

# **SOCIETY INSURANCE**



## **RISK CONTROL Safety & Health Educational Materials Catalog**

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# INTRODUCTION

As a part of our Risk Control service we offer posters, pamphlets, and other program materials to our customer. The purpose of the material is to reinforce our service with media designed to motivate and educate our customer personnel toward achieving desirable levels of safety and health. See the last page of this catalog for ordering instructions.

## POSTERS

A variety of safety posters are available by the following Categories.

|                            |                       |
|----------------------------|-----------------------|
| Back Safety                | Bloodborne Pathogens  |
| Construction               | Confined Space        |
| Drugs/Alcohol              | Driving Safety        |
| Electrical Safety          | Emergency             |
| Ergonomics                 | Fire Safety           |
| Forklift Safety            | Slips, Trips, & Falls |
| Fleet                      | Food Service          |
| General Safety             | Good Housekeeping     |
| Hazard Communication       | Ladder Safety         |
| Lifting & Carrying         | Lock Out/Tag Out      |
| Medical/First Aid          | MSD's                 |
| PPE (eye, hand, ear, foot) | School Safety         |

We do have posters available in Spanish.

The following pamphlets / booklets contain brief, clear and to-the-point information that will effectively support your employee safety and health program. These materials are up-to-date and written to reach employees at every level.

## PAMPHLETS / BOOKLETS

### **Back Safety for School Employees**

Every year, over a million employees injure their backs on the job. In fact 80% of us will experience some type of back pain and 20%-30% will end up with serious back problems. Help your teachers, administrators, bus drivers, kitchen and custodial workers avoid the dangers of back injuries. This handbook 'Back Safety for School Employees' examines ways to prevent back injury, demonstrates proper lifting, push-pull & reach techniques and back strengthening exercises, and highlights early warning signs of back injuries.

Quiz Included

### **Back Owner's Manual – A Guide to the Care of the Low Back - Spanish Only**

Millions of patients have used this all-time bestseller to take control of their back health. Cartoon illustrations help patients treat back pain by adopting good body mechanics and exercising for strength and flexibility.

- \* Back anatomy
- \* Causes of low pack pain
- \* Body mechanics do's and don'ts
- \* Exercise instructions

### **Back Tips for Health Care Providers**

Written especially for health care workers, this booklet covers safe lifting skills, exercises and understanding your back. It includes tips for both care providers and patient care. Emphasizes body mechanics and teaches skills that protect employees while supporting safe, effective housekeeping staff.

### **Bloodborne Pathogens Take Precautions\*\***

This Handbook is designed to help you:  
Learn the facts about Bloodborne Pathogens  
Learn simple measures to protect yourself – and you co-workers – on the job.  
Learn how to recognize risky situations  
Learn how to respond safely  
Quiz Included

### **Protect Your Back On the Job**

Examines five risky behaviors – reaching bending, lifting, pushing, twisting - and shows how to perform each safely.

### **Prevent Back Problems**

#### **Food Service**

You use your back every day. So it's no surprise if you get a minor backache once in a while. But some back injuries can be painful and disabling. Take the steps listed in this brochure to prevent back injuries on the job.

Quiz Included

#### **Confined Space Entry**

This handbook will help your employees understand proper entry procedures and complete the required entry permit. It is useful for training entrants, attendants and supervisors. Complies with OSHA 1910.146.

Quiz Included

#### **Contractor Safety**

This notable handbook reviews general rules for contract worker safety. Falls, fire safety, confined spaces, trenching and shoring, lockout/tagout, hotwork and chemical safety are all covered as are the corresponding duties of the contractor.

Quiz Included

#### **Cumulative Trauma**

The term refers to a condition that "accumulates" over time. Repetitive motion can cause strain, discomfort, illness and disability. Booklet focuses on cumulative trauma prevention and remedies.

#### **Defensive Driving**

This handbook defines conditions such as road hazards, poor weather and crime that create hazardous driving situations. Teach precautionary measures and preventive maintenance steps to help workers be prepared for the worst.

