



**sam**<sup>®</sup>

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documentation system  
from secova

## Our sam<sup>®</sup>-Training courses

1.10.2022

Our sam<sup>®</sup> EHS Base System already contains a variety of free training templates and e-learning topics in German. You can therefore use these training topics to directly instruct your employees. All topics are of the highest quality, their effectiveness is monitored and they are all set out as 15 minute lessons.

The lessons can naturally also be used and translated as templates for company-internal adaptations.

Over 100 e-learning topics in English are already integrated in sam<sup>®</sup> (marked with 🇬🇧). Are you also active in the United States? Here, too, we support you with a large number of training templates in English and Spanish in accordance with OSHA regulations (marked with 🇺🇸 🇪🇸).

We would be happy to provide the translations for you. Just contact us.

***We are looking forward to hearing from you!***  
***Your secova team***





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### ACTIVITIES

- Arc Welding
- Bitumen - Safe Handling
- Building Operator/Maintenance Technician
- Bulk Solids - Safe Handling
- Cash Desks - Caution Robbery!
- Cash Desks - Safe Working (Credit Institutions)
- Cleaning - But Safely!
- Cold Media - Safe Handling
- Cold Workplaces
- Confined Spaces
- Construction Site - Protection of Road Traffic
- Construction Site - Safe Working
- Dust - Safe Working
- Flange Connection - Secure Mounting
- Gas Pipelines - Working Safe in Energy Supply
- Gas Welding
- Hot Media - Safe Handling
- Hot Work Places
- Landscaping and Gardening Maintenance - Working on Trees
- Landscaping and Gardening Maintenance - Working Safely
- Lifting and Carrying
- Neophytes - Dangerous Plants
- Oak Processionary - Caution Defensive Bristles
- Pigeon Droppings - Caution Health Hazard!
- Pits - Safe Access
- Pulling and Pushing
- Rail Areas - Safe Behaviour
- Road Marking - But Safety!
- Sampling - Liquids
- Swimming Pool - Safe Working
- Water - Safe Working on and near by
- Winter Service - But Safe!

### ELECTRICAL TOPICS

- Electrical Current - Hazard Basics
- Electrical Engineering Organization
- Electromagnetic Fields
- Electrical Equipment - Portable
- Electronic Equipment - Increased Electrical Risk
- Qualified Electricians - Call Switching
- Qualified Electricians - The 5 Safety Rules
- Qualified Electricians - Working on or in the vicinity of live parts

### ELSTATIC LEARNING UNITS

#### ELECTROSTATIC HAZARDS: P-SERIES (PRACTICE)

- Decanting of Inflammable Liquids
- Filling of Toluene
- Floor
- Frequently Asked Questions
- Hoses (Dusts)
- Hoses (Liquids)
- Hybrid Mixture
- Personal Protective Equipment (Protective footwear)
- Personal Protective Equipment (Protective gloves)
- Plastic Bag
- Plastic Barrel

### ELSTATIC LEARNING UNITS

#### ELECTROSTATIC HAZARDS: T-SERIES (THEORY FOR SAFETY ENGINEERS, OSH PROFESSIONALS)

- Cleaning Plastic Barrels
- Fire and Explosion Hazards



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- Flowing Fluids
- Formation of Electrostatic Charge
- Gas Discharges
- Induction
- Measurement Methods
- Measurement Procedures
- Optimizing the Charge Neutralization
- Resistor - Amount of Charge
- Rigid Intermediate Bulk Container (Filling, Emptying, Stirring)
- Zones + Categories

### ENVIRONMENTAL PROTECTION

- Environmental Protection in the Company - Basics
- Saving Energy in the Company
- Water Pollutant Substances

### EQUIPMENT

- Abrasives - But Safely!
- Batteries (stationary) - Safe Handling
- Conveyor Belts - Safe Handling
- Cutting Machinery - Safe Working
- Earth-moving Machinery - Safe Handling
- Elevators - Safe Handling
- Gas Cylinders - Safe Handling
- Gas-alarm Installations - Correct Handling
- High-Pressure Cleaners- Safe Working
- Hose Lines - Safe Handling
- Ladders and Steps
- Laser Installations - Safe Operation
- Lifting Means
- Lithium ion batteries
- Lockout-Tagout (LOTO)
- Maintenance - Systems and Machinery
- Maintenance Vehicles (Part 1)
- Maintenance Vehicles (Part 2)
- Press Fitters
- Presses - Safe Operation (Metal Working)

