

# SUPERVISOR SOFT SKILL TRAINING PROGRAM

Learning Management System (LMS)

Powered by **INSITE**





TRAINING CATALOGUE

# INTRODUCING

## INSITE

Your secure portal providing everything Safety, Compliance, Training & Workers' Compensation Risk Management related. Access your reports, utilize educational training, leverage our extensive compliance library, streamline stakeholder communication and much more.

[Click here to learn more](#)



# WHY ESM?

We provide INSITE into an employer's safety and compliance needs.

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ESM provides the tech-enabled tools and training for employers to manage their compliance requirements and the safety of their employees.

Our team of Safety & Compliance Advocates empowers clients with expert advice focused on helping them make the most ethical, financial and legal decision when managing safety, compliance and Workers' Compensation programs.

All customers have access to ESM's INSITE portal where they have access to a rich library of compliance tools, digital safety and compliance trainings, and much more.

Visit our website for more information on [INSITE](#).



# Pricing

PACKAGE FEATURE	BASIC	STANDARD	PROFESSIONAL	ENTERPRISE	CUSTOM
INSITE Supervisor Training (Bi-lingual training, Quizzes, Certificates, Reports)	10 (Seats)	20 (Seats)	30 (Seats)	40 (Seats)	Custom
100+ OSHA/Safety Compliance Trainings	✓	✓	✓	✓	✓
Soft Skills Training (e.g., Conflict Resolution) (Bi-lingual training, Quizzes, Certificates, Reports)	✓	✓	✓	✓	✓
30+ additional "Respect" trainings	✓	✓	✓	✓	✓
INSITE Portal Access (3 yr. license)	✓	✓	✓	✓	✓
Employer Custom Branded Portal	✓	✓	✓	✓	✓
INSITE Compliance Library	✓	✓	✓	✓	✓
2,000+ OSHA/Safety Compliance Tools	✓	✓	✓	✓	✓
Customer Success	✓	✓	✓	✓	✓
Admin Support	✓	✓	✓	✓	✓
<b>*Cost Per Month</b>	<b>\$250</b>	<b>\$500</b>	<b>\$750</b>	<b>\$1,000</b>	<b>TBD</b>

