

ENVIRONMENTAL

Back Injury and Lifting (10 minutes)

Keenan SafeColleges' *Back Injury and Lifting* course tackles an important area for all campus personnel: back injury. The course reviews techniques to improve lifting and carrying.

Electrical Safety (Full course 20 minutes – Primer course 15 minutes)

While nearly all aspects of environmental safety are designed to prevent injury, some job functions have a greater risk of serious injury and even death. Unsafe practices involving electricity can result in electrocution, burns, falls, and fire. The consequences and costs are high, especially in the campus environment where electricity abounds. This course, which is designed for support staff working with electricity, addresses a wide variety of electrical safety issues in the campus environment.

Fall Protection (25 minutes)

Campus maintenance work is not without potential fall hazards. A basic foundation of fall protection is always required. Keenan SafeColleges *Fall Protection* course is a comprehensive tutorial designed for all campus workers. The specific rules of the OSHA Fall Protection for Construction, which includes maintenance activities, comes in to play when either there is a fall hazard in excess of 6 feet above the surface below and/or a fall hazard exists over a dangerous situation such as machinery.

Fire Extinguisher Safety (15 minutes)

This course illustrates the causes of campus fires and gives an overview of the fundamentals of proper fire extinguisher use.

Hazard Communications: Right to Know (20 minutes)

Keenan SafeColleges' *Hazard Communications: Right to Know* course reviews procedures and labeling practices designed to avoid potentially dangerous hazardous chemical incidents. The course details the NFPA labeling processes, explains the purpose of a MSDS, and provides information on the OSHA CFR 1910.1200 standard.

Hearing Loss Prevention (15 minutes)

Keenan SafeColleges' *Hearing Loss Prevention* course is a concise tutorial designed for all campus staff. Noise induced hearing loss is entirely preventable and comes from a variety of environmental factors which we often fail to consider. The course covers the basics of hearing loss prevention and effective strategies for reducing hearing loss.

Heat Illness Prevention (15 minutes)

Heat Illness Prevention is designed for any employee that works in an environment that subjects them to excessive heat exposure.

Injury & Illness Prevention Program (IIPP) 20 minutes, Employee and Supv version

Workplace safety is everyone's concern. The *Injury and Illness Prevention Program* course has been designed for every California school district and community college employee. All employees are required to understand their safety rights and responsibilities. The course will explore the common elements found in every district's IIPP Plan as well as tell you how to access your district's specific plan.

Ladder Safety (25 minutes)

Keenan SafeColleges' *Ladder Safety* course reviews one of the top work-loss issues on a college or university campus: falls from a height due to inappropriate use of equipment (tables or chairs in place of a ladder). The course demonstrates the importance of using the proper equipment to work safely above the floor and provides specific references to OSHA's CFR 1910.25, .26, .27, .118 and 1926.1053.

Lockout/Tagout: Energy Release (45 minutes)

Examples of safety related work practices based on the principles and procedures of lockout/Tagout as presented in OSHA regulation 29 CFR 1920.147.

Material Safety Data Sheets (15 minutes)

Keenan SafeColleges' *Material Safety Data Sheets* course reviews procedures related to hazard chemical exposures for products that can be commonly found on campus. The course details the purposes and uses of material safety data sheets, and provides information on the OSHA CFR 1910.1200 standard. It also identifies where products with hazardous chemicals are commonly found in a college environment (more places than you might think!).

Office Ergonomics (20 minutes)

The *Office Ergonomics* course reviews techniques to improve posture, stretching exercises, and provides instruction on proper workspace arrangement including chair, table, and computer terminal configurations.

Personal Protective Equipment (PPE) – 20 minutes

This course covers the basics of hazard assessments to determine required PPE as well as various types of PPE.

Slips, Trips and Falls (35 minutes)

This course concentrates on safety hazards related to flat fluid covered surfaces, the organization of work areas, and blunt trauma resulting from a fall. The course reviews techniques to apply proper safe guards when working in slippery areas and develop effective organizational habits to reduce the potential for trips, as well as provides recommended practices to reduce the possibility of a fall.

Supervisor's Role in Safety – (35 minutes)

The goal of this course is to describe the **supervisor's role in safety** as well as how to effectively apply best practices to ensure everyone's safety. We'll achieve this goal by examining specific methods to build a culture of safety and responsibilities to minimize common workplace hazards.

HEALTH

Bloodborne Pathogens: Complete & Refresher (30 minutes-full course, 15 refresher)

Keenan SafeColleges' *Bloodborne Pathogens: Exposure Prevention* course introduces the type, statistics and scope of the disease; guidelines for the clean up and handling of potentially infectious wastes or contaminated materials; the risks associated with workers exposed to BBPs (including vaccination and reporting information); and delivers training designed to emphasize the practices of proper exposure control. The course contains specific references to OSHA regulation 29 CFR 1910.1030 with Internet links to the OSHA and CDC web sites.

