



# 2022 TRAINING CATALOG

 DELAWARE VALLEY TRUSTS  
Managed Risk. Collective Rewards.

 HEALTH TRUST    WORKERS' COMPENSATION TRUST    PROPERTY & LIABILITY TRUST  
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## Overview



Delaware Valley Trusts (DVT) educational seminars seek to boost member performance and reduce risk through awareness and skill development. DVT believes that investing in the ongoing development of employees and volunteers has many benefits including:

- Fewer injuries and illnesses
- Better labor relations
- Greater operational efficiency
- Improved mental and physical well-being
- Fewer property and liability losses
- Fewer citizen complaints

As a value-added benefit of membership, DVT offers training resources on hundreds of topics, most at no (or minimal) cost. The 2022 Trust Training Catalog includes:

- Part 1: 2022 Scheduled Seminars with additional courses added throughout the year
- Part 2: DVT Online University with over 300 online courses
- Part 3: Call to Request Seminars delivered at a member location to save travel time
- Part 4: DVD Lending Library with over 100 topics
- Part 5: Toolbox Talk Resources
- Part 6: Safety Posters

Scheduled seminars and registration information is available at [www.dvtrusts.com/events](http://www.dvtrusts.com/events). We also send periodic emails to announce new seminars. To be added to the distribution list for upcoming seminars, please email [cbigham@dvtrusts.com](mailto:cbigham@dvtrusts.com) or call (215) 706-0101.

### General information:

**Copays:** Most seminars are offered at no cost. For those that charge a minimal copay, an invoice is sent directly to the attendee's member entity about three weeks following the seminar.

**Certificates of Attendance:** For DVT seminars, we will issue certificates of attendance for attendees whose names appear on the seminar attendance sheet. Certificates are emailed as PDF documents to individual attendees or to the attendee's member entity contact. For vendor-taught seminars, attendees are provided with a certificate of attendance directly from the vendor.

**Call to Request Seminars:** At the start of each policy year, member entities are assigned a nominal training budget based on their DVT membership and contribution level. This accounting system is necessary to ensure that limited training resources are equitably distributed among member entities. In the event of special circumstances or needs, the training budget limit may be waived on a case-by-case basis.

**Special requests:** Member entities are encouraged to contact DVT with their unique training needs. DVT has extensive training partnerships that we can often leverage to develop custom programming. Provided that a seminar supports our risk management mission, it can often be funded or subsidized. Special training requests may also qualify for DVWCT and/or DVPLT Risk Control Grant funding. Please contact your lead Risk Control consultant for questions.

For more information or to schedule a seminar, contact Carol Bigham, Director of Member Services, at [cbigham@dvtrusts.com](mailto:cbigham@dvtrusts.com) or call the Risk Control Department at (215) 706-0101.

## Part 1 – Scheduled Seminars



Scheduled seminars are listed below and on our website at [www.dvtrusts.com](http://www.dvtrusts.com) under the “Training and Events” tab. Additional seminars are added during the year and announced via email to member-designated training contacts and on our website. Some seminars are restricted to members of a specific Trust. Eligibility is listed as DVHT (Health Trust), DVWCT (Workers’ Compensation Trust) and DVPLT (Property & Liability Trust).

Registration can be done by logging onto our website at [www.dvtrusts.com](http://www.dvtrusts.com), click “Training & Events,” select the desired class, then click “Register”. The deadline to register is typically two weeks prior to the seminar date (unless otherwise noted). Class sizes are often limited, and registrations are processed on a first-come, first-served basis. If a class is full, please email [cbigham@dvtrusts.com](mailto:cbigham@dvtrusts.com) to request to be placed on a waitlist.

We schedule onsite programs at our Horsham, Pa. training facility and other public entity locations. For the convenience of our members and to save travel time, some scheduled seminars will continue to be offered in a virtual format in 2022. Programs may be subject to cancellation due to low enrollment, inclement weather, etc. DVT will notify registered attendees by phone or email of cancellations. DVT is not responsible for notifying individuals who have not properly registered.

### January 2022 **No scheduled courses**

### February 2022

Feb 4-5	Newly Elected Municipal Officials Boot Camp DVPLT Scholarship – Must attend both days	9:00a–4:00p DVT, Horsham, PA
Feb 10	Dealing with Mentally Ill Subjects for Law Enforcement Open to DVWCT, DVPLT	8:30a–12:00p VIRTUAL
Feb 24	Duty to Intervene for Law Enforcement Open to DVWCT, DVPLT	9:00a–11:00a VIRTUAL

### March 2022

Mar 4	Fair & Impartial Policing for Law Enforcement Open to DVWCT, DVPLT	8:30a–12:00p VIRTUAL
Mar 11	Use of Force for Law Enforcement Open to DVWCT, DVPLT	8:30a–12:00p VIRTUAL
Mar 17	Cybersecurity Awareness for Employees Open to DVWCT, DVPLT	10:00a–12:00p VIRTUAL
Mar 22	Confined Space Entry Open to DVWCT, DVPLT	9:00a–12:00p DVT, Horsham, PA
Mar 24	The Sunshine Act and Right to Know Law DVPLT Scholarship	9:00a–4:00p DVT, Horsham, PA
Mar 24	Cybersecurity Awareness for Employees Open to DVWCT, DVPLT	10:00a–12:00p VIRTUAL

## March 2022 (continued)

Mar 29	Highway Work Zone and Flagging Safety Open to DVWCT, DVPLT	9:00a–12:00p DVT, Horsham, PA
Mar 30	PSU Leadership Fundamentals – Core (Call for Waitlist) Open to DVWCT, DVPLT	9:00a–4:30p DVT, Horsham, PA

## April 2022

Apr 5	Respect & Harassment Awareness Open to DVWCT, DVPLT	10:00a–11:00a VIRTUAL
Apr 6	Municipal Police Dept. Supervision & Oversight DVPLT Scholarship	9:00a–3:30p DVT, Horsham, PA
Apr 7	Microsoft Excel 2016 Core Open to DVWCT, DVPLT	9:00a–3:00p DVT, Horsham, PA
Apr 12	Unconscious Bias for Employees Open to DVWCT, DVPLT	10:00a–11:00a VIRTUAL
Apr 12	PSU Departmental Leadership – Core (Call for Waitlist) Open to DVWCT, DVPLT	9:00a–4:30p DVT, Horsham, PA
Apr 19	LGBTQ+ Inclusivity in the Workplace Open to DVWCT, DVPLT	9:00a–11:00a DVT, Horsham
Apr 19	D&A Awareness for CDL Supervisors Open to DVWCT, DVPLT	10:00a–12:00p VIRTUAL
Apr 21	PSU Performance Management – Core Open to DVWCT, DVPLT	9:00a–4:30p DVT, Horsham, PA
Apr 21	Microsoft Excel 2016 Intermediate Open to DVWCT, DVPLT	9:00a–12:30p DVT, Horsham, PA
Apr 28	PSU Public Entity Risk Management - Core Open to DVWCT, DVPLT	9:00a–4:30p DVT, Horsham, PA

## May 2022

May 6	Advanced 4 <sup>th</sup> Amendment Case Law for Law Enforcement Open to DVWCT, DVPLT	8:30a–12:00p DVT, Horsham, PA
May 10	Microsoft Excel 2016 Core Open to DVWCT, DVPLT	9:00a–3:00p DVT, Horsham, PA
May 10	Unconscious Bias for Managers and Supervisors Open to DVWCT, DVPLT	10:00a–11:00a VIRTUAL

## May 2022 (continued)

May 11	Police EVOG for SUV's Open to DVWCT, DVPLT	8:00a–4:30p Conshohocken, PA
May 12	PSU High Performing Teams - Elective Open to DVWCT, DVPLT	9:00a–4:30p DVT, Horsham, PA
May 16-20	Force Science Institute CERT DVWCT, DVPLT Scholarship – Must attend all 4 days	9:00a–4:30p Phoenixville, PA
May 17	Defensive Driving for Sedans Open to DVWCT, DVPLT	8:00a–4:30p Conshohocken, PA
May 18	Municipal Budgeting and Finance DVPLT Scholarship	9:00a–3:30p DVT, Horsham, PA
May 19	Defensive Driving for Trucks Open to DVWCT, DVPLT	8:00a–4:30p Conshohocken, PA
May 24	Microsoft Excel 2016 Intermediate Open to DVWCT, DVPLT	9:00a–12:30p DVT, Horsham, PA
May 24	Balancing Work/Family/Life Open to DVWCT, DVPLT	10:00a–11:00a VIRTUAL
May 25	PSU Generational Advantage - Elective Open to DVWCT, DVPLT	9:00a–4:30p DVT, Horsham, PA

## June 2022

Jun TBD	DVHT Annual Meeting	To Be Announced
Jun 2	Defensive Driving for Trucks Open to DVWCT, DVPLT	8:00a–4:30p Conshohocken, PA
Jun 8	PSU HR Law and Policies – Elective Open to DVWCT, DVPLT	9:00a–4:30p DVT, Horsham, PA
Jun 8	Police EVOG for SUV's Open to DVWCT, DVPLT	8:00a–4:30p Conshohocken, PA
Jun 22-24	DVPLT Educational Conference	Skytop Lodge, PA

## July 2022

**No scheduled courses**

## August 2022

**No scheduled courses**



## September 2022

Sep TBD	DVWCT Annual Meeting	To Be Announced
Sep 20	Defensive Driving for Sedans Open to DVWCT, DVPLT	8:00a–4:30p Conshohocken, PA
Sep 22	Defensive Driving for Trucks Open to DVWCT, DVPLT	8:00a–4:30p Conshohocken, PA
Sep 28	Police EVOG for SUV's Open to DVWCT, DVPLT	8:00a–4:30p Conshohocken, PA

## October 2022

Oct 6	Defensive Driving for Trucks Open to DVWCT, DVPLT	8:00a–4:30p Conshohocken, PA
Oct 19	Police EVOG for SUV's Open to DVWCT, DVPLT	8:00a–4:30p Conshohocken, PA

## November 2022

Nov TBD	Workers' Comp Claim Prevention & Legal Update DVWCT Members	To Be Announced
Nov TBD	Police Liability Claim Prevention and Case Law Update DVWCT, DVPLT Members	To Be Announced

## December 2022

Dec TBD	DVPLT Annual Meeting	To Be Announced
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## Part 2 – DVT Online University



In partnership with NEOGOV, DVWCT and DVPLT members can access hundreds of online safety and risk management courses through the DVT Online University. This resource is offered as a value-added benefit at no cost to members.

The self-paced, interactive courses enable learners to conveniently complete training anytime. At the end of each course, learners take a final quiz. A passing grade allows the learner to print out an individualized training certificate. Self-study courses are perfect for new hires, employees looking to enhance their professional skillset, or employees who might require post-incident refresher training.



