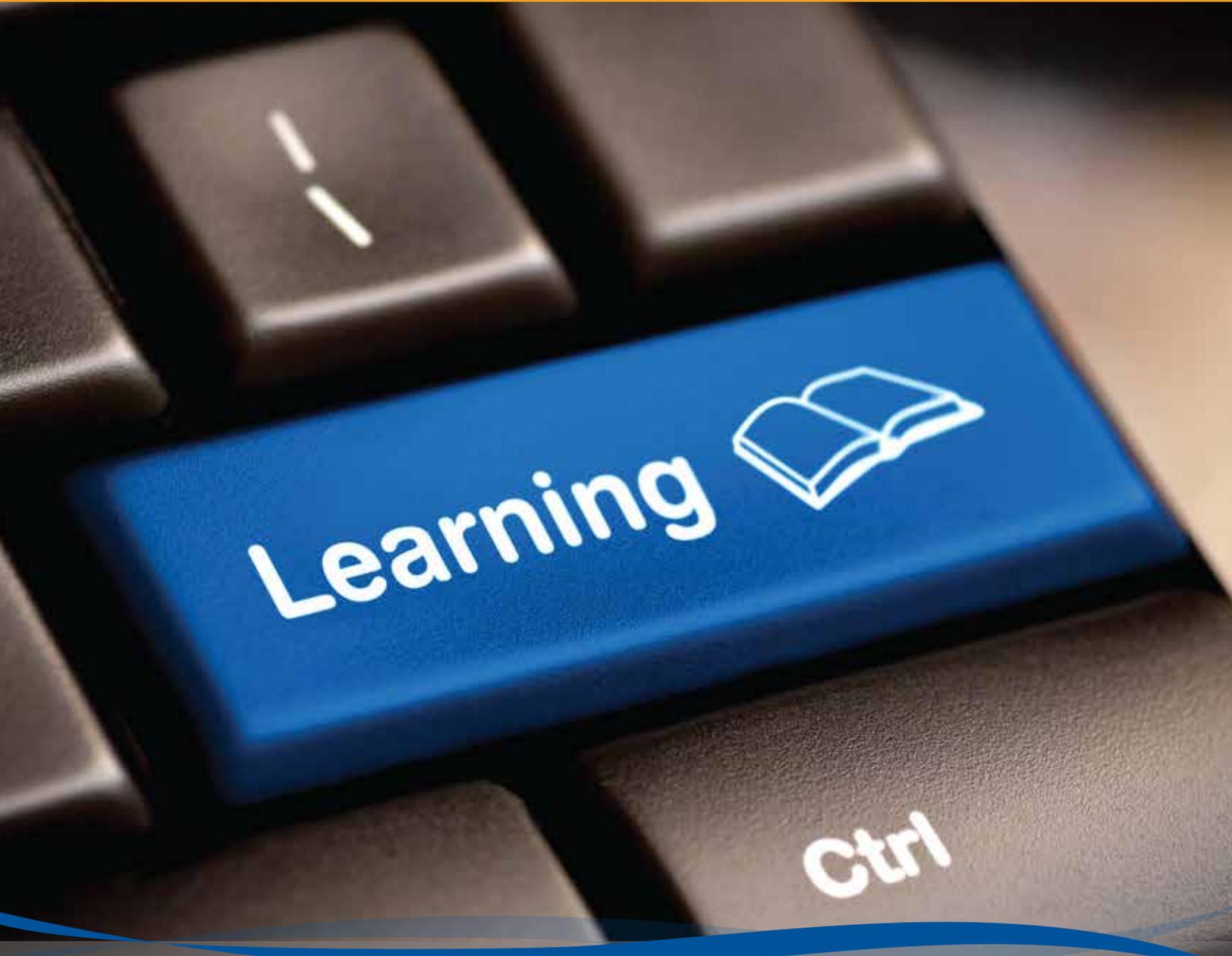




E-LEARNING COURSE CATALOGUE

2015



E-Learning

The Power Of The PoolSM

POOL/PACT Online Courses

Created Especially for POOL/PACT Members

Relevant, efficient, engaging.

POOL/PACT's online courses are designed to help you and others in your entity manage risks.

