



Risk Management Center

**Comprehensive Risk Management,
Employee Safety and Compliance
Online Platform**



Help protect your company with the Risk Management Center, a unique web-based software suite of safety and risk management tools designed to empower your organization's risk prevention efforts.

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 use, and provides a cost-effective risk reduction and safety center for your entire organization.

The Risk Management Center is right for any company that wants to proactively manage risk exposures to reduce claims, losses, and associated costs.

To learn more about the Risk Management Center, contact your HMS representative.

HMS INSURANCE ASSOCIATES, INC.

COI Track

Manage and streamline your Certificates of Insurance (COI) process to ensure your business is protected from unexpected liability.

Incident Track

Report claims and reduce incidents while you improve visibility and efficiency in tracking employee injuries and related time off of work. Conduct incident analyses, and keep accurate OSHA 300 Logs.

SDS Track

Take the stress out of managing Safety Data Sheets. This system helps ensure organization, compliance, and control.

Audit Track

Simple to use web application that streamlines the audit process for safety and compliance. Create audits, surveys, questionnaires, and self-assessments.

BBS Track

Cultivate a safety culture throughout your organization with a Behavior-Based Safety (BBS) program. Ensure employees are doing their jobs safely.

Job Description Track

Build job descriptions that clearly communicate employee responsibilities and job-related health and safety requirements.

Training Track

Automate your entire employee training process. Schedule, track, and document training with a database of training titles.

Risk Management Library

Instant access to over 2,000 risk management and safety resource documents in both English and Spanish.

COI Track streamlines certificate of insurance management to ensure you minimize risk by maintaining up-to-date vendor records. 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 - Providing Complete Documentation
- Generate Needed Analysis by Vendor, Project or Location
- Scan in ACORD 24 Forms With Optical Character Recognition
- Address a Critical, but Often Overlooked, Risk Management and Loss Control Discipline

Use COI Track to:

- Prevent Significant Potential Liabilities
- Save Time and Improve Accuracy
- Streamline Vendor Relations
- Document/Demonstrate Compliance Required by Your Insurance Carrier.

The screenshot shows a web form titled "Add liability certificate". It contains the following fields and elements:

- *Certificate Name: A text input field.
- *Vendor: A dropdown menu with the placeholder text "Begin typing vendor".
- General Liability Expiration Date: A date input field with a calendar icon.
- Umbrella Expiration Date: A date input field with a calendar icon.
- Automobile Expiration Date: A date input field with a calendar icon.
- Worker's Comp Expiration Date: A date input field with a calendar icon.
- Other Expiration Date: A date input field with a calendar icon.
- Attachments: A section with a "New" button and a "Delete" button. Below it, it says "No attachments found".
- Bottom buttons: "Save & Close" (green), "Full Form" (blue), and "Cancel" (red).

Incident Track improves the visibility, efficiency and accuracy of your workplace Claims Reporting and 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

Automate the Cycle

- Incident Tracking
- OSHA Logs
- Claims Reporting
- Comprehensive Trending & Reporting

SDS Track is a complete system to organize, manage and provide access to your Safety Data Sheets (SDSs). This system helps ensure organization, compliance, and control.

- SDSs are Required for All Chemicals and Hazardous Materials
- Helps You Comply with the OSHA Hazard Communication Standard
- Easily Load Your Existing SDSs
- Provide Employees Access to SDSs From Any Computer With Internet Access
- Fulfill OSHA's Right to Know and Right to Understand Requirements—Employees Must Have Access to Current SDSs Onsite
- Print HMIS and NFPA Labels for Secondary Containers
- Increase Workplace Safety

- HIPPA-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

OSHA 300 Log Reporting

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



Audit Track is an easy web application that helps companies create and maintain audits, surveys, and questionnaires. It allows employers to automate and streamline the audit process.

Customize to Your Organization

- 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 Known 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.



Compliance Made Easy

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 liability with this flexible, customizable tool. Take a look at the Audit Track Template List.

BBS and Safety Observation Track

Create Job Hazard Analyses (JHAs), conduct Safety Observations, and build effective **Behavior-Based Safety** program.

- Identify Existing and Potential Hazards With JHAs
- Build Your Own JHAs From Our Pre-Loaded Library of Sample JHAs
- Customize Steps, Issues and Job Requirements to the Position

Reduce Injuries

Committing to a behavior-based safety program is know to reduce injuries, loss time, and workers compensation costs, as ell as improve employee moral. Use BBS Track to build your BBA program.

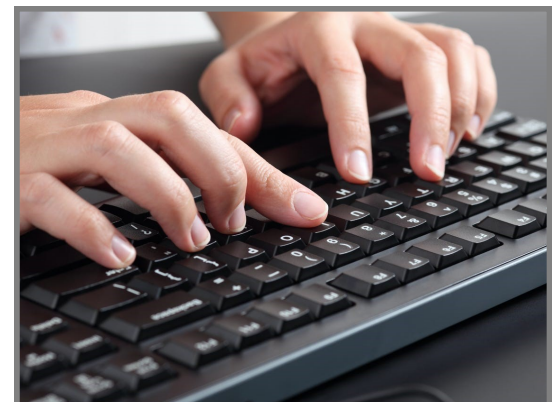
- Export to PowerPoint for Easy, Custom Training
- Perform and Record Safety Observations
- Comply with Safety Regulations and OSHA Voluntary Protection Programs
- Create and Maintain a Proactive Safety Culture to Ensure Job Safety
- Reduce Incidents, Claims and Losses Through Implementing a BBS Program

BBS Service

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

Job Description Track provides a platform to quickly build job descriptions to clearly communicate employee roles, responsibilities and performance expectations.

- 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' Compensation Costs





Training Track delivers the scope and flexibility you need for a complete and automated online training program

Customize to Your Organization

- Meet all Training Needs with One Solution
- Automatic Reminders of Upcoming or Overdue Trainings
- Automatically Documents Completed Trainings
- Option to Print Certificate of Completion
- Implement New Hire Orientation and Important HR Policy Training
- Train Employees in New Safety Procedures and OSHA Certification
- Create and Deploy Customized Training Content
- Demonstrate Compliance & Reduce Incidents

Training Library

We currently offer many different training courses, including Wellness, Hazard Communication and Anti-Harassment in the Workplace (California-Compliant), and more!

Find the Valuable Resources You Need in the Expansive Online **Risk Management Library**

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

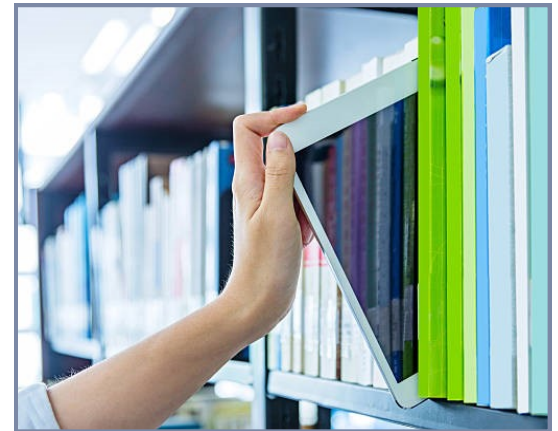
- Policies and Procedures
- Online & Stand-Alone Training Programs
- Training Shorts
- Posters
- Quizzes
- Checklists
- Establish Guidelines and Procedures

Additional Benefits

- 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.



Let's get in touch. For more information, please contact:

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