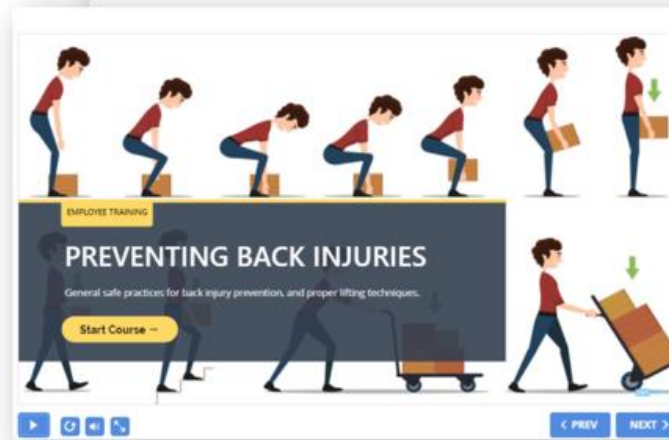
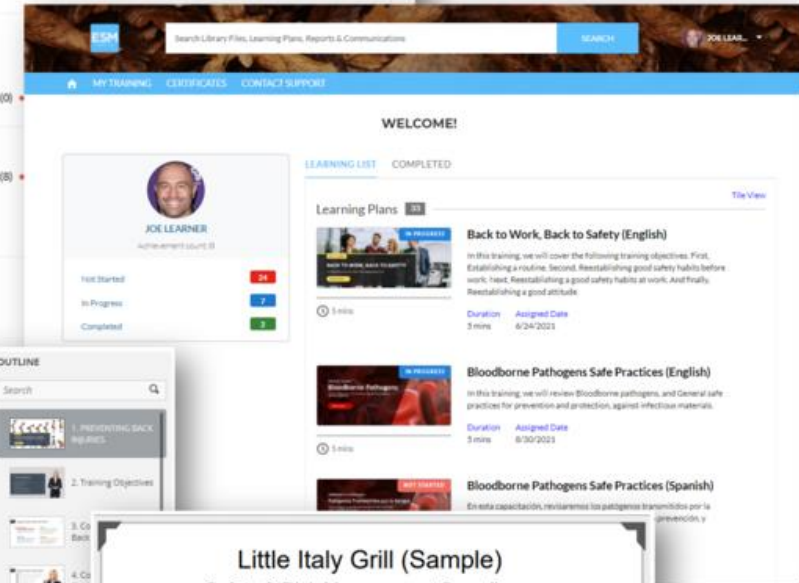
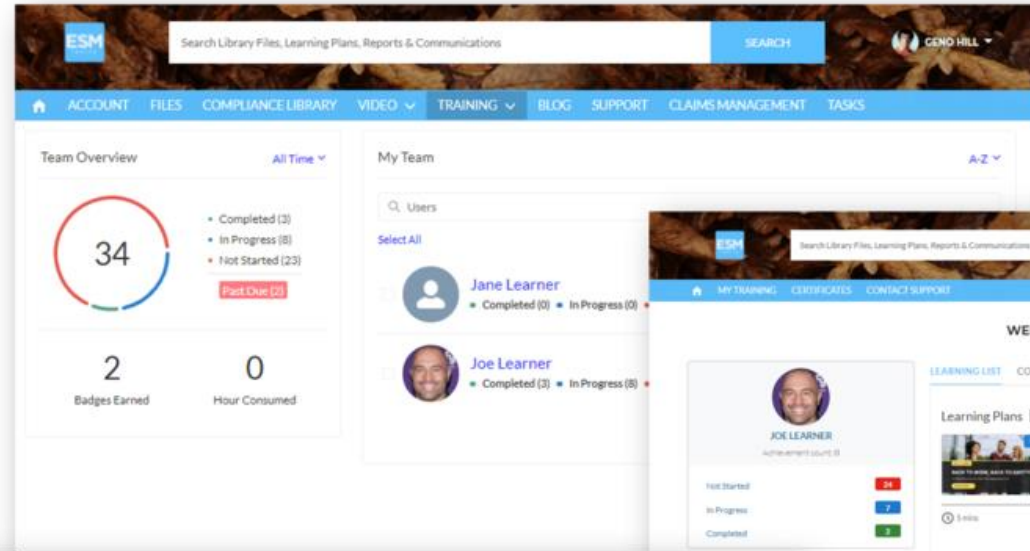
\*3-year contract paid monthly.

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# Online Safety Training Learning Management System (LMS)

Distribute, complete, track monthly safety training for supervisors

- Platform + administration assistance with the administration of online training via our proprietary LMS platform, INSITE.
- LMS Features:
  - Content is assigned to supervisor
  - Supervisor completes training and quiz online
  - Certificates of Completion are issued and tracked within that user's portal
  - Certificates and supervisor statistics are tracked for the Administrator to view/access
- Benefits:
  - Digitization of training
  - Centralized real-time tracking and reporting
  - Digital recordkeeping of certificates by supervisor



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# Business Intelligence (BI)

Track training goals and results by manager and/or department

Set Company training goals (e.g., 100%) and ensure they are achieved with monthly BI reports.

Business Intelligence delivered in a monthly report to your administrator providing progress tracking and completion percentage.

Customers who achieve their training goals have helped reduce their Workers' Compensation claims, while ensuring OSHA Compliance.