DVT Online University learners can choose courses from the following **Course Catalog** categories:

ADMINISTRATION / GENERAL OFFICE  
CYBER SECURITY  
DIVERSITY & INCLUSION  
DRIVER / EQUIPMENT OPERATOR SAFETY  
EMERGENCY PREPAREDNESS  
EMPLOYMENT LIABILITY  
LAW ENFORCEMENT  
PARKS AND RECREATION  
WORKER SAFETY

The course length is listed on each Course Card, with the average course runtime at 30 or 60 minutes. Learners can view the full catalog (listed in alphabetical order by title), or search for a specific course by entering any word from the title into the **Search** box, by **Category**, or by entering a **Tag** word or phrase (e.g. *Driving, Worker Safety, Police, Child Safety, DEP, Human Resources, etc.*).

As an additional benefit, several courses listed under DRIVER/EQUIPMENT OPERATOR SAFETY and WORKER SAFETY have been approved by the PA DEP for Water and Wastewater Certified Operator continuing education credits. A list can be found on page 13 of this catalog. To quickly locate these courses in the DVT Online University, type in “DEP” in the search feature.

**New in January 2022! We are pleased to announce the addition of “Learning Plans”** - a new DVT Online University tool to help promote and support employee training. Learning Plans include courses that are easily grouped together to meet a specific training objective or need. Individual users can sign up to take a general Learning Plan or an employer can customize and assign a Learning Plan to a specific group of employees and/or a specific department. To learn more about Learning Plans and how we can customize online training for your entity, please contact Carol Bigham at [cbigham@dvtrusts.com](mailto:cbigham@dvtrusts.com).

A list of available online courses is below. To register and view course descriptions, visit [www.dvtrusts.com](http://www.dvtrusts.com), click “Training & Events” then “DVT Online University”. The direct website link to the University is <https://learn.neogov.com>. To request user credentials or for assistance in assigning, tracking and monitoring employee courses, please email [training@dvtservices.com](mailto:training@dvtservices.com).

For questions, contact Carol Bigham, Director of Member Services, at [cbigham@dvtrusts.com](mailto:cbigham@dvtrusts.com) or (267) 803-5720 or call the Risk Control Department at (215) 706-0101.



# DVT ONLINE UNIVERSITY



## ADMINISTRATION / GENERAL OFFICE

Budgeting for Elected Officials	How Work Teams React to Change
Coaching to Build Skills	Identifying Performance Standards
Coaching to Develop Motivation	Identifying Strategies for Making Change Work
Conveying Information	Identifying the Characteristics of Change
Creating a Total Service Experience	Implementing Process Improvements
Crossing Guard Training	Introducing Personal Power
Dealing with Aggressive Behavior	Leading Successful Remote Teams
Dealing with Bad Behavior	Listening Skills
Dealing with Conflict	Municipal Government Basics for Newly Elected Officials
Dealing With Difficult Customers	Providing Service with Heart
Defining a Problem	Receiving Feedback
Defining Coaching	Setting Overall Goals
Defining Useful Workplace Feedback	The Responsibilities of a Manager
Determining Your Problem-Solving Style	The Role of Customer Service
Effective Writing for Business	The Role of the Supervisor
Ethical Decision Making in the Workplace	Township Basics for Newly Elected Officials
Focusing on the Customer	Understanding Skills
Generating Solutions	Understanding Team Building
Giving Feedback	

## CYBER SECURITY

Cyber Security: Best Practices for At-Home Employees	Responsible Use of Social Media
Cyber Security: Data Privacy & Safe Computing	Security Awareness
Preventing Phishing	Security Awareness with Privacy Principles
Privacy Awareness	Security Basics

## DIVERSITY AND INCLUSION

Anti-Bullying Supervisor Training	Issues in Diversity: Embrace Tough Conversations
C.A.R.E. About Implicit Bias	Issues in Diversity: Exercise Compassion
Challenge Organizational Bias	Issues in Diversity: Expand Horizons
Consequences of Bias	Issues in Diversity: Share Responsibility
Courageous Conversations	Issues in Diversity: Speak With Care
Cultural Competence	Issues in Diversity: Welcome New Perspectives
Diversity in the Workplace: Diversity for All	RISE Up Against Workplace Bullying
Evaluating Your Workplace Behavior	The Biased Brain
Implicit Bias in Action	Understanding and Preventing Microaggressions
Issues in Diversity: Be Attentive	



**DRIVER / EQUIPMENT OPERATOR SAFETY**

Aggressive Driving and Road Rage	Slower is Faster - Survival Skills for Ambulance Drivers
Avoiding Collisions While Backing & Parking	Slower is Faster - Survival Skills for Firetruck Drivers
Backhoe Safety with Trackhoe Supplement	Snow Plow Safety
Bulldozer Safety	Space and Time Management
Defensive Driving PADEP6641	Street Sweeper Safety
Driving Around Animals	Survival Driving - Emergencies & Natural Disasters
Driving in Adverse Weather	Survival Driving - Urban Driving
Driving While Impaired	Tailgate Topics - Avoiding Accidents
Driving with Distractions	Tailgate Topics – Buckle Up
Dump Truck Safety	Tailgate Topics - Distracted Driving: Drop it & Drive
Hazard Recognition	Tailgate Topics - Driving Defensively
Intersections: Turning & Right of Way	Tailgate Topics - Drowsy Driving
Lane Use	Tailgate Topics - Emotional Driving
Light Trucks: Avoiding Collisions	Tailgate Topics - Hang Up & Drive
Light Trucks: Backing Safety	Tailgate Topics – Intersections
Light Trucks: Driving Hazards	Tailgate Topics - Look Back: Mirror, Mirror on the Car
Light Trucks: Ergonomics	Tailgate Topics - Safe Following
Light Trucks: Handling Extreme Conditions	Tailgate Topics - Winter Driving
Light Trucks: Trailering	Turning Hazards
Managing Speed	Vehicle Care and Maintenance
Road Grader Safety	Winter Driving Safety

**EMERGENCY PREPAREDNESS**

Emergency Prep & Response: Earthquakes	Emergency Prep & Response: Tornadoes
Emergency Prep & Response: Floods	Emergency Prep & Response: Wildfires
Emergency Prep & Response: Hurricanes	Emergency Prep & Response: Winter Storms
Emergency Prep & Response: Terrorism	

**EMPLOYMENT LIABILITY**

Discipline and Termination: Discussing Discipline	Hiring Liability: Misrepresentation & Implied Contracts
Discipline and Termination: Documenting Discipline	Hiring Liability: Negligent Hiring
Discipline and Termination: Progressive Discipline	Hiring Liability: Supervisor Responsibilities
EEO Laws: Age Discrimination in Employment Act	Introduction to Lawful Hiring
EEO Laws: An Introduction	Lawful Interviewing: Ask Effective Questions
EEO Laws: Equal Pay Act of 1963	Lawful Interviewing: Conduct Interviews, Part I

**EMPLOYMENT LIABILITY (continued)**



EEO Laws: Genetic Information Nondiscrimination Act	Lawful Interviewing: Conduct Interviews, Part II
EEO Laws: Pregnancy Discrimination Act of 1978	Lawful Interviewing: Prepare to Interview
EEO Laws: Supervisor Responsibilities	The Drug-Free Workplace Act for Employees
EEO Laws: Title I of the ADA	The Drug-Free Workplace Act for Supervisors
EEO Laws: Title VII of the Civil Rights Act	Title I of ADA: Interactive Process
Harassment Prevention for Employees	Title I of ADA: Reasonable Accommodation
Harassment Prevention for Supervisors	Title I of ADA: Supervisor Responsibilities
Hiring Liability: Discrimination	Title VI of the 1964 Civil Rights Act
Hiring Liability: Improper Background Investigations	

**LAW ENFORCEMENT**

Anti-Bias Policing: Part 1	De-Escalation and Communication, Part II
Anti-Bias Policing: Part 2	False Arrests and Arrest Liability for Law Enforcement
Asher Model: Creating a Culture of Wellness	Firearms Safety
Asher Model: Educate Your Staff on Resilience	Guide to Consensual Encounters
Asher Model: Encourage Healthy Habits	Law Enforcement Ethics
Asher Model: Encourage Spirituality	Off-Duty Conduct
Asher Model: Focus on the Solutions	Officer Safety and Tactics for Chemical and Bomb Threat Response
Asher Model: Making It OK to Not Be OK	Personnel Guidelines for Law Enforcement (Part 1)
Asher Model: Partner with the Family	Personnel Guidelines for Law Enforcement (Part 2)
Asher Model: Provide Peer Support	Preventing Slips, Trips, and Falls for Law Enforcement Officers
Below 100	Responding to Domestic Abuse Calls
Below 100 Tenets: Remember, Complacency Kills!	Situational Awareness and Ambush Precautions
Below 100 Tenets: Watch Your Speed	Slower is Faster: Survival Skills for Law Enforcement Driver
Below 100 Tenets: Wear Your Belt	Stress Management for Law Enforcement
Below 100 Tenets: Wear Your Vest	Use of Force: An Overview
Below 100 Tenets: What's Important Now?	Use of Force: Community Policing and Community Perceptions
Bloodborne Pathogens for Law Enforcement	Use of Force: Decision Making and Judgment
Community Policing, Part I	Use of Force: Ethical Considerations
Community Policing, Part II	Use of Force: Liability and Reasonableness
De-Escalation and Communication, Part I	

## DVT ONLINE UNIVERSITY

### PARKS AND RECREATION



Appropriate Touch	Injury Prevention in Youth Sports
Aquatic Safety	Playground Safety
Before and After School Program	Playground Supervision
Bullying Prevention at Camp	Resident Camp Supervision
Camp Aquatics Safety	The Professional Lifeguard
Child Sexual Abuse Prevention at Camp	Trip and Transportation Safety
Day Camp Supervision	

### WORKER SAFETY

Accident Incident Investigation PADEP8782	Material Handling and Storage
Arc Flash Safety PADEP6280	New Employee Safety Orientation
Asbestos Awareness	Occupational Disease Prevention for Firefighters
Avoiding the Crush Zone	Office Safety
Back Safety PADEP6649	Personal Protective Equipment PADEP6333
Basic Construction Safety	Personal Protective Equipment: Eye and Face Protection
Basic Industrial Safety	Personal Protective Equipment: Foot Protection
Behavior Based Safety for Supervisors	Personal Protective Equipment: Hand Protection
Bloodborne Pathogens for Employees PADEP8774	Personal Protective Equipment: Head Protection
Compressed Gas Safety PADEP8778	Personal Protective Equipment: Noise Exposure and Hearing Conservation
Confined Space Entry PADEP6297	Personal Protective Equipment: Respiratory Protection
Electrical Safety PADEP6299	Practicing Hand Hygiene
Emergency Communication in the Workplace	Practicing Hand Hygiene: Food Service Professionals
Emergency Response in the Workplace	Preventing Slips, Trips, and Falls for Firefighters
Employee Safety Awareness	Preventing Slips, Trips, and Falls PADEP7022
Eye and Face Protection	Preventing Strains and Sprains
Fall Protection	Reasonable Suspicion for Drug and Alcohol Testing: Signs and Symptoms of Alcohol Misuse
Field Biological Hazards	Reasonable Suspicion for Drug and Alcohol Testing: Signs and Symptoms of Drug Use
Fire and Explosion Hazards PADEP8777	Reasonable Suspicion for Drug and Alcohol Testing: The Role of the Supervisor
Fire Prevention	Respiratory Protection PADEP6335
Flagger Safety	Safe Patient Handling
Food Safety Training	Safety Awareness Program for Supervisors
Forklift Safety	Safety Data Sheets
General Safety Boost Episode 1: Ergonomics	Safety in Local Government: Part 1
General Safety Boost Episode 2: Back Safety	Safety in Local Government: Part 2

