



Berkley  
**INDUSTRIALCOMP**

| a Berkley Company

# RISK MANAGEMENT SURVIVAL KIT





Dear Policyholder,

Welcome to Berkley Industrial Comp — We're happy you've selected us as your workers' compensation provider.

For 30 years, our loss control experts have been the best in the industry. The Risk Management team is comprised of former miners, engineers and technicians from all across the fields we serve, so we understand firsthand what it means to work these jobs in these environments. We serve you based on the unique needs you have. We do not just check for safety elements at the job site, we teach the correct procedures to our customers to create safe work environments.

The Risk Management team works to develop trustworthy relationships by operating as subject matter experts with whom our clients feel comfortable interacting with so they realize that we value our partnership and that we are invested in their success.

Our team can provide many services based on your needs, as well as several other factors. Services include, but are not limited to:

- ▶ **Inspection Audits and Services** – This includes OSHA (Occupational Safety and Health Administration), MSHA (Mine Safety and Health Administration) and DOT (Department of Transportation) inspections.
- ▶ **Inspection Checklist** – We encourage all of our customers to complete their own inspections. We provide you with a checklist within this kit to help you get started.
- ▶ **Safety Management** – We can assist in the development of a Safety Management Program which includes a written document.
- ▶ **Safety Meetings Topics** – Through our website, you will have access to many topics to use for safety meetings. See page 4 to learn how to register for our website.
- ▶ **Training Presentations** – We can provide many different training PowerPoint presentations and can also customize a training presentation that fits your program.
- ▶ **Employee Safety and Human Resources Handbook** – We can provide a template so that you can tailor a handbook that fits your program.
- ▶ **Website** – Berkley Industrial Comp has a website that offers many safety documents (Toolbox Talks) that you can download and customize for your company.
- ▶ **Risk Management Training** – Specific training can be arranged to train your management personnel in a variety of topics; for instance, understand your Experience Model (E-Mod), how to handle a fatality, accident investigation, safety culture development and enhancement, and more.
- ▶ **KPA Risk Management Center Access** – Our customers can utilize this online program at no cost. This is an added perk of your workers' compensation policy.

Our Risk Management team members have industry experience and education that will compliment your staff to enhance your safety program. Feel free to contact any of our team members for assistance at any time. You'll find their contact information on our [website](#). Thank you for choosing to partner with us!

Sincerely,



Randon Lessing  
Associate Director of Risk Management



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# THE RISK MANAGEMENT CENTER POWERED BY KPA



Berkley Industrial Comp has partnered with KPA to bring our policyholders an added perk to their workers' compensation policy. **The Risk Management Center is a unique web-based, mobile-friendly, suite of safety and risk management tools designed to empower your organization's risk prevention efforts.** This is a FREE resource available to all Berkley Industrial Comp policyholders. The risk management center allows you to reduce risk and improve workplace safety by creating effective risk mitigation programs. It is easy to access and provides a safety center for your entire organization. **WHAT IT INCLUDES:**

## COMPREHENSIVE SAFETY LIBRARY



Online Training Programs  
Policies and Procedures

Training Materials  
Training Shorts

Quizzes & Posters

## SOFTWARE APPLICATIONS



Certificate of Insurance Management Software  
Incident Tracking/OSHA 300 Log Software  
Training Tracking & Employee Management Software

Job Description & Return-to-Work Program Software  
Behavior-Based Safety & Job Hazard Analysis Software  
Safety Data Sheet Management Software

## CUSTOMIZABLE DASHBOARD



Add unique company documents:  
Policies, procedures, manuals  
Manage multiple locations and employees

Supervisor access to the crew's training records  
Employee access to own training records

## HOW TO SIGN UP:

ACCESS THE KPA SITE THROUGH [BERKLEYINDUSTRIAL.COM](http://BERKLEYINDUSTRIAL.COM) TO REGISTER  
OR CONTACT THE R.A.M.P. TEAM AT [RAMP@BERKLEYINDUSTRIAL.COM](mailto:RAMP@BERKLEYINDUSTRIAL.COM)

