

# TRAINING FILES INDEX *w/ links*

New **SAFETY TALKS (ALL)** listing. More talks at [www.toolboxtopics.com](http://www.toolboxtopics.com).

## ACCIDENTS

[Avoid Short Cuts](#); [Learn From Near Misses](#)

## ARC FLASH SAFETY

PPT, Quiz, Training Exercises 1 & 2

## BACK SAFETY

Handout, [PPT I](#), [PPT II](#), Speaker notes

- **Avoid Back Pain by Safe Lifting:** Handouts, Quiz, Trainer Outline
- **Back Health for Healthcare Workers:** Trainer's Guide
- **Safe Lifting and Preventing Back Injuries:** Meeting Outline
- Talks: [My Back Is Killing Me!](#), [Protect Your Back](#)

## BLOODBORNE PATHOGENS

- **General & Healthcare:** Handout, PPT, Quizzes, 7-Min Safety Trainer, Speaker notes
- **The Case of the Potential Needlestick:** Speaker notes, PPT
- Talks: [Protection from BBP](#), [Some Training Suggestions](#)

[OSHA's Bloodborne Pathogens Standard](#)

[OSHA Bloodborne Pathogens & Needlestick Prevention](#)

## CHEMICAL HAZARDS

- **Reactive Chemicals:** Exercise #1, Exercise #2, Handout in English and in Spanish, PPT, Trainer's Guide → [Click HERE for ALL items together](#) ←
- **Toolbox Talks:** [HazCom: The SDS: What to Do When a Worker Is Exposed / What Is a Safety Data Sheet?](#) / [Workplace Labeling for Supervisors](#)

## COMPRESSED AIR

- Talk: [Compressed Air and Its Dangers](#)

## CONFINED SPACES

- **Permit Required - Attendant:** [PPT](#)
- **Permit Required - Entrant:** [PPT](#)
- **The Case of the Invisible Gas:** [PPT](#), [Speaker notes](#)
- Talk: [Safety in Confined Spaces](#)

## CRANE SAFETY

- **Crane Rigging:** PPT
- **Crane and Sling Safety:** 7-Minute Safety Trainer, Handout (Sp/En)
- **Indoor Cranes – The Case of the Broken Sling:** Handout, PPT, Speaker Notes

## DRIVER SAFETY

- **Defensive Driving (Noncommercial Motorists)** [PPT](#), [Speaker notes](#), [Exercises 1 & 2](#)
- Talk: [Commercial Driver Safety - Safe Backing Techniques](#)

## DRUG TESTING:

- Talk: [Thinking About Drinking; Substance Abuse](#)

## EMERGENCY ACTION and FIRE PREVENTION

[PPT, Speaker notes](#)

## ERGONOMICS

- **Healthcare Workers:** Trainer's Guide
- **Industrial:** PPT, Speaker notes
- **Office:** PPT, Meeting Notes
- **Nursing Home Workers:** Handout, Lesson plan, Quiz
- **Talks:** [Fitting Jobs to People](#); [Low-Cost Ergonomic Solutions](#); [Practical Ergonomics](#); [Preventing Cumulative Trauma Injuries](#); [Stop Over-Exertion](#)

## FALL PROTECTION

Aerial Lifts: [PPT](#)

- **Talks:** [Preventing Tipovers and Collapses](#), [Preventing Falls](#)

## FIRE SAFETY:

- **Talk:** [Preventing Explosions in the Workplace](#)

## FOOD SERVICE SAFETY

Speaker notes, Trainer's Guide

## FORKLIFT OPERATOR

PPTs [\(1\)](#) & [\(2\)](#), Speaker notes

- **Talk:** [Forklift Operator Safety](#)

## GOOD HOUSEKEEPING

7-Minute Safety Trainer, Handout, Exercises 1 & 2, Quiz, Speaker Notes, Trainer's Guide, PPT

## HAZARD COMMUNICATION

- **Job Hazard Analysis:** [PPT](#)
- **HazCom Labels:** → [ALL Labeling Items Here](#) ←
- **Refresher:** [PPT](#), [Quiz](#)
- **For Healthcare Workers:** [PPT](#)
- **Toolbox Talks:** [Workplace Labeling for Supervisors](#), [The SDS: What to Do When a Worker Is Exposed, What is a Safety Data Sheet?](#)

## HEALTHCARE

- **Handling Difficult Patients – Healthcare Workers:** [Quiz](#), [Handout](#), [Meeting Notes](#)
- **Lifting Patients Precautions:** [Handouts](#)
- **Talk:** [Lifting Patients Precautions Part 2 for Healthcare Workers](#)
- **Train Healthcare Workers to Respond More Effectively:** [Report](#)
- **Workplace Violence Prevention for Healthcare Workers** (California Policy + other states): [Handout](#), [PPT](#)
- → [Click for ALL Ergonomics in Healthcare](#) ←