# DVT ONLINE UNIVERSITY

## WORKER SAFETY (continued)



General Safety Boost Episode 3: Trip Hazards	Scaffolding Safety
General Safety Boost Episode 4: Emergency Preparedness	Shallow Water Blackout
General Safety Boost Episode 5: Fire Safety	Silica Awareness: Working Safely with Silica
General Safety Boost Episode 6: Hazard Communication	Slips, Trips, and Falls
General Safety Boost Episode 7: Slip Hazards	Spill Prevention and Control
General Safety Boost Episode 8: Drug-Free Workplace	Stress Management at Work and Elsewhere
General Safety Boost Episode 9: Bloodborne Pathogens	Stress Management for Public Safety Telecommunicators
General Safety Boost Episode 10: Skin Protection	Transitional Duty: Improving Your Return to Work Program
General Safety Boost Episode 11: First Aid	Trenching and Excavation Safety PADEP6338
General Safety Boost Episode 12: Active Shooter	Whole Health: A Well-Rounded Exercise Routine
Hand and Power Tool Safety PADEP7158	Whole Health: Am I at Risk for Diabetes?
Hazard Communication: The New GHS Standards PADEP6323	Whole Health: Am I Getting the Right Nutrition?
Hearing Conservation PADEP8775	Whole Health: Brain Health
Hoisting and Rigging PADEP8776	Whole Health: Dental Care
Hydrogen Sulfide Safety Awareness PADEP8787	Whole Health: Good Sleep Habits
Indoor Crane and Sling Safety	Whole Health: Maintain a Strong & Healthy Back
Job Hazard Analysis for Supervisors	Whole Health: Preventive Care
Job Hazard Analysis PADEP8789	Whole Health: Self-Awareness About Drinking
Ladder Safety	Whole Health: Techniques to Manage Stress
Landscape Safety	Whole Health: The 3 Biggest Myths About Smoking
Lead Awareness	Work Zone Safety
Lockout/Tagout Safety	Working Outdoors in Warm Weather
Machine Guarding PADEP8780	Working Outdoors in Warm Weather for Camp Employees
Managing Stress in Uncertain Times	Workplace Ergonomics



**PA DEP CERTIFIED ONLINE UNIVERSITY COURSES  
APPROVED FOR WATER AND WASTEWATER OPERATOR CREDITS**

<b>COURSE NAME</b>	<b>CONTACT HOURS</b>	<b>PA DEP APPROVAL CODE</b>
ACCIDENT INCIDENT INVESTIGATION	0.5	8782
ARC FLASH SAFETY	0.5	6280
BACK SAFETY	0.5	6649
BLOODBORNE PATHOGENS	0.5	8774
COMPRESSED GAS SAFETY	1.0	8778
CONFINED SPACE ENTRY	1.0	6297
DEFENSIVE DRIVING	1.0	6641
ELECTRICAL SAFETY	1.0	6299
FIRE & EXPLOSION HAZARDS	0.5	8777
HAND AND POWER TOOL SAFETY	0.5	7158
HAZARD COMMUNICATION / NEW GHS STANDARDS	1.0	6323
HEARING CONSERVATION	0.5	8775
HOISTING & RIGGING SAFETY	1.0	8776
HYDROGEN SULFIDE SAFETY AWARENESS	0.5	8787
JOB HAZARD ANALYSIS	1.0	8789
MACHINE GUARDING	0.5	8780
PERSONAL PROTECTIVE EQUIPMENT	1.0	6333
PREVENTING SLIPS, TRIPS, AND FALLS	0.5	7022
RESPIRATORY PROTECTION	1.0	6335
TRENCHING AND EXCAVATION SAFETY	1.0	6338

**Note: The list may be updated periodically and is subject to change. Please visit our website at <https://dvtrusts.com/online-dvt-university/> for the most up-to-date list of PA DEP Certified courses available through the DVT Online University.**



## Part 3 – Call to Request Seminars



Call to Request seminars are available to members on an as-needed basis. Topics of interest are listed according to DVT membership: Property & Liability Risk Reduction (DVPLT), Injury and Illness Prevention (DVWCT), Employee Health and Wellness (DVHT), Penn State Public Entity Leadership Certificate Program Seminars (DVPLT & DVWCT), and computer skills (DVPLT, DVWCT and DVHT). Minimum class size requirements may apply.

For questions or to schedule a seminar, please contact Carol Bigham, Director of Member Services, at [cbigham@dvtrusts.com](mailto:cbigham@dvtrusts.com) or (267) 803-5720 or call the Risk Control Department at (215) 706-0101.





## Part 3: Call to Request Seminars

### Property & Liability Risk Reduction Seminars

Available to DVPLT members

#### ***Child Abuse Prevention – Recognizing and Reporting Child Abuse Overview (3 hours)***

The training provides an overview of mandated reporting obligations including how to make a report, protections for those who report, and the liability for failing to report. Provided at no cost by the PA Family Support Alliance (PAFSA). On-site and online available. Some restrictions apply. For more info, contact PAFSA directly at 800-448-4906 or visit the PAFSA website at: <https://www.pa-fsa.org/>.

#### ***Civility: Professionalism in the Workplace (1.5 hours)***

This workshop defines what civil behavior is (and is not) and clarifies why it is important in the workplace. Participants test themselves to determine if they contribute to a disrespectful culture, understand how to identify what makes a behavior perceived as civil or uncivil and learn practical ways to create an environment of mutual respect. Facilitated by DVT's EAP Provider - Health Advocate.

#### ***Commercial Driver's License (CDL) Refresher Training (4 to 8 hours)***

A refresher course for drivers that have previously obtained their CDL certification and are looking to review road skills. Including pre-trip inspection, backing skills, basic control, proficiency, and extreme driving conditions. Facilitated by AAA School of Trucking.

#### ***Communication Improved - Conflict Reduced (1 hour)***

This interactive workshop focuses on non-verbal communication, active listening, and barriers to effective communication. It explores how we can learn to effectively resolve conflicts more productively and prevent conflict from occurring, with a greater understanding of our conflict styles and methods of communication. Facilitated by DVT's EAP Provider - Health Advocate.

#### ***Coping With the Effects of Shift Work – Fatigue Risk Management (1 hour)***

This workshop offers tips on effectively dealing with fatigue and the physiological and psychological aspects of shift work, so employees can improve their quality of life at work and at home. Facilitated by DVT Training Partners.

#### ***Cyber Security Awareness Training for Employees (2 hours)***

The human element makes a significant difference in the success of a cyber security program. There is no single technology or user behavior that will completely protect you or the organization from cyber incidents. Keeping you and the organization safe requires developing layers of both technical and human defenses. The training focuses on the human element of protecting information. It will help users recognize and reduce the risk of a cybersecurity breach. The key training areas will focus on user awareness, types of attacks, and safe and secure user practices. Facilitated by DVT IT Staff.

#### ***Dealing with Difficult People (1.5 hours)***

This seminar provides valuable techniques for dealing with difficult co-workers and/or customers. Effective coping and communication skills are provided to help defuse contentious situations and increase customer satisfaction with a focus on active listening and assertiveness. Facilitated by DVT's EAP Provider - Health Advocate.

#### ***Defensive Driving – Patrol Simulator (varies)***

This advanced mobile driving simulator allows police officers to practice defensive driving skills in a realistic yet safe learning environment. Employees can be trained at a rate of one per hour. Vendor provides the equipment. The department provides the instructor who will be trained by the vendor. Contact DVT for more information.

## Property & Liability Risk Reduction Seminars

Available to DVPLT members



### ***Drug & Alcohol Reasonable Suspicion Training for Managers and Supervisors (2 hours)***

This workshop provides legal and policy actions that can be exercised by supervisors. General information on drug & alcohol abuse is reviewed, as well as the signs and symptoms of abuse. Case studies are used to illustrate steps, and do's and don'ts managers can use to confront employees who they suspect of being under the influence. Barriers to confrontation and enabling behaviors are also addressed. Facilitated by DVT's EAP Provider - Health Advocate.

### ***Drug & Alcohol Training for Supervisors of CDL Drivers (2 hours)***

The Department of Transportation (DOT) requires that employers ensure that any person designated to supervise an employee possessing a CDL receive at least 60 minutes of training on alcohol abuse, and an additional 60 minutes of training on controlled substance use. This training fulfills DOT's drug & alcohol training requirements for supervisors of drivers who possess a commercial driver's license. Certificates of completion are provided for each participant. Facilitated by DVT's EAP Provider - Health Advocate.

### ***Financial Fraud Prevention (4 to 6 hours)***

This seminar reviews the basic financial controls which should be in place to prevent theft and fraud in public entity operations. Facilitated by DVT Training Partners.

### ***Land Use Liability Briefing (4 to 6 hours)***

This seminar is designed to provide an overview of land use liability issues and risk controls for elected public officials and staff involved in land use decisions. Facilitated by DVPLT Legal Counsel.

### ***National Traffic Incident Management Responder Training (varies)***

This program establishes the foundation and promotes consistent training for law enforcement, fire, rescue, EMS, public works and roadway maintenance responders to incidents involving operations on or near a highway. It examines risks and provides nationally recognized actions to minimize/reduce those risks. Upon completion of the course, the student shall understand the National Unified Goals for Traffic Incident Management which emphasizes responder safety, safe, quick clearance, and prompt, reliable interoperable communications between all responder disciplines. Facilitated by DVT Training Partners.

### ***Pennsylvania Traffic Incident Management Training (Online)***

This training discusses the three core goals of the National Unified Goal for Traffic Incident Management: 1) Responder Safety; 2) Safe, Quick Clearance; and 3) Prompt, Reliable, Interoperable Communications. The primary audience for this training includes law enforcement, fire rescue, EMS, public works and roadway maintenance responders to incidents involving operations on or near a highway. This course is available online at no cost through Train PA at <https://www.train.org/pa/course/1082546/compilation>.