Quiz Included

#### **Eye Safety \*\***

Explains when and how to use safety glasses, goggles, and face shields. First-aid directions for exposure and trauma.

# PAMPHLETS / BOOKLETS

Continued...

## **Electrical Safety \*\***

Working around electricity safely requires engineering controls, safe work practices and personal protective equipment. This new handout will teach you to use all levels of protection when you work around electricity.

Quiz Included

## **Fire Safety**

Minimize the deadly threat of fires with this new handout, which details the basics of fire safety and teaches employees how to prevent terrible accidents from happening.

Quiz Included

## **First Aid**

Covering common emergency situations and how to respond to them, this booklet provides employees with the skills needed to safely manage an accident at home or work.

## **Forklift Operation**

This handout gives a basic overview of the safety guidelines associated with forklifts, including design, safe operation, equipment inspection and careful load management.

Quiz Included

## **Your Guide to Forklift Safety \*\***

Working safely on and around forklifts. Common risks, necessary precautions. Pedestrian safety.

Importance of Seatbelts.

Quiz Included

## **Using Hand-Held Power Tools Safely**

\*Refresher tips on PPE, tool selection, and maintenance

\*Why to avoid shortcuts

## **Hazard Communication \*\***

This handout is designed to tell you about the hazardous chemicals you work with. It's up to you to apply what you learn about labeling and how to read the MSDS to work safely.

Quiz Included

## **Hazard Communication – For Healthcare Workers**

Your healthcare facility's hazard communication program is designed with your health and safety in mind. But you, too, are an important part of making this program work. Knowing how to handle the dangerous materials you come into contact with can help prevent injuries and keep you healthy and safe on the job. Working together, you and your employer can help keep your workplace safe.

## **Hearing Protection \*\***

\*Self-quiz identifies on-the-job risks

\*Choosing and using hearing protection devices

## **Understanding and Preventing Heat Stress -**

### **Spanish Only**

Severe heat stress can be deadly, but with proper training, it is easily avoidable. This training booklet shows employees how to minimize their risk and recognize the symptoms of heat stress for early treatment.

\* How the body handles heat

\* Conditions contributing to heat stress

\* Signs, symptoms and treatment for heat cramps, heat exhaustion, heat stroke

## **Hotel Safety \*\***

This handbook outlines workplace safety tips including fire safety precautions and proper lifting techniques, as well as safety instruction for those who work in maintenance, housekeeping, security and food service areas.

## **Housekeeping**

Quickly show your employees that "a clean place is a safe place." This handbook illustrates the benefits of good housekeeping with simple, easy-to-follow techniques to reduce injuries from hazards such as falls, back injuries and fires.

Quiz Included

## **Use Lockout/Tagout**

Explains the steps to isolating and releasing energy so equipment can be repaired safely.

# PAMPHLETS / BOOKLETS

Continued...

## **Lockout Tagout an Open and Shut Case**

This handbook outlines workplace safety tips including fire safety precautions and proper lifting techniques, as well as safety instruction for those who work in maintenance, housekeeping, security and food service areas.

## **Machine Guarding**

Any machine part, function or process which may cause injury must be safeguarded. This handbook explores general rules for safeguarding, mechanical hazards and for various guards and devices.

Quiz Included

## **Occupant Protection**

Reinforces the importance of using conventional and automatic safety belts. Explains how air bags work. Can be used as part of training on the OSHA proposed Vehicle Safety Regulation.

## **Prevent Slips, Trips and Falls**

### **Food Service**

Reminds workers to clean-up wet surfaces, avoid shortcuts, eliminate clutter.

## **Lab Safety**

Give health professionals and laboratory technicians information on how to protect themselves against the physical and health effects of hazardous substances and accidental spills.

## **Personal Protective Equipment – Shielding Yourself Against Injury and Illness \*\***

\* Why and how to use earplugs, goggles, gloves, hardhats, respirators, coveralls, and safety shoes

\* Recognizing risky behavior on the job

## **Personal Protective Equipment ...**

Learn which PPE is required and when with this brand-new handout. It helps you work smart by recognizing when PPE is needed, how to wear it, and how to take care of it.

