

Christian Brothers Risk Management Services Online Training Modules Topics & Descriptions

Online Training modules are FREE to Risk Pooling Trust members and an efficient way to convey critical information to employees to help reduce accidents and loss. A number of online training modules addressing risk management, safety, abuse prevention and human resources issues are available from Christian Brothers Risk Management Services. Each module includes relevant training content on a variety of topics, presented in a concise, easy-to-follow format. A short quiz accompanies each module, designed to reinforce the important points presented in the modules. In addition through the web platform managers and supervisors can monitor participant progress on

HUMAN RESOURCES:

- **AMERICANS WITH DISABILITIES ACT (ADA), Self-paced, TARGET AUDIENCE: Managers/Supervisors**
This training communicates key components of the Americans with Disabilities Act (ADA) - components such as who is protected, when is a disability not a disability, how a nondisabled employee can sue and win, the pitfalls of the hiring process, reasonable accommodations vs. undue hardships, how well-meaning conduct can be interpreted as discriminatory, the duties of managers and supervisors, how to spot and prevent potential disability discrimination, how to defend your institution with effective reporting systems, the importance of investigations, and more.
- **ANTI DISCRIMINATION (General Version, Higher Education Version), Self-paced, TARGET AUDIENCE: Managers/Supervisors**
Title VII of the Civil Rights Act of 1964, The Americans With Disabilities Act (ADA), and other Federal and State laws, provide applicants from discrimination in employments on the basis of race, color, national origin, gender, religion, age, or disability.
- **FAMILY MEDICAL LEAVE ACT (FMLA), Self-paced, TARGET AUDIENCE: Managers/Supervisors**
The Family Medical Leave Act (FMLA) may be the most misunderstood aspect of leave-related laws for many employers. This misunderstanding makes employers and their institution ripe for ever increasing liability. This module clarifies the regulations, what is "family" leave, what is a "serious health condition," notice requirements, how to manage administrative nightmares, managers' duties, and more.
- **INTERVIEWING STRATEGIES, Self-paced, TARGET AUDIENCE: Managers/Supervisors**
STRATEGIES Negligent hiring, discrimination, violence, and harassment – these actions pose a serious risk of liability for any employer. The sobering lesson of employee lawsuits is that most problems could have been avoided if proper attention had been paid to the hiring process.
- **JOB APPLICATIONS, Self-paced, TARGET AUDIENCE: Managers/Supervisors**
A well-written job application form is essential for a successful hiring process. This module discusses what information is appropriate and inappropriate in a job application form and how that information should be used in an interview. Tips are provided for improving application forms and characteristics that are favored for those who conduct interviews.
- **PERSONNEL FILES, Self-paced, TARGET AUDIENCE: Managers/Supervisors**
Well-kept employee personnel records are perhaps the most important management tools available to an employer. This module discusses the types of documented information typically kept in personnel files, what information should be kept in a separate location, and who should have access to the information.
- **SMART HIRING, Self-paced, TARGET AUDIENCE: Managers/Supervisors**
Many problems associated with employment practices can be avoided upfront with proper screening and selection practices. This module breaks down the hiring process and explains how to make a smart hiring decision.
- **WORKERS' COMPENSATION (FRAUD AND RETALIATION), Self-paced, TARGET AUDIENCE: Managers/Supervisors**
Although only a small percentage of workers' compensation claims contain an element of fraud, many people fear that almost every claim is suspect. Managing workers' compensation claims from that fear can increase your liability exposure to retaliation claims. This course explores the prevention of fraudulent claims, understanding co-worker dynamics, the relationship of the ADA and the FMLA to workers' compensation laws, employer duties, and more.
- **WORKERS' COMPENSATION/FAMILY MEDICAL LEAVE ACT/AMERICANS WITH DISABILITIES ACT (General Version, Higher Education Version), Self-paced, TARGET AUDIENCE: Managers/Supervisors**
This program incorporates information from the 3 individual modules into one program.
- **WORKPLACE INVESTIGATIONS, Self-paced, TARGET AUDIENCE: Managers/Supervisors**
An effective investigation of a problem or a complaint will allow your organization to monitor itself for compliance with its policies and procedures, as well as with applicable federal, state, and local laws prohibiting discrimination, sexual harassment, theft, violence, unsafe acts, workers' compensation fraud and other workplace wrongdoing. This module discusses the goals of an investigation, who should investigate, and when an investigation should take place. The module addresses how special concern should be given to retaliation, sexual harassment investigations, workers' compensation fraud investigations, and the investigation of violence, theft, unsafe acts, or illegal practices.
- **WRONGFUL TERMINATIONS, Self-paced, TARGET AUDIENCE: Managers/Supervisors**
This training guides managers and supervisors through scenarios on topics related to employee terminations. A wide range of issues are covered, including employment-at-will, implied contracts, and wrongful termination for discriminatory or retaliatory reasons. Each scenario is accompanied by a brief tutorial on the basic employment principles involved and how the situations should best be managed.

