Intelligently Illustrated

Continuing Education Visual Learning Series

2019 Version
Employees who are busy with their work need every advantage in workplace training, and so does the employer. Put your employees on the fast-track to understanding workplace hazards and safety mitigation with our workbooks.

Well-organized, logic based training material that is not just a rehashed mix of regulations. We utilized two internal philosophies in creating them: 1) Illustrate (hand drawn) all parts, even the hazards (yet without blood and gore) and 2) Say it in as few words as possible. This process makes learning through our workbooks more efficient.

How We Built

We started seven years earlier, took 20,000 pictures, wrote hundreds of pages of notes, studied regulations and collected over 250 safety alerts. We then sat down and hand drew about nine thousand illustrations and created these workbooks. Afterward we submitted them to 30 different industry and safety professionals for review, including former OSHA officers. The result(s) is the most robust and efficient collection of training materials ever assembled. This is safety training re-invented.

Why Illustrate and balance issues?

We built on a well-established psychological principle that people think in pictures. The results are products that company safety representatives have described to us as “culture changers”. These materials are attractive to employees and compel employees to work through them akin to continuing education courses which, breeds knowledge retention. Those employees become versed in workplace hazards and safety responses / safeguards because they work for it.

Portable to the worksite

We build workbooks because they are portable to the worksite – extending safety training (and contemplation) long beyond classroom time constraints. This is far more powerful than employees attending a safety lecture.

Continuing Education

You can provide our workbooks to employees to complete on their own, in a continuing education process. These workbooks are not easy to complete but employees will learn from them. Most employees are up for this kind of challenge.
Benefits of VLS Workbooks
You’ve not seen safety and training like this!

Graphic Safety company has created a complete series of Visual Learning Workbooks to help you accomplish your work and safety training needs. Establishing common knowledge is basic to encouraging common sense.

<table>
<thead>
<tr>
<th>Engineered to teach work steps and hazards together.</th>
<th>Illustrations are compelling for visual learners.</th>
<th>Safety Alerts integrated to provide authenticity. Over 230 Safety Alerts imbedded across the series</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety steps in the work process illustrated. Chronologically organized.</td>
<td>Lockout/Tagout shown at key points.</td>
<td>Format teaches the foundation for the JSA process.</td>
</tr>
<tr>
<td>Dropped objects shown at key points.</td>
<td>STOPs shown at key points.</td>
<td>Self-paced, self-guided workbooks can be incorporated at a low cost.</td>
</tr>
</tbody>
</table>

Blending Training Methodologies to Boost Employee Comprehension

Graphic Safety, LLC designs work & safety training workbooks to maximize student/employee learning because we know your company time is valuable. Get the most out of your training dollars by utilizing these workbooks!

1. Intelligently illustrated for visual learning which is processed much faster by the brain than words. Illustration greatly increases the comprehensibility of the training. Also contains inherent linguistic appeal for any language spoken.

2. Portability means that each employee has their own copy and can carry and use them on the worksite or at home. This greatly expands the learning potential beyond time-constraints of classroom lectures.

3. With challenge questions on most pages of the workbook, student engagement is required, which greatly reduces student boredom vs sitting through a PowerPoint lecture. This provides maximum knowledge retention.

4. When we illustrate workplace training & safety issues we collaborate and determine “key points”. This is outlined in the famous ‘Training Within Industry’ (TWI) Manual. This is the manual (and the method) that made Japanese products so successful. We weigh the value of each illustration carefully because it is a lot of work. But the harder we work, the greater the probability of comprehension on the part of student/employees. Designing for the learner means people “come up to speed” much quicker. This is a plan for success!

Safety should not be segregated as abstract notions but should be engineered/integrated with the work. Our workbooks are portable, learnable and teachable. When your employees work through our workbooks, they will know safety!
How to Use Graphic Safety Training Workbooks

Classroom

The workbooks are perfectly usable in the classroom. PowerPoints can be built as guides. The main point of a workbook is to engage the student in work to gain education on the subject matter. The hands-on of writing does just that while deepening understanding and provoking memory of the subject. This is the same method used in colleges.

Practice test questions and student written answers throughout remind employees about the subject after the workbooks have been returned to the employee. The workbook remains as a reference, long after the classroom time has passed. To that end, Supervisors/Instructors should read each of the employee answers and coach in correcting errors until the student/employee has the correct answer.

