GSMJIF
Garden State Municipal Joint Insurance Fund

GSMJIF Vault - Learning Management System

Course Catalog

Welcome to the GSMJIF Vault E-Learning Course Catalog!

GSMJIF's entrepreneurial spirit, ability to innovate, and broad depth of knowledge in key markets, has led to the development of the Vault, a unique, digital risk management platform. World class resources are made available in this intuitive and robust learning management system (LMS), designed to mitigate potential business interruptions, lessen risk, and reduce the frequency and severity of loss for our insured members.

Our expert staff continually evaluate and add E-Learning classes and valuable content to the Vault library, addressing the current loss drivers most affecting public entities. With thousands of organizations, tens of thousands of users, and thousands of E-Learning courses completed every year in the Vault, isn't it time for you to better protect your people, municipal assets and control your insurance costs? The Vault gives you the resources to do just that!

This training catalog outlines online courses most requested by department heads and command staff that have the greatest impact to risk management programs. With over 700 courses available, our expert risk control staff can identify the proper courses or create a plan to specifically address the risks faced by your organization. Certificates of completion and training reports can be provided with a few clicks, documenting your municipality's safety efforts. Training is not only required by many State and Federal agencies, but it can also support your organization's defense against lawsuits. It is the right thing to do to keep your employees safe, and best of all, it can save your municipality substantial money over the long run.

We look forward to working with you to best utilize the Vault to support your safety and risk control efforts.

Anthony Ven Graitis, CSP, ARM
Senior Vice President of Risk Management
NIP Group

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Emergency Medical Services

Automated External Defibrillator (AED)
DURATION: 30 MIN
COURSE OVERVIEW
In some first aid situations, the victim's heart will be beating too quickly or in an irregular manner. In cases like these, an automated external defibrillator, also known as an AED, can be used to shock the person's heart back into a normal rhythm. In this course, you'll learn when and how to use an AED, including an automatic AED and a semi-automatic AED.

Bleeding Emergencies
DURATION: 30 MIN
COURSE OVERVIEW
There are certain cases when a person is bleeding that are always emergencies. These include extreme blood loss, amputations, abdominal evisceration wounds, sucking chest wounds, and internal bleeding. This course explains the importance of calling for emergency medical assistance in these situations and lists the appropriate steps of first aid to provide.

Burns
DURATION: 30 MIN
COURSE OVERVIEW
Burns are a common occurrence in life, including at work. These may be something as simple as a sunburn or as frightening as a radiation burn. Burns are generally discussed in terms of their severity first degree, second degree, and third degree. In this course, you'll learn how to prevent burns from occurring at work, how to recognize the degree of a burn, how to provide first aid for different degrees of burns, and how to provide first aid for special types of burns, including electrical burns, burns from chemical spills, and thermal (heat) burns.

First Aid
DURATION: 7 HR 45 MIN (TOTAL)
COURSE OVERVIEW
When emergency situations arise, having an understanding of how to respond with the appropriate First Aid is the most useful tool available. These various course modules (roughly 15 to 20 minutes each) will cover an array of First Aid topics pertaining to emergency situations that may be encountered. First Aid course topics include: Alcohol and Drug Overdoses, Bleeding Emergencies, Seizures, Strokes, Poisoning, Heart Attacks, and more.

EMERGENCY
MEDICAL SERVICES   FIRE   POLICE   ADMINISTRATION

Emergency Medical Services

Listed below are several additional EMS related courses and modules GSMJIF Vault has to offer on-demand:

- Alcohol and Drug Overdose
- Animal and Human Bites and Scratches
- Automated External Defibrillator (AED)
- Bed Bugs: Facts And Prevention
- Bleeding Emergencies
- Breathing Emergencies
- Burns
- Cardiopulmonary Resuscitation (CPR)
- Dehydration
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- Diagnosing and Mitigating IAQ Problems Part I
- Diagnosing and Mitigating IAQ Problems Part II
- Drug-free Workplace (Supervisors)
- Eye Injuries
- Flying Insect Stings
- Head Injuries and Concussions
- Head, Neck, Back, and Spine Injuries
- Heat Stress Causes
- Heat Stress Symptoms and Prevention
- Heart Attacks and Cardiac Arrest
- Initial Steps
- Lead-based Paint Awareness
- Legionella Prevention and Control
- Mold Basics

- Mold Awareness and Prevention
- Seizures
- Shock
- Snake Bites
- Sprains and Strains
- Spider Bites
- Stroke
- Stress Management and Prevention
- Substance Abuse Prevention
- Tick Bites
- Unconsciousness