EMPLOYMENT PRACTICES:

- **DISCRIMINATION, Self-paced, TARGET AUDIENCE: Managers/Supervisor**
Even well-meaning conduct can be misinterpreted as discriminatory. This module discusses the prohibitions against discrimination on the basis of race, color, national origin, religion, disability, sex, and age. It explains what discrimination is, the personal and economic impacts of discrimination, the duties of managers and supervisors, how to spot and prevent potential discrimination, how to defend your institution with effective reporting systems, the importance of investigations, and more.
- **DIVERSITY, Self-paced, TARGET AUDIENCE: Managers/Supervisors**
We interact with people from many different and diverse backgrounds -- different races, colors, national origins, religions, ethnicities, disabilities, genders, ages, cultures, political beliefs, orientations, upbringings, and economic status. This training was designed to create better awareness and enable you to create a productive and positive organizational culture that respects differences and realizes the benefits of each member of your institution.
- **ETHICS, Self-paced, TARGET AUDIENCE: Managers/Supervisors**
Employees should strive to act ethically in all business dealings. This module discusses the nature and meaning of ethics, ethics in organizations, and ethical decision-making. The benefits of promoting ethics in the workplace are highlighted as well as the advantages of ethical behavior to an organization. The module also discusses how to respond to a situation that may be unethical.
- **SENSITIVITY, Self-paced, TARGET AUDIENCE: Managers/Supervisors**
Organizations should support their employees in acting sensitively and respectfully in all workplace settings. This module discusses what sensitivity is and what it is not, sensitive values versus sensitive behaviors, respecting others' boundaries, seeing things from another's perspective, avoiding insensitive situations, and how to develop basic sensitivity skills.
- **SEXUAL HARASSMENT, (Versions include: CA, CA Spanish, CT, ME, K-12, Higher Ed, Employees), Self-paced, TARGET AUDIENCE: Managers/Supervisors & Non-Managers**
Harassment, particularly sexual harassment, is a problem that can have devastating consequences. This training highlights the personal and economic impacts of sexual harassment, the duties of managers and supervisors, what sexual harassment is and isn't, how to spot and prevent potential sexual harassment, how to defend your institution with effective reporting systems, the importance of investigations, and more. Harassment is also available in the following versions:
- **TRAC (Teamwork · Respect · Awareness · Communication), Self-paced, TARGET AUDIENCE: All Employees**
TRAC is a multi-purpose workplace risk management module for all employees. TRAC reinforces your efforts to prevent workplace wrongdoing and makes employees aware of issues important to your institution, such as tolerance, harassment, theft, workers' compensation fraud and retaliation, diversity, safety, violence, and conflict resolution. With TRAC, employees can receive basic workplace training and orientation in just a few minutes. TRAC can also be customized by integrating your specific policies and procedures into the training, helping generate greater impact and personal value for your employees.

STUDENT-RELATED RISKS:

- **FERPA, Self-paced, TARGET AUDIENCE: Faculty/Staff**
Faculty and staff have a responsibility, not only to comply with FERPA with regard to education records, but also to protect student records in their possession or under their control. This program is designed to give a basic understanding of the Family Educational Rights and Privacy Act (FERPA) governing the release of student information.
- **K-12 STUDENT VIOLENCE, Self-paced, TARGET AUDIENCE: Faculty/Staff**
This program helps faculty and staff with identifying violent occurrences and helps to prevent future incidents.
- **STUDENT MISCONDUCT ON AND OFF CAMPUS, Self-paced, TARGET AUDIENCE: Adults**
Student Misconduct, on and off campus, is a program designed to equip connected campus adults with tools enabling them to help young people engage successfully with the sometimes challenging, often unspoken, social conduct rules of college life. The program addresses student misconduct manifested in actions generally labeled with one or more of the following terms: hazing, date rape (also known as acquaintance rape), stalking, intimidation, harassment, assault (including sexual assault), vandalism, and theft.
- **STUDENT-TO-STUDENT SEXUAL HARASSMENT, Self-paced, TARGET AUDIENCE: Faculty/Staff**
This course provides training for administrators, faculty, and staff to better recognize, report, and manage reports of sexual harassment when the harasser(s) and/or victim(s) are students.

