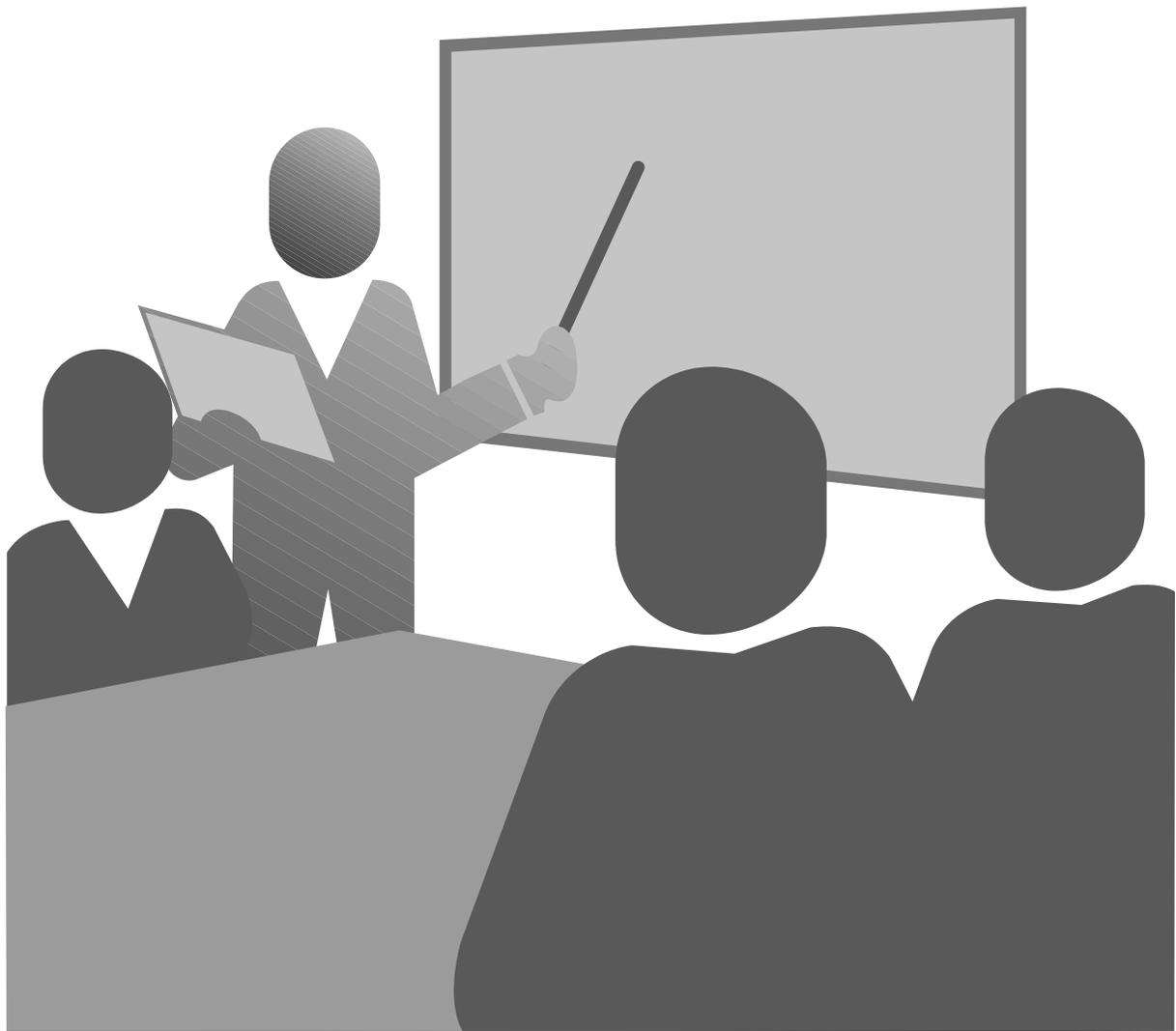


Resource Center Loan Program



Catalog 2004



OSHA Office of Training and Education
Resource Center Loan Program
2020 South Arlington Heights Road
Arlington Heights, Illinois 60005

NOTES:

These training materials are intended to be a resource for OSHA field staff, OSHA Outreach Trainers, and other members of the OSHA family. They are not a substitute for any of the provisions of the Occupational Safety and Health Act of 1970 or for any standards issued by the U.S. Department of Labor, Occupational Safety and Health Administration. The training materials do not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Department of Labor.

Every effort has been made to evaluate the training materials included in this catalog for compliance with current OSHA Standards. The user assumes the responsibility for previewing the training materials before showing and using them with a knowledgeable instructor. The training materials are intended to be used to broaden employer and employee safety and health knowledge and reduce injuries and illness in the workplace.

