Safety, Health, and Environmental Course Summaries

About This Online Training

This online training material was designed to be used as a guide only and does not replace federal, state, local, or company codes. The user of this material is solely responsible for the method of implementation.

The Tennessee Gas Association has acquired the right to these training courses from OSI for TGA use only.

100	**Anthrax Awareness**
	Upon completion of this course, the learner will be able to: • Define anthrax and where it is found in the world. • Identify the three forms of anthrax infection. • List the symptoms for each of the three types of anthrax infection. • Know who can be vaccinated with the anthrax vaccine. • Know the treatment for an anthrax infection and what drugs can be used. • Identify suspicious letters or packages that come in the mail. • Know what to do with a suspicious letter or package.
101	**Severe Acute Respiratory Syndrome (SARS)**
	Upon completion of this course, the learner will be able to: 1. Identify the cause of the SARS virus. 2. List the methods of infection for the SARS virus. 3. List the countries considered high risk for SARS infection. 4. Recognize the symptoms of Stage One and Stage Two SARS infection. 5. Describe possible treatment methods for SARS infection. 6. Identify the lifespan of the SARS virus. 7. Contrast the difference between "suspect" and "probable" SARS cases. 8. List the steps to take if a SARS infection is suspected. 9. Identify prevention techniques used in the home. 10. Identify prevention techniques used in the office. 11. Describe some precautions to take when traveling abroad.
331	**Heat Stress**
	Heat stress and the effects of heat stress are discussed in this course. Symptoms of minor heat stress and heat exhaustion are described. Information on how the body controls heat is explained, and factors to consider when working in the heat are described. Various control strategies such as safe work practices, personal protective equipment, and exposure limits are also discussed. The objectives of this course are to learn the basic definition of heat stress, its effects, and what to do when a person has heat stress. The learner will also learn that staying in shape, eating wisely, and other factors to make sure you do not suffer from heat stress.
333	**Basics of Electrical Safety**
	The process operator will learn definitions of various safety policies and procedures, including Hot Work Policy, Lockout/Tagout Policy and Assured Grounding Policy. This course also explains how electricity is measured and what the effects of various levels have on the human body. To reduce the hazard of electrical shock, grounding the equipment and maintaining the ground at all times is necessary. Ground Fault Circuit Interrupters are used to sense differences in current flow between the hot and neutral wires in an electrical circuit. This course reviews many of the procedures

	associated with electrical safety including safety policies and procedures, hot work policy, lockout/tagout policy, and assured grounding policy. This course also covers the basics of electricity such as how different aspects of the current is expressed and at what level humans will be affected. Lastly, possible hazards and ways to avoid or prevent these conditions are discussed.
334	**Electricity: Lockout/Tagging**
	When working on equipment or circuits that may be energized, it is important to deenergize the parts that the employee may be exposed to unless deenergizing the parts may cause additional hazards. The circuits which are energizing the parts must be locked out or tagged out or both. The application of locks and tags is explained in detail in this lesson. It is also important to verify that the equipment has been deenergized. The steps to follow when reenergizing are explained in detail. This course covers safety practices meant to keep operators safe while working around electricity. One way of doing this is through the use of lockout/tagout devices. This course teaches the correct way to use lockout/tagout procedures. It also discusses how to verify a deenergized condition, assuring the operator that he/she may proceed safely.