SAFE ENVIRONMENTS FOR CHILDREN:

- **SMARTER ADULTS-SAFER CHILDREN: BULLYING PREVENTION, Self-paced, TARGET AUDIENCE: Adults**
Bullying/Violence Prevention provides schools, daycare providers, religious education programs, and other youth-oriented organizations with information, resources, and training to help prevent bullying and other violent behaviors. Bullying/Violence Prevention addresses (1) the warning signs that someone is a bully, (2) the warning signs that someone is a target, and (3) the appropriate responses by caring adults.
- **SMARTER ADULTS-SAFER CHILDREN: PREVENTING CHILD SEXUAL ABUSE (MUSIC), Self-paced, TARGET AUDIENCE: Adults**
This program will hear from the abused, the abuser, understanding misconceptions of abuse, learn warning signs of abuse, the steps to prevent abuse, and how to report concerns of abuse. Narrated by the Missouri United School Insurance Council (MUSIC).
- **SMARTER ADULTS-SAFER CHILDREN: SEXUAL ABUSE PREVENTION, Self-paced, TARGET AUDIENCE: Adults**
Sexual Abuse Prevention creates adult awareness on sexual abuse and teaches adults how to prevent such abuse. With a target audience of employees, volunteers, and other caring adults, Sexual Abuse Prevention overviews (1) what is sexual abuse, (2) the damage caused by sexual abuse, (3) the warning signs of sexual abuse and of abusers, (4) how to respond appropriately, and (5) what caring adults can do about sexual abuse on their campuses and in their communities.
- **SMARTER ADULTS-SAFER CHILDREN: SUBSTANCE ABUSE PREVENTION, Self-paced, TARGET AUDIENCE: Adults**
This program highlights the risk factors that are often involved in substance abuse among youth and students. This program was designed with adults (faculty, staff, employees, volunteers, and other adults) in mind to (1) create awareness of the circumstances and influences that lead to a young person's involvement in substance abuse, (2) overview actions adults can take to help young people avoid substance abuse, and (3) outline how to become involved with a young person believed to be abusing substances.
- **SMARTER ADULTS-SAFER CHILDREN: TECHNOLOGY SAFETY, Self-paced, TARGET AUDIENCE: Managers/Supervisors**
Technology Safety & Security outlines safety and security issues and teaches adults how to protect young people in the world of electronic communication. This program covers (1) technology exposures, (2) the warnings signs of potential technology-related abuse or misuse, (3) proactive strategies for protection, and (4) appropriate responses to technology-related abuse or misuse
- **SMARTER ADULTS-SAFER CHILDREN: PREVENTING SEXUAL ABUSE REFRESHER, Self-paced, TARGET AUDIENCE: Adults**
Everyone plays a role in preventing sexual abuse and everyone must respond appropriately and in a timely manner. Taking a "wait and see" approach puts lives at risk. The earlier we identify the wrongdoing, the better our chances are to save a life from sexual abuse. Review the warning signs of child sexual abuse and how to prevent it.

