



citycounty insurance services
cisoregon.org

MEMBER UPDATES & ANNOUNCEMENTS

CIS Learning Center Entity Admin Update

NEW: CIS MONTHLY TRAINING ANNOUNCEMENT

Instead of sending out multiple training announcements each month, CIS has introduced a new monthly announcement that lists all of CIS-sponsored upcoming trainings in one convenient message. Implemented in June, the monthly announcement is distributed the first week of each month.

ONLINE COURSES ADDED

We're pleased to introduce the following Skillsoft courses that have recently been added to the CIS Learning Center (CLC):

- Microsoft Word 2013 (4 courses)
- Microsoft Excel 2013 (4 courses)
- Microsoft Outlook 2013 (2 courses)
- Accident Investigation & Reporting
- Active Shooter
- Anger Management
- Chlorine Safety
- Employment & Labor law
- Flagging Safety

UPCOMING TRAINING

The CIS Learning Center [homepage](#) provides quick access to our list of upcoming trainings in the right hand sidebar.

There are currently openings in trainings around the state, including:

[Fall Supervisor Training: Supervisor 101](#)

[CIS Webinar Series: Oregon's New Employment Laws and Federal Law Developments](#)

[Safety Committee Training](#)

[Sexual Harassment and Discrimination in the Government Workplace](#)

- Government Ethics
- Managing Anger in the Workplace
- Problem Solving: Fundamentals
- Project Risk Management
- Rational Decision-making and Problem Solving – Simulation
- Stormwater Pollution Prevention
- Wastewater & Storm Water Management
- Workplace Harassment for Employees.

As an administrator, you can view these new courses and more by clicking on “Organizer” from the “My Home” menu bar. The latest 5 courses will be displayed on the “Organizer Home” screen. Select “Show All Records” at the bottom of the list or click on “Recently Created Courses” heading to view a complete list of newly added courses. Please note that access to safety-related courses is available only to members with workers’ compensation coverage through CIS.

RETIRED COURSES

The following courses have been retired:

- Bloodborne Pathogen Awareness
- Supervisor/Manager Harassment - Multistate Edition
- Workplace Security Awareness

If this course is assigned to someone through a Learning Plan, you can “Unassign” that course, and reassign the new course to the Learning Plan and the individual. If the old course was assigned through Mass Assignment, you will need to drop the employee from the course and then reassign. Please complete this process as soon as possible so we can remove the outdated course from the catalog.

RECENTLY APPROVED CONTINUING EDUCATION CREDITS

The following online courses have been approved for OESAC and LGMC credits.

OESAC:

- Chlorine Safety

trainings are frequently added.

If you have any questions, please contact the CIS Learning Center at 503-763-3800 ext. 8 or via learn@cisoregon.org.

503-763-3800 800-922-2684
cisoregon.org
1212 Court St. NE, Salem,
OR 97301

- Flagging Safety

LGMC

- Pregnant Pause – Employment & Labor Law Perspectives on Accommodating Pregnancy in the Workplace
- Fall Supervisor Training: Supervisor 101

WHAT ELSE IS NEW?

To see what has recently been added or updated to the CIS Learning Center at any time after logging in, select “Help” from the horizontal menu at the top of the screen. From the “Maestro Online Help” screen, select “What’s New” from the left menu.

AS SUMMER ENDS, SAFETY CONTINUES

For some employees, summer is their downtime; for others, it is their peak time. With extreme temperatures, you might consider a few guidelines and tips for safe workplaces, when your employees’ strength and stamina are being tested. Here are some online courses to introduce to your staff:

- Back Protection and Lifting Procedures
- Electrical Hazard Procedures
- Fire Control Procedures
- Forklift Training
- Hand and Finger Injury Prevention
- Heat and Cold Stress Control Procedures
- Ladder and Scaffolding Safety
- Material Handling and Storage Procedures
- Powered Electrical Tools Respiratory Protection Procedures
- Slips, Trips and Falls
- Welding Safety.

Reminder: only members with CIS workers’ compensation coverage have access to the Learning Center’s safety courses.

OSHA WORKPLACE SAFETY GRANTS AVAILABLE

On July 1, Oregon OSHA started accepting applications for the development of innovative workplace safety and

health training programs. Oregon OSHA, a division of the Department of Consumer and Business Services, encourages unique projects such as mobile apps, videos, or online educational games to engage workers. Grant applications are due Oct. 9, 2015.

The training grants will focus on programs that target a high hazard Oregon industry (construction, agriculture, young workers, etc.) or a specific work process to reduce or eliminate hazards. Any labor consortium, employer consortium, association, an educational institution affiliated with a labor group, or other nonprofit organization may apply. Applicants may apply for up to \$40,000 per grant project without a requirement for any matching dollars or in-kind contributions.

For more details, grant application and contact names, go to http://www.orosha.org/admin/newsrelease/2015/nr2015_15.html.

OSHA WORKSHOP SCHEDULE

Oregon OSHA's schedule of classes offered July to September 2015 is available at <http://www.cbs.state.or.us/osha/educate/pdf/schedule3.pdf>.