- Pressure Equipment/Vessels – Safe Handling
- Scaffolds (Stationary) - Building, Modifying and Dismantling
- Scaffolds (Stationary) - Safe Handling
- Shelves - Working Safely
- Tools - Safe Handling part 1 (Hand Tools)
- Tools - Safe Handling part 2 (Hand Machinery)
- Winches, Lifting and Pulling Devices - Safe Handling
- Woodworking Machinery - Correct Handling

### FIRE & EXPLOSION PROTECTION

- Explosion Protection - Basics
- Explosion Protection - Flammable Dusts
- Explosion Protection - Flammable Gases
- Explosion Protection - Flammable Liquids
- Fire Protection

### FIRST AID

- First Aid - Part 1 (Basics)
- First Aid - Part 2 (Measures)
- First Aid - Part 3 (Measures)

### HAZARDOUS GOODS

- Transporting Dangerous Goods - Basics
- Transporting Dangerous Goods - Drivers
- Transporting Dangerous Goods - Receivers and Unloaders
- Transporting Dangerous Goods - Senders and Packers
- Transporting Dangerous Goods - Shippers and Fillers



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### HAZARDOUS SUBSTANCES

- Alkalis and Acids
- Ammoniak - Safe Handling
- Asbestos - Safe Handling
- Benzene - Safe Handling
- Biological Working Materials - Working Safely!
- Corbon Dioxide - Safe Handling
- Chlorine - Safe Handling
- CMR Substances - Safe Working
- Cooling Lubricants - General
- Cooling Lubricants - Protective Measures
- Gases - in General
- Gases - Spray Cans & Cartridges
- Hazardous Substances - Safe Handling
- Hydraulic Liquids - Safe Handling
- Hydrofluoric Acid - Safe Handling
- Hydrogen - Safe Handling
- Legionella - Hygiene at Water-Bearing Systems
- Liquid Gas - Safe Use
- Mineral Wool - Insulating Materials - Safe Handling
- Nanomaterials - Small and Dangerous?
- Nitrogen - Safe Handling
- Organic Peroxides
- Oxygen - Safe Handling
- REACH - Interesting Facts
- Solvents - Safe Handling
- Welding - Pollutants

### HYGIENE / INFECTION PROTECTION

- Flu - Useful Information
- Hantavirus - Caution Risk of Infection!
- Hygiene - Food and Kitchens
- Hygiene - Personnel (Food Processing)
- Infection Protection - Instruction §35 IfSG
- Infection Protection - Instruction §43 IfSG

- Infection Protection - Useful Facts
- Pandemia: Swine Flu - Hygienic/ Protective Measures

### LABORATORY / MEDICINE

- GMP - Basics
- GMP - Personal Hygiene
- Laboratory - Working Safely (Basics)
- Laboratory - Working Safely with Devices and Equipment
- Needlestick Injuries
- Cytostatics - Safe handling

### MINI-TOPICS / OPTIONAL TRAINING COURSES

- Canteen - But Healthy!
- Coronavirus - Correct Ventilation
- Coronavirus - Working Safety during the Pandemic
- Crane - Short Rules
- Crane Exam - Short Rules
- Ear Plugs
- Earth-Moving Machinery
- Elevating Work Plattform - Short Rules
- Earth-Moving Machinery
- Exercise - Fit at work
- Face Mask - Proper Placement
- Forklift - Short Rules
- Forklift Exam - Short Rules
- Hand Washing -But Correctly!
- Healthy Eating
- Maternity Protection - For Employees
- Meeting Rules - Useful Information
- Parental Leave - Useful Information
- Pedestrian-Controlled Trucks - Short Rules
- Respiratory Protection FFP2 - Correct Handling during the Pandemic



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### OFFICE

- Computer Workstations
- Heat & Office Work - But Safely!
- Home-Office - Useful Information
- Working safely in an Office