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335	**Exposed Energized Parts**
	In this course, the operator will learn the precautions to take when working on exposed live parts or near exposed live parts. Guidelines for qualified and unqualified people working near overhead lines are explained. Procedures for illumination, working in confined or enclosed work spaces, conductive materials, apparel or equipment, housekeeping duties and interlocks are explained. This course teaches how to properly work on or around energized parts to avoid electrocution. Descriptions of who may work on energized parts as well as what constitutes an energized area are discussed. Lastly, this lesson describes the proper gear and safety precautions that must be taken.
336	**Electrical Equipment Use**
	This course advises the user of safety precautions to be observed when using different types of equipment, including portable electrical equipment and ground type equipment. Conductive work locations are also explained. The importance a visual inspection and the rating scale used for test instruments and equipment is explained. This course explains how to properly manage equipment when dealing with electricity. It stresses proper handling and inspection to ensure safety. This course also describes how to ground equipment and work in conductive locations. Finally, it is important to understand how to test equipment.
337	**Electrical Safety Training**
	Employees who may reasonably be expected to face a risk of injury due to electrical shock or another electrical hazard must be trained. This training contains practices included in the Safety-Related Work Practices Standards and can be of on the job or classroom type. The importance and the role of personal protective equipment, general protective. This course describes the safety training that applies to employees who face a risk of electric shock that may not be reduced to a safe level by the equipment installation requirements. This lesson explains the basic safety equipment utilized to make an area as safe as possible.
353	**Field Hazard Recognition**
	Upon completion of this course, the operator will be more aware of potential field hazards and know how to avoid them. The operator will become aware of various ways to avoid hazards in the field, such as obeying traffic and safety signs, following lockout/tagout procedures and the use of personal safety devices. The operator will be made aware of various types of hazards that he may encounter in the field. These hazards include ground hazards, storage hazards and improperly tagged equipment. This entire course concentrates on field hazard recognition. The first lesson teaches you how to prevent accidents. It teaches you about safety signs that are used on machines being worked on, and also the proper way to service a machine. In this lesson you will learn how to recognize hazards. You will learn the different types of hazards, and different safety precautions to take for each of them.
354	**Forklift Basics, Operation, and Safety**
	This course describes the basic design of the forklift. It also covers OSHA regulations regarding the training necessary to operate a forklift. Special detail is given to forklift operation under a variety of special circumstances. Upon completion of this course, the learner will be able to: 1. State the requirements of OSHA Standard 29 CFR 1910.178 (l) for forklift operator training. 2. Identify the design and parts of a forklift. 3. List the differences between a forklift and a car. 4. Explain forklift stability. 5. Explain how the following factors affect forklift operation and safety: o Surface conditions o Various loads and stability o Proper load manipulation o Stacking and unstacking o Vehicle and pedestrian traffic o Restricted access

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355	**Medical Records and Medical Surveillance**
	This course is designed to teach the purpose of medical surveillance and what is involved in the creation of an occupational health program. Upon completion of the course, employees will understand the procedures used to gather occupational health information, and how this information is used to determine a course of action. Learn how to protect employees from health hazards, determine employees' capacity to perform certain work assignments, and provide health services during working hours. Learn how to gather employee health information via questionnaires, physical exams, about privacy of medical records, and how to use exam results to determine a course of action. This course teaches you about medical records and medical surveillance. You will learn the reason for medical surveillance, how it can aid in the treatment of illness, and also evaluate your capacity to perform work assignments. And you are also taught why to gather information early, and why a physical examination is a good way to learn about your health.
356	**Office Hazard Recognition**
	More than 40,000 disabling injuries and 200 deaths occur each year as a result of office accidents. In this course, the operator will learn to identify some of the hazardous conditions in his workplace. These hazards include improper chair use, electrical shock, improper lifting, improper material storage, improper machine use, blocking of fire exits and fire hazards. This course deals with office safety. It tells you how many injuries occur in the office each year, and also gives you examples of instances that usually cause these injuries such as improper chair use, improper lifting, and fire hazards.
801	**Back Safety**
	The purpose of this course is to teach the operator about the anatomy of the back and what a healthy back looks like. Safe works practices and easy exercises for a healthy back are also demonstrated. Learn the purpose of the spine, spinal cord and vertebrae. Muscles, tendons and ligaments and their function in back safety are also discussed. Eighty percent of Americans will suffer from back or neck pain at some point in their lives. This lesson explains the most common back injuries, symptoms of these injuries when it would be appropriate to seek medical attention. Whether you are at your desk most of the day or on your feet, your back may be strained by your daily routine. This lesson demonstrates ways to take care of your back while on the job. Topics discussed include safe lifting practices, properly using a cart or dolly, and finally, correct posture for people who sit or stand for long periods of time. Physical activity is essential for a healthy back. Many back problems are traced to a sedentary lifestyle. This lesson demonstrates simple exercises on bending backwards and forwards, exercises that increase flexibility in the neck and shoulders, and exercises that build strength in the lower back.
802	**Ergonomics**
	Statistics show you are more likely to develop a disabling injury over a long period of time than you are to be disabled in a sudden accident. In this course you will learn how you may be at risk for developing a cumulative trauma disorder due to stressful ergonomic factors both on and off the job. Ergonomics is the science of using what we know about people to design and arrange the things they use more effectively. One goal of ergonomics today is to reduce workplace injuries by educating workers about the ergonomic risks involved in performing their jobs and the ways they can reduce their chances of injury. In this lesson, the operator will learn what ergonomics is and what a cumulative trauma disorder (CTD) is. Many studies have been conducted by ergonomists in recent years to try to determine the factors that contribute to the development of CTDs and how those risks can be reduced. Some ergonomic risk factors that have been identified for CTDs are repetitive motion, forceful movements, awkward posture, and vibration exposure. These risk factors are discussed in detail throughout this lesson. This lesson also includes a learning activity that rates the operator's level of risk to a cumulative trauma disorder. Early intervention is essential in the successful treatment of CTDs. CTDs involve cumulative injury to either tendons or nerves, or both. This lesson describes some of the common CTD's, including tendenitis, epicondylitis, lateral epicondylitis, medial epicondylitis and carpal tunnel syndrome.

