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Video Catalogue 2008

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Program Title
LIFTING AND CARRYING

Material handling occurs in one way or another in every department of every business on every working day - it is not surprising that accidents and injuries resulting from incorrect manual handling techniques comprise the largest group of occupational hazards that result in lost time.

This program covers the following:

1. Anatomy and physiology of the neck and back
2. Types of injuries - muscle-ligament and disc
3. Steps to safe lifting
4. Team lifting
5. Physical characteristics of loads
6. Working conditions
7. Personal limitations of personnel involved in manual handling tasks

It is important to understand that of all the manual handling activities that put people at risk, lifting and carrying of objects accounts for 75% of all manual handling accidents and injuries.

The principles of correct lifting and carrying must therefore be an important part of any manual handling training program.

This program has been produced with the general workforce in mind, however, because the principles remain unchanged, regardless of the location, it is a program suitable for a wide audience.

RUNNING TIME: 11 Minutes

Program Title
MANUAL HANDLING

What is manual handling?

Simply, manual handling is the movement of items by human energy.

Manual handling includes lifting, holding, pushing, pulling, shifting and lowering. In fact, any form of human exertion could be included – with or without the use of mechanical aids.

This program covers:

* Detailed description of manual handling
* The problems and how injuries are caused
* The types of injuries
* Steps to deal with manual handling

Hierarchy of Control Measures

The steps to deal with manual handling can often be addressed by following through a series of questions. This process, the hierarchy of control measures asks the following:

* Must the load be moved?
* Must it be lifted?
* Can it be moved mechanically?
* Can the load be reduced?
* Can assistance be gained?
* Is the load too heavy to safely lift?

Manual handling contributes directly to a significant percentage of work related accidents and injuries. Manual handling is an issue that must be addressed as an ongoing subject in the workplace.

RUNNING TIME: 10:30 Minutes

Program Title
STOP IT BURNING

Most fires have one thing in common, they start small. When a fire is small it gives the best opportunity to utilize the available fire fighting equipment and extinguish the fire before extensive damage or injuries occur.

Unless you are familiar with how to use different types of fire extinguishers and are able to select the appropriate extinguisher to use you will not be able to safely or confidently extinguish a fire using a portable fire extinguisher

The program covers:

* The Components of Fire
  - The Fire Tetrahedron
* Fire Fighting Techniques
  - Starvation
  - Smothering
  - Cooling
  - Stopping the Chemical Chain Reaction
* Extinguishing Agents
  - Water
  - Foam
  - Carbon Dioxide
  - Dry Chemical Powder
* Fire Extinguishers and Classification of Fires
* How to operate Portable Fire Extinguishers
  - Water
  - Foam
  - Carbon Dioxide
  - Dry Chemical Powder
* General Guidelines

Being prepared for the possibility of a fire occurring will dramatically increase the chances that it will be controlled both quickly and safely.

RUNNING TIME: 17 Minutes

Program Title
WHMIS

WHMIS stands for Workplace Hazardous Materials Information System.

WHMIS was created to reduce injuries, illness and deaths associated with working with hazardous materials in the workplace.

These hazardous materials that come under the umbrella of WHMIS are also referred to as ‘controlled products’.

Any controlled product that is used must be appropriately labelled, must have a corresponding Material Safety Data Sheet, or MSDS, and must be used only by people who have been properly trained.

The program covers the following areas:

* Classes of Controlled Products
* Hazard Symbols
* Labelling
* Material Safety Data sheets
* How Hazardous Materials can hurt us

WHMIS supplies us with access to knowledge about controlled products that we use.

Combining this knowledge with established safe work procedures is the best way we can avoid accidents, injuries and illness associated with the use of hazardous materials.

RUNNING TIME: 15 minutes

Program Title
TRANSPORTATION OF DANGEROUS GOODS

The Transportation of Dangerous Goods Regulations were enacted to establish a uniform system to reduce the risks of transporting dangerous goods, and, in cases of transportation accidents, to provide adequate information to enable appropriate responses from both emergency personnel and others at the accident scene.

The purpose of this program is to present a clear overview of the subject and address the following key points:

* The Classes of Dangerous Goods,
* Identifying the Dangerous Goods Safety Marks
* How to read the schedules
* Means of Containment
* The labelling of small containers and the placarding of large containers, and
* The Documentation requirements

The transportation of dangerous goods is a serious business. Following the regulations will reduce risks and make it both safer and easier to handle transport accidents that involve dangerous goods.

RUNNING TIME: 21 minutes

Program Title
STATIC ELECTRICITY

Static electricity poses a number of threats to safety, the most significant of which is the potential for it to be a source of ignition for fires and explosions. Because static electricity can occur whenever objects, substances or people move, it is a natural by-product of many workplace processes.

This program aims to increase people's awareness of static electricity and its potential to result in serious accidents and injuries.

The program examines the potential hazards associated with static electricity, ways to control static electricity, and a number of important safety precautions that should be followed when working in flammable atmospheres.

The program looks at the following questions:

* What is static electricity?
* What are the common sources of static electricity in the workplace?
* What are the potential hazards associated with static electricity?
* How can static electricity be controlled?
* What precautions should be followed?

The program is designed to provide people with a practical understanding of static electricity and how it can be controlled, and is suitable for any work environment where the presence of static electricity could pose a threat to safety.

RUNNING TIME: 13 minutes

Program Title
SAFETY IN THE OFFICE

This program has been produced to inform and educate on the safety issues that exist in the office environment. It looks at the common and often overlooked hazards that could exist in an average office, and how these hazards can be recognized and controlled to reduce the risks to individuals working in offices.

The program "SAFETY IN THE OFFICE" provides

* An understanding that although the typical office doesn't contain the obvious life-threatening hazards of some work environments, the hazards that do exist in the office can nonetheless cause real damage.

* An awareness of the different kinds of hazard that exist in the office, such as slip, trip and fall hazards, manual handling hazards, fire hazards and electrical hazards

* An understanding of the principles behind workstation ergonomics, and how these principles can be used to avoid injuries and protect health.

* Knowledge of the correct steps to be taken to avoid accidents and injuries in the office environment, such as good housekeeping, correct lifting and carrying, safe use of electricity, and fire prevention AND fire fighting methods.

* A heightened awareness of the issue of workplace safety when applied specifically to the office situation.

It's easy to consider the office a perfectly safe work environment, and forget about the hazards that can exist. Just because you work in an office, it doesn't mean you shouldn't be concerned for your own health and safety, and that of your colleagues.

RUNNING TIME: 15 minutes

Program Title
RECOGNITION, EVALUATION & CONTROL OF HAZARDS (REACH)

This program has been produced to explain the concept of the Recognition, Evaluation, and Control of Hazards, or REACH. It explains the principles behind REACH, goes through the meanings of Recognition, Evaluation, and Control, and provides a thorough explanation of the role REACH can play in ensuring safety in the workplace, and of how the principles can be put into practice.

Included in the program "REACH"

* The meaning of REACH
* Why REACH is a vital principle in workplace safety
* An explanation of the meanings of the terms Recognition, Evaluation and Control
* How to recognize, evaluate and effectively control hazards in the workplace
* The different methods of hazard control, including elimination, substitution, engineering controls, administrative controls, and personal protective equipment
* Examples of common workplace hazards, and examples of control measures that can be put into place to reduce the risk
* An emphasis of how REACH should be applied to all workplace hazards

The Recognition, Evaluation And Control of Hazards is a fundamental concept in workplace safety.

RUNNING TIME: 13 minutes

Program Title
CHILD'S PLAY

Most of us are aware that bad lifting and carrying techniques are a major cause of workplace injuries, especially serious back injuries. But in today's workplaces, lifting and carrying related injuries still represent the largest problem in Health and Safety.

For children, correct lifting and carry comes naturally. It's only as we get older and become lazy that we begin to adopt unnatural and potentially injurious lifting and carrying techniques.