The Resource Center Loan Service is administered by Linda Vosburgh, MSLS, of OSHA Office of Training and Education.

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Section B: Training Materials by Subject

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Training materials are listed alphabetically by title under the subject. Each entry includes title, program number, format, number of minutes, industry, annotation, source, and publication date.

Section C: Training Materials by Title C-1

Training materials are listed alphabetically by title. Each entry includes title, program number, format, number of minutes, industry, annotation, source, and publication date.

Section D: Subject IndexD-1

Subject and industry are combined into a single index arranged alphabetically.

Section E: Sources of Training Materials E-1

Sources of training materials are listed alphabetically. Each entry includes an address.

Important Information 2004

▶ **Is it easy to begin borrowing Resource Center training materials?**

Yes! Just fill out the Resource Center Borrowing Agreement Form and fax it along with your first request for materials to (847) 759-7748. Or, you can mail the forms to the OSHA Resource Center Loan Program, 2020 S. Arlington Heights Road, Arlington Heights, Illinois 60005.

▶ **Can I copy the training videos?**

Please remember that it is illegal to duplicate or otherwise reproduce any of the audiovisual programs listed in this catalog without written permission of the private producer or public agency that produced the program. Most of the audiovisual programs available for loan are produced by private institutions, associations, and companies that are covered by the copyright law of the United States (Title 17, United States Code).

▶ **Is there a charge?**

There is no direct charge for borrowing training materials from the Resource Center Loan Program. However, borrowers are responsible for the cost of return shipping via a traceable express shipping service and the replacement cost of materials lost or damaged while on loan.

▶ **How should I return the training materials?**

For your protection, Resource Center materials must be returned via a traceable express shipping service. The use of the U.S. Postal Service is not recommended due to experienced video damage. Due to the highly technical content and limited production runs, the average cost of a video program in the Resource Center is \$375. The price of some programs is even higher.

▶ **How long may I keep training materials?**

Materials are due back to the Resource Center 12-15 days after the date they are shipped. Resource Center materials are in high demand. It is essential to return borrowed materials no later than the Due Date in order for us to meet the needs of other borrowers. It is highly recommended that second day delivery be used to assure on-time return of materials. New requests will not be accepted if a borrower has overdue materials or unpaid charges for lost or damaged materials.

▶ **Can Resource Center training materials be shipped outside of the 50 States?**

Training materials cannot be shipped outside of the 50 States due to import/export problems, shipping costs, and time restraints.

Important Information 2004

Policies and Procedures 2004

Introduction

The Resource Center Loan Program was developed in response to the many requests for occupational safety and health training materials from the OSHA family. Videos and books on numerous aspects of occupational safety and health are available for loan, free of charge. These materials are made available to help broaden employer and employee safety and health knowledge and reduce injuries and illness in the workplace.

Who Qualifies to Borrow?

The following individuals are eligible to become borrowers: OSHA National, Regional, and Area Office employees, employees of State Plan States, Consultation Program employees, Voluntary Protection Program site employees, OFA Trainers, OSHA grantees, and OSHA outreach trainers within the United States.

Resource Center Loan Policies

Borrowing Agreement Form

An eligible individual who wants to become a borrower must sign and return the agreement form located at the end of this section. It states the borrower has agreed to abide by the rules and regulations set forth in this section. The borrower also agrees to abide by the copyright laws. If a borrower is found to have violated any of these policies, borrowing privileges will be canceled.

Individuals who already have a borrowing agreement form on file should not complete another agreement form unless the information supplied on the first form has changed. Other eligible individuals wishing to qualify as borrowers must complete the borrowing agreement form located at the end of this section and return it to the OSHA Office of Training and Education, Resource Center Loan Program, 2020 S. Arlington Heights Road, Arlington Heights, Illinois 60005, or fax it to (847) 759-7748.

Fees for Use of Materials

There are no direct fees charged for the use of these materials. However, the borrower is responsible for paying the cost of return shipping via a traceable express shipping service (e.g., Federal Express, UPS,

or Airborne) and the replacement cost of materials lost or damaged while on loan.

Copies of the Catalog

The Resource Center Catalog is available on the OSHA website. The catalog is in PDF and can be viewed on line or printed off. Go to:

<http://www.osha.gov/fso/ote/training/resource-center/loan.html>.

Loan Request Form

A master copy of the Resource Center Loan Request form is located at the end of this section. Instructions for completing the loan request form begin on page A-5.

Upon receipt, the loan request form will be processed. A copy of this form will be enclosed with the requested training materials. This form serves as a packing slip and must be returned with the borrowed materials.