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803	**Waste Water Treatment: Overview of Activated Sludge**
	Activated sludge wastewater treatment is a biological process to remove impurities from wastewater before it is discharged to receiving water. In this course the operator is introduced to activated sludge and how the process works with microorganisims, aeration, flocculation and filamentous bacteria to rid the water of impurities. This course is an overview of activated sludge. It tells you what it is and how it forms. You learn about the aeration tank, all the many microorganisms and facts about them and many other important things.
804	**DOT Hazardous Materials: Hazardous Materials Table**
	This course starts by defining key terms used in the Hazardous Materials Table. The terms included are Hazardous Material, Hazardous Substance, Hazardous Waste, Primary Hazard, Subsidiary Hazard, Proper Shipping Name, Combustible Liquid, Flammable Liquid, Infectious Substance and Poisonous Material. The ten columns on the Hazardous Materials Table are also explained in detail. This course primarily tells you the difference between a hazardous material, substance, and waste. You will learn about various liquids and materials. You will get taken through the hazardous materials table, learn tips on how to use it and learn all the symbols and names that are used on this table. The lesson will teach you all the classes these hazards can be classified as, and the identification numbers and packing group. You will also learn how to do label codes and many special provisions that will be very useful to know.
805	**DOT Hazardous Materials: Shipping Papers**
	Upon completion of this course, the learner will be able to: 1. Identify and explain the purpose of shipping papers. 2. State the basic information required, as well as how to complete and verify all information on the shipping papers. 3. Describe the responsibilities of the shipper and carrier when they are maintaining the shipping papers.
806	**DOT Hazardous Materials: Marking**
	This course starts by defining key terms used in the Hazardous Materials Table. The terms included are Hazardous Material, Hazardous Substance, Hazardous Waste, Primary Hazard, Subsidiary Hazard, Proper Shipping Name, Combustible Liquid, Flammable Liquid, Infectious Substance and Poisonous Material. The ten columns on the Hazardous Materials Table are also explained in detail. This course primarily tells you the difference between a hazardous material, substance, and waste. You will learn about various liquids and materials. You will get taken through the hazardous materials table, learn tips on how to use it and learn all the symbols and names that are used on this table. The lesson will teach you all the classes these hazards can be classified as, and the identification numbers and packing group. You will also learn how to do label codes and many special provisions that will be very useful to know.
807	**DOT Hazardous Materials: Labeling**
	Upon completion of this course, the learner will be able to: 1. Describe what packages require labeling before being transported. 2. List what packages are exempted from the labeling requirements. 3. Distinguish between primary and subsidiary hazard labels. 4. Determine which labels are to be used on which packages. 5. Demonstrate where to correctly place labels on packages. 6. List the nine classes of labels and what materials are in each class. 7. Match the background color with the correct label. 8. Identify the correct label from a description.
808	**DOT Hazardous Materials: Placarding**
	Upon completion of this course, the learner will be able to: 1. List the exceptions to the placarding requirements. 2. Utilize the placarding tables correctly in order to determine which placards to use. 3. Describe when subsidiary placards need to be used. 4. Placard a truck or tank car correctly. 5. List special provisions for transport by highway and for transport by rail. 6. Identify the different placards used.

