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TOPSIDE

CT0031: Inspect and Monitor Galvanic Ground Beds/Anodes

Explains and evaluates inspecting and monitoring galvanic ground beds/anodes, obtaining structure-to-electrolyte and current output readings, and potential abnormal operating conditions.

24 min.

CT01: Conducting Annual Cathodic Protection Surveys

Explains and evaluates measuring structure-to-electrolyte potential, performing close interval surveys and interference testing, testing electrical isolation, inspecting and testing bonds, inspecting for atmospheric corrosion, and potential abnormal operating conditions.

80 min.

CT01.2: Measure Structure-to-Electrolyte Potential

Explains and evaluates elements of cathodic protection surveys, measuring structure-to-electrolyte potential, and potential abnormal operating conditions.

43 min.

CT02: Maintain Test Leads

Explains and evaluates visually inspecting test leads, determining test lead continuity, measuring structure-to-electrolyte potential, repairing and replacing damaged test leads, and potential abnormal operating conditions.

49 min.

CT0221: Inspect, Test and Maintain Temperature Transmitters

Explains and evaluates the use, inspection, testing, maintenance, verification, and calibration of temperature transmitters and potential abnormal operating conditions.

34 min.

CT0241: Operate, Maintain, and Configure Flow Computers

Explains and evaluates operation, maintenance, and configuration of flow computers and potential abnormal operating conditions.

44 min.

CT0261: Inspection, Testing, and Corrective and Preventative Maintenance of Tank Gauging

Explains and evaluates tank gauging and different types of tank gauging devices, inspection, testing, and corrective and preventative maintenance of tank gauging, and potential abnormal operating conditions.

44 min.

CT0271: Prove Flow Meters

Explains and evaluates flow meter proving, establishing repeatability, calculating meter factor, and potential abnormal operating conditions.

43 min.

CT0281: Maintain Flow Meters

Explains and evaluates flow meter maintenance, device removal and reinstallation, performing meter loop integrity check, and potential abnormal operating conditions.

47 min.

CT0291: Inspect, Test and Maintain Gravitometers and Densitometers

Explains and evaluates inspecting, testing, calibrating, and maintaining gravitometers and densitometers, calculating density correction factor, removing and reinstalling device, performing loop integrity check, and potential abnormal operating conditions.

43 min.

CT03: Inspect Cathodic Protection Rectifiers

Explains and evaluates inspecting cathodic protection rectifiers, measuring structure-to-electrolyte IR drop readings, determining protection adequacy, and potential abnormal operating conditions.

37 min.

CT04: Cathodic Protection Rectifier Maintenance and Repair

Explains and evaluates inspecting rectifier cabinets, testing transformers, fuses, and rectifier assemblies, adjusting tap settings, and potential abnormal operating conditions.

56 min.

CT0451: Manual Startup and Shutdown of Pumps

Explains and evaluates verifying pumps, per-forming prestart, post-start, and postrun in-spections, manually starting up and shutting down pumps at the driver control panel, and potential abnormal operating conditions.

49 min.

CT05: Electrically Inspect Bare Pipe

Explains and evaluates inspection interval, measuring soil resistivity and soil-to-soil potential, and potential abnormal operating conditions.

36 min.

CT0591: Leak Test at Operating Pressure

Explains and evaluates performing gas leakage surveys, leak tests at operating pressure, and potential abnormal operating conditions.

29 min.

CT06.2: Inspection of Coatings

Identifies the practices necessary to inspect for atmospheric corrosion, inspect coatings before, during, and after the application process, and identify and respond to abnormal operating conditions.

51 min.

CT06.3: Perform Surface Preparation

Identifies the practices necessary to prepare a pipeline surface prior to the application of a protective coating and recognizing and reacting to abnormal operating conditions.

72 min.

CT06.4: Perform Coating Application

Identifies the practices necessary to apply protective coating, ensures post coating actions are taken, and recognizing and reacting to abnormal operating conditions.

56 min.

CT0601: Perform NDT: Radiographic Testing

Explains and evaluates inspecting and calibrating radiographic equipment, preparing the test area, positioning imaging media and exposure device, interpreting test results, and recognizing and reacting to abnormal operating conditions.

36 min.

CT0611: Perform NDT: Liquid Penetrant Testing

Explains and evaluates preparing a surface for nondestructive testing, applying penetrants, removers, and developers, inspecting for indications, and recognizing and reacting to abnormal operating conditions.

41 min.

CT0621: Perform NDT: Magnetic Particle Testing

Explains and evaluates preparing a surface for nondestructive testing, introducing a magnetic field, applying particle medium, inspecting for indications, and potential abnormal operating conditions.

35 min.

CT0631: Perform NDT: Ultrasonic Testing

Explains and evaluates performing ultrasonic testing, evaluating results for indications, and recognizing and reacting to abnormal operating conditions.

33 min.

CT0634: Perform NDT: Magnetic Flux Leakage of Breakout Tanks

Explains and evaluates removing large debris from tank bottoms, scanning tank bottoms, marking indications, and recognizing and reacting to abnormal operating conditions.

29 min.

CT0637: Perform NDT: Vacuum Box Inspection

Explains and evaluates preparing a surface for nondestructive testing, applying leak detection solution, applying vacuum, observing for bubble formations, and recognizing and reacting to abnormal operating conditions.

34 min.

CT06J: Electrical Inspection of Coatings

Explains and evaluates grounding structures and detectors, determining minimum effective voltage, operating voltage detectors, and potential abnormal operating conditions.

20 min.

CT07: Measure Wall Thickness

Explains and evaluates measuring pit depth using a pit gauge, measuring pipe wall thickness with an ultrasonic thickness meter, collecting RSTRENG Data, and potential abnormal operating conditions.

30 min.

CT0721: Joining of Pipe: Threaded Joints

Explains and evaluates choosing, connecting, and inspecting threaded joints and potential abnormal operating conditions.

24 min.

CT08: Conducting Cathodic Protection Remediation

Explains and evaluates installing electrical bonds, galvanic and impressed current anodes, transformer/rectifiers, and test stations; performing exothermic welding; locating, monitoring, and clearing shorted casing; and recognizing and reacting to abnormal operating conditions.

108 min.

CT08.5: Perform Exothermic Welding

Explains and evaluates preparing a structure for exothermic welding, making and verifying connections, and recognizing and reacting to abnormal operating conditions.

33 min.

CT09: Monitoring for Internal Corrosion

Explains and evaluates how to safely extract or insert corrosion coupons and probes, collecting pipeline content samples, and potential abnormal operating conditions.

49 min.

CT09.3: Collecting a Sample of Pipeline Contents

Explains and evaluates how to safely collect pipeline content samples and recognize and react to potential abnormal operating conditions.

30 min.

CT10: Inspect (Examine) Buried Pipe When Exposed

Explains and evaluates inspecting pipe and components for physical damage, coating damage, corrosion, and potential abnormal operating conditions.

46 min.

CT100: Cold Cutting

Explains and evaluates equipment installation, cutting on empty, depressurized pipeline, and potential abnormal operating conditions.

Runtime Not Available

CT101: Operate and Maintain Closure Devices

Evaluates opening, closing, and maintaining closure devices and recognizing and reacting to abnormal operating conditions.

Runtime Not Available

CT1081: Tapping a Pipeline (Tap Diameter 2 Inches or Less)

Explains and evaluates installing hot tap assemblies, cutting pipe, removing coupons, inserting completion plug, and potential abnormal operating conditions.

27 min.

CT1082: Install Completion Plugs (Tap Diameter 2 Inches or Less)

Runtime Not Available

CT11: Inspect and Calibrate Overfill Protective Devices

Explains and evaluates obtaining level-gauge device reading, conducting a comparison analysis, visually inspecting and resetting of Overfill Protective Devices, and potential abnormal operating conditions.

24 min.

CT110: Grinding, Sanding, or Buffing on Steel Pipeline

Explains and evaluates removing defects by grinding, sanding, or buffing on steel pipeline, verifying minimum wall thickness, and potential abnormal operating conditions.

35 min.

CT12: Internal Corrosion Remediation

The purpose of this module is to evaluate an individual with regard Internal Corrosion Remediation as it relates to a DOT pipeline system.

30 min.

CT1291: Locate Underground Pipelines

Explains and evaluates determining right-of-way access, locating underground pipelines, determining pipeline depth, and potential abnormal operating conditions.

39 min.

CT13: Inspect Internal Pipe Surfaces

Explains and evaluates recognizing common types of internal corrosion, their mechanisms, and potential abnormal operating conditions.

17 min.

CT1301: Install and Maintain Pipeline Markers

Explains and evaluates installing, inspecting, and maintaining line markers, determining right-of-way access, and potential abnormal operating conditions.

27 min.

CT14: Application and Repair of External Coatings

Explains and evaluates external coating types, performing surface preparation, applying and repairing coating, testing for defects, and potential abnormal operating conditions.

46 min.

CT15: Place and Maintain Line Markers

Explains and evaluates locating a pipeline, installing a line marker, inspecting and maintaining line markers, and potential abnormal operating conditions.

52 min.

CT16A: Inspect Surface Conditions of Right-of-Way and Perform Leak Surveys (Aerial Patrols)

Runtime Not Available

CT16G: Inspecting Surface Conditions of Right-of-Way and Perform Leak Surveys for Gas Pipelines

Explains and evaluates visually inspecting surface conditions of right-of-way, identifying release or encroachment activities, performing gas leakage surveys, and potential abnormal operating conditions.

30 min.

CT16L: Inspecting Surface Conditions of Right-of-Way and Perform Leak Surveys for Liquid Pipelines

Explains and evaluates inspecting surface conditions of right-of-way, following company reporting protocols, and potential abnormal operating conditions.

23 min.

CT17: Inspect Navigable Waterway Crossings

Explains and evaluates the use of probes, sonar, and other methods to verify the location of a pipeline, determine the depth of cover, and potential abnormal operating conditions.

23 min.

CT18: Inspection of Breakout Tanks

Explains and evaluates the inspection of breakout tanks in accordance with API Standard 653, 510, inspection other breakout tanks, and potential abnormal operating conditions.

25 min.

CT19: Provide Temporary Marking of Buried Pipeline Prior to Excavation

Explains and evaluates locating a pipeline, installing temporary pipeline markers, inspecting and maintaining temporary line markers, and potential abnormal operating conditions.

42 min.

CT20: Inspection Following Excavation Activities and Leak Survey after Blasting

Explains and evaluates inspecting after excavating, performing leak surveys, utlizing leak survey techniques, monitoring for pressure loss, and potential abnormal operating conditions.

28 min.

CT21: Provide Security for Pipeline Facilities

Explains and evaluates providing security for pipeline facilities and potential abnormal operating conditions.

13 min.

CT22: Inspect Valves

Explains and evaluates locating valves, isolating leaks, performing function tests, performing routine maintenance, and potential abnormal operating conditions.

46 min.

CT23: Repair Valves

Explains and evaluates repairing valves and actuators/operators and potential abnormal operating conditions.

36 min.

CT24: Inspect, Test and Calibrate Relief Valves

Explains and evaluates locating relief valves, identifying equipment, ensuring external integrity, testing relief valves, and potential abnormal operating conditions.

29 min.

CT25: Maintain/Repair Relief Valves

Explains and evaluates disassembling, cleaning, inspecting, repairing, and replacing internal components of a relief valve, and potential abnormal operating conditions.

25 min.

CT26: Inspect, Test and Calibrate Pressure Limiting Devices

Explains and evaluates inspecting pressure limiting devices and nameplates, performing static and dynamic testing, calibrating and reinstalling pressure limiting devices, and potential abnormal operating conditions.

32 min.

CT27: Inspect, Test and Calibrate Pressure Switches and Transmitters

Explains and evaluates inspecting, testing, and calibrating pressure switches and transmitters and potential abnormal operating conditions.

28 min.

CT28: Verifying or Setting Protection Parameters for Programmable Controllers and/or Instrumentation Control Loops

Explains and evaluates verifying data set points, parameters, and data location within PLC program, calibrating, testing, and documenting system set points, and potential abnormal operating conditions.

28 min.

CT29: Moving In-Service Pipe

Explains and evaluates preparing for pipeline movement activities, moving in-service pipe, and potential abnormal operating conditions.

27 min.

CT30: Inspect Existing Pipe Following Movement

Explains and evaluates inspecting pipeline for secondary stresses, physical damage, corrosion, and coating damage and potential abnormal operating conditions.

21 min.

CT31: Inspection of Clearance of Existing Pipe to Underground Structures

Explains and evaluates inspecting for clearance of existing pipe to underground structures, ensuring minimum clearances, interference, and corrosion control tests are performed during installation of foreign pipelines or structures, and potential abnormal operating conditions.

24 min.

CT32: Abandoning, Safe Disconnect, Purging, and Sealing of Pipeline Facilities

Explains and evaluates safely disconnecting and purging pipeline facilities, sealing disconnected portions of pipeline, and potential abnormal operating conditions.

30 min.

CT33: Installation, Replacement, or Repair of Support Structures on Existing or New Aboveground Components

Explains and evaluates replacing or repairing support structures on existing or new aboveground components, installing additional or revised support structure elements to existing aboveground structures, and potential abnormal operating conditions.

25 min.

CT34: Inspection Activities for Tie-ins, Pipe Replacements, or Other Components Connecting to an Existing Pipeline

Explains and evaluates performing pre-installation requirements, verifying welder & NDT personnel qualifications, ensuring proper installation, and potential abnormal operating conditions.

32 min.

CT35: Backfilling a Trench Following Maintenance

Explains and evaluates performing backfilling operations following maintenance, determining if a tamping tool and backhoe are being used properly, how to determine amount of cover, and potential abnormal operating conditions.

25 min.

CT36.2: Install Welded Tight Fitting Sleeves

Explains and evaluates confirming surface preparation, sleeve type, length, and material, fitting sleeve, and potential abnormal operating conditions.

24 min.

CT36.3: Perform Over-sleeve Repair

Explains and evaluates confirming surface preparation, filling defects, confirming sleeve length and material, fitting over-sleeves, and potential abnormal operating conditions.

24 min.

CT36.4: Perform Composite Wrap Sleeve Repair

Explains and evaluates confirming surface preparation, installing composite wrap sleeve, and potential abnormal operating conditions.

25 min.

CT36.5: Install Mechanical Split Sleeve Repair

Explains and evaluates confirming surface preparation, sleeve length, and material, installing mechanical split sleeve repairs, and potential abnormal operating conditions.

23 min.

CT36.6: Install Mechanical Coupling

Explains and evaluates confirming surface preparation, sleeve length, and material, installing mechanical couplings, and potential abnormal operating conditions.

24 min.

CT36.7: Perform Hot Tapping

Explains and evaluates installing and removing hot tap assembly, operating hot tap equipment, and potential abnormal operating conditions.

26 min.

CT36.8: Install Pipeline Plugs

Explains and evaluates installing plugging assembly, inserting and removing plug, monitoring pressure, removing plugging assembly, and potential abnormal operating conditions.

23 min.

CT36.9: Install Completion Plugs

Explains and evaluates installing, operating, and removing completion plug assembly, relieving pressure from and draining plugging machine, and potential abnormal operating conditions.

19 min.

CT37: Conduct Pressure Test

Explains and evaluates performing a pressure test, analyzing test data, depressurizing and drying pipe, and potential abnormal operating conditions.

29 min.

CT38: Maintenance Welding on Pipelines

Explains and evaluates repairing arc burns, defective welds other than welds containing cracks, cover passes on welds containing defects other than a crack, butt welds containing cracks, and previously repaired areas, replacing welds or cylinders of pipe, and potential abnormal operating conditions.

53 min.

CT39: Operations of a Pipeline System

Explains and evaluates pipeline startup and shutdown procedures, monitoring and maintenance of pressures, flows, and line integrity, operating valves using manual or remote methods, and potential abnormal operating conditions.

53 min.

CT39F: Field Operations of a Pipeline System

Explains and evaluates pipeline startup and shutdown procedures, monitoring and maintenance of pressures, flows, and line integrity, operating valves using manual or remote methods in the field, and potential abnormal operating conditions.

57 min.

CT39F.4: Operate Valves Using Manual or Remote Methods

Explains and evaluates operating valves using manual or remote methods in the field and recognizing and reacting to abnormal operating conditions.

38 min.

CT40: Computational Pipeline Monitoring (CPM)

Explains and evaluates testing, calibrating, repairing, and maintaining CPM equipment, verifying that the leak detection system meets design specifications, and potential abnormal operating conditions.

31 min.

CT41: Operate Pressure Relieving Devices for Launching and Receiving Facilities

Explains and evaluates isolating, relieving pressure and draining fluids from the launcher and receiver barrel, launching and receiving a pig, and potential abnormal operating conditions.

44 min.

CT42: Performing Maintenance on Valves

Explains and evaluates valve winterization or corrosion inhibition, lubrication, seat sealing, stem packing, actuator/operator adjustment, and potential abnormal operating conditions.

49 min.

CT43: Perform Flange Bolting Procedures

Explains and evaluates identifying hazards, performing hot bolting and flange assembly procedures, and potential abnormal operating conditions.

36 min.

CT44: Tubing and Tube Fitting, Handling, and Installation

Explains and evaluates handling tubing, tube fittings, and tubing components, designing or verifying a tubing system, cutting and de-burring metal tubing, bending metal tubing, installing compression tube fittings, and potential abnormal operating conditions.

45 min.

CT45: Perform Leakage Survey

Explains and evaluates performing visual leakage surveys and pipeline leakage surveys using combustible gas detector, flame ionization detector, optical methane detector, and remote methane leak detector, and potential abnormal operating conditions.

25 min.

CT46: Vault Maintenance

Explains and evaluates performing vault maintenance and potential abnormal operating conditions.

19 min.

CT47: Install Electrical Insulating Device

Explains and evaluates electrically isolating pipelines from other processes to reduce the risk of corrosion and potential abnormal operating conditions.

59 min.

CT48: Purge a Pipeline

Explains and evaluates purging hydrocarbons and air from a pipeline, purging pipeline with product, and potential abnormal operating conditions.

28 min.

CT49: Operate Air Movers

Evaluates installing, operating, and un-installing air movers to evacuate vapors from a pipeline and recognizing and reacting to abnormal operating conditions.

Runtime Not Available

CT50: Testing an Emergency Shutdown Device

Explains and evaluates determining system testing method, testing full plant blow down system, isolating ESD devices, and potential abnormal operating conditions.

20 min.

CT51: Perform Incremental Pressure Increases to Uprate MAOP

Explains and evaluates increasing and monitoring pipeline pressure, performing leak surveys, and potential abnormal operating conditions.

22 min.

CT52: Operate Odorant Equipment

Explains and evaluates determining odorant injection rates, testing odorant levels, inspecting, repairing odorant injection systems, and potential abnormal operating conditions.

29 min.

CT54: Gas Detection and Alarm System Maintenance and Performance Testing

Explains and evaluates calibrating, testing, and maintaining gas detection systems, documenting according to MSDS, and potential abnormal operating conditions.

25 min.

CT55: Isolation of a Gas Compressor Unit

Explains and evaluates isolating a gas compressor unit, preparing an isolated compressor unit for start-up, and recognizing and reacting to abnormal operating conditions.

31 min.

CT56: Compressor Station Inspection and Testing of Remote Control Shutdown Devices

Explains and evaluates inspecting, testing, and observing remote control shutdown devices and potential abnormal operating conditions.

19 min.

CT57: Startup, Shutdown, and Operation of Turbine Driven Gas Compressor Unit

Explains and evaluates starting up, operating, and shutting down a turbine driven gas compressor unit and potential abnormal operating conditions.

33 min.

CT58: Start-up, Shutdown, and Operation of an Engine Driven Gas Compressor Unit

Explains and evaluates starting up, operating, and shutting down engine driven gas compressor unit and potential abnormal operating conditions.

35 min.

CT59: Install and Monitor Vapor Barriers

Explains and evaluates temporarily sealing a portion of pipeline with a plug or isolation tool to create a vapor barrier preventing hazardous vapors from entering a hot work area; and recognizing and reacting to abnormal operating conditions.

56 min.

CT60: General Abnormal Operating Conditions

Explains how to recognize and respond to the malfunction or failure of pipeline components, physical damage, the unexpected activation of safety devices, and preventing an accidental ignition.

60 min.

CT61: Documentation, Reporting, and OQ Recordkeeping

Explains and evaluates maintaining testing and inspection records, identifying accidents and incidents that require reporting, OQ record keeping requirements, and potential abnormal operating conditions.

24 min.

CT62: Inspecting and Remediating Pipeline Hazard Protection

Explains and evaluates identifying types of pipeline hazards, identifying and inspecting protective physical barriers, and potential abnormal operating conditions.

27 min.

CT63: Inspect Tank Pressure/Vacuum Breakers

Explains and evaluates verifying, inspecting, disassembling, and reassembling tank pressure vacuum breakers, validating pallet weight, and potential abnormal operating conditions.

36 min.

CT65: Damage Prevention During Excavation Activities By or On Behalf of the Operator

Explains and evaluates verifying line location, identifying potential hazardous surface conditions, confirming spoil placement, using hand tools and vacuums, ensuring pipeline support and security, and potential abnormal operating conditions.

36 min.

CT70: Join Plastic Pipe: Butt Heat Fusion

Explains how to assemble and join plastic pipe by butt heat fusion, inspect the completed joints, and recognize and react to abnormal operating conditions.

41 min.

CT71: Join Plastic Pipe: Sidewall Heat Fusion

Explains and evaluates preparing mating surfaces, fusion equipment, and heating tool, heating and joining mating surfaces with sidewall heat fusion, inspecting fusion joints, and recognizing and reacting to abnormal operating conditions.

39 min.

CT72: Join Plastic Pipe: Electrofusion

Explains and evaluates how to assemble and join plastic pipe by electrofusion, inspect the completed joints, and recognize and react to abnormal operating conditions.

36 min.

CT73: Join Plastic Pipe: Socket Heat Fusion

Explains preparing mating surfaces, fusion equipment, and heating tool, heating and joining pipe and fitting mating surfaces with socket heat fusion, inspecting completed joints, and recognizing and reacting to abnormal operating conditions.

35 min.

CT96: Remove Casings

Explains and evaluates how to remove casings safely and recognize and react to abnormal operating conditions.

39 min.

CT99: Cutting on Steel Pipeline

Explains and evaluates prepping steel pipe for cutting, using various equipment to perform the cut, inspecting the cut, and recognizing and reacting to abnormal operating conditions.

35 min.

CTCLF: Catastrophic Line Failure

Explains the severity of a catastrophic line failure, recognizing indications of a major leak, and identifying and responding to a catastrophic line failure.

24 min.

CTCRE: Control Room Emergency Response

Explains identifying hazardous liquids, recognizing abnormal operating conditions, responding to pipeline emergencies, executing emergency response procedures, and coordinating pipeline restart.

37 min.

CTFM: Fatigue Management

Explains and assesses understanding fatigue, its effects on the body, getting sufficient sleep, mitigating and managing fatigue, and reporting fatigue-related risks.

