

Online Professional Development

Safety Trainings

Keenan SafeColleges™ offers a variety of online training courses. A supervisor may e-mail their staff with the titles of suggested trainings to complete, or employees can browse the available trainings (see attached list). The District contact person for Keenan SafeColleges™ is Cindy Smith (562-938-4038 or csmith@lbcc.edu).

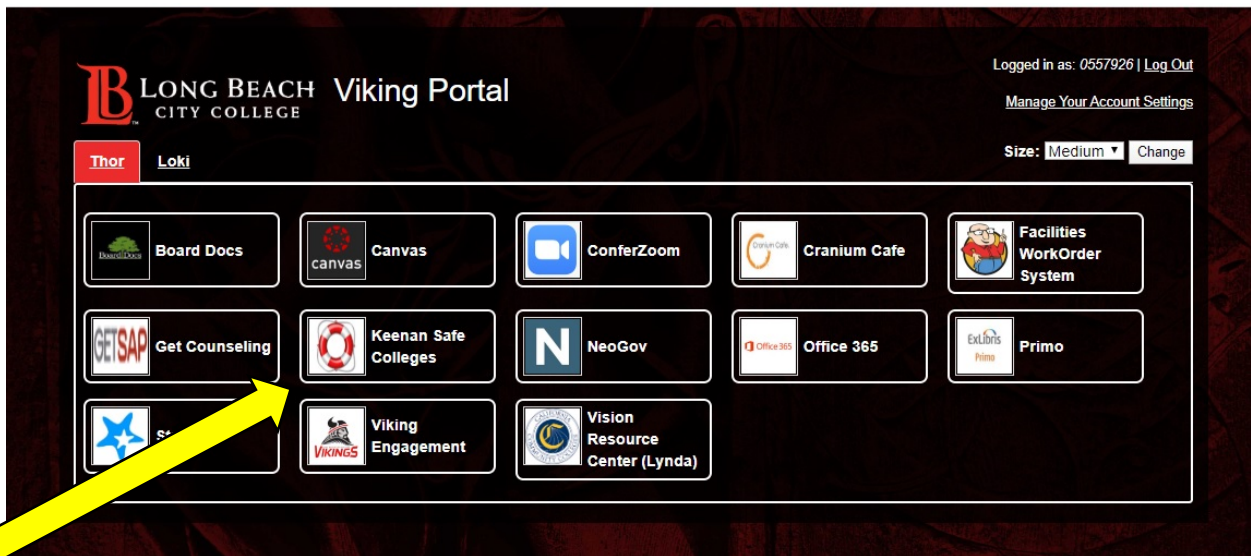
1. Using your web browser, go to <https://www.lbcc.edu>.
2. Click on “Viking Portal” at the top left of the window.



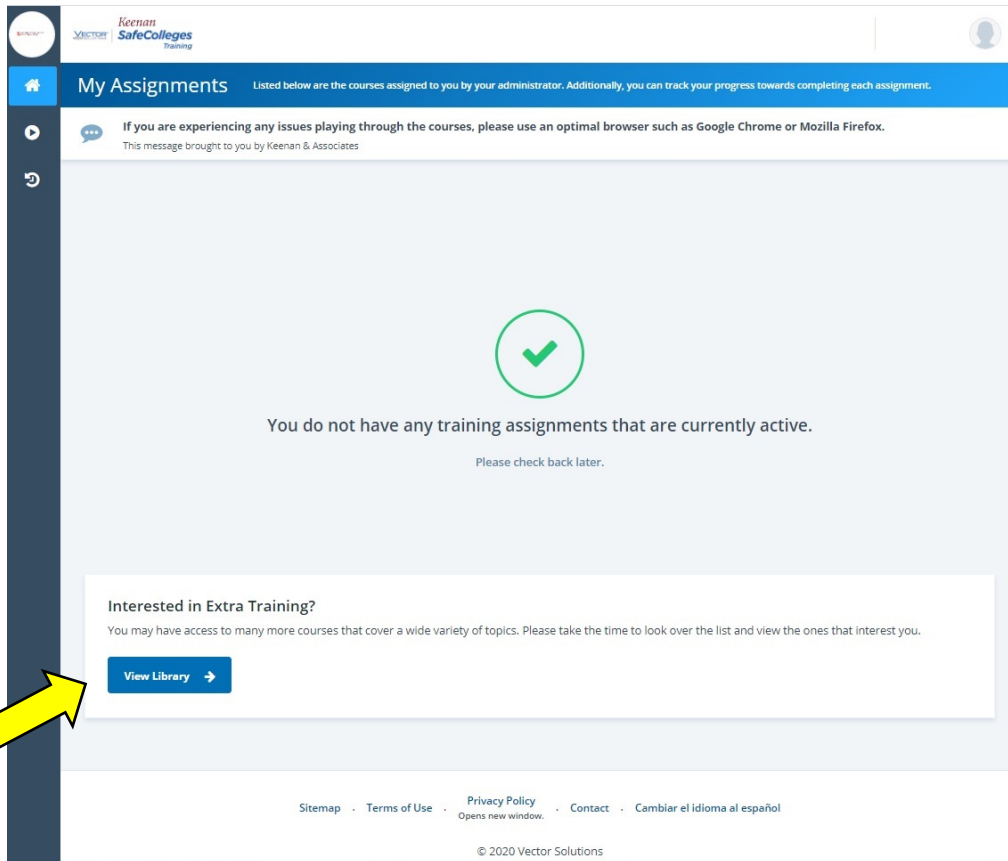
3. Enter your LBCC Employee ID number and your password.

Online Professional Development

- Click on Keenan Safe Colleges.



- Once you log into the site, click on a course title to begin the training. If no courses have been assigned to you, click "View Library" to access all courses.



- Each course has audio, so be sure to turn up your speakers if you'd like to listen. You must complete each section of the course in order to receive full credit. Successful course completion certificates are saved in your Training History.

Online Professional Development

Course List and Descriptions

In addition to the course list and descriptions on the following pages, Keenan SafeColleges has just added the following new courses specific to working remotely:

- Remote Work: Chair Comfort
- Remote Work: Finding the Right Environment
- Remote Work: Home Office Electrical Safety
- Remote Work: Monitor Placement
- Remote Work: Time Management
- Remote Work: Work Surface Heights
- Remote Work: Keyboard and Mouse
- Remote Work: Mobile Devices

They can be found in the “Policy” section or by searching the word “remote.”

ATHLETICS	Author	Length	Coming Soon
Athletic Liability	Donna Lopiano	45 mins	
Concussion Awareness: Athletes	Brent George	18 mins	
Steroid & PED Awareness in Athletics	Dr. Charles LeRoy	23 mins	
Title IX and Gender Equity in Athletics	Donna Lopiano	43 mins	
EMERGENCY MANAGEMENT	Author	Length	Coming Soon
Active Shooter: Administrator and Staff version	Dorn & Nguyen	48 mins	
Active Shooter: Run, Hide, Fight	Braverman & Evans	15 mins	
Crisis Response & Recovery	Dorn & Shephard	14 mins	
NIMS IS- 100.c: Intro Incident Command System	FEMA	3 hours	
NIMS IS- 200.c: Basic ICS for Initial Response	FEMA	3 hours	
NIMS IS- 700.A: NIMS An Introduction	FEMA	3 hours	
NIMS IS- 800.c: National Resp Framework	FEMA	3 hours	
Terrorism: Awareness & Resp (Admin & Staff)	Michael Dorn	32 mins	
EMPLOYMENT PRACTICES/SUPERVISORY	Author	Length	Coming Soon
Conducting Job Interviews	Catherine Mattice	24 mins	
Discrimination: <i>Avoid Discrimin Practices (E/S)</i>	Catherine Mattice	31 mins	
Managing Difficult Behaviors	Catherine Mattice	18 mins	
Performance Evaluations	Catherine Mattice	24 mins	
Performance Management	Laura Schulkind	31 mins	
Reasonable Suspicion Drug & Alcohol Use	Patrick Hancock	27 mins	
Retaliation Liability	Catherine Mattice	27 mins	
Sensitivity Awareness	Catherine Mattice	34 mins	
Sexual Harassment: <i>Policy & Prev (AB 1825)</i>	Wendy Armstrong	2 hours	
Supervisor's Role in Safety	Vector	25 mins	
Supervisory Investigations: An Overview	Laura Schulkind	23 mins	
Supervisory Investigations: Procedures	Laura Schulkind	33 mins	
Termination: <i>Practice & Procedure</i>	Patrick Hughes	22 mins	
Wrongful Termination	Laura Schulkind	34 mins	

