



CBT Business Rules

Company Information:	
Company Name	- Belco Industrial Services, LLC
Company Contact	- Pete Downs; Jack Mann
Phone Number	- 281-853-5241; 281-842-1538
Email Address	- pete.downs@belcois.com ; jack.mann@belcois.com

Course Information:	
Course Name	- Belco Industrial Services Office Personnel
Course Code	- 19BELOP
Course Price	- \$30.00 (Members) / \$40.00 (Non-members)
Course Length	- 1 hour 30 minutes
Course Expiration	- 3 years
Passing Score Required	- 80%
Testing Opportunities	- Unlimited
Miscellaneous Course Info	- This course includes the following topics: Introduction; Orientation Advisory; Health and Safety Overview; Office Safety; Fire Safety; Electrical Safety; Smoke-Free Environment; Terrorist Threats; Office Hygiene; Ergonomics; Hazard Communication; Dress Code Policy; Employment-At-Will Policy; Equal Employment Opportunity Policy; Disability Accommodation; Harassment and Discrimination; Substance Abuse Policy Overview; Safety Restricted Medications Policy Overview; Continuation of Benefits (COBRA); Work-Related Accidents, Illness, or Injury; Leave of Absence; Family and Medical Leave; 26 Week Leave Entitlement; Military Reserves or National Guard Leave of Absence; Jury and Witness Duty; Conflict of Interest; Confidentiality; No Solicitation or Distribution Policy; No Weapons Policy; Security and Inspections; Communication Monitoring Policy; and Conclusion.

Prerequisites:	
Valid ARSC Card (BOP/BOPR)	- No
Social Security Verification (SSV)	- Yes
Other Courses	- No
Background Screen	- No
Medical Services	- No



Gulf Coast Safety Council

Other Items:	
Reader Assistance -	No
Handouts -	None
ID Requirements -	All Trainees: Valid U.S. Driver's License; Valid U.S. State or Federal-Issued Non-Driver Identification Card with Photo; or Valid U.S. Passport First-Time Trainees at GCSC Facilities: Valid U.S. Driver's License; Valid U.S. State or Federal-Issued Non-Driver Identification Card with Photo; or Valid U.S. Passport and Original Social Security Card; U.S. State or Federal-Issued Photo Identification Containing Social Security Number; or Faxed or Emailed Letter on Company Letterhead.
Course Exceptions -	None
Last Updated -	05/09/2017