46 min.

OQ-EVAL-Doc: Correctly Document Skills Assessment Forms

Refresher training for evaluators regarding conducting performance evaluations appropriately and correctly documenting the evaluation on a skills assessment form.

22 min.

UNDERWATER

CT02U: Prevent External Corrosion on Underwater Pipeline

Explains and evaluates inspecting and removing damaged coatings, installing wrap and epoxy repairs, and potential abnormal operating conditions.

37 min.

CT03U: Measure Wall Thickness of Underwater Pipe

Explains and evaluates preparing pipeline surface for ultrasonic thickness testing, measuring pit dimensions, and potential abnormal operating conditions.

27 min.

CT04U: Conduct Underwater Cathodic Protection Remediation

Explains and evaluates installing galvanic anodes on submerged pipelines or facilities and potential abnormal operating conditions.

30 min.

CT05U: Conduct Temporary Marking of Underwater Pipelines

Explains and evaluates locating a pipeline, determining buried and exposed pipeline depth, installing temporary pipeline markers, and potential abnormal operating conditions.

37 min.

CT06U: Conduct Underwater Valve Inspection, Operation, Maintenance and Repair

Explains and evaluates identifying, visually inspecting, operating, greasing, and repairing valves and potential abnormal operating conditions.

38 min.

CT07U: Movement of In-service Underwater Pipeline

Explains and evaluates lifting and lowering in-service underwater pipeline, inspecting for secondary stresses, physical damage, and coating damage, determining pipeline depth, and potential abnormal operating conditions.

30 min.

CT08U: Abandoning, Safe Disconnect, Purging, and Sealing of Underwater Pipeline

Explains and evaluates isolating, purging, disconnecting underwater pipeline, sealing segments and burying disconnected segments of pipeline, and potential abnormal operating conditions.

38 min.

CT09U: Installation, Replacement, or Repair of Support Structures on Underwater Components

Explains and evaluates replacing, repairing, and inspecting support structures, installing and inspecting additional support structure elements, and potential abnormal operating conditions.

42 min.

CT10U: Inspection of Underwater Pipeline Facilities

Explains and evaluates inspecting pipeline crossings, flanged tie-ins, repairs, and support structures and potential abnormal operating conditions.

40 min.

CT12U: Operation of an Underwater Assembly

Explains and evaluates identifying and manually operating ball, check, and needle valves on an underwater assembly and potential abnormal operating conditions.

30 min.

CT13U: Perform Underwater Pigging Activities

Explains and evaluates performing basic launching and receiving procedures and potential abnormal operating conditions.

34 min.

CT14U: Perform Underwater Flange Mating Procedures

Explains and evaluates aligning flanges, installing and removing bolts and ring gasket, plugging or capping the pipeline, and potential abnormal operating conditions.

26 min.

CT15U: Perform an Underwater Mechanical Hot Tap

Explains and evaluates removing coating, conducting quality checks, cutting pipeline, removing coupon, repairing coating, and potential abnormal operating conditions.

47 min.

CT11U: Perform Underwater Pipeline Repair Activities

Explains and evaluates excavating, prepping surface of, and cutting pipeline; installing mechanical split sleeve repair clamps, mechanical couplings, and spool pieces; performing pressure tests; and potential abnormal operating conditions.

47 min.

CT01U: Cathodic Protection Inspection on Underwater Facilities

Explains and evaluates preparing and calibrating test equipment, taking and recording cathodic protection readings, and potential abnormal operating conditions.

29 min.

CHECK ASSESSMENTS

CHECK02: Maintain Test Leads

Evaluates visually inspecting test leads, determining test lead continuity, measuring structure-to-electrolyte potential, repairing and replacing damaged test leads using nonexothermic welding or electrical mechanical connection methods, and potential abnormal operating conditions.

CHECK05: Electrically Inspect Bare Pipe

Evaluates inspection interval, measuring soil resistivity and soil-to-soil potential, and potential abnormal operating conditions.

CHECK09: Monitoring for Internal Corrosion

Evaluates how to safely extract or insert corrosion coupons and probes, collecting pipeline content samples, and potential abnormal operating conditions.

CHECK17: Inspect Navigable Waterway Crossing

Evaluates the use of probes, sonar, and other methods to verify the location of a pipeline, determine the depth of cover, and potential abnormal operating conditions.

CHECK18: Inspection of Breakout Tanks

Evaluates the inspection of breakout tanks in accordance with API Standard 653, 510, inspection of other breakout tanks, and potential abnormal operating conditions.

CHECK20: Inspection Following Excavation Activities and Leak Survey After Blasting

Evaluates inspecting after excavating, performing leak surveys, utilizing leak survey techniques, monitoring for pressure loss, and potential abnormal operating conditions.

CHECK21: Provide Security for Pipeline Facilities

Evaluates providing security for pipeline facilities and potential abnormal operating conditions.

CHECK28: Verify or Set Protection Parameters

Evaluates verifying data set points, parameters, and data location within PLC program, calibrating, testing, and documenting system set points, and potential abnormal operating conditions.

CHECK31: Measure Clearance from Existing Piping to Underground Structures Installed by Excavation, Boring, and Directional Drilling

Evaluates inspecting for clearance of existing pipe to underground structures, ensuring minimum clearances, interference, and corrosion control tests are performed during installation of foreign pipelines or structures, and potential abnormal operating conditions.

CHECK32: Abandoning, Safe Disconnect, Purging, and Sealing of Pipeline Facilities

Evaluates safely disconnecting and purging pipeline facilities, sealing disconnected portions of pipeline, and potential abnormal operating conditions.

CHECK33: Installation, Replacement or Repair of Support Structures on Existing or New Aboveground Components

Evaluates replacing or repairing support structures on existing or new aboveground components, installing additional or revised support structure elements to existing aboveground structures, and potential abnormal operating conditions.

CHECK30: Inspect Existing Pipe Following Movement

Evaluates inspecting pipeline for secondary stresses, physical damage, corrosion, and coating damage and potential abnormal operating conditions.

CHECK38: Maintenance Welding on Pipelines

Evaluates repairing arc burns, defective welds other than welds containing cracks, cover passes on welds containing defects other than a crack, butt welds containing cracks, and previously repaired areas, replacing welds or cylinders of pipe, and potential abnormal operating conditions.

CHECK40: CPM (Computational Pipeline Monitoring) Leak Detection

Evaluates testing, calibrating, repairing, and maintaining CPM equipment, verifying that the leak detection system meets design specifications, and potential abnormal operating conditions.

CHECK43: Perform Flange Bolting Procedures

Evaluates identifying hazards, performing hot bolting and flange assembly procedures, and potential abnormal operating conditions.

CHECK44: Tubing and Tube Fitting Handling and Installation

Evaluates handling tubing, tube fittings, and tubing components, designing or verifying a tubing system, cutting and de-burring metal tubing, bending metal tubing, installing compression tube fittings, and potential abnormal operating conditions.

CHECK110: Grinding, Sanding, or Buffing on Steel Pipeline

Evaluates removing defects by grinding, sanding, or buffing on steel pipeline, verifying minimum wall thickness, and potential abnormal operating conditions.

CHECK0221: Inspect, Test and Maintain Temperature Transmitters

Evaluates the use, inspection, testing, maintenance, verification, and calibration of temperature transmitters and potential abnormal operating conditions.

CHECK0261: Inspection, Testing and Corrective and Preventative Maintenance of Tank Gauging

Evaluates tank gauging and different types of tank gauging devices, inspection, testing, and corrective and preventative maintenance of tank gauging, and potential abnormal operating conditions.

CHECK41: Operate Pressure Relieving Devices for Launching and Receiving Facilities

Evaluates isolating, relieving pressure and draining fluids from the launcher and receiver barrel, launching and receiving a pig, and potential abnormal operating conditions.

CHECK0281: Maintain Flow Meters

Evaluates flow meter maintenance, device removal and reinstallation, performing meter loop integrity check, and potential abnormal operating conditions.

CHECK06.2: Inspection of Coatings

Identifies the practices necessary to inspect for atmospheric corrosion, inspect coatings before, during, and after the application process, and recognizing and reacting to abnormal operating conditions.

CHECK0591: Leak Test at Operating Pressure

Evaluates performing gas leak-age surveys, leak tests at operating pressure, and potential abnormal operating conditions.

CHECK46: Vault Maintenance

Evaluates performing vault maintenance and potential abnormal operating conditions.

CHECK50: Testing an Emergency Shutdown Device

Evaluates determining system testing method, testing full plant blow down system, isolating ESD devices, and potential abnormal operating conditions.

CHECK55: Isolation of a Gas Compressor Unit

Evaluates isolating a gas compressor unit, preparing an isolated compressor unit for start-up, and potential abnormal operating conditions.

CHECK56: Compressor Station Inspection and Testing of Remote Control Shutdown Devices

Evaluates inspecting, testing, and observing remote control shutdown devices and potential abnormal operating conditions.

CHECK57: Startup, Shutdown, and Operation of Turbine Driven Gas Compressor Unit

Evaluates starting up, operating, and shutting down a turbine driven gas compressor unit and potential abnormal operating conditions.

CHECK58: Startup, Shutdown, and Operation of an Engine Driven Gas Compressor Unit

Evaluates starting up, operating, and shutting down engine driven gas compressor unit and potential abnormal operating conditions.

CHECK62: Inspecting and Remediating Pipeline Hazard Protection

Evaluates identifying types of pipeline hazards, identifying and inspecting protective physical barriers, and potential abnormal operating conditions.

CHECK0451: Manual Startup and Shutdown of Pumps

Evaluates verifying pumps, performing prestart, post-start, and postrun inspections, manually starting up and shutting down pumps at the driver control panel, and potential abnormal operating conditions.

CHECK0271WD: Prove Flow Meters for Hazardous Liquid Leak Detection: Water Draw

Evaluates flow meter proving, establishing repeatability, calculating meter factor, and potential abnormal operating conditions.

CHECK0281C: Maintain Flow Meters: Coriolis

Evaluates flow meter maintenance, device removal and reinstallation, performing meter loop integrity check, and potential abnormal operating conditions.

CHECK0281M: Maintain Flow Meters: Magmeter

Evaluates flow meter maintenance, device removal and reinstallation, performing meter loop integrity check, and potential ab-normal operating conditions.

CHECK0281O: Maintain Flow Meters: Orifice

Evaluates flow meter maintenance, device removal and reinstallation, performing meter loop integrity check, and potential abnormal operating conditions.

CHECK0281PD: Maintain Flow Meters: Positive Displacement

Evaluates flow meter maintenance, device removal and reinstallation, performing meter loop integrity check, and potential abnormal operating conditions.

CHECK0281T: Maintain Flow Meters: Turbine

Evaluates flow meter maintenance, device removal and reinstallation, performing meter loop integrity check, and potential abnormal operating conditions.

CHECK0281TM: Maintain Flow Meters: Thermal Mass

Evaluates flow meter maintenance, device removal and reinstallation, performing meter loop integrity check, and potential abnormal operating conditions.

CHECK0281U: Maintain Flow Meters: Ultrasonic

Evaluates flow meter maintenance, device removal and reinstallation, performing meter loop integrity check, and potential abnormal operating conditions.

CHECK0281V: Maintain Flow Meters: Vortex

Evaluates flow meter maintenance, device removal and reinstallation, performing meter loop integrity check, and potential abnormal operating conditions.

CHECK06J: Electrical Inspection of Coatings (Jeeping)

Evaluates grounding structures and detectors, determining minimum effective voltage, operating voltage detectors, and potential abnormal operating conditions.

CHECK16G: Inspect Surface Conditions of Right-of-Way and Perform Leak Surveys (Gas Pipeline)

Evaluates visually inspecting surface conditions of right-of-way, identifying release or encroachment activities, performing gas leakage surveys, and potential abnormal operating conditions.

CHECK29: Moving In-Service Pipe

Evaluates preparing for pipeline movement activities, moving in-service pipe, and potential abnormal operating conditions.

CHECK51: Perform Incremental Pressure Increases to Uprate MAOP

Evaluates increasing and monitoring pipeline pressure, performing leak surveys, and potential abnormal operating conditions.

CHECK52: Operate Odorant Equipment

Evaluates determining odorant injection rates, testing odorant levels, inspecting, repairing odorant injection systems, and potential abnormal operating conditions.

CHECK54: Gas Detection and Alarm System Maintenance and Performance Testing

Evaluates calibrating, testing, and maintaining gas detection systems, documenting according to MSDS, and potential abnormal operating conditions.

CHECK61: Documentation, Reporting, and OQ Record Keeping

Evaluates maintaining testing and inspection records, identifying accidents and incidents that require reporting, OQ record keeping requirements, and potential abnormal operating conditions.

CHECK19: Provide Temporary Marking of Buried Pipeline Prior to Excavation

Evaluates locating a pipeline, installing temporary pipeline markers, inspecting and maintaining temporary line markers, and potential abnormal operating conditions.

CHECK63: Inspect Tank Pressure Vacuum Breakers

Evaluates verifying, inspecting, disassembling, and reassembling tank pressure vacuum breakers, validating pallet weight, and potential abnormal operating conditions.

CHECK65: Damage Prevention During Excavation Activities by or on Behalf of the Operator

Evaluates verifying line location, identifying potential hazardous surface conditions, confirming spoil placement, using hand tools and vacuums, ensuring pipeline support and security, and potential abnormal operating conditions.

CHECK01.3ACVG: Conduct AC Voltage Gradient Survey

Evaluates conducting ACCA/PCM indirect inspection survey and potential abnormal operating conditions.

CHECK01.3DCVG: Conduct DC Voltage Gradient Survey

Evaluates conducting DCVG inspection and potential abnormal operating conditions.

CHECK36.8: Install Pipeline Plugs

Evaluates installing plugging assembly, inserting and removing plug, monitoring pressure, removing plugging assembly, and potential abnormal operating conditions.

CHECK1301: Install and Maintain Pipeline Markers

Evaluates installing, inspecting, and maintaining line markers, determining right-of-way access, and potential abnormal operating conditions.

CHECK0721: Joining of Pipe: Threaded Joints

Evaluates choosing, connecting, and inspecting threaded joints and potential abnormal operating conditions.

CHECK47: Install Electrical Insulating Device

Evaluates electrically isolating pipelines from other processes to reduce the risk of corrosion and potential abnormal operating conditions.

CHECK1291: Locate Underground Pipelines

Evaluates determining right-of-way access, locating underground pipelines, determining pipeline depth, and potential abnormal operating conditions.

CHECK15: Placing and Maintaining Line Markers

Evaluates locating a pipeline, installing a line marker, inspecting and maintaining line markers, and potential abnormal operating conditions.

CHECK06.4: Perform Coating Application

Identifies the practices necessary to apply protective coating, ensures post coating actions are taken, and recognizing and reacting to abnormal operating conditions.

CHECK01.3ACCA: Conduct AC Current Attenuation Survey

Evaluates conducting ACCA/PCM indirect inspection survey and potential abnormal operating conditions.

CHECK12: Internal Corrosion Remediation

Evaluates adjusting inhibitor injection rates to prevent internal corrosion, achieving acceptable industry and company standards, and potential abnormal operating conditions.

CHECK36.3: Perform Over-Sleeve Repair Installation

Evaluates confirming surface preparation, filling defects, confirming sleeve length and material, fitting over-sleeves, and potential abnormal operating conditions.

CHECK36.6: Install Mechanical Coupling

Evaluates confirming surface preparation, sleeve length, and material, installing mechanical couplings, and potential abnormal operating conditions.

CHECK0031: Inspect and Monitor Galvanic Ground Beds/Anodes

Evaluates inspecting and monitoring galvanic ground beds/anodes, obtaining structure-to-electrolyte and current output readings, and potential abnormal operating conditions.

CHECK48.4: Purging Pipeline with Product

Evaluates aligning valves, pigging pipeline, purging pipeline, and checking pipeline pressure and potential abnormal operating conditions.

CHECK48.2: Purging Hydrocarbons from a Pipeline

Evaluates isolating pipeline, pigging pipeline, and removing hydrocarbons, and potential abnormal operating conditions.

CHECK48.3: Purging Air from a Pipeline

Evaluates aligning valves, pigging pipeline, checking pipeline pressure, and removing air, and potential abnormal operating conditions.

CHECK03.1: Rectifier Voltage and Current Inspection

Evaluates inspecting for damage, taking voltage readings, determining mV drop across shunt, and calculating current flow? and potential abnormal operating conditions.

CHECK48: Purge a Pipeline

Evaluates purging hydrocarbons and air from a pipeline, purging pipeline with product, and potential abnormal operating conditions.

CHECK09.3: Collecting a Sample of Pipeline Contents

Evaluates how to safely collect pipeline content samples and recognize and react to potential abnormal operating conditions.

CHECK0291: Inspect, Test and Maintain Gravitometers and Densitometers

Evaluates inspecting, testing, calibrating, and maintaining gravitometers and densitometers, calculating density correction factor, removing and reinstalling device, performing loop integrity check, and potential abnormal operating conditions.

CHECK01.3: Perform Close Interval Survey

Evaluates selecting and inspecting reference electrodes, taking structure-to-electrolyte measurements, identifying potential measurement reading range, identifying causes for readings outside of the normal range, and recognizing and reacting to abnormal operating conditions.

CHECK01.4: Perform Interference Testing

Evaluates measuring structure-to-electrolyte potential, determining current direction and magnitude, determining IR drop, detecting interference, and recognizing and reacting to abnormal operating conditions.

CHECK01.6: Inspect and Electrically Test Bonds

Evaluates measuring structure-to-electrolyte potential, current magnitude, determining polarity, and recognizing and reacting to abnormal operating conditions.

CHECK02.2: Inspect & Verify Test Lead Continuity

Evaluates visually inspecting test leads, determining test lead continuity, measuring structure-to-electrolyte potential, and recognizing and reacting to abnormal operating conditions.

CHECK02.3: Repair or Replace Damaged Test Lead

Evaluates? repairing and replacing damaged test leads using nonexothermic welding or electrical mechanical connection methods, verifying test lead continuity and functionality, and recognizing and reacting to abnormal operating conditions.

CHECK05.2: Soil Resistivity Measurement

Evaluates measuring soil resistivity by performing the four-pin method, the soil box method, and the resistivity single-probe method and recognizing and reacting to abnormal operating conditions.

CHECK05.3: Soil-to-Soil Potential Survey

Evaluates ?taking soil-to-soil potential measurements along the pipeline and recognizing and reacting to abnormal operating conditions.

CHECK09.1: Extract or Insert Corrosion Coupons

Evaluates how to safely extract and install corrosion coupons and recognizing and reacting to abnormal operating conditions.

CHECK09.2: Remove and Insert Corrosion Probes

Evaluates how to safely extract and install corrosion probes and recognizing and reacting to abnormal operating conditions.

CHECK71: Join Plastic Pipe: Sidewall Heat Fusion

Evaluates preparing mating surfaces, fusion equipment, and heating tool, heating and joining mating surfaces with sidewall heat fusion, inspecting fusion joints, and recognizing and reacting to abnormal operating conditions.

CHECK70: Join Plastic Pipe: Butt Heat Fusion

Evaluates preparing mating surfaces, fusion equipment, and heating tool, heating and joining mating surfaces with butt heat fusion, inspecting fusion joints, and recognizing and reacting to abnormal operating conditions.

CHECK06.2.1: Visual Inspection of Coatings

Evaluates identifying surface type, checking critical areas and entire surface for atmospheric corrosion and physical damage and recognizing and reacting to abnormal operating conditions.

CHECK18.2.1: Routine Inspection of Breakout Tanks

Evaluates inspecting tanks, tank shells, foundations, secondary containment systems, and tank roofs and recognizing and reacting to abnormal operating conditions.

CHECK31.1: Inspection for Clearance of Existing Pipe to Underground Structures

Evaluates locating and determining clearance between pipelines and foreign structures and recognizing and reacting to abnormal operating conditions.

CHECK33.1: Replacement or Repair of Support Structures on Existing or New Aboveground Components

Evaluates installing and removing temporary supports, inspecting pipeline for secondary stress, replacing or repairing permanent supports, and recognizing and reacting to abnormal operating conditions.

CHECK14.1: Identify and Describe the Different Types of External Coatings and How They are Applied

Evaluates identifying coating types and recognizing and reacting to abnormal operating conditions.

CHECK14.2: Apply and Repair External Coatings

Evaluates repairing existing coatings, prepping pipe for coating repair, preparing and applying coating, measuring, inspecting, and curing applied coating, and recognizing and reacting to abnormal operating conditions.

CHECK14: Application and Repair of External Coatings

Evaluates external coating types, performing surface preparation, applying and repairing coating, testing for defects, and reacting to and recognizing abnormal operating conditions.

CHECK100: Cold Cutting

Evaluates verification of pipeline conditions, equipment installation, use of cutting equipment, removal of equipment, and potential abnormal operating conditions.

CHECK1081: Tapping a Pipeline (Tap Diameter 2 Inches or Less)

Evaluates installing hot tap assemblies, cutting pipe, removing coupons, inserting completion plug, and potential abnormal operating conditions.

CHECK1082: Install Completion Plugs (Tap Diameter 2 Inches or Less)

Evaluates installing and removing completion plug assembly, inspecting and assembling tapping machine, installing completion cap, and potential abnormal operating conditions.

CHECK06.2.2: Perform Coating Inspection

Evaluates measuring coating surface profile and thickness, inspecting for deficiencies, and recognizing and reacting to abnormal operating conditions.

CHECK06.3.2: Perform Surface Preparation (Abrasive Water Blasting)

Evaluates using abrasive water blasting to prepare pipe surface for coating, inspecting for contaminants, disposing of waste, and recognizing and reacting to abnormal operating conditions.

CHECK06.3.3: Perform Surface Preparation (Hand or Power Tools or Solvents)

Evaluates using hand tools, power tools, or solvents to prepare pipe surface for coating, inspecting for contaminants, disposing of waste, and recognizing and reacting to abnormal operating conditions.

CHECK06.4.1: Perform Coating Application Hand Application Methods

Evaluates applying protective coating with a brush or roller, inspecting the coating, and recognizing and reacting to abnormal operating conditions.

CHECK06.4.2: Perform Coating Application Spray Application Methods

Evaluates applying protective coating by spraying, inspecting the coating, and recognizing and reacting to abnormal operating conditions.

CHECK06.4.3: Perform Coating Application Wrapped Methods

Evaluates applying protective wrap tape coating, inspecting the coating, and recognizing and reacting to abnormal operating conditions.

CHECK72: Join Plastic Pipe: Electrofusion

Evaluates how to assemble and join plastic pipe by electrofusion, inspect the completed joints, and recognize and react to abnormal operating conditions.

CHECK15.2: Locate a Pipeline

Evaluates locating a pipeline by inductive, conductive, inductive clamp, or probing methods, and recognizing and reacting to abnormal operating conditions.

CHECK15.3: Install a Line Marker

Evaluates installing line markers and mounting apparatuses and recognizing and reacting to abnormal operating conditions.