Field Use

Another way to utilize the safety training workbooks is to allow the students/employees to complete them as their spare time allows. This removes the time-constraint of classroom meetings. Supervisors and other employees can coach answers naturally. Supervisor re-enforcement of training occurs normally in every workplace. However, the workbook provides structured guidance. This method encourages hands-on training. Value increases because instruction is more thorough. More safety is found in multiplying instructors. Answers should be checked against the Instructor Version of the workbook for accuracy.

Completed tests (back pages) are designed to be torn out and archived. Student/employee names, dates and scores should be recorded in your training log.

Complete the certificate and return it to the student/employee along with the workbook. Student/employees keep the workbooks for further reference.

Workbooks are the highest quality training method for student/employees, and the most efficient training method for supervisors/instructors.
The Visual Learning Series provides a huge advantage in educating employees about jobs and hazards.

- Color balanced and well designed
- Removable tests are Scantron and GradeCam compliant
- Employees keep their own copies
- Field or classroom ready

<table>
<thead>
<tr>
<th>Title</th>
<th>Applies to</th>
<th>Pages</th>
<th>Illustration count</th>
<th>Single-sided or double-sided</th>
<th>Notes</th>
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<tr>
<td>Metal Fabrication Shop Safety Training Workbook</td>
<td>Production Refineries Well Service Construction</td>
<td>105</td>
<td>&gt;800</td>
<td>Double</td>
<td>Full safety training + hazard recognition, much more than just new employee orientation.</td>
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</table>

Tests
2 – Tear-out recordable test – 40 questions total
2 – Visual Learning Hazard Recognition practice tests.
27 - Practice test questions* (no answers provided to students - available in Instructor Copy).

Table of Contents

- Fabrication Shop Safety
- Fit for Duty
- Safety Rules
- Hazard Assessment
- Hazard Assessment Form
- PPE on the worksite
- Head Hazards and Protection
- Eye/face Hazards and Protection
- Foot Hazards and Protection
- Noise Hazards and Protection
- Noise Hazards – How Loud is Too Loud?
- Cold Hazard
- Cold Hazard – Emergency Response
- Heat Hazard
- Heat Hazard – Emergency Response
- Heat Index Chart
- Hazard Recognition – Classroom Practice Test
- Lifting Hazards
- Safe Work Procedures
- Lifting & Hoisting Materials
- Lifting & Hoisting - Synthetic Slings
- Synthetic Slings Inspection
- Lifting & Hoisting – Forklifts & Hazards
- Jack Stands - Prepare for Pipe Jack Stand Use
- Jack Stands - Adjust Height
- Jack Stands - Heads
- Jack Stands - Stability Considerations
- PPE for Welding & Cutting
- Welding & Related Hazards
- Welding/Working in a Confined Space
- Cutting Torch Hazards
- Cylinders & Hazards
- Oxygen/Acetylene Hazards
- Safety Alert – Barrell Explosion!!
- Prepare for Grinder Use
- Grinding - Electrical Safety
- PPE for Grinding
- Grinder Maintenance
- Grinder Operation Guidelines
- Fabrication Shop Safety Test #1
- Power Tools
- Working at Heights – Ladders
- Working at Heights - Scaffolds
- Working at Heights - Manlift
- HAZCOM (Hazard Communication)
- GHS Hazard Ratings
- Common Industrial Chemicals
- Chemical Protective Clothing (CPC)
- Chemical Decontamination
- Handling Hazardous Materials – Methanol
- Handling Hazardous Materials - Corrosives
- Chemical Hygiene Hazards
- Paint Hazards
- Respirators
- Hazard Material Storage
- Barrel Handling
- Barrel Spill Hazard
- Tool Use Hazards
- Cutting Guide
- Electrical Hazards
- Grounding Methods & Electrical Cord Hazards
- Batteries
- Lockout / Tagout – Hazard Recognition
- Machinery Hazards
- Maintenance
- Housekeeping
- Compressed Air
- Lashing (tying down) Loads
- Safety Alert! - Loose Cargo Smashes Through Windshield!
- Driving Hazards
- Shop Safety Inspection/Audit Form Checklist
- Emergency Response
- Fire Preparedness
- Hazard Recognition – Classroom Practice Test
- Fabrication Shop Safety Test #2
- Certificate of Completion
## Table of Contents