Quiz included

## **Personal Protective Equipment – For your Protection (Healthcare)**

Every year, healthcare workers are injured or infected with diseases on the job. Yet many of these incidents do not have to happen. This handbook will discuss the different types of PPE available and how they can protect you from hazards while on the job.

## **Protect Your Hearing – Why It Matters**

\*Economical update keeps skills fresh

\*Protect hearing at work and at home

\*Proper use of PPE

## **Respiratory Safety**

If you're not breathing enough oxygen into your lungs, or if you're breathing air that's contaminated, it's dangerous to your health. This handout covers the basics of respirator safety.

Quiz Included

## **Respiratory Protection – Another World**

Donning a respirator can be like entering another world. With this unique handbook, teach your workers about the potential hazards they may encounter. It covers types of respirators, the written program, medical evaluation, fit-testing, pressure testing, maintenance and inspection.

Quiz Included

## **Safety Orientation: It Takes a Winning Attitude**

Maintaining a safe work environment requires a winning attitude from all employees. Provide them with the information they need about PPE, back safety, slips, trips and falls, hazard communication, bloodborne pathogens and fire safety.

Quiz Included

## **Safety Orientation – For your own Good (Healthcare)**

No matter where you work in the healthcare field, you come across unique and possibly fatal hazards everyday. This handbook will show you how to protect yourself from some of the most common hazards.

Quiz Included

# PAMPHLETS / BOOKLETS

Continued...

## **Safety Orientation – For Schools**

This handbook addresses safety concerns commonly found in school environments, including: back safety, ergonomics, fires, hazard communication, housekeeping and electrical safety.

Quiz Included

## **Scaffolds – Safety at All Levels - Spanish Only**

Arm your workers with the lifesaving information found in this handbook. Help prevent injuries by sharing the latest OSHA scaffold standards, the role of the Competent Person on the job site, safe assembly and dismantling procedures, as well as maintenance tips.

## **Slips, Trips and Falls**

This handbook reviews common slip, trip and fall hazards in the workplace and how to eliminate these risks. Teaching employees to recognize hazards and to take responsibility to correct them is half the battle in reducing accidents, insurance premiums and lawsuits.

Quiz Included

## **Stay Injury-Free At The Office**

Information on ergonomic, safe lifting, and housekeeping in an office setting.

## **Stairways and Ladders**

Choosing the correct ladder, proper use of stairways and ladders, and maintenance are all discussed in this handbook. Safe work practices are also reviewed.

Quiz Included

## **Surviving Hotel Fires**

A “must have” for all travelers – business or pleasure. Covers fire in your room; fire in another part of the hotel smoke in the hallways; and planning ahead to stay safe.

## **Warehouse Safety – It’s No Mystery**

Learn how to make your warehouse safe with this handbook that stresses the importance of good housekeeping, ladder safety, ergonomics, safe material handling, forklift and loading dock safety, and hazard communication.

**\*\*Also available in Spanish-**

To order, please complete the order below and mail to Society Insurance Group, Risk Control Department, P.O. Box 1029, Fond du Lac, WI 54936-1029 or call us at 1-888-5-SOCIETY (576-2438), Ext. 310. You can e-mail us at: riskcontrol@societyinsurance.com

**Please note: when ordering large quantities of any of the safety and health materials, please allow sufficient time for delivery. If you have a safety concern for which you don't see related materials, please call and speak with our Risk Control Department.**

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## **EDUCATIONAL MATERIALS ORDER FORM**

**Society Insurance Group  
Risk Control Services  
P.O. Box 1029  
Fond du Lac, WI 54936-1029  
1-888-5-SOCIETY - extension 310**

**Insured's Name:** \_\_\_\_\_ **Policy #** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Shipping Address:** \_\_\_\_\_

**Materials Desired: (Indicate Poster/Booklet/Pamphlet name)**

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