CHECK15.4: Inspect and Maintain Line Markers

Evaluates inspecting and maintaining line markers and recognizing and reacting to abnormal operating conditions.

CHECK16G.1: Inspect Surface Conditions of Right-of-Way

Evaluates visually inspecting surface conditions of the right-of-way, identifying a release of product or encroachment activities, and recognizing and reacting to abnormal operating conditions.

CHECK16G.2: Perform Gas Leakage Surveys

Evaluates conducting gas leakage surveys and recognizing and reacting to abnormal operating conditions.

CHECK18.2: Inspect Breakout Tanks in Accordance with API Standards 653

Evaluates the inspection of breakout tanks in accordance with API Standard 653 and recognizing and reacting to abnormal operating conditions.

CHECK18.3: Inspection of Breakout Tanks in Accordance with API Standards 510

Evaluates the inspection of breakout tanks in accordance with API Standard 510 and recognizing and reacting to abnormal operating conditions.

CHECK18.4: Inspect Other Breakout Tanks

Evaluates inspecting out-of-service tanks and recognizing and reacting to abnormal operating conditions.

CHECK01.7: Visual Atmospheric Inspection

Evaluates inspecting coating for deficiencies and corrosion and recognizing and reacting to abnormal operating conditions.

CHECK19.2: Locate a Pipeline

Evaluates locating a pipeline, determining the depth of pipeline, and recognizing and reacting to abnormal operating conditions.

CHECK19.3: Install Temporary Pipeline Markers

Evaluates installing temporary pipeline markers and recognizing and reacting to abnormal operating conditions.

CHECK19.4: Inspect and Maintain Temporary Line Markers

Evaluates inspecting and maintaining temporary line markers and recognizing and reacting to abnormal operating conditions.

CHECK29.1: Determine Allowable Line Pressure in Section to be Moved

Evaluates determining the allowable line pressure in a section of pipe that is to be moved and recognizing and reacting to abnormal operating conditions.

CHECK73: Join Plastic Pipe: Socket Heat Fusion

Evaluates preparing mating surfaces, fusion equipment, and heating tool, heating and joining pipe and fitting mating surfaces with socket heat fusion, inspecting completed joints, and recognizing and reacting to abnormal operating conditions.

CHECK29.2: Prepare for Pipeline Movement Activities

Evaluates reducing pipeline pressure, ensuring damage prevention procedures are followed, performing external visual inspection, and recognizing and reacting to abnormal operating conditions.

CHECK20.1: Function of Inspection Procedures and Leak Surveys

Evaluates determining the general location of a pipeline, notifying appropriate personnel prior to excavation, determining right-of-way access, and recognizing and reacting to abnormal operating conditions.

CHECK20.2: Utilize Leak Survey Techniques

Evaluates inspecting surface conditions and right-of-way, performing leak survey, locating,? excavating, and? visually inspecting pipeline, and recognizing and reacting to abnormal operating conditions.

CHECK20.3: Monitor for Pressure Loss

Evaluates reviewing historical pressure data, checking for pressure loss, and recognizing and reacting to abnormal operating conditions.

CHECK29.3: Moving In-Service Pipe

Evaluates controlling valves upstream and downstream of pipe segment movement, applying lifting devices, moving pipe, inspecting moved pipe, and recognizing and reacting to abnormal operating conditions.

CHECK31.2: Ensure Minimum Clearances, Interference and Corrosion Control Tests are Performed During Installation of Foreign Pipelines or Structures

Evaluates verifying clearance between pipeline and foreign structures, taking and analyzing structure-to-electrolyte potential measurements, conducting interference testing, and recognizing and reacting abnormal operating conditions.

CHECK32.2: Safely Disconnect Pipeline Facilities

Evaluates isolating pipe segments, depressurizing pipe contents, bonding pipe, separating pipe segments, and recognizing and reacting to abnormal operating conditions.

CHECK32.3: Purge Pipeline Facilities

Evaluates purging disconnected pipe segment, checking for hazardous vapors, disposing of pipeline content, and recognizing and reacting to abnormal operating conditions.

CHECK32.4: Seal a Disconnected Portion of a Pipeline

Evaluates sealing pipeline segment, abandoning offshore pipeline in place, and recognizing and reacting to abnormal operating conditions.

CHECK33.2: Install Additional or Revised Support Structure Elements to Existing Aboveground Structures

Evaluates installing and removing temporary supports, inspecting for secondary stress, installing permanent supports, leveling pipe, and recognizing and reacting to abnormal operating conditions.

CHECK41.2: Sequence of Events Needed to Isolate, Relieve Pressure, and Drain Fluids from the Launcher Barrel

Evaluates isolating valves, relieving pressure from launcher barrel, draining fluids from pig launcher barrel, and recognizing and reacting to abnormal operating conditions.

CHECK41.3: Procedure Involved with Launching a Pig

Evaluates inserting pig into launcher barrel, launching pig, returning to normal operations, and recognizing and reacting to abnormal operating conditions.

CHECK41.5: Procedure Involved with Receiving a Pig

Evaluates opening and closing bypass valves and inlet receivers in order to receive a pig and recognizing and reacting to abnormal operating conditions.

CHECK41.6: Sequence of Events Needed to Isolate, Relieve Pressure, and Drain Fluids from the Receiver Barrel

Evaluates isolating receiver barrels and valves, relieving pressure from receiver barrels, evacuating fluids, opening barrel doors, removing pigs, closing barrel doors, and recognizing and reacting to abnormal operating conditions.

CHECK43.1: Identify Hazards and Perform Hot Bolting

Evaluates performing hot bolting, inspecting flange prior to and following hot bolting, and recognizing and reacting to abnormal operating conditions.

CHECK43.2: Perform Flange Assembly Procedures (Make-Up)

Evaluates preparing pipe for make-up of flange, aligning flange, installing gasket, lubricating threads, applying torque, and recognizing and reacting to abnormal operating conditions.

CHECK43.3: Perform Flange Disassembly Procedures (Break-Out)

Evaluates preparing pipe for break-out of flange, releasing tension from bolts, and recognizing and reacting to abnormal operating conditions.

CHECK44.2: Demonstrate the Correct Methods for Handling Tubing, Tube Fittings, and Tubing Components

Evaluates proper lifting and transporting of tubing, inspecting tubing for defects, and recognizing and reacting to abnormal operating conditions.

CHECK44.3: Design or Verify a Correct Layout of a Tubing System

Evaluates planning tubing runs, ensuring accessibility to equipment, verifying supports, using expansion loops, and recognizing and reacting to abnormal operating conditions.

CHECK44.4: Correctly Cut and De-burr Metal Tubing

Evaluates cutting and smoothing tubing and recognizing and reacting to abnormal operating conditions.

CHECK44.5: Perform a Correct 90 Degree Bend of Metal Tubing

Evaluates determining bend radius, bending tubing, inspecting for abnormalities, and recognizing and reacting to abnormal operating conditions.

CHECK44.6: Perform Installation of Small Diameter Compression Tube Fittings

Evaluates matching and connecting tubing and fittings, tightening fittings, inspecting for “pull up”, and recognizing and reacting to abnormal operating conditions.

CHECK47.2: Flange or Dielectric Union Isolation/Insulation

Evaluates inspecting insulating sleeve kits, verifying flange alignment, installing flange kit, verifying isolation, and recognizing and reacting to abnormal operating conditions.

CHECK47.3: Isolation Joints

Evaluates installing and terminating bond wires, verifying isolation of the device, and recognizing and reacting to abnormal operating conditions.

CHECK47.4: Lightning and Ground Fault Protection

Evaluates installing insulating devices, verifying bonds, verifying isolation, and recognizing and reacting to abnormal operating conditions.

CHECK47.5: Electrical Isolation from Electrical Grounding

Evaluates installing PCR or SSD to isolate pipeline, testing feeder cables, verifying isolation, and recognizing and reacting to abnormal operating conditions.

CHECK47.6: Aboveground Piping Isolation from Other Buried Structures

Evaluates confirming pipeline isolation from foreign structures or materials, aligning isolation devices, installing non-metallic spacers, verifying isolation, and recognizing and reacting to abnormal operating conditions.

CHECK47.7: Casing Isolation/Insulation

Evaluates clearing annular space, installing spacer or shields, installing end seals, verifying isolation, and recognizing and reacting to abnormal operating conditions.

CHECK38.2: Direct the Repair of Arc Burns

Evaluates checking atmospheric conditions and pipeline operating pressure, removing arc burn, measuring wall thickness, and recognizing and reacting to abnormal operating conditions.

CHECK38.4: Direct the Repair of a Cover Pass on a Weld Containing Defect other than a Crack

Evaluates analyzing NDT data, inspecting cover pass repairs, and recognizing and reacting to abnormal operating conditions.

CHECK38.3: Direct the Repair of Defective Welds Without Cracks

Evaluates analyzing NDT data, inspecting repairs, and recognizing and reacting to abnormal operating conditions.

CHECK38.5: Direct the Repair of Butt Welds Containing Cracks

Evaluates analyzing NDT data, inspecting butt weld repairs, and recognizing and reacting to abnormal operating conditions.

CHECK38.6: Direct the Repair of a Previously Repaired Area

Evaluates analyzing NDT data, inspecting repairs of previous repairs, and recognizing and reacting to abnormal operating conditions.

CHECK38.7: Direct the Replacement of a Weld or Cylinder of Pipe

Evaluates determining pipe replacement procedures, ensuring isolation and product evacuation, ensuring use and removal of sealing devices, aligning pipe, inspecting weld, and reacting to abnormal operating conditions.

CHECK15U: Perform an Underwater Mechanical Hot Tap

Evaluates cleaning pipeline, checking wall thickness, installing hot tap fitting, operating cutting tool, repairing coating, reburying pipeline, and recognizing and reacting to abnormal operating conditions.

CHECK03: Inspect Cathodic Protection Rectifiers

Evaluates inspecting cathodic protection rectifiers, measuring structure-to-electrolyte IR drop readings, determining protection adequacy, and potential abnormal operating conditions.

CHECK06.3: Perform Surface Preparation

Identifies the practices necessary to prepare a pipeline surface prior to the application of a protective coating and recognizing and reacting to abnormal operating conditions.

CHECK06.3.1: Perform Surface Preparation (Dry Abrasive Blasting)

Evaluates using dry abrasive blasting to prepare pipe surface for coating, inspecting for contaminants, disposing of waste, and recognizing and reacting to abnormal operating conditions.

CHECK45.2: Perform Visual Surveys for Pipeline Leakage

Evaluates traversing pipeline right-of-way, examining for indications of a leak, and recognizing and reacting to abnormal operating conditions.

CHECK45.3: Perform Pipeline Leakage Survey Using a Combustible Gas Detector

Evaluates monitoring combustible gas detector readings and recognizing and reacting to abnormal operating conditions.

CHECK45.4: Perform Pipeline Leakage Survey Using a Flame Ionization Detector

Evaluates monitoring flame ionization detector readings and recognizing and reacting to abnormal operating conditions.

CHECK45.5: Perform Pipeline Leakage Survey Using an Optical Methane Detector

Evaluates monitoring optical methane detector readings and recognizing and reacting to abnormal operating conditions.

CHECK45.6: Perform Pipeline Leakage Survey Using a Remote Methane Leak Detector

Evaluates monitoring readings of remote methane leak detectors and recognizing and reacting to abnormal operating conditions.

CHECK61.1: Identify and Maintain Required Documentation

Evaluates maintaining documentation regarding pipeline operations and maintenance, abnormal operations, and emergencies.

CHECK61.2: Identify Accidents or Incidents that Require Reporting

Evaluates identifying which accidents and incidents must be reported to the DOT.

CHECK61.3: Identify Operator Qualifications Record Keeping Requirements

Evaluates maintaining operator qualification records.

CHECK52.4: Inspection and Repair of Odorant Injection Systems

Evaluates inspecting and repairing odorant injection systems, adjusting injection rates, and recognizing and reacting to abnormal operating conditions.

CHECK55.1: Isolate a Gas Compressor Unit

Evaluates isolating gas compressors and recognizing and reacting to abnormal operating conditions.

CHECK55.2: Prepare an Isolated Compressor Unit for Start-up

Evaluates removing isolation devices, purging air from compressor and piping, checking operating pressure, and recognizing and reacting to abnormal operating conditions.

CHECK57.2: Startup Turbine Driven Gas Compressor Unit

Evaluates understanding pre-start procedures, starting up compressor, and recognizing and reacting to abnormal operating conditions.

CHECK57.3: Shutdown Turbine Driven Gas Compressor Unit

Evaluates understanding shutdown procedures, shutting down compressor, and recognizing and reacting abnormal operating conditions.

CHECK57.4: Operating Turbine Driven Gas Compressor Unit

Evaluates checking suction, discharge, coolant system, compressor speeds, and levels in separation equipment and recognizing and reacting to abnormal operating conditions.

CHECK58.2: Startup Engine Driven Gas Compressor Unit

Evaluates understanding compressor startup procedures, performing startup, returning to service, and recognizing and reacting to abnormal operating conditions.

CHECK58.3: Shutdown Engine Driven Gas Compressor Unit

Evaluates understanding compressor shutdown procedures, performing shutdown, and recognizing and reacting to abnormal operating conditions.

CHECK58.4: Operating Engine Driven Gas Compressor Unit

Evaluates checking suction, discharge, coolant system, and levels in separation equipment and recognizing and reacting to abnormal operating conditions.

CHECK03.2: Cathodic Protection Rectifiers On/Off Test

Evaluates performing on/off test and determining adequacy of cathodic protection and potential abnormal operating conditions.

CHECK0611: Perform NDT: Liquid Penetrant Testing

Evaluates preparing a surface for nondestructive testing, applying penetrants, removers, and developers, inspecting for indications, and recognizing and reacting to abnormal operating conditions.

CHECK0631: Perform NDT: Ultrasonic Testing

Evaluates performing ultrasonic testing, evaluating results for indications, and recognizing and reacting to abnormal operating conditions.

CHECK52.2: Determine Odorant Injection Rates and Test for Odorant Levels

Evaluates ensuring odorant properties, checking odorant concentrations, adjusting injection rates, and recognizing and reacting to abnormal operating conditions.

CHECK40.2: Test, Calibrate, Repair, and Maintain CPM Equipment

Evaluates preparing written CPM test and calibration plan, verifying proper working order of CPM devices and PLCs, and recognizing and reacting to abnormal operating conditions.

CHECK40.3: Design Specifications of Leak Detection System

Evaluates preparing written CPM test and calibration plan, performing function test of CPM input devices, determining cause of improper CPM output, and recognizing and reacting to abnormal operating conditions.

CHECK01U: Cathodic Protection Inspection on Underwater Facilities

Evaluates preparing and calibrating test equipment, taking and recording cathodic protection readings, and potential abnormal operating conditions.

CHECK02U: Prevent External Corrosion on Underwater Pipelines

Evaluates inspecting and removing damaged coatings, installing wrap and epoxy repairs, and potential abnormal operating conditions.

CHECK03U: Measure Wall Thickness of Underwater Pipe

Evaluates preparing pipeline surface for ultrasonic thickness testing, measuring pit dimensions, and potential abnormal operating conditions.

CHECK04U: Conduct Underwater Cathodic Protection Remediation

Evaluates installing galvanic anodes on submerged pipelines or facilities and potential abnormal operating conditions.

CHECK05U: Conduct Temporary Marking of Underwater Pipelines

Evaluates locating a pipeline, determining buried and exposed pipeline depth, installing temporary pipeline markers, and potential abnormal operating conditions.

CHECK06U: Conduct Underwater Valve Inspection, Maintenance, and Repair

Evaluates identifying, visually inspecting, operating, greasing, and repairing valves and potential abnormal operating conditions.

CHECK07U: Movement of In-Service Underwater Pipeline

Evaluates lifting and lowering in-service underwater pipeline, inspecting for secondary stresses, physical damage, and coating damage, determining pipeline depth, and potential abnormal operating conditions.

CHECK08U: Abandoning, Safe Disconnect, Purging, and Sealing of Underwater Pipeline

Evaluates isolating, purging, disconnecting underwater pipeline, sealing segments and burying disconnected segments of pipeline, and potential abnormal operating conditions.

CHECK49: Operate Air Movers

Evaluates installing, operating, and uninstalling air movers to evacuate vapors from a pipeline and recognizing and reacting to abnormal operating conditions.

CHECK101: Operate and Maintain Closure Devices

Evaluates opening, closing, and maintaining closure devices and recognizing and reacting to abnormal operating conditions.

CHECK0621: Perform NDT: Magnetic Particle Testing

Evaluates preparing a surface for nondestructive testing, introducing a magnetic field, applying particle medium, inspecting for indications, and potential abnormal operating conditions.

35 min.

CHECK0637: Perform NDT: Vacuum Box Inspection

Evaluates preparing a surface for nondestructive testing, applying leak detection solution, applying vacuum, observing for bubble formations, and recognizing and reacting to abnormal operating conditions.

CHECK0601: Perform NDT: Radiographic Testing

Evaluates inspecting and calibrating radiographic equipment, preparing the test area, positioning imaging media and exposure device, interpreting test results, and recognizing and reacting to abnormal operating conditions.

CHECK11U: Perform Underwater Pipeline Repair Activities

Evaluates excavating, prepping surface of, and cutting pipeline; installing mechanical split sleeve repair clamps, mechanical couplings, and spool pieces; performing pressure tests; and potential abnormal operating conditions.

CHECK09U: Installation, Replacement, or Repair of Support Structures on Underwater Components

Evaluates replacing, repairing, and inspecting support structures, installing and inspecting additional support structure elements, and potential abnormal operating conditions.

CHECK10U: Inspection of Underwater Pipeline Facilities

Evaluates inspecting pipeline crossings, flanged tie-ins, repairs, and support structures and potential abnormal operating conditions.

CHECK12U: Operation of an Underwater Assembly

Evaluates identifying and manually operating ball, check, and needle valves on an underwater assembly and potential abnormal operating conditions.

CHECK13U: Perform Underwater Pigging Activities

Evaluates performing basic launching and receiving procedures and potential abnormal operating conditions.

CHECK14U: Perform Underwater Flange Mating Procedures

Evaluates aligning flanges, installing and removing bolts and ring gasket, plugging or capping the pipeline, and potential abnormal operating conditions.

CHECK0634: Perform NDT: Magnetic Flux Leakage of Breakout Tanks

Evaluates removing large debris from tank bottoms, scanning tank bottoms, marking indications, and recognizing and reacting to abnormal operating conditions.

CHECK01: Conducting Annual Cathodic Protection Surveys

Evaluates measuring structure-to-electrolyte potential, performing close interval surveys and interference testing, testing electrical isolation, inspecting and testing bonds, inspecting for atmospheric corrosion, and potential abnormal operating conditions.

CHECK01.5: Test for Electrical Isolation

Evaluates measuring resistance across fittings, testing for electrical isolation between structures, and recognizing and reacting to abnormal operating conditions.

CHECK04.2: Adjust a Rectifier

Evaluates adjusting rectifier cabinet settings and potential abnormal operating conditions.

CHECK04: Cathodic Protection Rectifier Maintenance and Repair

Evaluates inspecting rectifier cabinets, testing transformers, fuses, and rectifier assemblies, adjusting tap settings, and potential abnormal operating conditions.

CHECK01.2: Measure Structure-to-Electrolyte Potential

Evaluates elements of cathodic protection surveys, measuring structure-to-electrolyte potential, and potential abnormal operating conditions.

CHECK04.1: Troubleshoot and Repair Rectifier

Evaluates inspecting rectifier cabinets, testing transformers, fuses, and rectifier assemblies, and potential abnormal operating conditions.

CHECK0271: Prove Flow Meters for Hazardous Liquid Leak Detection

Evaluates flow meter proving, establishing repeatability, calculating meter factor, and potential abnormal operating conditions.

CHECK0241: Operate, Maintain, and Configure Flow Computers

Evaluates operation, maintenance, and configuration of flow computers and potential abnormal operating conditions.

CHECK07: Measure Wall Thickness of Pipe

Evaluates measuring pit depth using a pit gauge, measuring pipe wall thickness with an ultrasonic thickness meter, collecting RSTRENG Data, and potential abnormal operating conditions.

CHECK07.2: Measure Pit Depth with Pit Gauge

Evaluates inspecting pits for debris, measuring pit depth with a pit gauge, and recognizing and reacting to? abnormal operating conditions.

CHECK07.3: Measure Pipe Wall Thickness with Ultrasonic Thickness Meter

Evaluates preparing the pipe surface, applying couplant, obtaining UT readings and recognizing and reacting to abnormal operating conditions.

CHECK07.4: Collect RSTRENG Data

Evaluates preparing the pipe surface, measuring pit width and length, mapping a measurement grid, and recognizing and reacting to abnormal operating conditions.

CHECK08.4: Test Station Installation

Evaluates installing test stations and recognizing and reacting to abnormal operating conditions.

CHECK08.6: Locate, Monitor and Clear Shorted Casing

Evaluates locating, monitoring, and clearing shorted casing and recognizing and reacting to abnormal operating conditions.

CHECK11: Inspect, Test, and Calibrate Overfill Protective Devices

Evaluates inspection and calibration of Overfill Protective Devices and potential abnormal operating conditions.

CHECK13: Inspect Internal Pipe Surfaces

Evaluates recognizing common types of internal corrosion, their mechanisms, and potential abnormal operating conditions.

CHECK10.1: Inspect for Physical Damage

Evaluates inspecting pipe for integrity issues, physical damage, and appropriate support and recognizing and reacting to abnormal operating conditions.

CHECK08: Conducting Cathodic Protection Remediation

Evaluates installing electrical bonds, galvanic and impressed current anodes, transformer/rectifiers, and test stations, conducting thermite welding procedures, locating, monitoring, and clearing shorted casing, and potential abnormal operating conditions.

CHECK10: Inspect (Examine) Buried Pipe When Exposed

Evaluates inspecting normally buried pipe and its coating for physical damage and corrosion and potential abnormal operating conditions.

CHECK16L: Inspect Surface Conditions of Right-of-Way and Perform Leak Surveys (Liquid Pipeline)

Evaluates inspecting surface conditions of right-of-way, following company reporting protocols, and potential abnormal operating conditions.

CHECK22: Inspect Valves

Evaluates locating valves, isolating leaks, performing function tests, performing routine maintenance, and potential abnormal operating conditions.

CHECK23: Repair Valves

Evaluates repairing valves and actuators/operators and potential abnormal operating conditions.

CHECK24: Inspect, Test, and Calibrate Relief Valves

Evaluates locating relief valves, identifying equipment, ensuring external integrity, testing relief valves, and potential abnormal operating conditions

CHECK25: Maintain/Repair Relief Valves

Evaluates disassembling, cleaning, inspecting, repairing, and replacing internal components of a relief valve, and potential abnormal operating conditions.

