



Our covered tasks are designed to meet or exceed the DOT requirements for Operator Qualification

CT0031	Inspect and Monitor Galvanic Ground Beds/Anodes	CT100	Cold Cutting	CT36.6	Install Mechanical Coupling
* CT01	Conducting Annual Cathodic Protection Surveys	CT101	Operate and Maintain Closure Devices	CT36.7	Perform Hot Tapping
CT01.2	Measure Structure-to-Electrolyte Potential	CT1081	Tapping a Pipeline (Tap Diameter 2 Inches or Less)	CT36.8	Install Pipeline Plugs
* CT02	Maintain Test Leads	CT1082	Install Completion Plugs (Tap Diameter 2 Inches or Less)	CT36.9	Install Completion Plugs
CT0221	Inspect, Test and Maintain Temperature Transmitters	CT11	Inspect and Calibrate Overfill Protective Devices	CT37	Conduct Pressure Test
CT0241	Operate, Maintain, and Configure Flow Computers	CT110	Grinding, Sanding, or Buffing on Steel Pipeline	* CT38	Maintenance Welding on Pipelines
CT0261	Inspection, Testing, and Corrective and Preventative Maintenance of Tank Gauging	CT12	Internal Corrosion Remediation	* CT39	Operations of a Pipeline System
* CT0271	Prove Flow Meters	CT1291	Locate Underground Pipelines	* CT39F	Field Operations of a Pipeline System
CT0271WD	Prove Flow Meters for Hazardous Liquid Leak Detection: Water Draw	CT13	Inspect Internal Pipe Surfaces	* CT40	Computational Pipeline Monitoring (CPM)
* CT0281	Maintain Flow Meters	CT1301	Install and Maintain Pipeline Markers	* CT41	Operate Pressure Relieving Devices for Launching and Receiving Facilities
CT0281C	Maintain Flow Meters: Coriolis	* CT14	Application and Repair of External Coatings	* CT42	Performing Maintenance on Valves
CT0281M	Maintain Flow Meters: Magmeter	* CT15	Place and Maintain Line Markers	* CT43	Perform Flange Bolting Procedures
CT0281O	Maintain Flow Meters: Orifice	CT16A	Inspect Surface Conditions of Right-of-Way and Perform Leak Surveys (Aerial Patrols)	* CT44	Tubing and Tube Fitting, Handling, and Installation
CT0281PD	Maintain Flow Meters: Positive Displacement	* CT16G	Inspecting Surface Conditions of Right-of-Way and Perform Leak Surveys for Gas Pipelines	* CT45	Perform Leakage Survey
CT0281T	Maintain Flow Meters: Turbine	CT16L	Inspecting Surface Conditions of Right-of-Way and Perform Leak Surveys for Liquid Pipelines	CT46	Vault Maintenance
CT0281TM	Maintain Flow Meters: Thermal Mass	CT17	Inspect Navigable Waterway Crossings	* CT47	Install Electrical Insulating Device
CT0281U	Maintain Flow Meters: Ultrasonic	* CT18	Inspection of Breakout Tanks	* CT48	Purge a Pipeline
CT0281V	Maintain Flow Meters: Vortex	* CT19	Provide Temporary Marking of Buried Pipeline Prior to Excavation	CT49	Operate Air Movers
CT0291	Inspect, Test and Maintain Gravimeters and Densimeters	* CT20	Inspection Following Excavation Activities and Leak Survey after Blasting	CT50	Testing an Emergency Shutdown Device
* CT03	Inspect Cathodic Protection Rectifiers	CT21	Provide Security for Pipeline Facilities	CT51	Perform Incremental Pressure Increases to Uprate MAOP
* CT04	Cathodic Protection Rectifier Maintenance and Repair	* CT22	Inspect Valves	* CT52	Operate Odorant Equipment
* CT0451	Manual Startup and Shutdown of Pumps	* CT23	Repair Valves	CT54	Gas Detection and Alarm System Maintenance and Performance Testing
* CT05	Electrically Inspect Bare Pipe	CT24	Inspect, Test and Calibrate Relief Valves	* CT55	Isolation of a Gas Compressor Unit
CT0591	Leak Test at Operating Pressure	CT25	Maintain/Repair Relief Valves	CT56	Compressor Station Inspection and Testing of Remote Control Shutdown Devices
* CT06.2	Inspection of Coatings	CT26	Inspect, Test and Calibrate Pressure Limiting Devices	* CT57	Startup, Shutdown, and Operation of Turbine Driven Gas Compressor Unit
* CT06.3	Perform Surface Preparation	CT26.3	Inspect, Test, and Calibrate Pressure Limiting Devices	* CT58	Start-up, Shutdown, and Operation of an Engine Driven Gas Compressor Unit
* CT06.4	Perform Coating Application	CT26.4	Maintain and Repair Pressure Limiting Devices	* CT59	Install and Monitor Vapor Barriers
! CT0601	Perform NDT: Radiographic Testing	CT27	Inspect, Test and Calibrate Pressure Switches and Transmitters	CT60	General Abnormal Operating Conditions
CT0611	Perform NDT: Liquid Penetrant Testing	CT28	Verifying or Setting Protection Parameters for Programmable Controllers and/or Instrumentation Control Loops	* CT61	Documentation, Reporting, and OQ Recordkeeping
! CT0621	Perform NDT: Magnetic Particle Testing	* CT29	Moving In-Service Pipe	CT62	Inspecting and Remediating Pipeline Hazard Protection
CT0631	Perform NDT: Ultrasonic Testing	CT30	Inspect Existing Pipe Following Movement	CT63	Inspect Tank Pressure Vacuum Breakers
! CT0634	Perform NDT: Magnetic Flux Leakage of Breakout Tanks	* CT31	Inspection of Clearance of Existing Pipe to Underground Structures	CT65	Damage Prevention During Excavation Activities By or On Behalf of the Operator
! CT0636	Perform NDT: Vacuum Box Inspection of Tank Welds	* CT32	Abandoning, Safe Disconnect, Purging, and Sealing of Pipeline Facilities	CT70	Join Plastic Pipe: Butt Heat Fusion
CT06J	Electrical Inspection of Coatings	* CT33	Installation, Replacement, or Repair of Support Structures on Existing or New Aboveground Components	CT71	Join Plastic Pipe: Sidewall Heat Fusion
* CT07	Measure Wall Thickness	* CT34	Inspection Activities for Tie-ins, Pipe Replacements, or Other Components Connecting to an Existing Pipeline	CT72	Join Plastic Pipe: Electrofusion
CT0721	Joining of Pipe: Threaded Joints	* CT35	Backfilling a Trench Following Maintenance	CT73	Join Plastic Pipe: Socket Heat Fusion
* CT08	Conducting Cathodic Protection Remediation	CT36.2	Install Welded Tight Fitting Sleeves	CTCLF	Catastrophic Line Failure
* CT09	Monitoring for Internal Corrosion	CT36.3	Perform Over-sleeve Repair	CTCRE	Control Room Emergency Response
CT09.3	Collecting a Sample of Pipeline Contents	CT36.4	Perform Composite Wrap Sleeve Repair	OQ-EVAL-Doc	Correctly Document Skills Assessment Forms
* CT10	Inspect (Examine) Buried Pipe When Exposed	CT36.5	Install Mechanical Split Sleeve Repair		