Fire

First Responder Operations Level Refresher

DURATION: 8 HR

COURSE OVERVIEW

This course is designed to be a refresher for the Operations Level Responder to Hazardous Materials Incidents, meeting the requirements of NFPA 472 and 29 CFR 1910.120(q). It is divided into four modules (approximately two hours each). Module 1 covers how to survey a hazmat spill or incident. Module 2 covers chemical and physical properties of materials, their impact on storage and transport containers; response objectives, including assessing risk for each hazard class; and determining the suitability of SCBA and personal protective equipment. Module 3 covers the principles of site management, establishing and enforcing control zones, and tactics for emergency decontamination. Module 4 covers incident management systems and first responder roles in a response plan (including potential terrorist attacks, agents used in a terrorist events, and appropriate response tactics).

Aggressive Patient

DURATION: 1 HR 30 MIN

COURSE OVERVIEW

This course will assist EMS professionals to recognize and manage threats from the occasional aggressive patient. It provides Law Enforcement and EMS providers three major deliverables. OSHA Guidelines: For the protection of healthcare workers since everyone working in this field must understand the steps to workplace compliance. Tools to Understand the Six "Ladder Steps": Comprised of escalating behavioral changes (including identifying non-verbal clues among individuals in custody or protective care). The Logical "Do's & Don'ts"; to minimize risk in managing the aggressive patient.

Fire Service Leadership Collaboration

DURATION: 1 HR 30 MIN

COURSE OVERVIEW

The fire service today represents a common name for increasingly diverse organizations. Sixty or Seventy years ago fire departments were pretty much the same in functional organization. However, today's fire duty has been reduced on a national basis. Don't take this information negatively. Part of the fire services' collective mission is to prevent fire. However, the potential for fire loss, loss of life and loss of property, remains. We still need firefighters to respond to extinguish fires. The question becomes "How do we maintain sufficient firefighter staffing while fires continue to decline?" In this course, we discuss how many fire departments today have embraced a number of additional missions to augment the reduction in fire duty.

E.V.O.D. - Emergency Vehicle Operations Driving

DURATION: 4 HR 30 MIN

COURSE OVERVIEW

Your department's investment in automobiles, firefighters, and insurance are a large expense of your annual operations. This course will provide great training to help minimize the risk to officers and the expense to your agency and your tax paying citizens. This course teaches firefighters to clearly understand and consistently operate their vehicles with the utmost care and the highest operational professionalism. 3D graphics help firefighters envision potential scenarios so they can respond appropriately when such circumstances arise. Consistent and constant training on Emergency Vehicle Operations Driving (EVOD) is an essential skill that could save lives.
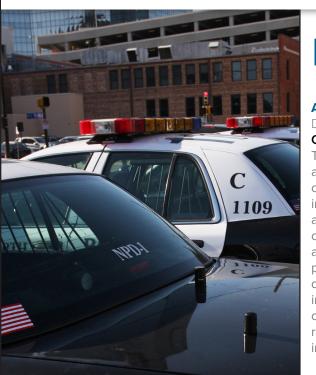
Fire

Listed below are several additional Fire related courses and modules GSMJIF Vault has to offer on-demand:

- Air-Purifying Respirators
- Air-Supplying Respirators
- Combustible Dusts
- Escape Respirators and SCSRs
- Explosive and Flammable Chemicals
- Fire Essentials and Fire Science
- Fire Extinguisher Safety
- Fire Safety
- Hazardous Material Classifications
- Hazardous Material Labeling
- Hazardous Material Storage
- HAZWOPER Air Monitoring
- HAZWOPER Chemical Protective Clothing
- HAZWOPER Chemical Protective Clothing Selection
- HAZWOPER Confined Spaces
- HAZWOPER Decontamination
- HAZWOPER Emergency Response Plan
- HAZWOPER ERG Introduction
- HAZWOPER Hazmat Physical Properties
- HAZWOPER Incident Command System
- HAZWOPER Ionizing Radiation Safety
- HAZWOPER Medical Surveillance
- HAZWOPER Overview
- HAZWOPER Release Mitigation

- HAZWOPER Respirators
- HAZWOPER Risk Assessment
- HAZWOPER Safety and Health Program
- HAZWOPER Site Control
- HAZWOPER Toxicology
- Lead Awareness
- Respirator Basics
- Safety Management: Emergency Action Plans
- Traffic Control Measures
- Understanding Fire Sprinkler Drawings and Calculations