CHECK26: Inspect, Test, and Calibrate Pressure Limiting Devices

Evaluates inspecting pressure limiting devices and nameplates, performing static and dynamic testing, calibrating and reinstalling pressure limiting devices, and potential abnormal operating conditions.

CHECK27: Inspect, Test, and Calibrate Pressure Switches and Transmitters

Evaluates inspecting, testing, and calibrating pressure switches and transmitters and potential abnormal operating conditions.

CHECK34: Inspection Activities for Tie-Ins, Pipe Replacements, or Other Components Connecting to an Existing Pipeline

Evaluates performing pre-installation requirements, verifying welder & NDT personnel qualifications, ensuring proper installation, and potential abnormal operating conditions.

CHECK35: Backfilling a Trench Following Maintenance

Evaluates performing backfilling operations following maintenance, determining if a tamping tool and backhoe are being used properly, how to determine amount of cover, and potential abnormal operating conditions.

CHECK37: Conduct Pressure Test

Evaluates performing a pressure test, analyzing test data, depressurizing and drying pipe, and potential abnormal operating conditions.

CHECK39: Operations of a Pipeline System (Pipeline Facility)

Evaluates pipeline startup and shutdown procedures, monitoring and maintenance of pressures, flows, and line integrity, operating valves using manual or remote methods, and potential abnormal operating conditions.

CHECK42: Performing Maintenance on Valves

Evaluates valve winterization or corrosion inhibition, lubrication, seat sealing, stem packing, actuator/operator adjustment, and potential abnormal operating conditions.

CHECK39F: Field Operations of a Pipeline System

Evaluates pipeline startup and shutdown procedures, monitoring and maintenance of pressures, flows, and line integrity, operating valves using manual or remote methods in the field, and potential abnormal operating conditions

CHECK59: Install and Monitor Vapor Barriers

Evaluates temporarily sealing a portion of pipeline with a plug or isolation tool to create a vapor barrier preventing hazardous vapors from entering a hot work area; and recognizing and reacting to abnormal operating conditions.

CHECK36.7: Perform Hot Tapping

Evaluates installing and removing hot tap assembly, operating hot tap equipment, and potential abnormal operating conditions.

CHECK36.9: Install and Remove Completion Plugs

Evaluates installing, operating, and removing completion plug assembly, relieving pressure from and draining plugging machine, and potential abnormal operating conditions.

CHECK36.5: Install Mechanical Split Sleeve Repair

Evaluates confirming surface preparation, sleeve length, and material, installing mechanical split sleeve repairs, and potential abnormal operating conditions.

CHECK36.2: Install Welded Tight Fitting Sleeves

Evaluates confirming surface preparation, sleeve type, length, and material, fitting sleeve, and potential abnormal operating conditions.

CHECK36.4: Perform Composite Wrap Sleeve Repair

Evaluates confirming surface preparation, installing composite wrap sleeve, and potential abnormal operating conditions.

CHECK22.2: Routine Walk Around Inspection

Evaluates inspecting valve security and access control, ensuring overall external integrity, and recognizing and reacting to abnormal operating conditions.

CHECK22.4: Function Test

Evaluates fully operating valves to verify proper functionality, performing routine maintenance, and recognizing and reacting to abnormal operating conditions.

CHECK23.3.3: Repair Valve Actuator/Operator, Electric

Evaluates isolating and repairing electric actuator/operator, placing back into service, and recognizing and reacting to abnormal operating conditions.

CHECK39F.4: Operate Valves Using Manual or Remote Methods

Evaluates reviewing procedures, locating valve, operating valve, confirming operation, and recognizing and reacting to abnormal operating conditions.

CHECK42.2: Perform Valve Lubrication

Evaluates injecting lubrication into valve stems and bearings and recognizing and reacting abnormal operating conditions.

CHECK42.3: Perform Valve Seat Sealing

Evaluates injecting valve sealant, checking for leaks, confirming a tight seal, and recognizing and reacting to abnormal operating conditions.

CHECK42.4: Valve Stem Packing Maintenance

Evaluates injecting packing into valve stem packing glands and recognizing and reacting to abnormal operating conditions.

CHECK42.5.1: Adjust Actuator/Operator: Electric

Evaluates setting electric actuator/operator limit and torque switches and recognizing and reacting to abnormal operating conditions.

CHECK10.2: Physical Abnormalities Inspection: Pipe Coating Damage

?Evaluates inspecting pipe for integrity issues and coating damage, identifying coating type, determining cause, location, and size of damage, and recognizing and reacting to abnormal operating conditions.

CHECK10.3: Physical Abnormalities Inspection: Corrosion

?Evaluates inspecting pipe for integrity issues, examining for, identifying cause of, and locating and measuring corrosion, and recognizing and reacting to abnormal operating conditions.

CHECK08.1: Electrical Bond Installation

Evaluates installing electrical bonds and recognizing and reacting to abnormal operating conditions.

CHECK08.2: Anode Installation

Evaluates installing galvanic and impressed current anodes in soil and water and recognizing and reacting to abnormal operating conditions.

CHECK08.3: Transformer/Rectifier Installation

Evaluates installing transformers or rectifiers and recognizing and reacting to abnormal operating conditions.

CHECK59.2: Install and Monitor a Mud Plug Vapor Barrier

Evaluates temporarily sealing a portion of pipeline with a mud plug to create a vapor barrier preventing hazardous vapors from entering a hot work area; and recognizing and reacting to abnormal operating conditions.

CHECK59.3: Install and Monitor a Dry Ice Vapor Barrier

Evaluates temporarily sealing a portion of pipeline with dry ice to create a vapor barrier preventing hazardous vapors from entering a hot work area and recognizing and reacting to abnormal operating conditions.

CHECK59.4: Install and Monitor an Inflatable, Mechanical, or Freeze Plug Vapor Barrier

Evaluates temporarily sealing a portion of pipeline with an isolation tool or freeze plug to create a vapor barrier preventing hazardous vapors from entering a hot work area and recognizing and reacting to abnormal operating conditions.

CHECK08.5: Perform Exothermic Welding

Evaluates conducting thermite welding procedures and reacting to abnormal operating conditions.

CHECK23.2: Repair Valves

Evaluates isolating, draining, and repairing valves and recognizing and reacting to abnormal operating conditions.

CHECK23.3: Repair Actuators/Operators

Evaluates isolating, repairing, and placing actuators or operators back into service and recognizing and reacting to abnormal operating conditions.

CHECK23.3.1: Repair Valve Actuator/Operator, Pneumatic

Evaluates isolating and repairing pneumatic actuators or operators and recognizing and reacting to abnormal operating conditions.

CHECK23.3.2: Repair Valve Actuator/Operator, Hydraulic

Evaluates isolating and repairing hydraulic actuator/operator, placing back into service, and recognizing and reacting to abnormal operating conditions.

CHECK26.3: Inspect, Test, and Calibrate Pressure Limiting Devices

Evaluates inspecting pressure limiting devices and nameplates, performing static and dynamic testing, calibrating and reinstalling pressure limiting devices, and recognizing and reacting to abnormal operating conditions.

CHECK26.4: Maintain and Repair Pressure Limiting Devices

Evaluates repairing or replacing components of pressure limiting devices and reacting to abnormal operating conditions.

CHECK34.2: Perform Pre-Installation Requirements (Visually Inspect Pipe and Pipe Components)

Evaluates inspecting pipe components for defects, ensuring components meet job specifications, obtaining appropriate permits, and recognizing and reacting to abnormal operating conditions.

CHECK34.4: Ensure Proper Installation to Meet Requirements (Visually Inspect that Welds Meet DOT Requirements)

Evaluates inspecting welds, completing inspection reports, and recognizing and reacting to abnormal operating conditions.

CHECK34.3: Verify Welder & NDT Personnel Qualifications (Verify Non-Destructive Weld Test)

Evaluates knowledge of conducting radiography inspections, magnetic particle testing, liquid dye penetrant testing, and ultrasonic testing and recognizing and reacting to abnormal operating conditions.

CHECK35.2: Perform Backfilling Operations Following Maintenance

Evaluates determining backfill compatibility with existing material, determining compacting properties, ensure soil and ditch are free of debris, covering pipe with backfill, and recognizing and reacting to abnormal operating conditions.

CHECK35.3: Proper Use of a Tamping Tool and Backhoe

Evaluates determining appropriate tamping tool, compacting backfill, and recognizing and reacting to abnormal operating conditions.

CHECK35.4: Determine Amount of Cover

Evaluates determining pipeline depth and whether additional protection is required and recognizing and reacting to abnormal operating conditions.

CHECK42.1: Perform Valve Body Winterization or Corrosion Inhibition

Evaluates depressurizing valves, checking valve sealing, injecting corrosion inhibitor and/or antifreeze, and recognizing and reacting to abnormal operating conditions.

CHECK42.5: Adjust Actuator/Operator

Evaluates adjusting actuator/operator, function testing of valves, and recognizing and reacting to abnormal operating conditions.

CHECK42.5.2: Adjust Actuator/Operator: Pneumatic

Evaluates adjusting pneumatic actuator/operator, function testing of valves, and recognizing and reacting to abnormal operating conditions.

CHECK42.5.3: Adjust Actuator/Operator: Hydraulic

Evaluates setting hydraulic actuator/operator, function testing of valves, and recognizing and reacting to abnormal operating conditions.

CHECK39.1: Pipeline Startup Procedures

Evaluates ensuring pipeline is purged of air, clearing downstream path for product, confirming upstream components will provide product, monitoring pressure, temperature, and flow rate, recognizing and reacting to abnormal operating conditions.

CHECK39.2: Pipeline Shutdown Procedures

Evaluates deactivating product flow equipment, ensuring valve closures, and recognizing and reacting to abnormal operating conditions.

CHECK39.3: Monitoring and Maintenance of Pressures, Flows, and Line Integrity

Evaluates monitoring pipeline system pressure, flow rate, and temperature and recognizing and reacting to abnormal operating conditions.

CHECK39.4: Operate Valves Using Manual or Remote Methods

Evaluates operating valves, confirming valve operation, and recognizing and reacting to abnormal operating conditions.

CHECK39F.1: Identify Field Operation Activities Associated with the Safe Startup of a Pipeline

Evaluates ensuring pipeline is purged of air, clearing downstream path for product, confirming upstream components will provide product, monitoring pressure, temperature, and flow rate, recognizing and reacting to abnormal operating conditions.

CHECK39F.2: Identify Field Operation Activities Associated with the Safe Shutdown of a Pipeline

Evaluates deactivating product flow equipment, ensuring valve closures, and recognizing and reacting to abnormal operating conditions.

CHECK39F.3: Monitor and Maintain Pressures, Flows, Communications, and Line Integrity

Evaluates monitoring pipeline system pressure, flow rate, and temperature and recognizing and reacting to abnormal operating conditions.

CHECK11U.1: Excavate Pipeline

Evaluates excavating an underwater pipeline by jetting and recognizing and reacting to abnormal operating conditions.

CHECK16A: Inspect Surface Conditions of Right-of-Way and Perform Leak Surveys (Aerial Patrols)

Evaluates visual inspection of right-of-way by way of low-level flying, obtaining readings with Optical Methane Detector or infrared equipment, and potential abnormal operating conditions.

CHECK96: Remove Casings

Evaluates how to remove casings safely and recognize and react to abnormal operating conditions.

CHECK01U.1: Prepare and Calibrate Test Equipment

Evaluates preparing electrodes and test anodes, calibrating test equipment, and recognizing and reacting to abnormal operating conditions.

CHECK01U.2: Take and Record Cathodic Protection Readings

Evaluates installing ground leads, taking proximity and contact readings, recording readings, and recognizing and reacting to abnormal operating conditions.

CHECK02U.1: Perform Surface Preparation for Coating Repair

Evaluates identifying coating types on underwater pipe, inspecting coating for abnormalities, and recognizing and reacting to abnormal operating conditions.

CHECK02U.2: Perform Surface Preparation for Coating Repair

Evaluates removing damaged coatings on underwater pipe, cleaning the pipe surface for repairs and recognizing and reacting to abnormal operating conditions.

CHECK02U.3: Repair Coatings and Applications

Evaluates installing wrap and epoxy repairs to coating on underwater pipe and recognizing and reacting to abnormal operating conditions.

CHECK05U.2: Determine Pipeline Depth

Evaluates determining buried and exposed depth of underwater pipe and recognizing and reacting to abnormal operating conditions.

CHECK05U.1: Locate Pipeline

Evaluates locating an underwater pipe with various methods and recognizing and reacting to abnormal operating conditions.

CHECK05U.3: Install Temporary Pipeline Marker

Evaluates installing temporary markers for underwater pipe and recoginizing and reacting to abnormal operating conditions.

CHECK06U.1: Identify Valve and Components

Evaluates recognizing valves and identifying valve components on underwater pipe and recognizing and reacting to abnormal operating conditions.

CHECK06U.2: Conduct Visual Inspection of Valve and Flanges

Evaluates exposing and visually inspecting a valve on underwater pipe and recognizing and reacting to abnormal operating conditions.

CHECK06U.3: Identify Maintenance Procedures

Evaluates ensuring valve functionality and greasing a valve on underwater pipe and recognizing and reacting to abnormal operating conditions.

CHECK06U.4: Repair Valve as Instructed

Evaluates replacing actuator/operator and grease fittings on underwater pipe and recognizing and reacting to abnormal operating conditions.

CHECK07U.1: Move In-Service Pipeline

Evaluates lifting and lowering underwater pipe and recognizing and reacting to abnormal operating conditions.

CHECK07U.2: Conduct Inspection of Pipeline for Secondary Stresses, Physical Damage, and Coating Damage

Evaluates performing a post-move inspection of underwater pipe, determining pipe depth, and recognizing and reacting to abnormal operating conditions.

CHECK08U.1: Purge Pipeline

Evaluates isolating and purging underwater pipe and recognizing and reacting to abnormal operating conditions.

CHECK08U.2: Safely Disconnect Pipeline

Evaluates disconnecting underwater pipe, cold cutting, and recognizing and reacting to abnormal operating conditions.

CHECK08U.3: Seal Disconnected Segment of Pipeline

Evaluates sealing underwater pipe, installing blind flanges or internal plugs, and recognizing and reacting to abnormal operating conditions.

CHECK08U.4: Bury Disconnected Segment of Pipeline

Evaluates lowering pipe ends with hand jetting, covering pipe ends, and recognizing and reacting to abnormal operating conditions.

CHECK09U.1: Replace or Repair Support Structures on Existing Underwater Components

Evaluates replacing or repairing and inspecting support structure components on underwater pipe and recognizing and reacting to abnormal operating conditions.

CHECK09U.2: Install Additional Underwater Support Structure Elements to Components

Evaluates installing support structures, inspecting installation, and recognizing and reacting to abnormal operating conditions.

CHECK10U.1: Conduct General Pipeline Inspection

Evaluates measuring and classifying marine growth, inspecting field joints on underwater pipe, and recognizing and reacting to abnormal operating conditions.

CHECK10U.2: Inspect Pipeline Crossings

Evaluates inspecting pipeline crossings, and recognizing and reacting to abnormal operating conditions.

CHECK10U.3: Inspect Flanged Tie-ins

Evaluates inspecting flanged tie-ins on underwater pipe and recognizing and reacting to abnormal operating conditions.

CHECK10U.4: Inspect Repairs

Evaluates inspecting coating repairs on underwater pipe and recognizing and reacting to abnormal operating conditions.

CHECK10U.5: Inspect Support Structures

Evaluates inspecting support structures and clamps on underwater pipe and recognizing and reacting to abnormal operating conditions.

CHECK11U.2: Install Mechanical Split Sleeve Repair Clamp

Evaluates installing mechanical split sleeve repair clamp, checking seals, repairing coating, providing support and cover on underwater pipeline and recognizing and reacting to abnormal operating conditions.

CHECK11U.3: Perform Basic Cutting Operations

Evaluates cutting pipe segments, cold cutting on an underwater pipeline, and recognizing and reacting to abnormal operating conditions.

CHECK11U.4: Install Mechanical Couplings

Evaluates installing mechanical couplings and performing a pressure test on an underwater pipeline and recognizing and reacting to abnormal operating conditions.

CHECK11U.5: Install Spool Piece

Evaluates installing flange end connectors and spool pieces on an underwater pipeline and recognizing and reacting to abnormal operating conditions.

CHECK13U.1: Perform Basic Launching Procedures

Evaluates installing and removing underwater pig launchers and recognizing and reacting to abnormal operating conditions.

CHECK13U.2: Perform Basic Receiving Procedures

Evaluates installing and removing underwater pig receivers and recognizing and reacting to abnormal operating conditions.

CHECK14U.1: Perform General Flange Assembly Procedures

Evaluates aligning flanges, installing bolts and ring gasket, recognizing and reacting to abnormal operating conditions.

CHECK14U.2: Perform General Flange Disassembly Procedures

Evaluates loosening and removing bolts and ring gasket, plugging or capping pipeline ends, and recognizing and reacting to abnormal operating conditions.

CHECK0451.2: Startup of a Pump in the Pipeline System at the Driver Control Panel

Evaluates verifying pumps, performing prestart inspections, manually starting up pumps at the driver control panel, and recognizing and reacting to abnormal operating conditions.

CHECK0451.3: Shutdown of a Pump in the Pipeline System at the Driver Control Panel

Evaluates verifying pumps, performing postrun inspections, manually shutting down pumps at the driver control panel, and recognizing and reacting to abnormal operating conditions.

CHECK99: Cutting on Steel Pipeline

Evaluates prepping steel pipe for cutting, using various equipment to perform the cut, inspecting the cut, and recognizing and reacting to abnormal operating conditions.

CHECK59.4.2: Install and Monitor a Mechanical Vapor Barrier

Evaluates temporarily sealing a portion of pipeline with a mechanical vapor barrier preventing hazardous vapors from entering a hot work area and recognizing and reacting to abnormal operating conditions.

CHECK59.4.3: Install and Monitor a Freeze Plug Vapor Barrier

Evaluates temporarily sealing a portion of pipeline with a freeze plug to create a vapor barrier preventing hazardous vapors from entering a hot work area and recognizing and reacting to abnormal operating conditions.

CHECK59.4.1: Install and Monitor an Inflatable Vapor Barrier

Evaluates temporarily sealing a portion of pipeline with an inflatable vapor barrier preventing hazardous vapors from entering a hot work area and recognizing and reacting to abnormal operating conditions.

HS: Heat Stress

Heat Stress Awareness

Runtime Not Available

SF-MM: Safe Food Handling in the Kitchen or Galley

Moxie Media presents Safe Food Handling in the Kitchen or Galley

Runtime Not Available

BBSO-SA: Behavior Based Safety - Orientation

Safety Advantage presents Behavior Based Safety - Orientation

23 min.

DAMS-MM: Drug and Alcohol Awareness for the Maritime Supervisor

Moxie Media presents Drug and Alcohol Awareness for the Maritime Supervisor

Runtime Not Available

FT-MM: Fluid Truck Accident and Rollover Prevention for the Oilfield Industries

Moxie Media presents Fluid Truck Accident and Rollover Prevention for the Oilfield Industries

Runtime Not Available

H2S-MM: Hydrogen Sulfide (H2S) Safety For Oilfield Industry

Moxie Media presents Hydrogen Sulfide (H2S) Safety For Oilfield Industry

Runtime Not Available

HXCR-SA: Hexavalent Chromium

Safety Advantage presents Hexavalent Chromium

Runtime Not Available

LBO-MM: Lifeboat Operation and Survival Practices

Moxie Media presents Lifeboat Operation and Survival Practices

Runtime Not Available

IRS-MM: Incident Reporting & Investigation For Oilfield Industry Supervisor

Moxie Media presents Incident Reporting & Investigation For Oilfield Industry Supervisor

Runtime Not Available

MD-MM: Marine Debris Awareness & Prevention

Moxie Media presents Marine Debris Awareness & Prevention

Runtime Not Available

MO-MM: Man Overboard!

Moxie Media presents Man Overboard!

Runtime Not Available

MRSA-MM: MRSA, Staph & Infection Prevention for the Oil & Gas Industries

Moxie Media presents MRSA, Staph & Infection Prevention for the Oil & Gas Industries

Runtime Not Available

NM-SA: Near Miss: Identification and Reporting

Safety Advantage presents Near Miss: Identification and Reporting

15 min.

NORM-MM: NORM Awareness & Safety for the Oilfield Industries

Moxie Media presents NORM Awareness & Safety for the Oilfield Industries

Runtime Not Available

OBV-SA: Observer Training

Safety Advantage presents Observer Training

Runtime Not Available

SKG-MM: Safe Kitchen and Galley Safe Work Practices

Moxie Media presents Safe Kitchen and Galley Safe Work Practices

Runtime Not Available

SRP-MM: Safe Rigging Practices and Procedures for the Offshore Oil and Gas Industry

Moxie Media presents Safe Rigging Practices and Procedures for the Offshore Oil and Gas Industry

Runtime Not Available

SWA-SA: Stop Work Authority

Safety Advantage presents Stop Work Authority

20 min.

SSE-SA: Short-Service Employee

Safety Advantage presents Short-Service Employee

Runtime Not Available

Targ-SA: Target Safety

Safety Advantage presents Target Safety

Runtime Not Available

WE-MM: Water Entry & Survival Techniques

Moxie Media presents Water Entry & Survival Techniques

Runtime Not Available

X904-MM: Safe Offshore Personnel Transfer: The X904

Moxie Media presents Safe Offshore Personnel Transfer: The X904

Runtime Not Available

OFO-MM: Safe Forklift Operations & Practices For The Oilfield Industry

Moxie Media presents Safe Forklift Operations & Practices For The Oilfield Industry

Runtime Not Available

LRO-MM: Life Raft Operation and Survival Practices

Moxie Media presents Life Raft Operation and Survival Practices

Runtime Not Available

CSO1: Construction Safety Orientation - Section One

Safety Advantage presents Construction Safety Orientation - Section One

24 min.

CSO1S: Construction Safety Orientation-Spanish-Section One

Safety Advantage presents Construction Safety Orientation-Spanish-Section One

Runtime Not Available

CSO2: Construction Safety Orientation - Section Two

Safety Advantage presents Construction Safety Orientation - Section Two

Runtime Not Available

CSO4S: Construction Safety Orientation-Spanish-Section Four

Safety Advantage presents Construction Safety Orientation-Spanish-Section Four

Runtime Not Available

CSO2S: Construction Safety Orientation-Spanish-Section Two

Safety Advantage presents Construction Safety Orientation-Spanish-Section Two

Runtime Not Available

CSO4: Construction Safety Orientation - Section Four

Safety Advantage presents Construction Safety Orientation - Section Four

Runtime Not Available

CSO3S: Construction Safety Orientation-Spanish-Section Three

Safety Advantage presents Construction Safety Orientation-Spanish-Section Three

Runtime Not Available

CSO3: Construction Safety Orientation - Section Three

Safety Advantage presents Construction Safety Orientation - Section Three

Runtime Not Available

GHS-MM: GHS and You! - Globally Harmonized System

Moxie Media presents GHS and You! - Globally Harmonized System

Runtime Not Available

IncInv-MM: Incident Reporting & Investigation for Oilfield

Moxie Media presents Incident Reporting & Investigation for Oilfield

Runtime Not Available

IncRep-MM: Incident Reporting & Investigation For Oilfield Industry Employees

Moxie Media presents Incident Reporting & Investigation For Oilfield Industry Employees

Runtime Not Available

Office-MM: Office Safety - Step Back for Safety

Moxie Media presents Office Safety - Step Back for Safety

Runtime Not Available

STF-MM: Slips, Trips, and Falls - Step Back for Safety

Moxie Media presents Slips, Trips, and Falls - Step Back for Safety

15 min.

