EMERGENCY EVACUATIONS

Fires. Workplace violence. Chemical and biological incidents. Sometimes when the unexpected strikes, evacuation may be the only course of action that can keep you safe. You need to understand your facility's emergency reporting procedures, as well as the different alarms, conditions, and responses related to an evacuation.

## **MLER01** PAUSE FOR PERFORMANCE: ERGONOMICS ON THE GO

This course discusses the potential for injuries and musculoskeletal disorders (MSDs) when working in a non-traditional office setting, as well as the ways you can work ergonomically correct to avoid them.

- ▶ Nontraditional work settings
- ▶ Equipment and furniture
- ▶ Laptops, tablets and smart phones

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## **MLPP05** PAUSE FOR PERFORMANCE: EYE SAFETY

Help employees keep an eye out for dangers that can damage their eyes, and identify the equipment that can provide the appropriate eye protection.

- ▶ Eye hazards
- ▶ Types of eye protection
- ▶ Inspection, cleaning and storage

## **MLFA01** PAUSE FOR PERFORMANCE: FALLS

Help employees recognize tasks that raise the risk of falls, and follow proper procedures and safe work practices. With such, they can stay protected from fall-related injuries.

- ▶ Causes of falls
- ▶ Protecting yourself

## **MLFE01** PAUSE FOR PERFORMANCE: FIRE EXTINGUISHERS

Give employees a quick overview of fire extinguisher use, including the PASS method, and help them discern when and how they ought to use a fire extinguisher.

- ▶ Fire extinguishers
- ▶ Before using a fire extinguisher
- ▶ Using an extinguisher -- PASS

## **MLPP02** PAUSE FOR PERFORMANCE: FOOT SAFETY

Are your employees aware of the hazards that can harm their feet? Educate employees and help them take active steps to stay safety with the right footwear and safe practices.

- ▶ When foot protection is needed
- ▶ Protecting against hazards
- ▶ Comfortable and practical fit
- ▶ Inspection, cleaning and maintenance

## **MLFS02** PAUSE FOR PERFORMANCE: FORKLIFT CONTROLS AND INSTRUMENTS

Get a two-minute walkthrough of the controls and instruments on a forklift. Describing the functions of each, this video familiarizes you with the following:

- ▶ Directional control
- ▶ Hydraulic lift
- ▶ Accelerator pedal
- ▶ Clutch pedal
- ▶ Inching pedal

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- ▶ Parking break
- ▶ Various gauges
- ▶ Hour meter and batter discharge indicator

## **MLFS03** PAUSE FOR PERFORMANCE: FORKLIFT INSPECTIONS

Know what to look for, and what to do, when inspecting your forklift. This video explains the dos and don'ts for the pre-operational and operational inspection, as well as routine maintenance.

- ▶ Pre-Operational Inspection
- ▶ Leaks, cracks, fluid levels, hoses, and mast chains
- ▶ Chain tension
- ▶ Decals and nameplates
- ▶ Operator manual
- ▶ Seatbelt, mirrors, and fire extinguisher

## **MLFS04** PAUSE FOR PERFORMANCE: FORKLIFT SAFE OPERATIONS

Follow the dos and don'ts in forklift operations. Covering various aspects and conditions of driving, this clip explains how to get on and off the forklift, and discusses:

- ▶ Speed limits and horns
- ▶ Braking and acceleration tips
- ▶ Parking and pedestrian safety
- ▶ Turning and avoiding bumps or objects
- ▶ Traveling in reverse
- ▶ Driving on inclines and wet flooring
- ▶ Dos and don'ts on loading docks
- ▶ Moving from daylight into a dark building and vice versa
- ▶ What to do if the forklift tips over

## **MLFS01** PAUSE FOR PERFORMANCE: FORKLIFT SAFETY

Walk your employees through the hazards and operational dos and don'ts of forklift use. Guide them to follow proper operating procedures and other safety practices.

- ▶ Importance of forklift safety
- ▶ Environmental hazards
- ▶ Operational hazards
- ▶ Best practices

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## **MLHG01** PAUSE FOR PERFORMANCE: GHS

Introduce your employees to the basics of GHS, from pictographs and labels to hazards, safety practices, and safety data sheets.

- ▶ What is GHS?
- ▶ Why do we use GHS?
- ▶ Hazard classification
- ▶ GHS pictographs and labels
- ▶ Safety Data Sheets

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- ▶ GHS pictographs and labels
- ▶ Safety Data Sheets

## **MLPP01** PAUSE FOR PERFORMANCE: HAND SAFETY

Protect your employees' hands by helping them select, inspect, wear and care for the right kind of hand protection. This program also covers the types of gloves and helps employees recognize hand hazards.