Browse this catalogue for more information.

POOL/PACT Online Courses

Relevant

What you won't find in the POOL/PACT ELearning portal is a library of over 100 generic safety topics irrelevant to your operations. The courses offered have been developed specifically for our members to respond to the most commonly requested training materials. Course content is tailored to local government operations in Nevada; not "one size fits all" private-sector corporate training that fails to address statutory requirements found only in the public sector.

Engaging

POOL/PACT offers a wide range of online safety training courses for members looking to keep their employees safe and productive. These courses offer all the content and quality of our traditional classroom training programs, without the travel expense and time. Some of the courses incorporate a blended learning model to engage the learner more effectively. POOL/PACT makes it easy and enjoyable to learn our technically sound content through a well integrated learning experience comprised of video, animation, interactive user exercises and real-world simulations.

Efficient

Online learning provides an easy way for POOL/PACT members to deliver training to employees. Users have expressed positive feedback regarding the ability to take courses on their own schedule, in their preferred location (at home or at their entity), and at their own pace.

All POOL/PACT members have access to a range of online courses at no cost - making them one of the most cost-efficient training vehicles available!

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Workplace Safety/OSHA Topics:

OSHA Rights and Responsibilities (available in Spanish and English)



Numerous workplace injuries result from lifting, pulling or pushing.

This video-based course explains your rights and responsibilities as a worker as mandated by OSHA, including your responsibility of reporting incidents to your supervisor, reading the OSHA poster in your workplace environment, and reporting any possible hazards to your supervisor. It also covers your rights as an employee, including the right to request an OSHA inspection, file a complaint, and the right to refuse to work in an imminent danger situation.

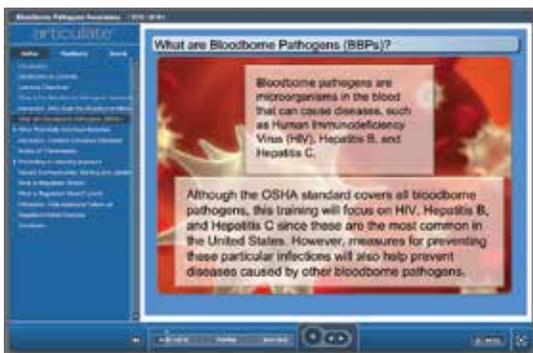
Back Safety



Numerous workplace injuries result from lifting, pulling or pushing objects. The part of the body most often injured is the back. Back injuries are considered by the Occupational Safety and Health Administration – or OSHA – as the nation's #1 workplace safety problem.

Back injuries are often very painful and can cause a long term or lifetime disability. Back injuries are also expensive to diagnose and treat. They are also preventable. This course will help you understand the nature of back injuries on the job and how to prevent them.

Bloodborne Pathogens Awareness in Schools



The U.S. Occupational Safety and Health Administration (OSHA) designed the Bloodborne Pathogens Standard to eliminate or minimize exposure to bloodborne pathogens and other potentially infectious materials. Individual organizations are required to maintain an Exposure Control Plan that outlines policies and procedures necessary to comply with OSHA's Bloodborne Pathogens Standard.

The learning objectives of this course are:

- Understand the OSHA Bloodborne Pathogens Standard and who it protects
- Understand the basics of bloodborne diseases
- Know how to recognize and prevent occupational exposure to bloodborne pathogens and other potentially infectious materials
- Know what actions to take in the event of exposure to bloodborne pathogens or other potentially infectious materials



Workplace Safety/OSHA Topics:

Defensive Driving

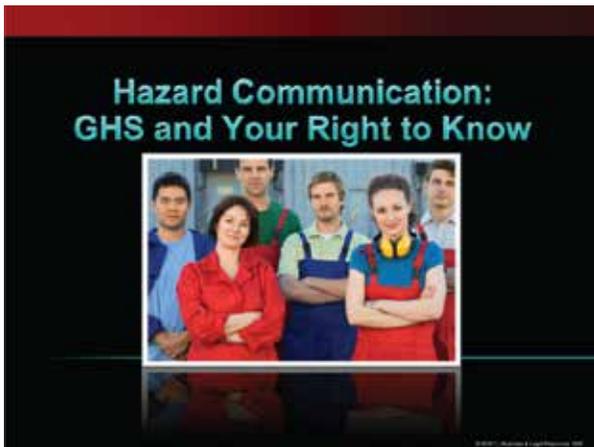


Improper driving and not following traffic laws are the most common reasons for collisions. By learning to drive more defensively, we can reduce our chances of becoming the next statistic.