ENVIRONMENTAL	Author	Length	Coming Soon
Accident Investigation (Supervisors)	Jeremy Norton	25 mins	
Aerial Lift Awareness	Jeremy Norton	21 mins	
Asbestos Awareness for CCDs *Updated*	Joseph Guth	53 mins	
Asbestos Awareness Refresher	Joseph Guth	25 mins	
Back Injury & Lifting	Vaughan & Lima	17 mins	
Back Injury & Lifting: Custodial/Maint (E/Span)	Vaughan & Lima	14 mins	
Chemical Spills Overview (Eng/Span)	Linda Stroud	22 mins	
Commercial Mower Safety	Scenario Learning	25 mins	
Compressed Gas Safety	Mike Peterman	13 mins	
Confined Spaces (Eng/Span)	Bryan Visscher	17 mins	
Electrical Safety: <i>Complete</i>	Bryan Visscher	25 mins	
Electrical Safety: <i>Primer</i>	Bryan Visscher	17 mins	
Energy Conservation: <i>All Staff</i>	Bryan Visscher	17 mins	
Eye & Face Protection (Eng/Span)	Jim Vaughan	12 mins	
Facility Emergencies	Bryan Visscher	21 mins	
Fall Protection	Bryan Visscher	24 mins	
Fire and Explosion Hazards	John Snyder	25 mins	
Fire Extinguisher Safety	Mike Peterman	14 mins	
Forklift Safety	Jeremy Norton	17 mins	
Hand & Power Tool Safety (Eng/Span)	Jeremy Norton	23 mins	
Hazard Comm: <i>Right to Understand (E/Sp)</i>	Linda Stroud	26 mins	
Hearing Loss Prevention	Vaughan & Sommer	13 mins	
Heat Illness Prevention (OUTDOOR)	Vector	21 mins	
IIPP: Injury/Illness Prevention Plan- Employee	Keenan & Associates	15 mins	
IIPP: Injury/Illness Prevention Plan- Supervisor	Keenan & Associates	20 mins	
Indoor Heat Illness Prevention	Vector	27 mins	
Integrated Pest Management (*DPR Approved)	Janet Hurley	60 mins	
Ladder Safety Awareness (Eng/Span)	Vaughan & Sommer	21 mins	
Lead Safety Awareness	Bryan Visscher	14 mins	
Lockout/Tagout: Energy Release	Vaughan & Sommer	13 mins	

ENVIRONMENTAL, CONT.	Author	Length	Coming Soon
Managing Hazardous Waste	Keenan & Associates	13 mins	
Mercury Spills	Kirt Poulsen	14 mins	
Office Ergonomics	Vaughan & Sommer	13 mins	
Personal Protective Equipment (PPE) - Eng/Span	Vaughan & Sommer	15 mins	
Respirable Crystalline SILICA Awareness	Bryan Visscher	16 mins	
Respiratory Protection	Jeremy Norton	17 mins	
Safety Committee Operations (Best Practices)	Jeremy Norton	17 mins	
Safety Data Sheets (SDS) (Eng/Span)	Linda Stroud	19 mins	
Scaffolding Safety	Jeremy Norton	22 mins	
Science Laboratory Safety	Kirt Poulsen	25 mins	
Science Laboratory Chemical Spills	Linda Stroud	28 mins	
Scissor Lift Safety Awareness	Jeremy Norton	21 mins	
Slips, Trips and Falls: <i>Complete</i> (Eng/Span)	Vaughan & Lima	24 mins	
Trenching & Excavation Safety	Jeremy Norton	19 mins	
Utility Cart Safety (Eng/ Spanish)	Staff	17 mins	
Water Damage Prevention	Bryan Visscher	28 mins	
Welding, Cutting & Brazing Safety Awareness	Jeremy Norton	22 mins	
Workplace Injury Prevention	James Vaughan	20 mins	
HEALTH	Author	Length	Coming Soon
AED	Suzan Tibbitts	18 mins	
Bloodborne Pathogens Prev: <i>Complete</i>	Vaughan & Sommer	24 mins	
Cardiopulmonary Resuscitation Awareness	Tibbitts & Eastman	13 mins	
Common Illness Prevention	Lucinda Mejdell-Awbrey	13 mins	
First Aid Awareness	Lucinda Mejdell-Awbrey	31 mins	
Health Emergencies: <i>Asthma Awareness</i>	Tibbitts & Eastman	13 mins	
Health Emergencies: <i>Diabetes Awareness</i>	Tibbitts & Eastman	10 mins	
Health Emergencies: <i>Hemophilia</i>	Tibbitts & Eastman	8 mins	
Health Emergencies: <i>Life-Threatening Allergies</i>	Tibbitts & Eastman	9 mins	
Health Emergencies: <i>Overview</i>	Tibbitts & Eastman	21 mins	

HEALTH, CONT.	Author	Length	Coming Soon
Health Emergencies: <i>Seizures</i>	Tibbitts & Eastman	11 mins	
HIV/AIDS Awareness	Carol Jones	8 mins	
MRSA Awareness	Lucinda Mejdell-Awbrey	12 mins	
Opioid Overdose Response Awareness *NEW*	Lucinda Mejdell-Awbrey	18 mins	
Pandemic Flu	Sonayia Shepherd	20 mins	
Severe Bleeding: Wound Packing *NEW*	Lucinda Mejdell-Awbrey	12 mins	
Stress Management	Catherine Mattice	29 mins	
Student Mental Health	Dr. Bonnie Hedrick	11 mins	
HUMAN RESOURCES	Author	Length	Coming Soon
Boundary Invasion (Eng/Spanish)	Patterson & Austin	23 mins	
Camps on Campus: Keeping Kids Safe	Vector	12 mins	
Clery Act Overview	Alison Kiss	27 mins	
Conflict Management: <i>Staff-to-Staff</i>	Hazler & Carney	14 mins	
Customer Service: <i>Administration</i>	Staff	11 mins	
Customer Service: <i>Faculty and Staff Versions (E/S)</i>	Staff	9 mins	
Discrimination Aware in Workplace (Eng/Span)	Catherine Mattice	16 mins	
Diversity & Inclusion for Faculty and Staff	Michelle Issadore	11 mins	
Diversity Awareness: <i>Staff-to-Staff</i>	Jeffrey K. Hafen	25 mins	
Drug Free Workplace	Jeremy Norton	22 mins	
FACTA: ID Theft and Consumer Protection	Scenario Learning	13 mins	
FERPA: <i>Confident of Records</i> (Eng/Span)	Staff	14 mins	
General Ethics in the Workplace	Catherine Mattice	16 mins	
HIPAA Overview	Jonathan P. Tomes	18 mins	
New Hire Orientation	Steve Holland	25 mins	
Sexual Harassment Prevention for NON-Mgmt	Michelle Issadore	1 hour	
Sexual Harassment Prev: <i>Staff-to-Staff: (E/S)</i>	Wendy Armstrong	29 mins	
Sexual Harassment Prev: <i>Staff-to-Staff: Refresher</i>	Wendy Armstrong	11 mins	
Student Worker Orientation	Steve Holland	25 mins	
Title IX & Sexual Misconduct (Eng/Span)	Michelle Issadore	27 mins	
Title IX: Roles/Resp for Coordinators and Admin	AALRR Law Firm	37 mins	

HUMAN RESOURCES, CONT.	Author	Length	Coming Soon
Title IX: Roles for Responsible Employees	AALRR Law Firm	26 mins	
Workplace Bullying: <i>Awareness & Prevention</i>	Catherine Mattice	20 mins	
Workplace Violence Prevention (<i>Emp</i>) (Eng/Span)	Catherine Mattice	20 mins	
Workplace Violence Prev (<i>Supervisor</i>) (Eng/Span)	Catherine Mattice	28 mins	
INFORMATION TECHNOLOGY	Author	Length	Coming Soon
Browser Security Basics	Pete Just	15 mins	
Copyright Infringement	William Stepien	22 mins	
Cybersecurity Overview	Pete Just	13 mins	
Email and Messaging Safety	Pete Just	13 mins	
Password Security Basics	Pete Just	7 mins	
Protection Against Malware	Pete Just	15 mins	
NUTRITION SERVICES	Author	Length	Coming Soon
Food Safety & Kitchen Sanitation	Art Dunham	13 mins	
Food Service Equipment: <i>Safe Use</i>	Art Dunham	28 mins	
Food Service Equipment: <i>Sanitation</i>	Art Dunham	22 mins	
Foodborne Illnesses	Art Dunham	19 mins	
HACCP: <i>Hazard Analysis & Critical Control Points</i>	Art Dunham	23 mins	
POLICY	Author	Length	Coming Soon
Company Nurse for Employees *Eng/Span*	Company Nurse	6 mins	
DPR Link: Germ Mgmt/IPM for Teachers	Dept Pesticide Reg	50 mins	
NFHS Link: Heat Illness in Athletics (AB 2800)	NFHS	10 mins	
Safety Shorts: Odors & Fragrances in Class	Keenan	3 mins	
CA State Stormwater Sampling Guide	State Water Dept	16 mins	

