

# VIDEO LIBRARY

## HARRP

HOUSING AUTHORITIES RISK RETENTION POOL

7111 NE 179<sup>th</sup> Street

Vancouver, Washington 98686

Phone: (360) 574-9035 FAX: (360) 574-9401

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### VIDEOS CURRENTLY AVAILABLE FROM HARRP

- (1) **Workplace Violence: Assessment and Prevention** (1994) **34:00 Minutes**

This video is a good starting point for entities that are developing their violence-in-the-workplace management program.

Points out that every workplace, whether small, large, private, or public, has the potential for violent acts. Discusses different types of workplace violence and recommends steps for preventing and/or dealing with the issue.

- (2) **The Art of Resolving Conflicts in the Workplace** (1997) **30:00 Minutes**

This training video can assist staff members resolve conflicts in a positive and non-threatening manner, before they escalate to more serious situations.

Valuable techniques for resolving conflicts you may have with other people, both within and outside of the workplace. With a narrator and actors utilizing the techniques, the training is easy to follow and learn from.

- (3) **Sexual Harassment: How to Protect Yourself and Your Organization** (1993)

- **Clearing Up the Confusion** **45:00 Minutes**
- **How to Handle Harassment** **50:00 Minutes**
- **Your Responsibilities as a Manager or Supervisor** **53:00 Minutes**

This three-part series will assist managers, supervisors and other employees in avoiding sexual harassment in the workplace. Defines sexual harassment and provides up-to-date information on the court's view of sexual harassment. Includes helpful true/false quizzes that will test the viewer's knowledge of the sexual harassment issue.

**(4) Sexual Harassment and the Hostile Work Environment (2000) 72:00 Minutes**

Interactive training film, directed at managers, supervisors and other employees. Covers sexual harassment in the work place and presents examples. Discusses definition and identification of sexual harassment, prevention, proper documentation and legal issues.

**(5) Sexual Harassment-Serious Business (Advantage Media 1993) 25:00 Minutes**

Designed to help supervisors, managers and other personnel to:

- Understand the impact of hostile environment.
- Be aware of how our actions or behavior affects co-workers.
- Recognize and stop harassing behavior and replace it with respect,
- Prevent sexual harassment in the workplace by promoting open lines of communication.

**(6) Sexual Harassment – Situations for Discussion 24:00 Minutes**

Gives examples of various types of sexual harassment that create a hostile environment and what the victim can do for each situation. Discusses motives for sexual harassment and the supervisor's responsibilities in dealing with it, rights and responsibilities of employees, appropriate reporting and handling. A question/answer period with an attorney follows. While a bit dated, on the basis of recent Supreme Court rulings, this information can still be useful.

**(7) How to Legally Document Employee Discipline 23:00 Minutes**

- Proper documentation of performance issues
- How to respond to employee performance problems
- Setting clear expectations and assisting the employee to become a better worker
- Progressive discipline training and counseling to improve performance
- Question/answer session with an attorney regarding employee discipline

**(8) A Positive Approach to Discipline (BBP 1995) 24:00 Minutes**

This video suggests that the old formula of discipline/punishment may be a waste of time and money. What supervisors really need to concentrate on is solving the problem behavior and focus on respect and responsibility, creating a platform where the employee who is creating a problem agrees to be the one who solves it.

**(9) Avoiding Common Discipline Mistakes (BBP 1995) 26:00 Minutes**

This video helps managers recognize behaviors that might result in charges of discrimination, defamation of character, wrongful discharge, or constructive discharge. A three-step approach is presented that can help avoid the “I vs. You” confrontation, and an outline is provided to help keep disciplinary discussions on track

**(10) Performance Appraisals: Getting Results (Toastmasters 2003) 18:00 Minutes**

Two different companies address their performance appraisal shortcomings.  
Viewers learn:

- The advantages of following a formal process
- The importance of fairness and consistency
- Proper preparation techniques
- Methods of motivating the top producers
- How to deal with under-performers
- The value of employee feedback

**(11) What Every Supervisor Should Know About Risk Management (PRIMA Seminar) 37:00 Minutes**

Fundamentals of risk management and general overview of society over the past 100 years, the growing need for risk managers and the role the risk manager plays in preventing or reducing losses associated with lawsuits. Stresses the importance of having some knowledge of the field. Recorded in a one-to-one style presentation.