Child's Play delivers the powerful yet simple message that correct lifting and carrying techniques are essential if injury is to be avoided. The program is a fun, fresh and entertaining way to explore the fundamentals of correct lifting and carrying as practiced by the experts: Children.

RUNNING TIME: 5 Minutes

Program Title
CHILD'S PLAY IN THE OFFICE

Most of us are aware that bad lifting and carrying techniques are a major cause of workplace injuries, especially serious back injuries. But in today's workplaces, lifting and carrying related injuries still represent the largest problem in Health and Safety.

Although the office environment is not typically viewed as an area where manual handling injuries are likely to occur, it's amazing just how much lifting and carrying goes on. This program looks at the day to day lifting and carrying tasks that occur in most office environments, and uses children to demonstrate how best to avoid injuries.

For children, correct lifting and carry comes naturally. It's only as we get older and become lazy that we begin to adopt unnatural and potentially injurious lifting and carrying techniques.

Child's Play in the office delivers the powerful yet simple message that correct lifting and carrying techniques are essential if injury is to be avoided. The program is a fun, fresh and entertaining way to explore the fundamentals of correct lifting and carrying in an office environment as practiced by the experts: Children.

RUNNING TIME: 5 Minutes

Program Title
UNSAFE ACTS

Unsafe acts contribute to many accidents and injuries and must be addressed as an important safety issue. Arguably it is the single most important safety issue that exists.

Fundamental to the management of workplace health and safety is the identification, assessment and control of hazards. This means that in an effort to reduce accidents and injuries consideration is given to many things, such as

- workplace design and layout
- provision of appropriate guards and interlocks
- written safe work procedures
- availability of required personal protective equipment
- appropriate signage and labeling
  and so on.

But, despite all of this, accidents and injuries still occur. Many of which occur as a direct or indirect result of unsafe acts.

This program examines all the key issues associated with unsafe acts in the workplace.
Included in the program are the following:

- A definition of the term, Unsafe Acts
- The factors or causes which lead to Unsafe Acts
- Outcomes of Unsafe Acts, and
- A strategy to reduce the number of Unsafe Acts that occur.

Creating and maintaining a workplace culture that addresses the need to reduce the number of Unsafe Acts that occur is not an easy task to achieve. It requires a combination of appropriate levels of education and training, enforcement of safety standards, encouragement and good leadership.

A reduction in the number of Unsafe Acts will result in a reduction in the number of accidents, injuries and illnesses.

RUNNING TIME: 15 minutes

Program Title
JOB SAFETY ANALYSIS

A Job Safety Analysis is a safety tool. It helps people to logically examine a particular job or task so that all the hazards associated with that particular job can be identified and assessed and when necessary, suitable control measures can be determined.

The aim of a Job Safety Analysis (JSA) is to document how a particular job **should** be done safely.

Subjects covered in the program include:

* How a JSA is performed
* How to break down a job into basic steps
* Hazard Identification
* Hazard Assessment
* Hazard Control.

The program also contains a practical example of how a JSA is conducted.

There are a number of different benefits that result from the process of conducting JSA's in the workplace, which include:

* Raising the level of general safety awareness
* Identifying hazards that have not been previously identified or properly controlled
* As a tool for use in training applications
* As a reference tool when conducting accident investigations
* As a basis for preparing a written Safe Work Procedure.

The JSA is one of many tools that can be used in the workplace to improve overall safety.

RUNNING TIME: 15 Minutes

Program Title
HAZARDOUS ATMOSPHERES & RESPIRATORS

In many workplaces the potential for the inhalation of hazardous substances is a serious issue that must be continually addressed. If traditional control measures to reduce these hazards are not suitable or they do not reduce the risk levels sufficiently, personal protective equipment must be used.

The programs covers:

* What constitutes a hazardous atmosphere
* General information about air-purifying and supplied air respirators
* Details of the different types of air-purifying respirators
* A detailed look at filters
* Appropriate selection and fit testing of air-purifying respirators
* Details of the two common user seal checks – the positive pressure check and the negative pressure check, and
* General guidelines that includes information on maintenance, storage, inspection and danger signals.

If you are required to wear a respirator in the workplace this means that you are working at a task, or in an area, where there is a threat, or a potential threat, to your health. It is therefore important that everyone who is potentially exposed to hazardous atmospheric conditions is fully trained about the dangers they may face and what precautions they need to take.

A respirator is a simple device designed to ensure that the air that we breathe is normal and safe. A respirator is also a device that must always be used correctly.

RUNNING TIME: 15 Minutes

Program Title
UNDERSTANDING HAZARDS AND RISKS

It would not be unfair to say that "the identification, evaluation and control of hazards" is the cornerstone of current workplace health and safety philosophy. The principle is simple, if we either eliminate the hazards or control them so they pose no serious risks to our health and safety, then we have a safe workplace.

Any successful safety strategy has this principle as its foundation. However, the degree to which it is successful is dependent on the following three factors:

- the ability of the organization to identify **all** of the hazards that are present
- the ability of the organization to implement **satisfactory** control measures whenever necessary, and
- the level of commitment from **all** personnel within the organization to accept the rules, regulations and safe work practices and procedures that have been established.

To achieve a safe workplace it is clear that the starting point is for all personnel to have basic understanding of hazards and risks.
This program starts by examining how we as individuals deal with hazards in our everyday lives. It then looks at how society deals with hazards and then looks at the added factors that influence how hazards are dealt with in the workplace.
The next section of the program clearly explains exactly what is a hazard and what is a risk. It also, by example, illustrates the distinction between a hazard and a risk.

The third section of the program deals with identifying hazards in the workplace and classifies hazards under the following headings:

- Physical
- Chemical
- Biological
- Ergonomic.

Workplace hazards are further examined under the categories of:

- Caught by, in or between
- Fall to floor level or below
- Struck by or struck against
- Exposure to.

The final section of the program looks at the overall issue of accident prevention and in particular the need for behavioral change to improve workplace safety.
This program is suitable for all personnel.

RUNNING TIME: 19 Minutes

Program Title
BEHAVIORAL SAFETY

Statistics show that unsafe acts are the most common cause of workplace accidents. Despite the introduction of training programs and safe work practices and procedures, controlling unsafe acts has proven to be difficult.

The reason for this is that unsafe acts involve the Human Factor, that is, they occur as a result of people's attitudes and behaviors.

Behavioral Safety offers a way to reduce the incidence of unsafe acts by modifying people's behaviors and improving their attitudes towards safety.

This program is designed to provide an understanding of Behavioral Safety and to show how a Behavioral Safety program works. The program looks at:

- Unsafe acts and unsafe conditions
- Behaviors and attitudes towards safety
- The theory of Behavior Modification
- The ABC model
- Positive reinforcement
- The three components of a Behavioral Safety Program
- The Behavioral Safety Observation Process

The program is designed to suit any work environment where a Behavioral Safety program is currently being used or where it is being considered.

Reducing the occurrence of unsafe acts will reduce the number of accidents and injuries that occur in the workplace.

RUNNING TIME: 12 minutes

Program Title
FALLS IN THE WORKPLACE

Every year there are numerous accidents involving falls in the workplace – some of these accidents result in severe injuries. In the worst cases they result in fatalities. In order to reduce the number of fall type accidents at work we need a fundamental understanding of all types of 'falling' accidents and their causes.

This program covers:

- **The Concept of Falls** – explores the range and scope of falls in the workplace. In many instances people only think about falls from heights but as this program shows there are a large number of ways that people can receive injuries from falls.

- **Why Falls Occur in the Workplace** – identifies the fundamental reasons why falls occur in the workplace.

- **How to Prevent Falls from Heights** – looks at the steps that are required to ensure a person's safety when working at heights.

- **Control Measures** – looks at a large range of control measures that can be used to prevent falls in the workplace. It also looks at ways of preventing injuries should a fall occur.

