

Preventing Injury and Illness at Work

Course Outline – All Employees

| Module | Learning Objectives | # of Customizable Pages |
|----------------------------------|---|-------------------------|
| Introduction | <ul style="list-style-type: none">Identify the types of workplace hazards.Recognize the importance of creating a safe and healthy workplace. | 3 |
| Overexertion & Stress | <ul style="list-style-type: none">Identify the causes of physical exertion and how to avoid them.Recognize the affect of stress on employees at work. | 1 |
| Slips, Trips, & Falls | <ul style="list-style-type: none">Identify potential hazards for slips, trips, and falls.Recognize preventative measures to avoid slips, trips, and falls. | 1 |

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| Environmental and Mechanical Hazards | <ul style="list-style-type: none">• Identify the types of environmental and mechanical hazards.• Recognize preventative measures to avoid these hazards. | 1 |
| Motor Vehicles | <ul style="list-style-type: none">• Recognize potential causes of motor vehicle incidents.• Identify ways to reduce the risks of transportation accidents. | 1 |
| Office & Building Hazards | <ul style="list-style-type: none">• Identify potential office and building hazards at work.• Recognize preventive measures to avoid office injuries. | 1 |

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Emergency Action Plan

- Identify the necessary steps to report hazards at work.
- Recognize ways to respond to emergencies at work.

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