- ▶ Potential hand hazards
- ▶ Types of gloves
- ▶ Select the proper hand protection
- ▶ Inspection and care

## **MLHA01** PAUSE FOR PERFORMANCE: HANDWASHING

Show employees how and how long to wash their hands, and help them prevent the spread of illnesses to themselves and to others.

- ▶ Spreading germs
- ▶ When to wash your hands
- ▶ Procedure

# Microlearning Courseware Descriptions

## **MLLB01** PAUSE FOR PERFORMANCE: HAZCOM LABELS

Help employees identify the labels and product identifiers for hazardous chemical containers. Providing compliance guidance for the HazCom Standard, this program covers:

- ▶ Signal word
- ▶ Hazard statement
- ▶ Pictograms
- ▶ Precautionary statements
- ▶ Contact information
- ▶ Supplementary information

## **MLPP04** PAUSE FOR PERFORMANCE: HEAD SAFETY

Get employees acquainted with different head protection gear and the hazards each equipment is designed to protect. This program also discusses inspection, replacement, and cleaning guidelines.

- ▶ Types of hazards for head protection
- ▶ Types of head protection
- ▶ Inspection, replacement and cleaning

## **MLHW01** PAUSE FOR PERFORMANCE: HEALTH AND WELLNESS

Give employees simple yet effective tips for safe and healthy living both at home and in the office.

- ▶ Health and wellness
- ▶ Health and wellness in the workplace
- ▶ Ways to improve your health

## **MLPP03** PAUSE FOR PERFORMANCE: HEARING SAFETY

Help reduce the risk of hearing loss among your employees with this program, which covers the different types of hearing protection, as well as inspection, cleaning, and storage procedures.

- ▶ Types of hearing protection
- ▶ Earplugs
- ▶ Earmuffs
- ▶ Inspection, cleaning and storage

## **MLHE01** PAUSE FOR PERFORMANCE: HEAT STRESS SAFETY

Keep your employees cool with this program, which helps them identify heat-related injuries, recognize the symptoms of heat illnesses, and adopt measures to protect themselves and others.

- ▶ Heat stress
- ▶ Related heat injuries
- ▶ Symptoms of heat illnesses
- ▶ Protection from heat illnesses

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## **MLHL01** PAUSE FOR PERFORMANCE: HOLIDAY SAFETY

Don't take out the fun out of your employees' holidays. Keep them safe away from work with this program, which alerts them to hazards and corresponding safety practices.

- ▶ Potential hazards
- ▶ Making the holidays safer

## **MLHT01** PAUSE FOR PERFORMANCE: HOTEL SAFETY

Book this program and help your employees stay safe while traveling. This program shows them pre-planning practices and hotel dos and don'ts that can help ensure a safe and productive trip.

- ▶ Pre-trip planning
- ▶ Hotel dos and don'ts

## **MLHO01** PAUSE FOR PERFORMANCE: HOUSEKEEPING

Explain the procedures for and safety benefits of a clean, clutter-free, and organized workplace: reduced risk from injuries and fatalities.

- ▶ Benefits of good housekeeping
- ▶ Housekeeping steps

## **MLLS01** PAUSE FOR PERFORMANCE: LADDER SAFETY

Ladder safety is not just about the climb. Show employees how ladders can put them at risk and introduce to safe practices from set-up to the actual climb.

- ▶ Common ladder hazards
- ▶ Safe ladder use
- ▶ Climbing a ladder

## **MLLT01** PAUSE FOR PERFORMANCE: LOCKOUT/TAGOUT

Walk employees through the dos and don'ts of lockout/tagout, and keep them safe from deadly and unintentional energy releases.

- ▶ Practices and procedures
- ▶ Lockout
- ▶ Tagout

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## **MLME01** PAUSE FOR PERFORMANCE: MIND'S EYE

Keep employees aware of the risks of every task they perform. Introduce them to the "mind's eye" and enhance their hazard recognition and assessment competencies.

- ▶ Mind's eye
- ▶ Envision task

## **MLMO01** PAUSE FOR PERFORMANCE: MOLD AWARENESS

Mold can practically anywhere. Although it's not generally an issue, being exposed to mold that is untreated can cause illness or damage property. Raise awareness and protect employees with this program.

It helps employees:

- ▶ Recognize mold and signs thereof
- ▶ Understand how and why it grows and spreads
- ▶ Identify health hazards
- ▶ Housekeeping and safety practices

## **MLPI01** PAUSE FOR PERFORMANCE: PINCH POINTS

Show employees where pinch points are most likely to occur, help them plan their work and practice safe work procedures.

- ▶ Pinch points
- ▶ Where pinch points can happen
- ▶ Protection against pinch points

## **MLPG01** PAUSE FOR PERFORMANCE: PICTOGRAMS

Show employees a list of pictograms as part of your HazCom training. This program briefly describes the nine types and what each signifies.