This course will provide employees with information about:

- The emotional and physical conditions that affect driving
- Risky driving attitudes and behaviors
- Challenging driving conditions
- Common Driving Mistakes
- And How to react to mechanical failures

GHS - Hazard Communication and Your Right To Know



Improper driving and not following traffic laws are the most common reasons for collisions. By learning to drive more defensively, we can reduce our chances of becoming the next statistic.

This course will provide employees with information about:

- The emotional and physical conditions that affect driving
- Risky driving attitudes and behaviors
- Challenging driving conditions
- Common Driving Mistakes
- And How to react to mechanical failures

Hazard Communications



In 1983, the Federal Government established the OSHA Hazard Communication Standard. The "Hazard Communications" or "Right-to-Know" standards, apply to state government and its political subdivisions. The Hazard Communication Standard states that businesses which produce and use hazardous materials must provide their employees with information and training on the proper handling and use of these materials. This standard is designed to protect employees who use hazardous materials on the job.

These are the learning objectives covered:

- Understand Material Safety Data Sheets (MSDSs)
- Identify Labeling and Marking Systems
- Understand OSHA requirements for Employee Training



Workplace Safety/OSHA Topics:

Heat Related Illness

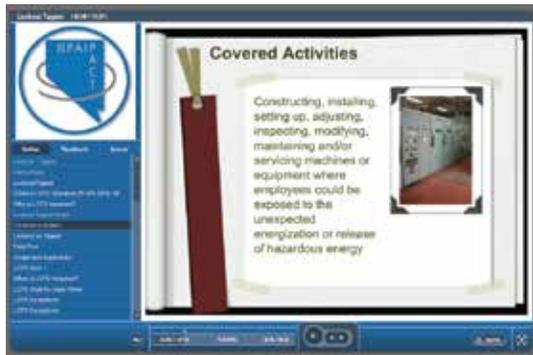


Heat related illness is dangerous, can kill, and is preventable.

This course covers:

- The different types of heat-related illness
- Signs and symptoms of heat-related illness
- The importance of reporting possible heat illness in yourself or co-workers to your employer and/or supervisor.
- Your employer's procedures for responding to symptoms of possible heat-related illness, including how emergency medical services will be provided should they become necessary.

Lock Out, Tag Out

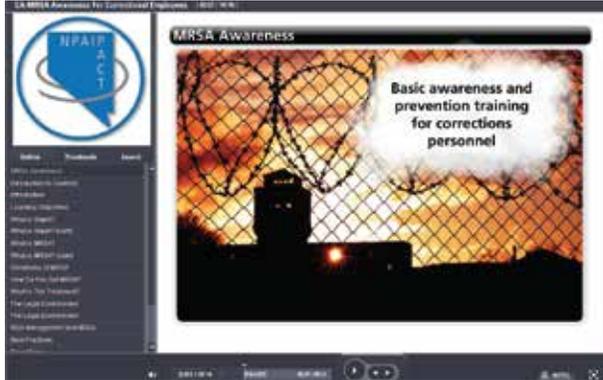


The objective of this course is to understand the OSHA Standard for the Control of Hazardous Energy (Lockout/Tagout) 29 CFR 1910.147 which covers the servicing and maintenance of machines and equipment in which the unexpected start-up or the release of stored energy could cause injury to employees.



