Members of CCAP Insurance Programs can contact Loss Control for consulting services to assist with the development, administration and operation of their safety and loss prevention programs. Service may include: assisting in hazard identification, providing educational services and consulting with county staff regarding safety, loss control issues and scheduled attendance at safety committee meetings.

MEET OUR LOSS CONTROL Staff

John Sallade, CRM, Managing Director, Insurance Programs jsallade@pacounties.org
Gary Nicholson, CHSP, Loss Control Services Manager gnicolson@pacounties.org
Dennis Cutler, CSHM, Loss Control Specialist dcutler@pacounties.org
Maureen McMahon, CSP, ARM, Loss Control Specialist mmcmahon@pacounties.org
Andrew Smith, Loss Control Specialist asmith@pacounties.org
Linda Rosito, Insurance Training Director lrosito@pacounties.org

Access the Safety Resource Booklet at www.pacounties.org—click on Insurance Programs!

Employee Relations Network (ERN) administers the program, which is known as the PCoRP and PComp Fraud Hotline. ERN’s program is sponsored by the National Association of Counties and is used by many counties and several county insurance pools nationwide.

Here’s how it works:

- Each county and county-related entity is assigned an identification code (this identification code is listed on the hotline posters and wallet cards).
- Employees and officials can report concerns, anonymously if they wish, through the PCoRP and PComp Fraud Hotline.
- All calls are handled discreetly and a confidential report will be forwarded to the county or county-related entity.
- The operator will ask callers for the identification code, their department name and location, and some basic information about the concern.
- Each county and county-related entity has designated a person to be the recipient of the email notices from ERN indicating a report has been made, and a link to ERN’s secure website, where a transcription of the report is posted.

Hotline operators are available 24-hours every day of the week.
Online Claims Reporting

The convenience of electronic online claims reporting allows for the prompt reporting of PComp’s first report of injuries, PCoRP and COBALT’s property and casualty insurance claims and PELICAN’s professional medical liability claims. Online claims reporting allows claims to be reported anytime of day or night, including weekends and holidays.

County and county-related entities must submit ALL claims through the online claims reporting system. Claims should no longer to be reported to a claim representative by phone or fax.

For questions, onsite training or for help using RISKMASTER, including obtaining client ID or user ID, contact

(800) 895-9039
ask for Dave Harman or email dharman@pacounties.org.

Access online claims reporting by using the RISKMASTER claim system at:

https://onlineclaims.pacounties.org
and clicking on the RISKMASTER link.
SAFETY/HEALTH VIDEO LOAN PROGRAM/POLICY

Welcome to the County Commissioners Association (CCAP) of Pennsylvania Insurance Programs Loss Control video library listing. To help its insurance members provide a safe work environment and prevent costly accidents, CCAP provides a free loss control video lending library. Members are encouraged to borrow these videos for viewing and for training purposes. To make your training programs successful, please provide us with as much advance notice as possible when requesting a loan from the library to allow for on time delivery. All items are available for loan free of charge.

HOW TO BORROW VIDEOS

Video programs are available for loan at no charge. You may pick up your requested video or we will mail it to you. To request videos, contact CCAP loss control staff at: (800) 895-9039 or (717) 526-1010 or via fax (717) 526-1020.

LOAN PERIOD

The loan period is one month, but a longer period may be requested if needed.

VIDEO RETURN

Videos are to be returned immediately upon completion of use via certified mail or an equivalent private carrier (i.e. FedEx or UPS) to this address:

County Commissioners Association of Pennsylvania
c/o Andrew Smith
2789 Old Post Rd.
Harrisburg, PA 17110

Videos should be returned in their original cases. All accompanying documents must also be returned.
OFFICE ERGONOMICS
Typing Injury FAQ Home Page  www.tifaq.org

OSHA INFORMATION
Assistance Tools (eCATs)  www.osha.gov/dts/osta/oshasoft/index.html
OSHA  www.osha.gov
OSHA Citations by SIC Codes  www.osha.gov/oshstats/std1.html
OSHA Technical Manual  
Record Keeping Guidelines  www.osha.gov/recordkeeping/index.html

PLAYGROUND SAFETY

RIGHT TO KNOW
PA Department of Labor & Industry-Right to Know Law Request Policy  www.dli.state.pa.us/landi/cwp/view.asp?a=185&q=197343&landiNav=|
PA Dept. of Labor & Industry-Worker & Community Right to Know Act  www.dli.state.pa.us/landi/lib/landi/laws-regulations/rtk/r-18.pdf
PA Dept. of Labor & Industry-PA Worker & Community Right to Know  www.dli.state.pa.us/landi/cwp/view.asp?a=144&Q=70633&landiPNavCtr=#2612

SAFETY ORGANIZATIONS
American Health & Safety Institute  http://www.hsi.com/
American Society of Safety Engineers  www.asse.org
Health and Safety Institute  http://www.hsi.com/
International Board for Certification of Safety Managers  http://www.ibfcsm.org/
ISO  www.iso.com
National Association of Safety Professionals  www.naswp.com
National Safety Council  www.nsc.org

SAFETY POLICY STATEMENTS
Carroll County, Iowa Safety Policy Statement (sample statement)  www.co.carroll.ia.us/attorney/safety%20policy%20statement.pdf

SAFETY RESOURCE BOOKLET FORMAT
In the first part of the Safety Resource Booklet, the videos are divided by safety topics. There is a brief description for each video. The second part of the Safety Resource Booklet lists the videos by reference number and title. New videos are noted.