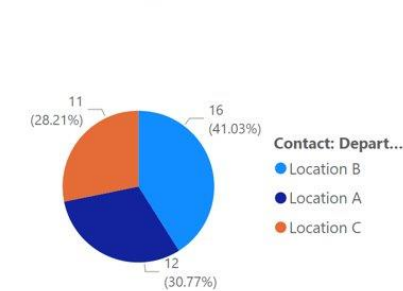
YTD Training % Complete



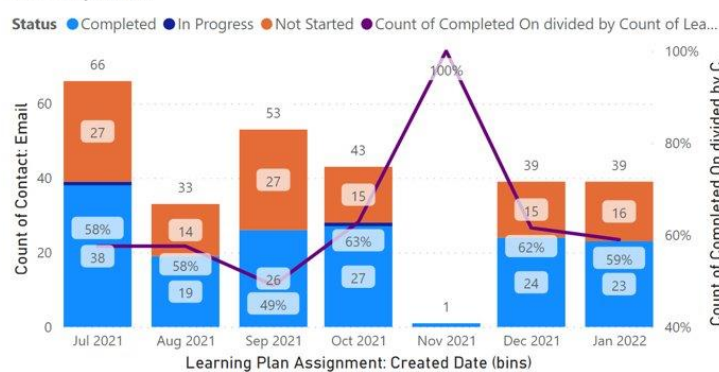
YTD Trainings Complete

158

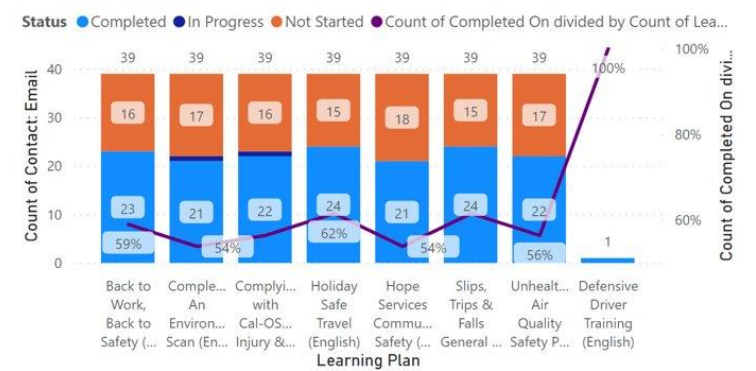
Users per Location



Status by Month



Status by Learning Plan



Status by Location





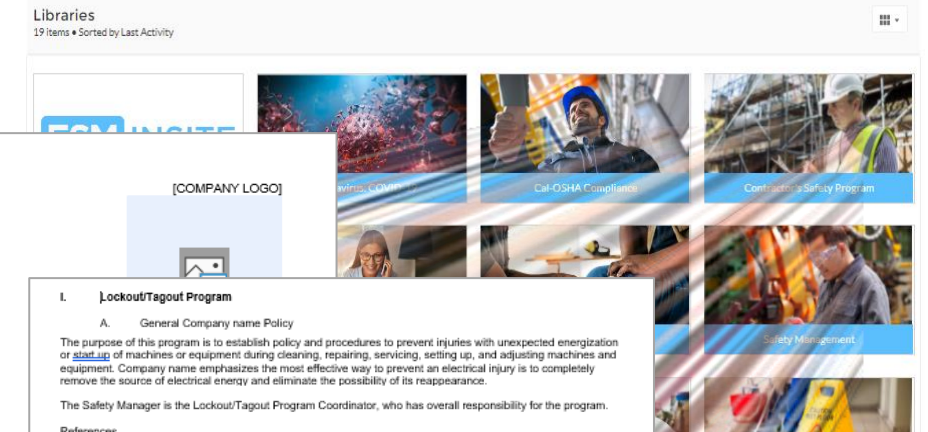
# Compliance Library

2,000+ compliance programs, trainings, forms, checklists and more

Gain access to a library rich with industry specific compliance resource.

Easy-to-customize programs to accelerate employer's requirements.

Custom cloud-based employer library for storing policies, forms, checklists and more.





Enter Comp  
COVID-19 PREV

BEST PRACTICES FOR

Our safety culture embraces the heal  
Creating a safe work environment is p

UPDATED JANUARY 14, 2022

Employee

Employee Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Department: \_\_\_\_\_

This document provides policies, individual ro  
requirements and procedures necessary to an  
COMPANY. Each employee will review this en  
packet to document individual review and unders

I. Lockout/Tagout Program

A. General Company name Policy

The purpose of this program is to establish policy and procedures to prevent injuries with unexpected energization or start up of machines or equipment during cleaning, repairing, servicing, setting up, and adjusting machines and equipment. Company name emphasizes the most effective way to prevent an electrical injury is to completely remove the source of electrical energy and eliminate the possibility of its reappearance.

The Safety Manager is the Lockout/Tagout Program Coordinator, who has overall responsibility for the program.

References  
The following documents are referenced in this policy.