SECURITY	Author	Length	Coming Soon
Arson Awareness & Prevention	George Phelps	31 mins	
Campus Security Authority: Roles and Resp	Staff	13 mins	
Copper Theft Awareness	Staff	9 mins	
Safety Basics for Security Staff	Keenan &	22 mins	
Visual Weapons Screening	Dorn & Shepherd	15 mins	
SOCIAL & BEHAVIORAL	Author	Length	Coming Soon
Child Care Mandated Reporter AB 1207	Diane Cranley	61 mins	
Communication Styles & Skills	Scenario Learning	11 mins	
Dating Violence: <i>Identification & Intervention</i>	Steve Holland	20 mins	
Hazing Awareness and Prevention	Dr. Bonnie Hedrick	17 mins	
Implicit Bias & Microaggression Awareness	Tammy Hodo	21 mins	
Making Campus Safe/Inclusive for Transgender	Meyer & Mattice	19 mins	
Making Campus Safe for LGBTQ+ Students	Meyer & Mattice	22 mins	
Mandated Report: Child Abuse & Neglect (E/S)	Pearl & Cranley	27 mins	
Playground Supervision (Child Dev Center) – E/S	Susan Hudson	16 mins	
Prescription Drug Abuse: Impact on Students	PreventionFirst	36 mins	
Self-Injury & Cutting	Dr. Scott Poland	18 mins	
Sex Violence Awareness for EE (Campus SaVE Act)	Vector	39 mins	
Student Drug & Alcohol Abuse	Mary Haag	22 mins	
Youth Suicide: <i>Awareness & Prevention</i>	Scott Poland	27 mins	
TRANSPORTATION	Author	Length	Coming Soon
City Driving	Patrick Fitzpatrick	15 mins	
Defensive Driving	Patrick Fitzpatrick	18 mins	
Distracted Driving	Patrick Fitzpatrick	12 mins	
Road Rage	Patrick Fitzpatrick	7 mins	
Van Safety	Patrick Fitzpatrick	22 mins	
Winter Driving	Patrick Fitzpatrick	15 mins	

Total Courses: 186

EMERGENCY MANAGEMENT

Active Shooter: Administrator (48 minutes)

Keenan SafeColleges *Active Shooter (Administrators)* course intends to prepare campus administrators for “active shooter” situations by providing information on how they occur and how they may be more effectively prevented. The research-based principals provided in this course can reduce the chances that an active shooter incident will occur on your campus and can increase the odds of survival for yourself and others if such an event occurs. Topics include prevention strategies, preparedness and what to do if it happens.

Active Shooter: Staff (46 minutes)

Keenan SafeColleges Active Shooter (Staff) course intends to prepare personnel for “active shooter” situations by providing information on how they occur and how they may be more effectively prevented. Following the research-based principals provided in this course can reduce the chances that an active shooter incident will occur on your campus and can increase the odds of survival for yourself and others if such an event occurs. Topics include prevention strategies, preparedness and what to do if it happens.

Active Shooter: Run, Hide, Fight (15 minutes)

Keenan SafeColleges Active Shooter: Run, Hide, Fight course intends to prepare personnel in becoming better equipped to deal with an active shooter or assailant on campus. This course is designed to familiarize course takers with the warning signs that someone may become violent. It will also introduce the concept of run, hide, fight during an active shooter situation. Topics covered include situational awareness, how to assess an emergency situation, and run, hide, fight procedures.

Crisis Response & Recovery (14 minutes)

The Keenan SafeColleges *Crisis Response & Recovery* course explains key roles and terms of the crisis intervention team as well as identifying the primary response areas that are critical to effective response and recovery.

NIMS IS-100.c: Intro to Incident Command Systems (3 hours)

ICS 100 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS).

NIMS 200.c: Basic ICS for Initial Response (3 hours)

Author - FEMA

ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. This includes senior elected and appointed leaders, such as Federal department or agency heads, State Governors, mayors, tribal leaders, and city or county officials – those who have a responsibility to provide for effective response.

NIMS IS-700.b: National Incident Command Systems Introduction (3 hours)

This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

NIMS IS-800.c: National Response Framework (3 hours)

Terrorism: Awareness & Response Administrator and Staff versions (34 minutes)

This course will help faculty and staff address the potential for campus-related terrorism. The goal is to empower administrators with awareness, understanding and strategies. Course covers facts and history, prevention and mitigation strategies, preparedness, response strategies and recovery.

EMPLOYMENT PRACTICES/SUPERVISORY

Conducting Job Interviews (24 minutes)

Keenan SafeColleges *Conducting Job Interviews* course provides supervisory staff members with techniques on conducting an effective interview, with a focus on avoiding discrimination. This course provides guidance for interviewing. It is not legal advice. Always partner with your HR director throughout the hiring process. Common themes include: What constitutes discrimination, how to prepare for the interview process, and how to conduct an interview and avoid discriminating against any job candidate.

Discrimination: Avoiding Discriminatory Practice (31 minutes)

As a supervisor, it's essential that you help to establish and maintain a respectful and positive environment for learning. You set the example for students and the community at large, which makes consistent displays of civility – respect and politeness – toward others important. The goal of this course is to provide supervisors with an overview of some best practices that will help them manage a diverse workplace, avoid discriminatory behaviors and create a culture that embraces acceptance and respect for all. (Available in Spanish)

Managing Difficult Behaviors (18 minutes)

Keenan SafeColleges *Managing Difficult Behaviors* course provides supervisory staff members with several ways to manage difficult behavior among staff members. Common themes include: Avoiding taking difficult behavior personally, maintaining self-control, focusing on problem-solving, confronting the employee, and using performance management.

Performance Evaluations (24 minutes)

Keenan SafeColleges *Performance Evaluations* course provides supervisory staff members with an overview of performance management and annual performance evaluations. Common themes include: Ongoing performance management process, best practices and performance evaluations/ review conversation.

Performance Management (31 minutes)

Keenan SafeColleges *Performance Management* course provides administrators and supervisors with an overview of employee performance management through effective performance evaluations. This course discusses the importance of evaluating performance as well as how to prepare for and conduct effective evaluations. Common themes include why performance evaluations are important, how to prepare yourself for evaluating employees and how to conduct effective evaluations.

Reasonable Suspicion for Drug and Alcohol Use (27 minutes)

The objective of this course is to train administrators and supervisors on the risks of drug and alcohol use by employees, the skills to recognize use of drugs and alcohol, the skills to

confront an employee who may be using drugs or alcohol, and the procedures for documenting reasonable suspicion cases. (Updated 6/6/16)

Retaliation Liability (27 minutes)

Keenan SafeColleges ***Retaliation Liability*** course provides managers and supervisors with an overview of personal and organizational liability due to claims of retaliation. Course will review definition of retaliation, key terms regarding retaliation law and smart policies and practices to avoid retaliation claims.

Sensitivity Awareness – (34 minutes)

Administrators, faculty and staff face consequences when employees say or do something- whether intentionally or unintentionally- that cause offense to co-workers, a student, a student's family or community groups. Insensitive actions or words by anyone may result in legal action against the district and disciplinary action against the employee. The goal of this course is to provide administrators, faculty and staff members with an increased awareness about the unique opportunities and challenges involved in working with different people.

Sexual Harassment: Policy and Prevention (AB1825) – 2 hours

The goals of the course are to train administrators and supervisors how to handle sexual harassment concerns. Updated 12/2017 to include SB 396 – gender identity.

Supervisor's Role in Safety – (25 minutes)

The goal of this course is to describe the **supervisor's role in safety** as well as how to effectively apply best practices to ensure everyone's safety. We'll achieve this goal by examining specific methods to build a culture of safety and responsibilities to minimize common workplace hazards. (Updated 6/6/15)

Supervisory Investigations: An Overview – (23 minutes)

Employee misconduct investigations are one of the most challenging responsibilities managers and supervisors serve. The goal of Keenan SafeColleges ***Supervisory Investigations: An Overview*** course is to provide college managers and supervisors with an overview of why and when it is necessary to investigate allegations or evidence of employee misconduct, including harassment.

Supervisory Investigations: Procedures – (33 minutes)

The goal of the Keenan SafeColleges ***Supervisory Investigations: Procedures*** course is to provide managers and supervisors with an understanding of how to effectively investigate allegations or evidence of employee misconduct, including harassment. This course will cover what should be investigated and how to properly conduct an investigation.

Termination: Practice & Procedure (22 minutes)

The goal of this course is to provide supervisors and managers with a basic understanding of best practices regarding termination of employees. We will explore termination laws and policies; identify ways to avoid key mistakes during a termination; and review best practices for termination.

Wrongful Termination (34 minutes)

The goal of Keenan SafeColleges ***Wrongful Termination*** course is to provide college managers and supervisors with an overview of issues and best practices around wrongful termination claims. Course will discuss how to avoid claims through knowledge-building

and understanding, through communication and collaborations and the proper response to wrongful termination claims.

ENVIRONMENTAL

Accident Investigation (Supervisor) (25 minutes)

As a supervisor, one of your responsibilities may be to follow up on accidents once they've happened. The goal of Keenan SafeColleges' *Accident Investigation for Supervisors* course is to provide supervisors with an understanding of accident investigation procedures.