- **ACCIDENT INVESTIGATION TECHNIQUES, 11:32 Min., Quiz TARGET AUDIENCE: Employees**
Designed to enhance the skills of employees in the techniques of accident investigation. Topics include: definition of an accident; the accident chain; the cost of employee accidents; classifying accident causes; unsafe acts and conditions; the employee's role in an accident investigation; and completing the accident investigation report.
- **BACK SAFETY, 11:33 Min., Quiz TARGET AUDIENCE: Employees**
Describes the impact of back injuries, why they occur and the contributing factors that lead to back injuries. Discusses the measures that can be taken to prevent back injuries.
- **BLOOD-BORNE PATHOGENS (BBP), 11:39 Min., Quiz TARGET AUDIENCE: Managers/Supervisors**
Describes the types of blood-borne pathogens (BBP) and explores the way that they can be transmitted in the workplace. Reviews the requirements for maintaining a formal BBP Exposure Control Plan and provides requirements necessary for adequate personal protection equipment, housekeeping practices and safe workplace practices.
- **BLOOD-BORNE PATHOGENS –REDUCING THE RISK OF OCCUPATIONS TRANSMISSION IN THE SCHOOL (General Version, Spanish Version), 16:29 Min. TARGET AUDIENCE: Managers/Supervisors/ Employees**
This program is designed for use by school personnel including teachers, health aides, coaches, custodial staff and administrators.
- **CREATING A SAFE HOLIDAY CELEBRATION, 18:03 Min., Quiz TARGET AUDIENCE: Managers/Supervisors/Employees**
This training program is intended to help employees understand the importance of incorporating safety into Holiday celebrations and decorations both at work and at home.
- **DETERMINING THE ROOT CAUSE OF ACCIDENTS, 11:25 Min., Quiz TARGET AUDIENCE: Managers/Supervisors**
Enhances employee skills in the techniques of accident investigation. Topics include: The chain of accident causation; accident investigation responsibilities; steps necessary to investigating an accident; determining accident causes; and practice scenarios.
- **DISASTER PLANNING 101, 20:07 Quiz TARGET AUDIENCE: Managers/Supervisors/Employees** Topics covered include: significant disasters throughout history and how they have impacted modern civilization; predicting, preparing and planning for disaster; understanding the threats that can impact your organization; conducting a formal threat assessment; safety compliance; response methods; creating an emergency plan; conducting drills; and resources for additional information.
- **ELECTRICAL SAFETY, 11:41 Min., Quiz TARGET AUDIENCE: Managers/Supervisors**
Provides participants with information on the basics of electricity; including safe work practices and special environments.
- **EMPLOYEE & FAMILY DISASTER PREPAREDNESS, 15:22 Min., TARGET AUDIENCE: Employees**
It is essential for employees to be prepared at home so they may be available to fulfill their work-related responsibilities, as well as, their personal responsibilities. The intent of this program is to help employees be in a position to help the organization and others by having themselves and their families prepared in the event of a disaster.
- **EMPLOYEE SAFETY ORIENTATION (General Version, Spanish Version), 25:42 Min., Quiz TARGET AUDIENCE: Employees**
As a temporary staffing services employee, safe work practices must be a priority everyday. The actions you take within your job responsibilities on a daily basis play a key role in helping you and your coworkers remain productive and safe from injury.
- **FIRE PREVENTION PRACTICES, 9:38 Min., TARGET AUDIENCE: Managers/Supervisors**
Discusses fire prevention practices and procedures to take in the event of a fire. Topics include creating an Emergency Action Plan; maintaining your workspace in an orderly manner; proper storage of flammable materials; knowing what to do in the event of a fire; portable fire extinguishers; and fire protection and life safety systems.
- **FORKLIFT SAFETY, 17:11 Min., TARGET AUDIENCE: Managers/Supervisors**
Forklifts are powered industrial trucks that are used in almost all industries to move materials. The goal of this course is to help teach the employee how to minimize the amount of forklift related accidents in the workplace.
