



## Introduction

Welcome to your periodic email with an attached training short(s).

These training shorts can improve safe work habits, productivity, and morale. The shorts cover a wide variety of work-related subjects to assist your organization in preventing injuries.

Interested in more? Contact Bridgett Purpich to see how we can help your business reduce losses, create a pro-active safety culture, and drive down the cost of doing business.

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## This Week's Training Shorts

### **Electrical Safety - Extension Cords - English**

Recommendations on how to avoid hazards when working with flexible extension cords.

[Electrical Safety - Extension Cords - English](#)

### **Electrical Safety - Extension Cords - Spanish**

Recommendations on how to avoid hazards when working with flexible extension cords.

[Electrical Safety - Extension Cords - Spanish](#)

## Training Track Review



Interested in using the Training Track application and ready to get started? Attend this training to learn how to get started and the ins and outs of Training Track.

You'll learn about:

- Online training resources
- Scheduling training and training notifications
- Setup of offline trainings, course frequencies, and auto-scheduling
- Viewing training history and completed trainings
- Creating custom reports and running default reports

Upcoming available date(s):

Wednesday, January 18 at 10:00 AM PDT

[Click to Register](#)

## COI Track Review



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. Attend the upcoming training to learn more.

You'll learn about:

- Setting up minimum insurance requirements to compare against your received certificates
- Creating mailing templates and workflows to contact vendors and initiating the workflows
- Adding certificates using the short or long form
- Viewing reports like expired and invalid certificates

Upcoming available date(s):

Wednesday, January 25 at 10:00 AM PDT

[Click to Register](#)

**Handbook Updates to Take 2023 Head-On**



Handbooks are essential to your business's internal communications. To be useful, your handbook needs to be reviewed and updated with federal and local regulations. How do you keep track of the rules and regulations? What needs to be updated for 2023?

You'll learn about:

- Best practices for maintaining your handbook.
- What you need to know for 2023.
- Tips for staying informed and avoiding common pitfalls.

Upcoming available date(s):

Thursday, January 12 at 11:00 AM PDT

[Click to Register](#)

**Risk Management Center**



## Risk Management Platform

Use a complete solution to reduce risk and maintain compliance. [View a video](#)



### Audit Track®

Create audits, surveys, questionnaires, and self-assessments. [View a video](#)



### BBS Track®

Build job hazard analyses and conduct safety observations. [View a video](#)

## Risk Management Library®

Access a bilingual database of risk management resources. [View a video](#)



### Training Track™

Maintain training documentation and automate the employee training process. [View a video](#)



### Job Description Track®

Create job descriptions and return-to-work programs. [View a video](#)

## Incident Track®

Help prevent near-misses, injuries, and accidents while staying compliant. [View a video](#)



### SDS Track®

Compile your safety data sheets and achieve GHS compliance. [View a video](#)



### COI Track®

Manage certificates of insurance and avoid liability. [View a video](#)

Training webinars are available! →

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For more information, contact  
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NOTE: Do not reply to this email.

Please contact Knight Insurance Group .