! Coming Soon

\* Includes Partial Skills Assessments



<b>CT0031</b>	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.
<b>CT01</b>	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.
<b>CT01.2</b>	Measure Structure-to-Electrolyte Potential	Explains and evaluates elements of cathodic protection surveys, measuring structure-to-electrolyte potential, and potential abnormal operating conditions.
<b>CT02</b>	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.
<b>CT0221</b>	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.
<b>CT0241</b>	Operate, Maintain, and Configure Flow Computers	Explains and evaluates operation, maintenance, and configuration of flow computers and potential abnormal operating conditions.
<b>CT0261</b>	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.
<b>CT0271</b>	Prove Flow Meters	Explains and evaluates flow meter proving, establishing repeatability, calculating meter factor, and potential abnormal operating conditions.
<b>CT0281</b>	Maintain Flow Meters	Explains and evaluates flow meter maintenance, device removal and reinstallation, performing meter loop integrity check, and potential abnormal operating conditions.
<b>CT0291</b>	Inspect, Test and Maintain Gravimeters and Densitometers	Explains and evaluates inspecting, testing, calibrating, and maintaining gravimeters and densitometers, calculating density correction factor, removing and reinstalling device, performing loop integrity check, and potential abnormal operating conditions.
<b>CT03</b>	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.
<b>CT04</b>	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.
<b>CT0451</b>	Manual Startup and Shutdown of Pumps	Explains and evaluates verifying pumps, performing prestart, post-start, and post-run inspections, manually starting up and shutting down pumps at the driver control panel, and potential abnormal operating conditions.
<b>CT05</b>	Electrically Inspect Bare Pipe	Explains and evaluates inspection interval, measuring soil resistivity and soil-to-soil potential, and potential abnormal operating conditions.
<b>CT0591</b>	Leak Test at Operating Pressure	Explains and evaluates performing gas leakage surveys, leak tests at operating pressure, and potential abnormal operating conditions.
<b>CT06.2</b>	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.
<b>CT06.3</b>	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.
<b>CT06.4</b>	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.
<b>CT0601</b>	Perform NDT: Radiographic Testing	COMING SOON*





<b>CT0611</b>	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.
<b>CT0621</b>	Perform NDT: Magnetic Particle Testing	COMING SOON*
<b>CT0631</b>	Perform NDT: Ultrasonic Testing	Explains and evaluates performing ultrasonic testing, evaluating results for indications, and recognizing and reacting to abnormal operating conditions.
<b>CT0634</b>	Perform NDT: Magnetic Flux Leakage of Breakout Tanks	COMING SOON*
<b>CT0636</b>	Perform NDT: Vacuum Box Inspection of Tank Welds	COMING SOON*
<b>CT06J</b>	Electrical Inspection of Coatings	Explains and evaluates grounding structures and detectors, determining minimum effective voltage, operating voltage detectors, and potential abnormal operating conditions.
<b>CT07</b>	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.
<b>CT0721</b>	Joining of Pipe: Threaded Joints	Explains and evaluates choosing, connecting, and inspecting threaded joints and potential abnormal operating conditions.
<b>CT08</b>	Conducting Cathodic Protection Remediation	Explains and evaluates installing electrical bonds, galvanic and impressed current an-odes, transformer/rectifiers, and test stations, conducting thermite welding procedures, locating, monitoring, and clearing shorted casing, and potential abnormal operating conditions.
<b>CT09</b>	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.
<b>CT09.3</b>	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.
<b>CT10</b>	Inspect (Examine) Buried Pipe When Exposed	Explains and evaluates inspecting pipe and components for physical damage, coating damage, corrosion, and potential abnormal operating conditions.
<b>CT100</b>	Cold Cutting	Explains and evaluates equipment installation, cutting on empty, depressurized pipeline, and potential abnormal operating conditions.
<b>CT101</b>	Operate and Maintain Closure Devices	Evaluates opening, closing, and maintaining closure devices and recognizing and reacting to abnormal operating conditions.
<b>CT1081</b>	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.
<b>CT1082</b>	Install Completion Plugs (Tap Diameter 2 Inches or Less)	
<b>CT11</b>	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.
<b>CT110</b>	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.
<b>CT12</b>	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.





<b>CT1291</b>	Locate Underground Pipelines	Explains and evaluates determining right-of-way access, locating underground pipelines, determining pipeline depth, and potential abnormal operating conditions.
<b>CT13</b>	Inspect Internal Pipe Surfaces	Explains and evaluates recognizing common types of internal corrosion, their mechanisms, and potential abnormal operating conditions.
<b>CT1301</b>	Install and Maintain Pipeline Markers	Explains and evaluates installing, inspecting, and maintaining line markers, determining right-of-way access, and potential abnormal operating conditions.
<b>CT14</b>	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.
<b>CT15</b>	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.
<b>CT16A</b>	Inspect Surface Conditions of Right-of-Way and Perform Leak Surveys (Aerial Patrols)	
<b>CT16G</b>	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.
<b>CT16L</b>	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.
<b>CT17</b>	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.
<b>CT18</b>	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.
<b>CT19</b>	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.
<b>CT20</b>	Inspection Following Excavation Activities and Leak Survey after Blasting	Explains and evaluates inspecting after excavating, performing leak surveys, utilizing leak survey techniques, monitoring for pressure loss, and potential abnormal operating conditions.
<b>CT21</b>	Provide Security for Pipeline Facilities	Explains and evaluates providing security for pipeline facilities and potential abnormal operating conditions.
<b>CT22</b>	Inspect Valves	Explains and evaluates locating valves, isolating leaks, performing function tests, performing routine maintenance, and potential abnormal operating conditions.
<b>CT23</b>	Repair Valves	Explains and evaluates repairing valves and actuators/operators and potential abnormal operating conditions.
<b>CT24</b>	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.
<b>CT25</b>	Maintain/Repair Relief Valves	Explains and evaluates disassembling, cleaning, inspecting, repairing, and replacing internal components of a relief valve, and potential abnormal operating conditions.
<b>CT26</b>	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.
<b>CT26.3</b>	Inspect, Test, and Calibrate Pressure Limiting Devices	The purpose of this module is to evaluate an individual with regard to the procedures and methods of inspecting, testing, and calibrating pressure limiting devices.





<b>CT26.4</b>	Maintain and Repair Pressure Limiting Devices	The purpose of this module is to evaluate an individual with regard to the procedures and methods of maintaining and repairing pressure limiting devices.
<b>CT27</b>	Inspect, Test and Calibrate Pressure Switches and Transmitters	Explains and evaluates inspecting, testing, and calibrating pressure switches and transmitters and potential abnormal operating conditions.
<b>CT28</b>	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.
<b>CT29</b>	Moving In-Service Pipe	Explains and evaluates preparing for pipeline movement activities, moving in-service pipe, and potential abnormal operating conditions.
<b>CT30</b>	Inspect Existing Pipe Following Movement	Explains and evaluates inspecting pipeline for secondary stresses, physical damage, corrosion, and coating damage and potential abnormal operating conditions.
<b>CT31</b>	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.
<b>CT32</b>	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.
<b>CT33</b>	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.
<b>CT34</b>	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.
<b>CT35</b>	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.
<b>CT36.2</b>	Install Welded Tight Fitting Sleeves	Explains and evaluates confirming surface preparation, sleeve type, length, and material, fitting sleeve, and potential abnormal operating conditions.
<b>CT36.3</b>	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.
<b>CT36.4</b>	Perform Composite Wrap Sleeve Repair	Explains and evaluates confirming surface preparation, installing composite wrap sleeve, and potential abnormal operating conditions.
<b>CT36.5</b>	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.
<b>CT36.6</b>	Install Mechanical Coupling	Explains and evaluates confirming surface preparation, sleeve length, and material, installing mechanical couplings, and potential abnormal operating conditions.
<b>CT36.7</b>	Perform Hot Tapping	Explains and evaluates installing and removing hot tap assembly, operating hot tap equipment, and potential abnormal operating conditions.
<b>CT36.8</b>	Install Pipeline Plugs	Explains and evaluates installing plugging assembly, inserting and removing plug, monitoring pressure, removing plugging assembly, and potential abnormal operating conditions.
<b>CT36.9</b>	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.
<b>CT37</b>	Conduct Pressure Test	Explains and evaluates performing a pressure test, analyzing test data, depressurizing and drying pipe, and potential abnormal operating conditions.





# TOPSIDE

<b>CT38</b>	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.
<b>CT39</b>	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.
<b>CT39F</b>	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.
<b>CT40</b>	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.
<b>CT41</b>	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.
<b>CT42</b>	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.
<b>CT43</b>	Perform Flange Bolting Procedures	Explains and evaluates identifying hazards, performing hot bolting and flange assembly procedures, and potential abnormal operating conditions.
<b>CT44</b>	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.
<b>CT45</b>	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.
<b>CT46</b>	Vault Maintenance	Explains and evaluates performing vault maintenance and potential abnormal operating conditions.
<b>CT47</b>	Install Electrical Insulating Device	Explains and evaluates electrically isolating pipelines from other processes to reduce the risk of corrosion and potential abnormal operating conditions.
<b>CT48</b>	Purge a Pipeline	Explains and evaluates purging hydrocarbons and air from a pipeline, purging pipeline with product, and potential abnormal operating conditions.
<b>CT49</b>	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.
<b>CT50</b>	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.
<b>CT51</b>	Perform Incremental Pressure Increases to Uprate MAOP	Explains and evaluates increasing and monitoring pipeline pressure, performing leak surveys, and potential abnormal operating conditions.
<b>CT52</b>	Operate Odorant Equipment	Explains and evaluates determining odorant injection rates, testing odorant levels, inspecting, repairing odorant injection systems, and potential abnormal operating conditions.
<b>CT54</b>	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.
<b>CT55</b>	Isolation of a Gas Compressor Unit	Explains and evaluates isolating a gas compressor unit, preparing an isolated compressor unit for start-up, and potential abnormal operating conditions.
<b>CT56</b>	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.