## **HEARING PROTECTION**

- **General:** Checklists, Handout, Quiz

## **HIRING & TRAINING**

- **Drug Testing**
  - Alcohol and Drugs - Regulatory Analysis
  - D.O.T. Alcohol and Drug Testing for Supervisors
  - Drug Abuse - Meeting, Quiz
  - Drug and Alcohol Regulation - Truck Drivers - Meeting, Quiz
  - Substance Abuse - Meeting, Quiz, Safety Talk
  - The Drug Free Workplace - OSHA Training Session, Quiz
  - Thinking About Drinking - Safety Talk
  - Using Prescription and Over-the-Counter Drugs – Meeting  
[www.dol.gov/elaws/drugfree.htm](http://www.dol.gov/elaws/drugfree.htm), [www.SHRM.org](http://www.SHRM.org)
- **Behavioral Assessments**
  - Ergonomics: Fitting Jobs to People - Safety Talk
  - When They Return to Work, You Return to Productivity  
<https://www.predictiveindex.com/>
- **Job Requirements**  
[www.genexservices.com](http://www.genexservices.com), [www.novacare.com](http://www.novacare.com)
- **Background Check**
  - Best Practices Checklist for Criminal Record Checks  
[www.justifacts.com](http://www.justifacts.com), [www.intellicorp.net](http://www.intellicorp.net)
- **Functional Capacity**  
[www.genexservices.com](http://www.genexservices.com), [www.novacare.com](http://www.novacare.com)
- **Reference Check**  
[www.best-job-interview.com/reference-check-questions.html](http://www.best-job-interview.com/reference-check-questions.html)
- **New-Hiring Training**
  - Eliminate New-Hire Injuries - Compliance Report
  - Five Key Components of Safety Onboarding Plan - Report
  - New Employee Safety Orientation - Trainer Notes
  - New-Hire Orientation - Checklist
  - New Hires Need Safety Orientation - Report
  - Training Planner - Assess and Plan Checklist
  - Training the Trainer - PPT
- **Annual Safety Training**
  - Safety Instructions – Getting Your Point Across  
*(Review index for a variety of applicable items)*

- **Performance Reviews**  
[http://business.lovetoknow.com/wiki/Free\\_Examples\\_of\\_Employee\\_Evaluations](http://business.lovetoknow.com/wiki/Free_Examples_of_Employee_Evaluations)
- **Mentoring**
  - A New Mentoring Model for Training the Next Generation
  - Mentoring Agreements Make Meaningful Training
  - Mentoring Women - Parts 1 & 2
  - What's the Difference between Coaching and Mentoring?  
<http://www.dummies.com/business/human-resources/employee-relations/how-to-implement-an-employee-mentoring-program/>
- **Disciplinary Policy**  
*Many online resources are available to provide information on this topic. An example is:*  
[http://www.thehrspecialist.com/2880/Designing\\_a\\_Progressive\\_Discipline\\_Policy.hr?cat=tools&sub\\_cat=white\\_paper](http://www.thehrspecialist.com/2880/Designing_a_Progressive_Discipline_Policy.hr?cat=tools&sub_cat=white_paper)
- **PPE Evaluation**
  - PPE - What Employees Need to Know - PPTs  
[OSHA - Personal Protective Equipment](#)
- **New Employee Identification**  
[www.kennyproducts.com](http://www.kennyproducts.com), [www.uline.com](http://www.uline.com)
- **Attendance Policy**  
[www.elinfonet.com/human-resources/Sample-Attendance-Policy](http://www.elinfonet.com/human-resources/Sample-Attendance-Policy)
- **Safety Committee**
  - Safety and Health Program - PPT, Speaker Notes
  - [Policy, Tips, Tactics](#)  
*PA resource:*  
<http://www.dli.pa.gov/Businesses/Compensation/WC/safety/committee/Pages/default.aspx>

## **HOUSEKEEPING**

7-Minute Safety Trainer, Handout, Exercises 1 & 2, Quiz, Speaker Notes, Trainer's Guide, PPT

## **LADDER SAFETY**

Handout, Speaker notes, PPT  
[Walking-Working Surfaces - PPT](#)

## **LOCKOUT/TAGOUT**

- **Affected Employees & Authorized Employee:** PPT

## **MACHINE GUARDING**

PPT, Speaker notes

## **MATERIAL HANDLING**

- Exercises 1 & 2, Handout, PPT, Quiz, Speaker notes, Toolbox Talks, Trainer's Guide
- **Talks:** [Material Handling/Placement](#), [More on Manual Material Handling](#), [Sprains and Strains](#), [Watch Those Loads!](#)

## OSHA

- **Employee Rights Under OSHA:** Meeting
- **Just What Is OSHA and How Does It Work?:** Training Tips
- **OSHA and the General Duty Clause:** Exercise, Handout, Meeting, Trainer's Guide
- **OSHA Inspections, Citations, and Penalties:** Trainer's Guide  
<https://www.osha.gov/Publications/poster.html>, <https://www.osha.gov/law-regs.html>

## SAFETY CULTURE

### Safety Attitude - Handout, Talk, PPT

- **Talks:** [Develop a Good Safety Attitude, Develop Safe Habits, Taking Responsibility for Safety](#)