BACK INJURIES

Back Basics: Back Injury and Prevention Ref. No. 103
This video discusses back injury and how it can be prevented in the workplace. (20 minute DVD)

Getting Your Back Into It Ref. No. 114 © 1992
Knowing how your back works can help avoid painful and costly injuries. (5 minute DVD)

Protecting Your Back Ref. No. 139
The video identifies potential work hazards and personal habits that can cause back injuries, discusses how posture affects the back, the importance of good body mechanics, provides some tips on healthy ways to move objects, outlines why exercise is important and showcases some exercises to reduce the chance of back injury. It includes a special segment on patient transfer designed to specifically help health care providers who move patients: this segment focuses on pre-transfer tips, use of mechanical lifting devices, use of draw sheets, moving patients to wheelchairs, bed-to-gurney transfer and transfer tactics. The video comes with an instruction guide that highlights the main points of the video and suggests discussion topics for each section of the video. (20 minute DVD)

BLOODBORNE PATHOGENS

Bloodborne Pathogens in the Workplace Ref. No. 108
This video is part of the Safetycare Series and focuses on bloodborne pathogens in the workplace. It deals with the topic of what are bloodborne pathogens, how they can be passed, how to reduce the risk and what to should do if an incident occurs where there might be exposure. (15 minute DVD)

Bloodborne Pathogens for Corrections Ref. No. 106 © 1999
Jail can be a violent place. Fights, drugs, rapes, searches and other events can expose employees to infected bodily fluids. Based on OSHA 29 CFR 1910.1030, this video program will help workers keep dangerous bloodborne diseases locked away. It deals with bloodborne diseases, transmission and an exposure control plan. (22 minute DVD)
Bloodborne Pathogens for Custodians  Ref. No. 107
Video program tells employees how to protect themselves from transmission of dangerous bloodborne pathogens and how to keep everyone safe and healthy in a building through effective cleaning and disposal of potentially infectious material. Included is information regarding HBV, HCV and HIV, exposure control plan, reducing risk of exposure, work practice controls, transmission, engineering controls, PPE and housekeeping. (16 Minute DVD)

COMMUNICATION

Conflict Communication Skills  Ref. No. 109© 1995
This video deals with hostility in the workplace, with clients and with coworkers. Through example scenarios, it shows how to develop conflict communication skills to diffuse situations. It also discusses how to deal with a situation that cannot be diffused. Video is appropriate for training and personnel workshops. (15 minute DVD)

Employee Assistance Program  Ref. No. 111
Mazzitti & Sullivan EAP Services, Inc. offer a comprehensive employee assistance program providing for the needs of companies and their employees. (DVD)

CORRECTIONS

Beyond the Myths: The Jail In Your Community  Ref. No. 166
This video provides a foundation to aid sheriffs and jail administrators in providing information to the public about jails generally, jails specifically and the need for community interest in local jail issues. It can also be used to educate prospective jail employees about local detention. (DVD)

Counter Assault/Survival Tactics: Fighting Through Pepper Spray  Ref. No. 110
It’s not if you are sprayed, but when. Nationally known and respected trainers teach officers how to fight through a pepper spray attack. Multimedia training includes a scenario involving an officer being hit with live Oleoresin Capsicum, also known as pepper spray. (30 minute DVD)

In Custody Care: Positional Asphyxia, Sudden Death And Transporting Suspects  Ref. No. 116
Training Specialists Jim Lindell and Vince O’Neil and National Law Enforcement Training Center staff demonstrate survival tactics when confronted with an adversary with OC or other aerosol weapon. The second video brings experts to focus on avoiding custody deaths. Live footage of an in-custody death is included. (30 minute DVD)

LIGHTNING
NASA Lightning Article http://science.nasa.gov/newhome/headlines/essd18jun99_1.htm
NASA Article About Lightning Safety  www.lightningsafety.noaa.gov
National Lightning Safety Institute  http://www.lightningsafety.com/

LYME DISEASE
CDC-Article  http://www.cdc.gov/lyme/
Lyme Disease Network  www.lymenet.org

MACHINE GUARDING
Oklahoma State University Environmental Health & Safety On-Line Library  http://EHS.OKSTATE.EDU
National Ag Safety Data Base  http://nasdonline.org/
NOAA Environmental Compliance Staff Web-Based Training & References  www.labtrain.noaa.gov/osha600/menus/menu09.htm

MISCELLANEOUS SAFETY
1 Source Safety and Health, Inc.  www.1ssh.com
American National Standards Institute (ANSI)  www.ansi.org
CDC-Germ Warfare  www.bt.cdc.gov/Agent/Agentlist.asp
Canada’s National Occupational Health & Safety Resources  www.ccohs.ca
Cocciardi & Associates (Mechanicsburg)  www.cocciardi.com
ESD Journal-Static Auto Fires-Refueling  www.esdjournal.com/static/staticsmart.htm
High Safety Consulting Ltd.  www.highsafety.com
Power Mate  www.powermate.info/powermate.htm#
T&S Material Handling Equipment  www.tseq.com

MRSA
Wikipedia http://en.wikipedia.org/wiki/Methicillin-resistant_Staphylococcus_aureus
Mayo Clinic-MRSA Infection  http://www.cdc.gov/mrsa/index.html
Minnesota Department of Health-Causes and Symptoms of MRSA  http://www.health.state.mn.us/divs/idepc/diseases/mrsa/basics.html
Massachusetts Department of Public Health-MRSA and Correctional Health  http://www.mass.gov/dph/cdc/antibiotic/mrsa_correctional.htm
Suicide Prevention In Custody   Ref. No. 154
This video teaches correctional staff about the impact and rate of suicides of those in custody and ways to avoid them. Key topics include: suicide rates in custody; identifying potentially suicidal offenders during the admissions process; the influence of the correctional environment; staff attitudes about suicidal behavior; identifying potential suicidal offenders in custody; depression; agitation; and the role of the correctional worker in preventing suicides and localization. This video comes with a trainer’s guide.  
(15 minute DVD)

ERGONOMICS

VDT and Workstation Ergonomics   Ref. No. 156© 1997
By using case studies and solutions this video clearly explains to the viewer how they should go about analyzing the ergonomics of their workstation. VDT and workstation hazards, correct posture, position of screen, keyboard and desk relative to the user are analyzed. Correct chair adjustment, the work environment, workplace layout, task design, work organization and daily exercises are also examined.  
(23 minute DVD)

Ergonomic Essentials for the Office  Ref. No. 200
Inadequate work station set-up is a major contributor to inefficiency and long-term injuries in the office, usually because ergonomic principles are not followed. Ergonomics is the study of interaction with our working environment and how these can be improved so that productivity and well being is maximized. The program covers: ergonomic case studies; adjusting work stations including chairs, monitors, desks, keyboards, mouse and phone; laptop computers and postures, movement and stretching.  
(18 minute DVD)

FIREARMS

Because the First Shot Counts   Ref. No. 104
This is a promotional video for the Beamhit training system, which is a revolutionary training device that allows those involved in law enforcement to attain and maintain shooting skills to aid them in an armed encounter.  
(15 minute DVD)