Document Type & Number	Document
CAL/OSHA Title 8 CCR	CAL/OSHA 3314 The Control of Hazardous Energy Setting Up, and Adjusting Operations of Prime Movers and Equipment
OSHA 29 CFR 1910.147	Control of Hazardous Energy

B. Definitions and acronyms (per CAL-OSHA Title 7 Section 70000)

Word or Acronym	Definition
Affected Employee	An employee whose job requires them to operate, clean, repair, service, set up, or adjust machinery or equipment, or whose job requires the employee to perform maintenance on that machinery or equipment.
Authorized Employee or person Energized	A person who locks out or tags out machines or equipment to perform maintenance or repair on that machine or equipment. Connected to an energy source or containing re
Energy isolating device	Mechanical device that physically prevents the flow of energy to the machine or equipment, but not limited to the following: A manually operated switch; a manually operated switch by which the machine or equipment is disconnected from all
Energy Control Program	A program consisting of energy control procedures, methods, and processes to ensure that before any employee performs maintenance or repair on a machine or equipment where unexpected energization or start-up could occur and cause injury, the machine or equipment is rendered inoperative.
Locked out	The use of devices, positive methods, and processes to isolate or secure prime movers, machinery, hydraulic, chemical, electrical, thermal, or other energy sources and rendered inoperative.
Lockout device	A device that utilizes a positive means such as a padlock to prevent the energizing of a machine or equipment.
Normal Production Operations	The utilization of a machine or equipment to perform its intended function.
Prime mover	The source of mechanical power for a machine.
Service and/or Maintenance	Workplace activities such as constructing, installing, modifying, and maintaining and/or servicing machines or equipment.

Lock Out - Tag Out  
Data and Procedure Sheet  
Machinery or Equipment Information

Machinery Type:	Location of Machinery:	
Machinery Unit #:	Authorized Persons:	Affected Persons:
Type of Maintenance Required:		
<b>Shut Down - Maintenance Procedure</b>		
Shut Down Procedure:		
Personal Protective Equipment Necessary:		
<b>Energy Sources and LOTO Procedure</b>		
Energy Source:	Lockable Control and Location:	Blocking Method (if necessary):
<b>Requirements for Testing Machine to determine lockout/blockout Effectiveness</b>		
Lockout Effectiveness Test: Try to start machine in the normal fashion, turn on equipment and test voltage (minimal procedure)		
Blockout Effectiveness Test:		
<b>Procedure to follow if machine must have movement to perform specific cleaning or repair tasks</b>		
Extension Tool to be used:		
Other means to protect employee:		
<b>Procedure for release from Lockout/Blockout prior to re-starting machine</b>		
Lockout Release Procedure: Tell affected employees that machine will be restarted		
Blockout Release Procedure: Beware of potential energy that could be released		
Tag Removal Procedure:		
Pre-Start Notification Procedure: Tell affected employees that machine is ready		
<b>Machine Energy Control (LOTO) Program Monitoring and Inspection Procedure</b>		
Date of Inspection:	Inspector:	Employees Performing LOTO:
Comments on LOTO Procedure followed:		
Improper Procedures Identified and Corrective Actions Taken:		
Management Approval and Date:		Safety Manager Approval and Date:

# 1<sup>st</sup> Year Monthly Schedule

2<sup>nd</sup> and 3<sup>rd</sup> year to be determined based on company needs

## Year 1

(Sample Schedule)



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Month 1: Managing our Frustrations at Work

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Month 2: Coaching & Mentoring

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Month 3: Conflict Resolution

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Month 4: Emotional Intelligence at Work

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Month 5: Drug & Alcohol Awareness (Manager)

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Month 6: How to be a Better Trainer

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Month 7: Creating More Respectful Interactions

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Month 8: Disciplinary Action Best Practices

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Month 9: Crisis De-Escalation

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Month 10: Effective Email Communication

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Month 11: Accident Investigation

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Month 12: OSHA's Here, Now What?



# Contact us

For more information on our services, please contact us today.



## Cassandra Fullerton

**Customer Success**



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# Your Partner For Success.

Leveraging technology to ensure OSHA compliance  
while reducing Workers' Comp risk and cost.

**That's the ESM Difference.**

