# 

**CONTINUING EDUCATION MR025**

**Harassment and Discrimination in the Workplace**

**Understanding the Impact of Drug and Alcohol Awareness in the Workplace  
 Mental Health Awareness in the Workplace**

**2016 Suspension Means Code Course**

**8 Hours**

Course Objectives:

There are four different sections to this course:

**Harassment and Discrimination in the Workplace**   
Completion of this section of the course will give the mechanic an understanding of what constitutes discrimination and harassment.  
 **Understanding the Impact of Drugs and Alcohol in the Workplace**

Identify common drugs and their short- and long-term side effects   
Understand the impact drugs have on the various aspects of an individual’s life   
Identify the key warning signs of abuse and addiction in yourself and others   
Build strategies to properly handle drugs and alcohol in the workplace

Acknowledge and understand the resources available to aid in assistance and recovery

**Mental Health Awareness in the Workplace**This course aims to raise awareness about mental health challenges, provide guidance on identifying symptoms, and offer tools to support others or seek help when needed. Understanding mental health issues is essential in promoting a supportive, safe, and productive work environment.

**2016 ASME Suspension Means Code**   
Completion of this section of the course will provide the mechanic with code requirements for Elevator Suspension Means.

**Online Continuing Education Course**

**For State Licensing Renewal**

***NEIEP CONTINUING EDUCATION SERIES***

**PROGRAM:** National Elevator Industry Educational Program Continuing Education

**DIVISION:** Licensing Renewal

**COURSE HOURS: 8**

**CATALOG DESCRIPTION:**

This course is designed to provide the Licensed Elevator Constructor with industry specific

continuing education in an effort to satisfy the requirements established in, and in accordance

with, the appropriate Administrative Code having jurisdiction.

There are three sections to this course:

**Harassment and Discrimination in the Workplace**

**Understanding the Impact of Drugs and Alcohol in the Workplace**

**Mental Health Awareness in the Workplace**

**2016 Suspension Means Code Course**

**Course Description**

## **Harassment and Discrimination in the Workplace 2 Hours**

* Introduction
* Defining Sexual Harassment
* Sexual Harassment Facts and Statistics
* Review 1: Definition of Sexual Harassment
* Sexual Harassment and the Law
  + Federal Laws
  + California Laws (for CA Course)
  + New York Laws (for NY Course)
  + Fair Workplace and Improving Company Culture
* Review 2: Sexual Harassment and the Law
* Recognizing Sexual Harassment Behaviors
  + Sex Stereotyping
  + Abusive Conduct
  + Sexual Misconduct
  + Quid Pro Quo
  + Sexual Assault
  + Hostile Work Environment
* Review 3: Recognizing Sexual Harassment Behaviors
* Your Employer’s Responsibilities
  + Your Employer’s Responsibilities
  + Employment Rights for Workers
  + Factors that Increase the likelihood for Sexual Harassment
* Review 4: Your Employer’s Responsibilities
* Responding to Sexual Harassment
  + The Supervisor’s Responsibility
  + Documentation and Reporting for Employees
  + Retaliation
  + Investigation Process
  + Additional Protection and Remedies
  + Other Types of Workplace Harassment
* Case Studies
  + Example 1: not Taking No for an Answer
  + Example 2: The Boss with a Bad Attitude

Example 3: No Job for a Woman

* + Example 4: Too Close for Comfort
  + Example 5: A Distasteful Trade

Summary   
**Exam**

**Understanding the Impact of Drugs and Alcohol in the Workplace (1 hr.)**

***Introduction***  
Overview of drug and alcohol use and its implications in adulthood.  
Construction industry as a high-risk sector for substance abuse.  
Importance of awareness and prevention for workplace safety.