Preventing falls in the workplace is a relatively straightforward process. If employees adhere to the organization's safety rules and procedures and they follow the guidelines in this program then the risk of falls in the workplace will be greatly reduced.

RUNNING TIME: 11:30 Minutes

Program Title
WORKPLACE HOUSEKEEPING

Workplace Housekeeping is fundamental to maintain a clean, tidy and safe working environment.

The two major benefits that flow from the implementation of an effective housekeeping policy are:

- A reduction in the number of accidents and injuries, and
- A reduction in the risk of fire.

Other benefits include:

- Improvements in work practices that will lead to increased efficiencies
- Reduced fatigue
- Improvements to overall morale, and
- Improvements to the general look and feel of the whole working environment.

This program concentrates on the two main benefits associated with good housekeeping practices and covers the following main topics:

- Slips, trips and falls
- Obstructions on walking surfaces
- Problems associated with actual walking surfaces
- Spills and leaks
- Waste control and removal, and
- Appropriate storage.

The program concludes with a guidelines segment that summarizes the basic principles that apply to all housekeeping programs.

Good Workplace Housekeeping is a responsibility for everyone in the workplace and results in direct measurable benefits.

RUNNING TIME: 12 minutes

Program Title
PREVENTION OF EYE INJURIES

This program has been produced to provide information on the essential facts and principles of eye safety in the workplace. It looks at the eye hazards that could exist in an average workplace, and how these hazards can be controlled to reduce the risk to individuals' eyes.

The program "PREVENTION OF EYE INJURIES" provides

* An understanding of the structure of the human eye, and how sensitive and vulnerable to injury it is

* An awareness of the different kinds of eye injury hazard that exist, such as physical blows, foreign bodies, hazardous substances, and hazardous radiation

* An awareness of the various control measures that can be used to reduce the
likelihood of serious eye injuries occurring

* An understanding of the role of personal protective equipment

* An awareness of the different types of protective equipment available for eye protection, and when they should be used

* Knowledge of the correct first aid measures to be taken in the event that an eye injury does occur

* A heightened awareness of the issue of eye injury hazards in the workplace, and workplace safety in general

Our eyesight is one of our most important and most fragile assets. Ensuring our eyes are protected in the workplace is an essential concern for everyone.

RUNNING TIME: 19 minutes

Program Title
SAFETY ESSENTIALS

This program has been produced to explain the “Safety Essentials” of workplace safety. It identifies what the essentials are, why it is important to keep them in mind, the reasons behind them, and how a good understanding of these “Safety Essentials” can help in preventing serious workplace accidents.

The program commences by addressing the importance of workplace safety and the possible consequences of workplace accidents, including the direct and hidden costs to individuals and organizations.

Main Program Sections:

The program is broken down into four main sections, each section covers one of the four “safety essentials”.

Section One

This section addresses the fundamental question of exactly how you can be harmed in the workplace.

Section Two

There are some fundamental expectations that every organization has of its employees in matters related to safety. This section details the ten rules and principles that everyone should know.

Section Three

This section covers correct manual handling techniques with emphasis placed on lifting and carrying, and

Section Four

Addresses what should happen in different emergency situations.

Understanding the “Safety Essentials” and applying them in your workplace is a fundamental part of any successful workplace safety program.

RUNNING TIME: 15 minutes

Program Title
THE PRINCIPLES OF ACCIDENT INVESTIGATION

There are laws and regulations that require the investigation and reporting of certain types of accidents. Insurance requirements also lead to many Accident Investigations as do potential claims at common law. However, from an Occupational Health & Safety point of view, the main aim of Accident Investigations is not to fulfil these legal and insurance obligations, but rather to prevent recurrences of the same or similar accidents.

Accident Investigations therefore should be regarded as an important part of accident prevention.

This program covers:

- A definition of an accident
- Contributory factors leading to accidents
- Who should be involved in an investigation?
- The strategy of the investigation
- Gathering the facts
- Interviewing
- Isolating the key contributory factors
- Determining corrective actions

Learning why and how accidents occur is fundamental to making improvements in both working conditions and operational methods.

The Accident Investigation process will reduce the number of workplace accidents and should be regarded as an important component of any workplace health and safety strategy.

DURATION: 12 Minutes

Program Title
CONFINED SPACE SAFETY

Every year there are serious accidents involving confined spaces in the workplace. A significant number of these are fatal and it is not uncommon for accidents to result in multiple fatalities. In order to reduce the number of confined space accidents we need to have a fundamental understanding of the hazards and risks that are associated with confined spaces.

This program starts by defining a confined space and then talks in some detail about confined space entry permits.

The next section covers the four main reasons why accidents occur in confined spaces.

Featured in the program is the approach that should be taken to deal with the two major hazard groups associated with confined spaces, which are hazardous atmospheres and energy sources.
Hazardous atmospheres include:

- oxygen deficient atmospheres
- oxygen enriched atmospheres
- flammable or explosive atmospheres, and
- toxic or poisonous atmospheres.

Energy sources include:

- electrical
- mechanical
- hydraulic
- pneumatic
- kinetic, and
- thermal.

Confined spaces are dangerous places. Minor risks in normal work situations can become life-threatening risks in confined spaces. You should never become complacent about working in confined spaces. The only safe approach to working in confined spaces is to diligently follow the instructions that are detailed in the Confined Space Work Permit and to utilize any personal protective equipment that has been identified as necessary.

Confined spaces can be safe if approached in the right manner.

RUNNING TIME: 14 Minutes

Program Title
THE ESSENTIAL ELEMENTS OF HAND SAFETY

Fortunately even though we are constantly exposing our hands to varying degrees of risk, many of the injuries we can suffer are relatively minor, such as small cuts and abrasions and minor infections.

However, many serious injuries can and do occur. Hands and fingers can be crushed, punctured, lacerated, burnt and even amputated.

This program looks closely at the main hazard groups:

Mechanical Hazards
Chemical Hazards
Thermal Hazards
General Hazards.

Accident prevention measures are then addressed, and these include:

Elimination
Substitution
Administrative Controls
Engineering Controls.

Also covered is the use of personal protective equipment and the importance of safe work practices in helping to minimize potential hand injuries.

Hand injuries will never be eliminated totally from the workplace, but by raising our level of safety awareness, understanding and managing potential risks and by following appropriate safe work practices and procedures, hand injuries can be minimized.

RUNNING TIME: 13 Minutes

Program Title
PERSONAL PROTECTIVE EQUIPMENT

Not all workplace hazards can be fully controlled or eliminated.

When hazards in the work environment cannot be "engineered out", or when guards, shields and other safety devices have limited effectiveness, there will often be a need to wear personal protective equipment.

It is important to realize that personal protective equipment is not a substitute for hazard control, but the last safety option to be implemented after all other practical safety measures have been considered and applied.

Personal protective equipment therefore is rarely used in isolation and is often incorporated into safety procedures as an added protection should an accident occur.

This program examines in detail:

- ❑ Eye and Face Protection
- ❑ Head Protection
- ❑ Respiratory Protection
- ❑ Hearing Protection
- ❑ Protective Clothing

In each section we examine Why, When and How the protection is worn.

Long and short term illness, major and minor injuries, poisoning, electric shock and so on, can all be prevented at times with the use of appropriate personal protective equipment.

This program is designed for all personnel who are required to wear personal protective equipment. It is a general program suitable for induction or to reinforce the need to wear items of personal protection.

RUNNING TIME: 17 Minutes

Program Title
SAFETY AWARENESS

Today, for an organization to survive and prosper, it must be able to control four things. Production, quality, costs and accidents, and not one to the exclusion of another.

Safety awareness is the starting point to accident prevention.

Included in this program:

* What is an Accident?
* Why do accidents occur?
* Humanitarian, economic and legal reasons to address accident prevention.
* Who is responsible for safety?
* Safety policies.
* Recognition, evaluation and control of hazards.
* Safe work procedures.
* Manual handling.
* Lifting and carrying technique.
* Good Housekeeping practices.
* Use of tools and equipment.
* General safety requirements.

