

BRP PRISM RISK MANAGEMENT LIBRARY

RISK REDUCTION RESOURCES TO SAVE TIME AND MONEY

Instant access to over 2,000 risk management and safety resources in both English and Spanish

- Online & Standalone Training Programs
- Training Shorts
- Posters
- Quizzes
- Checklists
- Establish Guidelines and Procedures
- Create an Injury and Illness Prevention Program (IIPP)
- Inform and Engage Employees
- Improve Training Programs
- Demonstrate Compliance

Editable Format

All documents are printable, downloadable, and customizable.

The format is either Microsoft Word or PowerPoint.

Use the templates to enhance your health and safety program.

My Content

All documents are printable, downloadable, and customizable.

The format is either Microsoft Word or PowerPoint.

Use the templates to enhance your health and safety program.

Holistic Solution

The Risk Management Library and My Content are part of the BKS PRISM Risk Management Center, a comprehensive suite of insurance risk management, workplace safety, and compliance software tools.

DESIGNED TO HELP YOU ENHANCE YOUR RISK MANAGEMENT PROGRAM:

- Comply with regulatory requirements
- Improve profitability through reduced accident costs & increased productivity
- Reduce internal development & maintenance costs



First Name Last Name

Title

555.555.555

email@baldwinriskpartners.com

Available Monday – Friday | 8:30am – 5:00pm



THE RISK MANAGEMENT LIBRARY – REDUCE RISK TO SAVE TIME & MONEY

The Risk Management Library is a vast resource for safety training courses and materials. The Risk Management Library makes training employees and OSHA compliance easier.

ONLINE TRAINING LIBRARY

A collection of comprehensive online e-learning training courses. Quizzes are included.

SAFETY VIDEOS

A library of workplace safety and compliance videos.

POLICIES AND PROCEDURES

Documents to provide organizational direction

TRAINING MATERIALS

PowerPoint programs for instructor-led training and presentations.

POSTERS

One-page safety pointers on a wide range of topics.

TRAINING SHORTS

Short instructional documents and toolbox talks, perfect for group-lead safety meetings.

LINKS

A selection of helpful websites and useful links.

MY CONTENT

Your personal directory of customized content and documents.

BRP CONTENT

Resources and content provided by experts on insuring and mitigating risk.



4 of 52

1 Overview

Know your risk of bloodborne pathogen exposure and the types of pathogens you may encounter.

What you need to know:

- Definition of bloodborne pathogens
- Who is at risk for exposure
- Who is covered by OSHA's Bloodborne Pathogens Standard
- Types of bloodborne pathogens

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SUCCEED

ACCIDENT PREVENTION POSTERS

Scope and Application

[Organization Name] is dedicated to providing a safe and healthful workplace and promoting safe and efficient operations. A Safety and Health Manual is in place and all staff are trained at orientation, as well as annually thereafter via the manual. Additionally, for every position there is a respective Job Safety Analysis outlining specific safety and health behaviors and responsibilities. These are mandatory. [Organization Name] has zero tolerance for not following safety and health requirements.

This policy applies to all locations or projects where any potential for an accident is present.

Your job may require specific equipment or apparel occasionally based on a Hazard Assessment completed for your position. This may be supplied by the organization, or it may be your personal responsibility. When in doubt about the need to use specialized equipment or protective wear, ask.

Implementation

It is the responsibility of management to administer this procedure. It is the responsibility of any employee or contractor involved to adhere fully to this policy.

Take all reasonable precautions to guard your health and well-being, as well as that of co-workers. Your cooperation and assistance are necessary for [Organization Name] to extend a safe work effort.

The following is not an inclusive list, but reflects the conduct required for employees to perform their jobs safely:

1. Use necessary safety equipment as required based on the tasks performed.
2. Keep walkways and work areas clear.
3. Make sure there is no horseplay.
4. Cooperate in any accident or incident investigation.
5. Wear seat belts while operating any vehicle while on Organization business.

If you have questions about workplace hazards or concerns, contact your supervisor.

Quiz Aerial Lifts and Elevated Platform Safety

Name: _____ Date: _____

1) Approximately how many Americans die each year in aerial lift accidents?