### ***Performance Management Fundamentals (varies)***

This program seeks to train supervisory/management personnel in how to administer an effective performance management process. Supervisors/managers will learn how to recognize achieving employees as well as improve the performance of underachievers. Facilitated by DVT Training Partners.

### ***Respect and Harassment Awareness for Employees (1 hour)***

This workshop reviews the legal definition of harassment pertaining to sexual harassment and elements of the Title VII law. It also addresses the impact of disrespectful and harassing behaviors, with emphasis on how inappropriate and unaddressed behaviors, attitudes or actions can escalate into potential workplace violence. Consequences of violating an organization's anti-harassment policy including the impact on both employees and the organization are emphasized. Participants will learn what constitutes harassment, why it is so difficult to report it, and how it can be reported with assurance of non-retaliation. Increasing awareness results in a less stressful and more productive workplace. Facilitated by DVT's EAP Provider - Health Advocate.

## Property & Liability Risk Reduction Seminars

Available to DVPLT members



### ***Respect and Harassment Awareness for Managers (1.5 hours)***

This workshop reviews the legal definition of harassment, including sexual harassment and elements of the Title VII law. It also addresses the most common mistakes managers make when addressing issues of harassment/discrimination, as well as the impact of disrespectful/harassing behaviors, with emphasis on de-escalation and prevention of workplace violence. Other topics include the impact and consequences to both employees and the organization of violating the organization's anti-harassment policy. Facilitated by DVT's EAP Provider - Health Advocate.

### ***Respect in the Workplace (1 hour)***

Most employees agree that they are responsible for creating and maintaining a respectful work environment. However, do they know what that is? Do they understand the benefits that a respectful workplace provides? All employees have a right to work in a respectful work environment. This workshop addresses all of these important topics, including how environments that are more respectful, less stressful and more fun can result in improved performance and productivity. Facilitated by DVT's EAP Provider - Health Advocate.

### ***Risk Control Briefings (1 hour)***

A brief overview of the most significant risk control concerns for a particular municipal operation, department or function. The discussion focuses on identifying major sources of loss and best risk control practices to prevent losses or minimize their impact. Facilitated by DVT Risk Control Staff.

### ***Team Building: How to be an Effective Team Member (1 hour)***

This interactive seminar focuses on the individual responsibility of each team member and their effectiveness. The facilitator will define the purpose and characteristics of teams, discuss individual behaviors that contribute or detract from team success, and discuss specific tips and techniques to be a more effective team member. Facilitated by DVT's EAP Provider - Health Advocate.

### ***Unconscious Bias for Employees (1 hour)***

Unconscious bias is an innate part of human nature. However, when we bring these biases into the workplace, they can cause us to unintentionally make decisions that are not objective, which can impact the diversity, culture, and ultimately the success of an organization. By becoming more aware of bias in the workplace, employees learn how to "tip" the unconscious into the conscious, leading them to the first step toward reducing the negative effects in the workplace. This session will review the potential consequences unconscious bias can have on businesses and discuss strategies for reducing bias in the workplace. By exploring the different types of biases and related behaviors, employees will gain a better understanding for how to address biases in the workplace, leading to a more inclusive work environment. Facilitated by DVT's EAP Provider - Health Advocate.

### ***Valuing Diversity for Employees (1 hour)***

This workshop introduces participants to primary and secondary diversity relationships, as well as statistics that clearly display the various ethnic and social groups that are becoming predominant contributors in today's workplace. The history of diversity and some of the negative consequences in attempts to achieve a more diverse workforce are also reviewed. The workshop ends by outlining the benefits of a diverse workforce, and the importance of maintaining a diverse, inclusive and productive work environment. Facilitated by DVT's EAP Provider - Health Advocate.

### ***Verbal De-Escalation for Law Enforcement (4 to 8 hours)***

This course reviews verbal and non-verbal de-escalation techniques for law enforcement. It discusses the various physical and mental barriers to communication and possible alternative responses. Participants will learn verbal and non-verbal forms of communication and their impact on the de-escalation process. Facilitated by DVT Training Partners.

## Property & Liability Risk Reduction Seminars

Available to DVPLT members



### ***Verbal De-Escalation for Non-Law Enforcement (2 to 4 hours)***

This course reviews verbal and non-verbal de-escalation techniques for non-law enforcement public entity employees including administration, public works, parks and recreation, and library personnel. It discusses the various physical and mental barriers to communication and possible alternative responses. Participants will learn verbal and non-verbal forms of communication and their impact on the de-escalation process. Facilitated by DVT Training Partners.

### ***Violence in the Workplace & Active Shooter Response for Leadership (2 hours)***

This presentation designed for leadership to increase awareness, prepare for the eventuality of, and decrease the opportunity for violence in the workplace. Facilitated by DVT's EAP Provider - Health Advocate.

### ***Violence Prevention in the Workplace for Managers (1.5 hours)***

This workshop reviews what workplace violence is and the factors that contribute to it. It addresses a number of early warning signs (using case studies) and provides techniques to help defuse confrontations that may become violent. It also includes strategies to lower an organization's vulnerability to workplace violence and how to confront a potentially violent employee. Facilitated by DVT's EAP Provider - Health Advocate.





## Call to Request Seminars

### Injury and Illness Prevention Seminars

Available to DVWCT members

#### ***Accident Investigation/Root Cause Analysis (2 hours)***

This workshop explores the main causes of occupational injuries and illnesses and reviews the “5-why root cause analysis” technique. It also discusses proper incident and corrective action documentation. Facilitated by DVT Risk Control Staff.

#### ***Avoiding Burnout (1 hour)***

Burnout happens when an individual tries to work too hard or do too much. It can lead to cognitive distortion of the importance of an issue. The final stage of the stress response is burnout, which is a concern for employers who want to maintain productivity at work. This workshop is designed to teach employees about the physiological and emotional dangers of stress and burnout, as well as help them develop effective coping techniques. Facilitated by DVT’s EAP Provider - Health Advocate.

#### ***Back Injury Prevention (1 to 2 hours)***

This injury prevention training covers proper body mechanics, safe lifting techniques and stretching exercises. Facilitated by DVT’s Occupational Health Training Partner.

#### ***Balancing Work/Family/Life (1 hour)***

Balancing work and home life can seem impossible in our busy world. Feelings of guilt and turmoil are stirred by the demands of work and home, and the lack of personal time and time for family and friends. Through open discussion, this workshop outlines how to work toward attainable personal and professional goals, while reducing stress levels. It also offers effective workday tips for reducing discomfort and guilt, and successfully “keeping it all together.” Facilitated by DVT’s EAP Provider - Health Advocate.

#### ***Bloodborne Pathogens/Infection Control (2 hours)***

This class provides an overview of bloodborne pathogens and diseases including the nature of infectious agents, methods used to control occupational exposure, recommended vaccinations and exposure control plans. Facilitated by DVT Risk Control Staff.

#### ***Chainsaw Safety and Maintenance (6 to 8 hours)***

This full day workshop will review safety equipment and how to safely start and operate a chainsaw. It will also review reactive forces, directional felling, limbing and bucking, use of wedges, and storm damage and removal techniques. Participants are required to bring a hardhat. Facilitated by Forest Applications Inc.

#### ***Civility: Professionalism in the Workplace (1.5 hours)***

This workshop defines what civil behavior is (and is not) and clarifies why it is important in the workplace. Participants test themselves to determine if they contribute to a disrespectful culture, understand how to identify what makes a behavior perceived as civil or uncivil and learn practical ways to create an environment of mutual respect in the workplace. Facilitated by DVT’s EAP Provider - Health Advocate.

#### ***Commercial Driver’s License (CDL) Refresher Training (4 to 8 hours)***

A refresher course for drivers that have previously obtained their CDL certification and are looking to review road skills. Including pre-trip inspection, backing skills, basic control, proficiency, and extreme driving conditions. Facilitated by AAA School of Trucking.





## **Injury and Illness Prevention Seminars**

Available to DVWCT members

### ***Communication Improved - Conflict Reduced (1 hour)***

This interactive workshop focuses on non-verbal communication, active listening, and barriers to effective communication. It explores how we can learn to effectively resolve conflicts more productively and prevent conflict from occurring, with a greater understanding of our conflict styles and methods of communication. Facilitated by DVT's EAP Provider - Health Advocate.

### ***Confined Space Safety (3 hours)***

This seminar discusses the nature of confined space hazards and pre-entry planning including entry permits, atmospheric monitoring, and non-entry rescue procedures. Students will also practice a mock entry. Facilitated by DVT Risk Control Staff.

### ***Conflict Resolution (1 hour)***

This workshop encourages employees to identify their individual conflict management styles, as well as the characteristics of different styles that are present in coworkers. Employing active listening and speaking with intent can increase open and effective conflict resolution, as well as lead to a more productive work environment. Facilitated by DVT's EAP Provider - Health Advocate.

### ***Coping with the Effects of Shift Work - Fatigue Risk Management (1 hour)***

Shift work can cause employees to have physical problems and mental fatigue. Statistics reveal that ineffective coping with the effects of shift work can lead to higher rates of substance abuse and divorce, and the potential for mental and emotional problems. This workshop offers tips on effectively dealing with fatigue and the physiological and psychological aspects of shift work, so employees can improve their quality of life at work and at home. Facilitated by DVT Training Partners.

### ***CPR/First Aid/AED Certification and Recertification (4 to 6 hours)***

Training employee volunteer medical first responders can save lives. Having such responders is a mandatory/prudent practice for many public employers responsible for law enforcement, firefighting, lifeguarding, qualified electrical and confined space operations. This training teaches how to respond to cardiac and breathing emergencies in adults as well as the use of automated external defibrillators. In addition, it reviews common first aid emergencies (including burns, cuts, head, neck and back injuries). Facilitated by DVT Training Partners.

### ***Crash Prevention (2 hours)***

Public employees are routinely required to drive employer-owned and/or personal vehicles within the course and scope of their duties. Transportation and vehicle-related accidents have consistently been among the top 5 causes of workplace injuries. Maintaining a high level of situational awareness and focusing on the driving task at hand can reduce risks and hazards while driving. This course provides attendees with an understanding of the driving risks that various situations can present and specific actions to take to lower those risks. Practical tools to help maintain focus and drive safely to help prevent vehicular crashes will also be provided. Facilitated by DVT Risk Control Staff.

### ***Critical Incident - Disruptive Event Management (DEM)***

DEM services deliver a customized response to worksites impacted by any event that disrupts an employees' ability to work. DEM includes site management consultations, educationally focused resiliency group briefings, crisis leadership consultations, and individual employee support. Facilitated by DVT's EAP Provider - Health Advocate.

## Injury and Illness Prevention Seminars

Available to DVWCT members



### **Department of Environmental Protection (DEP) Water and Wastewater Operator Approved Classroom Safety Seminars (varies)**

The following training topics provide PA DEP water/wastewater operator continuing education units (CEUs). Please see the DVT Online University course offerings for DEP approved online Safety Courses.