**(12) Claims Management – Inside vs. Outside (PRIMA 1987) 60:00 Minutes**

For larger Housing Authority members who plan to set up a Risk Management Program. This video covers management of third-party claims administration and the pros and cons of handling claims in-house versus outsourcing.

**(13) Shaping a Secure Future (1991) 12:00 Minutes**

What exactly is the role of the public risk manager? This video tells the viewer just that in a clear, understandable format and shows how public risk managers can use creativity to meet the challenges of risk management in the public sector.

**(14) HARRG: Dragnet (1988) 14:00 Minutes**

Useful tips for conducting safety inspections.

In HARRG's rendition of Dragnet, Joe Monday investigates a slip and fall injury of an elderly woman at an apartment building. Monday grills the maintenance man. Then, after deciding he is well-meaning but just ignorant, leads him on a thorough search of the building to point out other hazards and what can be done to avoid them in the future.

**(15) NAHRO: Safety Video (1988) 16:00 Minutes**

A risk manager takes the viewer on a tour of an apartment building, exterior and interior, to point out potential hazards.

This video stresses the important part played by subsidized housing in achieving the goal of adequate shelter for all Americans, adequate shelter defined as housing that is clean and in good repair.

**(16) Safety Inspection & Maintenance of Playgrounds 21:00 Minutes**

Designed to teach housing authorities that have playground equipment how to properly inspect and maintain that equipment.

This video points out that one lawsuit resulting from unsafe playground equipment will most likely cost much more than yearly maintenance expenses, so it is better to be proactive rather than reactive.

**(17) Assembling the Safety and Loss Control Puzzle (PRIMA 1987) 90:00 Minutes**

This video will benefit any entity in examining the effectiveness of their loss control programs and safety committees.

Taped seminar discusses the reasons why organizations must have a safety and loss control program in place. Provides general information on how to set up a safety and loss control program.

**(18) Wired for Safety (1996) 12:00 Minutes**

A good overall view of dangerous conditions that any home owner and/or maintenance person should know.

Walks the viewer through various kinds of electrical hazards to watch for. Points out potential fire hazards in faulty electrical wiring, outlets, improper insulation and installation of lighting fixtures and provides solutions to these hazards. Presents proper installation of fixtures and electrical panels.

**(19) Fire Safety for Residents (2003) 20:00 Minutes**

Brief overview of various types of fire in residences, fire safety guidelines, prevention, and some statistics, including the following:

- Fires started by children and how to inform/instruct children
- Fire hazards in the kitchen and how to fight a small kitchen fire.
- Electrical equipment and hazards
- Cigarette smoking related fires.

This would be appropriate for viewing by Housing Authority residents as part of their personal safety programs.

**(20) Prepare, Practice, Prevent the Unthinkable (2004) 15:00 Minutes**

This fire prevention video is a great tool to open discussions with families and teach fire safety in Housing Authority properties.

Discusses actual fires with families whose children have caused fires or have reacted properly when a fire occurred. Topics covered include: Fire escape plans, crawl and touch-the-door techniques, as well as, smoke detectors.

**(21) Pro's Guide to Riding Mower Safety (1996) 20:00 Minutes**

A very good training video for all maintenance staff. Covers the three main steps of how to operate a mower safely:

- Starting the mower and performing maintenance
- How to check the area of operation for damages prior to starting the mower
- Safety of other people in the area while mowing

This training would also be useful for those who use power mowers at home.

**(22) Testers Welcome: “A Program for Fair Housing Success” (NAA 1998) 46:00 Minutes**

An ideal training tool for employees and property managers who meet with applicants and tenants.