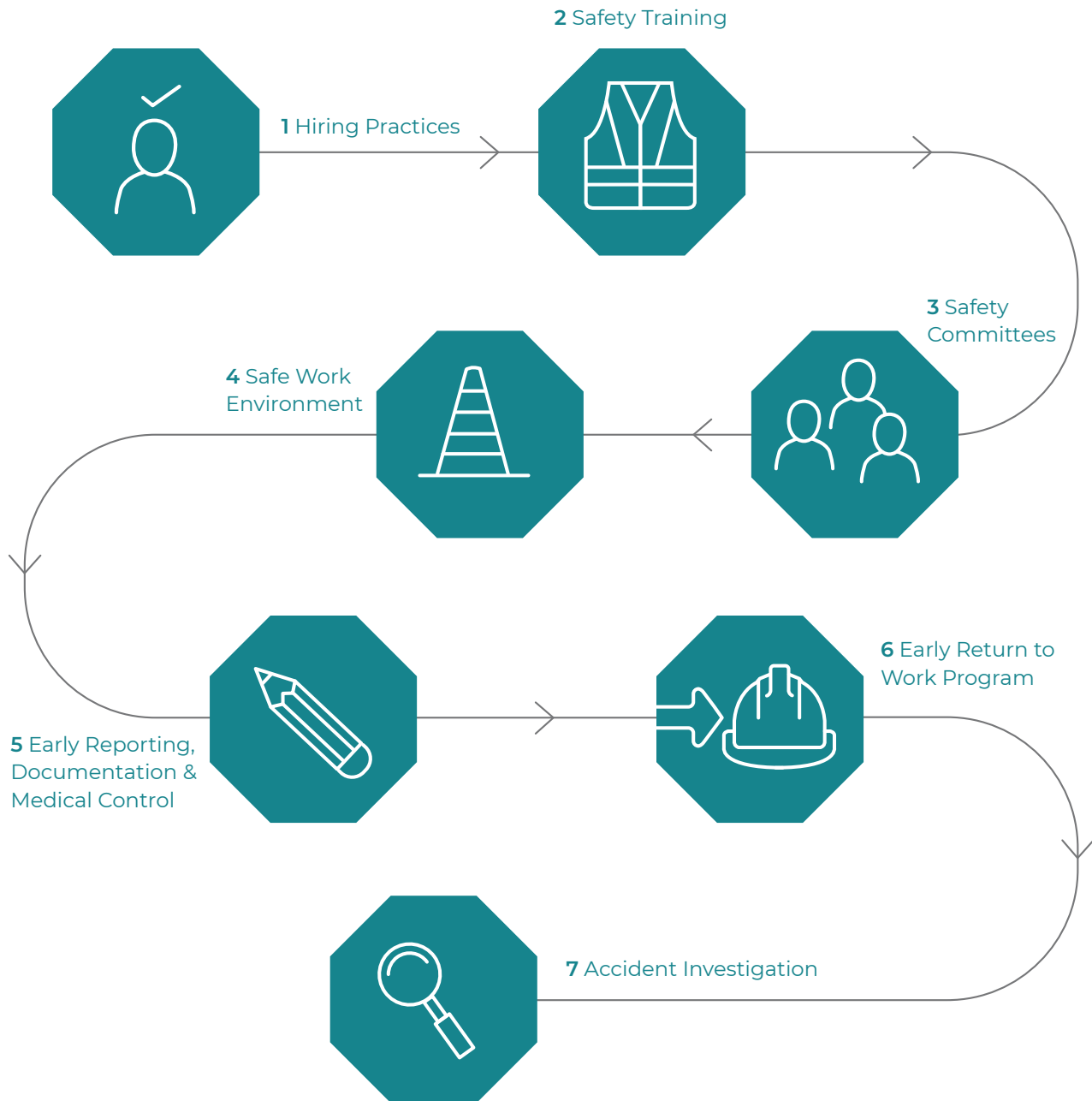
Berkley Industrial Comp is pleased to share this material with its customers. Please note, however, that nothing in this document should be construed as legal advice or the provision of professional consulting services. This material is for general informational purposes only, and while reasonable care has been utilized in compiling this information, no warranty or representation is made as to accuracy or completeness.



