

## Safety Meeting Kits™

- Videos
- Booklets
- DVDs
- Posters



Today, maintaining a safe and healthy work environment is extremely important. OSHA has become increasingly aggressive in establishing and enforcing safety and health regulations. Employees are much more concerned with their own safety and health on the job. Workers' compensation and healthcare costs keep growing. And the drive toward achieving more productivity continues. Safety and health training is key to dealing with all of these issues. MARCOM's "Safety Meeting Kits"™ provide all of the items needed to promote and conduct a complete safety meeting. Each "Safety Meeting Kit"™ includes a Videotape or DVD, 5 Posters and 30 Employee Booklets...all designed to work together. Kits also have reproducible Scheduling and Attendance Forms and employee Quizzes. The kits' reasonable price makes them affordable for even a small facility or department. Let "Safety Meeting Kits"™ solve your safety and health training problems!

### SAFETY MEETING KITS™

Safety Meeting Kits™ are available on the following topics:

- Accident Investigation
- The ANSI MSDS
- Back Safety
- Compressed Gas Cylinders
- Computer Workstation Safety
- Conflict Resolution
  - Industrial
  - Office
- Crane Safety
- Driving Safety
- Drug and Alcohol Abuse
  - For employees
  - For managers/supervisors
- Electrical Safety
- Ergonomics
  - Industrial
  - Office
- Eye Safety
- Fall Protection
- Fire Extinguishers
- Fire Prevention and Safety
  - Industrial
  - Healthcare
  - Office
- First Aid
- Fitness and Wellness
- Hand and Power Tool Safety
- Hand, Wrist & Finger Safety
- Hazardous Materials Labels
- Hazardous Spill Cleanup
- Heat Stress
- Ladder Safety
- Machine Guard Safety
- Materials Handling Safety
- Office Safety
- Rigging Safety
- Safety Orientation
- Safety Audits
- Safety Housekeeping and Accident Prevention
- Safety Showers and Eye Washes
- Sexual Harassment
  - For employees
  - For managers/supervisors
- Sexual Harassment Investigations
- Slips, Trips & Falls
- Welding Safety
- Winter Safety
- Workplace Harassment
  - Industrial
  - Office
- Workplace Stress
- Workplace Violence

### VIDEOS, DVDs, POSTERS and BOOKLETS... available separately

Videos, DVDs, Posters and Booklets on all Safety Meeting Kit™ topics are available separately.

#### Training Videos/DVDs



Each Video/DVD is attractively packaged in a three-ring binder along with a comprehensive Leader's Guide, Quiz, Scheduling and Attendance Form, and Training Certificate.

#### Posters



The brightly colored Posters can be placed in halls, lunchrooms, and other work areas for maximum impact. They catch employees' eyes and remind them to "Think Safety"!

#### Employee Booklets



Booklets are available in packages of 15. Text and illustrations review important points on the Booklet's safety or health topic. All Booklets are 16 pages in length.

### THE SAFETY GAME™

Many Safety Meeting Kits™ can also be used with The Safety Game™ ... Marcom's Jeopardy-style, computer-based classroom training game that involves all your employees in the training process. Each game consists of 20 to 25 questions on important information from the game's safety or regulatory compliance topic. For the ultimate safety training session, "show the Video (or DVD) ... then play the Game." Games are available on 20 different topics. A demo of The Safety Game™ can be downloaded from MARCOM'S website, at [www.marcomltd.com](http://www.marcomltd.com).

All Videotape/DVD Programs, Posters and Booklets are available in both English and Spanish.

## VIDEOS, DVDs & BOOKLETS

Information covered in "Safety Meeting Kit"™ Videos, DVDs and Booklets includes, but is not limited to:

### **Accident Investigation**

- Securing an accident scene.
- Root-Cause Analysis.
- Reporting "Near Misses".

### **The ANSI MSDS**

- What MSDS's do.
- Advantages of the ANSI format.
- The sections in the ANSI MSDS.

### **Back Safety**

- Types & causes of back injuries.
- Injury prevention & practices.
- Proper lifting techniques.

### **Compressed Gas**

#### **Cylinders**

- Hazard labels & warning signs.
- Moving, handling & storage.
- Regulators, CGAs & PRD's.

### **Computer Workstation**

#### **Safety**

- Ergonomic factors.
- Eyestrain and fatigue.
- The effect of lighting.

### **Conflict Resolution**

*2 versions; Industrial and Office*

- Sources of conflict.
- Diffusing disagreements.
- Conflict resolution techniques.

### **Crane Safety**

- Equipment inspection.
- Hand signals.
- Rigging and lifting.