<b>CT57</b>	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.
<b>CT58</b>	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.
<b>CT59</b>	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.
<b>CT60</b>	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.
<b>CT61</b>	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.
<b>CT62</b>	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.
<b>CT63</b>	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.
<b>CT65</b>	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.
<b>CT70</b>	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.
<b>CT71</b>	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.
<b>CT72</b>	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.
<b>CT73</b>	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.
<b>CTCLF</b>	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.
<b>CTCRE</b>	Control Room Emergency Response	Explains identifying hazardous liquids, recognizing abnormal operating conditions, responding to pipeline emergencies, executing emergency response procedures, and coordinating pipeline restart.
<b>OQ-EVAL-Doc</b>	Correctly Document Skills Assessment Forms	Refresher training for evaluators regarding conducting performance evaluations appropriately and correctly documenting the evaluation on a skills assessment form.





# UNDERWATER



These tasks are designed to meet the DOT requirements for Operator Qualification for Underwater Covered Tasks

* 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.
* 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.
* 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.
CT04U	Conduct Underwater Cathodic Protection Remediation	Explains and evaluates installing galvanic anodes on submerged pipelines or facilities and potential abnormal operating conditions.
* 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.
* 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.
* 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.
* 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.
* 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.
* CT10U	Inspection of Underwater Pipeline Facilities	Explains and evaluates inspecting pipeline crossings, flanged tie-ins, repairs, and support structures and potential abnormal operating conditions.
* 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.
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.
* CT13U	Perform Underwater Pigging Activities	Explains and evaluates performing basic launching and receiving procedures and potential abnormal operating conditions.
* 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.
* 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.



# WORKPLACE SAFETY



This library features over 90 courses focused on addressing some of the most common safety issues found in the workplace.

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<b>WS01</b>	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. It's 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.
<b>WS02</b>	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.
<b>WS03</b>	Accident Investigation	Every day, more than 12 workers die on the job. More than 4 million workers suffer a serious job-related injury each year. Accidents are caused by unsafe conditions, unsafe behaviors, or a combination of both. To prevent accidents from happening, we need to understand why they occurred. This course presents a systematic approach to accident investigation and follow-through that will help identify why an accident occurred and what can be done to prevent it from happening again.
<b>WS04</b>	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.
<b>WS05</b>	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.
<b>WS06</b>	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.
<b>WS07</b>	Alcohol Awareness	Alcohol is used in many different circumstances in our culture. When used in moderation, alcohol can be beneficial. However, overuse can become abuse. In this course, we will explain both the short and long-term effects alcohol has on your body. Also, we'll discuss the signs and symptoms of intoxication and alcohol abuse in both yourself and others. Lastly, we'll look at ways to make wise choices about alcohol consumption, including how to cope with dependence.
<b>WS08</b>	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.
<b>WS09</b>	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.
<b>WS10</b>	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.
<b>WS11</b>	Back Injury Prevention (Spanish)	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.
<b>WS12</b>	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.
<b>WS13</b>	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.
<b>WS14</b>	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.





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<b>WS15</b>	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.
<b>WS16</b>	Bloodborne Pathogen Safety (Spanish)	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.
<b>WS17</b>	Cold Stress	Working in cold environments—indoors or outdoors—can create dangerous working conditions that can result in serious health issues. In this course, we concentrate on how to make a cold environment a safer place in which to work, including preparation and PPE, symptoms of cold stress, and emergency response to cold-related health concerns.
<b>WS18</b>	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.
<b>WS19</b>	Confined Spaces	Workers may encounter hazards while working in confined spaces. This course will define the differences between permit confined and non-permit confined spaces, as well as explain employer and employee confined space responsibilities. The course will also describe confined space worker types, hazards of working in confined spaces, the purpose of an entry permit, and how to test and evaluate confined spaces. Additionally, the course will list the criteria for evaluating and selecting a rescue services provider.
<b>WS20</b>	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).
<b>WS21</b>	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.
<b>WS22</b>	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.
<b>WS23</b>	Electrical Safety (Spanish)	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.
<b>WS24</b>	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.
<b>WS25</b>	Emergency Action Planning	Whether caused by a natural disaster or man-made, the best time to plan for a workplace emergency is before it happens. Participants of this course learn to distinguish between different types of emergencies, how to follow emergency response procedures, and the basics of a clear and well-communicated Emergency Action Plan.
<b>WS26</b>	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.
<b>WS27</b>	Emergency Action Planning and Fire Safety (Spanish)	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.
<b>WS28</b>	Ergonomics	Musculoskeletal Disorders (MSDs) are injuries and disorders that affect the human body's movement. Each year, 1.8 million workers in the United States report MSDs, resulting in missed work, lost wages, and workers' compensation claims. This course explores common causes of MSDs and how an ergonomics program can be used to prevent injuries. Topics include common MSDs, risk factors and work activities that can lead to MSDs, and controls and work practices to reduce or eliminate the risk of injury.





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<b>WS29</b>	Ergonomics (Spanish)	Musculoskeletal Disorders (MSDs) are injuries and disorders that affect the human body's movement. Each year, 1.8 million workers in the United States report MSDs, resulting in missed work, lost wages, and workers' compensation claims. This course explores common causes of MSDs and how an ergonomics program can be used to prevent injuries. Topics include common MSDs, risk factors and work activities that can lead to MSDs, and controls and work practices to reduce or eliminate the risk of injury.
<b>WS30</b>	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.
<b>WS31</b>	Fall Protection Part 1 (Spanish)	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.
<b>WS32</b>	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.
<b>WS33</b>	Fall Protection Part 2 (Spanish)	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.
<b>WS34</b>	Fire Safety	Every year, there are an estimated 42,800 fires in or at industrial or manufacturing facilities throughout the United States. This course helps provide an understanding of the principles of fire and proper extinguishing techniques. Topics include the combustion process, the different fire classes, fire extinguisher types, operating procedures, capabilities, and limitations, basic firefighting concepts, and the key elements of a Fire Safety program.
<b>WS35</b>	Fire Safety (Spanish)	Every year, there are an estimated 42,800 fires in or at industrial or manufacturing facilities throughout the United States. This course helps provide an understanding of the principles of fire and proper extinguishing techniques. Topics include the combustion process, the different fire classes, fire extinguisher types, operating procedures, capabilities, and limitations, basic firefighting concepts, and the key elements of a Fire Safety program.
<b>WS36</b>	First Aid Basics	If an emergency situation occurred at your workplace, would you know what to do? While this course is not a replacement for lifesaving, first-responder, or CPR training, we will cover situations in which you may be able to offer first aid. We will look at how to recognize emergencies that may occur and following priorities in rendering aid. We will also cover the steps of delivering basic first aid in a variety of situations.
<b>WS37</b>	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.
<b>WS38</b>	Hand and Power Tool Safety	Hand and power tools are used every day for many different kinds of jobs. Since they're not the largest or most complicated tools on a job site, it may be easy to overlook them, but these tools can do serious damage if you're not careful and well-trained on their use.
<b>WS39</b>	Hand, Wrist, and Finger Safety	Your hands are perhaps the most useful, but also the most vulnerable, tool you have. There are many potential hazards that can lead to injuries of your hands, wrists or fingers. In this course, we will cover the risks and hazards to hands, wrists and fingers. Additionally, we'll look at precautions to prevent injuries to hands, wrists and fingers and also how to properly select and care for hand protection equipment.
<b>WS40</b>	Hazard Communication	OSHA's Hazard Communication Standard (HCS) requires employers to have a hazard communication program to protect employees from chemical hazards. This course provides an overview of the HCS and its alignment with the provisions of the Globally Harmonized System of Classification and Labeling of Chemicals. Topics include the purpose and requirements of the HCS, requirements and purposes of warning labels, and how to read and use Safety Data Sheets.
<b>WS41</b>	Hazard Communication (Spanish)	OSHA's Hazard Communication Standard (HCS) requires employers to have a hazard communication program to protect employees from chemical hazards. This course provides an overview of the HCS and its alignment with the provisions of the Globally Harmonized System of Classification and Labeling of Chemicals. Topics include the purpose and requirements of the HCS, requirements and purposes of warning labels, and how to read and use Safety Data Sheets.
<b>WS42</b>	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.





