



# 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 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](http://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/per person

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/per person

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/per person

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.

### Defensive Driving for Light & Medium Duty Vehicles

**Audience:** All drivers of light and medium vehicles that do not require a CDL to operate

**Length:** 50 minutes

**Regulations Covered:** NA

**Cost:**

Defensive driving combines planning, constant attention, and a positive, proactive attitude. It's not a question of if you'll face hazards on the road. It's a question of when. This program is designed to help drivers avoid preventable injuries by recognizing and avoiding risks and adopting safe practices.

### Diversity and Discrimination for Employees\*

**Audience:** All employees

**Length:** 60 minutes

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

**Cost:** \$25/per person

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/per person

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/per person

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.

### First Aid Basics

**Audience:** All employees

**Length:** 60 minutes

**Regulations Covered:** NA

**Cost:**

First Aid Basics is designed to help learners respond appropriately to first aid and emergency situations that may arise at work, home, and around the community. This course is intended to teach basic first aid only; it is not a substitute for full first aid training and certification or CPR training and certification.

### FMLA for Supervisors

**Audience:** All supervisors

**Length:** 45 minutes

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

**Cost:** \$25/per person

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.

If you have any questions for NHPA, call 800-772-4424 or email [Cody Goeppner](mailto:Cody.Goeppner@yournHPA.org) at [cgoeppner@yournHPA.org](mailto:cgoeppner@yournHPA.org).

*\*Also available in Spanish*

### Forklift Training\*

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

**Length:** 60 minutes

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

**Cost:** \$100/per person

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/per person

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.

### Hot Work: Safety Operations Training

**Audience:** Employees engaged in hot work

**Length:** 30 minutes

**Regulations Covered:** 29 CFR 1910.251 – 255, Subpart Q, and NFPA 51B

**Cost:**

According to OSHA, hot work is defined as any work that involves burning, welding, using fire- or spark-producing tools, or that produces a source of ignition. Because of the potential dangers associated with hot work, it is critical everyone involved understands their role in keeping themselves and others around them safe from harm. This program is designed to guide employees directly involved in hot work operations through the hot work process, helping to prevent injuries and damage to facilities. Specifically, it covers the basics of hot work, how to prepare for and protect yourself and others during hot work operations, and what to do after the job is complete.

### Lockout/Tagout: Put a Lock on Hazardous Energy (with EyeCue)

**Audience:** Employees working in an area where machines may be locked out or tagged out for any reason

**Length:** 60 minutes

**Regulations Covered:** Helps satisfy 29 CFR 1910.147

**Cost:**

OSHA's Control of Hazardous Energy standard (29 CFR 1910.147) mandates training, inspections, and recordkeeping to ensure that workers will not be injured by unexpected start-up or release of energy from a machine or piece of equipment during service or maintenance. Whatever your role in lockout/tagout, you need to

understand the reasons for lockout/tagout and know the established procedures. This course is designed to raise your awareness about the importance of lockout/tagout and teach you both when and how to follow the procedures every time they're needed.

### Reasonable Suspicion Testing: What Supervisors Need to Know

**Audience:** All persons designated to supervise CMV drivers

**Length:** 90 minutes

**Regulations Covered:** Helps comply with 49 CFR 382.603

**Cost:**

Section 382.603 requires that all persons designated to supervise drivers receive at least 60 minutes of training on alcohol misuse and an additional 60 minutes of training on controlled substances use. This required training is used by supervisors to determine whether reasonable suspicion exists to require a driver to undergo testing under Sec. 382.307.