GOVERNMENT/COUNTY

24 Hours in County Government   Ref. No. 100
Useful for those who do not understand what county government does. It switches between a couple that does not understand the role and function of county government and all the different area of which county government is a part, including nursing home care, 911 calls, drug/alcohol counseling, property assessment and more.  
(20 minute DVD)
All County ... All the Time  Ref. No. 102
Ends the confusion of what county government does and doesn’t do. Delineates the public’s misunderstandings of the county’s functions, including that county government has control over school tax, county spending and snow removal. (10 minute DVD)

Managing Your Employment Liability Exposure  Ref. No. 159 © 2003
Video discusses personnel problems that can result in costly employment liability claims. Liability exposures including wrongful termination, harassment and retaliation are depicted. Tips for preventing employment claims by establishing good hiring practices, following personnel policies and procedures, training supervisors and properly documenting employee performance are emphasized. The accompanying manual provides information on hiring policies, procedures and practices; motivational tips for supervisors; documentation and evaluations; terminations and layoffs and other policies such as harassment, workplace violence, electronic communications and modified employment. Sample policies/forms are provided. (19 minute DVD)

Only the Beginning-The Challenge of Taking Office  Ref. No. 126
This video focuses on the challenge of taking office encountered by newly-elected county officials, including the scope of the job and its vast array of responsibilities. It discusses all of the different hats that a county official wears, the important attitude of a commissioner, and how to get support and advice on issues when you are new to office and is great for any newly-elected county official. (15 minute DVD)

Preventing Public Officials Liability  Ref. No. 188 © 2007
Discusses how elected and appointed officials can avoid mistakes that can lead to liability claims and identifies best practices to allow officials to be successful. Topics include quasi-judicial hearings, legislative matters, delegating administrative and personnel issues, electronic communications and maximizing liability protections. A copy of the Public Officials Liability Handbook is included. (17 minute DVD)

Demonstrates how public officials are often sued for employment practice claims and teaches how to avoid being sued because of the five D’s; Discrimination, Documentation, Drastic Action, Discipline and Discharge. (12 minute DVD)

Special Events ... Special Liabilities  Ref. No. 162 © 1996
Concerts in the park, festivals lasting several days and even frog jumping contests are special events with very unique liabilities for public entities. This 17-minute video emphasizes the importance of pre-event planning. It covers topics such as site safety surveys, crowd control, establishing emergency plans, traffic control, common liability exposures and special insurance requirements. A handbook accompanies this video. (17 minute DVD)

PA Department of Labor & Industry-Uniform Construction Codes:
http://www.portal.state.pa.us/portal/server.pt/community/uniform_construction_code/10524/ucc_codes/553803
PA Emergency Management Agency  www.pema.state.pa.us
PA Homeland Security  www.homelandsecurity.state.pa.us
PA State Fire Commissioners Office  www.osfc.state.pa.us
PA Training for Health and Safety (PATHS)  http://www.portal.state.pa.us/portal/server.pt/community/paths/20277
U.S. Department of Labor  www.dol.gov
National Medical Disaster System  http://www.phe.gov/Preparedness/responders/ndms/Pages/default.aspx

HAZARDOUS MATERIALS

HEALTH CARE
AAOHN Home Page  www.aaohn.org
Agency for Health care policy and research  www.ahrq.gov
The AGS Foundation for Health in Aging  http://www.healthinaging.org/
Am Health Care Association (AHCA)  www.ahca.org
American Geriatrics society  www.healthcarefreeware.com
American Medical directors association  www.amda.com
Assisted Living Federation of America  www.alfa.org
The Association of Energy Engineers (AEE)  www.aeecenter.org
The Association for Facilities Engineering (AFE)  www.afe.org
Association for Professionals in Infection Control and Epidemiology (APIC)- www.apic.org
Building Owners Management Association (BOMA)  www.boma.org
Centers for Medicare & Medicaid Services  www.cms.hhs.gov
Department of Health & Human Services-Technology for Long-Term Care www.techforltc.org
Emedicine Instant Access to Minds of Medicine  www.emedicine.com
Healthcare Freeware  www.healthcarefreeware.com
Healthcare Info  www.hcpro.com/safety
International Facilities Management (IFMA)  www.ifma.org
Long Term Care Information Supersite  www.hcpro.com/long-term-care
Medicare  www.medicare.gov
National Guidelines Clearinghouse  http://www.guideline.gov/

© 2003 PA State Fire Commissioners Office  www.osfc.state.pa.us
© 1996 Special Events ... Special Liabilities  Ref. No. 162
2014 SAFETY RESOURCE BOOKLET

ERGONOMICS
AliMed Medical & Ergonomic Products www.alimed.com/
Cardinus Online Ergonomics & Safety Solutions www.cardinus.com
CTD News-Ergo and Workplace Safety www.ctdnews.com
Dupont Safety Resources Ergonomics Seminars
Ergo Web www.ergoweb.com
Ergoworld Home http://ergoworld.com
Humantech www.humantech.com
Motion Savers www.motionsavers.com
NIOSH Musculoskeletal Disorders http://www.cdc.gov/niosh/topics/ergonomics/
OSHA-Solutions Computer Work Stations
Painless gains www.painlessgains.com
RSI & Computer Ergonomics www.bilbo.com/rsi.html
Typing Injuries FAQ Home Page www.tifaq.org
Univ.of Berkeley/Ergo Index www.berkeley.edu/Facstaff/Ergonomics/index.shtml

FIRE SAFETY
Firehouse www.firehouse.com
Fire Safety www.firesafety.gov
Preparedness http://www.fema.gov/areyouready/emergency_planning.shtml

GOVERNMENT AGENCIES (FEDERAL AND STATE)
Centers for Disease Control and Prevention www.cdc.gov
Environmental Protection Agency www.epa.gov
NIOSH-Traumatic Occupational Injuries www.cdc.gov/niosh/injury/
Occupational Safety & Health Administration Publications http://www.osha.gov/pls/publications/publication.html
PA Department of Environmental Protection www.dep.state.pa.us
PA Department of Health www.health.state.pa.us
PA Department of Labor & Industry www.dli.state.pa.us/landi/site/default.asp
PA Department of Labor & Industry-PA Right to Know Law Request Policy
http://www.dli.state.pa.us/landi/cwp/view.asp?a=185&q=197543&landiNav=|&landiRNavradC6865=|&landiRNavrad3DFC3=|