Aerial Lift Safety Awareness (21 minutes)

The *Aerial Lift Safety Awareness* training provides staff members with an overview of important safety procedures to be used when operating any aerial lift. In particular, the course will review the different types of aerial lifts; inspection, maintenance, and safe operation procedures for lifts; and aerial lift safety policies for employees. This course is not intended to replace hands-on training for the specific aerial lift used at your campus.

Asbestos Awareness (53 minutes)

The Keenan SafeColleges' *Asbestos Awareness* course trains staff about how to identify situations that are suspicious for asbestos exposures and the proper procedures needed to ensure student and staff safety. In addition, the course helps staff understand the dangers of asbestos and asbestos-related diseases. *Updated 3/3/20

Back Injury and Lifting (17 minutes)

Keenan SafeColleges' *Back Injury and Lifting* course tackles an important area for all campus personnel: back injury. The course reviews techniques to improve lifting and carrying. Updated 9/9/18

Back Injury and Lifting: Custodial & Maintenance (14 minutes)

Keenan SafeColleges' *Back Injury and Lifting: Custodial & Maintenance* course tackles an important area for custodial and maintenance employees: back injury. The course reviews techniques to improve lifting and carrying, based on job tasks performed by M&O staff. Course is now available in English and Spanish. (Updated 09/09/18)

Chemical Spills Overview (22 mins)

The goal of the *Chemical Spills Overview* course is to familiarize faculty and staff members with science laboratory chemical spills and the safe and appropriate methods of containing and cleaning them up. Common themes include identifying the chemical hazards that are present in science labs, knowing the components of a Spill Response Kit, the difference between a minor and major chemical spill and what to do if a chemical spill happens. Available in English and Spanish.

Commercial Mower Safety (25 minutes)

This course is designed to provide employees with a general overview of commercial mower rules of operation and safety policies. The course reviews the basics of commercial mowing, general rules of safe operation and mowing safety procedures to accomplish this goal.

Compressed Gas Safety (13 mins)

The goal of the *Compressed Gas Safety* course is to familiarize staff with compressed gas and the safe and appropriate methods of using, carrying and storing compressed gas.

Confined Space Awareness (17 minutes)

The goal of Keenan SafeColleges' *Confined Space Awareness* course is to familiarize facilities, maintenance, and grounds crews with the hazards of confined spaces. **This course is intended as a helpful supplement to the mandatory, site-specific confined spaces training required by your district.** Topics include definition of confined space, potential hazards in a confined space, the difference between a Permit and Non-Permit required confined space, and understanding permit procedures for safety protocols, safe working conditions, and emergency procedures. Course is available in English and Spanish)

Electrical Safety (Full course 25 minutes – Primer course 17 minutes)

While nearly all aspects of environmental safety are designed to prevent injury, some job functions have a greater risk of serious injury and even death. Unsafe practices involving electricity can result in electrocution, burns, falls, and fire. The consequences and costs are high, especially in the campus environment where electricity abounds. This course, which is designed for support staff working with electricity, addresses a wide variety of electrical safety issues in the campus environment. *Updated 3/3/18

Energy Conservation: All Staff (17 minutes)

Energy is both limited and expensive. The U.S. DOE estimates that campus nationwide could save \$1.5 billion per year by improving their use of energy. Campus energy conservation lowers the costs of unnecessary energy consumption and those dollars can be used instead for other budget needs. Keenan SafeColleges' *Energy Conservation: All Staff* course will familiarize all campus staff, not just maintenance, with the District's energy consumption and costs, along with ways to make their campus' energy use less expensive.

Eye & Face Protection (12 minutes)

To help prevent employee injuries, the Occupational Safety and Health Administration (OSHA) has developed specific standards to ensure proper eye and face protection. The goal of the KSC *Eye & Face Protection* course is to provide employees with a basic understanding of eye and face protection. You will learn the importance of training and retraining, ways to recognize workplace hazards, the safe use of personal protective equipment (PPE), and procedures to protect you from eye and facial injuries. Course is available in English and Spanish.

Facility Emergencies (21 minutes)

Keenan SafeColleges *Facility Emergencies* course gives facility and maintenance supervisors an overview of steps to take to minimize the adverse effects of predictable and unpredictable events on facilities. These response and recovery actions can minimize costly damage and facility down-time. Course will cover how to protect your resources and procedures so that you're prepared in the event of an emergency, as well as outline the response and recovery actions needed in an emergency.

Fall Protection (24 minutes)

Campus maintenance work is not without potential fall hazards. A basic foundation of fall protection is always required. Keenan SafeColleges *Fall Protection* course is a comprehensive tutorial designed for all campus workers. The specific rules of the OSHA Fall Protection for Construction, which includes maintenance activities, comes in to play when either there is a fall hazard in excess of 6 feet above the surface below and/or a fall hazard exists over a dangerous situation such as machinery. (Updated 6/6/18)

Fire and Explosion Hazards (25 minutes)

The goal of the Keenan SafeColleges *Fire and Explosion Hazards* course is to provide employees with basic knowledge of the dangers of fire and explosions, as well as appropriate planning and training for these events. Common themes include fire basics, chemistry of combustion, explosions, common workplace hazards and what to do in case of a fire or explosion.

Fire Extinguisher Safety (14 minutes)

This course illustrates the causes of campus fires and gives an overview of the fundamentals of proper fire extinguisher use. (Updated 3/3/19)

Forklift Safety Awareness (17 minutes)

The Occupational Safety & Health Administration (OSHA) estimates that forklifts cause approximately 85 fatal accidents and 34,900 serious accidents per year. Many of these accidents could have been avoided if safe forklift driving and operating practices would have been used. *Keenan SafeColleges' Forklift Safety Awareness* course provides staff members with an overview of important safety procedures to be used when operating a forklift. This course should be coupled with 'hands on' training provided by your Keenan & Associates Loss Control Consultant.

Hand & Power Tool Safety Awareness (23 minutes)

The goal of Keenan SafeColleges' *Hand & Power Tool Safety Awareness* course is to provide employees with an understanding of the best practices for safely operating hand and power tools on the job. Course available in English and Spanish. (Updated 3/3/19)

Hazard Communications: Right to Know (20 minutes) – NO LONGER OFFERED

Keenan SafeColleges' *Hazard Communications: Right to Know* course reviews procedures and labeling practices designed to avoid potentially dangerous hazardous chemical incidents. The course details the NFPA labeling processes, explains the purpose of a MSDS, and provides information on the OSHA CFR 1910.1200 standard.

Hazard Communications: Right to Understand (26 minutes)

The Hazard Communication Standard describes what employers must do to handle hazardous chemicals safely. Chemical exposure may cause or contribute to many serious health effects. Some chemicals may also be safety hazards and have the potential to cause fire, explosions, or other serious accidents. The goal of *Keenan SafeColleges Hazard Communications: Right to Understand* course is to provide staff with an understanding of hazardous chemicals and their specific dangers as well as actions you can take to protect yourself and others in your facility. Course themes: Understand and implement basic hazard communication practices, including using a hazard communication program and safety data sheets; Describe the Hazard Communication Standard and the Globally Harmonized System of Classification of Chemicals and Labeling (GHS); Identify and understand the label requirements for chemical products and the different types of product labels according to the Hazard Communication Standard. This course is offered in Spanish.

Hearing Loss Prevention (13 minutes)

Keenan SafeColleges' *Hearing Loss Prevention* course is a concise tutorial designed for all campus staff. Noise induced hearing loss is entirely preventable and comes from a variety of environmental factors which we often fail to consider. The course covers the basics of hearing loss prevention and effective strategies for reducing hearing loss.

Heat Illness Prevention (OUTDOOR) (21 minutes)

Heat Illness Prevention is designed for any employee that works in an outdoor environment that subjects them to excessive heat exposure. (Updated 09/09/19)

Injury & Illness Prevention Program (IIPP) 20 minutes, Employee & Supervisor ver.

Workplace safety is everyone's concern. The *Injury and Illness Prevention Program* course has been designed for every California community college employee. All employees are required to understand their safety rights and responsibilities. The course will explore the common elements found in every district's IIPP Plan as well as tell you how to access your district's specific plan.

Integrated Pest Management (60 minutes) * DPR Approved 6/15/16 ~ Healthy Schools Act

Integrated Pest Management (IPM) is a safer – and usually less costly – option for effective pest management for a campus. In fact, the Environmental Protection Agency (EPA) has recommended that education facilities use Integrated Pest Management to reduce pesticide risk and exposure to students. The goal of the Keenan SafeColleges' *Integrated Pest Management* course is to familiarize employees with the principles of an effective IPM program as well as the steps they can take to implement an IPM program in their community college.

Indoor Heat Illness – 27 minutes

California's indoor heat illness prevention standard applies to all indoor work areas where the temperature equals or exceeds 82 degrees Fahrenheit when employees are present. This course provides staff members in California with an overview of indoor heat illness and procedures for treatment and prevention. Topics include: signs and types of indoor heat illness, steps to prevent heat illness, symptoms and details of indoor heat illness, California's indoor heat illness prevention standard, and procedures for temperature measurement, training and indoor heat illness prevention plans.