Targ_S-SA: Target Safety (Spanish)

Safety Advantage presents Target Safety (Spanish)

Runtime Not Available

NM_S-SA: Near Miss: Identification and Reporting (Spanish)

Safety Advantage presents Near Miss: Identification and Reporting (Spanish)

Runtime Not Available

Fire-MM: Fire Prevention - Step Back for Safety

Moxie Media presents Fire Prevention - Step Back for Safety

25 min.

FirstAid-MM: First Aid & Bloodborne Pathogens - Step Back for Safety

Moxie Media presents First Aid & Bloodborne Pathogens - Step Back for Safety

Runtime Not Available

HAZCOM-MM: Hazard Communication (HAZCOM) - Step Back for Safety

Moxie Media presents Hazard Communication (HAZCOM) - Step Back for Safety

11 min.

Heights-MM: Working at Heights - Step Back for Safety

Moxie Media presents Working at Heights - Step Back for Safety

20 min.

House-MM: Housekeeping - Step Back for Safety

Moxie Media presents Housekeeping - Step Back for Safety

9 min.

BackS-MM: Back Safety & Ergonomics - Step Back for Safety

Moxie Media presents Back Safety & Ergonomics - Step Back for Safety

14 min.

Fork-MM: Forklift Safety - Step Back for Safety

Moxie Media presents Forklift Safety - Step Back for Safety

Runtime Not Available

Hand-MM: Hand Safety & Injury Prevention - Step Back for Safety

Moxie Media presents Hand Safety & Injury Prevention - Step Back for Safety

24 min.

Hear-MM: Hearing Conservation - Step Back for Safety

Moxie Media presents Hearing Conservation - Step Back for Safety

12 min.

LOTO-MM: Lockout/Tagout, Energy Control - Step Back for Safety

Moxie Media presents Lockout/Tagout, Energy Control - Step Back for Safety

14 min.

JSA-MM: Job Safety Analysis (JSA) - Step Back for Safety

Moxie Media presents Job Safety Analysis (JSA) - Step Back for Safety

11 min.

PPE-MM: Personal Protective Equipment (PPE) - Step Back for Safety

Moxie Media presents Personal Protective Equipment (PPE) - Step Back for Safety

12 min.

Resp-MM: Respiratory Protection - Step Back for Safety

Moxie Media presents Respiratory Protection - Step Back for Safety

23 min.

PSO1: Pipeline Safety Orientation - Section 1

Safety Advantage presents Pipeline Safety Orientation - Section 1 which includes: Introduction to safe work policies, Electrical safety, Lockout/tagout awareness, Preventing back injuries, Personal protective equipment, and Disciplinary Program

49 min.

DAA: DOT Drug and Alcohol Training (Affected Person)

This course provides DOT employees with information on the effects of drug and alchol abuse and how it can affect the workplace.

Runtime Not Available

DAS: DOT Drug and Alcohol Training (Supervisor)

This course provides DOT employees with information on the effects of drug and alchol abuse and how it can affect the workplace.

70 min.

Cad-SA: Cadmium

Safety Advantage presents Cadmium

Runtime Not Available

SWA_S-SA: Stop Work Authority (Spanish)

Safety Advantage presents Stop Work Authority (Spanish)

Runtime Not Available

OBV_S-SA: Observer Training (Spanish)

Safety Advantage presents Observer Training (Spanish)

Runtime Not Available

PSO1S: Pipeline Safety Orientation-Spanish-Section One

Safety Advantage presents Pipeline Safety Orientation-Spanish-Section One which includes: Introduction to safe work policies, Electrical safety, Lockout/tagout awareness, Preventing back injuries, Personal protective equipment, and Disciplinary Program

Runtime Not Available

PSO3: Pipeline Safety Orientation - Section 3

Safety Advantage presents Pipeline Safety Orientation - Section 3 which includes: Welding and cutting, Confined spaces, Rules for using the tools, Excavation safety, Check it out before you start work, Scaffold safety, and Ladder safety.

15 min.

PSO3S: Pipeline Safety Orientation-Spanish-Section Three

Safety Advantage presents Pipeline Safety Orientation-Spanish-Section Three which includes: Welding and cutting, Confined spaces, Rules for using the tools, Excavation safety, Check it out before you start work, Scaffold safety, and Ladder safety.

Runtime Not Available

PSO2: Pipeline Safety Orientation - Section 2

Safety Advantage presents Pipeline Safety Orientation - Section 2 which includes: Working with powered machines and equipment, Fire safety begins with you, Emergency evacuation, Your right to know about chemicals in the workplace, and Reporting injuries, location of first aid kits and precautions against bloodborne pathogens.

42 min.

PSO2S: Pipeline Safety Orientation-Spanish-Section Two

Safety Advantage presents Pipeline Safety Orientation-Spanish-Section Two which includes: Working with powered machines and equipment, Fire safety begins with you, Emergency evacuation, Your right to know about chemicals in the workplace, and Reporting injuries, location of first aid kits and precautions against bloodborne pathogens.

Runtime Not Available

PSO4: Pipeline Safety Orientation - Section 4

Safety Advantage presents Pipeline Safety Orientation - Section 4 which includes: Driving safety, Cranes and material handling, Working on, over and near water, Barricades and signs, Process safety management, Ergonomics, and Railroad safety.

31 min.

PSO4S: Pipeline Safety Orientation-Spanish-Section Four

Safety Advantage presents Pipeline Safety Orientation-Spanish-Section Four which includes: Driving safety, Cranes and material handling, Working on, over and near water, Barricades and signs, Process safety management, Ergonomics, and Railroad safety.

Runtime Not Available

PSO5: Pipeline Safety Orientation - Section 5

Safety Advantage presents Pipeline Safety Orientation - Section 5 which includes: H2S awareness; Benzene awareness; Carcinogens; Lead awareness; Asbestos awareness; Crossing fences; Poison ivy, oak and sumac; Snakes, ticks and animals; Access to employee medical/exposure records; and Abrasive blasting.

25 min.

PSO5S: Pipeline Safety Orientation-Spanish-Section Five

Safety Advantage presents Pipeline Safety Orientation-Spanish-Section Five which includes: H2S awareness; Benzene awareness; Carcinogens; Lead awareness; Asbestos awareness; Crossing fences; Poison ivy, oak and sumac; Snakes, ticks and animals; Access to employee medical/exposure records; and Abrasive blasting.

Runtime Not Available

PSO6: Pipeline Safety Orientation - Section 6

Safety Advantage presents Pipeline Safety Orientation - Section 6 which includes: Working alone, Fit for duty, Fatigue management, Cold stress, Heat illness prevention, and Sanitation.

22 min.

EmerAct-MM: Workplace Emergency Action Plan & Response

Moxie Media presents Workplace Emergency Action Plan & Response. Emergencies in the workplace can occur at any time, and often without warning. Despite how safe your worksite is, there is always the possibility of an unforeseen emergency situation. This training program will help you to prepare for emergencies before they happen. (27min)

Runtime Not Available

HWSA-MM: Welding, Cutting and Grinding: Hot Work Safety Awareness

Moxie Media presents Welding, Cutting and Grinding: Hot Work Safety Awareness. This program will instruct employees on how to identify the common hazards associated with welding, cutting and grinding, and outlines the steps needed to avoid dangerous situations before they occur. Students will come to understand the importance of operating welding, cutting and grinding equipment safely and raise their level of awareness concerning safe hot-work practices. (57min)

Runtime Not Available

DAE-MM: Drug and Alcohol Awareness for the Maritime Employee

Moxie Media presents Drug and Alcohol Awareness for the Maritime Employee. This training, designed to meet the requirements of 49 CFR Part 40 (10-01-10), educates employees on how drugs and alcohol can affect their health, job performance, and safety. Learners are advised of when testing will occur and the resulting actions which may be taken. Behavioral indicators that may suggest a substance abuse problem in a coworker are also discussed. Part of the "Drug & Alcohol Series."

31 min.

BBSO_S-SA: Behavior Based Safety - Orientation (Spanish)

Safety Advantage presents Behavior Based Safety - Orientation (Spanish)

Runtime Not Available

AMR-MM: Access to Medical and Exposure Records for Employees

The OSHA Standard on Access to Medical Records, 29 CFR 1910.1020, grants employees access to medical and exposure records kept by their employer. This concise, but comprehensive training program - filmed on location at industrial, corporate, and medical facilities - provides all the information your employees need regarding this regulation and answers any questions they may have. Length: 10 minutes.

10 min.

API_T1-MM: API RP T1: Orientation for First Time Offshore Personnel

The SEMS Rule (30 CFR 250) incorporates all of the recommended practices required in API RP 75. This requirement states that new personnel know what is expected of them during their first trip offshore. This program is tailored to new visitors or employees and includes the orientation training as recommended in API RP T1. Length: 36 minutes.

36 min.

BCS-MM: Benzene Cargo Safety

This program was developed to provide mariners with awareness level knowledge and understanding of the hazards and the preventative measures required when transferring, transporting or storing benzene cargos. This training fulfills the requirements of the American Waterways Operators Responsible Carriers (RCP) (RCP V-C-1f-2) and the USCG 46 CFR 197.565 (b). Length: 17 min.

17 min.

Con-MM: Confined Spaces - Step Back for Safety

When you enter a confined space, you may be putting yourself in a life-threatening situation without realizing it. Many confined spaces contain serious hazards that can be difficult to detect at first glance. That's why proper precautions must be taken every time. This program alerts workers to the hazards that may be waiting within a confined space. It also demonstrates important safety procedures, including confined space permitting and use of monitors or "sniffers" for reading oxygen levels and detecting toxic gases. Protecting yourself from the hazards of a confined space means working as a team (never alone), using protective equipment such as respirators, and following procedures without cutting corners. Length: 16 min.

16 min.

ASB-MM: Asbestos Awareness

For more than a century, asbestos has been used in industries all over the world. It was praised as a highly versatile product, ideal for use in commercial construction, shipyards, and many other industries. Initially, asbestos seemed like a nearly-perfect manufacturing product. However, we now know that it is also highly toxic. Prolonged exposure is known to cause Mesothelioma cancer, Asbestosis, and other life-threatening illnesses. Victims of asbestos-related diseases often do not exhibit any symptoms until decades after being exposed. Current medical data shows that approximately 200,000 people have died, or are terminally ill, from exposure on the job in the United States. And despite the dangers that asbestos presents, it is still a health hazard for millions of people who work in construction or perform housekeeping operations on the job. This program will cover critically important information that can help you recognize areas that may contain asbestos and avoid exposure on the job.

30 min.

DO-MM: Dropped Object Prevention for the Oilfield Industry

A grease gun dropped from a height of 30 feet generates enough force to kill a worker below. Even a smaller object, such as a screwdriver or shackle, can cause a serious injury when dropped from above. Thats why it is so important to prevent all dropped objects, without exception. This program describes the hazards and risk factors that make dropped objects a serious problem at oil and gas installations and facilities. It also focuses on the best practices in dropped object prevention throughout the industry. This training is also an excellent tool to help your company comply with dropped object prevention initiatives. Length: 12 min.

12 min.

DS-MM: Driving Safety for Oilfield Employees

Government studies show that across the industry, almost 30% of fatalities result from motor vehicle crashes. For some companies, such as those providing well services, the numbers are even higher. This program addresses both the leading risk factors for motor vehicle accidents and how to ensure safety through accident prevention. Length: 38 min. Topics Include: Night Time Driving and Fatigue; Cell Phone Use and Texting; Driving Under the Influence; Hazardous Weather Conditions; Equipment Failure; Vehicle Inspection; Trip Planning; Defensive Driving.

38 min.

ED-MM: Marine Survival: Emergency Marine Distress Signals

Regardless of vessel or offshore installation size, the sea is unpredictable and without warning can place the lives of all crew members in jeopardy. In addition, unforeseen accidents such as fires, equipment malfunctions and capsizing can trigger an emergency evacuation of personnel. It is vital for crews to understand and be trained in the use of marine distress signals ranging from radio communication and visual markers such as flares, smokes or rockets, to electronic locators such as EPIRBs and SARTs. In this program, maritime employees will learn how to rapidly notify search and rescue authorities to their emergency and assist them by quickly guiding rescue craft to their location. This is vital compliance training that can literally save the crew's life! Length: 25 minutes.

25 min.

Elec-MM: Electrical Safety - Step Back for Safety

Electricity is essential to modern life. It powers the workplace and the world around us, but it can also present life-threatening hazards if it is not handled properly. This program focuses on methods for safe work and injury prevention. These safety measures include carefully inspecting electrical components, removing broken equipment from service (such as frayed cords), grounding equipment using Ground Fault Circuit Interrupters, avoiding power lines and stormy weather, and using the correct PPE. Teach your workers how to keep themselves safe when working around electricity by recognizing electrical hazards and using the right techniques to control them. Length: 11 minutes.

11 min.

EPA-MM: Emergency Platform, Rig and Vessel Abandonment

When an emergency on board an offshore platform, rig or vessel takes place, personnel need to know how to respond without "panic" in order to increase their chances of survival. This program, shot at actual offshore and maritime locations, covers controlled and uncontrolled abandonment and the various means of escape available, including lifeboats, life rafts, and water entry. Topics Include: The Importance of the Station Bill; The Importance of Holding Realistic Drills; Types of Alarms; Environmental Risks of Fire and Water; The Benefits of a Positive Attitude & Extensive Training.

Runtime Not Available

RP10-MM: Trenching & Excavating, Pits & Ponds

Moxie Media presents Trenching & Excavating, Pits & Ponds All personnel working in or even in the area around trenches and excavations should be trained to recognize the hazards of these operations and use the proper procedures to prevent incidents and injuries. This program provides training in working responsibly and safely in and around trenches and excavations.

27 min.

TWIC-MM: TWIC MTSA Training Version

Moxie Media presents TWIC MTSA Training Version This program concentrates on the training aspects of the Maritime Transportation Security Act (MTSA) Amendments and Regulations regarding TWIC implementation.

27 min.

DRIVING SAFETY

DS01: Accidents and Breakdowns

If one of your company drivers has an accident or vehicle breakdown, you would want that employee prepared to handle the situation, especially if other vehicles and drivers were involved. This course explains how drivers can prepare their vehicles for emergency stops and reviews best practices for when they find themselves on the side of the road or in the aftermath of a collision. Included in the course is what to say and not say at the scene of an accident, what types of actions your driver should take to document the scene, and vehicle warnings to look for and respond to while driving.

35 min.

DS02: Alcohol Awareness

Most, if not all workplaces have a zero-tolerance for alcohol, but the effect it can have on your employees in their personal lives can still be a negative factor at work. This course presents the facts about alcohol consumption and defines the difference between use and abuse. It explains both the short and long-term effects of alcohol on the body and mind and discusses the signs and symptoms of intoxication and alcohol abuse so employees can recognize them and take action. With this information, employees can think about their choices and be encouraged to make responsible and safe decisions.

42 min.

DS03: Rear-End Collisions - Large Vehicles

Rear-end collisions happen all the time, resulting in injuries, costly damage, legal fees, and fatalities. This course explores methods that drivers of tractor trailers and other large trucks can use to help avoid rear-ending another vehicle, and steps to keep their vehicle from getting hit from behind.

14 min.

DS04: Rear-End Collisions - Small Vehicles

Rear-end collisions occur frequently and result in injuries, damage, costly repairs, and fatalities. This course details what you can do to avoid being hit from behind and the actions you can take to keep your vehicle from being struck by a driver behind you.

22 min.

DS05: Backing Large Vehicles

Backing large vehicles and semi-trailers takes practice, experience, skill, and more practice. This course explains the risks of backing situations, identifies safe backing maneuvers, and suggests how to avoid backing situations, when possible.

14 min.

DS06: Backing Small Vehicles

Most drivers spend 99% of the time driving forward and only 1% backing up. Yet 25-30% of vehicle accidents occur during backing. This course explains backing risks, identifies safe backing maneuvers, and suggests ways to avoid backing situations all together.

20 min.

DS07: Changing Lanes Large Vehicles

When it comes to changing lanes safely, drivers of large trucks, CMVs, and buses face more challenges than drivers of smaller vehicles. This course focuses on safe practices that take into consideration the huge blind spots, longer stopping distances, and the limited maneuverability of large vehicles. Drivers learn what they need to know to make safe lane changes, minimize the risk of accidents, and what to look out for when sharing the road. Available in: English, Spanish, French.

22 min.

DS09: Changing Lanes Small Vehicles

Moving from one lane to another is a hazardous task when there are other vehicles on the road. Drivers need to develop good lane-changing habits to ensure their chances of accident and injury are reduced. This course gives drivers the guidelines they need to make safe lane changes, minimize the risk of accidents, and know what to look out for when sharing the road. Available in: English, Spanish.

20 min.

DS11: Close Quarter Maneuvering Large Vehicles

Maneuvering any vehicle in tight quarters can be a hazardous task, but maneuvering large vehicles presents even more challenges to drivers. This course investigates different types of close quarter driving situations, including backing, pulling forward from a parked position, and various turning maneuvers. It describes the type of hazards associated with maneuvering large vehicles in close quarters and offers guidance on how to avoid collisions and injuries while doing so.

13 min.

DS12: Close Quarter Maneuvering Small Vehicles

Whether your drivers are delivering products to a business on a city street or attempting to park in a crowded parking lot, maneuvering their vehicles in close quarters like these can lead to collisions, vehicle damage, and injury. This course instructs drivers on how to prepare for the arrival at their destination, avoid common mistakes many drivers make when parking or attempting to exit close quarters, and how to safely execute a U-turn, 3- point turn, and other methods of getting out of tight spots.

14 min.

DS13: Closing The Loop

As a supervisor, helping to ensure driver safety is one of your most important tasks. When you receive an incident report about a driver, do you know how to effectively coach them to improve their driving? In this course, we will describe all of the necessary steps of returning a safer driver to the road, including how and when to deliver feedback, as well as following through with appropriate training.

16 min.

DS14: CSA Overview

CSA is the compliance, safety, and accountability program of the Federal Motor Carrier Safety Administration (FMCSA). CSA helps the FMCSA and its state partners by using continually improving data to better identify high-risk motor carriers and drivers. CSA applies a wide range of interventions to reduce high-risk behavior and help keep roadways safe. In this course drivers will learn to recognize how they can impact their own safety rating, and that of the carrier the work for.

18 min.

DS16: Defensive Driving Large Vehicles

This defensive driving course is focused on the challenges and risks specific to drivers of large vehicles and offers guidance in how to respond to them with an extra layer of safety. Topics include how to conduct a pre-trip inspection, precautions to take when securing and hauling a load, and behaviors and practices to use while performing basic driving tasks. Information on how to stay alert and how to exercise care at night are also included. Available in: English, Spanish.

29 min.

DS18: Defensive Driving Small Vehicles

Defensive driving is more than just abiding by the rules of the road. This course offers valuable instruction on how to stay alert, cautious, and continually watch for potential road hazards. It reminds drivers of the safe driving skills needed to avoid collisions and accidents and includes specific tips on driving safely at night. Available in: enUS, esUS, frCA.

29 min.

DS20: Delivery Driver Safety

Delivery drivers do important work, but are at risk for injuries and incidents when driving and moving their load. This course explains how to correctly stretch before, during, and after a day of deliveries, identifies proper lifting techniques and precautions for loading and unloading a vehicle, and offers tips for safely using hand trucks and lift gates.

23 min.

DS21: Distracted Driving

A safe driver is one who knows how to recognize hazards and avoiding distractions. This course reminds drivers of the importance of keeping their eyes on the road and their minds on their driving. It includes different types of driving distractions and best practices for driving distraction-free. Available in: enUS, esUS, frCA.

11 min.

DS23: DOT Driver Compliance

The DOT and FMCSA establish and enforce a set of rules and regulations for all commercial drivers. Your drivers must be aware of these rules and regs and follow them while driving for your company. This course offers a review of these regulations and information on how to comply. Also featured are requirements for electronic logging devices, how to conduct a daily inspection, and an explanation of the 3 types of driver duty time. DOT whistleblower protection and HIPAA regulations are also explained. Available in: English, Spanish.

15 min.

DS25: Driver Fatigue

Fatigued and drowsy driving causes at least 100,000 crashes per year, yet its a preventable condition. In this course, you will learn how to recognize the symptoms of driver fatigue and the strategies you need to keep you safe and alert on the road.

9 min.

DS26: Driving Your Brand

As a driver, youre essentially driving a billboard for your organization. Everything you do behind the wheel, at your customers location, and while youre in public, reflects on your organizations brand. This course explains what it means to be Driving Your Brand, what types of driving behaviors best represent your organization, and why Driving Your Brand in a positive manner is so important. Available in: English, Spanish.

18 min.

DS28: Extreme Driving Conditions - Large Vehicles

Rain, fog, ice, snow, heat, and wind present huge driving challenges to drivers. This course identifies safe practices specifically for the driver of large vehicles to use in extreme driving conditions. It explains how to maintain and equip the vehicle and describes the steps to take to drive safely and avoid accidents in dangerous weather conditions.

22 min.

DS29: Extreme Driving Conditions - Small Vehicles

Designed for drivers of small vehicles, this course identifies safe driving practices in harsh weather conditions, explains how to maintain your vehicle, and helps you prepare for extreme driving conditions in rain, fog, ice, snow, and heat.

20 min.

DS30: Failure to Yield Large Vehicles

When a large commercial vehicle fails to yield, the result can be devastating. Truckers holding CDLs must know the right-of-way laws and be prepared to yield even to drivers who dont know the rules or dont follow them. This course reviews the rules of the road regarding failure to yield situations and offers drivers of large vehicles helpful information regarding when and how to yield, how to keep their focus, and how to make smart decisions that may help avoid collisions. This includes tips on safe merging, passing, joining traffic from a standstill, intersection protocols, and making U-turns and left turns. Available in: English, Spanish.

13 min.

DS32: Failure to Yield Small Vehicles

All drivers are expected to obey the rules of the road, but when it comes to yielding the right-of-way, not all drivers know or remember the rules and laws that apply. This course reviews the rules of who should yield and under what circumstances in addition to acknowledging not all drivers will follow those rules. We discuss various times this will happen and how the driver who has the right-of-way may sometimes need to calmly yield to avoid a collision. Also included are tips on safe merging, intersection and passing situations, and the importance of not driving distracted. Available in: English, Spanish.

12 min.

