

**CVMIC LOSS CONTROL
MENU OF SERVICES
2015**

LOSS CONTROL SERVICES

Audits

Safety and Health Audit

Hiring Assessment

Human Resources Audit

Ergonomics

Ergonomic Assessments

Industrial Hygiene

Fume Hood Testing

Sound Level Testing

Inspections

Facility Inspections

Park & Playground Inspections

Work Site Safety Assessments

Loss Trend Analysis

Review and Explain Loss Runs

Policy Development

Assist in the Development of Policies

Policy Review Services

Safety Committee Assistance

Assist in Developing a Safety Committee

Attend Safety Committee Meetings

Re-Energize Your Safety Committee

TRAINING PROGRAMS

Safety & Health Training Topics

Asbestos Awareness
Back Safety and Safe Lifting
Behavioral Based Safety Training
Bloodborne Pathogens
CDL Requirement
Chain Saw Safety
Compressed Gas Cylinder Safety
Conducting Facility Inspections
Confined Space Entry
Cut-Off Machine Safety (Chop Saw)
Ergonomics
Excavation Safety
Fall Protection
Flammable & Combustible Liquids
Forklift (Powered Industrial Trucks)
Hazard Communication (Employee Right-to-Know)
Hearing Conservation
Ladder Safety
Lead Safety Awareness
Lockout/Tagout
Machine Guarding/Hand and Portable Tool Safety
OSHA 300—Accident/Injury Recordkeeping
Personal Protective Equipment (PPE)
Respiratory Protection
Safety Awareness
Safety Rules
Seasonal Employee Safety Orientation
Slips, Trips & Falls
Work Zone Traffic Safety

TRAINING PROGRAMS

Fleet Safety Training Topics

Accident Scene Management
Aggressive Driving/Road Rage
Backing and Parking Large Vehicles
Defensive Driving Strategies
Driver Distractions
Driver Fatigue
Snow Plow Operator Training
Trailer Safety
Vehicle Inspections
Winter Driving



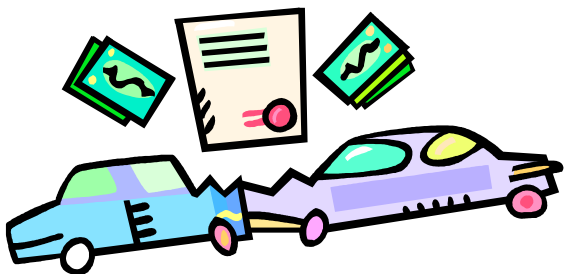
TRAINING PROGRAMS

Risk Management Training Topics

Accident Investigation
Claims Handling Training
Conducting Playground Inspections
Contractual Risk Transfer
Understanding Insurance Coverage

Workers Compensation Training Topics

Accident Investigation
Basics of Workers Compensation
Workers Compensation - Cost of Loss
Light Duty/Return to Work



Employment Practices Liability/Supervisory Training Topics

Americans with Disabilities Act - Title I
Americans with Disabilities Act - Title II
Anti-Harassment for Employees
Anti-Harassment for Supervisors
Anti-Harassment for Elected Officials
Behaviorally Anchored Interviewing
Coaching for Improved Work Performance
Conducting Reference Checks
Conflict Resolution
Customer Service
Developing Job Descriptions
Diversity
Documentation
Drug & Alcohol Awareness
Drug & Alcohol Testing
Employee Orientation and Training
Employee Performance Evaluations
Ethics for Employees
Ethics for Supervisors
Facilitating and Running Meetings
Fair Labor Standards Act (FLSA)
Family Medical Leave Act (FMLA)
Generations and Their Impact in the Workplace
Hiring
Investigating a Complaint of Harassment
M.E.E.T. on Common Ground - Managing for Respect in the Workplace
New Supervisor Orientation
Police and Fire Commission - Role and Responsibility
Systemic Discrimination
Violence in the Workplace
Wrongful Termination

Certificate Series Training Topics

Pre-Supervisory Certification

Day #1 – Employee Development Options for the Future

- Action Plan & Development
- Best Boss/Worst
- Start Right Stay Right
- Understanding Where You Are Going
- Developing Competencies

Day #2 – Understanding the Role of the Supervisor

- Mission, Vision, Core Values & Goals
- Role and Responsibility of a Supervisor
- Understanding Laws, Policies & Rules
- Supervisory Resources and Tools
- Documentation