Ladder Safety (21 minutes)

Keenan SafeColleges' *Ladder Safety* course reviews one of the top work-loss issues on a college or university campus: falls from a height due to inappropriate use of equipment (tables or chairs in place of a ladder). The course demonstrates the importance of using the proper equipment to work safely above the floor and provides specific references to OSHA's CFR 1910.25, .26, .27, .118 and 1926.1053. Available in Spanish.

Lead Safety Awareness (14 minutes)

Lead is a hazard when inhaled or swallowed, and can be a hazard at a community college campus in many ways – most often, it's inhaled through contaminated paint, but is also ingested in tainted water, by hand-to-mouth contamination, or in contaminated soil or food. Keenan SafeColleges' *Lead Safety Awareness* course provides your staff members with basic knowledge about the dangers of lead, as well as proven strategies to safeguard students and staff. Course covers understanding the hazards of lead, locating lead hazards on campus and managing and eliminating these hazards.

Lockout/Tagout: Energy Release (13 minutes)

Examples of safety related work practices based on the principles and procedures of lockout/Tagout as presented in OSHA regulation 29 CFR 1920.147. ***Updated 9/9/15**

Managing Hazardous Waste in California (13 minutes)

Hazardous waste was once allowed to run off into soil and water sources or buried in landfills, resulting in contaminated groundwater, polluted habitats for fish and wildlife, and health issues for humans. Fortunately, regulations have been put into place to prevent further environmental contamination. This course is designed to familiarize California employees with regulations tied to the identification, classification, storage and disposal of hazardous waste.

Mercury Spills (14 minutes)

Mercury can be found in many places in a campus building including thermostats, wall switches, fluorescent lights, and batteries. The goal of this course is to increase the awareness of staff members regarding mercury dangers as well as to familiarize staff with appropriate procedures in case of a mercury spill.

Office Ergonomics (13 minutes)

The *Office Ergonomics* course reviews techniques to improve posture, stretching exercises, and provides instruction on proper workspace arrangement including chair, table, and computer terminal configurations.

Personal Protective Equipment (PPE) – 15 minutes

This course covers the basics of hazard assessments to determine required PPE as well as various types of PPE. Available in English and Spanish. Updated 9/9/17.

Respirable Crystalline SILICA Awareness (20minutes)

This course is designed to help those who work with crystalline silica on the job or in the classroom understand the hazards associated with the mineral and how to implement specific dust controls as provided in the industry standard that sets permissible exposure limits.

Respiratory Protection Awareness (17 minutes)

Fumes, mists, gases, dust, and fibers are all types of respiratory hazards that can exist in college campus environments. The goal of this course is to familiarize campus support staff members with the basics of protecting respiratory health through the use and maintenance of respirators. The Keenan SafeColleges' *Respiratory Protection Awareness* course reviews how to identify respiratory hazards on campus and regulations concerning respiratory protection. Updated 9/9/17

Safety Committee (Best Practices) (17 minutes)

The goal of Keenan SafeColleges *Safety Committee* course is to provide those on a safety committee with an understanding of the purpose of safety committees and best practices for creating a successful committee and safe work environment. Course includes guidelines for forming and running a safety committee, steps for conducting a safety committee meeting, how to identify workplace hazards and how to conduct an incident/accident investigation.

Safety Data Sheets (28 minutes)

The Keenan SafeColleges *Safety Data Sheets* course provides staff with an understanding of Safety Data Sheets (SDSs) as they relate to hazardous chemicals and the knowledge to use the information found in SDSs to protect themselves and others on the campus. Course covers: understanding how SDSs are organized and why they're necessary for hazardous chemicals, identification of the different sections of an SDS and the information found in

each, and familiarization with the GHS requirements and how they will affect SDSs. Also available in Spanish.

Scaffolding Safety (22 minutes)

The goal of this course is to supply staff members with a basic understanding of the best practices involving the safe use of scaffolding. This includes both scaffolding assembly as well as safe procedures while in use. Topics covered include basic information and facts about scaffolding, training requirements, structural requirements, and fundamental safety practices and procedures.

Science Lab Safety (25 minutes)

The goal of the *Science Lab Safety* course is to provide science faculty and other staff members with an overview of basic procedures and policies necessary to ensure the safe operation of their science laboratory. The course also outlines general laboratory safety practices, which can be passed on to students.

Science Lab Chemical Spills (28 minutes)

Despite every community college's best efforts to have and maintain a safe science laboratory, chemical spills do happen. As a result, your campus must have a Spill Response Plan in place to ensure that any spill can be contained and cleaned up safely. The goal of the Science Laboratory Chemical Spills course is to familiarize staff members with science laboratory chemical spills and the safe and appropriate methods of containing and cleaning them up.

Scissor Lift Safety Awareness (21 minutes)

This course provides staff members with an overview of important safety procedures to be used when operating a scissor lift. ***This course is not intended to replace hands-on training for the specific scissor lift that you will be using on your job.*** Course covers how a scissor lift works; training requirements for scissor lifts; inspection and maintenance of scissor lifts; safe operation procedures for scissor lifts; and scissor lift safety policies for employees.

Slips, Trips and Falls (24 minutes)

This course concentrates on safety hazards related to flat fluid covered surfaces, the organization of work areas, and blunt trauma resulting from a fall. The course reviews techniques to apply proper safe guards when working in slippery areas and develop effective organizational habits to reduce the potential for trips, as well as provides recommended practices to reduce the possibility of a fall. Course available in English and Spanish. Updated 09/09/18.

Trenching and Excavation Safety (19 minutes).

Excavation and trench work can be very dangerous. The goal of this course is to provide staff members with an overview of safety procedures when trenching and excavating. Topics covered include soil types, excavation requirements and protection systems.

Utility Cart Safety (17 minutes)

The goal of this course is to provide campus staff members and coaches with a general overview of utility cart operational rules and safety policies. Before you operate a utility cart, you are also required to know your district's policies regarding utility cart usage and safety. Available in Spanish. Updated 9/9/17

Water Damage Prevention (28 minutes)

The goal of Keenan SafeColleges *Water Damage Prevention* course is to familiarize facilities managers and administrators with the basics of water damage prevention by discussing construction methods, construction materials, building maintenance and inspection, and response to water damage and flooding.

Welding, Cutting and Brazing Safety Awareness (22 minutes)

The goal of this course is to reduce risks of injury for staff members who weld on campus. Some of these hazards include flying fragments of hot metal, harmful dust, smoke or fume inhalation, burns from intense heat, eye damage from ultraviolet light, and the risk of fire to yourself and others. The goal of *Keenan SafeColleges Welding, Cutting & Brazing Safety Awareness* course is to provide maintenance and facilities staff members with a basic understanding of the safety requirements for welding, cutting and brazing, as well as policies that help ensure safety for both you and others on campus. **This course is designed only as a supplement to your employer's hands-on, product-specific safety training on proper tool use.**

Workplace Injury Prevention (20 minutes)

This course provides an overview of simple strategies to avoid common workplace injury hazards. Primary themes include: back injury prevention; slip, trip and fall prevention; ergonomic injury avoidance; and safety during incidents of workplace violence.

HEALTH

AED Awareness (Automated External Defibrillators) – 18 minutes

This course is a concise tutorial designed for all staff that focuses on the use of automated external defibrillators. The course content addresses how lifesaving AEDs are used in health emergencies. Note: This course is designed to be a complement to hands-on AED training.

Bloodborne Pathogens (18 minutes-full course) Updated 12/12/19

Keenan SafeColleges' *Bloodborne Pathogens: Exposure Prevention* course introduces the type, statistics and scope of the disease; guidelines for the clean up and handling of potentially infectious wastes or contaminated materials; the risks associated with workers exposed to BBPs (including vaccination and reporting information); and delivers training designed to emphasize the practices of proper exposure control. The course contains specific references to OSHA regulation 29 CFR 1910.1030 with Internet links to the OSHA and CDC web sites.

Common Illness Prevention (13 minutes)

The goal of Keenan SafeColleges Training *Common Illness Prevention* course is to provide staff with information on common communicable diseases and how to prevent and manage them. This course covers facts about communicable diseases, how illnesses spread, public health laws, and how to prevent the spreading of common illnesses.

Concussion Awareness: Athletes (18 minutes)

The goal of this course is to familiarize coaches, athletic directors, administrators and other athletic staff members with concussion dangers – as well as to suggest smart policies to minimize concussion risks and ensure proper care for student athletes. Training includes understanding what a concussion is, and why it's such a serious injury; signs and symptoms

of concussions; and smart policies and procedures if you suspect a student athlete has a concussion. (Updated 03/03/19)

CPR (Cardiopulmonary Resuscitation) Awareness Training (13 minutes)

This CPR awareness course is a tutorial designed for all campus staff that focuses on key CPR techniques, considerations, and precautions. The course content addresses how lifesaving CPR technique can be applied during health emergencies on a college or university campus. **Note:** This course is designed to be a complement to hands-on CPR training. Updated 12/12/18.