This video explores what employees who first meet housing applicants and prospective tenants should say without violating the Fair Housing Act. Uses hidden cameras and real fair housing testers as prospective tenants who pose difficult questions to the landlord’s employees.

Answers questions regarding protected classes under federal law and mentions the extra protected classes under some state laws.

Describes what constitutes discriminatory acts and explains duties owed to disabled individuals seeking housing.

**(23) Understanding the Americans with Disability Act (1992) 120:00 Minutes (Employing Disabled Persons)**

Provides a general description of the Americans with Disabilities Act, legal issues and practical solutions.

The discussion includes permissible and impermissible conduct under the act and is presented by an attorney with a depth of experience dealing with discrimination and employment related issues. Although a bit old, it is a good basis primer on the ADA.

**(24) EEO Compliance for Supervisors and Managers (1993) 23:00 Minutes**

An excellent overview for supervisors and management, whether executive director or foreman. This video is a must-see for management meetings

Includes helpful guidelines on how to avoid Federal Equal Employment Opportunity suits. Employment discrimination topics covered are: Age, national origin, family status and retaliation, to list a few.

Poses questions that management should ask themselves before taking actions against employees that may bring discrimination claims.

Explores employment practices, choosing words that do not connote discrimination, and timing of disciplinary actions to avoid the appearance of retaliation.

**(25) Family & Medical Leave Act (1994) 15:00 Minutes**

For supervisors and human resources personnel.

This video deals with the federal FMLA requirements and how employers can avoid claims. It is informative as it presents actors with various family medical problems asking their employers for time off. It offers employers ways they can attend to the business needs of the company while permitting employees to take statutory time off. Some of the solutions offered are: Cross training, having the employees check their phone messages, allowing employees to take work home, flexible work schedules.

The video also gives examples of situations where the FMLA is not applicable.

**(26) Accessible Sidewalks - Wheelchairs (1996) 10:00 Minutes**

Through the use of two wheelchair users, this training gives the viewer an idea what it must be like to try to negotiate city streets and sidewalks using a wheelchair. The moderator takes us through several different hazards that are incurred on a daily basis. Also included in this video is a toll-free number to call for assistance while planning new sidewalks or renovations.

**(27) Accessible Sidewalks - Blind (1996) 11:00 Minutes**

Gives the viewer an idea of what it would be like to attempt to negotiate city sidewalks and crosswalks if you were blind. The advent of oddly shaped intersections has created more hazardous conditions for the blind. Why are there no audible as well as visible signs at crosswalks? The moderator also discussed the need for better obstacle identification. Blind citizens using canes need identification that is 27" or lower to prepare for an obstacle. This video also includes a toll-free number to call for assistance.

**(28) An Ounce of Prevention:  
Strengthening Your Wood Frame House for Earthquake Safety 24:50 Minutes**  
(California Office of Emergency Services 1993)

Different approaches to strengthen a wood frame house to make it more earthquake safe. Illustrates basic retrofit techniques for single-family wood frame structures. Describes some relatively inexpensive retrofitting techniques. Should be viewed by housing authorities before remodeling.

**(29) Discovering the Internet (1995) 60:00 Minutes**

A complete tutorial for using the internet. Although some of the material is slightly outdated, this film gives the viewer a great deal of information regarding the use of the internet and the world wide web and is a good introductory training.

This film will take the user point-by-point through connection, navigation, searching, accessing and downloading on the world wide web and the internet. Also includes e-mail information. Topics covered in this film are:

- The Internet & the World Wide Web
- Web Pages On-Line Services
- Setting up a Web Browser
- Finding an Internet Service Provider
- Accessing Newsgroups
- Using a Web Browser
- Searching for Information on the Web

**(30) Email Essentials: Legal & Appropriate Use of Email (1997) 28:00 Minutes**

Did you know that if you e-mail somebody, they can trace it in your computer even if you have deleted it? Employers have had to respond to subpoenas in lawsuits seeking this data.

This video will make the viewer more aware of what is not appropriate and possible consequences of inappropriate use of e-mail. Simulated situations in this video provide visual teaching that many of us require to adequately retain information.