When filling out the Loan Request Form please remember that materials cannot be delivered to a post office box. Express shipping services will not deliver materials to a post office box.

- ▶ Materials cannot be shipped outside of the 50 States due to import/export problems, shipping costs, and time restraints.

Requests for Training Materials

All requests to borrow training materials are handled on a first-come-first-served basis. Confirmations will be sent to the borrower via mail or fax. Requests should be received at least 15 days in advance of the date the borrower would like to use the materials (Show Date).

Resource Center training materials are in high demand, so it is important to book well in advance and reserve them at an early date. Training programs may be requested up to three months in advance of the Show Date. Requests may be made by mail or by fax at (847) 759-7748.

Improperly Completed Loan Request Forms

Every attempt will be made to process requests. In the event that the form is incomplete, incorrectly filled out, or cannot be deciphered, it will be returned to the borrower for completion/correction.

Policies and Procedures 2004

Number of Training Materials That Can be Borrowed Per Show Date

There is a FIFTEEN-ITEM LIMIT on training materials that can be borrowed for any single Show Date. No more than fifteen items may be outstanding at any time.

Length of Loan Period

Resource Center materials have a loan period between twelve and fourteen days depending upon previous bookings. This includes the shipping to and return shipping from the borrower.

- ▶ Please note the Due Date at the bottom right-hand corner of the Loan Request Form.

Extension of Loan Period

If you need the training materials for a longer period of time, please make special arrangements when you request the materials.

In an emergency, the loan period may be extended upon telephone request depending upon the availability of the training materials. **Requests for a loan extension should be made several days BEFORE the Due Date** by calling (847) 759-7736.

Substitution of Training Materials

The Resource Center is not responsible for making substitutions for unavailable training materials due to a previous booking. Borrowers may list alternate training materials on the request form if they would like a substitution to be made.

Canceling Training Materials Requests

Requests may be canceled up to the shipping date. Once training materials have been shipped, cancellation is not possible. The borrower assumes responsibility for the materials and the return shipping costs.

Non-Arrival of Training Materials

Inform the Resource Center immediately if confirmed training materials have not arrived three days before the Show Date.

Return Shipping of Training Materials

All audiocassettes and video programs should be rewound and returned in their original cases. If the video case does not close easily, turn the video

around or flip it over until it does. Incorrect placement in the case may damage it or the video.

- ▶ For your protection, Resource Center materials must be returned via a traceable express shipping service (e.g., FedEx, UPS, Airborne, RPS, or DHL). The use of the U.S. Postal Service is not recommended due to experienced video damage and loss. It is highly recommended that second day delivery be used to assure on-time return of materials.

A copy of the Resource Center Loan Request Form will be included in the shipping case. Borrowers should indicate on the back of the enclosed loan request form any problems they had with an item (i.e., bent slides, damaged audio cassettes, etc.). The loan request form should be returned with the training materials.

A copy of the Audiovisual Program Use Report will also be included in the shipping case. The borrower has the option of filling out and returning the form with the training materials. The information provided on courses taught and numbers of students taught will help to determine how the Resource Center is used.

Late Return of Training Materials

Resource Center training materials are in high demand. It is essential to return borrowed materials no later than the Due Date in order for us to meet the needs of other borrowers. **New requests will not be accepted if a borrower has overdue materials. Continued late return of materials may result in termination of borrowing privileges.**

Lost or Damaged Training Materials

The borrower is responsible for replacement costs of training materials that are lost or damaged while on loan. The borrower will be billed for the cost of replacing the missing or damaged items. New requests will not be accepted if the borrower has unpaid charges for lost or damaged items. Failure to pay replacement charges will result in termination of borrowing privileges.

Determining Replacement Costs

Replacement costs for training materials are determined by the actual cost of replacing the lost or damaged materials.

Policies and Procedures 2004

- ▶ Due to their highly technical content and limited production runs, the average cost of a training program listed in this catalog is \$375. The cost of some programs is even higher.

Training Materials Purchase

A source name is included with each training program or print material entered in the catalog. A Sources of Training Materials is included as Section D of the catalog. Inquiries about purchase should be made directly to the source.

- ▶ Please note that none of the training materials listed in this catalog are available for sale from the Resource Center Loan Program.

Care and Use of Videos

Video training materials are expensive to replace. To protect them from wear and tear, please remember:

- (1) to follow machine instructions carefully;
- (2) to rewind videos completely;
- (3) to keep materials away from heat, moisture, and magnetic fields; and
- (4) if showing more than one training program, be sure to replace each one in its own case.