- ▶ Health Hazard
- ▶ Flame
- ▶ Exclamation Mark
- ▶ Gas Cylinder
- ▶ Corrosion
- ▶ Exploding Bomb
- ▶ Flame Over Circle
- ▶ Skull and Crossbones
- ▶ Environment

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## **MLRE03** PAUSE FOR PERFORMANCE: RESPIRATOR CARE

To protect you, a respirator must be in good condition. This clip helps ensure just that, showing you how to inspect, clean, and disinfect your respirator. It discusses:

- ▶ Components to check before use
- ▶ Reporting or discarding damaged respirators
- ▶ Steps in and frequency of cleaning and disinfecting
- ▶ Proper storage
- ▶ Handling dos and don'ts

## **MLRE03** PAUSE FOR PERFORMANCE: RESPIRATORY PROTECTION

Help protect employees from respiratory hazards. Show them what kind of respirator provides the required protection, and remind them to follow proper procedures and safe work practices.

- ▶ Importance of respiratory protection
- ▶ How respirators work
- ▶ Using respirators

## **MLRI01** PAUSE FOR PERFORMANCE: RIGGING

Cranes help us accomplish impressive lifting feats. However, without the proper rigging, these lifts would neither be possible nor safe. Pause for Performance: Rigging helps employees:

- ▶ Rig a load properly
- ▶ Determine the load's weight and crane's lifting capacity
- ▶ Work with the SWL and select the right rigging
- ▶ Inspect equipment for damage or missing components

## **MLBA02** PAUSE FOR PERFORMANCE: SAFETY LIFTING TECHNIQUES

Help prevent back injuries through proper lifting techniques. Show employees correct posture, positioning, and lifting motion.

- ▶ Distance from load
- ▶ Shoulder and feet positioning
- ▶ Squatting and bending
- ▶ Back alignment
- ▶ Gripping and stomach muscles
- ▶ Breathing guidelines
- ▶ Setting down the load

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## **MLHS01** PAUSE FOR PERFORMANCE: SAFETY DATA SHEETS

Acquaint employees with Safety Data Sheets and help them identify and work with chemicals safely.

- ▶ Safety Data Sheets (SDS)
- ▶ Comprehensive information
- ▶ Three important questions

## **MLSL01** PAUSE FOR PERFORMANCE: SLIPS & TRIPS

Protect employees every step of the way: when they climb up or down the stairs, or when they move from one surface to another. Help them understand why slips and trips happen, and how they can be avoided.

- ▶ Definition of slips and trips
- ▶ Causes of slips
- ▶ Causes of trips
- ▶ Preventing slips and trips

## **MLSS01** PAUSE FOR PERFORMANCE: SMALL SPILLS AND LEAKS

Discuss the six steps in handling small spills and leaks with this program. Helping employees develop a pro-active mindset, it covers:

- ▶ Evaluating the situation
- ▶ Notifying a supervisor
- ▶ Securing the Area
- ▶ Control and contain the spill
- ▶ Cleaning up
- ▶ Decontamination of equipment and personnel

## **MLST01** PAUSE FOR PERFORMANCE: STRAINS & SPRAINS

Strains and sprains are minor injuries, but they can reduce productivity. Minimize employees' risk of strains and sprains through safe work practices.

- ▶ What are strains and sprains?
- ▶ Common treatment
- ▶ Follow safe work practices

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## **MLHZ01** PAUSE FOR PERFORMANCE: TEN COMMON HAZARDS

Injury statistics show that certain hazards are more common than others in workplaces. Our friends, families and co-workers are counting on us to be safe. By focusing on these common hazards, you can eliminate most injuries.

Pause for Performance: Ten Common Hazards microlearning course helps to remind employees of the most common workplace hazards.

### **The course covers:**

1. Slips, Trips and Falls
2. Vehicle Incidents
3. Lockout/Tagout

## **MLAB01** PAUSE FOR PERFORMANCE: TOTAL OBSERVATION

Introduce employees to the total observation technique, which helps them reduce the risk of hazards in their daily tasks, and make the safest decisions.

- ▶ Hazards around us
- ▶ Total observation technique

## **MLWS01** PAUSE FOR PERFORMANCE: WAREHOUSE SAFETY

Acquaint employees with the hazards of warehouse work and give them an overview of safety practices.

- ▶ Warehouse safety
- ▶ Warehouse injuries
- ▶ Safety practices

## **MLWD01** PAUSE FOR PERFORMANCE: WINTER DRIVING

Help employees make the necessary adjustments to different driving conditions in winter. This program covers vehicle preparation and safe driving practices.

- ▶ Driving in winter more hazardous
- ▶ Prepare your vehicle
- ▶ Driving in winter conditions

## **MLZK01** PAUSE FOR PERFORMANCE: ZIKA AWARENESS

Stop mosquitoes before they bite and help prevent the spread of Zika virus. This program discusses how Zika is transmitted and lists the common symptoms of Zika.