Facilitated by DVT Risk Control Staff:

- Electrical Safety (2 CEUs)
- Bloodborne Pathogens (1.5 CEUs)
- Confined Space Entry (3 CEUs)
- CPR/First Aid/AED (4 CEUs)
- Crash Prevention (2 CEUs)
- Grounds Keeping (1.5 CEUs)
- Highway Work Zones and Flagging (3 CEUs)
- Injury Prevention Fundamentals (2 CEUs)
- PA Worker and Community Right to Know (2 CEUs)
- Personal Protective Equipment (1.5 CEUs)
- Trenching and Excavation (2 CEUs)
- Workplace Safety Committee Member Training (2 CEUs)
- Workplace Safety Committee Refresher Training (1 CEU)

### **Defensive Driving – Patrol Simulator (varies, subject to availability)**

This advanced mobile driving simulator allows police officers to practice defensive driving skills in a realistic yet safe learning environment. Employees can be trained at a rate of one per hour. Vendor provides the equipment. The department provides the instructor who will be trained by the vendor. Contact DVT's Risk Control Department for details.

### **Developing a Customer-Focused Attitude (1 hour)**

It is critical to evaluate the effectiveness of our customer service skills. Not only do we deal with the external customer, but we also spend time interacting with internal customers and coworkers. This workshop includes a self-test, which helps participants recognize their strengths and weaknesses in this area. Other topics include dealing with angry or difficult customers, defusing a difficult situation and "five foundations for a successful customer interaction" which helps participants recognize opportunities for improving customer service and retention. Facilitated by DVT's EAP Provider - Health Advocate.

### **Drug & Alcohol Reasonable Suspicion Training for Managers and Supervisors (2 hours)**

This workshop provides legal and policy actions that can be exercised by supervisors. General information on drug & alcohol abuse is reviewed, as well as the signs and symptoms of abuse. Case studies are used to illustrate steps, and do's and don'ts managers can use to confront employees who they suspect of being under the influence. Barriers to confrontation and enabling behaviors are also addressed. Facilitated by DVT's EAP Provider - Health Advocate.

### **Drug & Alcohol Training for Supervisors of CDL Drivers (2 hours)**

The Department of Transportation (DOT) requires that employers ensure that any person designated to supervise an employee possessing a CDL receive at least 60 minutes of training on alcohol abuse, and an additional 60 minutes of training on controlled substance use. This training fulfills DOT's drug & alcohol training requirements for supervisors of drivers who possess a commercial driver's license. Certificates of completion are provided for each participant. Facilitated by DVT's EAP Provider - Health Advocate.

## Injury and Illness Prevention Seminars

Available to DVWCT members



### ***Drug & Alcohol-Free Workplace Training for Employees (1 hour)***

Absenteeism, low productivity and on-the-job accidents that result from substance abuse in the workplace can threaten an organization's bottom line, as well as the emotional and financial stability of everyone involved. Almost three out of four substance abusers hold jobs. They are five times more likely than other workers to injure themselves or their coworkers. This workshop provides important information on substance abuse and its impact on the workplace, families, and society. Participants will learn the latest information on the newest devastating epidemic of opioid addiction. Facilitated by DVT's EAP Provider - Health Advocate.

### ***Electrical Safety Basic Fundamentals/Lockout/Tagout (2 hours)***

This seminar is intended for employees authorized to apply lockout/tagout devices and for those affected by such actions. It reviews the hazards of electricity and procedures for preventing unexpected energization of equipment. Facilitated by DVT Risk Control Staff.

### ***Electrical Safety Advanced Topic/Arc Flash Prevention (6 to 8 hours)***

This program is intended for qualified personnel who work on exposed, energized electrical circuits. It reviews the arc flash safety requirements of NFPA 70E. It is customized to the type of work being conducted by public entity employees. Facilitated by DVT Training Partners.

### ***Employee Assistance Program (EAP) – Supervisory Awareness Training (2 hours)***

This seminar is designed as a supervisor orientation to DVT's Employee Assistance Program. It introduces supervisors to the early warning signs of employee underachievement or misconduct and how Health Advocate can assist with performance improvement. Facilitated by DVT's EAP Provider - Health Advocate.

### ***Fall Protection and Retrieval (2 hours)***

This training discusses when to use fall protection, selection of personal fall prevention equipment, proper deployment and post fall retrieval. Facilitated by DVT Risk Control Staff.

### ***Fire Prevention/Extinguisher Training (varies with class size)***

This course reviews how to minimize fire risk in the workplace. It discusses minor/major fire response, classifications of fire extinguishers and provides hands-on fire extinguisher training using a virtual fire simulator. Facilitated by DVT Risk Control Staff.

### ***Hearing Conservation Training (1 hour)***

This course provides a basic knowledge of noise exposure and why exposure can be hazardous to hearing. It reviews methods for protecting workers in noisy environments as well as proper use of hearing protection devices. Facilitated by DVT Risk Control Staff.

### ***Highway Work Zone Safety/Flagger Certification (3 hours)***

This training teaches attendees when and how to plan highway work zones and the proper use of personal protective equipment. It also reviews the requirements of PA DOT Publication 213, placement of traffic control devices and the use of shadow vehicles. Facilitated by DVT Risk Control Staff.

### ***Injury Prevention Fundamentals (2 hours)***

Safe work practices are most important in the prevention of injuries and fatalities. Understanding how external factors can influence work practices can help us focus our attention on specific actions and behaviors that will reduce risk. This course provides an understanding of how people work (human performance) and how incidents happen. Attendees will learn how to protect themselves from workplace hazards and how to maintain focus and work safely. This increased awareness will benefit all employees, including office staff, on-site operators and mobile operators. Facilitated by DVT Risk Control Staff.

## Injury and Illness Prevention Seminars

Available to DVWCT members



### ***Lifting Safely/Pre-lift Stretching (Also see Back Injury Prevention – 1-2 hours)***

An injury prevention course that covers proper body mechanics, safe lifting techniques and stretching exercises. Facilitated by DVT's Occupational Health provider.

### ***Managing Mental Health Issues and Other Potential Disruptive Events (1 hour)***

Mental health may be one of the last remaining taboos in the workplace. Yet many workers experience depression, anxiety or stress on the job. This shows up in absenteeism, medical claims, safety, and lower productivity. The purpose of this workshop is to increase confidence of managers when supporting an employee who may be experiencing an emotional health issue or other disruptive event. Participants will learn objective warning signs of deteriorating behavior, understand what emotional (mental) health is and is not, and how to partner with resources, including EAP, to effectively assess and address employer and employee concerns. Facilitated by DVT's EAP Provider - Health Advocate.

### ***National Traffic Incident Management Responder Training (varies)***

This program establishes the foundation and promotes consistent training for law enforcement, fire, rescue, EMS, public works and roadway maintenance responders to incidents involving operations on or near a highway. It examines risks and provides nationally recognized actions to minimize/reduce those risks. Upon completion of the course, the student shall understand the National Unified Goals for Traffic Incident Management which emphasizes responder safety, safe, quick clearance, and prompt, reliable interoperable communications between all responder disciplines. Facilitated by DVT Training Partners.

### ***Pennsylvania Traffic Incident Management Training (Online)***

This training discusses the three core goals of the National Unified Goal for Traffic Incident Management: 1) Responder Safety; 2) Safe, Quick Clearance; and 3) Prompt, Reliable, Interoperable Communications. The primary audience for this training include law enforcement, fire rescue, EMS, public works and roadway maintenance responders to incidents involving operations on or near a highway. This course is available online at no cost through Train PA at <https://www.train.org/pa/course/1082546/compilation>.

### ***Respiratory Protection/Fit Testing (Varies with # of participants)***

This training reviews the uses and limitations of air-purifying respirators, medical clearance requirements and cartridge change out schedules. Qualitative fit testing (isoamyl acetate and saccharin aerosol protocols) and vendor-based quantitative fit testing is available upon request. Facilitated by DVT Risk Control Staff.

### ***Safety Tools for Front-Line Supervisors/Managers (4 hours)***

This training discusses the nature of leadership and coaching for safety and improving safety performance. It also reviews job safety analysis and incident root cause analysis as well as inspection and auditing techniques. Facilitated by DVT Risk Control Staff.

### ***Stress Management (1 hour)***

This workshop shows the physiological stages of stress development and its harmful effects on the body. It also addresses the defining symptoms and different sources of stress. This useful information is incorporated with helpful stress relievers and imagery techniques. Facilitated by DVT's EAP Provider - Health Advocate.

### ***Suicide Awareness and Prevention for Law Enforcement (1.5 hours)***

This training is designed to increase awareness of suicide in law enforcement and equip participants with information and skills to respond to a person considering suicide. It discusses the importance of brain health and creating a culture of awareness to prevent suicide. It also discusses the benefits of employee assistance programs and peer support teams as possible resources to help prevent officer suicide and build resiliency and overall wellness. Facilitated by DVT's EAP Provider - Health Advocate.

## Injury and Illness Prevention Seminars

Available to DVWCT members



### ***Trenching and Excavation Safety (2 hours)***

This training discusses the physics of soil collapse, the importance of sloping, benching and shoring, the use of trench boxes and post-collapse rescue. Facilitated by DVT Risk Control Staff.

### ***Verbal De-Escalation for Law Enforcement (4 to 8 hours)***

This course reviews verbal and non-verbal de-escalation techniques for law enforcement. It discusses the various physical and mental barriers to communication and possible alternative responses. Participants will learn verbal and non-verbal forms of communication and their impact on the de-escalation process. Facilitated by DVT Training Partners.

### ***Verbal De-Escalation for Non-Law Enforcement (2 to 4 hours)***

This course reviews verbal and non-verbal de-escalation techniques for non-law enforcement public entity employees including administration, public works, parks and recreation, and library personnel. It discusses the various physical and mental barriers to communication and possible alternative responses. Participants will learn verbal and non-verbal forms of communication and their impact on the de-escalation process. Facilitated by DVT Training Partners.

### ***Violence in the Workplace & Active Shooter Response for Leadership (2 hours)***

This presentation designed for leadership to increase awareness, prepare for the eventuality of, and decrease the opportunity for violence in the workplace. Facilitated by DVT's EAP Provider - Health Advocate.

### ***Violence Prevention in the Workplace for Managers (1.5 hours)***

This workshop reviews what workplace violence is and the factors that contribute to it. It addresses a number of early warning signs (using case studies) and provides techniques to help defuse confrontations that may become violent. It includes strategies to lower an organization's vulnerability to workplace violence and how to confront a potentially violent employee. Facilitated by DVT's EAP Provider - Health Advocate.