DS34: Fifteen-Passenger Vans

15-passenger vans react differently than smaller cars and larger trucks. They are bigger and heavier than cars and have larger blind spots. Upon completing this course you will understand the special skills and knowledge it takes to operate a 15-passenger van, and how to prepare and properly load the van to reduce the risk of accidents, especially rollovers.

19 min.

DS35: Fleet Safety

Employers invest in a comprehensive fleet safety program when they consider employee safety of key importance. This course explains fleet safety procedures and policies, employee and management roles in the program, and how the program will have a positive impact on the safety record of their fleet.

16 min.

DS36: Food Service Delivery Driver Safety

Food service delivery drivers are responsible for ensuring the safety and integrity of the food they deliver, which involves special handling, including maintaining proper temperatures and calibrating thermometers. In addition, they must deal with normal driving hazards and perform their tasks without injury during the lifting and loading portion of their job. Reviewing proper lifting, loading, and unloading techniques, plus daily stretching, helps drivers work more safely. Tips for parking, driving, and maintaining a safe work area is also worth taking a look at. And we review food safety and handling procedures regarding temperatures and maintaining food quality throughout the working day.

28 min.

DS37: Hazmat Transportation Part 1

Safely transporting hazardous materials begins with properly packaging, labeling, and preparing those hazardous materials for shipment. In Part 1 of this 3-part course, we review HAZMAT definitions and regulations and define the responsibilities of shippers and carriers. This section also includes the Hazardous Materials Table (HMT). Available in: English, Spanish.

8 min.

DS38: Hazmat Transportation Part 2

When hazardous materials are shipped, public safety depends on proper packaging, labeling, and handling of hazardous materials (HAZMAT). Part 2 of this 3-part course describes the shipping documentation, package markings, and labeling required by the HMR and includes instruction on how to respond to HAZMAT spills and emergencies. Available in: English, Spanish.

9 min.

DS39: Hazmat Transportation Part 3

Every HAZMAT vehicle requires identification to instantly alert all concerned that hazardous materials are within. The final part of this 3-part course identifies vehicle placarding requirements, as mandated by the PHMSA. It also describes carrier and shipper responsibilities, and reportable HAZMAT incident response procedures. Available in: English, Spanish.

9 min.

DS40: Housekeeping Vehicle Micro Course

Companies recognize good housekeeping in the workplace can improve employee health and safety as well as lead to improved efficiency and morale. This micro-course demonstrates good housekeeping practices for drivers who consider their vehicle to be their workplace. The course reviews what they can do to obtain and enjoy the benefits of a clutter-free and well-organized work environment.

5 min.

DS41: Load Securement Part 1: Principles

Carrying an improperly secured load puts both the driver of the vehicle and the driving public at risk. Part one of this two-part course explains the need for load securement and describes the basic principles and standards for load securement.

19 min.

DS42: Load Securement Part 2: Securement Equipment

Carrying an improperly secured load puts both the driver of the vehicle and the driving public at risk. Part two of this two-part course describes the equipment and methods used in securement systems.

23 min.

DS43: Overhead Clearance

In this course, we look at overhead clearance strikes, why they continue to occur, and what you can do to make certain your vehicle never hits an overhead obstacle. Included are tips for safely backing up when encountering low overhead clearance and precautionary measures specific to bridges, power lines, and overhead signs and traffic lights.

9 min.

DS44: Parking Lot Safety

Although most drivers don't consider parking lots to be particularly dangerous, they often can be. It's a good idea to remind your drivers that parking lots are prime territory for negligent or distracted drivers, low speed collisions, carjackers, and vandals. They also present great potential for either hitting pedestrians (especially children) when backing up, turning, or while just looking for a parking space, or being a pedestrian and being hit. All parking lots and garages need to be negotiated with caution and focus.

13 min.

DS45: Pre-Trip Inspections - Large Vehicles

A thorough inspection of your vehicle before you begin each trip is crucial to the safety of you, your cargo, and other drivers. This course is specifically designed to address the pre-trip inspection process for large vehicles and set you up for a safe and successful trip.

13 min.

DS46: Pre-Trip Inspections Small Vehicles

A pre-trip inspection helps you find problems that could cause a crash, breakdown, or citation. It is important to perform a daily pre-trip and post-trip inspection for every trip. In this course, you will learn the essential steps to perform a pre-trip inspection for small and light duty trucks. Available in: English, Spanish.

10 min.

DS48: Reasonable Suspicion Part 1

If you suspect an employee in your charge is abusing drugs or alcohol, it's important to know the signs of substance abuse and how to act on those suspicions. In Part One of this three-part course, you will learn how to define reasonable suspicion, identify behavior in violation of drug and alcohol policies, and outline substance abuse testing requirements.

10 min.

DS49: Reasonable Suspicion Part 2

If you suspect an employee in your charge is abusing drugs or alcohol, it's important to know the signs of substance abuse and how to act on those suspicions. In Part Two of this three-part course, you will learn about behaviors that trigger suspicions of substance abuse, and how to take action.

10 min.

DS50: Reasonable Suspicion Part 3

If you suspect an employee in your charge is abusing drugs or alcohol, it's important to know the signs of substance abuse and how to act on those suspicions. In the final part of this three part course, you will learn about the different types of required drug and alcohol testing, such as post-accident testing and DOT mandated return-to-work testing, and what to do when a test result is positive.

7 min.

DS51: Road Rage

A driver under the influence of road rage is a dangerous hazard. To avoid road rage, you must understand what it is and know how to avoid it. This course defines road rage, explains what stressors can trigger a road rage incident, teaches you how to avoid aggressive drivers, and lists steps you can take if you become a victim of road rage.

12 min.

DS52: Turning For Trucks

Commercial truck drivers put themselves and other motorists at risk if they execute a turn poorly. Reviewing the safe methods of making right, left, and U-turns helps enforce a drivers understanding of the extra time, concentration, and awareness of what it takes to turn a large vehicle safely and the importance of doing so.

11 min.

DS53: Seat Belt Safety: Micro Course

Understand the potentially fatal consequences of not wearing a seat belt and learn what you can do to make sure you, your employees, and any passengers are properly buckled up every time, every trip. Whether you are a driver, operator, or passenger always wear your seat belt.

2 min.

DS54: Smartphones and Smarter Driving Micro Course

Every day, fatal driving accidents occur when distracted drivers use their smartphones. This 3-minute course acts as an engaging reminder to all of us to put down our phones and concentrate on driving. Course includes helpful tips to help put the phone down and a 5 question quiz.

2 min.

DS55: Speeding Awareness Large Vehicles

Driving over the speed limit is dangerous. Driving the speed limit but too fast for the circumstances or conditions of the road can also be dangerous. This course helps drivers obtain a better understanding of how speed affects their driving in normal traffic situations and under conditions such as extreme weather, congested traffic, and hazardous road conditions. It also explains the distance factors involved in stopping and following, and safe handling tips for curves, exit and entrance ramps, and loaded trailers. Available in: English, Spanish, French.

14 min.

DS57: Speeding Awareness Small Vehicles

Speeding is a factor in 31% of all fatal crashes, according to the National Highway Traffic Safety Administration. The chances of death or serious injury double for every 10 miles per hour you travel over 50 miles per hour. This course examines the hazards of speeding and shares what you can do to reduce the risk of having a speeding-related incident. Available in: English, Spanish.

9 min.

DS59: Stop Signs and Signals Large Vehicles

Running stop signs and signals is dangerous and it can be costly. This course presents tips and strategies to help drivers successfully navigate red lights, signals, and stop signs. Available in: English, Spanish.

10 min.

DS61: Stop Signs and Signals Small Vehicles

Running stop signs and signals is dangerous and it can be costly. This course for small vehicles presents tips and strategies to help drivers successfully navigate red lights, signals, and stop signs.

9 min.

DS63: Tailgating Awareness Large Vehicles

Tailgating reduces stopping distance, lessens perception and reaction times, and fuels road rage. It's important for your safety and the safety of other drivers that you refrain from tailgating and that you know what to do when being tailgated. This course explains what actions you can take when being tailgated and offers reminders to help you avoid being a tailgater yourself.

10 min.

DS65: Tailgating Awareness Small Vehicles

Tailgating reduces stopping distance, lessens perception and reaction times, and fuels road rage. It's important for your safety and the safety of other drivers that you refrain from tailgating and that you know what to do when being tailgated. This course explains what actions you can take when being tailgated and offers reminders to help you avoid being a tailgater yourself.

7 min.

DS67: Towing Trailers

Towing a trailer presents an additional set of challenges to driving a vehicle because the trailer causes the vehicle to handle differently and makes driving more difficult. This course discusses ways you can tow a trailer safely, including checking your vehicle, getting familiar with the trailer equipment, preparing your vehicle, connecting your trailer, loading the trailer properly, slowing down, and driving carefully.

8 min.

DS68: Driving at Night

Driving at night requires different safe driving techniques than those used during daylight driving. In this course, we explain how driving at night affects your vision and your ability to make thoughtful driving decisions. The course focus is on The Smith System's 5 Keys to safe driving as they apply to driving at night, including where to keep your eyes, your focus, and your vehicle as you adapt and compensate for the dark conditions.

14 min.

DS69: Driving EVs

This course is an introduction to electric and hybrid vehicles and highlights what drivers can expect when driving one of them for the first time. In addition to defining the differences between electric vehicles or hybrids and traditional gas-powered vehicles, this course explains vehicle range consideration, battery charging station levels, and some of the hazards of driving in cold temperatures.

20 min.

DS70: Driving Lease Roads

Driving on lease roads and in staging areas involves challenges and hazards that driving on paved roads does not. This course explains what lease roads and staging areas are and how they can be navigated successfully. Even though they are not owned by a governing agency, there are rules that apply to lease roads that every driver should know. The Smith 5 Keys of safe driving are applied throughout the course, to be used as a guide to best practices when dealing with lease road issues, surface hazards, obstacles, and attitude.

duplicated (this one is already inactive) min.

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16 min.

DS71: Emergency Maneuvers - Small Vehicles

The best way to prepare for the unexpected on the road is to learn maneuvering techniques before an emergency occurs and have a plan for the best course of action based on the circumstances. Using The Smith System 5Keys to Space Cushion Driving this course prepares you for the unexpected by offering tips on safe driving maneuvers for common hazards you may encounter on the road. These include how to react to a vehicle coming toward you, objects in the road, brake failure, and tire blowout.

14 min.

DS72: Driving Roundabouts

Roundabouts are becoming more common in the U.S. and, with their increase, comes the need to educate drivers on how to use them safely. In this course, drivers learn the rules of roundabout navigation and how to use the Smith System 5Keys to Space Cushion Driving to safely navigate them. The course includes instructions on what to do when approaching, entering, and exiting both single and multi-lane roundabouts, procedures for responding to emergency vehicles, and a guide to pedestrian and bicycle safety.

10 min.

DS80: Responsible Driver Series: Accidents and Breakdowns

How would your employees respond to a breakdown or accident while driving? This course provides information to drivers so they handle such situations safely and know what to do and what NOT to do should an incident occur. Included in the course is how to prepare for the possibility of an accident or breakdown, common reasons for vehicle breakdowns, and warnings to look for while driving.

8 min.

DS81: Responsible Driver Series: Collisions

Collisions are a fact of life on the road and working drivers have more opportunity to encounter them than most. This course helps drivers recognize the types of hazards that can cause collisions and offers driving techniques to help avoid collisions with other vehicles. Included are descriptions of different types of collisions and best practice driving tips.

8 min.

DS82S: Responsible Driver Series: Defensive Driving

When an employee knows how to drive defensively, it means the employee is alert, cautious, and continually looking out for potential hazards. This course instructs drivers on how to go about becoming a defensive driver and avoid collisions and accidents. Topics include safety guidelines for driving defensively and how to anticipate and react to hazards.

10 min.

DS83: Responsible Driver Series: Distracted Driving

Everyone drives distracted at one time or another, but a safe driver knows how to recognize, avoid, and/or eliminate distractions. This course reminds drivers how important it is to drive distraction-free. It focuses on how to eliminate distractions and re-focus if they find themselves becoming distracted. It also includes best practices for driving distraction free.

9 min.

DS84: Responsible Driver Series: Food Delivery Safety

In addition to driving hazards, delivery drivers face many risks while completing their duties. This course addresses those risks and gives drivers the information they need to keep themselves - and the food they deliver-safe. Topics include safety procedures to follow when a location looks dangerous, slip, trip, and fall prevention, and how to properly handle food while it is in their care, so it remains at a safe temperature, intact, and contaminant-free.

13 min.

DS85: Responsible Driver Series: Harassment

Sexual harassment includes a wide range of behaviors, not restricted to sexual abuse and assault. Training your employees to recognize harassment, whether it is verbal, physical, or emotional, helps them understand what appropriate behavior is and what it is not. This course discusses conversational boundaries, respecting customers' privacy and personal space, and bystander responsibility. It also defines the various terms used to describe types of sexual assault.

9 min.

DS86: Driving Blind Spots - Large Vehicles

Blind spots (also known as No Zones) present major hazards for drivers of delivery vans, buses, semi-trailers, and other large vehicles. This course focuses on what drivers of large vehicles can do to lessen the danger including: where the blind spots are located, how large they are and what they cover, how to adjust mirrors for the most visual coverage, and best practices for when making a lane change, a turn, or parking.

14 min.

DS87: Blind Spots Small Vehicles

Blind spots pose a hazard all drivers face when operating a vehicle. When blind spots arent checked before changing lanes, parking, or making turns, drivers can suddenly collide with another vehicle, pedestrian, motorcycle, or other moving or stationary object, causing damage, and serious or fatal injuries. This course explains how to locate blind spots on a vehicle, how to check for blind spots while driving, and when it is necessary to check for blind spots during various maneuvers. It also demonstrates how to adjust mirrors properly before driving and other devices available to give a driver the best possible view of his or her surroundings.

14 min.

DS88: Rental Vehicle Safety

Before you drive off in a rental vehicle do you take a few moments to familiarize yourself with the vehicle or do you just start driving and find out, while you're driving, that the mirrors are set wrong, and you cant find the windshield wiper control? There are many reasons a thorough inspection of the inside and outside of a rental vehicle should be conducted before you leave the lot. This course on rental vehicle safety explains how to inspect the vehicle, what to expect at the rental counter and considerations when it comes to insurance. It also offers overviews on how to avoid theft, safe places to park, and what to do should an incident or breakdown occur.

14 min.

DS89: Driving to Prevent Rollovers - Large Vehicles

This course provides drivers with information they can use to reduce the risk of rollovers. It explains the type of situations and actions that cause rollovers to occur and the steps to take to lower the risk. Also included in the course is a discussion of the importance a vehicle's center of gravity plays in rollover prevention, tips for navigating in inclement weather and other hazardous road conditions, and how to use the Smith System 5Keys of Space Cushion Driving to reduce rollover incidents.

20 min.

DS90: Driving to Prevent Rollovers - Small Vehicles

This course provides drivers of small vehicles, vans, SUVs, and pickups with information they can use to avoid the risk of rollovers. It explains the types of situations and actions that cause rollovers to occur and the steps to take to lower the risk. Also included are tips for navigating in inclement weather and hazardous road conditions and using the Smith System 5Keys of Space Cushion Driving to reduce rollover incidents.

13 min.

WBT-204: Arrive Alive - Avoiding a Rear-End Collision

Most rear-end collisions are avoidable and preventable. In this course, we will cover why tailgating is hazardous, how projecting your eyes down the road can prevent rear-end collisions, the benefits of keeping your vehicle rolling whenever possible, the importance of maintaining space around your vehicle, and the best way to separate yourself from a tailgater. Available in English and French.

6 min.

WBT-102T: Compass Maneuvering - Truck

Backing collisions and fixed object, forward motion collisions are consistently at, or near the top of the list of fleet reportable incidents but they don't need to be. Working with thousands of drivers every year gives us rare insight into why collisions happen and how they can be prevented.

22 min.

WBT-110B: Driving the 5Keys - Bus and Transit Vehicles

Our Driving The Smith5Keys Bus video provides drivers with a unique insight into common driving errors and proven safety techniques geared specifically for drivers of city transit, school, paratransit, and motor coaches. This video applies the time tested 5 Keys to Space Cushion driving to bus and transit services that are challenged by vehicle dimensions, passenger needs, and hazards unique to bus stops.

30 min.

WBT-110U: Driving the 5Keys - Utility Vehicles

Our Driving The 5Keys video provides drivers with a unique insight into common driving errors. Using a combination of footage taken from both ground-level and aerial perspectives, traffic patterns are analyzed utilizing our proven 5Key techniques. The presentation also addresses in vehicle collision prevention technology as a compliment, not replacement, for every good drivers existing skills.

19 min.

WBT-154: Following Distance: Resolving the Debate - Small Vehicle

Following distance plays a major role in most multi-vehicle traffic collisions. Despite the evidence, huge numbers of drivers, either through lack of training or personal choice, continue to maintain inadequate spacing.

14 min.

WBT-154T: Following Distance: Resolving the Debate - Truck

Following distance plays a major role in most multi-vehicle traffic collisions. Despite the evidence, huge numbers of drivers, either through lack of training or personal choice, continue to maintain inadequate spacing.

15 min.

WBT-157: Intersections - Among the Most Dangerous Places on Earth

This presentation explores the many threats in and around intersections and uses The Smith 5 Keys to provide drivers with simple to learn and easy to use techniques to dramatically reduce these threats. The video concludes with an engaging animated reenactment of an intersection collision which the audience is asked to analyze based on the knowledge learned earlier. Intersections: Among the Most Dangerous Places on Earth is a must see for any fleet concerned about intersection related collisions.

24 min.

WBT-104: Right Foot Fuel Economy

In just a few minutes, drivers will grasp the simple techniques that will help them immediately realize better fuel economy with the added benefit of safer vehicle operation.

23 min.

WBT-160SV: The 5Keys to Backing Safely - Small Vehicle

This video program reveals a unique and very relevant string of problems, circumstances and vehicle design issues that are not present in forward-motion driving.These problems are almost always at the heart of preventable backing incidents.

30 min.

WBT-160T: The 5Keys to Backing Safely - Truck

This video program reveals a unique and very relevant string of problems, circumstances and vehicle design issues that are not present in forward-motion driving. These problems are almost always at the heart of preventable backing incidents.

33 min.

WBT-156: The Keys to Safe Lane Changing and Merging

The Keys to Safe Lane Changing and Merging offers dozens of real world tips and techniques that will have an instant and lasting impact on drivers of any type of vehicle. Sharing this production with your drivers may help you keep your costs and your headaches under control and may even save lives.

15 min.

WBT-114: Driving Weather

The Driving Weather course is designed to help fleet drivers adapt their driving habits to inclement weather and its effects on visibility and traction and to protect themselves from other drivers using The Smith5Keys, Smith Systems proven driving methodology. Available in: English, French.

20 min.

WBT-110T: Driving the 5Keys - Truck

Our Driving The 5Keys video provides drivers with a unique insight into common driving errors. Using a combination of footage taken from both ground-level and aerial perspectives, traffic patterns are analyzed utilizing our proven 5Key techniques. The presentation also addresses in vehicle collision prevention technology as a compliment, not replacement, for every good drivers existing skills. Available in: English, Spanish.

24 min.

WBT-110: Driving the 5Keys - Small Vehicle

Our Driving The 5Keys video provides drivers with a unique insight into common driving errors. Using a combination of footage taken from both ground-level and aerial perspectives, traffic patterns are analyzed utilizing our proven 5Key techniques. The presentation also addresses in vehicle collision prevention technology as a complement, not replacement, for every good drivers existing skills. Available in: English, French.

19 min.

WBT-112: Driving Technology

This Driving Technology presentation teaches your drivers how to use their driving skills gained by using The 5 Keys of the Smith System in partnership with the latest in ADAS technology to prevent vehicle collisions. Available in: English, French.

16 min.

WBT-117: Driving Space

Driving Space illustrates the importance of why maintaining a proper space cushion is an essential element to collision avoidance. Learners recognize how proper following distance lowers stress behind the wheel without adding additional time to their daily drive. Available in: English, French.

20 min.

WBT-116: Driving Reverse

Some of the most common situations or crashes aren't on the open road; they are in parking lots, driveways and parking garages, striking fixed and moving objects -- while the vehicle is in reverse. This latest instructional video, and E-Learning course, Driving Reverse, Smith System shows drivers how they can avoid backing collisions and increase safety while parking and in other backing situations. Available in: English, French.

20 min.

WBT-118: Driving Prepared

When it comes to operating a vehicle safely, you can never be too prepared. Driving Prepared reminds drivers the importance of remaining ready for unexpected dangers which could arise behind the wheel. Topics include staying fit for duty, daily pre-trip inspections, proper route planning, nighttime driving, foul weather and other driving hazards. Available in: English, French.

16 min.

WBT-115: Driving Family

Driving Family demonstrates how every driver can stay 100% engaged behind the wheel. After watching this video every person should walk away focused on driving safety in a way that they werent before and will drive different. Available in: English, French.

30 min.

WBT-111: Driving Drowsy

Collisions from fatigued or drowsy driving are on the rise. Our new video, Driving Drowsy highlights some of the common misconceptions of drivers about fatigued driving and the dangers drivers face. This training video demonstrates how The Smith System 5Keys can help you and your drivers remain alert and combat fatigue before trouble happens. Available in: English, French.

19 min.

WBT-113: Driving Distracted

Motor vehicle crashes resulting in injuries and deaths are on the rise at a rate officials havent seen in decades. Driver distractions is the reason behind this alarming trend with smart phones being the number one culprit. Our interactive presentation, Driving Distracted, educates drivers in the four types of distractions and how the brain processes information then, through an interactive demonstration, proves the concept of multitasking to be a myth. Available in: enUS, esUS, frCA, de, ptBR, pl, zh, cz, sv.

30 min.

WBT-620T: Core Content: The 5Keys to Reversing - Truck

This course explains all of the 5 Keys of the Smith System as they pertain to Large Vehicles traveling in Reverse. Available in: enUS, esUS, frCA, de, ptBR, nl, pl, zh, ar, hi, it, ko, th, nb, tr, enGB.

25 min.

WBT-620SV: Core Content: The 5Keys to Reversing - Small Vehicle

This course explains all of the 5 Keys of the Smith System as they pertain to Small Vehicles traveling in Reverse. Available in: enUS, esUS, frCA, de, ptBR, nl, pl, zh, ar, hi, cz, it, ko, sv, th, nb, tr, enGB.

18 min.

WBT-630T: Core Content: The 5Keys to Forward Motion and Reversing - Truck

This course explains all of the 5 Keys of the Smith System as they pertain to Large Vehicles traveling in Forward Motion and Reversing. Available in: enUS, esUS, frCA, de, ptBR, nl, pl, zh, ar, hi, it, ko, th, nb, tr, enGB.

64 min.