HEALTH CARE
Assessing Chronic Pain in the Cognitively Impaired Ref. No. 203
When a resident experiences pain, often the most dependable method for assessing that pain is to ask the resident to “self-report.” When a resident is afflicted with dementia, that communication is often not reliable. This video will define pain so that it is easier to recognize, help you understand how to use your skills to assess pain in your residents, explore ways you can help residents manage pain and address some special challenges that caregivers face in assessing pain when residents cannot self-report. (23 minute DVD)

Bedford-Somerset Mental Health/Mental Retardation Agency-Consultation/Education Ref. No. 105
This video focuses on the MH/MR agency formed in Bedford and Somerset counties and describes the services the agency provides, such as case management, crisis intervention, counseling, residential services, children’s services, supportive services and vocational services. The video aims to educate people on the function and benefit of the Bedford/Somerset MH/MR Agency. (10 minute DVD)

Combative Residents: Mirror Their Reality Ref. No. 185
This important program discusses the problems, causes and various forms of combative behavior in long-term care facilities and teaches how to prevent combative behavior from injuring employees. Topics include forms of combative behavior, potential causes, keys to the successful management of combative behavior and learning to deal with combative incidents. (23 minute DVD)

NEW! Fire Prevention and Safety in Long-Term Care Ref. No. 210
A fire that occurs in a long-term care setting can completely devastate your residents, your facility and your entire community. Staff members, frontline care workers, and health care providers play a significant role in protecting themselves and their residents. During this program you’ll learn: The importance of fire drills, evacuation plans and emergency procedures; how to prevent or limit the most common causes of fires; how to keep residents safe when a fire occurs using the RACE method (Rescue, Alarm, Contain, Extinguish) or ARCE method (Alarm, Rescue, Confine, Extinguish); Strategies for safely confining and extinguishing small fire.

The video shows long-term care staff members and health care providers using techniques for preparing for emergency situations and identifies potential fire hazards and demonstrates preventative measures that help to minimize the occurrence of fires. (30 minute DVD)

Infection Control in Long-Term Care Ref. No. 176© 2006
Infections acquired in health care institutions can be a common occurrence. When
Infections occur, they can be devastating to residents as well as staff members. Staff and health care providers in nursing home facilities play a crucial role in protecting themselves and their residents. *Infection Control in Long Term Care* is a practical education tool that shows long-term care staff and health care providers using proven techniques for identifying infection risks and explains the major causes of infections. It also demonstrates preventive measures to help to minimize the threat to residents and staff. The video explains what you can do to prevent them, where infection risks are most likely to appear and so much more. *(DVD)*

**Infection Control in Long-Term Care: Safeguarding Your Environment  Ref. No. 202**

Infectious diseases pose significant hazards to staff and residents in long-term care. Controlling the spread of infection is like fighting an invisible enemy. Prevention is where staff and caregivers in long-term care can have the greatest impact on safety and good health. In this educational video, we will define the risk imposed by infectious diseases, explain infection control procedures and describe procedures your staff and caregivers must take to ensure safety for themselves and their residents. *(29 minute DVD)*

**Preventing Falls in the Geriatric Patient  Ref. No. 169**

Discusses the most common causes of falls and provides an individualized assessment to identify the geriatric patient at risk. Explores a variety of effective interventions. Focuses on alternatives to physical/chemical restraints. Guides you in developing a plan to reduce falls, improve patient outcomes and prevent serious injuries in any care setting. *(DVD)*

**Preventing and Handling Elder Abuse and Neglect In Nursing Homes  Ref. No. 175 © 2003**

How are abuse and neglect identified? This video uses situations and settings typical of those that long term staff face each day. Role-playing vignettes provides examples. Is impatience a form of abuse? Is it abusive or neglectful to ignore a resident’s call while you finish a task? When you borrow something from a resident without asking, is that abuse? How do you react when a resident inadvertently upends a meal tray? Staff members will learn what constitutes abuse and neglect, risk factors associated with abuse and neglect, how to implement a plan to prevent resident abuse and neglect and how to implement a procedure to report abuse and neglect when suspected. *(DVD)*

**Preventing and Managing Workplace Violence for Long Term Care Managers  Ref. No. 171 © 1998**

This video has been created by nationally-recognized safety experts, specifically for long-term care managers to demonstrate and explain proven and effective methods of dealing with all levels of conflict. The video includes a review of OSHA standards, management investigation and reporting responsibilities. *(DVD)*

Vanderbilt University  www.safety.vanderbilt.edu

**CYBER SECURITY**


Identity Theft Resource Center  www.idtheftcenter.org


Multi-State Information Sharing & Analysis Center  www.msisac.cisecurity.org

National Cyber Alert Systems (NCAS)  www.us-cert.gov/cas/signup.html

National Cyber Security Division (NCSD)  www.dhs.gov/cyber

Ponemon Institute  www.ponemon.org

Securing Our eCity Foundation  http://securingourecity.org


**DISASTER MANAGEMENT**

American Public Works Association  www.apwa.net

American Society for Public Administration  www.aspanet.org

Disaster Preparedness and Emergency Response Assoc.  www.disasters.org

FEMA/Emergency Management Institute  www.fema.gov

International Association of Chiefs of Police  www.theiacp.org

International Association of Emergency Managers  www.iaem.com

International Association of Fire Chiefs  www.iafc.org

National Association of Counties  www.naco.org

National Association of Emergency Medical Technicians  www.naemt.org

National Association of SARA Title III Program Officials  www.nastipo.com

National Emergency Management Association  www.nemaweb.org

National Governors Association  www.nga.org

National Safety Council  www.nsc.org

**ELECTRICAL SAFEGUARDING**

NOAA Environmental Compliance Staff Web-Based Training and References  www.labtrain.noaa.gov/osha600/menus/menu09.htm

**EMBEZZLEMENT**

Preventing Embezzlement  http://www.associatedcontent.com/article/123463/tips_for_preventing_embezzle.html