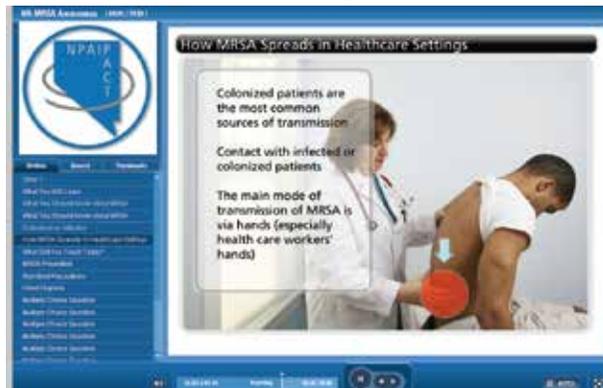
Workplace Safety/OSHA Topics:

MRSA Awareness for Correctional Employees



This course will help employees understand what MRSA is, become familiar with the common signs and symptoms of MRSA and understand what you can do to aid in the prevention of MRSA in your facility.

MRSA Awareness in Hospitals



MRSA has been featured in the news and on television programs a great deal recently. Decades ago, a strain of Staphylococcus, or "staph" emerged in hospitals that was resistant to the broad-spectrum antibiotics commonly used to treat it. Dubbed methicillin-resistant Staphylococcus aureus or "MRSA", it was one of the first germs to outwit all but the most powerful drugs.

MRSA infection can be fatal. In this course employees will learn What MRSA is (methicillin-resistant Staphylococcus aureus), how MRSA Spreads in Healthcare Settings and how to protect themselves and prevent the spread of MRSA in their facility.

Office Ergonomics



The word "Ergonomics" comes from two Greek words "ergon," meaning work, and "nomos" meaning "laws." Today, however, the word is used to describe the science of "designing the job to fit the worker, not forcing the worker to fit the job."

Ergonomics covers all aspects of a job, from the physical stresses it places on joints, muscles, nerves, tendons, bones, etc., to environmental factors which can effect hearing, vision, and general comfort and health.

This course will help employees understand office ergonomics and how ergonomics impact their work. They will also learn to identify ergonomic hazards and how to avoid injuring themselves.



Workplace Safety/OSHA Topics:

Slips, Trips and Falls



Did you know that slips, trips, and falls are only second to automobile accidents in causing personal injury? On stairways alone, falls result in almost two million disabling injuries yearly. There are thousands more minor injuries caused by slips, trips, and falls each year.

Most alarming of all is the fact that industrial falls cause over 1000 death each year. Statistics show that the majority (60 Percent) of falls happen as a result of slips and trips. The remaining 40 percent are falls from heights. The objectives for this course is to understand how to prevent injuries that result from slips, trips, and falls because all slips, trips, and falls can have serious consequences.

Human Resource/Employment Topics:

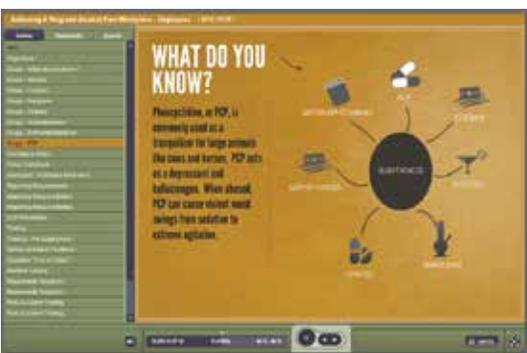
Achieving a Harassment-Free Workplace



Preventing harassment is a top priority in every workplace. POOL/PACT recommends this training for all employees in order to assist member organizations in achieving a harassment free environment.

This course discusses what behaviors are illegal, what the "protected classes" are, how to spot harassment in the workplace and the steps to address harassment issues.

Achieving a Drug- and Alcohol-Free Workplace for Employees



In this course, employees will:

- Identify the commonly used drugs in the workplace;
- Recognize the signs and symptoms of workplace drug and alcohol abuse;
- Review rights and responsibilities; and
- Describe drug- and alcohol-free workplace policy components.