- A. 10
- B. 30
- C. 60
- D. 80

2) Choose all that apply. Which of the following are some of your responsibilities as an operator?

- A. Complete proper training.
- B. Read and understand the operator manuals.
- C. Adhere to guidelines, practices for safe use, and manufacturer recommendations.

3) For each individual type of lift, operators must be separately qualified and authorized.

- A. True
- B. False

4) Choose all that apply. It is best practice to use fall protection for _____.

- A. Articulating boom lifts
- B. Elevated work platforms
- C. Extensible boom platforms
- D. Scissor lifts
- E. Trailer-mounted aerial lifts
- F. Vehicle-mounted aerial lifts

INCIDENT TRACK

COMPREHENSIVE INCIDENT MANAGEMENT AND OSHA CLAIMS REPORTING

Improve the visibility, efficiency, and accuracy of your workplace incident management system

- Easily track all types of incidents, including near misses Enter an incident only once
- Document accident investigations
- Track employee injuries and time off work
- Report claims automatically
- Generate incident reports, all OSHA logs, and first reports of injury
- HIPAA compliant
- Identify where to focus your mitigation efforts with trending analytics
- Track all types of claims: work related, environmental, general liability, property, fleet, and more
- Analyze loss sources to prevent incidents and near misses
- Reduce risk and losses
- Lower costs

Automate The Cycle

- Incident tracking
- OSHA logs
- Claims reporting
- Comprehensive trending and reporting

OSHA 300 Log Reporting

Most businesses are required to complete the OSHA 300, 300A, and 301 forms. These different forms have different uses and requirements within a workplace.

Learn more about OSHA 300 log reporting via the link below.

Holistic Solution

Incident Track is part of the BKS PRISM Risk Management Center, a comprehensive suite of insurance, risk management, workplace safety and compliance software tools.

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INSGROUP
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AUDIT TRACK

STREAMLINE AND COORDINATE SAFETY & COMPLIANCE FIELD SURVEYS

Field Survey Software that Gives Coordinated Insight to what your people are Seeing and Thinking

Audit Track is a simple-to-use web application that helps organizations create and maintain audits, surveys, and questionnaires. It allows employers to automate and streamline the audit process

- Create custom audits for your organization or department
- Deploy in the field on any major mobile device
- Assign to any employee and track tasks, activities, and results
- Summary and detailed reports based on your criteria Track, achieve, and demonstrate regulatory compliance
- Target and resolve revealed issues before they become incidents
- Proactively manage your workplace
- Set field audits and surveys to your unique reoccurrence Make automated auditing an integral part of your safety strategy
- Keep all Safety Audits, Inspections, Self-Assessments, and other workplace checklists up-to-date

This flexible tool allows managers to oversee all the safety audit, inspection, and compliance reporting needs of your organization. Ensure all tasks and items are assigned, completed, and recorded, so that your workplace is safe and compliant. Help protect your workplace from liability with this flexible, customizable tool.

Audit Track is part of the BKS PRISM Risk Management Center, a web-based integrated software suite that provides your organization with the tools you need to proactively manage workplace safety, employee training, IIPP/APP safety program development, and OSHA and regulatory compliance tracking, reporting and analysis. A complete behavior-based safety solution.

Compatible with Android tablets with the latest Chrome browser, Apple iPads and computers with the latest Safari or Firefox browser, and Windows PCs with the Internet Explorer 10 or higher, or the latest Firefox or Chrome browsers.

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TRAINING TRACK

EASY STANDARDIZATION OF TRACKING AND ASSIGNING SAFETY TRAINING

Training Track delivers the flexibility needed for a complete and automated online training program

- Meet all training needs with one solution
Automatic reminders of upcoming or overdue trainings
- Automatically documents completed trainings
- Option to print certificate of completion
Eliminates need for on-site trainer
- Implement new hire orientation programs or important HR policy training
- Train employees in new safety procedures and OSHA certification
- Create and deploy customized training content
Demonstrate compliance and reduce incidents

Training Library

We currently offer many different training courses, including Bloodborne Pathogens, Distracted Driving, Defensive Driving, Hazard Communication, sexual harassment prevention (California-compliant) and much, much more!