- ▶ Zika symptoms
- ▶ How Zika is transmitted
- ▶ Protecting yourself

# Microlearning Courseware Descriptions

## COVID-19 RESPONSE SERIES

### **EME066 BUSINESS CONTINUITY: OPERATING IN A PANDEMIC**

To help organizations maintain safe and productive operations during the COVID-19 pandemic, this program covers seven key concepts for managing risk and protecting employees. The program reminds organizations to:

- ▶ Prioritize employees safety and morale
- ▶ Understand and help mitigate the risks
- ▶ Anticipate and adapt to the evolving situation
- ▶ Seize the chance to implement changes in your organization
- ▶ Assess and adapt to the evolving situation
- ▶ Think ahead
- ▶ Leverage digital technology

### **EME067 BUSINESS RECOVERY: CREATING YOUR RESTART PLAN**

Business Recovery: Creating Your Restart Plan describes the key components of a holistic and effective reopening strategy amidst the COVID-19 pandemic. The program reminds organizations to:

- ▶ Conduct risk and threat assessments to understand the impact of COVID-19 on their businesses
- ▶ Consider critical operations in their restart plan
- ▶ Think holistically
- ▶ Integrate and be pro-active in training
- ▶ Validate customer demands
- ▶ Prepare the supply chain
- ▶ Ready alternate plans

### **EMEE64 EMERGING VIRUSES: THE COVID-19 PANDEMIC**

Emerging viruses and superbugs are a reality in today's globalized world. It's critical to understand what viruses are, how they are transmitted, and measures we can take — such as social distancing — to help slow the spread. This microlearning program will help employees:

- ▶ Understand how new viruses emerge
- ▶ Differentiate between endemic, epidemic and pandemic
- ▶ Identify three types of transmissions
- ▶ Apply preventive, proactive measures

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## **EMEF64** FEAR AND ANXIETY: LIVING WITH UNCERTAINTY

While it's normal to feel anxiety when faced with uncertainty, you can take action to reduce your anxiety and fear. Help your employees cope and protect their mental health with this new microlearning program. It explains the need to:

- ▶ Limit media exposure
- ▶ Obtain news from reliable sources
- ▶ Focus on the facts
- ▶ Control what you can
- ▶ Practice calming techniques
- ▶ Take care of yourself

## **MLEM01** THE NEW NORMAL: BREAKING THE CHAIN OF INFECTION FOR EMPLOYEES

Work may be resuming, but that doesn't mean things will return to the way they were. COVID-19 remains a threat, and The New Normal: Breaking the Chain of Infection discusses how the virus is transmitted, and how employees can reduce the risk of exposure. The program helps them:

- ▶ Understand the "ripple effect" of COVID-19
- ▶ Follow personal hygiene
- ▶ Practice social distancing
- ▶ Wear a face mask properly
- ▶ Clean and disinfect frequently

## **MLEM07** THE NEW NORMAL: BREAKING THE CHAIN OF INFECTION FOR EMPLOYERS

Is your workplace addressing the threat of COVID-19? Create a COVID-19 Infection Prevention Plan and help protect your workplace with The New Normal: Breaking the Chain of Infection. The program discusses:

- ▶ Hazard assessment
- ▶ Hazard control
- ▶ Engineering Controls
- ▶ Administrative Controls
- ▶ PPE

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## **MLEM12** THE NEW NORMAL: EMERGENCY COMMUNICATION PLAN FOR EMPLOYERS

Communicating with employees about what is happening in your community and at your organization during this uncertain time is a crucial way to show them their health and safety are priorities. The New Normal: Emergency Communication Plan for Employers identifies the components of the ECP. The program discusses:

- ▶ Where and how people can be exposed to COVID-19
- ▶ Safety and health protocols
- ▶ Employee responsibilities
- ▶ Updated guidance from government
- ▶ Sick leave policy
- ▶ Support services
- ▶ Reporting and notification procedures

## **MLEM05** THE NEW NORMAL: CLEANING AND DISINFECTING FOR EMPLOYEES

Understand the differences between cleaning and disinfection with The New Normal: Cleaning and Disinfecting for Employees. This program helps employees:

- ▶ Identify the substances used for cleaning and disinfection
- ▶ Appreciate the importance of disinfection in reducing the risk of COVID-19
- ▶ Follow proper cleaning and disinfection procedures
- ▶ Understand when to conduct "deep cleaning"

## **MLEM11** THE NEW NORMAL: CLEANING AND DISINFECTING FOR EMPLOYERS

Develop cleaning and disinfection procedures and help prevent the spread of COVID-19 at work with The New Normal: Cleaning and Disinfecting for Employers. Differentiating cleaning and disinfecting, this program discusses schedules, PPE requirements, and role assignments, and it identifies must-clean areas including:

- ▶ High-traffic areas
- ▶ Personal desks and work stations
- ▶ Shared work stations
- ▶ Common areas and equipment

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## **MLEM13** THE NEW NORMAL: MANAGING EMPLOYEE HEALTH

Address employees' health concerns and help reduce their exposure to COVID-19 with The New Normal: Managing Employee Health. The program advises employers to:

- ▶ Monitor employees' health
- ▶ Implement a stay-at-home policy for employees with possible COVID-19 symptoms
- ▶ Include provisions for employees taking care of sick loved ones
- ▶ Provide flexible sick leave, isolation measures, and privacy concerns
- ▶ Educate employees on COVID-19 and its symptoms
- ▶ Explain what employees must do in case of exposure

## **MLEM02** THE NEW NORMAL: PERSONAL HYGIENE FOR EMPLOYEES

Stress the importance of personal hygiene to help prevent the transmission of COVID-19 with The New Normal: Personal Hygiene for Employees. This program helps employees

- ▶ Understand when, how long, and how often hands should be washed
- ▶ Identify alternatives to soap and water
- ▶ Use disposable towels, an air dryer, or a touch-free towel dispenser
- ▶ Reduce touching commonly touched surfaces
- ▶ Practice frequent hand hygiene and cough etiquette:

## **MLEM08** THE NEW NORMAL: PERSONAL HYGIENE FOR EMPLOYERS

The New Normal: Personal Hygiene for Employers advises employers that their Infection Prevention Plan must include ways to promote good personal hygiene at work. The program discusses:

- ▶ Provision of drying equipment
- ▶ When, how and how long hands are to be washed
- ▶ Alternatives to soap and water
- ▶ Importance of frequent hand washing
- ▶ Cough and sneezing etiquette and hand hygiene
- ▶ Proper signage

## **MLEM04** THE NEW NORMAL: PERSONAL PROTECTIVE EQUIPMENT FOR EMPLOYEES

Identify the kinds of PPE that can protect employees from COVID-19 with The New Normal: Personal Protective Equipment for Employees. This program explains the need to:

- ▶ Understand how COVID-19 spreads
- ▶ Appreciate the importance of social distancing
- ▶ Reduce face-to-face contact
- ▶ Implement workplace measures to ensure social distancing
- ▶ Value the importance of wearing a face mask and hand washing

# Microlearning Courseware Descriptions

## **MLEM10** THE NEW NORMAL: PERSONAL PROTECTIVE EQUIPMENT FOR EMPLOYERS

Employers must determine which PPE is appropriate to control an exposure risk to COVID-19. The New Normal: Personal Protective Equipment for Employers explains how an Infection Control Plan must discuss when and where PPEs are required, and how they are to be used. The program covers:

- ▶ Inspection and maintenance
- ▶ Removal, cleaning and disposal
- ▶ Types of PPE: face masks, respirators and gloves
- ▶ OSHA's Occupational Risk Pyramid

## **MLEM03** THE NEW NORMAL: SOCIAL DISTANCING FOR EMPLOYEES

Learn to practice social distancing and reduce the risk of transmission of COVID-19 with The New Normal: Social Distancing for Employees. This program helps employees:

- ▶ Understand how COVID-19 spreads
- ▶ Appreciate the importance of social distancing
- ▶ Reduce face-to-face contact
- ▶ Implement workplace measures to ensure social distancing
- ▶ Value the importance of wearing a face mask and hand washing

## **MLEM09** THE NEW NORMAL: SOCIAL DISTANCING FOR EMPLOYERS

Social distancing is critical for slowing down COVID-19 infections, since the main way it spreads is person to person. The New Normal: Social Distancing for Employers helps employers design the workplace and modify processes to maintain physical distance between people. The program advises them on:

- ▶ Remote work arrangements
- ▶ Travel policies
- ▶ Incentives to preclude use of mass transportation
- ▶ Online platforms
- ▶ Flexible and staggered shifts
- ▶ Reorganized work stations/areas
- ▶ Social distance markers
- ▶ No-contact policies

# Microlearning Courseware Descriptions

## **EME068** THE NEW NORMAL: WORKPLACE SAFETY

What changes in workplace safety should employees expect as they return to work during the COVID-19 pandemic? The New Normal: Workplace Safety helps address key guidelines around personal hygiene, social distancing, PPE, cleaning and disinfection, and the emergency communication plan. This program will educate employees and help them to:

- ▶ Know when, how long, and how often they should wash their hands
- ▶ Follow social distancing guidelines
- ▶ Inspect, wear and dispose PPE properly: face masks, respirators, gloves, and eye protection gear
- ▶ Understand the differences between cleaning and disinfection
- ▶ Realize the importance of an Emergency Communication Plan