### Safe & Smart Non-CDL Defensive Driving for the Inexperienced Driver

**Audience:** Inexperienced Non-CDL Drivers

**Length:** 170 minutes

**Regulations Covered:** NA

**Cost:**

As part of Safe & Smart Driver Training, the Non-CDL Driver Training for Inexperienced Drivers courses provide safer, smarter training for all company sizes. Inexperienced drivers are those who have been operating a CMV for a year or less and require more in-depth orientation training. This course includes the following modules:

- Communication
- Distracted Driving
- Driving Emergencies

- Extreme Driving Conditions
- Hazard Perception
- Night Driving
- Skid Control and Recovery
- Speed and Space Management
- Visual Search

### Safe & Smart Non-CDL Defensive Driving for the Experienced Driver

**Audience:** Experienced Non-CDL Drivers

**Length:** 108 minutes

**Regulations Covered:** NA

**Cost:**

As part of Safe & Smart Driver Training, the Non-CDL Driver Training for Experienced Drivers courses provide safer, smarter training for all company sizes. Experienced drivers are those who have been operating a CMV for more than a year and need a refresher on key topics. This course includes the following modules:

- Communication
- Distracted Driving
- Extreme Driving Conditions
- Hazard Perception
- Night Driving
- Skid Control/Recovery and Other Emergencies
- Speed and Space Management
- Visual Search

### Safe & Smart Entry Level Driver Training

**Audience:** Drivers applying for an initial CDL or upgrading their current CDL

**Length:** 13 hours

**Regulations Covered:** 49 CFR Parts 380, 382, 383, and 390-399

**Cost:**

These courses can be used to help satisfy the theory instruction portion of

the new entry-level driver training (ELDT) requirements that went into effect on February 7, 2022. To satisfy the theory instruction requirements, these courses must be assigned and administered by a school or other entity listed on the Federal Motor Carrier Safety Administration's Training Provider Registry (TPR). To satisfy the complete ELDT training requirements, the school or entity conducting the training must provide the driver-trainee "behind-the-wheel" instruction in addition to theory instruction. As part of Safe & Smart Driver Training, these entry-level driver training courses provide safer, smarter training for all company sizes. Training courses can be used with the Entry-Level Driver Training: Obtaining A CDL student manual and trainer manual for a comprehensive ELDT program. Modules include:

- Backing and Docking
- Basic Business Practices
- Basic Control
- Canada: Crossing the Border
- Canada: Hours of Service and Daily Vehicle Inspections
- Canada: Sizes, Weights, and Measurements
- Communication
- Compliance, Safety, Accountability (CSA)
- Control Systems/Dashboard
- Coupling Trailers
- Distracted Driving
- Drugs/Alcohol
- Environmental Compliance Issues
- External Communications
- Extreme Driving Conditions: Extreme Driving Conditions
- Extreme Driving Conditions: Mountain Driving
- Extreme Driving Conditions: Preparing for Extreme Driving Conditions
- Fatigue and Wellness Awareness
- Handling and Documenting Cargo
- Hazard Perception
- Hours of Service Requirements: Record of Duty Status

- Hours of Service Requirements: Short-Haul Rules
- Hours of Service Requirements: Working Time
- Human Trafficking
- Identifying Brake Defects
- Identifying Drive Train Defects
- Identifying Engine Compartment Defects
- Identifying Frame, Axle, and Suspension Defects
- Identifying Steering and Coupling Defects
- Identifying Wheel and Tire Defects
- Maintenance
- Medical Requirements
- Night Operation
- Orientation
- Post-Crash Procedures
- Pre-and Post-Trip Inspections: On-the Road Inspection
- Pre-and Post-Trip Inspections: Post-Trip Inspection
- Pre-and Post-Trip Inspections: Pre-Trip Brake Systems
- Pre-and Post-Trip Inspections: Pre-Trip Engine
- Pre-and Post-Trip Inspections: Pre-Trip In-Vehicle
- Pre-and Post-Trip Inspections: Pre-Trip Lights
- Pre-and Post-Trip Inspections: Pre-Trip Walk-Around
- Pre-and Post-Trip Inspections: Vehicle Inspection Basics
- Railroad-Highway Grade Crossings
- Roadside Inspections
- Shifting/Operating Transmissions
- Skid Control: Driving Emergencies
- Skid Control: Skid Control and Prevention
- Space Management
- Special Rigs
- Speed Management
- Trip Planning
- Uncoupling Trailers
- Visual Search
- Whistleblower/Coercion