## SAFETY TALKS (ALL)

- **Back Safety:** [My Back Is Killing Me!, Protect Your Back](#)
- **Bloodborne Pathogens:** [Protection from BBP](#)
- **Compressed Air:** [Compressed Air and Its Dangers](#)
- **Confined Spaces:** [Safety in Confined Spaces](#)
- **Driver Safety:** [Commercial Driver Safety - Safe Backing Techniques](#)
- **Drug Testing:** [Thinking About Drinking; Substance Abuse](#)
- **Ergonomics:** [Fitting Jobs to People; Low-Cost Ergonomic Solutions; Practical Ergonomics; Preventing Cumulative Trauma Injuries; Stop Over-Exertion; Lifting Patients Precautions Part 2 for Healthcare Workers](#)
- **Fire Safety:** [Preventing Explosions in the Workplace](#)
- **Forklift Safety:** [Forklift Operator Safety](#)
- **Hazard Communication:** [Workplace Labeling for Supervisors; Hazard Communication Labels - The Gas Cylinder Pictogram](#)
- **Material Handling:** [Material Handling and Placement; More on Manual Material Handling; Watch Those Loads!](#)
- **Personal Protective Equipment:** [PPE for Construction Workers - Eye Protection; PPE for Construction Workers - Hand Protection](#)
- **Safety Attitude:** [Safety Attitude Adjustment;](#)
- **Safety Culture:** [Develop a Good Safety Attitude, Develop Safe Habits, Taking Responsibility for Safety](#)
- **Safety Data Sheets (SDS):** [What to Do When a Worker Is Exposed and What Is a Safety Data Sheet?](#)
- **Strains and Sprains:** [Sprains and Strains Safety](#)
- **Tool Safety:** [Table Saw Safety - Preventing Cuts and Amputations; Hand Tool Safety](#)
- **Violence in the Workplace:** [What to Do in an Active Shooter Situation; Avoiding and Preventing Workplace Violence](#)

## SPANISH--LANGUAGE MATERIALS

- **Avoid Back Pain by Safe Lifting:** Handout (Sp/En)
- **Bloodborne Pathogens – General:** Handout, Quiz (Spanish)
- **Crane and Sling Safety:** Handout (Sp/En)
- **Ergonomics – Industrial:** Handout, PPT, Quiz (Spanish)

- **Ergonomics – Preventing Musculoskeletal Injuries:** Handout, Quiz (Sp/En)
- **Hand Trucks and Dollies:** Handout, Quiz (Sp/En)
- **Hearing Protection:** Handout, Quiz (Sp/En)
- **Pallet Jack Safety:** Handout, Quiz (Sp/En)
- **Required PPE:** Handout, Quiz (Sp/En)
- **Safe Practices for the Warehouse:** Handout, Quiz (Sp/En)
- **Safety First in Maintenance – Housekeeping:** Handout, Quiz (Sp/En)
- **Special Lifting Situations:** Handout, Quiz (Sp/En)
- **Working in the Cold:** Handout, Quiz (Sp/En)
- **Working in the Heat:** Handout, Quiz (Sp/En)
- **Workplace Safety for Employees:** PPT ([Sp/En](#)), Speaker Notes

**SNOW and ICE REMOVAL** PPT, Speaker notes, Handout (*see [Winter Safety](#) also*)

**UNDERSTANDING SDS** Handout, PPT, Quiz, Speaker notes, Trainer’s Guide, Training Exercises 1 & 2  
Talk: [HazCom: What To Do When a Worker Is Exposed and What Is a Safety Data Sheet \(SDS\)?](#)

**WELLNESS AND YOU** Exercises 1 & 2, Handout, PPT, Quiz, Speaker notes, Trainer’s Guide

**WINTER SAFETY**

- **Posters:** Black Ice, Changing Conditions, Focus on Footing, “Salt It,” Slippery, Step Down from Cars
- **Slips & Falls:** Audit Form, Employer Guide
- **Wide Corners:** Sample E-mail as Reminder

**WORKPLACE SAFETY**  
**- Avoiding Accidents**

- **Workplace Safety for Employees:** Exercises 1 & 2, Handout, PPT ([En/Sp](#)), Quiz, Speaker Notes ([En/Sp](#)), Trainer’s Guide → [Click HERE for ALL items together](#) ←

**WORKPLACE VIOLENCE**

- **Avoiding and Preventing Workplace Violence:** [Talk](#)
- **Handling Difficult Patients – Healthcare Workers:** [Quiz](#), [Handout](#), [Meeting Notes](#)
- **Preventing Workplace Violence:** [Meeting](#)
- **Train Healthcare Workers to Respond More Effectively:** [Report](#)
- **What to Do in an Active Shooter Situation:** [Talk](#)
- **Workplace Violence Prevention for Healthcare Workers** (California Policy + other states): [Handout](#), [PPT](#)
- **Workplace Violence:** [All Items](#)