- **HAZARD COMMUNICATION, 14:29 Min., Quiz TARGET AUDIENCE: Managers/Supervisors**
Defines the responsibilities of employers as they relate to hazard communication; reviews and discusses typical hazards associated with chemicals; and provides an overview on how to understand the chemicals employees work with by reviewing Material Data Safety Sheets and container labels.
- **HAZARD RECOGNITION FOR CEMETERIES, 26:19 Min TARGET AUDIENCE: Managers/Supervisors**
Cemetery operation can have many potential loss exposures that affect: property, liability, workers compensation and vehicles. This program helps to train the employee to identify hazards using self inspection techniques designed to minimize and/or avoid incidents and loss.
- **IDENTIFYING STRAIN AND EXERTION EXPOSURE, 20:15 Min., Quiz TARGET AUDIENCE: Employees**
Explores the contributing factors of strain and exertion injuries; how to identify potential strain and exertion related tasks; and how to implement corrective actions to minimize exertion related injuries. Includes practices scenarios in which participants identify strain and exertion exposures and offer solutions for minimization.
- **MACHINE GUARDING: PROTECTING EMPLOYEES FROM INJURIES, 19:42 Min., Quiz TARGET AUDIENCE: Employees**
Provides information on the hazards associated with operating moving machinery and guides participants through scenarios to determine if common industrial machinery is properly/improperly guarded. Machinery discussed includes: grinders; saws; power presses; and conveyor systems.
- **MEANS OF EGRESS, 18:47 Min., Quiz TARGET AUDIENCE: Managers/Supervisors**
Focuses awareness on the importance of exits within the workplace as a means of escape in the event of a life threatening event. Topics include defining "means of egress;" exit components; exit requirements; factors compromising the means of egress; and safety and compliance.
- **OFFICE WORKSTATION SAFETY, 14:14 Min., Quiz TARGET AUDIENCE: Employees**
Provides participants with the correct information on how to work safely at a computer workstation. Topics include: workplace organization; maintaining neutral body positions; avoiding eyestrain; sustaining good physical condition; and exercises to stretch tired muscles.
- **OFFICE WORKSTATION SAFETY FOR SUPERVISORS, 18:49 Min., Quiz TARGET AUDIENCE: Managers/Supervisors**
Intended for use by supervisors to help them identify the hazards that employees face at their workstation. Topics include: workplace organization; maintaining neutral body positions; avoiding eyestrain; sustaining good physical condition; and exercises to stretch tired muscles.
- **PERSONAL PROTECTIVE EQUIPMENT (PPE), 19:23 Min., Quiz TARGET AUDIENCE: Managers/Supervisors/Employees**
Discusses the importance of utilizing Personal Protective Equipment (PPE); explains OSHA's requirements for access to and utilization of PPE; and explores the functions and use of common articles of PPE including: gloves, eye protection, head protection, hearing protection and respiratory protection.
- **PORTABLE FIRE EXTINGUISHERS PART 1, 19:52 Min., and PART 2, 15:33 Min., TARGET AUDIENCE: Employees**
Provides a basic overview of the main causes of fire and the types of fire extinguishers that are designed to extinguish and control fires. Demonstrates how to utilize a portable fire extinguisher; provides a focus on personal safety; and explains proper fire extinguisher use.
- **RECOGNIZING AND IDENTIFYING ON THE JOB HAZARDS, 20:46 Min., Quiz TARGET AUDIENCE: Employees**
The purpose of this presentation is to follow the viewer to observe a variety of workplace hazards, to review some of the reasons why these hazards come about, and to touch on a few ways to address employee risk in the temporary staffing environment.
- **SAFETY PAYS FOR LIFE, 3:44 Min., Quiz TARGET AUDIENCE: Employees**
A brief motivational program that emphasizes how working safely can actually "Pay you for life."
- **UTILITY (ELECTRIC) CARTS, 18:52 Min., TARGET AUDIENCE: RELEVANT EMPLOYEES**
Emphasizes important safety information for individual that use an electric cart as a tool to manage their day-to-day responsibilities. Basic overviews are provided on becoming familiar with your cart, operation the cart, operating responsibilities, and violations.