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810	**DOT Hazardous Materials: Transportation Security**
	Upon completion of this course, the learner will be able to: 1. Identify potential targets for a terrorist attack. 2. List the means of transporting hazardous materials. 3. Assess a facility for potential security gaps. 4. Develop and implement a security plan. 5. List examples of how hazardous materials can be used in terrorist attacks. 6. Identify internal and external threats to a company. 7. List the areas that a training program needs to cover. 8. Conduct background checks on job applicants. 9. List specific steps to take before and during the transportation of hazardous materials over the highways. 10. Plan a route to take when transporting hazardous materials.
809	**Hot Work Permit**
	This course is designed to teach the basics of the OSHA required hot work permit procedure. Upon completion of this course, the employee should be able to determine what jobs require a hot work permit, identify the conditions that must exist in order to issue a hot work permit, and identify the safety tasks and responsibilities of all personnel involved in hot work. This course teaches you about a hot work permit. You will learn what jobs require this permit, the responsibilities behind this type of work, and also the firewatch. You will learn about the correct PPE to use during hotwork, and also confined space. You will learn about the responsibilities of the various people such as the responsible operator and the firewatch. Then you learn about the hot work permit procedure. It goes through special precautions to be taken and also firewatch instructions.
811	**Confined Space Entry**
	The objective of this course is to introduce the regulations concerning confined space entry. The following are defined in detail: authorized entrant, attendant, entry supervisor, entry procedure and entry permit. In this course you will learn about confined space entry. This regulation requires that all employers do such things as evaluate workplace for these spaces and train employees involved in permit entry. You will learn this and other things such as vocabulary terms. Learn how an authorized entrant is a person who is authorized to enter a confined space and communicate with an attendant properly. Learn the attendant's duties, a few of which are to know the hazards, monitor activities, and warn unauthorized personnel. You learn what entry supervisor is responsible for, how he verifies entries, and how he makes sure the entry conditions are maintained properly. Learn about the closure of a line, testing the atmosphere, flammable gases, and about special circumstances and how to deal with them. Learn about the entry permit, why an entry permit is required, what it must identify, and other information. Learn about rescue and emergency services and the personal protective equipment that each person needs to use, such as SCBA and lubricated compressors.
813	**Hearing Conservation**
	Our ability to hear is a sense that we sometimes take for granted. Hearing loss may have different causes, including prolonged exposure to loud noises. Guidelines have been developed to help protect us from hearing loss due to noise exposure. When employees are exposed to sound levels, which exceed the limits in the standard, feasible engineering or administrative controls must be instituted. This lesson explains what sound is and how it is measured. It also explains what an employer's hearing conservation program must contain, including exposure monitoring, audiometric testing, hearing protection, training programs and record keeping. In this course, you will learn about hearing conservation. You will learn about sound, the parts of the human ear, and how to prevent hearing loss.
814	**Fire Extinguisher Basics**
	In this course, the user is given general knowledge on the different classifications of fires and the different types of fire extinguishers used to put them out. It also describes how to use a typical fire extinguisher. Fire prevention tips are also discussed. Learn about fire extinguishers, including different types and how to use them. Learn the classes of fires and the different types of extinguishers. Learn about fire prevention, including how often fire extinguishers should be checked and how to keep the area clean and organized. Learn how to use fire extinguishers.