CPR (Cardiopulmonary Resuscitation) Awareness Training (10 minutes)

This CPR awareness course is a tutorial designed for all campus staff that focuses on key CPR techniques, considerations, and precautions. The course content addresses how lifesaving CPR technique can be applied during health emergencies on a college or university campus. **Note:** This course is designed to be a complement to hands-on CPR training.

First Aid Awareness Training (20 minutes)

The awareness course emphasizes "scene safety" and being keenly aware of environmental hazards that contribute to health risks in the college or university environment.

Health Emergencies: Asthma (10 minutes)

This course is a concise tutorial designed for all campus staff. Asthma affects approximately 17 million people in the U.S., and also accounts for roughly 10 million lost school days. The disease can even be fatal. All campus employees must know the basics of asthma and be ready to respond to ensure the safety of students and other staff members.

Health Emergencies: Diabetes (10 minutes)

This course is a concise tutorial designed for all campus staff. Diabetes affects approximately 151,000 young people, or about 1 in every 400-500 students. The disease must be managed 24 hours a day. All campus employees must know the basics of diabetes and be ready to respond to ensure the safety of students and other staff members.

Health Emergencies: Hemophilia (10 minutes)

All campus employees must know the basics of hemophilia to be ready to respond to ensure the safety of students and other staff members with hemophilia.

Health Emergencies: Life-Threatening Allergies (10 minutes)

Health Emergencies: Life-Threatening Allergies is a concise tutorial designed for all campus staff. Life-threatening allergies in the U.S. are steadily increasing, and all campus employees must know the basics and be ready to respond to ensure the safety of students and staff.

Health Emergencies: Overview (20 minutes)

The *Health Emergencies: Overview* focuses on the four major chronic conditions prevalent among students and staff. The course provides a brief overview of asthma, diabetes, life-threatening allergies, and seizures.

Health Emergencies: Seizures (10 minutes)

All campus employees must know the basics of epilepsy and seizures to be ready to respond to ensure the safety of students.

HIV/AIDS Awareness (10 minutes)

HIV/AIDS Awareness is a tutorial designed for all campus staff that focuses on the Human Immunodeficiency Virus (HIV) and the disease of Acquired Immunodeficiency Syndrome (AIDS). Both the virus and the disease are examined from the perspectives of impact to students and impact to the college or university workplace.

Pandemic Flu (20 minutes) – updated 12/09

Pandemic Flu is designed to educate all campus workers on the threat of Pandemic Flu. The course explores both the evolution and history of pandemics. It includes an explanation of the various phases of pandemic as recognized by the World Health Organization (WHO). Another section explores in more detail Swine Flu and the H1N1 strain. The course concludes with numerous practical considerations for campus workers to help reduce the threat of pandemic flu.

HUMAN RESOURCES**Conflict Management: Staff-to-Staff (20 minutes)**

The *Conflict Management: Staff to Staff* course provides basic conflict management skills training for all college or university employees. This course describes the most common reasons for conflicts among co-workers on campus; teaches the most effective techniques to resolve common disagreements; and helps staff members use problem-solving strategies to keep a conflict from escalating.

Diversity Awareness & Appreciation (20 minutes)

The goals of the course are to provide staff with an awareness of how a diverse workforce strengthens a college or university; equip staff to recognize and respond to incidents of harassment, bigotry, and prejudice; and to appreciate the rich benefits of a diverse, multicultural workforce in the campus environment.

Employee New Hire Orientation Video (26 minutes)

The safety and health of employees is the primary concern of the District. The District has developed and implemented numerous safety programs designed specifically to promote a safe and healthful work environment. This course covers these safety programs as well as general safe work practice procedures.

FERPA (18 minutes)

FERPA: Confidentiality of Records is designed to familiarize college and university staff members with their responsibilities under FERPA. While the free flow of information is a hallmark of the college experience, there are several categories of information - such as confidentiality of student information - that should not be shared in order to safeguard student privacy as well as comply with the law. This information is protected by a federal law known as FERPA, the Family Education Rights and Privacy Act.

Reasonable Suspicion for Drug and Alcohol Use (30 minutes)

The objective of this course is to train administrators and supervisors on the risks of drug and alcohol use by employees, the skills to recognize use of drugs and alcohol, the skills to confront an employee who may be using drugs or alcohol, and the procedures for documenting reasonable suspicion cases.

Sexual Harassment: Policy and Prevention (AB1825) – 2 hours

The goals of the course are to train administrators and supervisors how to handle sexual harassment concerns.

Sexual Harassment: Staff-to-Staff (20 minutes)

Keenan SafeColleges' *Sexual Harassment* course provides background information on sexual harassment; offers several scenarios for staff to staff sexual harassment; identifies indicators of inappropriate behaviors; and states the legal rights, responsibilities, and liabilities of employees.