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<b>WS43</b>	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.
<b>WS44</b>	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.
<b>WS45</b>	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.
<b>WS46</b>	Housekeeping for Workplace Safety	Good housekeeping is not just about tidiness—it's about safety, efficiency, and ensuring the best working conditions for the whole company. When your team follows a proper housekeeping and organizing routine, you save time, money, space, and materials, increase quality and productivity, and reduce the chances for expensive incidents, injuries, and regulatory fines.
<b>WS47</b>	Hydrogen Sulfide	Hydrogen Sulfide (H <sub>2</sub> S) 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 H <sub>2</sub> S, the effects of exposure, and describes how to protect yourself. It also includes the NIOSH and OSHA permissible exposure limits.
<b>WS48</b>	Industrial Ergonomics	When proper ergonomics are not used, workers in construction, maritime, or general industries may experience Musculoskeletal Disorders. MSDs 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.
<b>WS49</b>	Injury and Illness Prevention Programs (I2P2)	An Injury and Illness Prevention Program (I2P2) is an important component of any safe workplace. In this course, we'll discuss what I2P2 is and where it came from. We'll identify the six core elements of a good I2P2 plan, and discover how you are already using I2P2 in your job, as well as how you can use it more effectively. Lastly, we'll explore ways of sharing the benefits of an I2P2 plan with others in order to encourage their safety and health.
<b>WS50</b>	Intro to OSHA	The mission of the Occupational Safety and Health Administration (OSHA) is to assure safe and healthful working conditions for people by setting and enforcing standards, and providing training, outreach, education, and assistance. This course covers the different types of OSHA standards and how they are used, worker and employer rights and responsibilities, and other helpful worker safety and health resources.
<b>WS51</b>	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.
<b>WS52</b>	Ladder Safety	Ladders are a simple and essential workplace tool, however many workers can become injured and fall when using them. Falls can happen when either the wrong type of ladder is selected or when the ladder is not set up correctly. This course will explain how to identify the right ladder for the job and describe how to set up and use ladders safely.
<b>WS53</b>	Ladder Safety (Spanish)	Ladders are a simple and essential workplace tool, however many workers can become injured and fall when using them. Falls can happen when either the wrong type of ladder is selected or when the ladder is not set up correctly. This course will explain how to identify the right ladder for the job and describe how to set up and use ladders safely.
<b>WS54</b>	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.
<b>WS55</b>	Loading Dock Safety (Spanish)	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.
<b>WS56</b>	Lockout Tagout	OSHA's Lockout/Tagout (LOTO) standard exists to prevent the release of hazardous energy during equipment maintenance. This course explains the objectives of the LOTO standard, and lists the employee classifications and activities it covers. The course also summarizes LOTO training and energy control programs, describes protective devices used to isolate energy sources, and explains correct procedures for applying and removing LOTO.





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<b>WS57</b>	Lockout Tagout (Spanish)	OSHA's Lockout/Tagout (LOTO) standard exists to prevent the release of hazardous energy during equipment maintenance. This course explains the objectives of the LOTO standard, and lists the employee classifications and activities it covers. The course also summarizes LOTO training and energy control programs, describes protective devices used to isolate energy sources, and explains correct procedures for applying and removing LOTO.
<b>WS58</b>	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.
<b>WS59</b>	Machine Guarding (Spanish)	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.
<b>WS60</b>	Materials Handling Safety	One of the leading causes of workplace injuries is materials handling. Handling materials and product improperly can lead to back injuries as well as other sprains and strains, fracture, bruises, and cuts. This course demonstrates how to prevent these injuries. Topics include repetitive motion risk factors, safe lifting techniques, safety precautions when handling chemicals, working powered industrial trucks and forklifts, and using slings and overhead cranes.
<b>WS61</b>	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.
<b>WS62</b>	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.
<b>WS63</b>	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.
<b>WS64</b>	Office Safety	Is working in an office dangerous? Most people would say, 'No.' But offices are full of hidden and not so hidden dangers that can impact your employees' health, safety, and ability to do their job. The safe work practices covered in this course will help your employees recognize and minimize potential hazards in your office and reduce the frequency and severity of risks.
<b>WS65</b>	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.
<b>WS66</b>	Pallet Jacks	Using a pallet jack carries risks, either to yourself or to your cargo. This course covers pallet jack safety for Class-3 powered industrial pallet jacks as well as non-powered pallet jacks. We will learn the proper inspections and maintenance procedures that can prevent hazards. We will also describe how to use a pallet jack to lift, move and lower loads.
<b>WS67</b>	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.
<b>WS68</b>	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.
<b>WS69</b>	Powered Industrial Trucks (Forklifts) Overview (Spanish)	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.
<b>WS70</b>	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.





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<b>WS71</b>	PPE (Spanish)	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.
<b>WS72</b>	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, we'll learn what PTAs and DTAs are and what is included in each. We'll also describe how PTAs and DTAs are performed and who is responsible for each. Lastly, we'll discover how PTAs and DTAs help keep your work crew safe.
<b>WS73</b>	Pre-Task and Daily-Task Analyses (Spanish)	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, we'll learn what PTAs and DTAs are and what is included in each. We'll also describe how PTAs and DTAs are performed and who is responsible for each. Lastly, we'll discover how PTAs and DTAs help keep your work crew safe.
<b>WS74</b>	Preventing Overexertion, Strains, and Sprains	You work hard at your job every day, but if you push your body too far, you could be at risk for overexertion, strains or sprains. In this course, we will describe what overexertion is and how it affects you. We will also explain what activities can cause overexertion and what the warning signs are. Lastly, we will cover the steps you can take to prevent overexertion while working.
<b>WS75</b>	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.
<b>WS76</b>	Respiratory Protection	Gases, vapors, dusts, fumes, smoke, and sprays can present respiratory hazards, all of which can be hazardous to your health. In this course, we will explain when respirators are required and discuss the most common types of respirators. Additionally, we'll review the inspection process you need to follow each time you use a respirator, as well as the procedures for using respirators in immediately dangerous to life or health situations.
<b>WS77</b>	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.
<b>WS78</b>	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.
<b>WS79</b>	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.
<b>WS80</b>	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.
<b>WS81</b>	Slips, Trips, Falls (Spanish)	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.
<b>WS82</b>	Spill Prevention, Control, and Countermeasure (SPCC)	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.
<b>WS83</b>	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.
<b>WS84</b>	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.





# WORKPLACE SAFETY

<b>WS85</b>	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.
<b>WS86</b>	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.
<b>WS87</b>	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.
<b>WS88</b>	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.
<b>WS89</b>	Universal Waste	Handling your company's universal waste is an important job, as incorrect handling can lead to safety risks, legal consequences and environmental harm. In this course, we'll cover how to identify different types of universal waste, as well as some of the risks and hazards associated with them. We'll also learn how to correctly label, store and ship universal waste. Lastly, we'll 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.
<b>WS90</b>	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.
<b>WS91</b>	Walking Working Surfaces (Spanish)	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.
<b>WS92</b>	Warehouse Safety	Warehouses are bustling work environments, with people and equipment moving materials around at a fast pace. This makes them potentially hazardous. Being able to identify warehouse hazards is the essential first step in maintaining employee safety. By taking this course, workers will learn how to reduce their risk of incident or injury by identifying warehouse hazards and taking the appropriate steps to protect themselves.
<b>WS93</b>	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.
<b>WS94</b>	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.
<b>WS95</b>	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.
<b>WS96</b>	Workplace Safety Orientation (Spanish)	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.
<b>WS97</b>	Workplace Violence Prevention	For the past thirty years, violence in the workplace has been a leading cause of workplace injuries and deaths. Close to 2 million workers are injured and almost 800 die each year from violence in the workplace, while many more cases go unreported. With training and preparation, you can be better equipped to stay safe in violent situations.
<b>WS100</b>	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.