Day #3 – Work Place Culture and Change Management

- Understanding Workplace Culture
- Generations
- Diversity
- Change

Day #4 – Key Elements of Safety/Health in the Workplace

- Cost of an Employee
- Cost of an Accident
- Worker's Compensation
- Accident Causation
- Safety and Health
- Assigning Tasks and Evaluating Performance

Certificate Series Training Topics

Certificate in Supervision

Employment Law (Session #1)

- American with Disabilities Act (ADA)
- Family Medical Leave Act (FMLA)
- Fair Labor Standards Act (FLSA)
- Harassment/Discrimination
- Other Important EPL Laws
- Policies/Rules

Supervisor Resources & Tools (Session #2)

- Employee Assistance Programs
- Drug and Alcohol Testing
- Documentation
- Open Records and Records Retention
- New Employee Orientation
- Training Employees
- Performance Evaluations
- Understanding Discipline and Labor Contracts
- Interviewing

Basic Risk Management/Safety/Security (Session #3)

- Contractual Risk Transfer
- Liability Claims
- Cost of Claims
- Workers Compensation
- Violence in the Workplace
- Accident Causation
- Accident Prevention
- Accident Investigation

Coaching Employees (Session #4)

- It will try to change your thinking about certain key beliefs relative to workers, bosses and management.
- It will provide you with the techniques you can use as a supervisor to solve people performance problems.

Certificate Series Training Topics

Certificate in Supervision

Teams and Process Improvement (Session #5)

- Creating Satisfied Customers
- Teams and Empowerment
- Basic Facilitation Skills
- Running Effective Meetings
- Problem Solving, Process Improvement and Quality Tools

Developing a Highly Effective Workforce (Session #6)

- A 4-Step Workforce Planning Process
- Recruitment and Selection
- Employee Retention and Leadership
- Employee Training
- Employee Development
- Developing Performance Standards and Goals
- Putting Together a Workforce Development Plan

Understanding Employee Differences (Session #7)

- Generational Differences
- Diversity
- Conflict Resolution
- We Need to M.E.E.T.: Managing for Respect in the Workplace

Unacceptable Employee Behavior (Session #8)

- Discussion of reasons why good employees can become problem employees
- Review how organizations and supervisors can contribute to the problem and make it even worse by what they do or fail to do
- Discuss how to involve the union in the process of dealing with a problem employee
- Review tools available to supervisors to assist them in modifying unacceptable employee behavior
- Explore options on how to improve employee performance and develop action plans that can be use after the program has concluded

Certificate Series Training Topics

Certificate in Management

Behavioral Anchored Interviewing
Construction Contract Risk Transfer
Dealing with Injured/Disabled Employee(s)
Developing Your Management Skills
Discipline & Wrongful Termination
Employee Development
Ethics in the Workplace
FMLA
Hiring - Avoiding a Lifetime of Regret
Improving Organizational Communications
Investigating a Complaint of Harassment
Keys to Effective Management
Leadership
Performance Evaluations
Policy Development
Process Improvement
Risk Management/Safety Administration
Strategic Management Planning
Succession Planning
Team Building
Understanding Today's Workforce

Certificate Series Training Topics

Certificate in Risk Management/Safety

Accident Investigation - Worker's Compensation
Accident Investigation - Liability Claims
ADA Title II Compliance
Confined Space Entry Awareness
Confined Space Entry Rescue
Contractual Risk Transfer
Dealing with Injured/Disabled Employees
Excavation Competent Person
Facility Inspections
Fleet Safety Program Development
Health & Safety: What You Need to Know
Liability Claims Handling
OSHA Recordkeeping - Maintaining the OSHA 300 Log
Playground and Park Inspections
Safety Committee and Safety Awareness
Safety Policy/Rule Development
Safety Training/Orientation
The True Cost of Loss
Understanding Insurance Coverage
Work Zone Traffic Safety

CVMIC RESOURCES

The following resources are available on CVMIC 's Member Login (Documents/Resources) portion of the website (www.cvmic.com):

Model Policies

Law Enforcement Policies

Human Resources & Employment Practices Liability Policies

Safety Policies

Regional Training Handout Material

Training Materials from the last six months of regional training programs

Safety Awareness Materials

Paycheck Stuffers

Posters

Significant Program Award Materials

Overview - Question & Answer

Entry Form

Submittals and Award Winners