***Module 1: Commonly Used and Abused Substances***

1. **Alcohol**
   1. Social acceptance and usage statistics.
   2. Definitions of binge drinking, heavy drinking, and high-intensity drinking.
   3. Risks: short-term (impaired decision-making, accidents) and long-term (liver disease, cancer, depression).
2. **Marijuana**
   1. Legal status and increasing use.
   2. Risks: memory loss, psychosis, addiction, and impaired coordination.
3. **Opioids**
   1. Prescribed forms (e.g., Oxycodone) and illegal forms (e.g., heroin).
   2. Risks: high addiction potential, overdose, and long-term health impacts like sleep apnea and fractures.
4. **Stimulants**
   1. Examples: cocaine, amphetamines, methamphetamine.
   2. Risks: overdose, anxiety, tooth decay, heart issues, and contaminated street drugs.
5. **Psychedelic and Dissociative Drugs**
   1. Examples: LSD, ketamine, psilocybin.
   2. Risks: increased heart rate, potential long-term psychological effects, and flashbacks (HPPD).

***Module 2: Understanding Addiction and Dependence***

* **Definitions**:
  + Dependence
  + Addiction
* **Signs of Substance Use**:
  + Physical
  + Behavioral

***Module 3: Workplace Policies and Safety***

* **Drug and Alcohol Policies**:
  + Prohibitions on substance use and impairment at work.
  + Penalties for violations (refer to employee handbook).
* **Impact on Safety**:
  + Increased risk of accidents due to impaired alertness or withdrawal symptoms.

***Module 4: Intervention and Support***

1. **Importance of Early Intervention**
   1. Prevents escalation, improves outcomes, and promotes safety.
2. **Starting the Conversation**
   1. DO
   2. DON’T
3. **Available Resources**
   1. Workplace programs, medical professionals, and recovery organizations.

***Case Studies***

* **Scenarios**: Real-world examples of identifying and addressing substance abuse.
* Discussion on best practices and strategies for effective intervention.

***Conclusion***

* Summary of key takeaways.
* Encouragement to seek help and foster a safe workplace environment.

**Mental Health Awareness in the Workplace (1 hr.)**  
***Learning Objectives***

By the end of this course, participants will be able to:

1. Describe the prevalence and impacts of poor mental health
2. Identify common stressors that lead to, and symptoms of, poor mental health
3. Discuss considerations when engaging in a conversation with someone suffering with poor mental health
4. Formulate proper protocol in the case of a suicidal individual
5. Evaluate methods to improve overall mental health
6. Identify helpful mental health resources

***Module 1: Understanding Mental Health***

* **Definition of Mental Health**: Emotional and mental well-being, and its impact on personal and professional life.
* **Good vs. Poor Mental Health**: Characteristics of individuals with good mental health versus those suffering from mental health challenges.
* **Mental Health as a Continuous Journey**: Similar to physical health, mental health can fluctuate and needs attention when low points become chronic.

***Module 2: Prevalence and Impact of Mental Health Challenges***

* **Statistics**:
  + 22.8% of US adults experienced mental illness in 2021.
  + 27% of Americans report anxiety symptoms.
  + Depression rates globally and in the U.S.
* **Workplace Impact**:
  + How mental health affects workplace performance, safety, and interpersonal relationships.
  + Special considerations for the elevator industry, where mental focus is critical.

***Module 3: Connection Between Mental Health and Substance Abuse***

* **Self-Medication**:
  + The cycle of substance abuse due to untreated mental health issues (e.g., alcohol, marijuana).
  + The destructive effects of self-medication on mental health and the risk of addiction.

***Module 4: Common Stressors and Symptoms***

* **Stressors in the Trade**:
  + Job deadlines, finances, physical strain, job security, and more.
  + Techniques for managing stress (e.g., 5-4-3-2-1 grounding exercise, breathing exercises, mindfulness).
* **Symptoms to Watch for**:
  + Sadness, withdrawal, mood swings, paranoia, difficulty concentrating, and physical signs like rapid heart rate.
  + How to identify and respond to signs of mental health deterioration.

***Module 5: Suicide Prevention***

* **Suicide in the Construction Industry**:
  + The alarming suicide rates within the construction sector (4x greater than the national average).
  + Recognizing signs of suicidal behavior: distancing, loss of interest, giving away belongings, and talking about death.
* **Responding to Suicide Threats**:
  + How to approach someone considering suicide.
  + The importance of immediate intervention and not leaving the person alone.