### ***Workplace Safety Committee – Re-Energizing Your Safety Team (2 hours)***

This seminar is intended for workplace safety committees that may be floundering or have lost steam. DVT Risk Control Staff will review safety committee activities, compare these activities to industry best practices and offer suggestions for re-energizing the safety committee. Facilitated by DVT Risk Control Staff.

### ***Workplace Safety Committee – Startup or Refresher (2 hours)***

Intended as a kick-off meeting, periodic refresher or annual training requirement for certified safety committees. Topics include the purpose of the safety committee, member roles and responsibilities, and hazard identification and accident analysis. Facilitated by DVT Risk Control Staff.

### ***Workplace Safety – Periodic Training (Varies)***

On-line safety training topics and resources provided through the Pa. Training for Health and Safety (PATHS). To access PATHS, click on the link below:

<http://www.dli.pa.gov/Businesses/Compensation/WC/safety/paths/resources/Pages/default.aspx>

Facilitated by the Pa. Bureau of Workers' Compensation Health and Safety Division.





## Call to Request Seminars

### Health and Wellness Seminars

Available to DVHT members

#### ***DVHT Wellness Program Overview (1 hour)***

An overview of wellness initiatives and value-added benefits available exclusively to members and spouses of DVHT. Virtual sessions are scheduled quarterly via Zoom; more information is available at [www.dvtrusts.com/events](http://www.dvtrusts.com/events). Additional sessions are available virtually and in-person upon request. Facilitated by the Health Trust Wellness Team.

#### ***Health Fairs (Varies with population served)***

Support in planning and execution of on-site health fair events including layout design, communications and marketing materials. Facilitated by Health Trust Wellness Team.

#### ***Wellness Presentations (1 hour)***

Enjoy a healthy breakfast, lunch, or midday snack (provided by DVHT) while learning about ways to improve your overall health and well-being. Each member entity is eligible for up to four catered wellness lunch & learns per calendar year. Wellness topics are flexible and can be customized upon request, but may include:

- Nutrition
- Movement & Exercise
- Disease Management & Prevention
- Smoking Cessation – First Step
- Other wellness topics (upon request)

Facilitated by Health Trust Wellness Team and affiliated partners.

#### ***Virtual Wellness Webinars (1 hour)***

Monthly sessions are available for all members to learn about various health and wellness topics. Sessions are scheduled at varying days and times throughout the year. Please log on to our website at [www.dvtrusts.com/events](http://www.dvtrusts.com/events) for a list of scheduled webinars including event details and registration information. Each session is considered as one of the four hours of education required for primary enrollees and covered spouses to earn the \$100 Health Education Incentive. Facilitated by regional hospital staff in partnership with the Health Trust Wellness Team.

#### ***Avoiding Burnout (1 hour)***

Burnout happens when an individual tries to work too hard or do too much. It can lead to cognitive distortion of the importance of an issue. The final stage of the stress response is burnout, which is a concern for employers who want to maintain employees' productivity at work. This workshop is designed to teach employees about the physiological and emotional dangers of stress and burnout, as well as help them develop effective coping techniques. Facilitated by DVT's EAP Provider - Health Advocate.

#### ***Balancing Work/Family/Life (1 hour)***

Balancing work and home life can seem impossible in our busy world. Feelings of guilt and turmoil are stirred by the demands of work and home, and the lack of personal time and time for family and friends. Through open discussion, this workshop outlines how to work toward attainable personal and professional goals, while reducing stress levels. It also offers effective workday tips for reducing discomfort and guilt, and successfully "keeping it all together." Facilitated by DVT's EAP Provider - Health Advocate.





## Call to Request Seminars

### Health and Wellness Seminars

Available to DVHT members

#### ***Coping with the Effects of Shift Work (1 hour)***

Shift work can cause employees to have physical problems and mental fatigue. Statistics reveal that ineffective coping with the effects of shift work can lead to higher rates of substance abuse and divorce, and the potential for mental and emotional problems. This workshop offers tips on effectively dealing with fatigue and the physiological and psychological aspects of shift work, so employees can improve their quality of life at work and at home. Facilitated by DVT's EAP Provider - Health Advocate.

#### ***Critical Incident - Disruptive Event Management (DEM)***

DEM services deliver a customized response to worksites impacted by any event that disrupts an employees' ability to work. DEM includes site management consultations, educationally focused resiliency group briefings, crisis leadership consultations, and individual employee support. Facilitated by DVT's EAP Provider - Health Advocate.

#### ***Domestic Violence Awareness (1 hour)***

This workshop is designed to raise awareness regarding this serious societal problem. Startling statistics demonstrate the impact of domestic violence not only on the victims, but also the ramifications for everyone in their lives, including coworkers. Participants are educated about steps they can take to prevent or curtail instances of domestic violence. Facilitated by DVT's EAP Provider - Health Advocate.

#### ***Drug & Alcohol Reasonable Suspicion Training for Managers and Supervisors (2 hours)***

This workshop provides legal and policy actions that can be exercised by supervisors. General information on drug & alcohol abuse is reviewed, as well as the signs and symptoms of abuse. Case studies are used to illustrate steps, and do's and don'ts managers can use to confront employees who they suspect of being under the influence. Barriers to confrontation and enabling behaviors are also addressed. Facilitated by DVT's EAP Provider - Health Advocate.

#### ***Drug & Alcohol Free Workplace Training for Employees (1 hour)***

Absenteeism, low productivity and on-the-job accidents that result from substance abuse in the workplace can threaten an organization's bottom line, as well as the emotional and financial stability of everyone involved. Almost three out of four substance abusers hold jobs. They are five times more likely than other workers to injure themselves or their coworkers. This workshop provides important information on substance abuse and its impact on the workplace, families, and society. Participants will also learn the latest information on the newest devastating epidemic of opioid addiction. Facilitated by DVT's EAP Provider - Health Advocate.

#### ***A Healthier You: How Mental Health Affects Physical Health (1 hour)***

There is more and more growing evidence of the connection between our mental health and our physical health. How can we be more focused on the areas that can impact across mind and body? Recent wellness studies show the interconnection between fitness, nutrition and mental health. Examples include emotional under or overeating, depression following a medical diagnosis, how exercise can improve mood, etc. Learn to be empowered to make better choices for a healthier you...even during times of stress! This workshop takes a look at your health from the inside out, by exploring the connection between mental and physical health. Facilitated by DVT's EAP Provider - Health Advocate.

#### ***Stress Management (1 hour)***

This workshop shows the physiological stages of stress development and its harmful effects on the body. It addresses the defining symptoms and different sources of stress. This useful information is incorporated with helpful stress relievers and imagery techniques. Facilitated by DVT's EAP Provider - Health Advocate.

## Penn State Public Entity Leadership Certificate Program

Available to DVWCT and DVPLT members



The Delaware Valley Trusts in partnership with Penn State Abington has developed a non-credit certificate program for public entity leaders. The program is designed for employees who progress to supervisory or management positions but who may lack formal leadership training/credentials or desire refresher training on these topics. Employees must complete four (4) **core** and three (3) **elective** courses to earn the certificate. Penn State non-credit programs provide Continuing Education Units (CEUs). The allocation is based on 1 CEU for every 10 hours of instruction. Non-credit transcripts are available upon request. Contact [cbigham@dvtrusts.com](mailto:cbigham@dvtrusts.com) or call the Risk Control Department at (215) 706-0101 for additional details.

### ***Leadership Fundamentals – Core (8 hours)***

Covers the essential competencies required for an effective supervisor or manager. Techniques in leadership and motivation, coaching and mentoring will be discussed. Additional topics include interpersonal styles and effective communication. Facilitated by Penn State Staff.

### ***Departmental Leadership – Core (8 hour)***

Addresses the skills necessary to run a successful public entity department or working group. It also addresses mission statements, activity planning, staffing, forecasting and budgeting. Special emphasis is placed on problem solving and troubleshooting for the public sector. Facilitated by Penn State Staff.

### ***Performance Management - Core (8 hour)***

Few organizations do performance management well. This program reviews the essential components of an effective performance management process. It also explores the process to both recognize an organization's high performers as well as motivate underperformers to become valued contributors. Facilitated by Penn State Staff.

### ***Public Entity Risk Management - Core (8 hours)***

Leaders must know how to protect their employees and organizations from incidental losses. This program provides an overview of risks and best risk management practices for the major functional departments within public entities. Facilitated by Penn State Staff.

### ***Advanced Security for Public Entities - Elective (8 hours)***

Provides an overview of crime prevention and security issues impacting public entities. Topics include safeguarding property assets, reducing employee theft, minimizing risk of workplace violence, effective use of surveillance technology and ensuring information security. Facilitated by Penn State Staff.

### ***Business Communications: Effective Speaking/Presentation - Elective (8 hours)***

Introduces the tools and concepts for developing a presentation plan. Additional topics include strategies for dealing with presentation stress, effective use of audio-visual aids and responding to inquiry/conflict. Facilitated by Penn State Staff.

### ***Business Communications: Effective Writing - Elective (8 hours)***

This workshop explores methods and tools to interact and communicate successfully with others, both verbally and in writing. Techniques for writing effective letters, memos and emails are also discussed. Facilitated by Penn State Staff.

### ***Customer Relations/Dealing with Difficult People - Elective (8 hours)***

This program discusses customer relations within the context of public entities including local government and authorities. Leaders will be introduced to the "customer-driven" economy environment. Facilitated by Penn State Staff.



***Generational Advantage for Change - Elective (8 hours)***

Public entity workforces are made up of a great diversity of ages. Each offers strengths and challenges. This program explores the generational characteristics with the objective of showing leaders how to tap into the strengths each has to offer to optimize organizational performance. Facilitated by Penn State Staff.

***High Performance Teamwork - Elective (8 hours)***

Facilitation establishes a positive atmosphere for individuals and groups to work together on a project or task. Leaders will learn facilitation tools to help promote inclusion, recognize differences and establish common ground. Facilitation techniques such as brainstorming will be demonstrated. Facilitated by Penn State Staff.

***Human Resources: Laws and Policies - Elective (8 hours)***

Provides an overview of the impact of various laws and conditions affecting employment practices in the workplace. Topics include the Civil Rights Act, Americans with Disabilities Act, age and sexual discrimination, privacy rights, affirmative action, unemployment compensation and workers' compensation. Facilitated by Penn State Staff.

***Leadership Accountability - Elective (8 hours)***

This elective builds on the skills introduced in the Leadership Fundamentals core course. By understanding the relationship between beliefs, actions and results, leaders can create the environment necessary to keep their people motivated and focused on results. This highly facilitative workshop utilizes 20 skill sets which help leaders identify the differences between unproductive "bench-warming" behaviors and positive accountability behaviors. Facilitated by Penn State Staff.

***Leveraging Technology for Organizational Success - Elective (8 hours)***

Leaders will be introduced to the most recent internet-based tools for conducting business. Time management, purchasing and communication can be supported and improved by using resources often just a click away. Facilitated by Penn State Staff.