WBT-630SV: Core Content: The 5Keys to Forward Motion and Reversing - Small Vehicle

This course explains all of the 5 Keys of the Smith System as they pertain to Small Vehicles traveling in Forward Motion and Reversing. Available in: enUS, esUS, frCA, de, ptBR, nl, pl, zh, ar, hi, cz, it, ko, sv, th, nb, tr, enGB.

57 min.

WBT-610T: Core Content: The 5Keys to Forward Motion - Truck

This course explains all of the 5 Keys of the Smith System as they pertain to Large Vehicles traveling in Forward Motion. Available in: enUS, esUS, frCA, de, ptBR, nl, pl, zh, ar, hi, it, ko, th, nb, tr, enGB.

45 min.

WBT-610SV: Core Content: The 5Keys to Forward Motion - Small Vehicle

This course explains all of the 5 Keys of the Smith System as they pertain to Small Vehicles traveling in Forward Motion. Available in: enUS, esUS, frCA, de, ptBR, nl, pl, zh, ar, hi, cz, it, ko, sv, th, nb, tr, enGB.

45 min.

WBT-102: Compass Maneuvering - Small Vehicle

Backing collisions and fixed object, forward motion collisions are consistently at, or near the top of the list of fleet reportable incidents but they dont need to be. Working with thousands of drivers every year gives us rare insight into why collisions happen and how they can be prevented. Available in: English, French.

22 min.

WBT-209: Arrive Alive - Saving Fuel

This course is for you if you want to save fuel while you drive, not instead of driving. It offers suggestions on how to stop wasting fuel by changing your style of driving and navigating through traffic. Fuel conserving techniques include how to spend less time idling at intersections, selecting a better route, controlling your speed, and maintaining your vehicle so your engine doesnt struggle. Available in: enUS, frCA.

7 min.

WBT-210: Arrive Alive - Proper Positioning in Traffic

What lane you drive in or how far away you are from other vehicles is often your choice and important to your safety. Keeping a space cushion around your vehicle can protect you from rear-end collisions, or becoming caught in traffic, and even offer protection from aggressive drivers. This course offers valuable guidelines for the often-overlooked safety measure of selecting and maintaining your position on the road. Available in: English, French.

5 min.

WBT-202: Arrive Alive - Proper Following Distance

Some drivers don't give following distance any thought at all - they drive "where they're comfortable", whatever that means. This course covers which of The Smith System 5Keys and other safe driving techniques to use to help you decide on a safe following distance to drive safely and Arrive Alive. Available in: English, French.

5 min.

WBT-212: Arrive Alive - Margin for Error

If something suddenly goes wrong on the road, will you have enough room to think and act? This course offers simple tips on how to leave enough space around your vehicle to give yourself a margin for error. By following the guidelines in this course, safe driving becomes second nature and your chances of being involved in a collision are significantly reduced. Available in: English, French.

5 min.

WBT-205: Arrive Alive - Foul Weather Driving

When the weather takes a turn for the worse, so do traffic incident statistics. This course offers tips to help you diminish the dangers of driving in foul weather, using the Smith System 5Keys. Instruction includes how to improve visibility, look out for other drivers, anticipate dangerous situations before they develop, and maintain traction on slippery surfaces. Available in: English, French.

6 min.

WBT-211: Arrive Alive - Emotions and Driving

Drivers often don't realize how important it is to focus on driving and leave emotions out of it. All emotions, whether positive or negative can have an effect on how you drive. This course suggests ways in which you can gain control over emotions that tend to block your ability to perceive, reason, and react well to the various traffic situations you encounter on the road. Available in: English, French.

6 min.

WBT-207: Arrive Alive - Drowsy Driving

Research shows drivers who remained awake for more than 18 hours demonstrated reaction times equivalent to those with a blood alcohol concentration of .05%. This course looks at the reasons behind sleepiness, the peak periods for wakefulness and sleepiness, common misconceptions of combating sleepiness, as well as what does work to counteract some of the effects of tiredness and minimize the changes of driving drowsy. Available in: English, French.

5 min.

WBT-201: Arrive Alive - Building Effective Seeing Habits

To safely operate a motor vehicle, your eyes must constantly feed information to your brain and assess your driving environment and determine what is safe and what is a hazard. This course covers some of the ways to help your eyes and brain help you make safe decisions. Decisions such as controlling your speed and Aiming High in Steering, the first of the Smith System 5Keys. Available in: English, French.

4 min.

WBT-208: Arrive Alive - Avoiding Intersection Collisions

The Federal Highway Administration reports 50% of all collisions and 20% of fatalities happen at intersections. This short course on safely navigating through intersections includes guidelines on managing your speed, timing the lights, using turn signals wisely, and most importantly, how to remain aware at all times when approaching, stopping at, or driving through an intersection. Available in: English, French.

6 min.

WBT-203: Arrive Alive - Avoiding Distractions

This course describes the different types of distractions a driver must understand, recognize, and avoid. Included are suggestions on how to eliminate distractions while you drive, with a focus on one of the most powerful distractions of all: using a cell phone. Available in: English, French.

5 min.

WBT-206: Arrive Alive - Avoiding Backing Collisions

Backing incidents are the single most common type of traffic collision and are almost always preventable. In this course, we discuss ways to avoid backing, parking in areas that offer the least competition, and watching out for moving dangers such as pedestrians and cyclists. Available in: English, French.

6 min.

WORKPLACE SAFETY

WS100: Workplace Inspections

A regularly conducted workplace inspection is one of the most effective ways for employers to identify hazards and potential hazards before they result in an incident. This course explains the necessary steps to take when conducting an inspection including how to prepare for the inspection and how to identify hazards and risks. How to prepare an inspection checklist, document the inspections, and use the information to take corrective action are also part of this course.

12 min.

WS01: Abrasive Wheels and Grinder Safety

If you work with or near abrasive wheels or grinders, some of the dangers are obvious. However, grinders also carry dangers that may not be so obvious. Its essential when you work with or near grinders that you are aware of--and know how to manage--all of these dangers, even if you cannot see them. The risks are manageable with the right knowledge and tools- we will cover these in our lesson on Abrasive Wheels and Grinder Safety.

25 min.

WS02: Access to Employee Exposure and Medical Records

If your work exposes you to toxic substances or harmful physical agents, OSHA's Access to Employee Exposure and Medical Records standard gives you the right to see your exposure and medical records and results of any workplace exposure monitoring. This course covers which records you have the right to access and which records your employer is not required to give you access to. Employer responsibilities and OSHA designated representatives are also discussed.

10 min.

WS04: Accident Prevention Signs and Tags

Signs and tags warning of hazardous conditions, instantly alerting people to danger, or explaining how to protect yourself are vital in a workplace where health and safety is key. This course assists both employers and employees in understanding signs and tags, what they mean, where they should be located, and how important it is to use them properly. OSHA standards are referenced throughout.

11 min.

WS07: Alcohol Awareness

Most, if not all workplaces have a zero-tolerance for alcohol, but the effect it can have on your employees in their personal lives can still be a negative factor at work. This course presents the facts about alcohol consumption and defines the difference between use and abuse. It explains both the short and long-term effects of alcohol on the body and mind and discusses the signs and symptoms of intoxication and alcohol abuse so employees can recognize them and take action. With this information, employees can think about their choices and be encouraged to make responsible and safe decisions.

42 min.

WS05: AED

Automated External Defibrillators (AEDs) save thousands of lives each year. They are readily available and surprisingly simple to use. This step-by-step training prepares you to use an AED to treat victims of sudden cardiac arrest and refreshes your knowledge of CPR techniques.

20 min.

WS06: Aerial Lifts

Working in and around aerial lifts, also referred to as mobile elevating work platforms (MEWPs), poses a variety of hazards for workers at height and those below them on the ground. This course identifies lift hazards and provides guidelines to help reduce the risks of working on or near elevated work platforms.

18 min.

WS08: Asbestos Safety

You may be exposed to asbestos in your workplace. While this course is not a replacement for the specialized training required for certain classes of workers, we will describe the hazards associated with asbestos exposure. Additionally, we will explain the precautions needed to minimize personal danger.

34 min.

WS09: Atmospheric Testing

If your work requires you to enter a confined space, you must test the atmosphere in that space before you go in. This course explains the importance of using well-calibrated, direct-reading instruments to evaluate the permit confined space you're about to enter. Atmospheric testing procedures including calibration checks, drift conditions, full calibrations, and calibration rules are discussed, as well as why and why to conduct a bump test.

17 min.

WS12: Banding and Box Cutter Safety

In shipping and receiving departments, there are two dangerous hazards that are not often considered: the use of box cutters and banding straps. This course demonstrates the safest methods to use when working with banding and box cutters, and precautions to prevent injuries.

16 min.

WS13: Basic Rigging

An improperly rigged load can result in property damage, injuries and worse. This course explains proper procedures for different types of rigging equipment and situations a worker might encounter so they can know how to plan and execute a lift safely.

23 min.

WS14: Benzene Safety

Benzene is a cancer-causing chemical found in a great many industrial workplaces. This course covers the hazards of benzene exposure, introduces workers to OSHA permissible exposure limits, and instructs workers how to protect themselves and minimize their exposure risk. In addition, first aid and spill response procedures are included.

14 min.

WS17: Cold Stress

Whether you work indoors or outside, working in cold environments can result in serious health issues. In this course, we focus on how to keep yourself safe while working under cold conditions and how to recognize the signs and symptoms of cold stress before you are at risk. Also discussed is how to prepare for working in a cold environment by wearing the right protective clothing, how to treat emergencies and health issues caused by cold stress, and how to recognize and avoid the three main cold stress illnesses: hypothermia, frostbite, and trench foot.

27 min.

WS18: Compressed Gas Safety

No matter what type of gaseous materials a compressed gas cylinder contains, it requires special storage, use, handling, and disposal. Employees who handle gas cylinders must be properly trained to avoid the hazards of compressed gas and to ensure a safe workplace. This course covers safe use and storage practices, inspections, and hazards associated with various types of compressed gas. Recommended PPE and instruction on safely moving the cylinders are also included.

21 min.

WS19: Confined Spaces

Employees who sometimes work in confined spaces must be trained to recognize and control the hazards of their potentially dangerous environment. This course helps prepare permit-required confined space workers by explaining what working in a confined space entails. Included in the course are typical hazards of permit-required confined spaces, descriptions of the written confined-space employer programs and entry permits required by the OSHA standard, and safety guidelines for working in confined spaces.

18 min.

WS20: CPR

Cardiopulmonary Resuscitation CPR is a procedure that can mean life or death in an emergency situation. While this course is not a replacement for hands-on training, we will better prepare you for emergency situations by covering how to assess a scene and determine if CPR is needed. Additionally, we will discuss methods to protect yourself while helping victims, list the steps of CPR, and describe when to use an automated external defibrillator (AED).

14 min.

WS21: Crane Safety

All employees who work on or around cranes need to be aware of the risks of crane operation. In this course, you will learn how to recognize common hazards of crane operation and employ safe work practices.

23 min.

WS24: Electrical Safety NFPA 70E

Working safely around electricity is critically important: hundreds of deaths and thousands of injuries occur to workers every year as a result of unsafe electrical working practices. This course reviews the elements of the NFPA 70E Safety Standard, including how electric shock, arc flash, and arc blast occurs, the different types of electrical hazards and injuries, as well as safe practices for working with and around electricity.

24 min.

WS25: Emergency Action Planning

An emergency action plan (EAP) is an important step in ensuring employees are prepared for an emergency in the workplace. The next step is familiarizing those employees with the EAP, explaining what it is and what type of information is included. Knowing their evacuation routes and responsibilities during any emergency is going to lead to better decisions and calmer heads should a disaster or violent episode occur. Every employee should understand the importance of an EAP and be familiar with its contents.

13 min.

WS36: First Aid Basics

The more employees familiar with basic first aid, the safer your workplace will be. This course addresses different types of medical emergencies and offers instruction on how to render first aid for a minor injury or provide possible life-saving care until emergency medical personnel arrive. An ambulance. In addition to common injuries and emergencies, such as choking, bleeding, and burns, the course includes first aid procedures for heat stress, hypothermia, shock, stroke, cardiac arrest, and seizures.

35 min.

WS37: Flammable Liquids

When you work where flammable liquids are present, it's important to know the safety procedures necessary to use them and the risks involved when they are in use or being stored. In this course, we explain the hazards of flammable liquids, how to work with and around them safely, and the requirements for safe storage. Pertinent OSHA regulations are discussed, in addition to bonding and grounding procedures for safe liquid transfers.

18 min.

WS38: Hand and Power Tool Safety

Hand and power tools are small and mostly easy to use, but that doesn't mean they're risk-free. Employees can be seriously hurt by using the wrong tools for the job or not understanding how to properly handle them. This course provides safety rules about the selection and use of hand and power tools and many of the hazards involved when using them. It also provides instruction on proper storage and maintenance.

23 min.

WS39: Hand, Wrist, and Finger Safety

There are many hazards in the workplace that can lead to hand injuries. while performing tasks using your hands, wrists, and fingers. In this course, we define the risks and hazards to hands, wrists, and fingers and offer methods of preventing injuries. Also explained is how to properly select, store, and care for hand protection equipment.

11 min.

WS42: Hearing Conservation

Working in a noisy workplace can place your hearing in jeopardy. This course will describe how hearing works and how workplace noise can damage it. It will also help you identify ways to reduce the risk of work-related hearing loss and to recognize responsibilities in preventing hearing loss.

21 min.

WS98: Heat Stress

If you perform strenuous work under hot conditions learn how you can protect yourself and others from types of heat-related illnesses, how to recognize the symptoms of heat stress, and how to take steps to prevent this totally preventable illness from happening to you.

11 min.

WS43: Housekeeping - Industrial: Micro-Course

Good housekeeping at work benefits both employers and employees alike. When your team follows a proper housekeeping and organizing routine, quality and productivity increase and the chances for expensive incidents, injuries, and regulatory fines decrease. This micro-course reviews the steps needed for those working in a factory or warehouse setting to keep their workstations clutter-free and well organized.

4 min.

WS44: Housekeeping - Office: Micro-Course

A thriving, and productive office environment does not look chaotic and messy. Companies recognize good housekeeping in the workplace can improve employee health and safety as well as lead to improved efficiency and morale. This micro-course demonstrates how employees can use the 5S system to develop good housekeeping practices and enjoy the benefits of a clutter-free and well-organized workplace.

5 min.

WS45: Housekeeping - Vehicle: Micro-Course

Companies recognize good housekeeping in the workplace can improve employee health and safety as well as lead to improved efficiency and morale. This micro-course demonstrates good housekeeping practices for drivers who consider their vehicle to be their workplace. The course reviews what they can do to obtain and enjoy the benefits of a clutter-free and well-organized work environment.

5 min.

WS46: Housekeeping for Workplace Safety

Every employee should know the importance of good housekeeping in the workplace and the benefits derived from it. Each employee has his or her role to play in keeping their own space and shared spaces clean, organized, and safe, as well as taking pride in participating. This course introduces what it means to keep the work area in its best working condition, including how good housekeeping helps prevent slips, trips, and falls. How it helps prevent fires and explosions caused when chemicals are not handled and stored safely, or combustible materials are not disposed of properly.

9 min.

WS47: Hydrogen Sulfide

Hydrogen Sulfide (H2S) is a hazardous gas that is always deadly at high enough concentrations. This course is for employees who work where hydrogen sulfide's presence is a possibility. It explains the properties of H2S, the effects of exposure, and describes how to protect yourself. It also includes the NIOSH and OSHA permissible exposure limits.

15 min.

WS03: Incident Investigation

Workplace incidents are caused by unsafe conditions, unsafe behaviors, or a combination of both. They can result in injuries, fatalities, and property damage. Thorough investigation of an incident after it occurs gives employers the information, they need to correct the problem. This course explains how to use a systematic approach to discover the chain of events leading to a workplace incident, focusing on gathering objective data and conducting witness interviews, and implementing corrective actions.

12 min.

WS48: Industrial Ergonomics

Industrial ergonomics defines effective work processes and tools that dont cause injury to the human body. When proper ergonomics are not enforced, workers in construction, maritime, and general industries may suffer from musculoskeletal disorders (MSDs). This course educates employees on how to use these work processes and tools to minimize the risk of MSDs. Employees are introduced to common causes of MSDs and what can be done to prevent them. Stressed is the importance of recognizing and reporting early warning signs that an MSD is developing.

15 min.

WS101: Infectious Disease Prevention at Work

As an employer, you understand the importance of stopping the spread of infectious disease in your workplace. This course is designed to instruct your employees on how they can fight the bacteria and viruses that cause diseases spread through person to person contact or through contact with contaminated surfaces. Instruction includes an overview of what an infectious disease is, how it's transmitted, signs and symptoms of an infection, and basic occupational hygiene methods to control and stop the transmission of infectious diseases in the workplace.

15 min.

WS49: Injury and Illness Prevention Programs (I2P2)

When your company makes the smart decision to create an Injury and Illness Prevention Program, nothing should hold up that project. This course gives you the information you need to create, maintain, and evaluate your own Injury and Illness Prevention Program. It reviews the benefits of an I2P2 and discusses the 6 core elements that help make the program a success. It also details how you can easily and effectively get your employees onboard.

14 min.

WS50: Intro to OSHA

Although most employees have heard of OSHA (the Occupational Safety and Health Administration), they may not be familiar with what OSHA provides to them in addition to setting and enforcing health and safety standards in the workplace. This course is intended to give workers a better insight into OSHA and how it goes about helping companies provide a safe and healthy workplace. OSHA employer and employee responsibilities and rights are also included.

19 min.

WS51: Job Safety Analysis

Analyzing workplace procedures, preventing hazards and reducing employee injuries are all important workplace tasks. These can be accomplished with the use of a Job Safety Analysis. In this course, we will explain what a Job Safety Analysis is and then describe the steps involved with JSAs. Additionally, we will discuss the JSA responsibilities of both managers and supervisors, and also summarize the types of jobs and tasks analyzed in JSAs.

21 min.

WS61: Mercury Safety

Exposure to mercury has serious health risks and knowing how to work safely with mercury is important to your health. In this course we explain how to work safely with and around mercury, including permissible exposure limits, necessary personal protective equipment, and safe work practices. Medical surveillance, first aid, and spill response are also discussed.

17 min.

WS99: Multi-Employer Worksites

When multiple employers, such as contractors and subcontractors, are working on a jobsite at the same time, this creates, what OSHA calls, a multi-employer worksite. In the event of an incident, OSHA must determine who is responsible for safety and health violations. This course explains the method OSHA uses to determine responsibility, defines the 4 types of employers OSHA can cite for violating OSHA standards, and explains how to monitor and evaluate the safety performance of your employees while on the job.

11 min.

WS62: Occupational Exposure to Lead

Lead is one of the most basic building blocks of the world around us and can be found in many different products - everything from munitions to fishing sinkers. But it is also a toxic substance, so it's important to know how to protect yourself from exposure. In this lesson, you will learn where you're are likely to encounter lead in the workplace, potential health effects from lead exposure, and the right way to develop a lead safety plan for your job.

23 min.

WS63: Office Ergonomics

Each year, 1.8 million workers in the United States report Musculoskeletal Disorders (MSDs). These reports result in hundreds of thousands of lost workdays, and cost workers and employers billions of dollars in related costs. Many of these MSDs may be reduced or even prevented by considering Ergonomics.

31 min.

WS64: Office Safety

Office work environments are not usually considered dangerous, but there are hazards that can impact your employees' health, safety, and ability to do their job. By learning to recognize and minimize potential hazards in the office, you can reduce the frequency and severity of risks and injuries.

18 min.

WS65: OSHA Inspections

Knowing what to expect and how to prepare for an OSHA inspection can save your organization time and money. This course gives managers and supervisors an overview of their legal rights during an OSHA inspection and how to prepare for one. The course also covers the three components of an OSHA inspection, types of penalties, and responding to citations.

19 min.

WS66: Pallet Jacks

Pallet jacks used to move smaller loads in smaller spaces than forklifts are often considered easy and safe to use. But pallet jacks have their own set of hazards, which can lead to painful injuries and damaged materials. This course offers instruction and safe-use procedures for both manual and motorized pallet jacks along with how-to conduct inspections, charge and change batteries, and maintain the equipment.

14 min.

WS67: PCB Awareness

The toxic chemical PCB was in equipment used by powerplants, industrial plants, telecommunications, and electrical utilities. Banned because of their harm to people and the environment, PCBs still exist in these and many more workplaces. This course explains what PCBs are, where they are found, and how you can be exposed to them. Most important, it covers how you can protect yourself from PCB exposure, administer first aid, and control this persistent, manmade hazard.

14 min.

WS74: Preventing Overexertion, Strains, and Sprains

When your occupation involves labor-intensive tasks or repetitive work practices, over time you are at risk for overexertion. Overexertion can force your body past its natural limits, putting you at risk for injuries known as Musculoskeletal Disorders. For the most part, sprains and strains caused by overexertion can be prevented. You just need to know what causes overexertion, what signs and symptoms to notice before an injury occurs, and how to immediately treat a sprain or strain if you do experience one.

13 min.

WS75: Proper Hand-Washing

Proper hand-washing is an easy way to prevent the spread of germs. This course takes you through the steps of an effective hand-washing procedure and use of hand sanitizers.

2 min.

WS76: Respiratory Protection

There are a wide variety of work environments where employees must be protected from breathing hazardous air or from being unable to breathe due to lack of oxygen. Wearing the right respirator for the level of protection needed and wearing it correctly is something every worker needs to know how to do. Every worker required to wear a respirator should understand how to inspect, maintain, and store a respirator, why a medical evaluation is required, and steps to follow when working in an immediately dangerous to life or health environment.

25 min.

WS77: Safe Lifting in the Workplace: Micro-Course

Lifting heavy and not so heavy objects during your work day can take a terrible toll on your back, shoulders, knees, and other joints. Whether your job calls for repeated lifting or just an occasional lift, this micro course demonstrates safe lifting procedures that will keep you healthy and working.

2 min.

WS79: Silica Awareness

Silica is found in a variety of materials and released during some of the most routine construction, general industry, and maritime activities. It poses a health hazard to workers in these fields and can lead to debilitating and even fatal conditions. This training is designed for the millions of workers potentially exposed to silica every working day and describes methods workers and employers can use to reduce the risk of exposure to silica.

12 min.

WS82: Spill Prevention, Control, and Countermeasure

Certain facilities that store moderate to large amounts of oil must comply with the EPA's Spill Prevention, Control, and Countermeasure (SPCC) rule. This course explains how to develop and implement an SPCC plan as required by the SPCC rule. Inspections, containment, spill prevention requirements, emergency procedures, and other types of information required by the rule are among the topics covered.

16 min.

WS83: Static Electricity

In the oil and gas industry, a small spark from static electricity can ignite and cause a deadly explosion. This course covers how to prevent static electricity from being generated, how to control static discharge, and how to reduce static accumulation. It explains how static electricity builds up when liquids are poured, pumped, filter, or agitated, and how oil and gas workers can prevent worksite ignitions.

15 min.