What is Safety Awareness?

It's a responsibility, a commitment, an obligation. It's common sense, teamwork and safe work procedures. It's recognizing hazards and showing a willingness to act to control any hazard present.

The program has been designed for all personnel. It can be used as a general safety training program and can also be utilized as an induction program for new personnel to introduce safety concepts.

RUNNING TIME: 16 Minutes

Program Title
HEAT HAZARDS

Heat related hazards in the workplace have the potential to cause serious illnesses, injuries, and even fatalities. Heat related problems can occur in a variety of work environments, not just in environments where the air temperature is high.

This program aims to increase people's awareness of heat hazards in the workplace by identifying specific heat related hazards and examining a range of engineering and administrative controls, as well as individual behaviors, that can reduce the risk of heat related illnesses and injuries.

The program looks at:

* How the body gets rid of heat

* Causes of heat related illnesses and injuries

* Specific heat related illnesses, such as:
  - Heat rash
  - Heat cramps
  - Heat collapse
  - Heat exhaustion
  - Heat stroke

* The signs and symptoms of heat related illnesses

* Basic first aid

* Ways of preventing heat related illnesses and injuries

The program is designed to suit any work environment where heat may be a potential hazard, and provide people with a practical understanding of the types of control measures that can be implemented to reduce the health risks associated with heat hazards in the workplace.

Through increasing people's awareness of heat hazards the risk of heat related illnesses and injuries can be reduced.

RUNNING TIME: 17 Minutes

Program Title
THE SAFE OPERATION OF FORKLIFTS

Forklifts are extensively used throughout industry today and make the lifting and transportation of many loads an easy task.

While being a useful piece of equipment it can be quite hazardous to the unknowing or inexperienced operator.

The program covers the following key areas:

* Daily Inspections
  - Pre-operational Checks
  - Operational Checks

* Loads and Load Handling

* Operating Procedures

* Operational Rules

The program clearly illustrates that the safe operation of a forklift depends upon:

* them being in proper working order

* the operator using them within their stated capacities

* abiding by the operational rules, and finally

* by adhering to operational and safety procedures

RUNNING TIME: 16 Minutes

Program Title
ELECTRICAL SAFETY IN THE WORKPLACE

Most workplaces are literally surrounded by a maze of electrical circuits. Cables, conduits and extension cords deliver electricity to plant, equipment, appliances and lights.

The vast majority of people know very little about electricity and this lack of knowledge makes it very difficult for people to recognize potential hazards. Without a basic understanding of how electricity behaves and what effects electricity can have on the human body, it is very difficult to understand what we as individuals can or should do, to reduce the risks associated with specific electrical hazards.

This program contains the following information:

Basic facts – definitions and explanations of basic electrical terms.
Basic rules – states and explains the three basic rules that apply to electricity.

Rule #1 - Electricity will only travel in a circuit.
Rule #2 - Electricity will always travel in the path of least resistance.
Rule #3 - Electricity will always try to travel to the ground.

Effects of Current on the Human Body – explains what effects different current levels will have on the body. Also explains how the resistance offered by the human body can vary under different circumstances.

Common Hazards – this section looks at the most common hazards found in the workplace, including overhead power lines and the use of extension cords.

Hazard Control – this section identifies human error as the number one cause of electrical accidents in the workplace. The section also covers the most common 'do's and don'ts' that apply to electrical safety and finishes with information on the wearing of appropriate personal protective equipment.

Electricity is a convenient, cost effective and surprisingly safe source of energy in every workplace. We should however not become complacent about the potential hazards associated with electricity. Even though there are relatively few accidents associated with electricity, many of the accidents that do happen have serious or devastating results.

RUNNING TIME: 27 Minutes

Program Title
MATERIAL SAFETY DATA SHEETS

The Material Safety Data Sheet is the internationally accepted basis for supplying sound written scientific information on hazardous substances.

Material Safety Data Sheets provide essential information that includes details on how to use substances safely without harmful effects to people or the environment.

This programs covers:

* The basic layout of Material Safety Data Sheets
* Why MSDSs are commonly used
* A breakdown on the most important safety related sections found in most MSDSs, including:
  - Hazard Identification
  - Exposure Controls and Personal Protection
  - Physical and Chemical Properties
  - Stability and Reactively, and
  - Toxicological Information.
* Important terms used in MSDSs.

Material Safety Data Sheets can be very challenging to read and understand but they do contain a wealth of information. Having an ability to properly interpret them will make it easier to arrive at informed decisions regarding the use of hazardous substances.

RUNNING TIME: 16 Minutes

Program Title
BURNS

This program examines the general principles of first aid treatment for burns victims.

The main problem associated with burns is skin damage and the effect this damage has on the well-being of the victim. This program therefore starts with a detailed look at the skin's structure and functions.

Areas covered in this program include:

- Causes of burns
- Classification of burns
- Life threatening outcomes from burns:

    *Infection
    *Shock
    *Breathing difficulties

- General first aid principles of management of burns victims
- Guidelines for seeking medical assistance.

The first aid treatments for the following types of burns are covered:

*Flame burns
*Scalds
*Electrical burns
*Chemical burns, and
*Molten material burns.

A severe burn is not only life threatening but it can also have profound effects, not only on the victim, but also on the victim's family.

In the workplace many burns result following violations of safe work practices. This program graphically illustrates to the entire workforce the need for recognition, evaluation and control of hazards that may lead to burns injuries. The program also informs the audience what to do should they be personally involved in a burn emergency.

RUNNING TIME: 18 Minutes

Program Title
BLOODBORNE PATHOGENS – MANAGING THE RISK

Hepatitis B, Hepatitis C and HIV are three Bloodborne Diseases which are a concern in the workplace, but what is a Bloodborne Disease? How can it be passed from one person to another? What can you do to reduce your risk of exposure? And what should you do if you may have been exposed to a Bloodborne Disease?

This program covers:

- A definition of Bloodborne Pathogens
- Hepatitis C
- Hepatitis B
- HIV/AIDS
- How infection occurs
- Control of hazards
- Clean up of blood and body fluid spills
- Use of gloves and hand washing
- What to do if you have been exposed

The objective of this program is to increase awareness of Bloodborne Pathogens and by so doing, increase awareness of the standards for worker responsibility in observing and being active in daily safety procedures.

Bloodborne Pathogens can cause disease but the risks should not be overdramatised. Following procedures that have been laid down will go a long way to protect you from infection.

DURATION: 15 Minutes

Program Title
CPR

Without oxygen being passed from the lungs to the blood stream and then pumped around the body by the heart a person will die.

When a person suffers cardiac arrest their heart stops beating, they lose consciousness, they stop breathing, and blood will not circulate. Unless they receive prompt first aid attention until medical help arrives they will suffer irreparable brain damage and die within minutes.

This program looks at the technique for performing cardiopulmonary resuscitation on adults, in accordance with the current resuscitation guidelines. The program covers:

- Basic Life Support (BLS) procedure
- How to conduct CPR on an adult casualty
- How to deliver Rescue Breaths
- How to deliver chest compressions
- How to use a Automated External Defibrillator (AED)
- CPR with two rescuers
- Rescuer health and hygiene

The program is suitable for use in any workplace and has been designed specifically as a refresher course and training aid for people who have already been or are being trained in CPR.

RUNNING TIME: 18 minutes

Program Title
DEALING WITH CHEMICAL SAFETY

Chemicals are a fact of life.....all living things are made from chemicals and in fact we depend on chemistry for our very existence.....everything from the ground we walk on , to the air we breathe is made from chemicals and chemical compounds.

Every workplace, office, factory, warehouse or plant, uses chemicals to some extent or other. Chemicals range from mild cleaning agents through to highly corrosive, flammable and poisonous substances that are used for different processes and applications.