# WORKPLACE SAFETY

<b>WS101</b>	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.
<b>WS73S</b>	Scaffolding Safety (Spanish)	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.
<b>WS98</b>	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.
<b>WS99</b>	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.





# FATIGUE MANAGEMENT



These courses are designed to meet DOT requirements and explore the dangers of and how to prevent operational fatigue.

**FMS001** Sleep Basics - Fatigue Management Series

This course provides Control Room personnel with basic information on the physiological and behavioral effects of fatigue.

**FMS002** Operational Fatigue Risk Factors - Fatigue Management Series

This course provides Control Room personnel with information on the dangers of operational fatigue and steps that can be taken to prevent it.

**FMS004** Fatigue Countermeasure Review - Fatigue Management Series

This course provides Control Room personnel with information on fatigue countermeasures that work and some that are being researched, require supervision, or are ineffective. When combined with other courses in the Fatigue Management Series, these courses provide information on sleep basics, the dangers of operational fatigue and steps to prevent it, and management program components.

**FMS005** Fatigue Management Program Components - Fatigue Management Series

This course provides information on components of a Fatigue Management Program as well as periodic evaluation and refinement of the program.



# HR & LEADERSHIP

<b>FCPA</b>	Foreign Corrupt Practices Act (FCPA)	This training reviews the Foreign Corrupt Practices Act (FCPA). FCPA requires compliance in business dealings throughout the world. You will learn: • What is covered by FCPA • Persons covered by FCPA • Best practices and exceptions • What are bona fide business expenditures • Warning signals for business transactions • Accounting provisions applications
<b>HR01</b>	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.
<b>HR02</b>	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.
<b>HR03</b>	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.
<b>HR04</b>	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.
<b>HR05</b>	Delivering Feedback	The information in this course is designed to help learners develop skills and confidence when delivering feedback. Participants will learn ways to differentiate between formal and informal feedback, avoid or minimize surprises when delivering feedback, make sure they are maximizing the impact of positive and constructive feedback, document feedback discussions and related employee behavior, and provide feedback to more senior leaders.
<b>HR06</b>	Drug-Free Workplace Part 1	Substance abuse takes a toll on an abuser and the workplace, affecting coworkers, supervisors, and the company as a whole. Part One of this three-part course explains direct and indirect costs of substance abuse, outlines policies that support a drug-free workplace, and describes employer and supervisor workplace responsibilities.
<b>HR07</b>	Drug-Free Workplace Part 2	Substance abuse takes a toll on an abuser and the workplace, affecting coworkers, supervisors, and the company as a whole. Part Two of this three-part course will explain the signs of substance abuse and the emotional, mental, and physical effects. You will also learn how to reduce both personal and professional substance abuse risks.
<b>HR08</b>	Drug-Free Workplace Part 3	Substance abuse takes a toll on an abuser and the workplace, affecting coworkers, supervisors, and the company as a whole. In the final part of this three-part course, you will learn how to avoid enabling behavior and abuser traps, and how to carry out an intervention.
<b>HR09</b>	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.
<b>HR10</b>	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.
<b>HR11</b>	Sexual Harassment Part 1	Everyone wants to work in a safe, productive, and supportive environment. Sexual harassment and other types of abuse, however, create an unsafe and unproductive environment. In this course, you will learn what harassment is and what to do if you witness or experience harassment in the workplace. We will explore the responsibilities of both employees and leaders, as well as state and federal laws. Lastly, we will explain the potential legal outcomes of harassment claims and how to avoid or limit potential damage from harassment.
<b>HR12</b>	Sexual Harassment Part 2	There is a lot to learn when it comes to the laws and legal ramifications of sexual harassment. In this course, we offer a more in-depth look at sexual harassment, abusive conduct, bullying, and who can be a victim in legal terms. We explore state-specific harassment laws, as well as the potential consequences of harassment. The course concludes with a look at strategies for avoiding harassment in the first place and for creating the lowest level of liability for your company.
<b>HR13</b>	Sexual Harassment Part 3	Bullying is a type of harassment and abuse that has become more common in recent years, due, in part, to the advent of social media. This course describes how to identify someone who is experiencing abuse and how to respond to it, as well as how to appropriately report the abuse. Additionally, the course details how to build and implement a policy and a protocol for preventing bullying, cyber-bullying, and other forms of online harassment and abuse.





## HR & LEADERSHIP

<b>HR14</b>	Sexual Harassment Part 4	We all understand that sexual harassment is wrong and that it can carry serious consequences. However, situations may not always be black-and-white. In this course, we will look at several real-life harassment cases, and discover what went wrong, where they sometimes went right, and what might have been done differently to prevent sexual harassment in the first place.
<b>HR15</b>	Workplace Violence Prevention	For the past thirty years, violence in the workplace has been a leading cause of workplace injuries and deaths. Close to 2 million workers are injured and almost 800 die each year from violence in the workplace, while many more cases go unreported. With training and preparation, you can be better equipped to stay safe in violent situations.
<b>HR16</b>	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.
<b>HR17</b>	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.
<b>HR18</b>	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.
<b>HR19</b>	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.
<b>HR20</b>	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.
<b>HR21</b>	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.
<b>HR22</b>	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.
<b>HR23</b>	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. It's 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?





# HEALTH & WELLNESS



This library features courses that take a holistic approach to wellness and overcoming common obstacles to healthy living.

<b>HW01</b>	Alcohol Awareness*	Alcohol is used in many different circumstances in our culture. When used in moderation, alcohol can be beneficial. However, overuse can become abuse. In this course, we will explain both the short and long-term effects alcohol has on your body. Also, we'll discuss the signs and symptoms of intoxication and alcohol abuse in both yourself and others. Lastly, we'll look at ways to make wise choices about alcohol consumption, including how to cope with dependence.
<b>HW02</b>	Diet and Exercise	A sedentary lifestyle and poor nutrition can lead to a higher risk of disease and other health issues. This course explains the risks of a sedentary lifestyle and outlines the benefits of healthy eating and regular exercise.
<b>HW03</b>	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.
<b>HW04</b>	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.



# DRIVER SAFETY



This library features over 60 courses focused on keeping your employees engaged, alert, and confident while driving.