Custom Training

Let us help you build a library of custom online training programs, specific to your organization. Save valuable time and enable significant efficiencies!

Assign the training to employees, who can go through the training at their own pace, in any location with internet access. Certificates of completion are automatically recorded into training track.

Holistic Solution

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SDS TRACK

EASE THE BURDEN OF ORGANIZING AND DISTRIBUTING SAFETY DATA SHEETS (SDS)

Systemic organization, management and access to SDS's to ensure compliance and control

- SDS's are required for all chemicals and hazardous materials
- Helps you comply with the OSHA Hazard communication standard
- Fulfil OSHA's right to know and right to understand requirements- employees must have access to current SDS's on site
- Easily load your existing SDS's
- Provide employee access to SDS's from any computer with internet access
- Print HMIS and NFPA labels for secondary containers
- Increase workplace safety

Automate Compliance

Organize SDSs by location in a way that makes printing labels or exporting SDS and hazardous chemical lists easier.

Increase Workplace Safety

Employees will have a resource for accessing SDS sheets by internet.

Holistic Solution

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BBS TRACK

CENTRALIZED TRACKING OF JOB HAZARD ANALYSES (JHA)

Create Job Hazard Analyses (JHAs) for conducting Safety Observations, and build an effective behavior based safety (BBS) program.

- Identify existing and potential hazards with JHA's
- Build your own JHAs from our pre-loaded library of sample JHAs
- Customize steps, issues and job requirements to the position
- Export to PowerPoint for easy, customized training
- Perform and record safety observations
- Comply with safety regulations and OSHA voluntary protection programs
- Create and maintain a proactive safety culture to ensure job safety
- Reduce incidents, claims and losses through implementing a BBS program

Reduce Injuries

Committing to a behavior-based safety program is known to reduce injuries, lost time, and workers compensation costs, as well as improve employee morale. Use BBS Track to build your BBS Program.

BBS Service

We can assist you by reviewing job tasks and identifying critical behaviors to create JHAs. We can then train your staff to perform safety observations and implement Behavior Based Safety Program.

Holistic Solution

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JOB DESCRIPTION TRACK

TRACK AND MAINTAIN JOB DESCRIPTIONS AND RETURN TO WORK PROGRAMS

Quickly build job descriptions to clearly communicate employee roles, responsibilities and performance expectations within your return to work program

- Step-by-step job position development wizard
- Share job descriptions across the organization
- Prepare new hires for assignments
- Focus employee behavior on safety
- Manage, motivate and engage employees
- Design a cost-effective and compliant return to work program Build modified or transitional duty job descriptions
- Re-introduce injured workers to the workplace
- Reduce workers comp costs

HR Management

Use the job description track application as the foundation of an effective HR personnel management system to develop and maintain a safety culture.

Job Description Service

We can assist you by creating and managing customized library of job descriptions, including modified or transitional job descriptions, so you can manage an effective and successful Return to Work Program.

Holistic Solution

Job Description Track is part of the BKS PRISM Risk Management Center, a comprehensive suite of insurance risk management, workplace safety and compliance software tools.

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COI TRACK

TRACK CERTIFICATES OF INSURANCE AND NOTIFY VENDORS AUTOMATICALLY BEFORE RENEWAL DATES

COI Track streamlines certificate of insurance management so you can avoid the liability from uninsured or under-insured vendors, contractors, suppliers, or tenants

- Ensure coverage limits meet your requirements
- Track and monitor policy expiration dates
- Automatically notify non-compliant vendors
- Automatic reporting to provide you with
- Generate needed analysis by vendor, project or location
- Easily load data and attach file
- Address a critical, but often overlooked, risk management and loss control discipline

HR Management

- Prevent significant potential liabilities
- Save time and improve accuracy
- Streamline vendor relations
- Document and demonstrate compliance required by your insurance carrier

Keep Carrier Compliance

COI Track has full reporting capabilities to provide you with the complete documentation required by your insurance carrier.