| Fire Hazards 1 | Fighting Fires 30 |
| Fire Preparedness 2 | Propane & BLEVE’s 35 |
| Personal Fire Safety 4 | Hot Work & Permitting 36 |
| Fuel Sources 6 | Fire Hazards – Digging 38 |
| Gas Detection & Monitoring 8 | Grinding Hazards 39 |
| Gas Detection & Monitoring – Gas Characteristics 10 | Cylinders & Hazards 42 |
| Gas Detection & Monitoring – Flammables 13 | Oxygen/Acetylene Hazards 44 |
| Flammable Vapors 16 | Cutting Torch Hazards 45 |
| Ignition Sources – Static Electricity 17 | Welder’s Protective Apparel 46 |
| Other Ignition Sources 18 | Welding & Related Hazards 47 |
| Fuels & Ignition Sources 19 | Welding & Related Hazards – Classroom Practice Test 52 |
| Fueling Equipment 23 | Fire Watch Responsibilities 53 |
| How Fire Works 24 | Fire Hazards Safety Summary 54 |
| Fire Extinguishers 26 | Fire & Hot Work Safety Test 55 |
| Fire Extinguishers – Wheeled Units 29 |
Oilfield Safety Training Workbook

<table>
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<th>Pages</th>
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<th>Single-sided or double-sided</th>
<th>Notes</th>
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Tests
1 – Tear-out recordable test – 20 questions
2 – Visual Learning Hazard Recognition practice tests.
38 - Practice test questions* (no answers provided to students - available in Instructor Copy).

Table of Contents

Location Hazards - Arriving on Worksite
Fit for Duty
Safety Rules
Workplace Violence
Short Service Employees
Behavior Based Safety
Job Safety Analysis (JSA)
STOP Policy is in Effect!
Permit to Work
Simultaneous operations / communications
PPE Required on the Worksite
Head Hazards and Protection
Eye/Face Hazards and Protection
Foot Hazards and Protection
Noise Hazards and Protection
Noise Hazards – How Loud is Too Loud?
Cold Hazard
Cold Hazard – Emergency Response
Heat Hazard
Heat Hazard – Alarming Signs
Heat Hazard – Emergency Response
Heat Index Chart
Hazard Recognition – Classroom Practice Test
Walking & Working Surfaces
Working at Heights – Ladders
Working at Heights - Personal Fall Protection
Working at Heights - Scaffolds
Working at Heights – MEWP (Mobile Elevating Work Platform)
Hazard of Confined Spaces - Atmosphere
Confined Space Permit
Excavation & Trenching Safety
HAZCOM (Hazard Communication)
GHS Hazard Ratings
Common Industrial Chemicals
Chemical Protective Clothing (CPC)
Chemical Decontamination
Handling Hazardous Materials - Methanol
Handling Hazardous Materials - Corrosives
Hygiene Hazards
Industrial Hygiene / Occupational Health
Paint Hazards
Respirators
Hazard Material Storage
Barrel Handling
Barrel Spill Hazard
Spill Response
Preventing Spills
Open Pits / Barricades / Disposal
Tool Use Hazards
Cheater Bar/Pipes
Cutting Guide
Hand Hazards
Electrical Hazards
Hydraulic Systems
Lifting Hazards
Lifting & Hoisting - Synthetic Slings
Synthetic Slings Inspection
Trucks & Hazards
Vehicle Backing / Spotting
Securing Loads
Lifting & Handling Loads
Journey Management
Work Safely Around Cranes
Electrical Contact Hazards
Lifting & Hoisting – Forklift Hazards
Driving Hazards
Wildlife
Hazard Recognition – Classroom Practice Test
Emergency Response
Weather
Fire Prevention and Preparedness
Fire Preparedness and Response
Fighting the fire
Fire Response
First Aid / CPR / AED Considerations
Bloodborne Pathogens
Incident Investigations
Lessons Learned
Oilfield Safety Training (OST) Test
Safety Icon Legend
Certificate of Completion

Now available in Spanish!
¡Ahora disponible en español!
<table>
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<tr>
<th>Title</th>
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<tr>
<td>Confined Space Entry Workbook</td>
<td>Drilling Rigs</td>
<td>45</td>
<td>300</td>
<td>Single</td>
<td>Universal for most industries.</td>
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<td>Gas detection &amp; Monitoring certification training.</td>
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<td>Refineries</td>
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<td>General Industry</td>
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<tr>
<td>Tests</td>
<td>1 – Tear-out recordable test – 20 questions</td>
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<td>13 - Practice test questions* (no answers provided to students - available in Instructor Copy).</td>
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**Table of Contents**