***Project Management – Elective (8 hours)***

Provides an overview of project management techniques. Topics include defining project scope, developing a team and project charter, assigning deliverables and assessing risk. Other topics include managing multiple tasks, effective influence and "project to process" transitioning. Facilitated by Penn State Staff.

**Call to Request Seminars  
Computer Skills - Microsoft Applications**



Available to DVHT, DVWCT and DVPLT members  
Held at DVT Computer Training Room

***Microsoft Access 2016 Core Essentials for Business Professionals – 3 Day Course  
(6 hours each day)***

**Each day will build on the previous day's content. Participants must attend all three sessions to obtain completion certificate.**

**Core Class Day #1**

- Lesson 1: Getting Started with Access
- Lesson 2: Working with Table Data
- Lesson 3: Querying a Database
- Lesson 4: Creating Intermediate Queries

**Core Class Day #2**

- Lesson 5: Generating Reports
- Lesson 6: Customizing the Access Environment
- Lesson 7: Designing a Relational Database
- Lesson 8: Joining Tables
- Lesson 9: Organizing a Database for Efficiency

**Intermediate Class Day #3**

- Lesson 10: Sharing Data Across Applications
- Lesson 1: Implementing Intermediate Form Design
- Lesson 2: Using Data Validation
- Lesson 3: Using Macros to Improve User Interface Design (Not covered due to time constraints)
- Lesson 4: Using Advanced Database Management (Not covered due to time constraints)
- Lesson 5: Distributing and Securing a Database
- Lesson 6: Managing Switchboards

**Limited to 10 students; \$25/person copay**

***Microsoft Office Excel 2016 – Core (6 hours)***

- Lesson 1: Getting Started with Microsoft Excel 2016
- Lesson 2: Performing Calculations (Limited use of Excel Functions)
- Lesson 3: Modifying a Worksheet
- Lesson 4: Formatting a Worksheet
- Lesson 5: Printing Workbook Contents
- Lesson 6: Managing Large Workbooks

**Limited to 10 students; \$25/person copay**

***Microsoft Office Excel 2016 – Intermediate (3.5 hours)***

- Lesson 1: Creating Intermediate Formulas using Functions
- Lesson 2: Analyzing Data with Logical and Lookup Functions
- Lesson 3: Organizing Worksheet Data with Tables
- Lesson 4: Visualizing Data with Basic Charts
- Lesson 5: Analyzing Data with PivotTables
- Lesson 6: Inserting Graphics

**Limited to 10 students; \$25/person copay**

## Computer Skills - Microsoft Applications



Available to DVHT, DVWCT and DVPLT members  
Held at DVT Computer Training Room

### **Microsoft Outlook 2016 – Core (6 hours)**

- Lesson 1: Getting Started with Outlook 2016
- Lesson 2: Composing Messages
- Lesson 3: Reading and Responding to Messages
- Lesson 4: Managing Your Messages
- Lesson 5: Managing Your Calendar
- Lesson 6: Managing Your Contacts
- Lesson 7: Working with Tasks and Notes
- Lesson 8: Customizing the Outlook Environment (time permitting)

**Limited to 10 students; \$25/person copay**

### **Microsoft Outlook 2016 – Intermediate (3.5 hours)**

- Lesson 1: Configuring Intermediate Message Options
- Lesson 2: Intermediate Message Management
- Lesson 3: Intermediate Calendar and Task Management
- Lesson 4: Intermediate Contact Management
- Lesson 5: Sharing Workspaces with Others
- Lesson 6: Managing Outlook Data Files (time permitting)
- Lesson 7: Managing E-mail Security (time permitting)

**Limited to 10 students; \$25/person copay**

### **Microsoft PowerPoint 2016 – Core (6 hours)**

- Lesson 1: Getting Started with PowerPoint
- Lesson 2: Developing a PowerPoint Presentation
- Lesson 3: Performing Intermediate Text Editing
- Lesson 4: Adding Graphical Elements to Your Presentation
- Lesson 5: Modifying Objects in Your Presentation
- Lesson 6: Adding Tables to Your Presentation
- Lesson 7: Adding Charts to Your Presentation
- Lesson 8: Preparing to Deliver Your Presentation (time permitting)

**Limited to 10 students; \$25/person copay**

### **Microsoft PowerPoint 2016 – Intermediate (3.5 hours)**

- Lesson 1: Modifying the PowerPoint Environment
- Lesson 2: Customizing Design Templates
- Lesson 3: Adding SmartArt to a Presentation (Not covered due to time constraints)
- Lesson 4: Working with Media and Animations
- Lesson 6: Customizing a Slide Show
- Lesson 7: Securing and Distributing a Presentation (time permitting)

**Limited to 10 students; \$25/person copay**

## Computer Skills - Microsoft Applications



Available to DVHT, DVWCT and DVPLT members  
Held at DVT Computer Training Room

### **Microsoft Word 2016 – Core (6 hours)**

- Lesson 1: Getting Started with Word
- Lesson 2: Editing a Document
- Lesson 3: Formatting Text and Paragraphs
- Lesson 4: Adding Tables
- Lesson 5: Managing Lists
- Lesson 6: Inserting Graphic Objects
- Lesson 7: Controlling Page Appearance (Not covered due to time constraints)
- Lesson 8: Proofing a Document
- Lesson 9: Customizing the Word Environment (time permitting)

**Limited to 10 students; \$25/person copay**

### **Microsoft Word 2016 – Intermediate (3.5 hours)**

- Lesson 1: Working with Tables and Charts
- Lesson 2: Customizing Formats Using Styles and Themes (Not covered due to time constraints)
- Lesson 3: Using Images in a Document
- Lesson 4: Creating Custom Graphic Elements (Not covered due to time constraints)
- Lesson 5: Inserting Content Using Quick Parts (Not covered due to time constraints)
- Lesson 6: Controlling Text Flow
- Lesson 7: Using Templates (Not covered due to time constraints)
- Lesson 8: Using Mail Merge
- Lesson 9: Using Macros (Not covered due to time constraints)

**Limited to 10 students; \$25/person copay**

### **Microsoft Publisher 2016 – Core (6 hours)**

- Lesson 1: Getting Started with Microsoft Publisher 2016
- Lesson 2: Adding Content to a Publication
- Lesson 3: Formatting Text in a Publication
- Lesson 4: Editing Text in a Publication
- Lesson 5: Adding and Formatting Graphics in a Publication
- Lesson 6: Preparing a Publication for Printing and Sharing

**Limited to 10 students; \$25/person copay**

### **Microsoft Windows Computer Operations (3.5 hours)**

Topics covered:

- Windows Basics
- Working with Windows
- Using Applications and Getting Help
- Advanced Tools
- The Control Panel
- Multimedia Features

**Limited to 10 students; \$25/person copay**



## Computer Skills - Microsoft Applications



Available to DVHT, DVWCT and DVPLT members  
Held at DVT Computer Training Room

### **Microsoft OneNote 2016 – Core (3.5 hours)**

Lesson 1: Exploring Notebook Structure

Lesson 2: Adding Content and Formats to a OneNote Notebook

Lesson 3: Managing OneNote Notebooks, History, and Backups

Lesson 4: Working with Embedded Files

Lesson 5: Sharing and Collaborating with Notebooks (time permitting)

Lesson 6: Finalizing a Notebook (time permitting)

**Limited to 10 students; \$25/person copay**

## Part 4 – DVD Lending Library

The DVD lending library is a collection of shared training resources offered to DVT members. The DVD's contain information on Injury Prevention, Safety, Health and Wellness, Property Protection, Liability and much more. The library resources are available to members for up to 30 days at no charge.

To request a DVD log onto [www.dvtrusts.com](http://www.dvtrusts.com), click on "Training & Events" then select "DVD Lending Library" to select a DVD(s) (member log in required). You can also request a DVD via email [cbigham@dvtrusts.com](mailto:cbigham@dvtrusts.com) or call the Risk Control Department at (215) 706-0101.



**Employee Injury and Illness Prevention  
(Available to DVWCT and DVPLT members)**



Accident Investigation (20 min)	Managing Sleep: Feeling Awake & Rested (17 min)
Arc Flash Safety Awareness (20 min)	Managing Sleep (Concise Version) (10 min)
Backing & Parking: The Keys to Success	Office Safety Investigation (20 min)
Back Safety - Lift Well, Live Well (20 min)	Personal Protective Equipment in the Public Sector (20 min)
Back Safety In Office Environments	Personal Fall Protection – Your Lifelines (20 min)
Back Safety for Landscape & Maintenance Workers (20 min)	Police Suicide Awareness and Prevention (67 min)
Be Safe, Be Proud - National Solid Waste Assoc. (18 min)	Preventing Injury Thru Body Mechanics/ Ergonomics (18 min)
Be Safe, Be Proud - At the Transfer Station (18 min)	Public Building Safety: It's Everyone's Concern (20 min)
Be Safe, Be Proud - At the Landfill (20 min)	Respiratory Protection - Another World (20 min)
Be Safe, Be Proud - For Supervisors (20 min)	Roadway Worker Safety – In the Zone (20 min)
Basic Principles for Restroom Cleanup (20 min)	Safety Awareness for Seasonal Employees (26 min)
Bloodborne Pathogens: The Unexpected Hazard (Concise Version 9 min / Full Version 15 min)	Safety Awareness New Employees Working Outdoors (26 min)
Breathe Safely, The Proper Use of Respiratory Protection (Concise 9 Minutes/Full 9 Minutes)	Safety Awareness New Employees Working Outdoors (26 min)
Bucket Trucks Extending Your Safety (20 min)	Safety Data Sheets The Information Connection (17 min)
Cave-In Trenching and Shoring Safety (20 min)	Safety Management in Action (23 min)
Chainsaw Safety (Forest Applications) (20 min)	Safety Manual (only): Asphalt Paver
Chainsaw Safety (Forest Applications) (20 min)	Safety Manual (only): Asphalt Hot Mix/Prod Facilities
Chainsaw Safety (20 min)	Safety Manual (only): Auger Boring Machine
Chemical Safety Data Sheets (17 min)	Safety Manual (only): Backhoe/Loader
Chemical Safety Board - Safety Videos (20 min)	Safety Manual (only): Brush Chipper
Confined Space Entry Keep Public Employees Safe (15min)	Safety Manual (only): Carrier Mount Hydraulic Breaker
Confined Space Entry – Plan and Prepare (19 min)	Safety Manual (only): Cold Planer/Soil Stabilizer
Contractor Safety - Preventing Electrical Injuries (20 min)	Safety Manual (only): Compact Excavator
Crystalline Silica Employee Training (10 min)	Safety Manual (only): Compact Tool Carrier
Defensive Driving - When Good Weather Goes Bad (20 min)	Safety Manual (only): Concrete Power Trowels
Developing a Positive Safety Culture (20 min)	Safety Manual (only): Crawler Tractor/Loader
(Occupational) Dog Bite Safety (17 min-DVD 1)	Safety Manual w/DVD: Crane Operating/Maintenance
Dog Bite Prevention (12 min-DVD 2)	Safety Manual (only): Digger Derrick
Driving Distractions Are You Playing w/ a Full Deck (27 min)	Safety Manual (only): Directional Drilling
Driven to Distraction (20 min)	Safety Manual (only): Directional Drilling Track Equip
Drowsy Driving: It's Your Wake Up Call (20 min)	Safety Manual (only): Feller/Buncher
Electrical Safety – Basic Principles (20 min)	Safety Manual (only): Forwarder
Electrical Safety – Beware the Bite (20 min)	Safety Manual (only): Grader
Employee Involvement: The Key to Safety (18 min)	Safety Manual (only): Hydraulic Excavator
Eye Injury Prevention (10 min)	Safety Manual (only): Industrial/Agricultural Mower
Flagging Fundamentals (30 min)	Safety Manual (only): Log Harvester/Processor
Groundskeeping Safety - Be a Pro (17 min)	Safety Manual (only): Mobile Crane
Hazard Awareness is Everyone's Responsibility (21 min)	Safety Manual (only): Off-Highway Dump Truck
Hazard Recognition and Control (18 min)	Safety Manual (only): Pneumatic Construction Tool
HAZCOM – In Sync with GHS (20 min)	Safety Manual (w/DVD): Portable Air Compressor
Hearing Conservation: Noise Under Control (18 min)	Safety Manual (only): Scraper
Hearing Protection - Safe in 8 (20 min)	Safety Manual w/Video: Skid Steer Operating/Maintenance
Heat Stress - Don't Lose Your Cool (20 min)	Safety Manual (only): Trenchers
Highway Work Zone Safety – The Basics (20 min)	Safety Manual (only): Truck-Mounted Forklift
Hydrogen Sulfide - A Matter of Life or Death (20 min)	Safety Manual w/DVD: Vacuum Excavator Operating/Maint
Implementing a Comprehensive Safe Driving Prog. (27 min)	Safety Manual (only): Wheel Loader/Tractor
Incident Investigation – Analyzing the Facts (20 min)	Safety Orientation - On Alert (20 min)
It Only Takes a Second, Safety Awareness (5 min)	Safety Procedures for Lawn Mower Operators (20 min)
Ladder Safety, Rules for (20 min)	Slips, Trips and Falls Split Second Safety (18 min)
Lifting It Right - Hydraulic Lift Safety (24 min)	Snowplow Safety (23 min)
Lockout Tagout - Controlling the Beast (20 min)	Snowplow Safety - Parking Lots (20 min)