Embezzlement Protection  http://biztaxlaw.about.com/od/employeelawandtaxes/f/preventembezzle.htm
42. Preventing Hand Injury
43. Preventing Slips, Trips and Falls
44. Preventing Workplace Violence
45. Preventing Workplace Violence
46. Principles of Office Ergonomics
47. Progressive Discipline: You Be the Judge
48. Respiratory Protection
49. Safe Food Handling in the Galley
50. Safe Kitchen and Galley Work Practices
51. Safety Attitudes and Actions
52. Sexual Harassment Investigation
53. Sexual Harassment... Employees
54. Sexual Harassment... Managers
55. Sexual Harassment: What Managers Need to Know
56. Slips, Trips, and Falls Prevention
57. Stepback for Safety Series-Electrical Safety
58. Stepback for Safety Series-Working At Heights
59. Welding Safety
60. What? Protect Your Hearing
61. Winter Driving

**USEFUL SAFETY WEBSITES**

**BLOODBORNE PATHOGENS**
American Nurses Association  www.needlestick.org
Emergency Care Research Institute  www.ecri.org
NIOSH  www.cdc.gov/niosh/topics
OSHA  www.osha.gov/SLTC/bloodborneopathogens
PA Bloodborne Pathogens Guidelines  www.health.state.pa.us
PA Department of Health  www.health.state.pa.us

**BUILDING MAINTENANCE**
Grainger  www.grainger.com/
Thomas Register  www.thomasregister.com

**COLLEGES**
Campus Safety  www.securityoncampus.org
Princeton University Health & Safety  http://web.princeton.edu/sites/ehs/
University of Maryland  www.ehs.umd.edu
University of Southern California  http://blink.ucsd.edu
University of Toledo Environmental Health & Safety  www.safety.utoledo.edu

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**Preventing and Managing Workplace Violence for Long-Term Care Staff**  Ref. No. 174 © 1998
This video was created with the help of nationally-recognized safety experts, specifically for the long-term care workplace. It addresses the needs and concerns of all levels of staff in identifying, preventing and responding effectively to the increasingly prevalent problem of violence in the long-term care workplace.  *(DVD)*

**Preventing Residents’ Falls in Long-Term Care**  Ref. No. 187 © 2005
Falls are the cause of 40 percent of all nursing facilities’ admissions. Today, health care professionals are taking proactive steps to minimize and eliminate risk factors before falls occur. This training program will take a look at the assessment tools and protective strategies that can be used to take the guesswork out of fall prevention. Included in the program is information regarding why residents fall, types of falls, preventing falls and making the long-term care facility safer for everyone.  *(16 Minute DVD)*

**NEW! Preventing and Responding to Sexual Harassment in Long-Term Care**  Ref. No. 209
Sexual harassment is a problem in almost any workplace and that includes long-term care, where some experts report that sexual harassment occurs every day. Long-term care is different than many other workplaces. This program will:

- Define sexual harassment
- Explain how its presence can pose unique challenges for caregivers in long-term care
- Identify opportunities where sexual harassment can happen
- Discuss practices you can employ to prevent sexual harassment
- Describe appropriate responses if it does occur

In addition to the valuable information contained in the video and the accompanying facilitator guide, the video in-service provides opportunities for facilitated discussion to help participants understand how they can help prevent sexual harassment and respond appropriately when they feel staff/residents are threatened by sexual harassment.  *(25 minute DVD)*

**Preventing Medication Errors in Long Term Care**  Ref. No. 191 © 2007
Medication errors cause nearly 7,000 deaths each year in long-term care facilities. Studies suggest that medication errors do not usually occur due to any single action or by carelessness. Most errors occur because of a breakdown in the overall health system or medication ordering and administration process. These breakdowns lead to mistakes. Nurses and staff will learn to recognize medication errors in long-term care settings, understand the risk factors and effects of medication errors on residents, recognize common causes of medication errors, implement strategies to prevent medication errors and use techniques for proper medication administration.  *(DVD)*
This video addresses the reluctance of staff to properly use the transfer equipment available in your facility. It focuses on the need to assess residents’ physical condition and match the appropriate equipment to the resident’s needs. It demonstrates how to use the five most frequently available types of transfer equipment: the total lift, sit-to-stand lift, slip patient mover, shower chair and walking belt and shows staff how to recognize safe transfers as an important element of good health for nursing staff and residents, identify the criteria and how to use for each of the five featured transfer aids and become motivated to reduce and eliminate the incidence of non-aided transfers. *(DVD)*

**Safety Orientation in Long Term Care**  Ref. No. 186© 2006
This training program will help health care professionals become aware of hazards in long term care. The program covers preventative methods to protect personal health and safety. The program focuses on the basics of how to prevent slips, trips and falls, as well as back injuries and infection. It also covers electrical and fire safety, as well as sharps safety and proper personal protective equipment. *(16 minute DVD)*

**Setting Realistic Expectations for Assisted Living Communities**  Ref. No. 163
The video attempts to depict correctly and honestly the realities of life in an assisted living community. Topics covered include: Understanding the changes; tenant/resident’s freedom of movement; the assisted living difference; the tenant/resident and physician; nutrition and hydration; trustworthiness of people; realistic expectations; financial aspects; and the truth about aging. *(17 minute DVD)*

**Setting Realistic Expectations**  Ref. No. 164
The video attempts to depict correctly and honestly the realities of life in a nursing home.” Topics and issues covered include: understanding the changes; resident’s freedom of movement; the resident and physician; nutrition and hydration; trustworthiness of people; realistic expectations; financial aspects; and the truth about aging. *(17 minute DVD)*

**NEW! Why Don’t We Do it in Our Sleeves?**  Ref. No. 205© 2007
Are you still coughing and sneezing the way they did during the Plague? Then you need this video! Infection control specialists are wild about this new entry into the educational video field. It’s fun and punches out a serious message that people will remember. *(DVD)*

**Your Role In Resident Skin Care**  Ref. No. 190© 2006
Your Role in Resident Skin Care is a practical educational tool. It shows long term care staff and health care providers using proven techniques for preventing and properly identifying skin disorders. It also demonstrates preventive measures that help to minimize the threat to residents. Filled with practical information and useful instruction, this video will explain the major causes of skin disorders in long term care settings, what you can do to prevent them and so much more. *(DVD)*