Confined Spaces
- Permit Required vs Non-Permit Required
- Hazards of Confined Spaces - Atmosphere
- Hazards of Confined Spaces - Physical Hazards
- Confined Space Permit
- Gas Detection & Monitoring – Initial
- Gas Detection & Monitoring
- Gas Detection & Monitoring – Flammables
- Gas Detection & Monitoring – No Alarm
- Confined Space – Tank Isolation
- Confined Space Ventilation – Types
- Purging
- Confined Space Ventilation – Controlling Hazards
- Safety Alert
- Confined Space Entering
- Confined Space Work
- Confined Space – Regular Hazards
- Confined Space – Changing Conditions
- Planning for Respirator (SCBA) Use
- Respiratory Protection
- Requirements for Respirator Use
- SCBA – How to Don (put on)
- SCBA – Use Tips
- Confined Space – Hot Work
- Sounding the Alarm
- Full Body Harness
- Safety Alerts
- Attendant Responsibilities
- Confined Space Hazards, Entry & Rescue Summary
- Confined Space Hazards, Entry & Rescue Test
- Certificate of Completion

<table>
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<th>Title</th>
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<th>Pages</th>
<th>Illustration count</th>
<th>Single-sided or double-sided</th>
<th>Notes</th>
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<tr>
<td>Forklift Operator Certification Workbook</td>
<td>Drilling Rigs</td>
<td>45</td>
<td>300</td>
<td>Single</td>
<td>Universal. While some value could be obtained for smaller, factory type forklift operators, this book largely applies to outdoor, shop and rough use type forklifts.</td>
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<tr>
<td></td>
<td>Oilfield</td>
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<td>Refineries</td>
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<td>General Industry</td>
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<td>19 - Practice test questions* (no answers provided to students - available in Instructor Copy).</td>
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</tbody>
</table>

**Table of Contents**

Safety Icons
- Introduction and Overview
- Operator Qualifications
- Types of Forklifts
- Forklift Parts
- Surfaces and Areas of Operation
- Operator’s Manual and Equipment Controls
- Steering Types
- Inspecting the Forklift
- Fuels
- Carbon Monoxide
- Batteries
- Safety Alert – Forklift Fatality
- Hydraulic Systems
- Inspecting the Forklift - Tires
- FORKLIFT OPERATOR’S DAILY REPORT
- Forklift Operation – Moving and Handling Loads
- Forklift Driving Skills - Lifting Principles
- Forklift Driving Skills – Handling Loads
- Reacting to a Tipover
- Rated Capacities / Load Center
- Hazard Recognition Classroom Test
- Forklift Operation – Near People
- Forklift Operation – Electrical Hazard
- Lifting & Hoisting – Hazard Recognition Test
- Vehicle Backing / Spotting
- Forklift Operation – Traveling with a Load
- Emergency Response
- Summary
- Forklift Operator Certification Test
### MEWP (Aerial Lift) Operator Certification Workbook

**Title**: Mobile Elevating Work Platform (MEWP) Safety Icons

**Applies to**: Drilling Rigs, Oilfield Refineries, General Industry

**Pages**: 37

**Illustration count**: 300

**Single-sided or double-sided**: Single

**Notes**: Universal across industry

### Tests
- 1 – Tear-out recordable test – 10 questions
- 15 - Practice test questions* (no answers provided to students - available in Instructor Copy).

### Table of Contents

- Mobile Elevating Work Platform (MEWP)
- Causes for Falling Out of Manlift Basket
- Manlift Operating Skills
- Introduction and Overview
- Manlift Operating – Electrical Hazards
- Introduction and Accident Statistics
- Manlift Operating – Material Handling
- Operator Qualifications
- Manlift Operating – Stability
- Types of Manlifts
- Manlift Operating – Scissor Lifts
- MEWP Use/Type Decision Guide
- Safety Alert – Manlift Collapse
- Steering Types
- Manlift Operating Hazards – Classroom Practice Test
- Surfaces and Areas of Operation
- Inspecting the Manlift
- Operator's Manual and Equipment Controls
- Hazard Recognition
- Inspecting the Manlift Tires
- Manlift Operating Hazards
- Batteries
- Looking for Manlift Basket Collapses!
- Hydraulic Systems
- Safety Alert – Pinch Point
- Inspecting the Manlift Tires
- Safety Alert – Man Crushed by Aerial Lift!
- Aerial Lift Pre-Use Inspection Checklist
- Scenarios
- Fuels
- Load the Manlift Basket!
- Carbon Monoxide
- Safety Alert – Man Crushed by Aerial Lift!
- Manlift Operating Readiness
- Escaping From a Release of H₂S
- Spotter Hand Signals
- Emergency Response
- Fall Protection for Manlift Operation
- After Use
- Summary
- Loading & Hauling the Manlift
- Manlift Operator Certification Test
- MANLIFT OPERATOR EVALUATION