***Module 6: Engaging in Difficult Conversations***

* **The DIALOG Method**: A structured approach to discussing mental health.
  + **D**emonstrate active listening.
  + **I**ndividual case: Respect each person's unique situation.
  + **A**void judgment.
  + **L**ocation and time: Choose the right time and setting for the conversation.
  + **O**pen and honest communication.
  + **G**uide to resources: Encourage professional help.

***Module 7: Promoting Good Mental Health***

* **Physical Health**:
  + The benefits of exercise, sleep, and nutrition on mental health.
  + Activities like walking or exercising 30 minutes daily, sleeping 7 hours per night, and consuming brain-healthy foods like Omega-3-rich fish and leafy greens.
* **Mindfulness and Hobbies**:
  + How mindfulness activities and engaging in hobbies improve mental clarity and emotional well-being.
* **Purpose and Social Connections**:
  + Finding purpose in work and personal life to foster contentment and growth.

***Module 8: Lifting the Stigma Around Mental Health***

* **Stigma in the Construction Industry**:
  + The cultural barriers to seeking mental health support.
  + Statistics on hesitation to seek help due to fear of shame and judgment.
* **Creating a Supportive Environment**:
  + Encouraging open dialogue and leading by example in reducing stigma.

***Module 9: Mental Health Resources***

* **Available Resources**:
  + National Suicide Prevention Lifeline (988), Crisis Text Line, and other community resources.
  + NEI Benefits Plan and the Member Assistance Program (MAP) with Lyra for confidential support.
* **Seeking Professional Help**:
  + How to connect with psychologists, counselors, and other mental health professionals through various platforms (in-person, online, phone).

***Conclusion***

* **Recap**: Emphasis on the importance of mental health awareness, the connection to workplace safety, and the benefits of breaking the stigma.
* **Call to Action**: Encouragement to seek help when needed and to create a supportive environment for others.

## **Suspension Means Code Course 4 Hours**

**ASME A17.1/B44 2016 Safety Code for Elevators and Escalators  
Section 2.20 Suspension Means and Their Connections**2.20.1 Suspension Means  
2.20.2 Suspension Means Data  
2.20.3 Factor of Safety  
2.20.4 Minimum Number and Diameter of Suspension Means  
2.20.5 Suspension Members Equalizers  
2.20.6 Securing of Suspension Steel Wire Ropes to Winding Drums  
2.20.7 Rope Turns on Winding Drums  
2.20.8 Suspension Means Monitoring and Protection  
2.20.9 Suspension Member Fastening  
2.20.10 Auxiliary Rope Fastening Devices  
2.20.11 Suspension Member Test

**ASME A17.6 Standard for Elevator Suspension, Compensation and Governor Ropes**

**Part 1** Stranded Carbon Steel Wire Ropes for Elevators

Section 1.1 Scope

Section 1.2 References

Section 1.3 Terminology

Section 1.4 Material

Section 1.5 Rope Workmanship and Finish

Section 1.6 Properties and Tolerances of Newly Constructed Rope

Section 1.7 Testing and Compliance for Newly Constructed Rope

Section 1.8 Ordering Information

Section 1.9 Packaging and Identification

Section 1.10 Replacement Criteria

**Part 2** Aramid Fiber Ropes for Elevators

Section 2.1 Scope

Section 2.2 References

Section 2.3 Terminology

Section 2.4 Material

Section 2.5 Properties and Tolerances of Newly Constructed Rope

Section 2.6 Newly Constructed Rope Dimensions for Circular Cross-Section Designs (Type I)

Section 2.7 Newly Constructed Rope Dimensions for Noncircular Cross-Section Designs (Type II)

Section 2.8 Testing and Compliance

Section 2.9 Replacement Criteria

**Part 3** Noncircular Elastomeric-Coated Steel Suspension Members for Elevators

Section 3.1 Scope

Section 3.2 References

Section 3.3 Terminology

Section 3.4 Material

Section 3.5 Properties and Tolerances

Section 3.6 Testing and Compliance

Section 3.7 Replacement Criteria

**Mandatory Appendix**

I Rope Classifications Used in Part 1  
**Exam**

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