Police

Applied Ethics/Becoming an Exemplary Peace Officer
DURATION: 30 MIN
COURSE OVERVIEW

The absolutely highly ethical services performed as a peace officer are critical to the well being of the community. Officers must be qualified in terms of integrity, ethics, character and commitment to perform a wide range of vital tasks. This course strengthens character and helps students develop the knowledge, abilities, and skills that will allow them to be exemplary peace officers. It details the six pillars of character, defines ethics and values, and demonstrates the importance of exemplary decision-making. Both new officers and veterans will greatly benefit from this refresher course on the importance on the critical importance of Ethics and Character.

Policing the Mentally Ill
DURATION: 30 MIN
COURSE OVERVIEW

Law enforcement and jail/correctional officers will inevitably come in contact with mentally ill and emotionally disturbed individuals. In this course, students will learn the basics of mental illness; knowing the difference between legal 'insanity"; and medical "mental illness", understanding the unpredictable nature of mental illness and receiving a primer on psychotropic drugs. Students of this course will come to understand the difference between "chronic"; and "situational mental illness", and how to interact with people with each type. Communicating with someone who is seriously mentally ill can be difficult, but this course will give helpful tips to build trust and credibility using verbal and non-verbal techniques in these uncomfortable situations.

Cultural Diversity/Human Diversity
DURATION: 30 MIN
COURSE OVERVIEW

Cultural diversity is increasingly important in the twenty-first century workplace. In addition to workplace diversity, police officers will need to understand and respect the cultures of members of the public whom they encounter. The purpose of this training is not just to inform, but also to increase awareness and understanding, leading to the development of skills that will refine positive communication and enhance productivity in the workforce. This hands-on, interactive, scenario-based training is essential as society continues to diversify.

Use of Force
DURATION: 2 HR
COURSE OVERVIEW

This course provides a critical and sound roadmap needed to navigate the complex interplay of law, human nature, physical ability, and specific weapon proficiencies. The training highlights Four Keys to Winning with the Use of Force, which provide a framework for this course. Managing Emotion and Interpersonal Communication, covers self-awareness, self-monitoring, and deconstructs the art of communication. Assuring the Legal Validity of the Core Transaction details three types of citizen contacts: Voluntary Contact, Investigative Detention, and Arrest. Maintain Proportionality and Manage Force Escalation(s) discusses standards and policies, and instructs officers on essential characteristics and the 14 Personal Force Factors, or Situational Dynamics. Avoiding Peripheral Poisonings emphasizes how officer behavior may influence others' perception of the situation, and illustration is provided through a reenacted case study.

Police

Listed below are several additional Police related courses and modules GSMJIF Vault has to offer on-demand:

- Active Shooter
- Asset Forfeiture
- Avoiding Ethnic and Sexual Harassment
- Bias-Free Policing
- Bloodborne Pathogens
- Body Cameras / On-Officer Camera Systems
- COVID-19 Overview for First Responders
- CPR and Basic First Aid for First Responders
- Cybercrime Insight for Law Enforcement
- Debtors' Prison
- Defensive Tactics for Corrections Officers
- Diabetic Emergency (FDLE Lesson Plan)
- Diabetic Emergency Training for Law Enforcement
- E.V.O.D. - Emergency Vehicle Operations Driving (U.S.)
- Emotional Intelligence for Law Enforcement
- Fire Safety/Emergency Procedures
- Fundamentals of Marksmanship
- Human Relations for Law Enforcement
- Human Trafficking
- Inmates Rights (U.S.)
- Investigating the Domestic Violence Case
- Jail Suicide
- Leadership Management/Strategies for Law Enforcement

- Maintaining Mental Health in Law Enforcement
- Officer Street Survival
- Prison Rape Elimination Act - PREA
- RADAR - Operations and Use (Texas)
- Report Writing (Corrections)
- SAR - Suspicious Activity Report Training
- Sovereign Citizen and the Moorish Nation
- Suicide Prevention
- The Opioid/Fentanyl Epidemic (New Jersey)
- U.S. Supreme Court Legal Updates (2016)
- Workplace Violence: General Employees
- Workplace Violence: Leadership/Supervisory Personnel

EMERGENCY MEDICAL SERVICES   FIRE   POLICE   ADMINISTRATION

Administration

Smart Management: Lawful Termination Practices
DURATION: 50 MIN
COURSE OVERVIEW
There comes a time for every manager when they are faced with the need to terminate an employee. The difficulty comes with ensuring that the company is in a position that prevents any liability on their part for that termination. Unfortunately in todays legal climate, wrongful termination suits are the number one labor lawsuit brought before the courts. The judicial system sees many of these cases, especially when economies experience a downturn and employees struggle to keep their jobs. This interactive online course outlines the criteria for legal termination, and explains how to ensure your company is prepared. Proper procedures need to be in place, and managers need to be knowledgeable of employment laws and the consequences for wrongful termination.