Fungicides, insecticides, solvents, acids and radio-active materials are representative of some of the chemical groups that are used in industry today which present many hazards.

Chemicals can only be harmful to individuals in three ways, they can:

1. Contribute to cause fire or explosion
2. Come into contact with the body
3. Enter the body

This program includes:

* Details on chemical entry into the body
* The dose and hazards
* Fire and explosion
* Environmental pollution
* Control measures including elimination, substitution, isolation, ventilation and monitoring of contaminant levels. Personal hygiene, good housekeeping and the wearing of appropriate personal protective equipment.
* Storage and transportation
* Evaluation of handling and storage methods

The safe handling and storage of all chemicals regardless of where they are used requires a commitment by everyone to follow safe work procedures. The realization of the risks and an ongoing program to minimize the hazards will reduce accidents and make your workplace a safer workplace.

Program designed as suitable for all personnel.

RUNNING TIME: 15 Minutes

Program Title
SOLVENTS

Solvents are used in every workplace to some extent or other. They are used to clean, dilute, purify and in manufacturing, to produce or aid in the production of products

This program covers:

- An Introduction to Solvents
- The physical characteristics of Organic Solvents
- Potential health issues associated with the use of Solvents
- Management of Solvents in the workplace
- Personal Protective Equipment

The objective of this program is to highlight the major hazard areas associated with the use of solvents and by so doing, increase awareness of the standards for worker responsibility in observing and being active in daily safety procedures

DURATION: 7 Minutes

Program Title
THE SAFE OPERATION OF OVERHEAD CRANES

Pendent, or hand controlled, overhead cranes or hoists are one of the most useful aids for material handling in the workplace today. Their extensive application has been significant in the development of many industries.

The three main reasons for accidents involving overhead cranes are:

- ❑ Lack of adequate inspections and checks
- ❑ Overloading the crane beyond recommended capacities and
- ❑ Lack of knowledge of critical information by the operator

This program looks at the safe operation of overhead cranes and details the five major steps to ensure their safe use.

- ❑ Pre - operational checks
- ❑ Operational checks
- ❑ Planning the lift
- ❑ Operational rules
- ❑ Shutdown procedure

Overhead cranes are extremely useful in many industrial situations and they can be used safely if the appropriate precautions and working procedures are adopted.

RUNNING TIME: 18:30 Minutes

Program Title
LADDER SAFETY

Falls represent the largest single cause of accidental death in the workplace.

About 40% of these falls result in falling from one level to another, many from ladders and scaffolds. Many of these falls are serious, but more importantly, many could have been avoided if safety procedures were followed.

This program looks at the selection and safe use of ladders in the workplace and also looks at the safety involved when using rolling scaffolds.

The following areas are covered:

- ❑ Step Ladders, Straight Ladders, Extension Ladders and Rolling Scaffolds
- ❑ General Maintenance
- ❑ Selecting the Right Ladder
- ❑ Safe Angle
- ❑ Lifting and Carrying of Ladders
- ❑ Erecting Ladders
- ❑ Securing of Ladders
- ❑ Safe Positioning of Ladders
- ❑ Working on Ladders

This program has been designed for general training for all personnel who use ladders.

RUNNING TIME: 12 Minutes

Program Title
PREVENTING SLIPS, TRIPS AND FALLS

Slips, trips and falls are a major category of workplace accidents and result in a significant number of injuries.

The three most important factors contributing to the occurrence of slips, trips and falls are:

* poor design of the workplace
* poor workplace practices and procedures, and
* inappropriate human behaviour.

By following some basic safety principles the accidents and injuries that result from slips, trips and falls can be dramatically reduced.

This programs looks at all the key hazards associated with slips, trips and falls, including:

* good housekeeping practices
* signposting and barricading
* correct use of equipment and furniture
* proper maintenance
* appropriate footwear, and
* correct use of step stools and stepladders.

The program is suitable for all workplace personnel.

RUNNING TIME: 9 minutes

Program Title
ERGONOMICS THE PRACTICAL APPROACH

Ergonomics is the study of the relationship between people, the equipment they use and the physical environment in which they work.

Ergonomics is about the application of the knowledge of this relationship to benefit well-being, performance and improve both short and long term health and safety.

Subjects covered in the program include:

* Why and how ergonomics is applied
* The general approach individuals should apply when addressing ergonomic hazards
* The human body and work space design
* Static and muscular effort
* Controls and displays

Compromises and often small improvement are the hallmarks of almost every organization's commitment to ergonomics - however, long term results can be dramatic.

Applied properly, ergonomic principles will improve productivity, morale, health and safety.

This program is suitable for all in the workforce for an introduction to ergonomics and to reinforce the principles that must be employed when addressing ergonomic problems.

RUNNING TIME: 15 Minutes

Program Title
FIRE AWARENESS

Fire awareness is an attitude, an attitude that incorporates the understanding of four basic areas which are:

* The Nature of Fire
* The Causes of Fire
* The Behavior of Fire
* Fire Safety Management

Included in the program:

* A simple scientific explanation of fire
* Identification of common workplace hazards associated with fires
* Fire behavior characteristics, which include the following five principles:

    Fire must obey physical laws
    Where there's fire there's smoke
    It is the vapour that burns
    Oxygen increases fire intensity
    The principle of cooling, smothering and starving

Fire Safety Management can be defined as those activities which are undertaken to prevent fires from occurring, the controls that manage fire systems and emergencies and in the event of an uncontrolled fire, the suppression methods used to extinguish it.

Fire Safety Management is therefore comprised of three essential elements:

* Fire Prevention
* Fire Protection
* Fire Suppression

This program looks at each of these elements in some detail and concludes with identifying oxygen deprivation as the major cause of fire related deaths.

This program is aimed at all personnel to increase the general level of fire awareness.

RUNNING TIME: 16 minutes

Program Title
INSPECTION, CARE AND STORAGE OF SLINGS

This program looks at a range of lifting equipment and the fundamental principles that should be followed to prevent accidents.

The program concentrates on chain slings, wire slings and fibre slings and covers the following issues:

* Pre-use Checks
* Care of Equipment whilst in use
* Planned Periodic Inspections
* Storage of Equipment

The program looks at all the general do's and don'ts when using slings and highlights the importance of the pre-use checks and what all operators should look for when selecting the appropriate sling for a given task.

RUNNING TIME: 17 Minutes

Program Title
LOCKOUT

Cuts, burns, amputations, exposures to hazardous substances, electric shocks, asphyxiations and drownings are just some examples of consequences that can occur when work is carried out on plant and equipment that has not been properly shutdown.

The shutdown of plant and equipment before work is carried out is commonly referred to as a lockout or a lockout/tagout.

Lockouts protect the health and safety of the people working directly on the piece of equipment or plant as well as others who may be in the vicinity.

This program covers:

- An overview of lockouts
- The lockout procedure
- Electrical lockout hazards
- Hydraulic lockout hazards
- Pneumatic lockout hazards
- Thermal energy hazards
- Potential or stored energy sources
- Control measures for dealing with lockout hazards

The objective of this program is to highlight the importance of following Lockout Procedures and by so doing, increase awareness of the standards for worker responsibility in observing and being active in daily safety procedures.

DURATION: 10 Minutes

Program Title
NOISE INDUCED HEARING LOSS

Our ability to hear is important to us in many ways. By far the most important aspect of our hearing is the ability it gives us to hear other people speak. It enables us to interact with people, to listen, to learn, and to easily communicate.

This program covers:

- Causes of Hearing Loss
- Noise Induced Hearing Loss – The basic facts
- Noise Induced Hearing Loss – What damage is done to the ear
- Basic Facts about Sound and Noise
- The Hearing Test & Audiogram
- Noise Control Measures
- Hearing Protection

Poor hearing can dramatically change your lifestyle. It can lead to misunderstandings and give other people an impression of rudeness or even a lack of intelligence. It can make you more vulnerable to accidents and injuries, limit employment opportunities and lead to social isolation.