- ▶ **Remember: It is illegal to duplicate a copyrighted video program.**

Program Tips

When arranging details of a program, the following checklist may be helpful in preparing for a smooth show.

- (1) Remind participants, in writing or in person, of the program's time and place the day before the program.
- (2) Arrange for adequate seating capacity. Make sure everyone will see the monitor or screen comfortably. Don't seat anyone closer than two screen widths away.

- (3) Run a check on the equipment itself. The picture should be in focus and the material ready to run before the meeting starts.
- (4) Test the sound level of the projector. Experiment until you find the level most agreeable for the size of the room and audience.
- (5) Route the equipment power cords to prevent them from becoming a tripping hazard. Ensure that emergency exits are clear of obstacles and point out exits to participants.
- (6) When dealing with topical subjects, a wrap-up and lead-in to a short discussion period will provide a more meaningful program. It is strongly recommended that materials be previewed in order to judge their suitability for the audience and to prepare a brief introduction pointing out important parts of the program.
- (7) Have paper and pencils available for participants to take notes. Have a blackboard or flipchart available to make points for emphasis and discussion.
- (8) Training should be presented so its organization and meaning are clear to the audience. The instructor should provide overviews of the materials to be learned, relate the information to the audience's job and experience, point out the benefits of the training, and reinforce what is learned by summarizing the program's objectives and the key points of information covered.
- (9) The trainer should be prepared, make frequent use of visual aids and other training materials to add emphasis to the program, make clear the objectives of training, and keep the training varied and interesting. Videos VT01311 Train the Trainer and VT01622 Safety Meetings: Give'em What They Want provide reviews of how to conduct effective safety meetings.
- (10) The trainer should encourage trainee participation by initiating discussions on the materials covered.

Policies and Procedures 2004

How to Complete the Loan Request Form

Explanation of the Loan Request Form

A master copy of the loan request form is located on page A-11. The loan request form may be duplicated as many times as necessary. An explanation of each part of the form follows.

Filling out the Loan Request Form

- (1) **Today's Date:** The date on which the loan request form is being completed.
- (2) **Borrower Information:** On the top of the loan request form the borrower prints his or her name, business address and telephone number. The training materials will be shipped to this address. Please remember that materials cannot be delivered to a post office box. Express package shippers will not deliver materials to a post office box.
- (3) **Number:** A number for each training material is given in the Resource Center Catalog. The number for the training material being requested is entered in this section.
- (4) **Title:** The complete title of the training material is entered in this section. The borrower may indicate alternates for titles not available.
- (5) **Show Date:** The Show Date is the date the borrower plans on using the training material. This may be a single date (5/18/04) or a range of dates (5/3-6/04). Please use one loan request form for each Show Date. If training materials are needed for several widely spaced Show Dates (more than five working days apart) a separate request must be made for each Show Date.
- (6) **Report:** This section informs the borrower when the requested training materials will be shipped and the date the materials must be received back to the Resource Center.
- (7) **Not Sent Because:** If a request cannot be filled, this section will explain why the training material is not available for loan.

Submitting the Loan Request Form

Please proofread the loan request form before submission to make sure all required information is supplied and is correct. Lack of data or incorrect data may delay or cancel your request.

Send the loan request form to the OSHA Office of Training and Education, Resource Center Loan Program, 2020 S. Arlington Heights Road, Arlington Heights, Illinois 60005, or fax it to (847) 759-7748. Keep a copy of the request form for your records.

OSHA on the INTERNET

OSHA offers information on the Internet that can be used for training. The OSHA website contains OSHA publication information, standards, fact sheets, interpretations, directives, as well as links to other safety and health information at www.osha.gov. The Resource Center Loan Program Catalog is also available on the OSHA website.

Free online access to official editions of the Federal Register and the Code of Federal Regulations is available on GPO Access, a service of the U.S. Government Printing Office: www.access.gpo.gov.

How to Obtain Copies Of OSHA Materials

OSHA Publications can be printed off or ordered online. Check the OSHA Publications Catalog at: <http://www.osha.gov/pls/publications/pubindex.list>. OSHA Publications can also be obtained from the U.S. Department of Labor, OSHA Publications, P.O. Box 37535 Washington, D.C. 20013-7535, Phone: (202) 693-1888 or Fax: (202) 693-2498.

Other OSHA Publications are available for sale from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Or go to the Government Printing Office Website at: <http://bookstore.gpo.gov>.

Many OSHA and other Federal Agency audiovisual and print safety and health materials are available for sale from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, VA 22161, (800) 553-6847. Or go to the NTIS Website at: <http://www.ntis.gov/products/types/>.