



# NHPA is Now Your Source for Compliance Training

Do you need an easy and affordable way to get your employees trained on specific compliance issues? Through a partnership with JJ Keller & Associates, Inc., a trusted name in compliance training, NHPA offers HR compliance and workplace safety training courses in some of the most common topics affecting home improvement and paint and decorating stores. Courses are kept up to date to reflect current compliance standards. They are for individual sale on the NHPA Training Store. Both Basic and Premier members will need to purchase these courses, as they are not included in any membership plan.

## GET STARTED TODAY

Visit [YourNHPA.org/training-store](https://YourNHPA.org/training-store).  
Add courses to your shopping cart.  
Create a username and password.

### Active Shooter/Active Threat: How to Survive\*

**Audience:** All employees

**Length:** 50 minutes

**Regulations covered:** General Duty Clause OSH Act 5(a)(1)

**Cost:** \$25

This active shooter training course helps empower employees to anticipate and recognize an active shooter/threat situation and respond appropriately and immediately if they are ever faced with one. Specifically, it covers the warning signs of workplace violence, how to recognize the presence of a threat, the best course of action to take based on individual abilities and location, and the steps individuals should follow when law enforcement arrives.

### Active Shooter/Active Threat: Organizational Preparedness\*

**Audience:** Managers

**Length:** 35 minutes

**Regulations covered:** General Duty Clause OSH Act 5(a)(1)

**Cost:** \$25

To help prevent loss of human life in a workplace shooting incident, companies and individual employees must take steps to plan and prepare for these types of events. This active shooter training course helps members of management and Human Resources (HR) prepare employees for a potential threat incident. It also provides guidance to help the company—and those who have survived such an incident—recover from the tragedy.

### Back Safety: Keep Your Back in Action

**Audience:** All employees

**Length:** 60 minutes

**Cost:** \$25

Educate your employees on maintaining a healthy back and taking preventive measures to avoid back injuries. Topics include basic principles of back health, proper lifting techniques and injury prevention tips.

### Diversity and Discrimination for Employees\*

**Audience:** All employees

**Length:** 60 minutes

**Regulations covered:** Equal Employment Opportunity Commission (EEOC)

**Cost:** \$25

This course is designed to help employees learn about the difficult, yet important, issue of diversity and discrimination in the workplace. There are discrimination laws all employees must know, but this course also educates on what it means to embrace diversity, and the benefits we all gain, personally and professionally.

### Diversity and Discrimination for Supervisors\*

**Audience:** All supervisors

**Length:** 60 minutes

**Regulations covered:** Equal Employment Opportunity Commission (EEOC)

**Cost:** \$25

This course is designed to help supervisors learn about the difficult, yet important, issue of diversity and discrimination in the workplace.

Supervisors must understand discrimination laws and actively promote diversity if they want employees to be respectful of one another and to maximize their potential.

### Fire Extinguisher Use\*

**Audience:** All employees

**Length:** 20 minutes

**Regulations covered:** 29 CFR 1910.157 (Portable Fire Extinguishers)

**Cost:** \$25

Helps employees assess the situation and decide the best course of action (evacuate and report the fire or try to put out the fire using a fire extinguisher) to keep themselves and those around them safe. It includes a discussion of the classifications and types of fire extinguishers and how to use them.

### FMLA for Supervisors

**Audience:** All supervisors

**Length:** 45 minutes

**Regulations covered:** Family Medical Leave Act (FMLA)

**Cost:** \$25

By taking this course, supervisors gain a better understanding of what to do when FMLA situations arise in their workplace, which helps ensure that they are responding appropriately to their employees' various FMLA issues. This course has been updated with the February 2013 amendment regarding specifics relating to military family leave under FMLA.

### Forklift Training\*

**Audience:** New or veteran employees who use forklifts

**Length:** 60 minutes

**Regulations covered:** 29 CFR 1910.178(l)

**Cost:** \$100

Helps you meet OSHA forklift training requirements while keeping both operators and pedestrians around forklifts safe. It is also useful for new or refresher forklift safety training in the event of an incident or near-miss, poor evaluation, or changes in the workplace or type of forklift used.