<b>DS01</b>	Accidents and Breakdowns	<b>DS27</b>	Driving Your Brand Spanish	<b>DS53</b>	Seat Belt Safety Micro Course
<b>DS02</b>	Alcohol Awareness	<b>DS28</b>	Extreme Driving Conditions Large Vehicles	<b>DS54</b>	Smartphones and Smarter Driving Micro Course
<b>DS03</b>	Avoiding Rear End Collisions Large Vehicles	<b>DS29</b>	Extreme Driving Conditions Small Vehicles	<b>DS55</b>	Speeding Awareness Large Vehicles
<b>DS04</b>	Avoiding Rear End Collisions Small Vehicles	<b>DS30</b>	Failure to Yield Large Vehicles	<b>DS55F</b>	Speeding Awareness - Large Vehicles (French)
<b>DS05</b>	Backing Large Vehicles	<b>DS31</b>	Failure to Yield Large Vehicles Spanish	<b>DS56</b>	Speeding Awareness Large Vehicles Spanish
<b>DS06</b>	Backing Small Vehicles	<b>DS32</b>	Failure to Yield Small Vehicles	<b>DS57</b>	Speeding Awareness Small Vehicles
<b>DS07</b>	Changing Lanes Large Vehicles	<b>DS33</b>	Failure to Yield Small Vehicles Spanish	<b>DS58</b>	Speeding Awareness Small Vehicles Spanish
<b>DS07F</b>	Changing Lanes - Large Vehicles (French)	<b>DS34</b>	Fifteen Passenger Vans	<b>DS59</b>	Stop Signs and Signals Large Vehicles
<b>DS08</b>	Changing Lanes Large Vehicles Spanish	<b>DS35</b>	Fleet Safety	<b>DS60</b>	Stop Signs and Signals Large Vehicles Spanish
<b>DS09</b>	Changing Lanes Small Vehicles	<b>DS36</b>	Food Service Delivery Driver	<b>DS61</b>	Stop Signs and Signals Small Vehicles
<b>DS10</b>	Changing Lanes Small Vehicles Spanish	<b>DS37</b>	Hazmat Transportation Part 1	<b>DS62</b>	Stop Sign And Signals Small Vehicles Spanish
<b>DS11</b>	Close Quarter Maneuvering Large Vehicles	<b>DS37S</b>	HAZMAT Transportation Part 1 (Spanish)	<b>DS63</b>	Tailgating Awareness Large Vehicles
<b>DS12</b>	Close Quarter Maneuvering Small Vehicles	<b>DS38</b>	Hazmat Transportation Part 2	<b>DS63F</b>	Tailgating Awareness - Large Vehicles (French)
<b>DS13</b>	Closing The Loop	<b>DS38S</b>	HAZMAT Transportation Part 2 (Spanish)	<b>DS64</b>	Tailgating Awareness Large Vehicles Spanish
<b>DS14</b>	Csa Overview	<b>DS39</b>	Hazmat Transportation Part 3	<b>DS65</b>	Tailgating Awareness Small Vehicles
<b>DS15</b>	Csa Overview Spanish	<b>DS39S</b>	HAZMAT Transportation Part 3 (Spanish)	<b>DS66</b>	Tailgating Awareness Small Vehicles Spanish
<b>DS16</b>	Defensive Driving Large Vehicles	<b>DS40</b>	Housekeeping Vehicle Micro Course	<b>DS67</b>	Towing Trailers
<b>DS17</b>	Defensive Driving Large Vehicles Spanish	<b>DS41</b>	Load Securement Part 1 Principles	<b>DS68</b>	Night Driving
<b>DS18</b>	Defensive Driving Small Vehicles	<b>DS42</b>	Load Securement Part 2 Securement Equipment	<b>DS69</b>	Driving Evs
<b>DS18F</b>	Defensive Driving - Small Vehicles (French)	<b>DS43</b>	Overhead Clearance	<b>DS70</b>	Driving Lease Roads
<b>DS19</b>	Defensive Driving Small Vehicles Spanish	<b>DS44</b>	Parking Lot Safety	<b>DS70</b>	Driving Lease Roads
<b>DS20</b>	Delivery Driver Safety	<b>DS45</b>	Pre-Trip Inspections Large Vehicles	<b>DS71</b>	Emergency Maneuvers - Small Vehicle
<b>DS21</b>	Distracted Driving	<b>DS46</b>	Pre-Trip Inspections Small Vehicles	<b>DS72</b>	Roundabouts
<b>DS21F</b>	Distracted Driving (French)	<b>DS47</b>	Pre-Trip Inspections Small Vehicles Spanish	<b>DS80</b>	Responsible Driver Series: Accidents and Breakdowns
<b>DS22</b>	Distracted Driving Spanish	<b>DS48</b>	Reasonable Suspicion Part 1	<b>DS81</b>	Responsible Driver Series: Collisions
<b>DS23</b>	Dot Driver Compliance	<b>DS49</b>	Reasonable Suspicion Part 2	<b>DS82S</b>	Responsible Driver Series: Defensive Driving
<b>DS24</b>	Dot Driver Compliance Spanish	<b>DS50</b>	Reasonable Suspicion Part 3	<b>DS83</b>	Responsible Driver Series: Distracted Driving
<b>DS25</b>	Driver Fatigue	<b>DS51</b>	Road Rage	<b>DS84</b>	Responsible Driver Series: Food Delivery Safety
<b>DS26</b>	Driving Your Brand	<b>DS52</b>	Turning For Trucks	<b>DS85</b>	Responsible Driver Series: Harassment



# DRIVER SAFETY

<b>DS01</b>	Accidents and Breakdowns	You never plan to have an accident or breakdown when you set out on a trip. It can be very inconvenient and made worse if not handled properly. It is important to know what to do in the event of an accident or breakdown on a road or highway. In this course you will learn how to prepare yourself for an accident, breakdown, or other incident while driving, and how to follow correct procedures to remain safe afterwards.
<b>DS02</b>	Alcohol Awareness	Alcohol is used in many different circumstances in our culture. When used in moderation, alcohol can be beneficial. However, overuse can become abuse. In this course, we will explain both the short and long-term effects alcohol has on your body. Also, we'll discuss the signs and symptoms of intoxication and alcohol abuse in both yourself and others. Lastly, we'll look at ways to make wise choices about alcohol consumption, including how to cope with dependence.
<b>DS03</b>	Avoiding 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.
<b>DS04</b>	Avoiding 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.
<b>DS05</b>	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.
<b>DS06</b>	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.
<b>DS07</b>	Changing Lanes Large Vehicles	Changing lanes is one of the most frequent and hazardous actions a driver can take. Changing lanes is necessary for so many reasons - passing another vehicle, merging into the flow of traffic, and exiting a roadway. Any time a vehicle changes lanes, the chance for an accident increases greatly. This course describes the different types of lane changes and explains how to change lanes safely to minimize the risk of a collision.
<b>DS07F</b>	Changing Lanes - Large Vehicles (French)	Changing lanes is one of the most frequent and hazardous actions a driver can take. Changing lanes is necessary for so many reasons - passing another vehicle, merging into the flow of traffic, and exiting a roadway. Any time a vehicle changes lanes, the chance for an accident increases greatly. This course describes the different types of lane changes and explains how to change lanes safely to minimize the risk of a collision.
<b>DS08</b>	Changing Lanes Large Vehicles Spanish	Changing lanes is one of the most frequent and hazardous actions a driver can take. Changing lanes is necessary for so many reasons - passing another vehicle, merging into the flow of traffic, and exiting a roadway. Any time a vehicle changes lanes, the chance for an accident increases greatly. This course describes the different types of lane changes and explains how to change lanes safely to minimize the risk of a collision.
<b>DS09</b>	Changing Lanes Small Vehicles	Changing lanes is one of the most frequent and hazardous actions a driver can take. Changing lanes is necessary for so many reasons - passing another vehicle, merging into the flow of traffic, and exiting a roadway. Any time a vehicle changes lanes, the chance for an accident increases greatly. This course for drivers of small vehicles describes the different types of lane changes and explains how to change lanes safely to minimize the risk of a collision.
<b>DS10</b>	Changing Lanes Small Vehicles Spanish	Changing lanes is one of the most frequent and hazardous actions a driver can take. Changing lanes is necessary for so many reasons - passing another vehicle, merging into the flow of traffic, and exiting a roadway. Any time a vehicle changes lanes, the chance for an accident increases greatly. This course for drivers of small vehicles describes the different types of lane changes and explains how to change lanes safely to minimize the risk of a collision.
<b>DS11</b>	Close Quarter Maneuvering Large Vehicles	Maneuvering a vehicle in close quarters can be tricky. When you're in a busy parking lot or at a distribution center warehouse, backing, pulling forward from a parked position, and turning can all put you at risk for collision. This course for drivers of large vehicles will describe the hazards associated with maneuvering in close quarters and help you identify ways to avoid collisions and injuries when making these maneuvers.
<b>DS12</b>	Close Quarter Maneuvering Small Vehicles	Maneuvering a vehicle in close quarters can be tricky. When you're in a busy parking lot, backing, pulling forward from a parked position, and turning can all put you at risk for a collision. This course for drivers of small vehicles will describe the hazards associated with maneuvering in close quarters and help you identify ways to avoid collisions and injuries when making these maneuvers.
<b>DS13</b>	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.





