

## Resource Center Loan Program

The Resource Center Loan Program supports the agency's mission to ensure safe and healthful workplace conditions for working men and women through training, outreach, and education by offering occupational safety and health training materials for loan. The Resource Center Loan Program provides these training materials to broaden worker and employer safety and health knowledge, assist in identifying and preventing hazards, and in reducing workplace injuries and illnesses.

### Program Role

The Resource Center Loan Program provides free training materials for short-term loan to authorized borrowers. The goal of the program is to increase occupational safety and health knowledge for employers and workers and reduce injuries and illnesses in the workplace. Training materials are available in DVD and VHS formats and include a limited number of books. The materials are available for loan to qualified borrowers within OSHA's jurisdiction. Training materials are available for loan free of charge. Materials are not available for purchase from the Resource Center Loan Program.

### Program Background

The Resource Center Loan Program was established in response to numerous requests to provide occupational safety and health training materials for loan to expand employer and worker safety and health knowledge and decrease workplace injuries and illnesses.

The Resource Center Loan Program began loaning construction safety and health training materials in November 1990. After the initial success of the program, the Resource Center began offering general industry materials for loan. From FY 2009 to FY 2013, the Resource Center Loan Program loaned over 15,500 training materials.

### Who Can Borrow Materials?

An individual must become a qualified borrower in order to borrow materials. Qualified borrowers are those who have completed and signed a borrowing agreement indicating acceptance of all policies and procedures. The borrowing agreement can be found on the Resource Center Loan Program website at [www.osha.gov/dte/resource\\_center](http://www.osha.gov/dte/resource_center).

### Materials Available for Loan

During the past twenty years, the number of videos available for loan has grown to over 750 titles on more than 100 safety and health topics. This includes topics such as accident investigation, fall protection, electrical hazards, bloodborne pathogens, and workplace violence. The Resource Center Loan Program continually adds additional DVDs to its collection to allow borrowers flexibility in their choice of training materials. There are currently more than 200 titles available on DVD.

A selection of books on occupational safety and health topics are also available for loan. Books include general guides and technical manuals.

### Construction Topics Available

Construction training materials are available for loan on a wide variety of occupational safety and health topics including cranes, excavations, fall protection, personal protective equipment, scaffolding, and welding and cutting.

### General Industry Topics Available

General Industry training materials are available for loan from a broad selection of occupational safety and health topics including hazard communication, lockout/tagout, machine guarding, personal protective equipment, respiratory protection, and slips, trips, and falls.

### Materials Available en Español

To assist trainers in delivering training to Spanish-speaking workers, the Resource Center Loan Program includes more than 170 DVDs in Spanish.

## How to Access and Borrow Materials

There are four steps to borrowing materials through the Resource Center Loan Program:

1. Complete a Borrowing Agreement
2. Review the Online Catalog
3. Submit a Loan Request
4. Return the Borrowed Materials

### 1. Complete a Borrowing Agreement

An individual who wants to become a qualified borrower must return a signed borrowing agreement which is available on the Resource Center Loan Program website at [www.osha.gov/dte/resource\\_center](http://www.osha.gov/dte/resource_center). Once the individual becomes qualified to borrow materials, a confirmation will be sent via email.

### 2. Review the Online Catalog

The Online Catalog User's Guide located on the Resource Center Loan Program website, [www.osha.gov/dte/resource\\_center/catalog.html](http://www.osha.gov/dte/resource_center/catalog.html), provides information about:

- Getting Started
- Searching the Catalog and Requesting Materials
- Managing Your Cart
- Submitting Your Request

### 3. Submit a Loan Request

The Loan Request form is available on the Resource Center Loan Program website. When requesting materials, a borrower must submit a Loan Request form at least 14 calendar days before the preferred date of use. The Borrower will then receive an email acknowledging receipt of the form. Please note that the Resource Center Loan Program reserves the right to substitute comparable materials depending on availability.

### 4. Return the Borrowed Materials

The borrower must return materials to the Resource Center via a traceable delivery service (e.g., U.S. Postal Service, UPS or FedEx). The borrower is responsible for return shipping costs.

## Use of Materials

Please note the following policies regarding the use of Resource Center Loan Program materials:

- These materials are not produced by the U.S. Occupational Safety and Health Administration. They do not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government. The U.S. Government does not warrant or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed.
- The training materials are copyrighted and cannot be used for commercial purposes. Users must respect and comply with all copyright laws and must agree to the terms of use as described in the Resource Center Loan Program policies and procedures.
- Materials can be checked out for a maximum of 14 calendar days. Transit time for shipping to the borrower and the return shipping to the Resource Center is included in these 14 days.

## Additional Safety and Health Training Materials

Additional training materials are available through a new Safety and Health Training Resources page at [www.osha.gov/dte/library](http://www.osha.gov/dte/library). This page provides training materials developed by OSHA, materials developed by Susan Harwood Training Grant Program grantees, and links to training resources developed by other organizations. All are available free of charge.

For more information on the Resource Center Loan Program, please visit the OSHA website at: [www.osha.gov/dte/resource\\_center](http://www.osha.gov/dte/resource_center).

To contact the Resource Center please email [RCLP@dol.gov](mailto:RCLP@dol.gov) or call (847) 759-7748.

**This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.**

For assistance, contact us. We can help. It's confidential.



[www.osha.gov](http://www.osha.gov) (800) 321-OSHA (6742)

<http://www.safety-video-bmsh.com>

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