### **Driving Safety**

- Vehicle inspection.
- Driving at night.
- Adverse weather conditions.

### **Drug & Alcohol Abuse**

*2 versions; Employees and Managers/Supervisors*

- The effects of abuse.
- Related laws and regulations.
- Creating a drug & alcohol-free workplace.

### **Electrical Safety**

- How electricity works.
- Fuses and circuit breakers.
- Outlets, plugs & grounding.

### **Ergonomics**

*2 versions; Industrial & Office*

- Body movements and their effects.
- Recognizing ergonomic problems.
- Practical solutions.

### **Eye Safety**

- Types & causes of eye injuries.
- Care and safety practices.
- Personal protective equipment.

### **Fall Protection**

- The Fall Protection Plan.
- Preventative measures.
- Protective equipment.

### **Fire Extinguishers**

- Classes of fires.
- Types of extinguishers.
- Using an extinguisher.

### **Fire Prevention & Safety**

*3 versions; Healthcare, Industrial and Office*

- Common causes of fires.
- Classes of fires.
- Using fire extinguishers.

### **First Aid**

- Strains & muscle pulls.
- Lacerations & bleeding.
- Broken bones.
- Burns and shock.

### **Hand & Power Tool Safety**

- Matching the tool to the job.
- Personal protective equipment.
- Tool safety practices.

### **Hand, Wrist & Finger Safety**

- Identifying hazards.
- Proper work procedures.
- Tool use & maintenance.
- Using PPE.

### **Hazardous Materials Labels**

- The HMIS labeling system.
- Hazardous waste labeling.
- The NFPA labeling system.
- DOT labels and placards.

### **Hazardous Spills**

- Personal protective equipment.
- Initial spill response.
- Cleanup and disposal.

### **Heat Stress**

- Causes.
- Symptoms.
- Prevention and first aid.

### **Ladder Safety**

- Basic rules for ladder use.
- Proper placement.
- Ladder maintenance.

### **Machine Guard Safety**

- Fixed guards.
- Interlock devices.
- Light curtains.
- Trips and mats.

### **Materials Handling Safety**

- Planning the job.
- Proper lifting techniques.
- Hand-trucks and carts.

### **Office Safety**

- Slips, trips & falls.
- Steps & ladders.
- Safety housekeeping.

### **Rigging Safety**

- Equipment inspection.
- Slings and hitches.
- Hand signals.

### **Safety Audits**

- Workplace analysis.
- Administrative controls.
- Engineering controls.

### **Safety Housekeeping and Accident Prevention**

- Excess materials & rubbish.
- Electric cords & ropes.
- Tools & supplies.

### **Safety Orientation**

- Hazard evaluation.
- Tool use & maintenance.
- Personal protective equipment.

### **Safety Showers & Eye Washes**

- Operating procedures.
- Chemical splashes.
- Helping an accident victim.

### **Sexual Harassment**

*2 versions; Employees and Managers/Supervisors*

- What constitutes harassment?
- Behaviors to avoid.
- Handling an incident.

### **Sexual Harassment Investigations**

- A company's legal responsibility.
- Documenting allegations.
- Conducting ethical investigations.
- Interviewing victims & harassers.

### **Slips, Trips & Falls**

- Causes of slips, trips & falls.
- Avoidance techniques.
- The role of safety shoes.

### **Welding Safety**

- Personal protective equipment.
- Electrical hazards.
- Fire safety.

### **Wellness & Fitness**

- Importance of "attitude".
- Stress & high blood pressure.
- Nutrition & weight control.
- Exercise.

### **Winter Safety**

- Extension cords & outlets.
- Dressing for cold weather.
- Walking/driving in ice & snow.

### **Workplace Harassment**

*2 versions; Industrial and Office*

- Verbal abuse and threats.
- Handling confrontations.
- Fostering a positive environment.

### **Workplace Stress**

- Recognizing symptoms.
- Eliminating stress factors.
- Stress-relieving exercises.

### **Workplace Violence**

- Warning signs.
- Threats and verbal abuse.
- Physical assault.

### **Online Training**

MARCOM's Safety Meeting Kit programs are also available as interactive online courses. Go to [www.marcomltd.com](http://www.marcomltd.com), click on "Products" then on "Online Training" to view a demo course.

### **Other Products**

"Safety Meeting Kit" programs are available as interactive CD-ROM courses as well. Marcom's library also includes over 60 other important safety and regulatory compliance topics. Go to [www.marcomltd.com](http://www.marcomltd.com) for more information.

FOR MORE INFORMATION, CONTACT YOUR DISTRIBUTOR:



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