## **EMEU64** UNIVERSAL PRECAUTIONS AGAINST INFECTION

By understanding how viruses are spread and by taking simple universal precautions, employees can protect themselves, their colleagues and their families from illness – and from misinformation. This program explains the chain of infection and helps employees:

- ▶ Identify agents
- ▶ Recognize portals of entry and exit
- ▶ Understand mode of transmission
- ▶ Follow preventive measures

## **EMEW64** WORKING REMOTELY: STAY PRODUCTIVE AND CONNECTED

Working from home – telecommuting – can yield many benefits, such as more freedom, fewer office distractions, increased productivity, and less risk of spreading illness. Help employees maximize the advantages and minimize the disadvantages with this microlearning program. It provides tips on how to:

- ▶ Set up a dedicated workspace
- ▶ Obtain the right tools
- ▶ Maintain a routine and human connections
- ▶ Appreciate the importance of breaks
- ▶ Avoid distractions
- ▶ Collaborate with fellow workers

# Microlearning Courseware Descriptions

## ENVIRONMENTAL SERIES

### **EPA010** ENVIRONMENT MATTERS: ENVIRONMENTAL AWARENESS

Discusses several laws that regulate the EPA's four main focus areas: air quality, water quality, waste materials and emergency planning, and chemical safety and use.

- ▶ Clean Air Act
- ▶ Clean Water Act
- ▶ Safe Drinking Water Act
- ▶ Resource Conservation and Recovery Act
- ▶ Comprehensive Environmental Response, Compensation and Liability Act (CERCLA)
- ▶ Emergency Planning and Community Right-to-Know Act (EPCRA)
- ▶ Toxic Substances Control Act (TSCA)
- ▶ Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA)

### **EPA008** SPILL PREVENTION & CONTROL: INSURING A SAFER WORLD

Remember, a spill of one gallon of oil can contaminate a million gallons of water. It's worth taking the time to be sure your workers are familiar with the control and countermeasure steps in case of a spill at your facility. This course emphasizes the procedures and safeguards required by the Spill Prevention, Control and Countermeasure (SPCC) Federal guidelines. It provides important information for workers in facilities that use, handle or store oil near waterways, including safe work practices, regulation requirements and what to do in an emergency.

- ▶ SPCC – Rule, Philosophy And Requirements
- ▶ Spill Prevention, Control And Countermeasure

### **EPA011** ENVIRONMENT MATTERS: STORMWATER RUNOFF

Covers best management practices (BMPs) and standard operating procedures (SOPs) that help mitigate the risks of stormwater runoff.

- ▶ Understand the causes and risks of stormwater runoff
- ▶ Identify the three components of The National Pollutant Discharge Elimination System
- ▶ Recognize the health and environmental hazards of stormwater runoff
- ▶ Apply best management practices and SOPs

# Microlearning Courseware Descriptions

## PLANNING FOR DISASTERS SERIES

### **MLEQ01** PLANNING FOR DISASTERS: EARTHQUAKES

Striking without warning and causing potentially massive structural damage, earthquakes are among the most devastating natural disasters.

Planning for Disasters: Earthquakes shows employees what to do before, during, and after an earthquake.

The program discusses:

- ▶ Drop, Cover, and Hold
- ▶ Emergency supply kit
- ▶ Emergency contact list
- ▶ Different responses for different locations
- ▶ Safety clean-up procedures

### **MLFL01** PLANNING FOR DISASTERS: FLOODS

Floods can damage property, destroy crops, and claim lives. Particularly dangerous are flash floods, where water rises quickly from an intense downpour or rushes in from snow melts or bursting dams.

Planning for Disasters: Floods helps employees take the necessary precautions and respond before, during, and after a flood.

The program discusses:

- ▶ Identification of flood-prone areas and flood risks
- ▶ Constant media monitoring
- ▶ Flood response measures
- ▶ Emergency contact list and supply kit
- ▶ What to do in case one cannot evacuate
- ▶ Vehicle and driver safety
- ▶ Post-flood safety measures

### **MLHU01** PLANNING FOR DISASTERS: HURRICANES

With the power to cause serious property and environmental damage and even death, hurricanes are among the most devastating natural disasters. One of the few natural disasters that can be forecasted, it's vital to know if you are within the path of a hurricane and how to prepare accordingly.

Planning for Disasters: Hurricanes outlines the steps to take before, during, and after a hurricane.

The program helps employees:

- ▶ Know what items to have in an emergency supplies kit
- ▶ Secure their homes with good housekeeping
- ▶ Recognize areas to avoid at home during a hurricane
- ▶ Practice constant monitoring and communication
- ▶ Avoid post-hurricane hazards
- ▶ Conduct safe clean-up operations.