**(31) AIMS (1994):**

- **The Ultimate Driving Challenge** (hosted by Craig T. Nelson) **30:00 Minutes**
- **National Driving Test** (hosted by Christopher Reeve) **31:00 Minutes**
- **National Driving Test II** (hosted by Robert Urich) **31:00 Minutes**

Three videos provide an interesting and creative way to test the viewer's knowledge of common sense driving skills. An all star cast asks a variety of questions to which there are multiple choice answers for the viewers to test their driving know how. Includes demos of safe driving techniques and advice on handling critical situations.

The Ultimate Driving Challenge provides the most basic questions regarding safe driving issues. National Driving Test and National Driving Test II provide more in-depth information and more challenging questions.

**(32) Safe Winter Driving (1993) 17:00 Minutes**

How to avoid winter driving accidents due to poor visibility, rain, ice and snow and on emergency survival when stranded in snow. This includes:

- Proper driving and techniques to handle hazardous driving conditions
- Preparing your vehicle for winter driving
- Basic emergency equipment and survival kit, prevention and preparation that can save lives
- Techniques to start a stalled vehicle
- Safe procedures on proper jump starting

**(33) Drowsy Driving (1996) 13:00 Minutes**

Very effective video, showing the effects of "highway hypnosis" (driving while drowsy) and several people who drove while drowsy, some who survived and others who did not. This video will make people think twice before getting behind the wheel while they are tired.

**(34) Rear Mount Crossover and Backup Mirrors**

For drivers of delivery trucks, pros and cons, legislation, examples of accidents caused by blind spots.

**(35) Road to Safety – Van Driving Training (Univ. of OR) 12:00 Minutes**

This safety training video is directed at University of Oregon van drivers of 15 passenger and smaller vans; however, this material is useful for all drivers of these size vans.

- Defensive Driving Strategies
- Rearview vision, turn signals, seat belts, safe driving distance, visibility, backing up and rollovers
- What to do in case of an accident, flares, medical help
- Legal responsibilities - as van driver as well as a passenger

**(36) Fleet Safety Program, the Road to Lower Fleet Operating Costs (1991) 8:30 Minutes**

- Policy development and enforcement
- Driver screening
- Driver training and education available
- Annual review program
- Accident tracking and recordkeeping
- Vehicle maintenance and recordkeeping

**(37) Taking Control of your Workday (1993)**

- **Take Back Your Time** **52:00 Minutes**
- **Focus, Organization & Balance (Setting priorities)** **70:00 Minutes**
- **Controlling, Initiating, Pro-acting (Our vital time mgmt. tools)** **72:00 Minutes**

This three-part series will assist those who feel overwhelmed and stressed by having too much to do and too little time in which to do it. The material shows the viewers how to manage time, create "to-do" lists and accomplish goals by setting priorities, not waiting until things are out of control.

**(38) Blood-borne Pathogens (SmithKline Beecham Pharmaceuticals) 11:07 Minutes**

Overview of various blood-borne diseases (Hepatitis B, HIV, etc.) and symptoms, how they can and can not be transmitted, fears and misconceptions. Shows examples of incidents and the use proper protective equipment and following procedures to prevent exposure, steps to take in case of exposure. Demonstrates how to discard contaminated materials and clean up infectious waste spills.

**(39) Meth Labs – Unsafe at Any Speed (Portland Police Bureau 2001) 10:00 Minutes**

Discusses problems of methamphetamine production and distribution, dangers and damage to society and environment and improper use and disposal of the chemicals. Explains how to recognize a working meth lab, what to do when suspecting/discovering a meth lab operation. Gives a description of the drug and how it affects the body/nervous system/behavior.

Numerous training videos are also available from your state agencies.

Call the following agencies for a complete listing:

<b>CALOSHA</b>	<b>1-800-963-9424</b>
<b>OR-OSHA</b>	<b>1-800-922-2689</b>
<b>Washington Department of Labor and Industries</b>	<b>1-800-574-9881</b>