RISK MANAGEMENT FOR THE WORKPLACE:

- **COLLECTIVE RISK MANAGEMENT TEAM®, Self-paced, TARGET AUDIENCE: Relevant Employees**
Collective Risk Management is a process in which a team of employees manages workplace risk and wrongdoing when discovered. This training will guide you and your fellow team members through the wrongdoing report management process and will teach you how to develop an effective team.
- **FACTA – IDENTIFY THEFT "RED FLAG" REGULATORY COMPLIANCE GUIDELINE (General Version, Higher Education Version), Self-paced, TARGET AUDIENCE: Relevant Employees**
The Federal Trade Commission (FTC), along with other federal agencies, promulgated regulations, effective Nov. 1, 2008, as required by the Fair and Accurate Credit Transactions Act of 2003 (FACTA). The regulations are known as the Red Flag Rules. The Red Flag Rules require covered business entities to develop and implement written identity theft prevention programs. The module provides FACTA compliance guidance.
- **FIVE CORE PRINCIPLES OF SMART RISK MANAGEMENT, Self-paced, TARGET AUDIENCE: Managers/Supervisors**
Managers and supervisors often serve as the frontline defense for mitigating risks and loss as a result of workplace wrongdoing. Therefore, each manager and supervisor must be a Smart Risk Manager, and that can best be accomplished by understanding the best practices for managing people. The first step to becoming a Smart Risk Manager is to apply the five core principles: No Tolerance, Observation, Communication, Empathy, and Fairness.
- **THEFT, Self-paced, TARGET AUDIENCE: Managers/Supervisors**
Internal theft accounts for billions of dollars of lost revenue for U.S. employers each year. This training explains the reasons for internal theft, preventative steps, appropriate surveillance techniques, and managerial duties.
- **THEFT/VIOLENCE/UNSAFE ACTS (General Version, Higher Education Version), Self-paced, TARGET AUDIENCE: Managers/Supervisors**
This program incorporates information from the 3 individual modules into one program.
- **UNSAFE ACTS, Self-paced, TARGET AUDIENCE: Managers/Supervisors**
Employees often cite safety as their primary job concern. This module discusses methods of preventing and managing unsafe acts such as safety violations, as well as substance use and abuse, how to spot potential safety violations and how to manage those that happen, and types of employer liability if risks are not properly managed.
- **VIOLENCE, Self-paced, TARGET AUDIENCE: Managers/Supervisors**
A growing concern for employers is workplace violence. Learn what forms violence can take, how to spot the potential for violence, prevention techniques, suggested procedures and practices in the event of violence, and more.

FLEET SAFETY:

- **BACKING SAFELY, 7:18 Min., TARGET AUDIENCE: Employees**
Each year people drive billions of miles, but only a fraction of these miles are when the vehicle is in reverse. The goal of this training program is to instruct the driver on how to safely back-up their vehicle
- **CHANGING LANES, 13:24 Min., TARGET AUDIENCE: Employees**
Accident injuries and financial losses due to improper lane changes are a common occurrence on the road today. The goal of this training module is to provide the driver with an awareness of the hazards associated with changing lanes while driving and to introduce them to techniques they can use to minimize their risk.
- **DEER RELATED ACCIDENTS, 5:51 Min., TARGET AUDIENCE: Employees**
As many as 150 motorists die each year in deer related accidents. Brief overview on ways to reduce driving distractions and tips for driving during deer season
- **DEFENSIVE DRIVING IN WINTER WEATHER CONDITIONS, 10:03 Min., Quiz TARGET AUDIENCE: Employees**
The winter driving season can be one of the most dreaded times of the year. Snow, ice, and heavy rain can wreak havoc on the roads and on driver's nerves when behind the wheel in these conditions. Driving during the winter season can be done safely when drivers have the knowledge of how to handle these weather related conditions.
- **DEFENSIVE DRIVING – PART 1, 11:58 Min., TARGET AUDIENCE: Employees**
Motor vehicle accidents cause a large number of workplace fatalities and deaths. By following safe driving practices, drivers can avoid these types of accidents and significantly reduce the number of accidental deaths. This will also ensure a greater level of safety in work tasks that require the operation of motor vehicles.
- **DRIVING HAZARDS, 10:00 Min., Quiz TARGET AUDIENCE: Employees**
Drivers can encounter risks from all directions: right, left, front and back. This module will assist the driver to identify risk and consider all solutions for safely managing them, BEFOREHAND!
- **DRIVING SAFELY IN SCHOOL ZONES, 7:18 Min., TARGET AUDIENCE: Employees**
During the school year pedestrian and vehicle traffic is naturally heavier. As a driver it is important to be aware of the increased volume of traffic and pedestrian activity. This program provides tips on driving safely in school zones.
- **INTERSECTIONS, 10:52 Min., TARGET AUDIENCE: Employees**
The goal of this module is to help drivers understand the danger at or near intersections and to provide them with techniques for driving safely through these areas.
- **SAFE FOLLOWING DISTANCES, 8:31 Min., TARGET AUDIENCE: Employees**
Rear end collisions account for nearly 30% of vehicular accidents. The goal of this module is to help drivers understand why rear end collisions occur and what they can do to reduce their risk of being in a rear end collision.

CONTACT US TODAY!!

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