EMERGENCY MANAGEMENT**NIMS IS-100: Incident Command Systems (3 hours)**

ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

NIMS IS-200.a: Incident Command Systems (3 hours)

ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

NIMS IS-700: Incident Command Systems (3 hours)

This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

NIMS 800: National Response Framework (3 hours)**Author - FEMA**

This course is intended for government executives, private-sector and nongovernmental organization (NGO) leaders, and emergency management practitioners. This includes senior elected and appointed leaders, such as Federal department or agency heads, State Governors, mayors, tribal leaders, and city or county officials – those who have a responsibility to provide for effective response.

NUTRITION SERVICES

Foodborne Illnesses (20 minutes)

This is a tutorial designed to train campus food service workers on how to prevent contamination from foodborne bacteria and parasites.

Food Safety and Kitchen Sanitation (20 minutes)

This course aims to instruct employees in proper cleaning techniques and personal hygiene practices relating to kitchen sanitation and food safety. The tutorial, which is broken up into segments permitting the learner to complete the course at his/her own pace, allows staff to gain a comprehensive understanding of some of the basic issues related to food safety and kitchen sanitation.

Food Service Equipment: Sanitation (20 minutes)

The proper cleaning and care of campus kitchen equipment can make the difference between having a safe and healthy work area and food supply, and an unhealthy workplace with an unsafe food supply. Keenan's SafeColleges' *Food Service Equipment: Sanitation* course is designed to provide food service employees with information about sanitation practices that will keep the equipment in your kitchen safe from contamination.

Food Service Equipment: Safe Use (20 minutes)

This course is designed to provide food service employees with information on use and care of standard commercial food service equipment. Careful use of equipment will keep you from getting hurt, along with protecting your students and other staff members from foodborne illnesses. This course will help to promote a healthy long lasting environment for both the kitchen equipment and the people operating them.

HACCP: Hazard Analysis Critical Control Points (20 minutes)

The *HACCP: Hazard Analysis and Critical Control Points* course is designed to provide food service staff members with an introduction to HACCP in the school kitchen. The course begins with an explanation of HACCP, its purpose, principles and elements. It then gives a concise overview of hazard analysis and food preparation. Lastly, the course reviews steps to take to prevent or eliminate a food safety hazard.

SECURITY

Arson Awareness and Prevention (20 minutes)

This course is designed to provide campus employees with information that will help reduce the likelihood of arson at their college or university. Arson is extremely costly to society in general, and is a difficult crime to detect and prosecute. This course will review the best practices to eliminate arson and provide a better understanding of the principles of fire itself.

Visual Weapons Screening (20 minutes)

The Keenan SafeColleges' *Visual Weapons Screening* course has been designed to teach college staff members basic principles in visual weapon screening for the school environment. The course is based on training videos also used by the FBI, U.S. Secret Service, Bureau of Alcohol, Tobacco & Firearms, the U.S. Department of Homeland Security, the

Transportation Security Administration (TSA), and law enforcement agencies in more than thirty countries.

TRANSPORTATION

City Driving (15 minutes)

City Driving is designed for any campus employee who drives a college or university vehicle including both professional and nonprofessional drivers.

Defensive Driving (20 minutes)

The *Defensive Driving* course is a comprehensive tutorial designed for any campus employee who drives a college or university vehicle including both professional and nonprofessional drivers. The course content includes strategic driving tips and real-world driving scenarios to help improve your decision-making when you're behind the wheel of a vehicle.

Road Rage (15 minutes)

Road Rage is a comprehensive tutorial designed for any campus employee who drives a college or university vehicle including both professional and nonprofessional drivers.

Van Safety (20 minutes)

This course is designed to refine awareness, knowledge, and understanding of how to safely operate a district passenger van. It is important for the districts' van drivers to become familiar with the safety and handling concerns that affect their performance in the driver's seat.

Winter Driving 20 minutes

Winter Driving is designed for any campus employee who drives a college or university vehicle including both professional and nonprofessional drivers. The course content outlines special considerations for district employees driving in inclement winter weather.

SOCIAL & BEHAVIORAL

Child Abuse: Identification and Intervention (1 hour full course)

The *Child Abuse: Identification and Intervention* course provides background information on the different types of child abuse/child maltreatment; offers training scenarios for physical abuse, neglect, sexual abuse, and emotional abuse; identifies indicators to assist in abuse and neglect; and states the legal responsibilities of reporting and handling student disclosures.

Child Abuse Primer (18 minutes)

The course provides a concise review on the different types of child abuse and child maltreatment. Designed for all school employees to have a basic understanding of child abuse, the course covers training scenarios for physical abuse, neglect, sexual abuse, emotional abuse, etc. This course is also offered in Spanish.

Youth Suicide: Awareness and Prevention (30 minutes)

The statistics on youth suicide are staggering: suicide has become the 3rd leading cause of death for adolescents, with rates that have increased over 300% since the 1950s. However,

by learning the facts about youth suicide, knowing the warning signs, and being ready to take action to safeguard a student, any campus staff member can help prevent a tragedy. The goal of the *Suicide: Awareness and Prevention* course is to provide college professionals with information that will help them reduce the likelihood of suicide among students in their campus. This course will also explain the important role your personnel can have in suicide prevention.