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815	**Process Safety Management (29 CFR 1910.119)**
	This course presents and interprets OSHA 29 CFR 1910.119. The operator learns safe procedures to prevent or minimize the consequences of a catastrophic release of toxic, reactive, flammable, and explosive chemicals. This course teaches you about OSHA 29 CFR. It discusses some chemical disasters that have happened in the past. It describes the purpose of this regulation, who it covers, and its application. Various concepts relevant to the regulation are defined. The course also explains about safety information, process hazard analysis, employer responsibilities, contractors, mechanical integrity, inspection and testing, incident investigation, and emergency planning and response.
819	**Personal Protective Equipment**
	This course discusses the OSHA regulation governing personal protective equipment (PPE). Head, face, eye, hearing, and respiratory protection are covered, along with protective clothing, gloves, and footwear. The user will be able to: • State what agency regulates PPE and what agencies approve PPE. • State the types of PPE and when PPE needs to be inspected and replaced. • Identify what PPE is necessary to perform certain tasks.
820	**Lockout/Tagout**
	This course teaches you about the Hazardous Energy Control Procedure. You learn about the regulations to prevent injury, and the control of energy, lockout, and tagout. You learn about the three types of employees covered in the procedure, the lockout/tagout procedures, and about the periodic checks done. The user will become familiar with the scope of OSHA's Lockout/Tagout regulation, what situations it covers and when it is not in effect. This lesson also explains what an employer's Energy Control Program must contain. Lockout, lockout device and tagout are also explained in detail. The six steps of lockout/tagout are described in detail. These include: 1) Prepare; 2) Shut down; 3) Isolate; 4) Lockout/Tagout; 5) Stored energy; and 6) Try.
821	**Respiratory Protection**
	This course introduces the OSHA regulation governing respiratory protection. The responsibilities of the employer and employee are also explained. Types of respirators and the proper conditions during which to use them are described. Finally, respirator maintenance is discussed. The user will learn about respiratory equipment and how to prevent air contamination in the first place. Learn about the different types of respirators and how they actually remove contaminants from the air, positive respirators and how they use compressed air and constantly maintain a positive air pressure and describe respirator maintenance, how to make the respirator properly fit on the face, and how to make sure respirators are inspected properly.
822	**Hazard Communication**
	This course introduces the scope of OSHA regulation 29 CFR 1910.1200, including its purpose. The differences between physical and health hazards are explained. The user is also introduced to the concept of material safety data sheets (MSDSs). Guidelines for a written hazard communication program are discussed.
826	**Hazards of Benzene**
	Upon completion of this course, the learner will be able to: 1. List the properties and hazards of benzene. 2. Describe what can happen if a person is exposed to benzene. 3. Describe how to properly label benzene containers. 4. State the requirements for gas testing for benzene. 5. Use barricade tape and signs to properly identify areas where benzene levels may excede the PEL. 6. Describe exposure controls. 7. Determine which PPE is appropriate when handling or being exposed to benzene.
827	**Bloodborne Pathogens**
	This course introduces various terms associated with bloodborne pathogens. Various precautions for avoiding exposure to bloodborne pathogens are discussed. Procedures to follow in case of exposure are given. Additionally, two common types of bloodborne pathogens, hepatitis B virus (HBV) and human immunodeficiency virus (HIV), are covered in greater depth.