**Employee Injury and Illness Prevention (Continued)**  
**(Available to DVWCT and DVPLT members)**



Snowplow Techniques - Basic (30 min)	Welding Safety Lincoln Electric (20 min)
Snowplow Techniques - Intermediate (22 min)	Welding - Safe Work with Hot Work (20 min)
Strains and Sprains - A Public Concern (20 min)	Winter Safety (Hypothermia and Frost Bite Safety) 15 min
String Trimmer Safety (15 min)	Working Safely w/Compressed Gas Cylinders (Concise Version 10 min / Full Version 17 min)
The Risk Is In The Routine: Accident Prevention (21 min)	Working Safely With Snow Plows (20 min)
Tree Trimming Safety (20 min)	Work Zones - Safety First (108 min)

**Uniformed Services**  
**(Available to DVWCT and DVPLT members)**

Back Safety for First Responders (15 min)	Lead Safety for Firearms (20 min)
Bloodborne Pathogens for Fire and Rescue (20 min)	Occupational Disease Prevention for Firefighters (26 min)
Bloodborne Pathogens for Law Enforcement (20 min)	Police Suicide Awareness and Prevention (67 min)
Effective Law Enforcement Communication (20 min)	Street Smart is Street Safe (15 min)
Emergency Response Driving (25 min)	

**Liability Prevention**  
**(Available to DVWCT and DVPLT members)**

Aquatic Risk Management (25 min)	Lifeguarding: American Red Cross Set
Aquatic Safety - 5 Minute Scanning Strategy (10 min)	Lifeguard Blindness (28 min)
Aquatic Safety - Disappearing Dummies (10 min)	Managing Difficult Behaviors (American Camp Assoc) (69 min)
Aquatic Safety – Shallow Water Black Out (30 min)	Managing Sanitary Sewer Overflows (20 min)
Facility and Personnel Security (21 min)	Playground Supervision (13 min)
Facilities, Cleaning and Sanitizing (42 min)	Recognizing Drug & Alcohol Abuse (20 min)
Guidelines Maintaining a Safe Environment w/Children (36 min)	The Nuts and Bolts of Playground Maintenance (15 min)
Inspecting Playgrounds for Hazards (35 min)	The Young Supervisor's Guide to Supervision (25 min)

**Property Protection**  
**(Available to DVWCT and DVPLT members)**

Blueprints for Public Works Yards (99 min)	Flood Mitigation Planning (15 min)
Fire Extinguishers - Your PASS to Safety (20 min)	Salt Brine – Breaking Snow and Ice Bonds (30 min)

**Boiler Series**  
**(Available to DVWCT and DVPLT members)**

BOI#1 - Introduction to Boilers (30 min)	BOI#4 - Boiler Fuel & Air Controlling (30 min)
BOI#2 - Boiler Design & Construction (30 min)	BOI#5 - Boiler Operations (30 min)
BOI#3 - Feedwater & Steam Controlling (30 min)	

**Heating Cooling Air Conditioning Series**  
**(Available to DVWCT and DVPLT members)**

HVAC&R1 – Complete System Trouble Shooting (30 min)	HVAC&R5 – Chillers Leak Check and Mechanical (30 min)
HVAC&R2 – Air Handlers Mechanical Systems (30 min)	HVAC&R6 – Cooling Towers Maintenance (30 min)
HVAC&R3 – Air Handlers Calibration (30 min)	HVAC&R7 – Condensers Maintenance (30 min)
HVAC&R4 – Chillers Mechanical Components (30 min)	

**Water and Wastewater Systems**  
**(Available to DVWCT and DVPLT members)**



Sewer Maintenance Innovations (105 min)	Solid Waste Safety Training Series (60 min)
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**Human Resource Management**  
**(Available to DVWCT and DVPLT members)**



Assertiveness Skills (53 min)	Motivating Employees - Rewards and Recognition (20 min)
A New Attitude – Keeping a Positive Outlook (55 min)	Motivation and Goal Setting (63 min)
A Positive Approach to Discipline (24 min)	Performance Coaching (17 min)
Dealing With Stress (20 min)	Powerful Communication Skills (74 min)
Dealing with the Irate Customer (21 min)	Present with Confidence (76 min)
Diversity – The Real Scene (20 min)	Quality Service in the Public Sector (20 min)
Four Generations – The Greatest Advantage (21 min)	Respect for People (24 min)
Harassment Is...(19 min)	Safe Hiring - How You Can Avoid Bad Hires (23 min)
How to Coach an Effective Team (79 min)	Stress Management (83 min)
How to Get Things Done, Better Time Management (70 min)	Supervisor on the Scene: Conflict Resolution (20 min)
How to Work With People (71 min)	Supervisor on the Scene: Teamwork (20 min)
It's About Respect – Recognizing Harassment (20 min)	Working w/ High Maintenance People (73 min)
Managing People - Key Skills for Great Managers (29 min)	Workplace Violence: Taking Care of Each Other (15 min)

**Health and Wellness**  
**(Available to DVWCT, DVPLT and DVHT members)**



Arthritis (91 min)	High Blood Pressure (93 min)
Back Pain (91 min)	Insomnia (83 min)
Diabetes (92 min)	Police Suicide Awareness and Prevention (67 min)
Employee Wellness A Way of Life (18 min)	Shiftwork Circadian Survival (21 min)
Employee Wellness – Taking Care of You (16 min)	Weight Loss (98 min)

## Part 5 – Toolbox Talks (Available to DVWCT members)



The Risk Control Department has developed safety materials which can be used to educate employees about the potential hazards of a job and serve as a reminder for safe operations.

Below is a list of toolbox talks that can be downloaded from our website and discussed at your next safety meeting. Log onto [www.dvtrusts.com](http://www.dvtrusts.com), click on Member Resources, select Workers' Comp Trust, then scroll down to Toolbox Talks.

- 15 Passenger Van Safety
- Avoiding Backing Collisions
- Chain Saw Safety
- Controlling Hazardous Energy (Lockout/Tagout)
- Deer Collision Avoidance
- Defensive Driving
- Electrical Ignition Sources
- Fire Prevention Flammables
- Fire Prevention Housekeeping
- Flagging Procedures
- Hot Work Precautions
- Ladders and Overhead Powerlines
- Ladder Safety
- MRSA Infection Prevention
- Preventing Injuries from Moving Refuse Vehicles
- Slip, Trip and Fall Prevention
- Snowplowing
- Winter Slips, Trips and Falls
- Wood Chipper Injury Prevention



For questions regarding the Trusts' Toolbox Talks, please contact Carol Bigham, Director of Member Services, at [cbigham@dvtrusts.com](mailto:cbigham@dvtrusts.com), (267)803-5720 or call the Risk Control Department at (215)706-0101.



## Part 6 – Safety Posters (Available to DVWCT and DVPLT members)



The Risk Control Department has developed safety posters which can be used to educate employees about important injury prevention and risk management topics.

To access the Risk Control Safety Posters, log onto [www.dvtrusts.com](http://www.dvtrusts.com), click on Member Resources, then select Workers' Comp Trust or Property & Liability Trust and scroll down to Safety Posters.

### **Workers' Comp Trust Safety Posters:**

- Chainsaw Safety
- CMV Parking Practices
- Deer Collision Avoidance
- Distracted Driving
- Eye Protection
- Hearing Protection
- Lockout Tagout
- Mower Operations – Use of Roll Over Protection Systems
- Police Crash Prevention
- Pre-lift Stretching and Proper Lifting
- Prevent Falls when Entering and Exiting Vehicles and Equipment
- Prevent the Itch
- Protect your Skin from Sun Exposure
- Safe Lifting
- Seat Belts Save Lives
- Winter Slip & Fall Protection
- Workstation Comfort



### **Property & Liability Trust Safety Posters:**

- CMV Parking Practices
- Deer Collision Avoidance
- Employer-Issued Electronic Devices
- Distracted Driving
- Police Crash Prevention

For questions regarding Risk Control Safety Posters, please contact Carol Bigham, Director of Member Services, at [cbigham@dvtrusts.com](mailto:cbigham@dvtrusts.com) or call the Risk Control Department at (215) 706-0101.