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### H₂S Safety Certification Workbook

**Title**: H₂S Safety Certification Workbook

**Applies to**: Drilling Rigs, Oilfield Refineries, General Industry

**Pages**: 38

**Illustration count**: 280

**Single-sided or double-sided**: Single

**Notes**: Geared for oilfield but it is so good that other industries should see this subject taught visually.

**Gas detection & Monitoring certification training.**

### Tests
- 1 – Tear-out recordable test – 10 questions
- 15 - Practice test questions* (no answers provided to students - available in Instructor Copy).

### Table of Contents

- Where H₂S is Found
- Dealing with Hazardous Situations
- H₂S Hazards
- Preparing to Work in H₂S Environments
- How H₂S Can Affect You
- Entering the Location
- H₂S Properties
- Respiratory Protection
- Gas Detection & Monitoring
- Requirements for Respirator Use
- Types of Gases
- SCBA – How to Don (put on)
- Gas Detection & Monitoring
- SCBA – Use Tips
- Types of Gases
- Gas Detection & Monitoring – Flammables
- Gas Detection & Monitoring – No Alarm
- H₂S Hazards - Sulfur Dioxide (SO₂)
- Gas Detection & Monitoring – Gas Characteristics
- Emergency Response
- Gas Detection & Monitoring – Byproducts
- Controlling Public Access
- Gas Detection & Monitoring – Gas Characteristics
- H₂S Safety Certification Test
- Gas Detectio

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*Ahora disponible en español!*
**Tools Training - Use & Hazards Workbook**

<table>
<thead>
<tr>
<th>Title</th>
<th>Applies to</th>
<th>Pages</th>
<th>Illustration count</th>
<th>Single-sided or double-sided</th>
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<td>Tools Training - Use &amp; Hazards Workbook</td>
<td>Everyone</td>
<td>61</td>
<td>300</td>
<td>Single</td>
<td>This book is universally good training for anyone who wants to learn about tools. (albeit very little about woodworking tools because there are many books on the market for that).</td>
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**Tests**

1. Tear-out recordable test – 20 questions.
3. Practice test questions* (no answers provided to students - available in Instructor Copy).

**Table of Contents**

<table>
<thead>
<tr>
<th>Hand Tools</th>
<th>Tool Use Hazard Recognition – Practice Test 1</th>
<th>Cutting Guide</th>
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<td>Introduction</td>
<td>Hammers</td>
<td>Measuring Tools</td>
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<td>Fasteners</td>
<td>Screwdrivers</td>
<td>Material Preparation</td>
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<td>Pry Bars</td>
<td>Grinding</td>
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<td>Abrasive Blasting</td>
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<td>Ratchet Wrenches &amp; Sockets</td>
<td>Power Saws</td>
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<td>Spanner Wrenches</td>
<td>Material Joining</td>
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<td>Torque Wrenches</td>
<td>Engines/Tire Machines</td>
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<td>Pipe Wrenches</td>
<td>Tool Hazards</td>
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<td>Cheater Pipes</td>
<td>TOOLS INSPECTION CHECKLIST</td>
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<td>Crescent Wrenches</td>
<td>Summary</td>
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<td>Hammer Wrenches</td>
<td>Tools Use &amp; Hazards Test</td>
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<td>Hammer Wrenches</td>
<td>Specialty Wrenches</td>
<td>Certificate of Completion</td>
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<tr>
<td>Specialty Wrenches</td>
<td>Pick Up and Probing Tools</td>
<td>Other Cutting Tools</td>
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**Fall Prevention Workbook**

<table>
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<tr>
<th>Title</th>
<th>Applies to</th>
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<th>Illustration count</th>
<th>Single-sided or double-sided</th>
<th>Notes</th>
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<td>Fall Prevention Workbook</td>
<td>Drilling Rigs</td>
<td>56</td>
<td>300</td>
<td>Single</td>
<td>Mostly Universal, although it may be a little weak on construction. Definitely not optimal for roofers.</td>
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</table>

| Fall Prevention Workbook | Oilfield | Harness Inspection Guide |
| Refineries | Harre | Harness Inspection Form |
| Construction General | Fall Prevention |  |
| Industry | Anchorage & Connectors | |

**Tests**

3. Tear-out recordable test – 10 questions each.
5. Practice test questions* (no answers provided to students - available in Instructor Copy).