**AVAILABLE ONLINE SAFETY TRAINING PROGRAMS**

1. Accident Investigation
2. Back Safety
3. Basic Electrical Safety in the Workplace
4. Basics of Ergonomics
5. Bloodborne Pathogens for Non-Health care Workers
6. Carpal Tunnel Syndrome
7. Conducting Safety Audits
8. Dealing With Complaints-Office Version
9. Defensive Driving: Cargo Vans
10. Defensive Driving: Passenger Vehicles
11. Defensive Driving: Step Vans
12. Defensive Driving: Supervisors Guide
13. Defensive Driving: Why Do We Drive the Way We Do?
14. Drive Safely
15. Driving Safety
16. Electrical Safety: NFPA 70E Arc Flash Training
17. Electrical Safety: Qualified Workers
18. Elements of an Ergonomics Program
19. Elements of Back Care
20. Emergency Preparedness in the Workplace
21. Employee Safety Orientation: Offices
22. Eye Protection: A New Approach
23. Fire Extinguishers
24. Fire Prevention Safety
25. Fundamental Skills of Communication
26. Fundamental Skills of Managing-Office
27. General Safety: Office Safety
28. General Safety: Workplace Harassment in the Office
29. Hand and Power Tool Safety
30. Hand, Wrist and Finger Safety
31. Hazard Communications: The New Millennium
32. Indoor Air Quality
33. Ladder Safety
34. Lockout Tagout: It Would Have Saved His Life
35. Lockout Tagout: Take Control
36. Lockout/Tagout: Affected Employees
37. Musculoskeletal Disorders
38. Office Ergonomic Task Analysis
39. Office Ergonomics
40. Office Ergonomics: Working in Comfort
41. Personal Protective Equipment
ONLINE SAFETY TRAINING

An online safety educational program of many safety topics is available FREE to employees of county and county-related entities who are members of PCoRP, PComp or PELICAN insurance programs. The training programs are provided by Comprehensive Loss Management, Inc., an organization well known for its safety education and training programs. These programs are available online through its partnership with Mastery Technologies, Inc.

ACCESSING ONLINE SAFETY TRAINING

1. You need a computer with internet access and audio capabilities to access the online safety training programs.
2. The Web page is accessible at: http://clmi.mnlms.net/mnet/hlms/pacounties/tsvr.
3. The MasteryNet Web page will display the blue CCAP banner across the top.
4. The first time you enter this website it is necessary to download the free MasteryNet Player. The Web page asks you to select the high-speed or dial-up connection speed.
5. The next page is a log-on page with CCAP (County Commissioners Association of Pennsylvania) shown at the top of the page.
6. To log into the system:
   • Enter a four-digit alpha-numeric code beginning with the letter “C” (Obtain the code from the county or county-related entity loss control coordinator). This is the location ID.
   • In addition to the four-digit location ID, add your first initial and last name. For example–C000jdoe. Jane Doe in county #C000 has logged in.
   • Complete all information requested and follow the prompts. The first time you access the site, it will ask you to download a program.
7. You may run or save this program. You will be asked to shut down and restart your computer.
8. When you access this site after the fast time you should be able to access this program automatically using the log in ID that you used the first time.
9. If you have accessed this site previously, you will likely be asked to upgrade the program. Please follow the instructions provided.
10. After the initial login and download is completed, all following logins will ask for login ID, and then ask you to confirm the information.
11. The next screen shows a list of the available safety training courses called assignments. Click on any course title to begin.
12. After completing all sections of the course satisfactorily, you will have the opportunity to print a certificate.

Any questions or problems, contact loss control specialist Andrew Smith at asmith@pacounties.org or (800) 895-9039.

HEPATITIS C

Protect Yourself-So You Can Protect Others Ref. No. 138 © 1999
Firefighters and EMS providers face exposure to hepatitis B and C, HIV and other bloodborne diseases. This video uses a dramatized accident to educate firefighters and EMS providers about how to protect themselves from infection and what to do if an exposure occurs. (11 minute DVD)

Stop ... And Think About Hepatitis C Ref. No. 152 © 1999
This video uses dramatized scenarios and roundtable discussions by actual police officers to educate law enforcement about how to protect themselves from infection and what to do if exposure occurs. (15 minute DVD)

LANDSCAPE MAINTENANCE

Groundskeeping Safety: Be A Pro Ref. No. 179 © 1996
If you’re a professional groundskeeper, you know that maintaining lawns, trees and shrubs requires the use of potentially dangerous equipment and chemicals. This video tells employees how to avoid unnecessary accidents by thinking “safe or sorry.” (17 minute DVD)

Landscape Maintenance Ref. No. 117
Covers general safety rules when operating mowers, cutters, knives, trimmers and weed eaters. Deals with proper procedures when handling chemicals and hazardous materials associated with this environment. (15 minute DVD)

OFFICE SAFETY

Nationwide, there has been an increase in security incidents in government facilities. To prevent and reduce the number of security-related claims, a comprehensive facility and personnel security plan needs to be implemented. This video covers physical security of facilities and operations, personnel policies and procedures, threats and violence in the workplace, potentially volatile municipal activities, computer and IT security, and communication and training. The accompanying security handbook (on CD) includes checklists, a recreation department criminal background check and confidentiality policy, workplace violence policy, OSHA recommendations for workplace violence prevention programs, a court security audit checklist, computer security assessment checklist, electronic communications policy and useful related website links. (21 minute DVD)
NEW! Hazard Communication and the Global Harmonizing System Employee Training  Ref. No. 206
Changes in OSHA’s Hazard Communication Standard will bring the regulation more in line with international standards with the implementation of the Global Harmonizing System (GHS). Implementing GHS helps ensure improved quality and consistency in the classification and labeling of all chemicals, which in turn improves an employee’s ability to quickly understand critical safety information. This program is designed to help employees understand the three key elements of the GHS: hazard classification, container labeling and safety data sheets. Topics include the written hazard communication plan, physical and health hazard classes, pictograms, sign words, and other information found on GHS container labels and the 16 sections of a Safety Data Sheet. *(12 minute DVD)*

NEW! Office Injury Prevention  Ref. No. 207
In the fast-paced and sometimes high-stress environment of a busy office, workers sometimes forget about their most important workplace responsibility: their safety. They overlook safety issues because they just don’t believe an office has any hazards; yet, nearly 40,000 office workers suffer disabling injuries each year. This program stresses the importance of office safety and how a good safety attitude and using good judgment are the real keys to injury prevention. Many common office safety issues are discussed, including the safe work practices employees should follow. *(18 minute DVD)*