Americans with Disabilities Act (ADA)
DURATION: 45 MIN
COURSE OVERVIEW
This training will assist managers and supervisors in understanding how the Americans with Disabilities Act (ADA) impacts employment practices within the workplace. Topics include what the ADA is, who is protected by the ADA, ADA qualification, reasonable accommodations, and preventing discrimination with the Five Core Principles.

Mentoring that Matters
DURATION: 5 HR
COURSE OVERVIEW
Mentoring has been shown to help improve performance, enhance confidence, add motivation and perspective, and foster problem-solving skills, giving employees an overall boost in their standing within the company. LearnSmart's 'Mentoring that Matters' course teaches managers, supervisors, and team leaders how to start a mentoring relationship, the benefits to both mentor and 'mentee,' problem-solving, and challenges.

Changes in Corporate Culture
DURATION: 1 HR
COURSE OVERVIEW
A company's organizational structure has a significant impact on how well a company performs and how well its employees work together to achieve common goals. In this course, you will learn the characteristics of a healthy organizational culture. You will gain insight into understanding workplace behaviors and learn how to direct cultural change. This course will provide you with ideas on how to shape healthy organizations and the insight needed to lead cultural change in your organization. Changes in Corporate Culture is course number two in a series on 21st century leadership.

Administration

Listed below are several additional Administration related courses and modules GSMJIF Vault has to offer on-demand:

- AEC Success: Conflict Resolution in the Workplace
- Basics of Leadership
- Business Ethics: Quick Refresh
- Communication Skills for Supervisors
- Conflict Management in the Workplace
- Creating a Code of Conduct
- Discrimination Prevention
- Diversity in the Workplace
- Employee Discipline
- Ethics in Action
- Fair and Accurate Credit Transaction Act (FACTA)
- Family Medical Leave Act (FMLA)
- FERPA (Family Educational Rights and Privacy Act)
- Five Core Principles of Smart Risk Management
- Gender Identity: Changes Organizations are Making to Increase Awareness
- HIPAA Privacy and Security
- Hiring Practices
- Interviewing the Right Way
- Managing a Millennial
- Managing Complaints
- Managing Contractors and Temporary Employees
- Negativity in the Workplace
- Personnel Files: Do's and Don'ts

- Preventing Child Sexual Abuse (Spanish)
- Rules for Discussing Politics at Work
- Safety Management: Root Cause Analysis
- Safety Management: Root Causes of Human Behavior
- Sensitivity Basics: Creating Positive Working Relationships
- Sexual Harassment and Discrimination
- Smart Management: Data Security
- Smart Management: Key Skills for Managing & Coaching Your Team
- Smart Workplaces: Code of Conduct - Ethics Education & Social Media Guidelines
- Successful Termination
- Tips for Managing Older Team Members
- TRAC (Teamwork • Respect • Awareness • Communication)
- Transition to Leadership
- Understanding Business Ethics
- Understanding Gender and Gender Identity
- Workplace Investigations Part 1: Understanding and Preparing for an Investigation
- Workplace Investigations Part 2: Conducting and Concluding an Investigation
- Wrongful Termination

High Impact Courses

GSMJIF Vault's High Impact Courses are designed to be relevant to staff, employees, and supervisors regardless of industry. Our growing library of courses includes topics on Driving Safety, Cyber Security, COVID-19, and more. Additionally, GSMJIF Vault offers a number of courses available for Spanish speaking employees.

Here are some of the High Impact Courses we offer:

Driving Safety
DURATION: 30 MIN
COURSE OVERVIEW
As a professional, you are expected to be good at what you do. With regard to driving, this means striving to drive safely and accident-free. Each year, roughly 40,000 people lose their lives in motor vehicle accidents, which equates to about one fatal accident every 13 minutes. This interactive, online course is designed to help you avoid the devastating consequences that can result from a motor vehicle accident.