### PERSONAL PROTECTIVE EQUIPMENT

- Personal Protective Equipment - Eye/Face Protection
- Personal Protective Equipment against Falls from a Height
- Personal Protective Equipment - Part 1
- Personal Protective Equipment - Part 2
- Personal Protective Equipment - Respiratory Equipment

### RADIATION PROTECTION

- Radiation Protection - Basics
- Radiation Protection - Protective Measures (Industry)

### SAFETY AT WORK / GENERAL

- Alcohol, Drugs, etc. - For Employees
- Alcohol, Drugs, etc. - For Supervisors
- Allergies - Worth knowing about
- Coordination in the Company - External Company Coordinator
- Health and Safety at Work - Rights, Duties and Background for Employees
- Health and Safety at Work - Duties of the Supervisor
- Lacerations
- Lone Working - But Safely!
- Maternity Protection - For Employees
- Maternity Protection - For Employees/ Supervisors

- Noise
- Occupational Health Check - What is it good for?
- Optical Radiation - Beware of the Sun!
- Permits - Basics
- Psychological Stress - Useful Facts for Employees
- Psychological Stress - Useful Facts for Sypervisors
- Risk Assessment - Useful Information (for Management Personal)
- Safety and Health Signs and Signals
- Safety Officer
- Safety Officer - Interesting Facts for Employees
- Shift/Night work - No Problem!
- Skin Protection
- Ticks - Dangerous Bite!
- Vibrations and Oscillations
- Walk - But Safely!
- Youth Employment Protection - Useful Information

### TRAFFIC AND TRANSPORTATION

- Business Trip - Safe on the Route
- Cargo Securing - Part 1 (Legal and Physical Basics)
- Cargo Securing - Part 2 (Types and Calculation)
- Cargo Securing - Part 3 (Load Lashing and Tools)
- Cargo Securing - Vans and Cars
- Crane Driver - Safe Working
- Cycling - But Safely!
- Driving - But Eco-Friendly!
- Driving in Autumn and Winter
- Driving Time and Rest Periods for Drivers
- Forklift - Safe Handling
- In-House Transport
- Load-Carrying Equipment - Hosting Operation



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- Pedestrian-Controlled Trucks - Safe Handling
- Sales Force - Safety on the Road
- Slinging Loads
- Slings
- Street Traffic - Behave Safely!
- Truck Loading Crane - Safe Operation
- Vehicles - Safe Operation

### USEFUL INFORMATIONS

- Antitrust Law
- Bullying and Fairness at the Workplace
- Construction Site Coordinator
- Corruption
- Data Protection - Basics (Level 1)
- Data Protection - Data Processing (Level 1)
- Delegation of Duties to Executives
- Email Etiquette - Electronic Correspondence 101
- Exhibition Stand - Correct Behaviour
- Export Control - Useful Information
- General Equal Treatment Act (AGG) - for Employees
- General Equal Treatment Act (AGG) - for Supervisors
- Intercultural Competence - Africa
- Intercultural Competence - Arab World
- Intercultural Competence - China
- Intercultural Competence - Japan
- Intercultural Competence - Latin America
- Intercultural Competence - Russia
- Intercultural Competence - India
- IT at the Workplace - But Safely!
- Near Misses - Important Facts
- Product Safety - Useful Information - for Employees
- Quality Management - Basics
- Ruling on Working Hours - Interesting Information
- The 5S Methodology in the Workplace - for Employees

- Violence - Dealing with Aggressive Persons

### WASTE

- Electrical Equipment Waste - Proper Disposal (Part 1)
- Electrical Equipment Waste - Proper Disposal (Part 2)
- Used batteries - Collect, pack and prepare for transportation
- Used batteries - Worth knowing about
- Waste - Correct Disposal!
- Waste Collection - Safe Working

### SAM<sup>®</sup>-TEMPLATE

- Sample - Access Control and Visitor Management
- Sample - Code of Conduct
- Sample - Driving Licence Check
- Sample - Good Scientific Practice
- Sample - Initial Training for New Employees
- Sample - Operating Instructions (GefStoffV)
- Sample - Operating Instructions (Work Equipment)
- Sample - Training Course External Companies
- Sample - sam<sup>®</sup> Template for Editors