Office Safety  Ref. No. 124
The issues covered in this video include safety awareness, posture, manual handling, slips, trips and falls, office fires and general hazards. *(15 minute DVD)*

Violence In the Work Place: Strategies And Prevention Planning For Employees  Ref. No. 198
This video covers different forms of violence, warning signs of potential violence, how to handle violent situations and the benefits of a non-hostile working environment. *(DVD)*

Working Smart General Office Safety  Ref. No. 157
Alerts employees to potential dangers to be aware of in their offices and gives critical advice on how to avoid those dangers. *(20 minute DVD)*

RISK MANAGEMENT

Video shows long term care staff and health care providers using proven techniques for identifying fire risks. It also demonstrates preventive measures that help to minimize the threat to staff and residents. Filled with practical information and useful instruction, this video will explain the major causes of fire in long term care settings, what you can do to prevent them and where fire risks are most likely to appear. *(DVD)*
### NEW! Implementing an Incident Response Program

**Ref. No. 204©1992**

A video from the Colorado Governmental Risk Sharing Agency *(18 minute DVD)*

### Managing the Risks of Volunteers (Public Entities)

**Ref. No. 119©1998**

This video shows that volunteers serve many important functions to public entities, which increases the risk of injury to the volunteer and the potential risk of liability to the organization. It focuses on the policies and procedures you can take to reduce the risk of your volunteer program. *(15 minute DVD)*

### Safety Coordinator Training

**Ref. No. 165©2003**

 Defines the safety coordinator’s responsibility, goals and how to be a safety coordinator. Includes steps in developing and implementing a safety plan, as well as proper safety meeting procedures. *(23 minute DVD)*

### Recreational Activity Liability

**Ref. No. 182**

This 16-minute video is designed to help supervisors and managers of recreational facilities identify physical and personnel exposures, and controls to help prevent accidents. Topics include safety for swimming pools, gymnastics, skateboard facilities and ice rinks. *(23 minute DVD)*

### Shaping a Secure Future

**Ref. No. 150©1991**

This video shows how public risk managers, often working with both limited budgets and staff resources, can use a little creativity to meet the challenges of risk management in their public sector. Perfect for showing city councils, co-workers, the media and others. Clear and understandable format are some benefits to this video. *(12 minute DVD)*

### SAFE DRIVING

### Accident Investigations: Don’t Play the Blame Game

**Ref. No. 183©2004**

This video describes the key steps in the accident investigation process and emphasizes the prevention of future accidents. The importance of prompt reporting, fact gathering, root cause analysis, implementing corrective measures, and conducting follow-ups are covered. Near miss accidents are also discussed. *(25 minute DVD)*

### Driven to Distraction

**Ref. No. 196©2007**

Illustrates just how dangerous distracted driving can be. The main character is the embodiment of the various driver distractions such as cell phone use, talking to passengers, reaching for things and eating or drinking. Watch as he gleefully plots to take attention from the road. The impact of this program is powerful. *(16 minute DVD)*

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Implementing a Comprehensive Safe Driving Program  
**Ref No. 194**

Vehicle accidents are the most frequent and costly types of claims for most public entities. To prevent and reduce the number of vehicle accidents, a comprehensive safe driving program needs to be implemented. *(27 minute DVD)*

Michelle Norton’s Story  
**Ref. No. 120**

A powerful video presented by Michelle Norton, the mother of two sons killed in a high-speed pursuit by a police officer responding to a call. She speaks to groups of emergency responders about her experience. *(20 minute DVD)*

Northland Insurance Companies-Safe Driving Series  
**Ref. No. 122**

This video focuses on safe driving techniques, including sections on speed and space management, lane changes, entrance and exit ramps, intersections and driving techniques. *(30 minute DVD)*

Preventing Road Rage: Anger Management  
**Ref. No 197**

Violent aggressive driving or “road rage” is a growing public concern. This educational video addresses that concern by teaching viewers how to avoid offending other drivers, manage their anger and disengage from an angry encounter. *(DVD)*

Reduce Accident Rates By as Much as 90%  
**Ref. No. 140**

This video shows you how to reduce your accident rates by preventing disabling accidents, while promoting a healthier, more safety conscious employee attitude while helping to ensure compliance with OSHA requirements. *(10 minute DVD)*

Rescue 911: CARE Training Tape  
**Ref. No. 141**

This video focuses on traffic accidents as the number one killer of children. With scenes from Rescue 911 footage, the viewer sees firsthand the injuries that can occur regarding children and school buses. The CARE device is presented and discussed as a motion detector to help reduce the risk of children being injured by their school bus. At the end, an operation checklist is given for the CARE device. *(20 minute DVD)*

Safe Driving Tactics-The Blindfold Effect  
**Ref. No. 142**

This video is more than a how-to video. It is also a motivational video designed to affect the viewer’s attitude toward driving safety issues. It includes an interview with a crash victim. Its purpose is to heighten the viewer’s awareness about anticipating potential hazards, adjusting to conditions and avoiding dangerous assumptions about their safety. Comes with a presentation guidebook and a participant manual. *(20 minute DVD)*

Safe Winter Driving Considerations  
**Ref. No. 168**

Winter driving presents special driving hazards. This video program reviews special
Safety Coordinator Training  Ref. No. 161 © 2003
Written specifically for public agencies, this video shows how a newly appointed safety coordinator was able to create a successful safety and loss control program from the ground up. It shows how to gain management’s support, how to locate safety training resources, techniques for establishing an effective safety committee and how to create a successful supervisor and employee safety training program. (23 minute DVD)

Slips And Falls in Construction  Ref. No. 151
Slips and falls are costly. This highlights individuals’ responsibility for injury prevention through a proactive approach. (10 minute DVD)

Winter Walking: Avoiding Slips and Falls  Ref No. 193
If you have a job that requires walking outdoors in the worst of conditions, this video program could help keep you from becoming an accident victim. For that matter, even if all you do is walk from the house to the car and from the car to the office these tips can help you stay safe, too. (11 minute DVD)

SEXUAL HARASSMENT

Sexual Harassment-An Investigator’s Guide  Ref. No. 146
This video explains how to stop sexual harassment internally with a fair, complete and confidential investigation. It also shows interview techniques and follow-up discussion techniques. (10 minute DVD)