# Microlearning Courseware Descriptions

## **MLHU01** PLANNING FOR DISASTERS: LIGHTNING

Even before a storm's high winds and rain have reached your immediate area, lightning can already strike. It's essential that you take the necessary precautions to help avoid tragic incidents.

Planning for Disasters: Lightning guides employees on what to do before, during and after a lightning storm.

The program tackles:

- ▶ Constant media monitoring
- ▶ Taking shelter
- ▶ Electrical safety and equipment maintenance
- ▶ Housekeeping and evacuation
- ▶ Safety out in the open
- ▶ Post-lightning storm safety

## **MLTN01** PLANNING FOR DISASTERS: TORNADOES

If you live in an area where tornadoes are common, it is critical to know the signs that a tornado is forming and to take the necessary precautions.

Planning for Disasters: Tornadoes discusses what employees should do before, during and after a tornado.

The program touches on:

- ▶ Constant weather monitoring
- ▶ Emergency plans and tornado drills
- ▶ Safest areas at home
- ▶ Emergency supplies kit
- ▶ Housekeeping and furniture safety
- ▶ In-vehicle safety
- ▶ Post-tornado safety measures

# Microlearning Courseware Descriptions

## Take Two...For Safety: A New T.A.K.E.

The effects of a workplace incident can last a lifetime. If you are injured, the quality of your life can be seriously affected. If you're killed, your family will never be the same. And if you cause someone else to be injured or killed, you will have to carry that weight on your shoulders for the rest of your life. The best way to help prevent a workplace incident is to make safety a top priority. How do we refocus our minds on safety? We need to Take Two.

**Take Two** means taking two minutes to think through a job before you start it, so you can make sure you work as safely as possible. Before you begin any task, take two minutes to:

**T** = Think  
**A** = Ask  
**K** = Know  
**E** = Execute

- ▶ Introduction
- ▶ Arc Flash
- ▶ Back Safety
- ▶ Bloodborne Pathogens
- ▶ Chemical Handling
- ▶ Confined Space
- ▶ Driving
- ▶ Electrical Safety
- ▶ Emergency Evacuation
- ▶ Ergonomics
- ▶ Fall Protection
- ▶ Fire Safety
- ▶ Forklift Safety
- ▶ Hand Safety
- ▶ Harassment in the Workplace
- ▶ Hazard Communication
- ▶ Hazard Recognition
- ▶ Hearing Protection
- ▶ Heat Stress
- ▶ Lockout/Tagout
- ▶ Machine Guarding
- ▶ Personal Protective Equipment
- ▶ Safety Orientation
- ▶ Slips, Trips and Falls
- ▶ Sprains and Strains
- ▶ Stairways and Ladders
- ▶ Travel Safety
- ▶ Welding Safety

# Microlearning Courseware Descriptions

## HUMAN RESOURCES

### MLDV01 DIVERSITY AND INCLUSION

A diverse workforce — composed of different cultures, races, ages, and backgrounds — is only the beginning. Unlock the transformative potential of diversity with this program, which identifies the hallmarks of an inclusive, participatory workplace.

- ▶ Take advantage of different skills and understandings
- ▶ Understand the benefits of an inclusive workplace: an engaged, productive, and innovative employees
- ▶ Integrate inclusion across the entire organization

### MLDV02 DIVERSITY: THE EMPOWERED WORKFORCE

Diversity refers to the variety of people who work for your organization—a mix of different races, genders, ages, abilities, and backgrounds.

Stress how diversity is as much about age and ethnicity as about religion, education, sexual orientation, social background, and political beliefs. The program features a clip that encourages employees:

- ▶ Take advantage of different skills and understandings
- ▶ Look beyond stereotypes
- ▶ Value and welcome differences
- ▶ Understand how diversity improves morale and performance

### MLDV04 ELIMINATING EXCLUSION

Exclusion—keeping people out and making them feel unvalued and unwelcome—can be obvious. But some of its most toxic forms are subtle and hard-to-notice. Either way, if exclusion continues, it can have devastating consequences.

- ▶ Illustrates a case of exclusion: not being listened to or acknowledged
- ▶ Shows how exclusion creates a feeling of invisibility and being undervalued
- ▶ Inspires viewers to build an inclusive workplace

# Microlearning Courseware Descriptions

## MLDA02 FELT LEADERSHIP (INDUSTRIAL)

"Felt leadership" is the name given to a style of leadership in which management wants employees to feel that their supervisors respect them and are deeply invested in their well-being. Felt leadership is about showing, not telling.

Felt Leadership: Industrial explains how managers who use felt leadership lead by example, are visible to their employees, and engage with their staff on both a professional and personal level. The course covers examples of felt leadership:

- ▶ Lead by showing, not telling
- ▶ Engage employees on a professional level
- ▶ Engage employees on a personal level
- ▶ Be visible to employees
- ▶ Spend time with and listen to employees
- ▶ Develop employee skills
- ▶ Remember to celebrate success

## MLDA02 FELT LEADERSHIP (OFFICE)

"Felt leadership" is the name given to a style of leadership in which management wants employees to feel that their supervisors respect them and are deeply invested in their well-being. Felt leadership is about showing, not telling.