**Table of Contents**

<p>| Walking/Working Surfaces | Harness Inspection Guide |
| Fall Prevention – Ordinary Hazards | Harness Inspection Form |
| Fall Prevention – Engineered (?) Hazards | Harness Care |
| Safety Alert | Fall Prevention |
| Steps &amp; Handrails | Anchorage &amp; Connectors |
| WALKING-WORKING SURFACES INSPECTION CHECKLIST | Lanyards |
| Fall Prevention – Hazard Recognition Test #1 | Fall Prevention – Problems |
| Walking/Working Surfaces Summary | Fall Prevention – Hazards |
| Walking &amp; Working Surfaces Test | Self-Retracting Lifelines (SRL) |
| Fall Prevention – Ladder Hazards &amp; Safe Use | SRL’s Engineered |
| Ladder Selection | Multiple Climbers |
| Ladder Inspection | Rotating Equipment Hazards |
| Ladder Inspection Form | Fall Prevention – Hazard Recognition Test #2 |
| Setting Up the Ladder | Fall Prevention – Rescue |
| Climbing and Using the Ladder | Rescue at Heights |
| Fixed Ladders | Fall Prevention – Summary |
| Ladder Hazards &amp; Safe Use Test | Fall Protection Gear &amp; Systems Test |
| Personal Fall Protection Gear, Systems &amp; Hazards | Certificate of Completion |</p>
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<tbody>
<tr>
<td>Lifting &amp; Hoisting Training Workbook</td>
<td>Production Refineries Well Service Construction</td>
<td>60</td>
<td>400</td>
<td>Single</td>
<td>Basic rigger qualification + all things load handling.</td>
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**Tests**
1 – Tear-out recordable test – 20 questions  
2 – Visual Learning Hazard Recognition practice tests.  
13 - Practice test questions* (no answers provided to students - available in Instructor Copy).

**Table of Contents**
- Lifting & Hoisting  
- Rigger & Signalperson Qualifications  
- Types of Equipment  
- Working Safely Around Cranes  
- Boom Crane Hand Signals  
- Handling Loads  
- Maintenance on hoists and gear  
- Hydraulic Systems  
- Wire Rope  
- Wire Rope Handling  
- Wire Rope Spooling  
- Setting up and using the hoist  
- Torque Chart  
- Wire Rope Inspection  
- Sheave Blocks  
- Sheave Inspection  
- Types of Connecting Parts  
- Hooks  
- Shackles  
- Lifting Slings  
- Chain Slings - Use  
- Chain Slings & Turnbuckles  
- Wire Rope Slings & Thimbles  
- Wire Rope clamps  
- Safety Alert! – Improper rigging results in a fatality!  
- Synthetic Slings  
- Rigging for Lifting & Hoisting  
- Lifting & Hoisting Personnel  
- Safety Alert! – Hazard Recognition Practice Test  
- Safety Alert! – Dropped Object  
- Trucks & Hazards  
- Safety Alert! – Smashed Truck Cab  
- Manual Lifting & Handling  
- Working on Location  
- Lashing (tying down) Loads  
- Safety Alert! – Loose Cargo Smashes Through Windshield  
- Safety Alert! – Towing Hazard = Flying Ball  
- Lifting & Hoisting - Summary  
- Lifting & Hoisting Workbook Test

<table>
<thead>
<tr>
<th>Title</th>
<th>Applies to</th>
<th>Pages</th>
<th>Illustration count</th>
<th>Single-sided or double-sided</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Heavy Equipment Operator Certification Training Workbook</td>
<td>Construction Maintenance</td>
<td>52</td>
<td>300</td>
<td>Single</td>
<td>Designed for all heavy equipment operators. Specialty equipment and attachments may require further training.</td>
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**Tests**
1 – Tear-out recordable test – 10 questions  
1 – Visual Learning Hazard Recognition practice tests.  
18 - Practice test questions* (no answers provided to students - available in Instructor Copy).