## Safe & Smart CDL Class A Driver Training

**Audience:** CDL Class A drivers

**Length:** 12 hours

**Regulations Covered:** NA

### Cost:

As part of Safe & Smart Driver Training, the CDL Class A Driver Training courses provide safer, smarter training for all company sizes. Inexperienced drivers are those who have been operating a CMV for a year or less and require more in-depth orientation training. Modules include:

- Backing, Parking, and Docking
- Basic Controls
- Becoming a Professional Driver
- Compliance, Safety, Accountability (CSA)
- Control Systems
- Coupling Trailers
- Dash Cameras
- Defensive Driving: Communication
- Defensive Driving: Distracted Driving
- Defensive Driving: Driving Emergencies
- Defensive Driving: Extreme Weather Conditions
- Defensive Driving: Hazard Perception
- Defensive Driving: Mountain Driving and Curves
- Defensive Driving: Night Driving
- Defensive Driving: Preparing for Extreme Conditions
- Defensive Driving: Skid Control and Recovery
- Defensive Driving: Speed and Space Management
- Defensive Driving: Visual Search
- Fatigue and Wellness
- Handling and Documenting Cargo
- Hours of Service: Record of Duty Status
- Hours of Service: Short-Haul Rules
- Hours of Service: Working Time
- Human Trafficking Awareness
- Identifying Brake Defects
- Identifying Drive Train Defects

- Identifying Engine Compartment Defects
- Identifying Frame, Axle, and Suspension Defects
- Identifying Steering Defects
- Identifying Wheel and Tire Defects
- Post-Crash Procedures
- Post-Trip Inspections
- Pre-Trip Vehicle Inspection: Brake System
- Pre-Trip Vehicle Inspection: Engine and Front Axle
- Pre-Trip Vehicle Inspection: In Vehicle
- Pre-Trip Vehicle Inspection: Lights
- Pre-Trip Vehicle Inspection: Walk Around
- Railroad Crossings
- Roadside Inspections
- Shifting and Operating Transmissions
- Trip Planning
- Uncoupling Trailers
- Vehicle Inspection Basics
- Vehicle Inspections: On-the-Road Inspections

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

**Audience:** All employees

**Length:** 13 minutes

**Cost:** \$25/per person

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/per person\*\*

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/per person\*\*

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/per person\*\*

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/per person\*\*

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/per person\*\*

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/per person\*\*

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.

### **Sexual Harassment Prevention Training for Employees\***

**Audience:** All employees

**Length:** 63 minutes

**Cost:** \$100/per person

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/per person

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

### **Substance Abuse Training for Employees**

**Audience:** All employees

**Length:** 60 minutes

**Regulations Covered:** NA

**Cost:**

Substance Abuse Training for Employees is an informative and interactive course designed to help your employees understand the issue of substance abuse in the workplace, how your company's substance abuse policy affects your employees, as well as their role in complying with that policy.

### **Substance Abuse Training for Supervisors**

**Audience:** All supervisors

**Length:** 50 minutes

**Regulations Covered:** NA

**Cost:**

Employers have enormous potential to protect their businesses from the negative impact of substance abuse by educating employees and encouraging individuals with substance abuse problems to seek help. This course is designed to help supervisors learn about the dangers of substance abuse in the workplace, and understand their role as supervisors in enforcing their company's substance abuse policy.

### **Workplace Bullying and Violence Training for Employees**

**Audience:** All employees

**Length:** 30 minutes

**Cost:** \$25/per person

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/per person

**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/per person\*\*

**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.

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

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

**Length:** 15 minutes

**Cost:** \$25/per person\*\*

**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/per person\*\*

**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.

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

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

**Length:** 15 minutes

**Cost:** \$25/per person\*\*

**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.

### **Workplace Safety Basics Course**

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

**Length:** 60 minutes

Available in English and Spanish

**Cost:** \$75/per person

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