Holistic Solution

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HR & BENEFITS LIBRARY

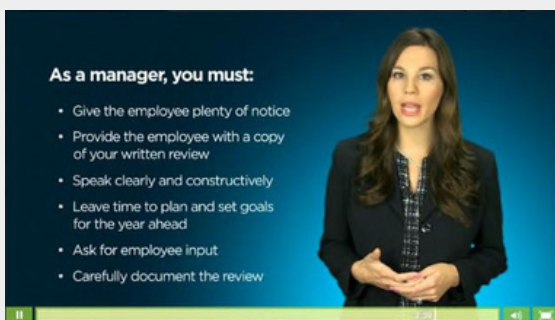
A DYNAMIC UP TO DATE RESOURCE

A Comprehensive HR Resource Solution for Your Business

Award-winning online HR & Benefits Library complete with attorney-developed content to help you stay compliant with federal and state labor laws and regulations including COBRA, HIPAA, FMLA, USERRA, ADA, and Health Care Reform.

- Sample forms and policies
- Employment law resources
- HR productivity tools
- Training videos for dozens of common HR issues
- Health Care Reform updates & HR News alerts

Immediate access to practical resources to professionally address your Human Resource needs. It's like having an HR department at your fingertips.



DESIGNED TO HELP YOU NAVIGATE YOUR HUMAN RESOURCE NEEDS & STAY UP TO DATE ON:

- Federal and Benefits Compliance
- State HR and Benefits Information
- Salary Benchmarking
- Healthcare Reform Updates



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THE HR & BENEFITS LIBRARY – YOUR COMPLIANCE EDGE

The HR & Benefits Library is powered by HR360, Inc., a leading online HR resource provider. It is easy to navigate, rich in online content, and great for both HR professionals and line managers within your organization.



FEDERAL HR AND BENEFITS COMPLIANCE



STATE HR AND BENEFITS INFORMATION



FAST ANSWERS TO HR AND BENEFITS QUESTIONS



DOWNLOADABLE FORMS, POLICIES AND CHECKLISTS



HOW TO HIRE AND TERMINATE EMPLOYEES TO PREVENT COSTLY LAWSUITS



ONLINE HR PRODUCTIVITY TOOLS



SALARY BENCHMARKING



JOB DESCRIPTION BUILDER



PERFORMANCE REVIEW BUILDER



MULTI-STATE LAW COMPARISON TOOL



HEALTH CARE REFORM UPDATES



HR NEWS ALERTS

YOUR SINGLE SOURCE FOR:

- Latest Health Care Reform tools and guidelines
- How to interview, hire and terminate employees
- How to do performance reviews at every level
- Interactive HR tools including:
 - Salary Benchmarking
 - Job Description Builder
 - Performance Review Builder
 - State Law Comparison Tool
- Hundreds of downloadable forms and policies
- Customizable employee handbook
- State and federal compliance information
- State labor laws guidance
- Employee benefits
- Health Care Reform updates
- Recruitment & hiring best practice and training
- Discipline & termination best practice and training
- HR Apps & Tools
- Resource Center materials
- HR Training videos



HR HOTLINE

FOR ON-DEMAND EXPERTISE



The HR Hotline is a service staffed by HR professionals, available by phone or email, to answer your HR-related questions. As a valued client, you have access to personalized, professional HR consultation and expertise every month through your BKS Partners Connect Portal.

WHAT TOPICS CAN WE DISCUSS?

- EMPLOYEE BENEFITS
- LEAVES OF ABSENCE
- FEDERAL COMPLIANCE
- STATE EMPLOYMENT LAW
- WAGE AND HOUR ISSUES
- DISCIPLINE AND TERMINATIONS
- RECRUITING AND HIRING
- EMPLOYEE RELATIONS
- WORKERS' COMPENSATION
- INVESTIGATIONS
- PERFORMANCE MANAGEMENT

Baldwin Risk Partners is happy to provide this HR Hotline service to you. In addition to answering your pressing HR questions, the HR professionals will refer you to relevant content within the portal to help you execute on their expertise.

HOW CAN I ACCESS THE HR HOTLINE?

Simply click on the "Ask the HR Expert" in the bottom of the Resources dropdown of the BKS PRISM portal. From there, you can submit a question through the site, or use the phone number to call in to the hotline and be connected with an HR professional.

Available Monday - Friday | 9:00am - 6:00pm

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