First Aid Awareness Training (31 minutes)

The awareness course emphasizes “scene safety” and being keenly aware of environmental hazards that contribute to health risks in the college or university environment. *UPDATED 9/9/14

Health Emergencies: Asthma (13 minutes)

This course is a concise tutorial designed for all campus staff. Asthma affects approximately 17 million people in the U.S., and also accounts for roughly 10 million lost work days. The disease can even be fatal. All campus employees must know the basics of asthma and be ready to respond to ensure the safety of students and other staff members.

Health Emergencies: Diabetes (10 minutes)

This course is a concise tutorial designed for all campus staff. Diabetes affects approximately 151,000 young people, or about 1 in every 400-500 students. The disease must be managed 24 hours a day. All campus employees must know the basics of diabetes and be ready to respond to ensure the safety of students and other staff members. *Updated 3/3/18

Health Emergencies: Hemophilia (8 minutes)

All campus employees must know the basics of hemophilia to be ready to respond to ensure the safety of students and other staff members with hemophilia. Updated 12/12/18.

Health Emergencies: Life-Threatening Allergies (9 minutes)

Health Emergencies: Life-Threatening Allergies is a concise tutorial designed for all campus staff. Life-threatening allergies in the U.S. are steadily increasing, and all campus employees must know the basics and be ready to respond to ensure the safety of students and staff.

Health Emergencies: Overview (21 minutes)

The *Health Emergencies: Overview* focuses on the four major chronic conditions prevalent among students and staff. The course provides a brief overview of asthma, diabetes, life-threatening allergies, and seizures.

Health Emergencies: Seizures (11 minutes)

All campus employees must know the basics of epilepsy and seizures to be ready to respond to ensure the safety of students.

HIV/AIDS Awareness (8 minutes)

HIV/AIDS Awareness is a tutorial designed for all campus staff that focuses on the Human Immunodeficiency Virus (HIV) and the disease of Acquired Immunodeficiency Syndrome (AIDS). Both the virus and the disease are examined from the perspectives of impact to students and impact to the college or university workplace. Updated 6/6/18

MRSA Awareness (12 minutes)

Methicillin-Resistant Staphylococcus Aureus, or MRSA, is a type of staph infection you should keep on high alert. This drug-resistant infection spreads from person to person, especially in environments that have many people interacting in close quarters. The Centers for Disease Control and Prevention (CDC) report that 40 percent of adult cases of MRSA occur outside hospital settings. Keenan SafeColleges MRSA Awareness course provides basic information about MRSA infections, along with prevention/management strategies.

Opioid Overdose Response Awareness (18 minutes)

This course gives staff members an overview of opioid overdose response procedures and the usage, storage and maintenance of opioid reversal agents, such as naloxone. Topics include types of opioids, signs and symptoms of an overdose, sample naloxone administration procedures, and after-incident resource identification. Note: This is an awareness course and does not replace the mandated 'hands on training'.

Pandemic Flu (20 minutes)

Pandemic Flu is designed to educate all campus workers on the threat of Pandemic Flu. The course explores both the evolution and history of pandemics. It includes an explanation of the various phases of pandemic as recognized by the World Health Organization (WHO). Another section explores in more detail Swine Flu and the H1N1 strain. The course concludes with numerous practical considerations for campus workers to help reduce the threat of pandemic flu.

Severe Bleeding Response: Wound Packing & Tourniquet Use (12 minutes)

This course is designed to promote awareness of severe bleeding first response procedures. Topics include responding to emergencies, the importance of state laws and employer policies, first aid procedures and how to use bleeding control kits. This version is designed for all employees.

Steroids & PED Awareness in Athletics (23 minutes)

Student athletes are often under tremendous pressure to compete and may be tempted to take a short-cut to achieve peak performance. The goal of Keenan SafeColleges' *Steroid & PED Awareness in Athletics* course is to provide employees, coaches and volunteers with basic training on the topic of the misuse of steroids and performance-enhancing substances by students. Topics cover: definition of steroids, steroidal supplements and performance-enhancing drugs, the physical and mental dangers from using steroids, understanding the best methods for educating students about steroid usage and recognizing the warning signs of steroid use in your students.

Stress Management (29 minutes)

It may not be possible to avoid stress in your life, but it is possible to manage and to reduce stress. Without stress management, you may remain on high alert which can affect your health, your relationships, and your ability to concentrate on the tasks at hand. The goal of Keenan SafeColleges *Stress Management* course is to provide information you can use to manage and to reduce stress in your life.

Student Mental Health (11 minutes)

The goal of Keenan SafeColleges' *Student Mental Health* course is to provide an overview of student behavior and mental health. **This course is not meant as a diagnostic tool.** Diagnoses must always come from a certified professional who specializes in mental health.

However, this course may give you information that should be helpful in referring a student to a qualified professional.

HUMAN RESOURCES

Athletic Liability (45 minutes)

Keenan SafeColleges Training's ***Athletic Liability*** course provides an overview of liability in college athletics. While this course serves as an overview on the topic, it is important to follow state and federal law as well as your college or university's policies and procedures. Course will cover professional preparation and instructional competence, avoiding abuse claims, facility and equipment safety, athletic events, camps, and clinics, and team transportation issues.

Boundary Invasion (23 minutes)

When incidents of sexual misconduct between staff and students are revealed, colleagues are often-times left in shock, thinking "How could this happen in my campus?" or "But that instructor is so respected and popular! Surely he/she isn't capable of something like that...." This course highlights the shocking prevalence of misconduct in the educational setting, while also reinforcing the importance of **establishing professional boundaries** in the workplace. Available in Spanish.

Camps on Campus: Keeping Minors Safe (12 minutes)

Minors are on our campuses more often than we may think. Minors participate in a number of camps on campus and need to be safe during this time. Therefore, it is important that those who work with minors as part of camp activities on college or university campuses receive child abuse prevention training. The material in this course provides strategies for recognizing, preventing, and reporting child abuse.

Clery Act Overview (27 minutes)

Keenan SafeColleges Training's ***Clery Act Overview*** course provides college and university staff members with an overview of the Clery Act. This course is designed to provide historical information about this federal legislation and educate college staff about the legal requirements mandated by the Clery Act. Topics covered: Importance of the Clery Act, Identification of different categories and reporting requirements, Elements of the Annual Security Report, and information on timely warnings and emergency notifications. Updated 09/09/18

Conflict Management: Staff-to-Staff (14 minutes)

The *Conflict Management: Staff to Staff* course provides basic conflict management skills training for all college or university employees. This course describes the most common reasons for conflicts among co-workers on campus; teaches the most effective techniques to resolve common disagreements; and helps staff members use problem-solving strategies to keep a conflict from escalating. *Updated 9/9/19

Customer Service: Administration (11 minutes)

The goal of the *Keenan SafeColleges Training Customer Service: Administration* course is to provide staff members with an overview of customer service skills, while recognizing both the importance of high standards of service and the need to avoid dissatisfied customers. This course defines customer service, makes distinctions between external and internal customers and provides suggestions and strategies for establishing standards of customer service.

Customer Service: Faculty (9 minutes)

The goal of the *Keenan SafeColleges Training Customer Service: Teachers* course is to provide staff members with an overview of customer service skills, while recognizing both the importance of high standards of service and the need to avoid dissatisfied customers. This course defines customer service, makes distinctions between external and internal customers and provides suggestions and strategies for establishing standards of customer service.

Customer Service: Support Staff (9 minutes) (Spanish version available)

The goal of the *Keenan SafeColleges Training Customer Service: Support Staff* course is to provide staff members with an overview of customer service skills, while recognizing both the importance of high standards of service and the need to avoid dissatisfied customers. This course defines customer service, makes distinctions between external and internal customers and provides suggestions and strategies for establishing standards of customer service.

Discrimination Awareness in the Workplace (16 minutes)

The goal of Keenan SafeColleges *Discrimination Awareness in the Workplace* course is to provide all staff members with a basic awareness and understanding of discrimination. This awareness can help you avoid discriminatory behaviors as well as build a campus culture that reflects acceptance and respect for all. Available in Spanish.

Diversity and Inclusion for Faculty and Staff (11 minutes)

This course provides college and university faculty and staff members with a basic understanding of diversity and inclusion, as well as strategies to help maintain a discrimination-free environment. Topics include: terminology and regulations, identifying problematic behaviors and proactive strategies to increase diversity awareness.

Diversity Awareness & Appreciation (25 minutes)

The goals of the course are to provide staff with an awareness of how a diverse workforce strengthens a college or university; equip staff to recognize and respond to incidents of harassment, bigotry, and prejudice; and to appreciate the rich benefits of a diverse, multicultural workforce in the campus environment.