# DRIVER SAFETY

<b>DS14</b>	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.
<b>DS15</b>	Csa Overview Spanish	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.
<b>DS16</b>	Defensive Driving Large Vehicles	Driving conditions are always changing. Sharp curves, construction zones, other vehicles, pedestrians and bicyclists can come at you at a rapid pace. Drivers must be on the defensive to stay safe. This course will state the major causes of traffic accidents, the most common driving errors and how to prevent them, actions to take to remain in control of the vehicle, and characteristics of defensive driving.
<b>DS17</b>	Defensive Driving Large Vehicles Spanish	Driving conditions are always changing. Sharp curves, construction zones, other vehicles, pedestrians and bicyclists can come at you at a rapid pace. Drivers must be on the defensive to stay safe. This course will state the major causes of traffic accidents, the most common driving errors and how to prevent them, actions to take to remain in control of the vehicle, and characteristics of defensive driving.
<b>DS18</b>	Defensive Driving Small Vehicles	Driving conditions are always changing. Sharp curves, construction zones, other vehicles, pedestrians and bicyclists can come at you at a rapid pace. Drivers must be on the defensive to stay safe. This course will state the major causes of traffic accidents, the most common driving errors and how to prevent them, actions to take to remain in control of the vehicle, and characteristics of defensive driving.
<b>DS18F</b>	Defensive Driving - Small Vehicles (French)	Driving conditions are always changing. Sharp curves, construction zones, other vehicles, pedestrians and bicyclists can come at you at a rapid pace. Drivers must be on the defensive to stay safe. This course will state the major causes of traffic accidents, the most common driving errors and how to prevent them, actions to take to remain in control of the vehicle, and characteristics of defensive driving.
<b>DS19</b>	Defensive Driving Small Vehicles Spanish	Driving conditions are always changing. Sharp curves, construction zones, other vehicles, pedestrians and bicyclists can come at you at a rapid pace. Drivers must be on the defensive to stay safe. This course will state the major causes of traffic accidents, the most common driving errors and how to prevent them, actions to take to remain in control of the vehicle, and characteristics of defensive driving.
<b>DS20</b>	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.
<b>DS21</b>	Distracted Driving	Crashes involving distracted drivers are on the rise. Texting and talking on cell phones is a major cause of such distractions, but even looking at a billboard or checking something on the passenger seat can result in enough of a distraction to cause an accident. This course explains the importance of keeping your eyes on the road, the different types of driving distractions you may encounter, and how best to reduce the risk of an accident.
<b>DS21F</b>	Distracted Driving (French)	Crashes involving distracted drivers are on the rise. Texting and talking on cell phones is a major cause of such distractions, but even looking at a billboard or checking something on the passenger seat can result in enough of a distraction to cause an accident. This course explains the importance of keeping your eyes on the road, the different types of driving distractions you may encounter, and how best to reduce the risk of an accident.
<b>DS22</b>	Distracted Driving Spanish	Crashes involving distracted drivers are on the rise. Texting and talking on cell phones is a major cause of such distractions, but even looking at a billboard or checking something on the passenger seat can result in enough of a distraction to cause an accident. This course explains the importance of keeping your eyes on the road, the different types of driving distractions you may encounter, and how best to reduce the risk of an accident.
<b>DS23</b>	Dot Driver Compliance	To improve both commercial vehicle and driver safety, regulations have been established to regulate driver qualifications, limit driving hours and duty time, and improve vehicle maintenance and safety. Complying with these regulations can not only reduce driver errors and fatigue but also reduce accidents. In this course you will learn about the Department of Transportation (DOT) and the Federal Motor Carrier Safety Administration (FMCSA) regulations governing commercial vehicles and drivers, and how to comply with those regulations.
<b>DS24</b>	Dot Driver Compliance Spanish	To improve both commercial vehicle and driver safety, regulations have been established to regulate driver qualifications, limit driving hours and duty time, and improve vehicle maintenance and safety. Complying with these regulations can not only reduce driver errors and fatigue but also reduce accidents. In this course you will learn about the Department of Transportation (DOT) and the Federal Motor Carrier Safety Administration (FMCSA) regulations governing commercial vehicles and drivers, and how to comply with those regulations.
<b>DS25</b>	Driver Fatigue	Fatigued and drowsy driving causes at least 100,000 crashes per year, yet it's 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.





# DRIVER SAFETY

<b>DS26</b>	Driving Your Brand	As a driver, you're essentially driving a billboard for your organization. Everything you do behind the wheel, at your customer's location, and while you're in public, reflects on your organization's 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.
<b>DS27</b>	Driving Your Brand Spanish	As a driver, you're essentially driving a billboard for your organization. Everything you do behind the wheel, at your customer's location, and while you're in public, reflects on your organization's 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.
<b>DS28</b>	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.
<b>DS29</b>	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.
<b>DS30</b>	Failure to Yield Large Vehicles	Failing to yield while driving can produce dangerous consequences. This course, designed for drivers of large vehicles, will discuss situations in which you'll need to yield to another vehicle on the road. We'll also cover how to identify when a driver's failure to yield has caused a collision, and how to make smart decisions that may help avoid collisions when you drive.
<b>DS31</b>	Failure to Yield Large Vehicles Spanish	Failing to yield while driving can produce dangerous consequences. This course, designed for drivers of large vehicles, will discuss situations in which you'll need to yield to another vehicle on the road. We'll also cover how to identify when a driver's failure to yield has caused a collision, and how to make smart decisions that may help avoid collisions when you drive.
<b>DS32</b>	Failure to Yield Small Vehicles	Failing to yield while driving can produce dangerous consequences. This course will discuss situations in which you'll need to yield to another vehicle on the road. We'll also cover how to identify when a driver's failure to yield has caused a collision, and how to make smart decisions that may help avoid collisions when you drive.
<b>DS33</b>	Failure to Yield Small Vehicles Spanish	Failing to yield while driving can produce dangerous consequences. This course will discuss situations in which you'll need to yield to another vehicle on the road. We'll also cover how to identify when a driver's failure to yield has caused a collision, and how to make smart decisions that may help avoid collisions when you drive.
<b>DS34</b>	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.
<b>DS35</b>	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.
<b>DS36</b>	Food Service Delivery Driver	Food service 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, and offers tips for safely using hand trucks and lift gates. Additionally, ways to properly load, deliver and unload food products will be discussed.
<b>DS37</b>	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).
<b>DS37S</b>	HAZMAT Transportation Part 1 (Spanish)	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).
<b>DS38</b>	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.





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<b>DS38S</b>	HAZMAT Transportation Part 2 (Spanish)	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.
<b>DS39</b>	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.
<b>DS39S</b>	HAZMAT Transportation Part 3 (Spanish)	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.
<b>DS40</b>	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.
<b>DS41</b>	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.
<b>DS42</b>	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.
<b>DS43</b>	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.
<b>DS44</b>	Parking Lot Safety	The humble parking lot can present more dangers to a professional driver than the interstate. Parking lots are prime territory for negligent drivers, low speed collisions, burglars, pickpockets, carjackers, and vandals. They also present potential problems with pedestrians (especially children) being hit by drivers who are backing up, turning or negotiating intersections with cross walks. This course reviews these common hazards and explains what to do and what to avoid doing in parking lots when driving, parking, walking, and departing.
<b>DS45</b>	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.
<b>DS46</b>	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.
<b>DS47</b>	Pre-Trip Inspections Small Vehicles Spanish	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.
<b>DS48</b>	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.
<b>DS49</b>	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.
<b>DS50</b>	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.





# DRIVER SAFETY

<b>DS51</b>	Road Rage	What is road rage and what triggers it? This course defines road rage, explains what stressors can trigger road rage, teaches you how to avoid aggressive drivers, and lists steps you can take if you become a victim of road rage.
<b>DS52</b>	Safe Turning For Trucks	In the trucking industry, making turns incorrectly is the third leading cause of truck accidents. This course will describe proper turning practices for making left and right turns correctly and explain the factors that contribute to truck turning accidents.
<b>DS53</b>	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.
<b>DS54</b>	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.
<b>DS55</b>	Speeding Awareness Large 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.
<b>DS55F</b>	Speeding Awareness - Large Vehicles (French)	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.
<b>DS56</b>	Speeding Awareness Large Vehicles Spanish	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.
<b>DS57</b>	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.
<b>DS58</b>	Speeding Awareness Small Vehicles Spanish	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.
<b>DS59</b>	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.
<b>DS60</b>	Stop Signs and Signals Large Vehicles Spanish	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.
<b>DS61</b>	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.
<b>DS62</b>	Stop Sign And Signals Small Vehicles Spanish	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.
<b>DS63</b>	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.





