



# **Our sam®-Training courses**

17.07.2023

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 <del>\*</del> ). 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* 







17.07.2023

# **ACTIVITIES**

- 👙 <del>常</del> Arc Welding
  - Bitumen Safe Handling
  - Building Operator/Maintanance 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
- 👙 <del>米</del> 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
- 👙 <del> +</del> Lifting and Carrying
  - Neophytes Dangerous Plants
  - Oak Processionary Caution Defensive Bristles
  - Pigeon Droppings Caution Health Hazard!
- 👙 <del>米</del> Pits Safe Access
- 👙 <del>米</del> 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**

- 💈 틒 <del>米</del> 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





17.07.2023

- 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 🛛 😔 틒 쀿 First Aid Part 1 (Basics)
  - + Elevators Safe Handling
- 👙 🟶 Gas Cylinders Safe Handling
  - Gas-alarm Installations Correct Handling
- High-Pressure Cleaners- Safe Working
- 👙 🟶 Hose Lines Safe Handling
- + 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 Liquids
- 💿 🚔 🏪 🔹 Fire Protection

#### **FIRST AID**

- 💿 🍧 🏶 First Aid Part 2 (Measures)
- 💿 🍧 🏶 First Aid Part 3 (Measures)

# **HAZARDOUS GOODS**

- Item 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





# Our sam®-Training courses

17.07.2023

# **HAZARDOUS SUBSTANCES**

- 💿 🥌 🏶 🛛 Alkalis and Acids
  - Ammoniak Safe Handling
  - 👙 <del>‡</del> 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
  - 틎 <del> +</del> 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?
  - 👙 <del>‡</del> Nitrogen Safe Handling
    - Organic Peroxides
  - 👙 <del>‡</del> Oxygen Safe Handling
    - REACH Interesting Facts
  - 👙 <del> +</del> Solvents Safe Handling
    - Welding Pollutants

#### **HYGIENE / INFECTION PROTECTION**

- + Flu Useful Information
  - Hantavirus Caution Risk of Infection!
  - Hygiene Food and Kitchens
- 🟮 틅 🟶 Hygiene Personnel (Food Processing)
  - Infection Protection Instruction for Employees in Communal Facilities
  - Infection Protection Instruction for Employees working in the Food Sector
- 🔕 🍧 🕀 Infection Protection Useful Facts

# **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
- - Crane Short Rules
  - Crane Exam Short Rules
  - Ear Plugs
  - + Earth-Moving Machinery
    - Elevating Work Plattform Short Rules
    - Earth-Moving Machinery
  - Exercise Fit at work
- 🕽 틒 <del>‡</del> Face Mask Proper Placement
  - Forklift Short Rules
  - Forklift Exam Short Rules
  - Hand Washing -But Correctly!
  - Healthy Eating
  - Meeting Rules Useful Information
  - Parental Leave Useful Information
  - Pedestrian-Controlled Trucks Short Rules
  - Respiratory Protection FFP2 Correct Handling during the Pandemic

#### OFFICE

- 📀 틒 🏶 Computer Workstations
  - Heat & Office Work But Safely!
  - Home-Office Useful Information
- 📀 틒 <del>‡</del> Working safely in an Office





17.07.2023

# 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 Employer/ Supervisors
- 👙 🕀 🔹 Noise
  - Occupational Health Check What is it good for?
- 👙 🏶 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
- 👙 🏶 Skin Protection
  - Ticks Dangerous Bite!
    - Vibrations and Oscillations
- 🚔 🐥 Walk But Safely!
  - Youth Employment Protection Useful Information

# **TRAFFIC AND TRANSPORTATION**

- House a state 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
- 🚔 <del>‡</del> Cycling But Safely!
  - 🕀 Driving But Eco-Friendly!
- 👙 🕀 Driving in Autumn and Winter
  - Driving Time and Rest Periods for Drivers
- 👙 <del>‡</del> Forklift Safe Handling
- 👙 🟶 In-House Transport
  - Load-Carrying Equipment Hosting Operation
- Pedestrian-Controlled Trucks -Safe Handling
  - \* Sales Force Safety on the Road
  - Slinging Loads
- 👙 <del>常</del> Slings
- \* Street Traffic Behave Safely!
  - Truck Loading Crane Safe Operation
- 👙 <del>‡</del> Vehicles Safe Operation





17.07.2023

# **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 Agressive 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®-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