Human Resource/Employment Topics:

Bullying in the Workplace

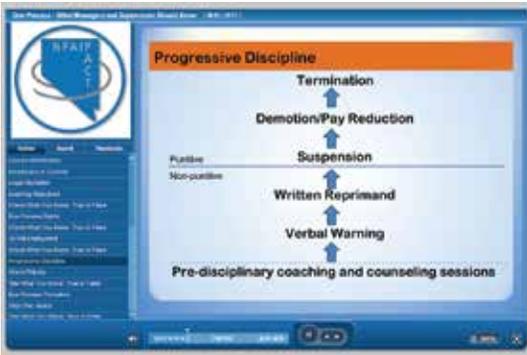


For many, the term bullying conjures up images of the mean kid in elementary school who beat up the smaller kids at school. Well, some of those bullies grow up to become bigger bullies; and now they have jobs. In fact, the Workplace Bullying Institute's (WBI) 2007 U.S. Workplace Bullying Survey, reported 37% of American workers (that is, 54 million people), have been bullied at work. While bullying is currently not against the law, it can have significant consequences on both the organization and its employees.

This course will help employees:

- Recognize bullying behaviors.
- Describe bullies and their targets.
- Learn what you can do to reduce bullying in the workplace.

Due Process



Due process is a unique and essential piece of public sector administration. Due process rights are invoked when an employee's property is threatened. Property can include loss of pay or certain organizational benefits and/or being denied pay increases.

This interactive, online course covers what due process is, who is afforded due process, due process procedures, as well as the steps of progressive discipline. Employees will examine due process responsibilities as a manager or supervisor, including proper documentation, as well as responsibilities in ensuring all employees are treated fairly and consistently.

Workplace Violence Awareness



Because maintaining a safe and healthy workplace is a top priority in your organization, all employees are required to participate in workplace violence awareness training.

This course will help employees:

- Become familiar with Occupational Safety and Health Act of 1970 (OSHA) General Duty Clause
- Recognize warning signs of workplace violence
- Review components of a workplace violence prevention program
- Know what to do if a violent incident occurs



K-12 Education Topics:

You Can Protect our Children



An educator who engages in sexual misconduct with a child has committed a terrible betrayal of trust.

This comprehensive course describes good practices for preventing incidents of sexual misconduct.

The content in this course includes warning signs of abuse, the behavior patterns of pedophiles and situational offenders, appropriate behavior for school employees, and the concept of access, privacy and control.

Mandatory Child Abuse Reporting in Nevada: You Make the Call



This course is a supplement to You Can Protect our Children (appropriate audiences should engage in both courses) and specifically discusses reporting procedures and Nevada laws.

We'll also talk about who is a mandatory reporter, and what Nevada law requires a mandatory reporter to do.

FERPA



The Family Educational Rights and Privacy Act (or FERPA) is a federal law that protects the privacy interests of students.

Topics covered during this training include when FERPA rights begin and end for a student, what is considered to be an education record, directory information, legitimate educational interest, exceptions under FERPA, and tips for preventing violations.



K-12 Education Topics:

Aversive Interventions



Children with disabilities, like all children, can exhibit challenging behavior, however children with disabilities may have communication issues that make them more susceptible to abuse. In order to protect these children, the State of Nevada has enacted laws in NRS Chapter 388, which prohibits aversive interventions and severely restricts the use of physical and mechanical restraints.

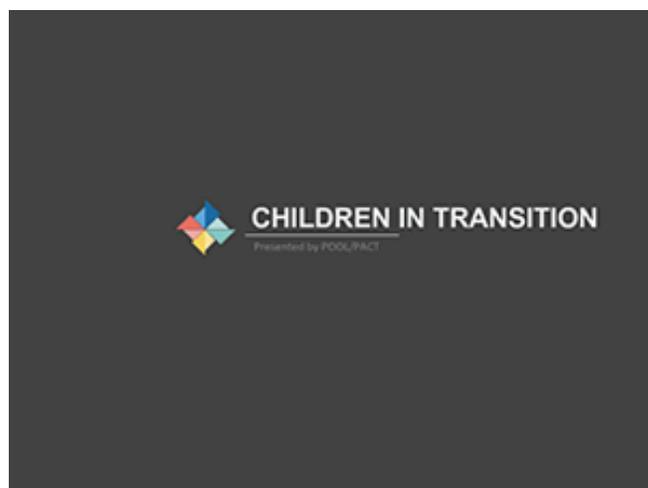
In this course you'll learn what's permissible and impermissible, and reporting requirements. This course is intended to be an introduction to the law, and primarily focuses on what NOT to do.