Felt Leadership: Office explains how managers who use felt leadership lead by example, are visible to their employees, and engage with their staff on both a professional and personal level. The course covers examples of felt leadership:

- ▶ Lead by showing, not telling
- ▶ Engage employees on a professional level
- ▶ Engage employees on a personal level
- ▶ Be visible to employees
- ▶ Spend time with and listen to employees
- ▶ Develop employee skills
- ▶ Remember to celebrate success

## MLDA02 HOW TO ADDRESS SUBSTANCE ABUSE/ADDICTION

Substance abuse is a serious problem, and it should be treated as a disease. Disciplinary actions are inappropriate, and the social stigma—moralistic judgments—can discourage victims from seeking help.

This microlearning program explains that since substance abuse is a disease, it should be handled with care, sympathy, and understanding. It does away with misconceptions and discusses the delicate questions of how and when suspected cases of substance abuse are to be reported.

# Microlearning Courseware Descriptions

## **MLHR001** INCLUSION: DIVERSITY EVERYWHERE

Inclusion refers to the extent that individuals from a diverse workforce are invited and welcomed to contribute at every level of an organization.

Show employees what an inclusive workplace looks like and inspire them with a short illustration of how inclusion:

- ▶ Transcends from diversity
- ▶ Boosts morale and camaraderie
- ▶ Enhances productivity
- ▶ Transforms a workplace culture

## **MLHR001** IT'S ABOUT RESPECT II

From offensive jokes and name-calling, to intimidation and physical assault. Harassment can take a variety of forms. Knowing how to identify harassment and what to do when you experience, or witness it, can help ensure the people in your workplace get the respect they deserve.

Help ensure that everyone in your workplace receives the level of respect he or she deserves. By being aware and caring for others, we can stop harassment.

- ▶ Sex discrimination
- ▶ Bullying
- ▶ Gender identity discrimination

## **MLDA03** MARIJUANA IS LEGAL IN SEVERAL STATES

What should your policy be for marijuana use? This microlearning course looks at three complicated scenarios that can help you craft a clear policy:

- ▶ What to do if an employee uses marijuana in another state where it is legal, and tests positive upon her return to work where it is not
- ▶ Whether and to what extent marijuana use should be treated as cocaine or other illegal drugs and
- ▶ How to deal with medical and recreational uses of marijuana.

# Microlearning Courseware Descriptions

## **MLSX02** SEXUAL HARASSMENT - HOSTILE ENVIRONMENT

Promote a culture of respect and create a safe workplace with Sexual Harassment: Hostile Environment, a program that alerts employees to everyday forms of harassment such as vulgar comments and other unwanted behaviors. It covers severity and pervasiveness, and stresses that this type of harassment can involve workers of the same rank and gender.

Imagine someone making you so uncomfortable at work you can't focus on your job. That's what targets of sexual harassment often experience.

With Sexual Harassment: Hostile Environment, you can alert employees to this particular form of harassment, which can involve workers of the same rank and gender, and even third parties such as suppliers or customers.

- ▶ Examples of hostile environment
- ▶ The notion of severity and pervasiveness
- ▶ Impact of harassment on witnesses or bystanders
- ▶ Speaking out and reporting to harassment

## **MLSX01** SEXUAL HARASSMENT - QUID PRO QUO

Empower employees to speak out against harassment with Sexual Harassment: Quid pro Quo. The program defines quid pro quo, helps them understand its impact on victims, morale, and productivity, and notes that it happens between employees of the same gender.

More people than ever are talking about sexual harassment in the workplace. But even though awareness is on the rise, harassing behaviors continue.

This program defines quid pro quo and empowers employees to speak out against harassment. It helps them understand the impact sexual harassment has on victims, morale, and productivity, and notes that it happens between employees of the same gender.

- ▶ Examples of quid pro quo
- ▶ Impact of sexual harassment on morale and productivity
- ▶ Reporting sexual harassment

## **MLDA01** THE IMPORTANCE OF HAVING A SUBSTANCE ABUSE PROGRAM IN PLACE

How important is a substance abuse program in the workplace? A workplace substance abuse program increases recovery rates more than those obtained from friends or family. Also, substance abuse is a safety issue; it can compromise the lives of other employees. A program can help you manage the potential risks.

This microlearning program shows you the key elements of a substance abuse program in the workplace: clear guidelines, penalties for violations, time off, rehabilitation, insurance, and drug testing.

# Microlearning Courseware Descriptions



Protect. Transform. Sustain.

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