Sexual Harassment-What Managers Need to Know  Ref. No. 147
This video illustrates how managers can avoid liability by taking action to resolve sexual harassment claims. It focuses on knowing procedures and processes. (10 minute DVD)

Sexual Harassment-Workplace Hustle  Ref. No. 149
This video explains how to avoid lawsuits, adverse publicity, high turnover of trained personnel and low morale. (35 minute DVD)

WORKSHOPS-PCOMP

PComp-Stress and Workers’ Compensation  Ref. No. 130 © 1994
This video deals with identifying stress and its causes, reducing stress and the implications of stress for workers’ compensation. (DVD)

PComp Loss Control Workshop-Stress Seminar  Ref. No. 127 © 1994
From the September 27, 1994  Stress Seminar Workshop  (75 minute DVD)

SAFETY COMMITTEES

Safety Bite-Safety Committees  Ref. No. 144
This video focuses on safety committees. It deals with the causes of safety committee failure and how to improve your safety committee’s performance. (5 minute DVD)

Successful Safety Committees: They’re No Accident  Ref. No. 153 © 1999
Comprehensive video-based training program provides information on how to form an effective safety committee. Information provides viewers the know-how to develop a solid safety committee, informs safety committee members of the important role they play in keeping the organization safe and stresses the importance of teamwork necessary to make the committee a top-shelf one. The video takes the safety committee member through the steps necessary to form and run an effective committee. (15 minute DVD)

SAFETY-GENERAL

A Commitment to Safety  Ref. No. 172 © 1996
This program takes a big-picture approach to safety, one that goes beyond the typical list of safe task practices. You and your staff will be able to recognize safety as an important job requirement. You will also be able to identify key safety practices to help prevent accidents, learn how to detect accidents waiting to happen, and how to respond when an accident occurs. You will discover additional ways to get involved in the safety initiatives at your facility. (DVD)

A.M.O.S. DEMO  Ref. No. 101
Police officers can be held responsible for negligent actions in a suspect chase, even if it is the fault of the suspect. A.M.O.S. is training in a computer simulator for law
enforcement that provides a realistic training environment. The video describes how the simulator works and how it can help in judgment and training. (20 minute DVD)

NEW! Active Shooter Awareness: Helping Prevent Tragedy (Business and Industry Version) Ref. No. 208
Incidents involving active shooters are in the news almost daily. Generally, most workers still feel that they are highly unlikely to be involved in an active shooter situation at their workplace. That is why it is so important to present this non-threatening general awareness training for employees so that they can be adequately prepared. Active shooters can strike anywhere, whenever we are in work, where we study, where we shop or in any other environment we find ourselves. No business or institution is immune to the potential of an active shooter attack. This training is to enlighten your employees with some of the best defensive tactics that experts are recommending they use to prevent them from becoming a victim during an attack. (20 minute DVD)

Dog Bite Safety Ref. No. 192
Employees who come into regular contact with dogs, must be able to recognize when they are in danger of an attack. Knowing what actions to take and not to take can mean the difference between their safety and serious injury. The video combines humor with footage to teach employees ways to avoid dog bites while on the job. Most dog bites can be avoided by reading the situation and understanding dog behavior. (9 minute DVD)

Evacuation-The Employees Guide to Survival Ref. No. 112 © 1997
Features a “tough guy” reporter covering a city’s fire beat. Through him, the viewers see how quickly a fire can turn into a front-page tragedy avoidable with proper evacuation plan and process. The audience sees scenarios that illustrate different fire situations and evacuation procedures, allowing the viewers to make the connection between the situations they see in the video and ones they might encounter in the workplace. This video also comes with an instructors guide which features an introduction, objectives of the program, how to use the video, a synopsis, sample evacuation plans and special issues for employees with disabilities and discussion questions. (DVD)

There has been an increase in security incidents taking place in government facilities. This video covers physical security of facilities and operations, personnel policies and procedures, threats and violence in the workplace, potentially volatile municipal activities, computer and IT security and communication and training. (21 minute DVD)

General Safe Work Practices Ref. No. 113
Outlines basic job responsibilities, safe work practices such as housekeeping, safe lifting and personal protective equipment. Meets requirements for training in exposure to general hazards. (11 Minute DVD)

Hazard Communications-Your Right to Know Ref. No. 115
Excellent program to meet hazard communication requirements by training employees in chemical safety, labeling and material safety data sheets. (13 minute DVD)

Local Emergency Planning Committees Guarding the Safety of Your Community Ref. No. 118 © 2002
The video explains creating a Local Emergency Planning Committee. (23 minute DVD)

Lockout/Tagout: Lightning in a Bottle Ref. No. 177 © 2006
Fatal injuries occur in workplaces when hazardous energy is released and lockout/tagout procedures are not in place. Don’t let that happen in your workplace. This program trains employees on the proper lockout/tagout procedures. (DVD)

Mold Awareness Ref. No. 181 © 2003
Molds are literally everywhere. While most molds are harmless to humans, some forms are believed to be responsible for respiratory illness. This informational video examines the different types of mold, explains how to reduce them in indoor environments and demonstrates what to do if your facility has a mold outbreak. (14 minute DVD)

New Municipal Employee Safety Orientation Ref. No. 121 © 2001
This program is for municipal employees including fire, police, public works and administrative personnel and provides an overview of all the basic safety and human resource policies for new public employees. The 13 common safety and human resource policies are workplace violence, accident investigation, sexual harassment, infectious disease control, drug and alcohol, smoking, workplace emergencies, safety rules and training, workplace inspections, safe lifting, reporting injuries and return to work, safe driving and hazard communication. (23 minute DVD)

Office Material Handling Ref. No. 201
Unsafe material handling is the most common cause of work-related injuries in the U.S. Injuries that arise from hazardous material handling are known as musculoskeletal disorders (MSDs). Any worker can be affected, but MSDs can be prevented by assessing work tasks, consulting with colleagues, putting in place preventive measures, and checking that these measures stay effective. (19 minute DVD)

Recent world events have highlighted the fact that workplaces are not as safe and secure as they once were. The video examines security measures that may be encountered in public buildings and discusses why these are necessary to ensure the peace of mind that comes with working in a safe and secure public building. (17 minute DVD)