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## OSHA CHECKLIST

# SEVEN STEP WORKERS' COMPENSATION PROGRAM



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## OSHA CHECKLIST



# Seven Core Components of a Safety & Health Program

- 1 MANAGEMENT LEADERSHIP
- 2 WORKER PARTICIPATION
- 3 HAZARD IDENTIFICATION AND ASSESSMENT
- 4 HAZARD PREVENTION AND CONTROL
- 5 EDUCATION AND TRAINING
- 6 PROGRAM EVALUATION AND IMPROVEMENT
- 7 COMMUNICATION AND COORDINATION FOR HOST EMPLOYERS, CONTRACTORS, AND STAFFING AGENCIES



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# REPORTING & RECORDING INJURIES

## OSHA

Employers are required by OSHA to record and keep a record of serious work-related injuries. **These include:**

- Any work-related fatality.
- Any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, or transfer to another job.
- Any work-related injury or illness requiring medical treatment beyond first aid. Read how OSHA defines first aid at <https://www.osha.gov/recordkeeping/index.html>
- Any work-related diagnosed case of cancer, chronic irreversible diseases, fractured or cracked bones or teeth, and punctured eardrums.
- There are also special recording criteria for work-related cases involving: needle sticks and sharps injuries; medical removal; hearing loss; and tuberculosis.

All employers are required to notify OSHA when an employee is killed on the job or suffers a work-related hospitalization, amputation, or loss of an eye. A fatality must be reported within eight hours and in-patient hospitalization, amputation, or eye loss within 24 hours.

### TO REPORT AN INJURY TO OSHA:

**CALL**  
the nearest OSHA office or the OSHA  
24-hour hotline at 1-800-321-6742

**CLICK**  
Report Online at  
<https://www.osha.gov/pls/ser/serform.html>

### BE PREPARED TO SHARE:

- Business name
- Names of employees affected
- Location and time of the incident
- Brief description of the incident
- Contact person
- Phone number

FOR MORE INFORMATION AND FAQs, VISIT OSHA'S REPORTING REQUIREMENTS PAGE:  
[HTTPS://WWW.OSHA.GOV/REPORT.HTML](https://www.osha.gov/report.html)

## MSHA

All mine operators are required by law to report all mining accidents immediately—within 15 minutes—of when the operator knew or should have known about the accident.

### TO REPORT AN INJURY TO MSHA:

**CALL**  
MSHA Toll-Free Reporting Number (24/7/365): 1-800-746-1553.

**COMPLETE AND SUBMIT FORM 7000-1**  
within ten working days of the accident. You can submit this online, through the mail, or fax. Visit [www.msha.gov](http://www.msha.gov) to download the form.

VISIT [HTTPS://WWW.MSHA.GOV/ABOUT/CONTACT/EMERGENCIES](https://www.msha.gov/about/contact/emergencies)  
TO LEARN WHAT MSHA DEFINES AS AN ACCIDENT.

## HELPFUL LINKS & NUMBERS

### REGULATORY

OSHA	<a href="http://www.osha.gov">www.osha.gov</a>
MSHA	<a href="http://www.msha.gov">www.msha.gov</a>
CDC	<a href="http://www.cdc.gov">www.cdc.gov</a>
NIOSH	<a href="http://www.cdc.gov/niosh">www.cdc.gov/niosh</a>
ISMSP	<a href="http://www.ismsp.com">www.ismsp.com</a>
BCSP	<a href="http://www.bcsp.org">www.bcsp.org</a>
NFPA	<a href="http://www.nfpa.org">www.nfpa.org</a>
DOT	<a href="http://www.transportation.gov">www.transportation.gov</a>
National Safety Council	<a href="http://www.nsc.org">www.nsc.org</a>
Board of Certified Safety Professionals	<a href="http://www.bcsp.org">www.bcsp.org</a>
U.S. Department of Labor	<a href="http://www.dol.gov">www.dol.gov</a>

### INDUSTRY

ASSP	<a href="http://www.assp.org">www.assp.org</a>
NRCA	<a href="http://www.nrca.net">www.nrca.net</a>
NRMCA	<a href="http://www.nrmca.org">www.nrmca.org</a>
CO Mining Association	<a href="http://www.coloradomining.org">www.coloradomining.org</a>
NV Mining Association	<a href="http://www.nvmineraleducation.org">www.nvmineraleducation.org</a>
AK Miners Association	<a href="http://www.alaskaminers.org">www.alaskaminers.org</a>
National Mining Association	<a href="http://www.nma.org">www.nma.org</a>
CPWR	<a href="http://www.cpwr.com">www.cpwr.com</a>

### EQUIPMENT

Hitachi	<a href="http://www.hitachiconstruction.com">www.hitachiconstruction.com</a>
Caterpillar	<a href="http://www.cat.com">www.cat.com</a>
Safety Products, Inc	<a href="http://www.spisafety.com">www.spisafety.com</a>