WS84: Stormwater Pollution Prevention

Stormwater pollution prevention can be generally summed up with a simple phrase: Only rain down the drain! Of course, stormwater drainage and pollution control is more complicated than just one phrase. In this lesson you will learn how to identify hazards and prohibited materials, drain types, and contaminants. You will also learn new ways of looking at waste water and runoff related to your business and its environmental impact.

16 min.

WS86: Struck-By/Caught-Between Hazards

Struck-By and Caught-Between incidents are two of the top four causes of construction workers injuries and fatalities. This course focuses on the different struck-by/caught-in or caught-between hazards and recommends protective measures and precautions. Employer and employee responsibilities for identifying and avoiding these hazards are also featured.

13 min.

WS87: Trenching and Excavation Part 1

Working in and around trenches and excavations presents serious hazards. In Part 1 of this course, we will define excavation and trenching terminology and identify causes of trench failures. We will also explain soil types and soil stability.

20 min.

WS88: Trenching and Excavation Part 2

In Part 2 of this course, we will take a look at excavation protective systems, including the materials and equipment used in excavations, as well as excavation access. We will also describe the causes of most excavation accidents and common excavation hazards.

22 min.

WS89: Universal Waste

Handling your companys universal waste is an important job, as incorrect handling can lead to safety risks, legal consequences and environmental harm. In this course, well cover how to identify different types of universal waste, as well as some of the risks and hazards associated with them. Well also learn how to correctly label, store and ship universal waste. Lastly, well determine the right steps to take in order to recycle or dispose of universal waste, and how to handle a universal waste spill or break.

19 min.

WS92: Warehouse Safety

A warehouse can be a fast-paced and dangerous environment. OSHA declared it one of the most hazardous places of employment. It is critical to the health and safety of each worker that they are familiar with and follow safety guidelines and every employee is, not only aware of potential hazards, but knows what to do to avoid or address them. This includes knowing how to use PPE correctly, safely lifting loads manually, avoiding slip, trip, and fall injuries, working safely around forklifts, loading docks, hazardous materials, energized machinery and equipment.

21 min.

WS93: Welding, Cutting, Brazing, and Hot Work

Any time you conduct (or are near) hot work, there is the potential for serious hazards. To help mitigate some of these hazards, the U.S. Chemical Safety and Hazard Investigation Board identifies seven key steps to help prevent hot work-related accidents. This course on Welding, Cutting, Brazing, and other Hot Work will cover safety concepts through all seven keys.

31 min.

WS94: Working Over or Near Water

When a worksite is over or near water, risk factors and hazards are multiplied. This course is for workers who are in proximity to water every day or those who may only encounter it occasionally. Topics include drowning prevention, immersion hypothermia, slip, trip and fall prevention, OSHA baseline requirements, and best practices for staying safe.

15 min.

WS85: Stress

Stress is recognized as a normal part of life, but when it becomes excessive, debilitating, or overwhelming, it needs to be managed and controlled. This course defines stress, explains where it can originate, identifies different types and effects of negative stress, and offers strategies to effectively manage and cope.

12 min.

WS97: Workplace Violence Prevention

Workplace violence prevention training gives workers the information they need to keep themselves safe during an act or threat of physical violence in the workplace. This course discusses the various types of violence that can take place during working hours and explains how to react and respond to violent situations. From verbal harassment to shooter situations, employees are taught to recognize warning signs and the importance of adhering to a violence protection plan.

23 min.

WS102: Travel Safety

If youre planning to travel on business, you need to consider your safety. Not just the usual hazards of entering a strange city, but basic travel demands that could put you at risk. By preparing for your trip, you can eliminate a lot of the travel challenges you would otherwise face. A review of good practices while traveling, what to bring and what to leave behind, and general safety information will give you the confidence to be an informed, prepared and, most important, safe traveler.

10 min.

WS60: Materials Handling and Storage

It's the goal of every employer to reduce workplace injuries resulting from handling materials, either manually or using equipment, such as industrial trucks and conveyors. This course instructs employees on how to handle materials safely and to understand the potential hazards of this type of work. Included in the course is specific information on conveyors, industrial trucks, and safe storage and stacking procedures.

15 min.

WS22: Electrical Safety

Working safely around electricity is critically important: hundreds of deaths and thousands of injuries occur to workers every year as a result of unsafe electrical working practices. This course reviews how electricity works, how electric shock occurs, the different types of electrical hazards and injuries, as well as safe practices for working with and around electricity.

25 min.

WS10: Back Injury Prevention

Back injuries are a very common, yet preventable, form of workplace injury. In this course, you will learn about the powerful muscles and bones that make up your back. Additionally, you will learn about different types of back injuries, and how to practice "smart" posture, as well as healthy lifting techniques.

17 min.

WS15: Bloodborne Pathogen Safety

Bloodborne pathogens can cause disease, illness, or even death. If you might be exposed to blood or other body fluids, it is important to know the potential risks and how to reduce your exposure. Through this course, you will learn how to identify common risks, recognize equipment and practices to use to reduce exposure, take proper steps if you do become exposed, and to list aspects of an employer's Bloodborne Pathogen Exposure Program.

12 min.

WS90: Walking Working Surfaces

Walking can become hazardous when unobserved obstacles, unexpected openings, slippery surfaces, or unguarded heights exist. Based on OSHA standards, this course presents safety precautions and practices you need to prevent fall injuries and fatalities in your workplace.

10 min.

WS78: Scaffolding Safety

Working on or around scaffolds presents a variety of safety hazards. Scaffolding is a major component of the construction industry and it is essential that you and your co-workers have a safe place to work. This course focuses on safety for the most common types of scaffolding and their specific OSHA requirements. Available in English and Spanish.

31 min.

WS56: Lockout Tagout

OSHA's Lockout/Tagout Standard was created to protect employees from serious injuries or fatalities caused by the accidental release of hazardous energy. This course is for all employees who service or perform maintenance on equipment with a hazardous energy source, or work around these machines. It defines the importance of the LOTO Standard's rules and guidelines to these workers, explains the protective devices used to isolate energy sources, and describes the correct procedures for applying and removing LOTO. Available in English, Spanish.

17 min.

WS80: Slips, Trips, Falls

Slips, trips, and falls are the most common accidents in general industry. They cause 15% of all accidental deaths, and are second only to motor vehicles as a cause of fatalities. This course will provide some information about why people slip, trip, and fall at work, as well as steps individuals can take to avoid slipping, tripping, and falling. Available in English, Spanish.

21 min.

WS95: Workplace Safety Orientation

Most on-the-job injuries occur within an employee's first six months of work. One of the reasons may be that new employees are not aware of specific hazards because they lack proper training. This course provides an overview of industrial safety fundamentals and safety programs. Topics include the role of OSHA, common hazards in the workplace, how to prevent and respond to incidents, and the purpose of safety programs such as Emergency Response, Hazard Communication, and Hearing Conservation. Available in: English, Spanish.

20 min.

WS40: Hazard Communication

All US companies that use hazardous chemicals are required by OSHA's Hazard Communication Standard (HCS) to train employees on safe use, storage, handling, and disposal procedures. This course explains the 5 basic elements of the HCS so employees understand the information available to them and how their safety is being ensured. The Globally Harmonized System (GHS) of Classification and Labeling of Chemicals is reviewed, as well as requirements and purposes of pictograms, warning labels and Safety Data Sheets. Available in: English, Spanish.

20 min.

WS52: Ladder Safety

Ladders are not complicated but they have one trait that can hurt people: height. Even the most experienced ladder-user can benefit from reviewing how to identify the right ladder for the job, how to set it up safely, and common causes of falls from ladders. This ladder safety course reviews safety guidelines for ladder use and includes specific ladder safety for step, fixed, and extension ladders. Available in: English, Spanish.

15 min.

WS54: Loading Dock Safety

Serious loading dock accidents happen every year with severe emotional and financial repercussions. This course reviews loading dock hazards and typical incidents, along with best practices to keep your work place safe. Available in: English, Spanish.

30 min.

WS58: Machine Guarding

There are many possible machinery-related injuries. Safeguards are essential for protecting workers from preventable injuries. OSHA standards for machine guarding state that any machine part, function, or process that may cause injury must be safeguarded. This course covers potential hazards on a machine, types of machine guards and devices, and machine guarding concepts and techniques used to prevent machine-related injuries. Available in: English, Spanish.

14 min.

WS68: Powered Industrial Trucks (Forklifts) Overview

Operating a powered industrial truck, commonly known as a forklift, requires specialized knowledge and training. While this course is not a replacement for hands-on training, it does cover the risks involved in operating a powered industrial truck and includes descriptions of how loads affect forklift stability and precautions for moving a load safely. Available in: English, Spanish.

24 min.

WS70: PPE

Personal protective equipment (PPE) is designed to protect you from health and safety risks at work. But PPE will only protect you if you wear it and wear it correctly. This course identifies different types of PPE, explains how to select the right PPE for the hazards on your job, and demonstrates how to wear PPE correctly. Also included is proper equipment care and maintenance with an overview of employee/employer PPE responsibilities. Available in: English, Spanish.

18 min.

WS72: Pre-Task and Daily-Task Analyses

Hazards and risks are abundant on work sites. In order to mitigate risk, it is import to perform a Pre-Task Analysis (PTA) and a Daily Task Analysis (DTA). In this course, well learn what PTAs and DTAs are and what is included in each. Well also describe how PTAs and DTAs are performed and who is responsible for each. Lastly, well discover how PTAs and DTAs help keep your work crew safe. Available in: English, Spanish.

17 min.

WS34: Fire Safety

The risk of fire in the workplace is something all companies want to reduce, especially those caused by human error. This course is designed to increase your employees' awareness of basic fire prevention plans and proper extinguishing methods. It includes what to do when a fire breaks out and good housekeeping guidelines to reduce the risk of a fire ever getting started. Available in: English, Spanish.

15 min.

WS32: Fall Protection Part 2

In Part 2 of the Fall Protection course, you will be able to describe components of fall protection systems and discuss fall arrest systems. Inspecting and maintaining fall protection equipment will also be explained. Additionally, fall rescue planning and requirements will be discussed. Available in: English, Spanish.

19 min.

WS30: Fall Protection Part 1

When working at elevation, employees must be aware of fall hazards and also be equipped with fall protection equipment. Employers must provide these employees with fall protection equipment and have a fall rescue plan in place, as well as backup rescue plans. In Part 1 of this course, you will learn how to describe both the importance of fall protection and also fall protection regulations. Additionally, you will learn how to identify and avoid fall hazards, and summarize fall protection systems. Available in: English, Spanish.

18 min.

WS28: Ergonomics

Whether your employees spend their workdays sitting at a workstation or actively involved in strenuous physical labor, they are all at risk for Musculoskeletal Disorders (MSDs) and injuries. MSDs often result in missed work, lost wages, and workers compensation claims. To prevent MSDs, employees must understand how these injuries occur and what can be done to prevent them. This course introduces employees to common causes of MSDs and the controls and work practices that can be put into effect to reduce or eliminate their risk of injury. Available in: English, Spanish.

16 min.

WS26: Emergency Action Planning and Fire Safety

The best time to plan for an emergency is before it happens. This course highlights the importance of planning ahead for emergencies, with a particular focus on fires. Participants will learn how to distinguish between different types of fires, how fire suppression and fire extinguishers work, how to make the right decision about when to fight a fire and when to evacuate, and how to plan evacuation routes and follow evacuation procedures. Available in: English, Spanish.

21 min.

FCPA: Foreign Corrupt Practices Act (FCPA)

This training reviews the Foreign Corrupt Practices Act (FCPA). FCPA requires compliance in business dealings throughout the world.

Runtime Not Available

HR21: DOT Reasonable Suspicion for Supervisors

If you are a supervisor responsible for overseeing Commercial Motor Vehicle (CMV) drivers, you must be able to identify the signs and symptoms of drug and/or alcohol use and abuse among your drivers. The DOT requires those who oversee employees in safety-sensitive positions, to be trained in accordance with regulatory requirements, 49 CFR Sections 382.603 and 382.307. Taking this course helps meet those DOT training requirements. It focuses on what to look for when a driver shows signs of alcohol or drug use and misuse and how to act professionally on those suspicions. Included is a thorough review of the 5-step Reasonable Suspicion Process, which allows you to observe, confirm, and confront a driver, then follow up by documenting the process and sending the driver for drug and alcohol testing.

46 min.

HR22: Drug Awareness

This course provides employees with a basic overview of legal and illegal drugs and the serious consequences of their use and abuse. Topics include the risks and dangers of prescription and street drugs, including opioids and fentanyl, the drugs included in the 5 schedules of the Controlled Substances Act, symptoms of drug use and abuse to look for in yourself and others, and different types of treatments and therapies.

39 min.

HR18: ADA in the Workplace

The Americans with Disabilities Act prohibits discrimination against people with disabilities. This course defines how the ADA applies to the workplace, what is required by covered employers, and what a person with disabilities can expect starting from the interview through job placement. The course defines terms used by the Act, such as "reasonable accommodations," "qualified individual," and "hardship." It also focuses on specifics, such as reasonable accommodation guidance and limitations, conditions not covered by the ADA, health and safety considerations, and ADA recordkeeping requirements.

22 min.

HR19: Anger Management

Everyone feels anger, but how we handle it can be responsible and professional - or disruptive and lead to conflict. This course teaches the anger management skills needed to change habitual anger reactions from dangerous or out-of-control to more conscientious and problem-solving behavior. It explains what the effects of anger can be in the workplace, in the home, and on your health. Tips on problem-solving and constructive help assistance are included.

15 min.

HR01: Change Agility

In today's globalized and interconnected environment, change is a given. To stay ahead of competition and quickly adapt to changing markets, organizations need to possess change agility. This course features five steps managers can use to implement change agility in your company. Also included are tips on building change-agile employees and how to increase and improve your own change agility skills.

12 min.

HR02: Coaching Skills

Organizations are successful when their employees are engaged and motivated. As a manager or supervisor, it's not enough to oversee the daily activities of your team - it's also your responsibility to coach each employee to help them solve problems, make better decisions, progress their careers, and work well with their team. This course defines workplace coaching and offers suggestions on how to improve your coaching skills. The popular GROW model for structuring your coaching sessions is also included.

12 min.

HR03: Creating a Training Plan

Organizations realize when they invest in their employees' ongoing professional development, they reap the benefits of increased employee retention, greater efficiencies, lower costs, and a highly qualified and motivated workforce. This course is designed to assist you in developing a training plan for your organization, so your training is organized, on target, and effective.

14 min.

HR04: Delegation

Identifying tasks that can be delegated and assigning them to employees ready to take on new responsibilities are key management skills. In this course, you will discover the value of delegation to you, your employees, and your organization. You'll learn how to promote individual and team development, the factors to consider when delegating tasks, and how to coach the employee assigned to the task by following an eight-step coaching model.

14 min.

HR05: Delivering Feedback

Clear and constructive feedback is crucial to your employees' career development but it's not always easy to deliver. Too often, managers' observations are seen by an employee as critical instead of helpful and motivating. This course provides a step-by-step feedback procedure for managers and supervisors who want to deliver difficult feedback in an encouraging manner. Also included are instructions on documenting your feedback sessions and how to offer feedback to senior management.

18 min.

HR16: Diversity

Organizations recognize that productivity can be enhanced when you have a diverse workplace. It allows an opportunity for new perspectives and ideas to flourish. But simply hiring people with different styles, cultures, and personalities is not enough. Employees need to feel included, accepted, and comfortable. This course explains how each individual can contribute to the company culture by learning to identify their own biases and work to overcome them. It explains what diversity is and how important inclusion is to a successful team. It also identifies some of the barriers to inclusion and how to go about breaking them down.

14 min.

HR09: Effective Communication

Effective communication is simply the ability to be clearly understood. Without this skill, you risk misunderstandings, confusion, conflict, and poor employee performance. This course offers helpful methods to improve your communication skills whether you're addressing an employee, your team, or another manager. Also included are suggestions for using non-verbal communication, such as email and text, and an overview of the power of body language and voice intonation.

19 min.

HR10: Goal Setting

Managers are responsible for motivating employees to reach and accomplish goals that support the organizational plan. This course focuses on how to recognize and use the strengths of individuals in your department to create goals that both motivate employees and move your company forward. It steps you through the SMART method of goal setting and presents suggestions and cautions that will help you set attainable goals with achievable results.

13 min.

HR20: Introduction to HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) was enacted to protect the confidentiality and security of our personal medical information. If you have ever received any type of medical treatment, you should know your rights under HIPAA. If you work with protected health information (PHI), your training must include HIPAA rules and regulations regarding proper handling. This course provides an overview of HIPAA, including why it was created, who it protects, and how it ensures your PHI is protected. The Privacy Rule and Security Rule are defined, as well as information on the types of safeguards in place to protect your privacy. How to comply is discussed as well as the consequences of failing to comply with HIPAA.

14 min.

HR23: Recognizing and Reporting Human Trafficking

Human trafficking is the contemptible crime of abducting and/or manipulating men, women, and children into forced labor or sexual slavery. Its difficult for authorities to capture and prosecute traffickers because their victims don't often report themselves. To rescue these victims, it's necessary to learn how to recognize victims of human trafficking and report it to authorities. This course offers an overview of human trafficking and answers questions such as: who are the victims, where are they found, what are the red flags that indicate a person may be enslaved, and what to do when you suspect a person is being trafficked?

20 min.

HR17: Social Sensitivity

In the workplace, social sensitivity is an important skill. This course discusses how to demonstrate you are aware and respectful of other people, how to consider the perspective of others, and specific types of sensitivity issues common in the workplace. It also includes tips how to listen, how to communicate with difficult people, and how to accept constructive feedback.

9 min.

HR15: Workplace Violence Prevention

Workplace violence prevention training gives workers the information they need to keep themselves safe during an act or threat of physical violence in the workplace. This course discusses the various types of violence that can take place during working hours and explains how to react and respond to violent situations. From verbal harassment to shooter situations, employees are taught to recognize warning signs and the importance of adhering to a violence protection plan.

23 min.

HR24: Cannabis Awareness

Without clear legal guidelines regarding the use of cannabis, its become more difficult for employers to create drug policies and for employees to know what they can and cannot do. Learning the facts about marijuana use and abuse in the workplace can help employers decide on policy and help employees understand that working impaired, under any conditions or laws, can put themselves and others at risk. Cannabis awareness helps employers and employees think about their choices and make responsible and safe decisions.

16 min.

HR25: Remote Working: Managing Your Time

Time management is an easy-to-learn skill that improves the productivity and quality of work accomplished by employees who work remotely. By setting a schedule and sticking to it, remote workers learn to set goals that help them avoid the risk of becoming overwhelmed and help them become more accountable instead.

9 min.

HR26: Remote Working: Minimizing Distractions

When employees work remotely, they encounter different types of distractions than at the office. Distractions range from family members and pets to stray thoughts going through our heads. Its helpful to identify these distractions early and learn some simple strategies to minimize them before they get out of hand.

10 min.

HR27: Remote Working: Setting Up Your Office

Working from home is relatively new and not every employee understands the benefits of establishing a dedicated space where they can work and stay focused. Learning simple tips on setting up a remote office and some pitfalls to avoid helps employees transition successfully to remote work.

9 min.

HR28: Remote Working: Successful Team Management

With more and more employees working remotely, managers are discovering the need to understand the changes remote employees are experiencing and what changes they need to make in their own management style. This includes ensuring their team has the technology tools, communication channels, and support they need to work efficiently offsite. Experience and time will aid this adjustment, but managers can get up to speed more quickly when they learn already established strategies and effective techniques to manage a remote team.

11 min.

HR29: Remote Working: Successful Teamwork

A remote team may feel a little, well, remote. But there are strategies for collaborating effectively using communication technology and adjusting work behaviors. Learning how to reach out (and when), taking advantage of virtual meetings, and establishing a few rules everyone can live by can make the difference between working alone and working with a team.

7 min.

HR30: Remote Working: Virtual Meeting Etiquette

Before your next virtual meeting gets underway, make certain your employees know whats expected of them. Meeting virtually can be more relaxed but professional behavior and courtesy are still requirements during a business meeting. Everyone should know the dos and donts of virtual meeting etiquette.

10 min.

HR31: Cybersecurity in the Workplace

No organization wants to leave itself open to attack by a cybercriminal. In addition to investing in cybersecurity technology, organizations must enlist the help of every employee with access to a computer. An employee unaware of the danger could open an email, click on a link, and unwittingly give a cybercriminal access to your company data. Employees must learn and become familiar with the common methods and tools hackers use in their attempts to breach your companys security and what each employee can do to keep your data safe.

27 min.

HR32: Harassment Awareness: Leadership and Accountability

Company supervisors are responsible for helping management create and maintain a safe, respectful, and inclusive work environment. When supervisors witness any type of harassment, or if an employee comes to that supervisor reporting abusive behavior, the supervisor must know how to respond properly. Supervisors then need to know how to investigate the allegations, document the procedure, and take the next steps to stop the harassment. Recognizing, preventing, and responding properly to all types of discrimination and harassment, including sexual, is an important part of any supervisor's role.

63 min.

HR33: Harassment Awareness: Respect in the Workplace

All employees have the legal right to a safe, respectful, and inclusive work environment. Employers understand this type of environment improves employee health and well-being, enhances productivity, attracts talent, lowers costs, and a host of other benefits. Employers provide training to help employees understand these rights and their responsibilities. Training helps them acquire practical skills for recognizing, preventing, and responding to harassment of all kinds. Whether an employee is a victim of abuse or a bystander noticing an abusive situation, there are ways to report, intervene, and stop any humiliating or frightening harassment behavior. This benefits everyone in the organization.

64 min.

HEALTH & WELLNESS

HW01: Alcohol Awareness

Most, if not all workplaces have a zero-tolerance for alcohol, but the effect it can have on your employees in their personal lives can still be a negative factor at work. This course presents the facts about alcohol consumption and defines the difference between use and abuse. It explains both the short and long-term effects of alcohol on the body and mind and discusses the signs and symptoms of intoxication and alcohol abuse so employees can recognize them and take action. With this information, employees can think about their choices and be encouraged to make responsible and safe decisions.

42 min.

HW02: Diet and Exercise

Diet and exercise are the keys to staying healthy. Sometimes it just takes a review of the basics to remind us that this is an achievable goal. This course offers nutrition information employees can easily understand and use in their day-to-day meal planning. It also discusses the health benefits to be derived from adding more activity to your lifestyle, in addition to offering exercise examples and ideas on how to get started.

11 min.

HW04: Tobacco and Smoking

Tobacco use can lead to many health issues and is the single most preventable cause of death in the U.S. In this course, we will describe the health effects of both smoking and smokeless tobacco. We will also discuss the benefits of quitting smoking, as well as tips and resources for smoking cessation.

20 min.

HW03: Stress

Stress is recognized as a normal part of life, but when it becomes excessive, debilitating, or overwhelming, it needs to be managed and controlled. This course defines stress, explains where it can originate, identifies different types and effects of negative stress, and offers strategies to effectively manage and cope.

12 min.