Coronavirus 107 - Reopening Your Organization
DURATION: 15 MIN
COURSE OVERVIEW
Are you considering reopening your business? The CDC has released guidance to help organizations make reopening decisions during the COVID-19 pandemic, especially to protect vulnerable workers. It is important to check with state and local health officials to determine the most appropriate actions that are unique to your community. This interactive online course will provide you with practical guidance from the CDC to help get your organization ready to reopen.

Creating A Cyber Security Culture
DURATION: 45 MIN
COURSE OVERVIEW
With today's wide range of threats, it is a must to ensure minimum standards of security. We often think that purchasing expensive security appliances can take care of it, but its not even close. In this course, we learn the importance of injecting a cyber security culture in the mind of the people, executives and employees, understanding the roles of each department and key people to sustain the program, how to lead our teams for a more secure digital life and finally the importance of yearly training in maintaining constant secure environment.

GHS Hazard Communication (Spanish)
DURATION: 20 MIN
COURSE OVERVIEW
Presented in Spanish- This training module reflects the March 2012 OSHA integration of the Globally Harmonized System (GHS) of classification and labeling of chemicals. The module is designed to help participants define the responsibilities of both employers and employees as it relates to Hazard Communication. The program reviews and discusses typical hazards associated with chemicals and provides an overview of how to understand the chemicals participants may work with by reviewing Safety Data Sheets and container labeling.

Driving

- Accident Scene Management
- Dangers of Distracted Driving
- Defensive Driving (Multiple Course Topics)
- DOT Alcohol and Drug Testing for Drivers
- DOT CSA Awareness
- DOT ERG Introduction
- DOT HAZMAT Safety
- DOT Hours of Service Compliance
- DOT Reasonable Suspicion Supervisor Training - Alcohol
- DOT Reasonable Suspicion Supervisor Training - Drugs
- Driving Hazard Recognition
- Driving Large Vehicles and Heavy Equipment
- Driving Preparation
- EVOC Ambulance
- EVOC Fire
- EVOC Police
- General Auto Risk Program for Drivers
- School Bus Driver Safety Emergency Evacuation and Safety Procedures
- School Bus Driver Safety Transporting Students with Special Needs
- School Bus Driver Safety-Preparation for Travel and Student Safety
- Van Safety Training Schools

Cyber

- Cybersecurity Awareness for Business Leaders: Incident Preparedness & Management Planning
- Cybersecurity Awareness for Business Leaders: Laws & Global Compliance Standards
- Cybersecurity Awareness for Business Leaders: Safeguarding Against Social Engineer Attacks
- Cybersecurity Awareness for Employees: Classifying & Safeguarding Data for Corporate & Personal Use
- Cybersecurity Awareness for Employees: End-User Best Practices
- Cybersecurity Awareness for Employees: Security Awareness Essentials
- Cybersecurity Awareness for Employees: Social Engineering
- Cybersecurity Awareness in the Workplace
- Password Security Basics
- Protection Against Malware

COVID-19

- Coronavirus 101 - What You Need to Know
- Coronavirus 102 - Preparing your Household
- Coronavirus 103 - Managing Stress and Anxiety
- Coronavirus 104 - Transitioning to a Remote Workforce
- Coronavirus 105 - Cleaning and Disinfecting your Workplace
- Coronavirus 106 - DIY Cloth Face Coverings
- Respirator Medical Evaluation and Fit Testing
- Working at Home-Making the Transition from the Office to the Home Office
- Workplace Re-Occupancy Safety Orientation

Spanish

- Alert Driving
- Análise de perigo do arco elétrico (Arc Flash Hazard Analysis - The Basics)
- Basic Lockout Tagout Safety
- Basics of Defensive Driving
- Driving Hazard Recognition
- Driving Preparation
- Electrical Safety
- Employee Safety Orientation - Temporary Staffing Services
- Fire Prevention Practices
- Forklift Safety Basics for General Industry
- GHS Hazard Communication
- Hazard Communication (Comunicación de riesgos)
- Identifying Strain and Exertion Exposures
- Machine Guarding
- Mandated Reporting for Child Abuse
- Means of Egress
- Personal Protective Equipment
- Preventing Back Injuries
- Sexual Harassment and Discrimination
- Slip, Trip and Fall Training Program
- Tanker Rollover

To learn more about the GSMJIF Vault Learning Management System courses and offerings, contact your Risk Control Manager, email riskcontrol@nipgroup.com or visit www.nipgroup.com/risk-control

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