NOTE: This course helps you fulfill the classroom and practical OSHA forklift training requirements of 29 CFR 1910.178(l). Additional training may still be required to meet OSHA requirements.

### Forklift Training: Refresher\*

**Audience:** New or veteran employees who use forklifts

**Length:** 20 minutes

**Cost:** \$25

This course offers refresher training designed to reinforce the key concepts that help forklift operators stay safe while at work. Employees completing the program will be able to assess their forklift's limitations and work within those parameters, evaluate a forklift's readiness through proper pre-use inspections, operate a forklift safely and avoid potential hazards and maintain a forklift by recharging and/or refueling when necessary and reporting any defects.

If you have any questions for NHPA, call 800-772-4424 or email [Renee Changnon](mailto:Renee.Changnon@YourNHPA.org) at [rchangnon@YourNHPA.org](mailto:rchangnon@YourNHPA.org).

*\*Also available in Spanish*

### Sexual Harassment Prevention Module 1: What is Sexual Harassment\*

**Audience:** All employees

**Length:** 13 minutes

**Cost:** \$25

Sexual harassment training helps learners understand what sexual harassment is, where it can happen, who it can happen to, and possible consequences for all involved.

### Sexual Harassment Prevention Module 2: Civility in the Workplace\*

**Audience:** All employees

**Length:** 7 minutes

**Cost:** \$25\*

This module helps learners understand what is crossing the line when it comes to sexual harassment, how to treat others with respect and hold each other accountable, and how to put an end to "normalizing".

### Sexual Harassment Prevention Module 3: Taking Action\*

**Audience:** All employees

**Length:** 9 minutes

**Cost:** \$25\*

This module helps bystanders understand how to stop the harassment, console the victim, document the situation, and report it to the appropriate people.

### Sexual Harassment Prevention Module 4: Addressing Harassment\*

**Audience:** All employees

**Length:** 6 minutes

**Cost:** \$25\*

This module helps learners determine if something is considered sexual harassment, how to confront the harasser, how to document the situation, how to follow workplace policy and how to take the situation to the next level if necessary.

### Sexual Harassment Prevention Module 5: What Happens Next?\*

**Audience:** All employees

**Length:** 8 minutes

**Cost:** \$25\*

This module helps learners understand what happens after a sexual harassment situation has been reported, possible retaliation situations and how to move on afterward.

### Sexual Harassment Prevention Module 6: Additional Management Responsibilities\*

**Audience:** All employees

**Length:** 9 minutes

**Cost:** \$25\*

This module helps management understand that preventing sexual harassment starts with them, and teaches them out to respond to a report and how to move on afterward.

### Sexual Harassment Prevention Module 7: Additional Training for Retail Environments\*

**Audience:** All employees

**Length:** 20 minutes

**Cost:** \$25\*

This module helps employees identify and respond to sexual harassment in the retail industry. Specifically, this training will teach employees how to recognize illegal behavior from coworkers and customers, and how to respond in the unfortunate event that it does occur.

\*There is a discounted rate if this course is purchased in a bundle.

### Sexual Harassment Prevention Training for Employees\*

**Audience:** All employees

**Length:** 63 minutes

**Cost:** \$100

Sexual harassment training helps all employees—including bystanders—address unwanted and unlawful sexual harassment

in the workplace, and learn how to respond if an unfortunate event does occur. This course includes the following modules (also available for individual purchase):

- What is Sexual Harassment?
- Civility in the Workplace
- Taking Action
- Addressing Harassment
- What Happens Next?
- Additional Training for Retail Environments

### Sexual Harassment Prevention Training for Managers\*

**Audience:** All managers

**Length:** 72 minutes

**Cost:** \$100

Sexual harassment training helps all employees—including bystanders—address unwanted and unlawful sexual harassment in the workplace, and learn how to respond if an unfortunate event does occur. This course includes the following modules (also available for individual purchase):

- What is Sexual Harassment?
- Civility in the Workplace
- Taking Action
- Addressing Harassment
- What Happens Next?
- Additional Management Responsibilities
- Additional Training for Retail Environments

### Workplace Bullying and Violence Training for Employees

**Audience:** All employees

**Length:** 30 minutes

**Cost:** \$25

This course helps employees learn how to deal with bullying and violence in the workplace. Topics include the different forms of bullying and behaviors that are illegal, the repercussions of "second hand bullying", how bullying can be prevented and what workplace violence is, its causes and warning signs.