Drug Free Workplace (22 minutes)

The goal of the *Drug Free Workplace* course is to provide employees with an understanding of drug and alcohol abuse in the workplace and its detrimental effect on workplace safety and health.

Employee New Hire Orientation (25 minutes)

The safety and health of employees is the primary concern of the District. The District has developed and implemented numerous safety programs designed specifically to promote a safe and healthful work environment. This course covers these safety programs as well as general safe work practice procedures. Updated 6/6/19.

FACTA: Identity Theft and Consumer Protection (13 minutes)

FACTA is the Fair and Accurate Credit Transactions Act of 2003 and is designed to protect consumers from identity theft relating to financial transactions and records. This course provides staff with guidance for compliance with FACTA's Red Flags Rule, which requires applicable organizations to implement an identity-theft prevention program to detect warning signs.

FERPA (14 minutes) *Updated 12/12/19

FERPA: Confidentiality of Records is designed to familiarize college and university staff members with their responsibilities under FERPA. While the free flow of information is a hallmark of the college experience, there are several categories of information - such as confidentiality of student information - that should not be shared in order to safeguard student privacy as well as comply with the law. This information is protected by a federal law known as FERPA, the Family Education Rights and Privacy Act. Available in Eng/Span

General Ethics in the Workplace (16 minutes)

The goal of Keenan SafeColleges' *General Ethics in the Workplace* course is to provide staff members with an overview of ethical standards at work. Topics will cover: description of ethical behavior with monetary practices, ethical behavior with colleagues and students, and several guidelines for appropriate ethical behavior. (Updated 03/03/19)

HIPAA Overview – 18 minutes

This course provides staff members with a basic understanding of current HIPAA regulations. The course will review the definition of HIPAA, whom HIPAA applies to, what HIPAA requires of you, and discuss the consequences of HIPAA violations. This course does not serve as legal advice, nor is it meant to be comprehensive. Always check with your Human Resources department for questions related to HIPAA.

Sexual Harassment Prevention for NON-Management Staff (SB 1343) – 60 minutes

The goal of the *Keenan SafeColleges Sexual Harassment Prevention for Non-Managers* course is designed to provide California employees with a basic understanding of sexual harassment and strategies to maintain a harassment-free environment. Course topics include definitions of sexual harassment, what employers must provide in their anti-harassment policies, sexual harassment in the workplace and actions victims can take.

Sexual Harassment Prevention: Staff-to-Staff (29 minutes) (Refresher is 11 minutes)

Keenan SafeColleges' *Sexual Harassment* course provides background information on sexual harassment; offers several scenarios for staff to staff sexual harassment; identifies indicators of inappropriate behaviors; and states the legal rights, responsibilities, and liabilities of employees. Available in English and Spanish. (Updated 03/03/19)

Student Worker Orientation (25 minutes)

The safety and health of your student worker is a primary concern of the Community College. The District has developed and implemented numerous safety programs designed specifically to promote a safe and healthful work environment. This course covers these safety programs as well as general safe work practice procedures for all workers.

Title IX and Gender Equity in Athletics (43 minutes)

Keenan SafeColleges Training's *Title IX and Gender Equity in Athletics* course provides an overview of Title IX and how it applies to college and university athletics. This course serves as an overview on the topic. It's important for your employees and programs to follow federal laws as well as your college's policies and procedures. Course will discuss History of Title IX, legal requirements and compliance in athletics, equality in treatment and benefits, and common questions and myths.

Title IX and Sexual Misconduct (27 minutes)

Keenan SafeColleges Training's *Title IX and Sexual Misconduct* course provides information about Title IX and sexual misconduct in post-secondary education. While this course serves as an overview on the topic, it is important to follow federal and state laws and your educational institution's policies and procedures. Topics covered: Definition of sexual misconduct, Understanding Title IX regulations, knowing your obligations under Title IX, and Developing effective policies. Available in Spanish. Updated 09/09/19.

Title IX: Roles & Responsibilities for Coordinators and Administrators (37 minutes)

All staff members have some responsibility under Title IX. The Title IX Coordinator is charged with overseeing compliance and ensuring all employees, students and guests are aware of their obligations and protections under Title IX. This course provides administrators with an overview of Title IX requirements and the role of the Title IX Coordinator. Topics include: sexual misconduct and sex-based discrimination, methods of awareness and prevention, ways to address sex discrimination and procedures for investigation and adjudication.

Title IX: Roles of Responsible Employees (26 minutes)

Title IX is key to ensuring all students are free from discrimination and exclusion in their access to education. But making sure all students are protected isn't completely on the shoulders of Title IX Coordinators. They often rely on members of the campus community to help. This course gives college and university faculty and staff members an overview of Title IX and their role in connecting students to Title IX services. Topics include: the responsible employee role, key terms and definitions and reporting procedures.

Workplace Bullying Awareness and Prevention (20 minutes)

Keenan SafeColleges *Workplace Bullying: Awareness and Prevention* course is designed to help employees gain a greater understanding of the nature of workplace bullying so that it can be prevented. This course will review the impact and dangers of workplace bullying, the identification of bullying behavior and effective and efficient ways to deal with workplace bullying. Updated 6/6/19.

Workplace Violence Prevention - Supervisor (28 minutes)/Employee (20 minutes)

It is critical that you become familiar with your workplace violence prevention program and related policies. The goal of Keenan SafeColleges *Workplace Violence* course is to provide all campus employees and supervisors with basic information regarding awareness and prevention of violence in the workplace. Available in Spanish. Updated 6/6/19.

INFORMATION TECHNOLOGY**Browser Security Basics (15 minutes)**

A large number of cyber attacks target browser activity. This course provides all staff members with an overview of browser security and ways to browse the web safely. Topics include: the types of browser threats, the basics of browser security and safe browsing practices.

Copyright Infringement (22 minutes)

Keenan SafeColleges' *Copyright Infringement* course is designed to help you – the educator - understand how copyright law applies to materials you want to copy or download for use in

your classes. This course is not designed for student use. We'll accomplish this goal by first - learning the basics about copyright laws and college campuses. Next, we'll explore smart practices involving three common categories of copyrighted materials used in education.

Cybersecurity (13 minutes)

This introductory course provides an overview of cybercrime and cybersecurity. Staff members will learn the basics of cybersecurity along with the effects of cybercrime, the types of cyber threats and how users are susceptible.

Email and Messaging Safety (12 minutes)

Email is the primary means of attack from cyber-perpetrators. This course provides staff members with an overview of cybercrime via email, and how to employ safe email and messaging practices to avoid and help prevent cyber threats, attempts at fraud and identity theft.

Password Security Basics (7 minutes)

This course provides an overview of password security and management. Staff members will learn the basic principles of password security, the elements of a strong password and strategies of how to create and maintain passwords.

Protection Against Malware (15 minutes)

This course provides staff members with an overview of basic protection against malware. Topics include: the types of malware, how malware works and protective strategies.

NUTRITION SERVICES

Foodborne Illnesses (19 minutes)

This is a tutorial designed to train campus food service workers on how to prevent contamination from foodborne bacteria and parasites. (Updated 03/03/19).

Food Safety and Kitchen Sanitation (13 minutes)

This course aims to instruct employees in proper cleaning techniques and personal hygiene practices relating to kitchen sanitation and food safety. The tutorial, which is broken up into segments permitting the learner to complete the course at his/her own pace, allows staff to gain a comprehensive understanding of some of the basic issues related to food safety and kitchen sanitation. (Updated 6/6/15)

Food Service Equipment: Safe Use (28 minutes)

This course is designed to provide food service employees with information on use and care of standard commercial food service equipment. Careful use of equipment will keep you from getting hurt, along with protecting your students and other staff members from foodborne illnesses. This course will help to promote a healthy long lasting environment for both the kitchen equipment and the people operating them. (Updated 6/6/18)

Food Service Equipment: Sanitation (22 minutes)

The proper cleaning and care of campus kitchen equipment can make the difference between having a safe and healthy work area and food supply, and an unhealthy workplace with an unsafe food supply. Keenan's SafeColleges' *Food Service Equipment: Sanitation* course is designed to provide food service employees with information about sanitation practices that will keep the equipment in your kitchen safe from contamination. (Updated 6/6/18)

HACCP: Hazard Analysis Critical Control Points (23 minutes)

The *HACCP: Hazard Analysis and Critical Control Points* course is designed to provide food service staff members with an introduction to HACCP in the campus kitchen. The course begins with an explanation of HACCP, its purpose, principles and elements. It then gives a concise overview of hazard analysis and food preparation. Lastly, the course reviews steps to take to prevent or eliminate a food safety hazard. Updated 12/12/18.

POLICY**Company Nurse for Employees (6 minutes)**

Overview of the Company Nurse program for employees. Available in English and Spanish.

DPR Link: Integrated Germ Management for Teachers (50 minutes)

The goal of the Keenan SafeColleges' *Integrated Pest (Germ) Management for Teachers* course is to familiarize faculty instructors with the principles of Integrated Pest Management in the classroom. This course LINKS to the Department of Pesticide Regulation's course.