The objective of this program is to explain the major hazard areas associated with noise and to increase awareness of noise issues in the workplace.

'Noise Induced Hearing Loss' strongly reinforces the fact that once hearing is damaged, it cannot be repaired. However the program also reinforces that Noise Induced Hearing Loss is preventable.

DURATION: 15 Minutes

Program Title
SAFETY AND THE HUMAN FACTOR

One of the consequences of the recent technological explosion is that it has increased both the LIKELIHOOD and more importantly, the CONSEQUENCE of human error.

The intention of this program is to examine the human factors involved in accidents, incidents and mistakes in the workplace.

Topics included in the program:

* Direct human involvement
* Indirect human involvement
* Violations
* Errors
* Mistakes and Slips
* Dormant Errors

Not all accidents are preventable, but careful forethought and planning, combined with strict adherence to safe work practices WILL minimize the frequency and severity of accidents and incidents.

This program has been designed for use as a training aid and is suitable for the general workforce.

RUNNING TIME: 11 Minutes

Program Title
EQUIPMENT AND MACHINE GUARDING

Accidents resulting from inadequate equipment and machine guarding cause some of the most traumatic injuries in the workplace today.

This program covers the following:

1. Why guards are used

2. The risks associated with mechanical hazards

3. The requirements for effective machine guarding

4. The different types of guards and their functions

5. Safe work practices when working with equipment and machinery

Advances in technology, safety standards and risk management have all contributed to increasingly effective guards being used in the workplace today, but despite all these advances, horrific accidents still occur. When guards are not in place or when guards are not used correctly, people can be pulled into machines, have limbs amputated and body parts crushed.

It is therefore critical that we are aware of and understand the elements covered in this program. This will help all workplace personnel to avoid accidents and injuries when working with equipment and machinery.

RUNNING TIME: 15 Minutes

Program Title
FACTS ABOUT FIRE

This program has been produced to explain the basics of the chemistry of fire, how fires start and identify common hazards and investigate prevention principles.

Included in the program "Facts About Fire" are the following:

* What is fire?
* Essential ingredients - fuel, oxygen and source of ignition
* Flash point
* Fire point
* Auto-ignition temperature
* Flammable vapours
* Atomized liquids and dust
* Frequency of fires in industry types
* Sources of ignition
* The right mix of ingredients
* Safeguards against fires
* Prevention

An understanding of how and why fires start is essential in understanding how we can prevent fires.

RUNNING TIME: 15:30 Minutes

Program Title
SAFE HANDLING OF GASES

Gas cylinders supply a wide variety of gases for a multitude of different industrial, medical and domestic purposes.

Most people instinctively appreciate that there are hazards associated with gas bottles and cylinders.

Included in this program:

* Types of gases
* The hazards associated with gases
* Things to do before using a gas cylinder
* General do's and don'ts
* Safe storage
* Safe handling
* Transportation
* Leak testing
* Emergency procedures

Material Safety Data Sheets, safe work procedures and advice from the manufacturer, supervisor and safety officer should ensure the safety of all concerned with compressed gas cylinders.

RUNNING TIME: 19 Minutes
Program Title

IDENTIFYING FIRE HAZARDS

Fire safety is an on-going process that combines the design, installation and maintenance of fire protection equipment and fittings with fire prevention procedures. These fire prevention procedures involve the identification of specific fire hazards. Hazards that exist in every workplace.

Included in the program "IDENTIFYING FIRE HAZARDS"

* Fire protection equipment
* Sources of ignition
* Storage practices
* Labelling
* Fire and smoke doors
* Delivery of in-coming goods
* Compressed gas storage
* Hot work permits
* Electrical hazards
* Machinery hazards
* Waste removal
* Signposting
* Heating
* Good housekeeping

Identifying and neutralising fire hazards in the workplace requires an on-going commitment. This program highlights this important fact.

RUNNING TIME: 14 Minutes

Program Title
THE DANGERS OF COMPRESSED AIR

Compressed air is an energy source used to power tools and equipment in a variety of work environments. Compressed air is not 'just air', it is air travelling in an intense stream at a high velocity. Exposure to it can result in severe injuries or even fatality.

This video program aims to increase people's awareness of the dangers of compressed air and of the importance of using compressed air tools and equipment correctly to avoid injury.

The program examines the potential hazards and injuries that can result if the correct safety precautions are not followed.

The program looks at the following questions:

- What is compressed air?
- Why is it dangerous?
- What are the potential hazards and injuries associated with compressed air?
- How can they be controlled?
- What are the do's and don'ts when using compressed air?

The program is designed to suit any work environment where compressed air is used, and provide people with a practical understanding of how compressed air works and why it is dangerous.

By increasing people's awareness of the dangers of compressed air the risk of injuries can be reduce and workplace safety can be improved.

RUNNING TIME: 9 Minutes

Program Title
HEAD PROTECTION

Most of our activities take place above ground level. In fact, many occur between 3 and 6 feet above the ground and frequently much higher.....this puts the head in the firing line of many potential hazards.

Hazards that include:

* Falling objects
* Slips, trips and falls
* Protrusions
* Flying objects
* Toxic fumes
* Noise levels
* Obstructed vision
* Chemical splashes
* Inadequate lighting
* Long hair

Types of injuries include:

* Permanent disfigurement
* Deafness
* Blindness
* Loss of mobility
* Loss of control of bodily functions
* Mental retardation
* Death

The preventative measures that need to be addressed are covered in detail.

A head injury could be the first, the worst and last injury you will ever receive.

RUNNING TIME: 10:40 Minutes

Program Title
FOOT SAFETY

Our feet provide us with balance and support for our bodies and enable us to walk, run, drive, operate machinery, play sport and so on.

This program addresses:

* Why people injure their feet
* Common types of foot injuries
* Steps to prevent foot injuries
* Evaluation of foot injury hazards
* Control measures for existing hazards
* Safety footwear

Falling objects cause the largest number of foot injuries in the workplace, there are however numerous other potential hazards that can lead to injuries.

This program is aimed at all personnel who may come into contact with any of these hazards.

RUNNING TIME: 12 Minutes

Program Title
HAND SAFETY

Your hands are literally your two irreplaceable tools.

It is a fact that approximately 25% of all industrial injuries involve either the hands or fingers.

This program identifies the three important steps in guarding against hand injury:

THE STEPS

1. Be aware of the potential hazards
2. Be disciplined to follow safe work procedures
3. Make appropriate use of the correct protective equipment

THE HAZARDS THAT LEAD TO HAND INJURIES INCLUDE:

* Everyday activities involving manual handling
* Use of hand tools and other equipment and machinery
* Wearing of loose clothing, jewellery and inappropriate use of gloves
* Bad housekeeping practices
* Contact hazards where items can be hot or cold or have sharp edges
* Contact with irritating substances that can lead to dermatitis

This program is aimed at the general workforce.

RUNNING TIME: 10 Minutes

Program Title
SAFETY AND FORKLIFTS

As we all know, the efficient storage and distribution of goods is on of the engines that drives the machine of our industrial society. Forklift Trucks, with their amazing capacity to move large loads quickly and with a minimum of manpower, are some of the most valuable tools we have at our disposal.

But the operation of Forklift Trucks entails certain risks.

ITEMS DEALT WITH IN THIS PROGRAM INCLUDE:

* Pre-operating check list
* Personal apparel
* Travelling
* Pedestrian traffic
* Tail Swing
* Inclines
* Blind corners
* Lighting changes
* Communication
* Stability
* Mast extension
* Lifting and stacking the load
* Unattended Forklift Trucks

This program is suitable in safety training of operators and staff who work in the vicinity of Forklift Trucks.

RUNNING TIME: 17 Minutes

Program Title
DRIVING - RISKS AND RESPONSIBILITIES

The motor vehicle is the single largest cause of work related deaths in this country. It is also the cause of many serious injuries.