Teaching Science Safely



This course is an overview on lab safety, and how you can protect yourself and your students in the lab. Accidents in high school science labs are more prevalent than you might think, and this course reviews common hazards in the lab, suggestions for the layout of your lab, and creating a comprehensive lab safety policy to build a culture of safety within your organization.

Children In Transition

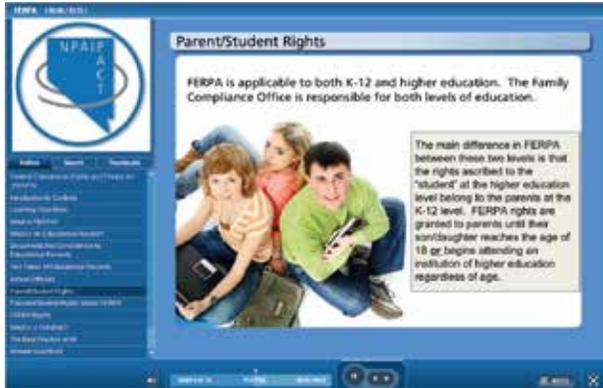


This course covers the topic of children in transition, and includes the process of identifying children in transition, your role in this process, and the rights afforded to homeless children in school as defined by the McKinney-Vento Act.



Public Service Topics:

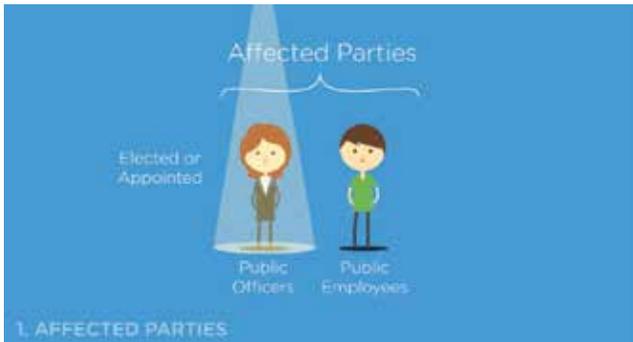
Public Officials Liability



This course explores the information and strategies a board should consider to both understand and manage risks associated with fiduciary responsibilities.

Upon completion of this course, employees will be able identify the key elements of fiduciary responsibilities which include the duty of loyalty, duty of care, and duty care, and financial oversight.

Nevada Ethics in Government Law, NRS 281A



A public office is a public trust and shall be held for the sole benefit of the people. Public officers and employees must commit themselves to avoid conflicts between their own private interests and those of the general public whom they serve.

This course offers an informative overview of ethics issues and the Nevada Ethics in Government Law, NRS Chapter 281A.

By the end of the course, you will be able to:

- Identify prohibited conduct
- Recognize a conflict of interest
- Fully disclose a conflict of interest
- Determine whether to abstain from participating in a matter
- File required documents with the Ethics Commission



Risk Management:

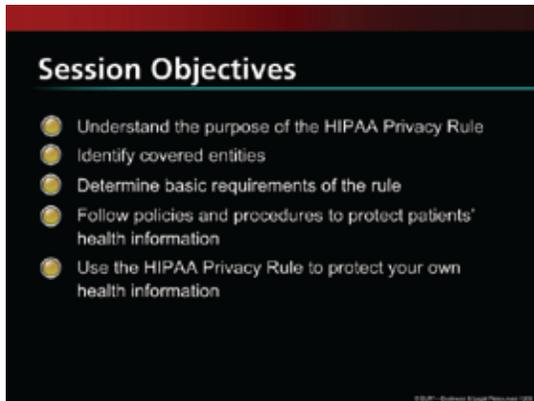
Cyber Security Awareness



In this course, students will:

- Learn to keep passwords varied and secure
- Use anti-virus, anti-spyware and firewall software
- Only download software from trusted websites
- Use strong, varied and secure wi-fi hotspots
- Avoid suspicious email links and attachments
- Be forewarned of social engineering practices

HIPAA Privacy Rule



This course is intended only for healthcare workers. This course is a general overview of HIPAA, why it's important, who is covered by the rule, managing medical records in the workplace, and security standards.

This course is available by request, and you can email our e-learning administrator at elearning@poolpact.com to request access to this course for your employees.