Heat Illness in Athletes (10 minutes)

The Keenan SafeColleges' *Heat Illness in Athletics* LINKS to the course developed by the National Federation of State High School Associations (NFHS), which is the national leadership organization for high school sports and performing arts activities. The NFHS sets direction for the future by building awareness and support, improving the participation experience, establishing consistent standards and rules for competition, and helping those who oversee high school sports and activities.

Safety Shorts: Odors & Fragrances in the Classroom (3 mins)

Course reviews the health concerns from strong odors and fragrances to those with health conditions

CA State Water Resource Guide: Stormwater Sampling (16 minutes)

This is a document produced by the state water resources board on how to gather stormwater samples.

SECURITY**Arson Awareness and Prevention (31 minutes) *Updated 9/9/16**

This course is designed to provide campus employees with information that will help reduce the likelihood of arson at their college or university. Arson is extremely costly to society in general, and is a difficult crime to detect and prosecute. This course will review the best practices to eliminate arson and provide a better understanding of the principles of fire itself.

Campus Security Authority: Roles and Responsibility (13 minutes)

The Keenan SafeCollege's *Campus Security Authority: Roles and Responsibility* course is designed for anyone on campus designated as a Campus Security Authority. This course will discuss roles and responsibilities of a Campus Security Authority and how CSAs help officials and administrators comply with the requirements of the Clery Act.

Copper Theft Awareness (9 minutes)

The *Keenan SafeColleges* Copper Theft Awareness course provides a brief overview of the topic for all administrators, maintenance/facilities supervisors, and staff. Topics covered: Why copper theft is common, the security conditions, or lack thereof, that attract criminals and everyday ways that you can help to reduce the risk of copper theft.

Safety Basics for Security Staff (22 minutes)

Campus security officers have the challenging job of keeping your district's buildings, facilities and grounds safe for students, staff and visitors. The job can include a lot of down time when nothing of interest happens. At other times, dangerous situations can arise and your team needs to be prepared and stay alert so that they can think clearly, act effectively and avoid injury. *Keenan SafeColleges' Safety Basics for Security Staff* course will provide tips to help make your security staff more aware of the students, surroundings and events at your district.

Visual Weapons Screening (15 minutes)

The *Keenan SafeColleges' Visual Weapons Screening* course has been designed to teach college staff members basic principles in visual weapon screening for the campus environment. The course is based on training videos also used by the FBI, U.S. Secret Service, Bureau of Alcohol, Tobacco & Firearms, the U.S. Department of Homeland Security, the Transportation Security Administration (TSA), and law enforcement agencies in more than thirty countries.

SOCIAL & BEHAVIORAL**Campus SaVE Act for Employees: Sexual Violence Awareness**

NOTE: Updated and re-titled Sexual Violence Awareness for Employees (Campus SaVE Act) 09/09/19.

Child Care Mandated Reporter (AB 1207) (61 minutes)

The *Keenan SafeSchools Mandatory Reporting* course provides Child Care staff with an overview of laws regarding mandatory reporting of child abuse and neglect. This course is compliant with AB 1207. This course is designed for all child care staff and administration.

Communication Styles & Skills (11 minutes)

This course provides basic information on the types and styles of communication, as well as a few ways to communicate more effectively with others. Topics included: types, characteristics and styles of Communication and ways to strengthen your communication.

Dating Violence: Identification and Prevention (20 minutes)

Keenan SafeColleges' Dating Violence: Identification and Prevention course aims to increase staff member awareness of student dating violence. This course will focus on understanding teen dating violence, how to recognize signs of abuse, examining strategies to prevent teen dating violence, and correct procedures to safeguard the students.

Hazing Awareness and Prevention (17 minutes)

The goals of *Keenan SafeColleges Hazing* course are to help you understand what hazing is, explain why hazing occurs, and educate you on identifying and addressing hazing incidents at your campus.

Implicit Bias and Microaggression Awareness (21 minutes)

The goals of Keenan SafeColleges *Implicit Bias and Microaggression Awareness* course are to help course takers gain an understanding of what implicit bias and microaggressions are, the science behind these concepts and how to prevent imposing them on others.

Making Campus Safe and Inclusive for Transgender Students (19 minutes)

09/09/19 – Title has been changed from **Transgender Awareness**.

The goal of Keenan SafeColleges' *Making Students Safe and Inclusive for Transgender Students* course explores challenges faced by transgender students and how educators can communicate with respect and caring.

Making Campus Safe for LGBTQ+ Students (22 minutes)

The *Making Campus Safe for LGBTQ+ Students* course explores the challenges faced by LGBTQ+ students on a college campus and provides ways that educators can help create a safe and respectful campus environment.

Mandated Reporter: Child Abuse and Neglect (27 minutes)

The *Mandated Reporter: Child Abuse and Neglect* course provides staff with an overview of laws regarding mandatory reporting of child abuse. This course would be applicable for all staff involved with children under the age of 18 years. This includes coaches running sports camps and those involved in science, drama or summer school programs on campus. Course available in English and Spanish.

Playground Supervision (16 minutes) – Child Development Centers

The Keenan SafeColleges *Playground Supervision* course gives an overview of the fundamentals of playground supervision. This course is available in Spanish.

Prescription Drugs/Opioid Awareness: Impact on Students (36 minutes)

The Keenan SafeColleges *Prescription Drugs/Opioid Awareness: Impact on Students* course provides staff members with an overview of prescription drug and opioid abuse, its effects and ideas for increasing awareness among students. Topics include: types of opioids and prescription drugs and how they affect the body, signs and effects of abuse and addiction, risk and protective factors and ways to implement campus-wide action plans.

Self-Injury and Cutting (18 minutes)

It's important to recognize a student's self-injuring problem. The goal of the Keenan SafeColleges *Training Self-Injury and Cutting* is to teach every staff member what they need to know about non-suicidal self-injury by young people and what they can do when it occurs. This course covers how to recognize the signs that a student may be self-injuring, understand the reasons for self-injury, and to know what to do if they suspect a student is self-injuring.

Sexual Violence Awareness for Employees (Campus SaVE Act) – 39 mins.

NOTE: Updated and title change to replace Campus SaVE Act course 09/09/19.

The goal of Keenan SafeColleges *Sexual Violence Awareness for Employees (Campus SaVE Act)* course is to educate college and university staff members with an overview of intimate partner violence on campus and the protections of the SaVE Act. You should always refer to your college or university's policies and procedures when dealing with sexual violence on campus. This new course reflects the updated law and is designed specifically for new employees - as mandated specifically by SaVE. Spanish version available.

Student Drug & Alcohol Abuse (22 minutes)

The goal of Keenan SafeColleges' *Student Drug & Alcohol Abuse* course is to provide an overview of youth substance abuse and the role of educators in substance abuse prevention. The course is also designed to help all staff members identify and respond to general substance abuse issues involving students.

Transgender Awareness (19 minutes)

NOTE: Title changed to Making Campus Safe and Inclusive for Transgender Students (19 minutes) 09/09/19.

Youth Suicide: Awareness and Prevention (27 minutes)

The statistics on youth suicide are staggering: suicide has become the 3rd leading cause of death for adolescents, with rates that have increased over 300% since the 1950s. However, by learning the facts about youth suicide, knowing the warning signs, and being ready to take action to safeguard a student, any campus staff member can help prevent a tragedy. The goal of the *Suicide: Awareness and Prevention* course is to provide college professionals with information that will help them reduce the likelihood of suicide among students in their campus. This course will also explain the important role your personnel can have in suicide prevention. (Updated 6/6/18)

TRANSPORTATION**City Driving (15 minutes)**

City Driving is designed for any campus employee who drives a college or university vehicle including both professional and nonprofessional drivers.

Defensive Driving (20 minutes)

The *Defensive Driving* course is a comprehensive tutorial designed for any campus employee who drives a college or university vehicle including both professional and nonprofessional drivers. The course content includes strategic driving tips and real-world driving scenarios to help improve your decision-making when you're behind the wheel of a vehicle. *Updated 6/6/19.

Distracted Driving (12 minutes)

According to the CDC, more than nine people are killed and more than 1,100 people are injured each day that involve a distracted driver. This course provides facts on the dangers of distracted driving, especially while driving on the job. Topics covered: Types of distractions, Distracted driving facts, Distracted driving on the job and smart practices.

Road Rage (7 minutes)

Road Rage is a comprehensive tutorial designed for any campus employee who drives a college or university vehicle including both professional and nonprofessional drivers. Updated 12/12/18.

Van Safety (22 minutes)

This course is designed to refine awareness, knowledge, and understanding of how to safely operate a district passenger van. It is important for the districts' van drivers to become familiar with the safety and handling concerns that affect their performance in the driver's seat.

Winter Driving 15 minutes

Winter Driving is designed for any campus employee who drives a college or university vehicle including both professional and nonprofessional drivers. The course content outlines special considerations for district employees driving in inclement winter weather.