This program examines the costs associated with operating company vehicles and some general issues associated with driving at work. It does not teach driving skills.

Included in the program:

* Essential reason for a safe driving program
* The four components of a safe driving program
* Preventing theft
* Parking a vehicle
* General do's and don'ts
* What should be done if an accident occurs

Its potential to cause death and injury, plus the costs associated with their operation, puts the motor vehicle right at the top of the list of safety issues.

RUNNING TIME: 17 Minutes

Program Title
THE WORLD'S OLDEST SAFETY LAW

Current Occupational Health and Safety rules and regulations may seem to some like a new trend but workplace safety laws have been in existence for thousands of years.

This program examines the Code of Hammurabi, the world's oldest known safety law. It identifies that safe work practices and procedures have been used for thousands of years to prevent workplace accidents and injuries.

The program is ideal to use when introducing a new safety policy or procedure or as an 'icebreaker' for any safety meeting.

RUNNING TIME: 5 Minutes

Program Title
OXY-ACETYLENE WELDING

Oxy-acetylene Welding is one of the most common forms of welding in use throughout industry.

This program shows operators how to use Oxy-acetylene equipment safely and correctly.

The program includes:

* Explanation of how the Oxy-acetylene process works
* Workshop and Equipment Safety
* Explanation of all the components which make up the Welding Unit
* Flame types and their cuttings
* Backfire and Flashback
* Running a Bead with and without a Rod
* Correct procedure for a variety of Welds including:
  - Edge Welds
  - Corner Welds
  - Butt Welds
  - Fillet Welds
* Safe procedures for the Closing Down of the Welding Unit

This program is aimed at professional operators and trainees as an operational and safety guide on the use of Oxy-acetylene Welding Equipment.

RUNNING TIME: 25 Minutes

Program Title
OXY-ACETYLENE CUTTING

With the addition of a Cutting Torch the Oxy-acetylene Welding Unit becomes an efficient tool for the cutting of metals.

This program shows the correct and safe use of Oxy-acetylene Cutting Equipment, and includes:

* Equipment and Workshop Safety
* Gas and Gas Cylinders, their types and flow rates
* The Cutting Torch and the types and applications of the Tips
* Equipment knowledge and maintenance
* Techniques for setting-up and the cutting of metals
* Closing down, safely and correctly

This program is aimed at all operators as a training and safety guide in the correct procedures of Oxy-acetylene Cutting.

RUNNING TIME: 14 Minutes

Program Title
ARC WELDING

Electric Arc Welding is a vital industrial process which enables users to fuse two separate pieces of metal into a solid mass.

The program shows correct and safe techniques as well as equipment knowledge and includes:

* Explanation of the Arc Welding Process and how it works
* Workshop, Personal and Equipment Safety
* Striking the Arc
* Making a Weld Run
* Welding Faults - how they occur and how to prevent them
* Tack Welding
* Correct procedures for a variety of Welds including:
  - Square Edge Butt Joint
  - Fillet Weld
  - Outside Corner joint
  - Lap Joint Weld
  - Single V-Butt
* The Weaving Technique

This program is aimed at full and part-time operators as well as students as an operational and safety guide on Arc Welding.

RUNNING TIME: 23 Minutes

Program Title
ARC CUTTING AND GOUGING

Because of the tremendous heat generated by the Electric Arc process, Arc Cutting is used for a wide variety of metal cutting applications throughout industry.

This program discusses the types of Arc Cutting processes available and the safe and correct procedures to be applied.

Included in this program:

* The main types of Arc Cutting and how they work
* Workshop, Personal and Equipment Safety
* The procedures for Shielded Metal-Arc Cutting
* Air Carbon-Arc Cutting and Gouging
* Plasma-Arc Cutting

This program is aimed at professional operators and trainees as a guide to the types of Arc Cutting and how to carry out the different processes safely and efficiently.

RUNNING TIME: 13 Minutes

Program Title
MIG WELDING

Because of its versatility and the ability to weld in a variety of positions, MIG Welding has become the most popular welding process used in industry today.

This program looks at all aspects of MIG Welding and includes:

* The MIG Welding process and how it works
* The Equipment which makes up the Welding Unit
* Workshop, Personal and Equipment Safety
* Terms and Methods relating to MIG Welding
* Transfer types - how they differ and when to use them
* Setting up to Weld
* Making a Weld Run
* Welding Problems and Faults and how to overcome them
* Tack Welding
* Correct procedures for a variety of Welds, including:
  - Fillet Weld
  - Single V-Butt
  - Single V-Butt in the Side Horizontal position
  - Fillet Weld - Vertical Up
  - Square Edge Butt Joint on 3mm Plate Metal
* The correct and safe procedure for Closing Down the Equipment

This program is aimed at experienced operators and students as a complete operational and safety guide on MIG Welding.

RUNNING TIME: 19 Minutes

Program Title
TIG WELDING

The TIG welding process produces extremely high temperatures which permits pinpoint control of heat over a small heat effected zone. TIG welding is widely used when fine, high quality welding is required, particularly when welding metals such as aluminium and stainless steel.

This program covers a wide range of aspects relating to TIG welding and includes:

* The advantages of the TIG welding process
* Understanding the TIG process
* TIG welding equipment
* The types of welding current available for TIG welding
  (a) Direct current straight polarity
  (b) Direct current reverse polarity
  (c) Alternating current
* Understanding the high frequency application
* Torches and Electrodes
* Weld contamination
* Shielding gases
* Workshop safety
* Personal safety
* Setting up to weld
* TIG welding examples
  (a) Edge weld without filler rod
  (b) Corner weld
  (c) Lap joint weld
  (d) Tee fillet weld
  (e) Butt welds
* Closing down the TIG unit

This program is designed for experienced operators and students as an operational and safety guide on TIG welding.

RUNNING TIME: 18 Minutes

Program Title
WELDING SAFETY

Today Welders use highly technical welding processes that can create dangerous conditions in the workplace. The "Welding Safety" video program shows how to identify welding hazards and learn how to control them.

The "Welding Safety" video program includes:

1. Identifying Welding Hazards
- Radiant energy
- Temperature extremes
- Fumes and gases
- Noise
- Sparks and slag
- Electric shock
- Chemicals
- Fires
- Explosions
- Work area

2. Evaluating Hazards in the Workplace
- Worksite check - welding shop
- On-site welding
- Welding in a confined space

3. Workshop Controls
- Heat and radiation
- Fumes, dust, vapours and gases

4. Work Practice Controls
- Storing and handling gas cylinders
- Maintenance
- Fire
- Hot environments

5. Personal Protective Equipment
- Skin protection
- Eye protection
- Hearing protection
- Respiratory protection

As you can see the "Welding Safety" program covers a wide range of topics relating to safe work practices for experienced and trainee Welders.

RUNNING TIME: 16 Minutes

Program Title
SAFE AND EFFECTIVE GRINDING

Off-hand Grinding machines are widely used throughout industry, but safe and correct use of these machines can be overlooked. The "Safe and Effective Grinding" video program shows how to operate an off-hand grinding machine safely and efficiently.

The "Safe and Effective Grinding" video program includes:

1. Types of grinding machines
2. Components which make up a grinding machine
3. Types of abrasive wheels
4. Abrasive wheel identification
5. Inspecting an abrasive wheel
6. Fitting a new wheel
7. Personal safety
8. Dressing and truing abrasive wheels
9. How to use an off-hand grinding machine
10. Sharpening a twist drill

As you can see the "Safe and Effective Grinding" program covers a wide range of topics relating to off-hand grinding machines and their wheels.

RUNNING TIME: 18 Minutes

Program Title
WORKING WITH LATHES

The Lathe is one of the most versatile tools in use throughout industry today. It provides a quick and efficient means of shaping and drilling many types of metal and wood.