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<b>DS63F</b>	Tailgating Awareness - Large Vehicles (French)	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.
<b>DS64</b>	Tailgating Awareness Large Vehicles Spanish	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.
<b>DS65</b>	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.
<b>DS66</b>	Tailgating Awareness Small Vehicles Spanish	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.
<b>DS67</b>	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.
<b>DS68</b>	Night Driving	Driving at night requires different safe driving techniques than those used during daylight driving. In this course, we explain how to drive safely at night as you adapt and compensate for the dark conditions. The course also includes how night driving affects your vision and your ability to make timely and thoughtful driving decisions.
<b>DS69</b>	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.
<b>DS70</b>	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.
<b>DS71</b>	Emergency Maneuvers - Small Vehicle	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.
<b>DS72</b>	Roundabouts	Roundabouts are becoming more popular in the U.S. and, with that popularity, comes the need to educate drivers on how to use them safely. In this course, drivers learn the rules required in roundabouts, and how to navigate through them. Both single lane and multi-lane roundabouts are featured, with instruction on what to do when approaching, entering, and exiting them. Tips on responding to emergency vehicles and pedestrian safety are also included.
<b>DS80</b>	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.
<b>DS81</b>	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.
<b>DS82S</b>	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.
<b>DS83</b>	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.





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<b>DS84</b>	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.
<b>DS85</b>	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.





# SMITH SYSTEM



These courses focus on offering behind-the-wheel driver training. Includes eLearning courses from their Core Content (the 5 Keys), the Driving Series Bundle, and the Arrive Alive Series Bundle.

<b>WBT-102</b>	Compass Maneuvering - Small Vehicle	<b>WBT-203-FRE</b>	Arrive Alive - Avoiding Distractions (French)
<b>WBT-102T</b>	Compass Maneuvering - Truck	<b>WBT-204</b>	Arrive Alive - Avoiding a Rear End Collision
<b>WBT-104</b>	Right Foot Fuel Economy	<b>WBT-204-FRE</b>	Arrive Alive - Avoiding a Rear End Collision (French)
<b>WBT-110</b>	Driving the SKeys - Small Vehicle	<b>WBT-205</b>	Arrive Alive - Foul Weather Driving
<b>WBT-110B</b>	Driving the SKeys - Bus and Transit Vehicles	<b>WBT-205-FRE</b>	Arrive Alive - Foul Weather Driving (French)
<b>WBT-110T</b>	Driving the SKeys - Truck	<b>WBT-206</b>	Arrive Alive - Avoiding Backing Collisions
<b>WBT-110U</b>	Driving the SKeys - Utility Vehicle	<b>WBT-206-FRE</b>	Arrive Alive - Avoiding Backing Collisions (French)
<b>WBT-111</b>	Driving Drowsy	<b>WBT-207</b>	Arrive Alive - Drowsy Driving
<b>WBT-112</b>	Driving Technology	<b>WBT-207-FRE</b>	Arrive Alive - Drowsy Driving (French)
<b>WBT-113</b>	Driving Distracted	<b>WBT-208</b>	Arrive Alive - Avoiding Intersection Collisions
<b>WBT-114</b>	Driving Weather	<b>WBT-208-FRE</b>	Arrive Alive - Avoiding Intersection Collisions (French)
<b>WBT-115</b>	Driving Family	<b>WBT-209</b>	Arrive Alive - Saving Fuel
<b>WBT-116</b>	Driving Reverse	<b>WBT-209-FRE</b>	Arrive Alive - Saving Fuel (French)
<b>WBT-117</b>	Driving Space	<b>WBT-210</b>	Arrive Alive - Proper Positioning in Traffic
<b>WBT-118</b>	Driving Prepared	<b>WBT-210-FRE</b>	Arrive Alive - Proper Positioning in Traffic (French)
<b>WBT-154</b>	Following Distance - Resolving the Debate - Small Vehicle	<b>WBT-211</b>	Arrive Alive - Emotions and Driving
<b>WBT-154T</b>	Following Distance - Resolving the Debate - Truck	<b>WBT-211-FRE</b>	Arrive Alive - Emotions and Driving (French)
<b>WBT-156</b>	The Keys to Safe Lane Changing and Merging	<b>WBT-212</b>	Arrive Alive - Margin for Error
<b>WBT-157</b>	Intersections - Among the Most Dangerous Places on Earth	<b>WBT-212-FRE</b>	Arrive Alive - Margin for Error (French)
<b>WBT-160SV</b>	The 5Keys to Backing Safely - Small Vehicle	<b>WBT-610SV</b>	Core Content: The 5Keys to Forward Motion - Small Vehicle
<b>WBT-160T</b>	The 5Keys to Backing Safely - Truck	<b>WBT-610T</b>	Core Content: The 5Keys to Forward Motion - Truck
<b>WBT-201</b>	Arrive Alive - Building Effective Seeing Habits	<b>WBT-620SV</b>	Core Content: The 5Keys to Reversing - Small Vehicle
<b>WBT-201-FRE</b>	Arrive Alive - Building Effective Seeing Habits (French)	<b>WBT-620T</b>	Core Content: The 5Keys to Reversing - Truck
<b>WBT-202</b>	Arrive Alive - Proper Following Distance	<b>WBT-630SV</b>	Core Content: The 5Keys to Forward Motion and Reversing - Small Vehicle
<b>WBT-202-FRE</b>	Arrive Alive - Proper Following Distance (French)	<b>WBT-630T</b>	Core Content: The 5Keys to Forward Motion and Reversing - Truck
<b>WBT-203</b>	Arrive Alive - Avoiding Distractions		



# SMITH SYSTEM

<b>WBT-102</b>	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 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.
<b>WBT-102T</b>	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.
<b>WBT-104</b>	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.
<b>WBT-110</b>	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 driver's existing skills.
<b>WBT-110B</b>	Driving the 5Keys - Bus and Transit Vehicles	Our Driving The 5Keys 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 5Keys to Space Cushion driving to bus and transit services that are challenged by vehicle dimensions, passenger needs, and hazards unique to bus stops.
<b>WBT-110T</b>	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 complement, not replacement, for every good driver's existing skills.
<b>WBT-110U</b>	Driving the 5Keys - Utility 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 driver's existing skills.
<b>WBT-111</b>	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 5 Keys can help you and your drivers remain alert and combat fatigue before trouble happens.
<b>WBT-112</b>	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.
<b>WBT-113</b>	Driving Distracted	Motor vehicle crashes resulting in injuries and deaths are on the rise at a rate officials haven't 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.
<b>WBT-114</b>	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.
<b>WBT-115</b>	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 weren't before and will drive different.
<b>WBT-116</b>	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.
<b>WBT-117</b>	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.





<b>WBT-118</b>	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.
<b>WBT-154</b>	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.
<b>WBT-154T</b>	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.
<b>WBT-156</b>	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.
<b>WBT-157</b>	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.
<b>WBT-160SV</b>	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.
<b>WBT-160T</b>	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.
<b>WBT-201</b>	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.
<b>WBT-201-FRE</b>	Arrive Alive - Building Effective Seeing Habits (French)	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.
<b>WBT-202</b>	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.
<b>WBT-202-FRE</b>	Arrive Alive - Proper Following Distance (French)	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.
<b>WBT-203</b>	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.
<b>WBT-203-FRE</b>	Arrive Alive - Avoiding Distractions (French)	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.
<b>WBT-204</b>	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.





<b>WBT-204-FRE</b>	Arrive Alive - Avoiding a Rear End Collision (French)	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.
<b>WBT-205</b>	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.
<b>WBT-205-FRE</b>	Arrive Alive - Foul Weather Driving (French)	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.
<b>WBT-206</b>	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.
<b>WBT-206-FRE</b>	Arrive Alive - Avoiding Backing Collisions (French)	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.
<b>WBT-207</b>	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.
<b>WBT-207-FRE</b>	Arrive Alive - Drowsy Driving (French)	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.
<b>WBT-208</b>	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.
<b>WBT-208-FRE</b>	Arrive Alive - Avoiding Intersection Collisions (French)	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.
<b>WBT-209</b>	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 doesn't struggle.
<b>WBT-209-FRE</b>	Arrive Alive - Saving Fuel (French)	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 doesn't struggle.
<b>WBT-210</b>	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.
<b>WBT-210-FRE</b>	Arrive Alive - Proper Positioning in Traffic (French)	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.
<b>WBT-211</b>	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.





<b>WBT-211-FRE</b>	Arrive Alive - Emotions and Driving (French)	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.
<b>WBT-212</b>	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.
<b>WBT-212-FRE</b>	Arrive Alive - Margin for Error (French)	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.
<b>WBT-610SV</b>	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.
<b>WBT-610T</b>	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.
<b>WBT-620SV</b>	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.
<b>WBT-620T</b>	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.
<b>WBT-630SV</b>	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.
<b>WBT-630T</b>	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.