**Table of Contents**
- Safety Icon Legend  
- Introduction and Overview  
- Operator Qualifications  
- Types of Heavy Equipment  
- Nomenclature (names of parts)  
- Operator’s Manual and Equipment Controls  
- Steering Types  
- Fuels  
- Batteries  
- Inspection and Maintenance  
- Carbon Monoxide  
- Hydraulic Systems  
- Safety Alert – Heavy Equipment Fatality  
- Inspecting the Heavy Equipment - Tires  
- Operating the Tractor  
- Surfaces and Areas of Operation  
- Pulling with the Tractor  
- Excavation & Trenching Safety  
- Digging & Operating  
- Digging Safety Issues  
- Safety Alert – Caught Between Fatality  
- Load, Haul, Fill  
- Stability & Safety Issues  
- Reacting to a Tipover  
- Hoisting Loads  
- Attachments / Implements  
- Vehicle Backing / Spotting  
- Roadwork Zone Hazards  
- Trench Safety  
- Emergency Response  
- Parking and Shut Down  
- Load & Haul Equipment  
- Securing Auxiliary Loads  
- Summary  
- Heavy Equipment Operator Certification Test  
- OPERATOR EVALUATION Form
Ladders & Basic Scaffold Training Workbook

**Title**: Ladders & Basic Scaffold Training Workbook

**Applies to**: Refineries, Construction

**Pages**: 39

**Illustration count**: 300

**Single-sided or double-sided**: Single

**Notes**: Teaching job steps, hazards & safety mitigation to workers using ladders & scaffolds.

**Tests**
- 2 – Tear-out recordable tests – 10 questions each = 20
- 3 – Visual Learning Hazard Recognition practice tests.
- 6 - Practice test questions* (no answers provided to students - available in Instructor Copy).

---

**Table of Contents**

- Fall Prevention – Ladder Hazards & Safe Use
- Ladder Hazards – Avoid these pitfalls!
- Ladder Selection
- Ladder Inspection
- Ladder Inspection Form
- Setting Up the Ladder
- Climbing and Using the Ladder
- Ladders – Hazard Recognition Test
- Ladders – Hazard Recognition Test Answers
- Climbing and Using the Ladder
- Fixed Ladders
- Safety Alert – Falling off a Ladder
- Ladder Hazards & Safe Use Test
- Scaffolding Basic Training
- Erecting Scaffolding
- Erecting the Scaffolding Platform
- Determining Safe Loads on Scaffolds

---

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We can send you a worksheet to help you analyze and build for your specific needs.

We take technical subjects, illustrate the key points and remove redundancy. The result is the difference between a document employees have to read and one they want to read. We have much evidence that our work expands employee comprehension. This is the work of illustrative linguistics.

**Example:**

**Original SWP**

- Policy based, rhetorical text cited heavily with regulatory language.
- Complex passive voice used abundantly.
- Inefficient legalese outline style.

12 pages
3,425 words

**Illustrated SWP**

- Logic based storytelling punctuated with illustrated hazard recognition.
- Complex policy points abundantly stressed.

10 pages
1,887 words
70 original illustrations

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11
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<th>Qty</th>
<th>Publication</th>
<th>Unit Price</th>
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<td></td>
<td>Metal Fabrication Shop Safety Workbook Set – 10 workbooks, 10 certification</td>
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<td>cards and 1 Instructor copy</td>
<td>(set)</td>
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<td>and 1 Instructor copy</td>
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<td>Lift &amp; Hoist Workbook – 60 pages, 400 illustrations</td>
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<td>Oilfield Safety Training (OST) Safeland Compliant Set – 10 workbooks, 10</td>
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<td>Spanish versions are becoming available for all products</td>
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<td>Safety Posters - heavy duty lamination (durable). See the 'Safety Posters</td>
<td>$12.50</td>
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<td>catalog' or webpage for individual choices, <a href="https://www.GraphicSafety.com">link</a></td>
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<td>Set of all 46 posters can be bound together with a D-Ring to hang in a</td>
<td>$517.50</td>
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<td>small space 11&quot; X 17&quot; – your choice/combination, for field use. Price</td>
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<td>includes 10% bulk discount.</td>
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**Subtotal**: $2,285.00

**10% off sale through the month of June 2019**

**Amount Due**: $2,056.50 (before shipping charge)

**Shipping charge added**: $203.50

**Total**: $2,260.00

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**Page 1**

**Rev June 2019**

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12