This program covers the safe and correct use of the Lathe and includes:

* Workshop and operator safety

* Identification, correct use and maintenance of all components which make up the Lathe, including the Carriage, Headstock, Tailstock, Cross-slide, Top-slide and Compound Rest

* Correct procedure for changing the Spindle speed

* Step by step instruction on correct centring and mounting of workpieces

* Setting up the cutting tool and adjustment of the cutting speed and feed

* How to make rough and finish cuts

The program is aimed at all Lathe operators from students to experienced operators as a refresher on safe and correct equipment usage.

RUNNING TIME: 25 Minutes

Program Title
TOOLS FOR METALWORK

Today, the metal trade is one of the cornerstones of our industrial society. Correct, efficient and safe use of metalworking tools is essential throughout the metal industry.

The "Tools for Metalwork" video program shows the correct and safe use of a wide range of metalworking tools.

The "Tools for Metalwork" video program includes:

1. Personal safety
2. Safety precautions in the workplace
3. The Metal Rule
4. How to use a Scriber
5. Correct use of the Try Square
6. Punches
   - Prick Punches
   - Centre Punches
7. Using Spring Dividers to scribe arcs and circles
8. Marking with Jenny Calipers
9. Correct and safe use of Hammers
10. Files and Filing
    - Types of File Outs
    - Grades of Files
    - Various File types and their applications
11. Using a Cold Chisel correctly
12. Hacksaws
    - Fitting blades
    - Blade types
    - How to cut using a Hacksaw
13. Operating a Drill Press

As you can see the "Tools for Metalwork" program covers a wide range of metalworking tools used extensively throughout the metal industry.

RUNNING TIME: 19:30 Minutes

Program Title
HAND TOOLS

Basic Hand Tools are the most common equipment used throughout industry. However the correct, efficient and safe use of Hand Tools is sometimes lacking in the workplace.

This program shows techniques and safe work practices relating to a wide range of basic Hand Tools including:

* Types and correct applications for Wrenches
* Proper and safe use of Stillson and Footprint type Wrenches
* A look at the wide range and types of Screwdrivers and their safe and correct usage
* The correct pair of Pliers for a particular task
* Hammers, their types and how to use them safely and correctly
* Blade types, their applications and the correct use of Hacksaws

This program is aimed at all users of basic Hand Tools, whether they be students or experienced trades people who may require a refresher on safe and correct usage of basic Hand Tools.

RUNNING TIME: 16 Minutes

Program Title
DRILLS AND DRILLING SAFETY

Until recent times, use of a drill was normally associated with creating a hole in a piece of wood, masonry or metal. But today's electrical drills are used for a wide variety of purposes. Recent advances in drill bit technology have also opened up a wide range of drilling options. Selecting the right drill and accessory for a particular task is of vital importance in order to use an electrical drill safely and effectively.

This program covers the following points:

* Drill operation and components
* Selecting the correct drill for your needs
* Personal Safety
* Operational Safety
* Cordless Drills
* Cordless Drill Safety
* Drill bits and their applications
* Options and examples of Wood drilling
* Options and examples of Steel drilling
* Options and examples of Masonry drilling
* Options and examples of Ceramic drilling

This program is designed for anyone who works with any type of electrical drill.

RUNNING TIME: 25 Minutes

Program Title
CARPENTRY

For centuries, people have worked with wood. During these times wood has been used for an endless variety of purposes. Today, wood and wood construction remain an integral component of our business and social surroundings.

This program covers the following points:

* Carpentry Terms
* Correct lumber selection for a particular project
* Lumber qualities, Kiln drying and Dressing
* Setting Out
* Work Area Safety
* Personal Safety
* Safe use of Carpentry Tools
* Step by step construction of Common Joints
    (a) Butt Joints
    (b) Housing Joints
    (c) Halving Joints

This program is designed for anyone who works or deals with people in the lumber or carpentry industries.

RUNNING TIME: 20 Minutes

Program Title
SAFE OPERATION OF CHAINSAWS

The chainsaw can be an extremely dangerous tool if not operated correctly. This program looks at a range of operational and cutting procedures that are crucial for the safe and successful operation of the chainsaw in all situations.

Included in this program:

1. Preparing a chainsaw for use
2. Starting the chainsaw
3. Holding and operating the chainsaw
4. General lumbering
5. Felling a tree

There is no doubt that a chainsaw can be a very dangerous tool and that there is no substitute for proper training and a professional approach to their use. However, if the saw is properly maintained and used according to safe work practices, safe and accurate cutting can be consistently achieved.

RUNNING TIME: 14 Minutes

Program Title
CHAINSAW MAINTENANCE AND SAFETY

Chainsaws are used extensively by a wide range of people in many industries. The chainsaw is of great assistance when fast cutting of timber is required. But, if the chainsaw is not properly maintained or is used incorrectly its potential for causing injury cannot be underestimated.

Included in this program are sections which deal with the following:

1. The components of the chainsaw
2. Chain types and selection
3. Chain components
4. Sharpening the chain and setting the depth gauge
5. Guide bar maintenance and chain assembly
6. Chain Tension
7. Personal Safety
8. Operational Safety

Every chainsaw operator should always be aware of the dangers which relate to the operation of a chainsaw. The combination of a regularly maintained chainsaw with the correct personal and operational safety procedures should ensure trouble free and successful operation of the saw.

RUNNING TIME: 16 Minutes

Program Title
SAFETY AND USE OF AIR COMPRESSORS

A wide range of tools and equipment used in industry today are used in conjunction with an air compressor system. The "Safety and Use of Air Compressors" video program shows how to operate an air compressor system safely and efficiently.

The "Safety and Use of Air Compressors" video program includes:

1. How air compressors work
2. Personal protection
3. Safe use of air hoses
4. Moving the air compressor
5. Refuelling
6. Regulators
7. Pressure gauges and valves
8. Multiple tools from one air compressor
9. Lubrication
10. Sizes, types and storage of air hoses
11. Connectors and couplings
12. Maintenance

As you can see the "Safety and Use of Air Compressors" program covers a wide range of topics relating to the safe, efficient and correct procedures required when operating air compressors.

RUNNING TIME: 12:40 Minutes

Program Title
PNEUMATIC FASTENING TOOLS

There are a number of Pneumatic Fastening Tools available for a wide range of commercial and industrial fastening applications. Pneumatic Fastening Tools are of light weight design, powerful and provide fast and efficient operation coupled with reliable fastening across a wide range of material thicknesses. Pneumatic Fastening Tools are widely used throughout industry. In fact in any industry where fastening by nail or staple is required.

This program concentrates on the two most common types of Pneumatic Fastening Tools - Nailers and Staplers - and how to use them safely and effectively.

* Nailer and Stapler components
* Lubrication of the tools
* Care and selection of air compressor hoses and couplings
* The correct air pressure
* Personal safety
* Operational safety
* Loading and operation of nailers
* Loading and operation of staplers

This program is designed for experienced operators and students as an operational and safety guide on Pneumatic Fastening Tools.

RUNNING TIME: 12 Minutes

Program Title
POWDER ACTUATED FASTENING TOOLS

An alternative means of fastening masonry and steel to a wide range of materials is to use explosive powered hand-held fastening tools. These tools are commonly called Powder Actuated Fastening Tools. Powder Actuated Fastening tools are widely used throughout industry, particularly in the construction industry.

This program covers a wide range of aspects relating to the safe and effective use of Powder Actuated Fastening Tools.

* Types of Powder Actuated Fastening Tools
* The components of Powder Actuated Fastening Tools
* Explosive charges
* Personal safety
* Operational safety
* Preparing a low velocity tool for use
* Firing the tool
* Fasteners and their selection
  (a) Fixing to concrete
  (b) Fixing to steel

This program is designed for experienced operators and students as an operational safety guide on Powder Actuated Fastening Tools.

RUNNING TIME: 13 Minutes