

1002e

Safety Orientation in Office

(Office) (English) (14 Minutes)

Designed for office workers and focuses on the most common hazards and resulting injuries in an office. Discusses chairs, ladders, office equipment, video display terminals, safe lifting, fire prevention, and more.

DVD: \$134.95 VHS: \$99.95

1008e

Office Safety Basics

(Office) (English or Spanish) (8 Minutes)

Surveys the safety issues of working in an office environment, which has its own set of dangers and hazards, including slips, trips, falls, open file drawers, and dangerous paper cutters. A brief survey of good ergonomic technique.

DVD: \$160.00 VHS: \$125.00

Check out our no hassle preview policy at
<http://oshasafetyvideos.com/information/preview.htm>

1003e

Video Display Terminal Safety

(Office) (English) (11 Minutes)

Directed towards individuals using VDTs. Discusses the myths about electromagnetic radiation and other effects of VDT usage. VDTs are safe if properly used. Explains how to avoid eye strain and the persistent neck and backaches when working with VDTs.

DVD: \$134.95 VHS: \$99.95

1004e

Lifting Safely in Office

(Office) (English) (9 Minutes)

Developed for office workers who need to be trained in safe lifting techniques. Explains how the back functions, and using proper lifting techniques.

DVD: \$134.95 VHS: \$99.95

1005e

Hazard Communications for Office Personnel

(Office) (English) (9 Minutes)

Oriented to the office environment, this video discusses basic hazard communications, and chemicals used in the office.

DVD: \$134.95 VHS: \$99.95

1006e

Reducing Unsafe Acts of Office Employees

(CC)

(Office) (English) (10 Minutes)

Most incidents and injuries are the result of unsafe acts of employees. This program explains what unsafe acts (behavior) are and how to prevent the cause of most injuries. Explains safety counseling for employees who commit unsafe acts/behavior.

DVD: \$134.95 VHS: \$99.95

1007e

Safety and the Supervisor

(CC)

(Office) (English) (20 Minutes)

Supervisors are responsible for safety, not the company safety manager. Explains a safety program, how the supervisor's actions, enforcement of safety rules, and legal responsibilities are the key factors in an effective program.

DVD: \$134.95 VHS: \$99.95

(Add \$35 for Closed Captioning on DVD or Video)

Call us Toll Free!
(888) 443 – 1600

1009e

Ergonomics and VDTs

(Office) (English or Spanish) (10 Minutes)

Video Display Terminals are used in all offices. Improper use can lead to ergonomic injuries. This video covers work area adjustments, lighting/glare, workstation seating, screen positioning, good work practices, and accessories for VDTs.

DVD: \$160.00 VHS: \$125.00

1010e

Office & Computer Ergonomics

(CC)

(Office) (English or Spanish) (15 Minutes)

An in-depth look at ergonomics in the office environment: the art and science of fitting the workstation to the physical needs of the employee. Human behavior is an important factor in preventing ergonomic injuries. Various ergonomic injuries are discussed including tendonitis, Carpal Tunnel Syndrome, Musculoskeletal Disorders (MSDs). Components of an ergonomic workstation, good work habits, and exercises are also addressed. Includes written materials on CD-ROM (English Only).

DVD: \$160.00 VHS: \$125.00

(Add \$35 for Closed Captioning on DVD or Video)

1011e (CC)

**What to do in Case of a Workplace
Emergency**

(Office) (English or Spanish) (17 Minutes)

What if it's a fire, earthquake, tornado, or bomb threat there are some basic things that every employee must know in order to respond properly. This video gives solid guidelines for dealing with emergencies, including earthquakes, fire evacuations, chemical spills, and how to use fire extinguishers.

DVD: \$160.00 VHS: \$125.00

(Add \$35 for Closed Captioning on DVD or Video)

1012e

Cyber Crime & Privacy

(Office) (English or Spanish) (17 Minutes)

There are many legal cyber issues other than hacking. This video covers the different laws and Federal Acts that deal with economic espionage, copyright infringement, computer security, and privacy issues. Viruses and pornography are also addressed.

DVD: \$160.00 VHS: \$125.00

Call us Toll Free!
(888) 443 – 1600

1013e

Homeland Security for Business

(Office) (English) (20 Minutes)

This video is about what an employer and employee can do to help prepare for an emergency. This program will help make you aware of potential threats and risks to your security. Program covers Anthrax, Nuclear, Chemical and Biological exposures.

DVD: \$160.00 VHS: \$125.00

1014e

**Administrative Assistant - Improving
Job Skills**

(Office) (English) (20 Minutes)

Educational Organizations. This comprehensive video explains the many responsibilities of Administrative Assistant/Executive Secretaries, from telephone protocol to office equipment, communications, job strategies, how to handle difficult people, confidentiality and much more. The video is accompanied by a written manual, developed specifically for the position and how to improve administrative secretary job skills.

DVD: \$160.00 VHS: \$125.00