### Workplace Bullying and Violence Training for Supervisors

**Audience:** All managers

**Length:** 50 minutes

**Cost:** \$25

**Regulations covered:** General Duty Clause OSH Act 5(a)(1)

This course helps managers recognize, prevent, and resolve incidents of workplace bullying and violence at their organization. They will learn how to identify the warning signs of bullying, distinguish between "being firm" and "appearing as a bully" themselves, respond appropriately to workplace bullying situations, reduce the risk of violent incidents and recognize and respond to domestic violence.

### Workplace Safety Basics Module 1: Work Practices\*

**Audience:** All employees, especially new hires

**Length:** 15 minutes

**Cost:** \$25\*

**Regulations covered:** OSHA's General Duty Clause (Section 5(a)(1) of the OSH Act of 1970), 29 CFR 1910 Subpart D (Walking-Working Surfaces), Subpart I (Personal Protective Equipment), 1910.95 (Occupational Noise Exposure), and 1910.132 (Personal Protective Equipment - General)

This program is designed to provide learners with a high-level overview of a number of workplace safety tips & safety topics. Specifically, it covers an introduction to generic safe work practices.



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### Workplace Safety Basics Module 2: Work Environment\*

**Audience:** All employees,  
especially new hires

**Length:** 15 minutes

**Cost:** \$25\*

**Regulations covered:** OSHA's General Duty Clause (Section 5(a)(1) of the OSH Act of 1970), 1910.1200 (Hazard Communication), 1910.332 (Electrical Safety Training), 1910.38 (Emergency Action Plans), 1910.39 (Fire Prevention Plans), 1910.146 (Confined Spaces), and 1910.252 (Welding, Cutting, and Brazing – General Requirements)

This module covers an introduction to various engineering controls that can be used to create a safe work environment. Topics include hazard communication, safety signs and tags, electrical safety, fire safety, confined spaces, hot work and temperature extremes.

### Workplace Safety Basics Module 3: Safe Use of Equipment\*

**Audience:** All employees,  
especially new hires

**Length:** 15 minutes

**Cost:** \$25\*

**Regulations covered:** OSHA's General Duty Clause (Section 5(a)(1) of the OSH Act of 1970), 29 CFR Subpart P (Hand and Portable Powered Tools and Other Hand-Held Equipment), 1910.23 (Ladders), 1910.212 (Machine Guarding - General Requirements for All Machines), 1910.178 (Powered Industrial Trucks), and 1910.147 (Lockout/Tagout)

This module covers an introduction to the safe use of tools and equipment. Topics include hand and power tools, ladders, machinery, powered industrial trucks and lockout/tagout.

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### Workplace Safety Basics Module 4: In Case of Emergency\*

**Audience:** All employees,  
especially new hires

**Length:** 15 minutes

**Cost:** \$25\*

**Regulations covered:** OSHA's General Duty Clause (Section 5(a)(1) of the OSH Act of 1970), 1910.38 (Emergency Action Plans), 1910.151 (Medical Services and First Aid), 1910.1030 (Bloodborne Pathogens), 1910.120 (HAZWOPER), and 29 CFR Part 1904 (Recording and Reporting Occupational Injuries and Illness)

This module covers what an employee should do in the event an emergency occurs. Topics include emergency action plans, first aid/emergency response, bloodborne pathogens, HAZWOPER, workplace violence and medical records.

\*Also available in a bundle at a discounted rate.

### Workplace Safety Basics Course

**Audience:** All employees, especially new hires

**Length:** 60 minutes

**Available in English and Spanish**

**Cost:** \$75

High-level overview of important workplace safety topics covering procedures an employee should follow in the event of an emergency. This course includes the following modules (also available for individual purchase):

- Work Practices
- Work Environment
- Safe Use of Equipment
- In Case of Emergency

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*\*Also available in Spanish*