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829	**Hazards of Hydrogen Sulfide**
	This course explains the properties of hydrogen sulfide, where it occurs, and its effects upon humans. Emergency response procedures are covered, including the personal protective equipment needed and basic first aid for treatment of exposed individuals.
832	**Fall Protection**
	This course emphasizes the importance of protecting people and equipment from falls. The course also covers the basic types and categories of falls. General guidelines to minimize the risk of falls in the workplace are given. The course also explains the different types of fall protection devices, equipment, and materials.
833	**Ladder Safety**
	This course describes the three basic types of ladders: single portable ladders, extension ladders, and stepladders. The importance of inspecting ladders for safety prior to use is stressed, and detailed instructions are given. Finally, safety precautions to consider while using ladders are discussed.
835	**Hazards of Butadiene**
	This course describes the primary uses and hazards of butadiene. The consequences of exposure are discussed, and methods to avoid such exposure are explained.
836	**Resource Conservation & Recovery Act (RCRA)—Part 1**
	This course is an introduction to the Resource Conservation and Recovery Act (RCRA). It discusses major terms and provisions of RCRA and responsibilities of generators, primarily with regard to managing hazardous waste while complying with RCRA and other regulations. Finally, it defines solid waste.
837	**Resource Conservation & Recovery Act (RCRA)—Part 2**
	This course discusses the requirements and restrictions governing the storage of hazardous wastes. Regulations for transporting these wastes, including labeling and marking the wastes properly, are covered. Finally, inspection requirements and emergency preparedness (contingency plans) are discussed.
838	**Hydrofluoric Acid: Awareness**
	This course is an introduction to working with hydrofluoric (HF) acid. It covers safety procedures that apply before, during, and after working with HF acid. The four classes of protective equipment are discussed. Finally, it covers the tools and equipment for use with HF acid and how to safely use them.
839	**Hydrofluoric Acid: First Aid & Sampling**
	This course is designed to teach first aid procedures for exposure to hydrofluoric (HF) acid. It also describes how to take a sample safely. Upon completion of this course the user should be able to identify preventative measures, first aid procedures for exposure, how to collect a sample, and how to prepare a sample for later use.
840	**Asbestos Awareness**
	This course describes the dangers of asbestos, including a description of the properties that make it harmful. Specific diseases associated with asbestos exposure are described. Labeling techniques for asbestos-containing materials are shown. Exposure limits are discussed. Finally, methods for safely working with asbestos are shown. After completing this lesson, the user will be able to: • Define friable fibers, give examples of non-friable fibers, and give examples of asbestos uses. • Give examples of asbestos-related diseases and state the relationship between smoking and working around asbestos. • Label asbestos-containing materials and identify asbestos insulation, non-asbestos insulation, and unmarked insulation. • State the exposure limits for asbestos and state when air monitoring needs to be conducted. • State the four classes of asbestos work. • List four safe work practices for asbestos and state the minimum respirator requirement when working with asbestos.

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841	**Ionizing Radiation**
	This course covers types of radiation, health risks related to radiation, and how you can protect yourself from radiation in the workplace. Upon completing this course, the learner will be able to: • Give examples of ionizing and non-ionizing radiation and state the properties of alpha and beta properties. • List the four occasions where radiation will usually be present in a plant and state how the back scatter method works. • State the cancer risks due to radiation exposure and list the people to be notified of possible overexposure to radiation. • List the do's and don'ts to follow when using a personal monitoring device. • State what the acronym ALARA stands for and list factors that can decrease the amount of exposure to radiation. • List employees' responsibilities regarding radiation.
842	**Hazmat First Responders**
	This course teaches the user the elements of a hazardous materials incident. Upon completion, the user should be able to recognize a hazardous materials incident, list the elements of an emergency response plan, and describe what to look for when arriving at the scene of a hazmat incident. Upon completion of this course, the learner will be able to: 1. Recognize a hazardous materials (hazmat) incident or potential hazmat incident. 2. List the requirements for employers who have employees working with hazardous materials. 3. List the elements of an emergency response plan. 4. Identify training requirements for emergency response employees. 5. List the employees involved in emergency response. 6. Contrast the differences between awareness level and operations level for first responders. 7. Define hazardous materials technician, hazardous materials specialists, and on-scene incident commanders. 8. Describe what to look for when arriving at the scene of a hazmat incident. 9. Identify the hazardous substance(s) at the scene of a hazmat incident. 10. Evaluate the effectiveness of operations and determine a new course of action, if needed. 11. Explain the differences between incidents involving trucks, trains, boats, and fixed facilities.

