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**MANALE**  
INSURANCE SERVICES

SAFETY PARTNER PROGRAM



YOUR RISK MANAGEMENT & SAFETY SOLUTION



800.734.3574 | [www.GotSafety.com](http://www.GotSafety.com) | 655 North Central Ave, Ste. 1700, Glendale, CA 91203

# BASIC PLAN

As an SPP participant, you will have immediate access to our Basic Plan, which provides access to numerous safety resources listed below.

**This service is included with your safety partner package**

## ONLINE RESOURCES

- Hundreds of bilingual safety lesson topics
- Regular safety training webinars
- Request new & customized lesson topics
- Safety forms
- Archived webinars
- Free safety signs & posters
- Affordable safety signage & stickers

## RESOURCES

- Free Safety Evaluation
- One-time Onsite Safety Inspection\* (Free if any upgrade is purchased within 30 days)
- Cal/OSHA Citation Defense\*
- OSHA Citation Defense Consultation\*\*
- Phone consultation during business hours
- Live safety webinars

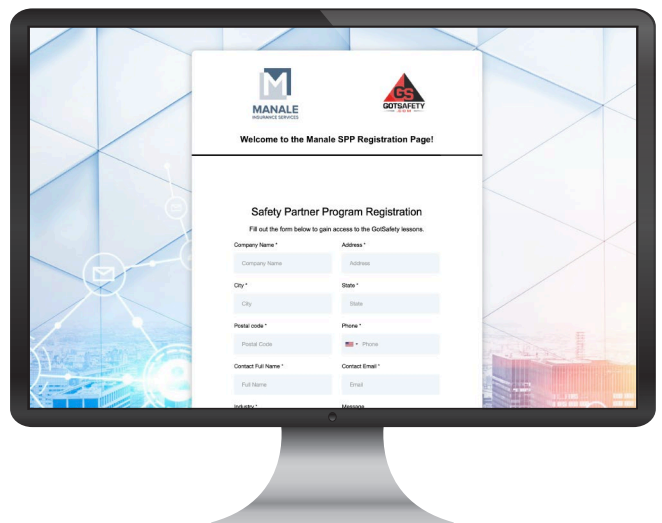
\* SERVICES ONLY AVAILABLE IN CALIFORNIA

\*\* SERVICES AVAILABLE IN ALL STATES OUTSIDE OF CALIFORNIA



Registering is easy, simply go to [gotsafety.com/manale](https://gotsafety.com/manale) and fill out the form

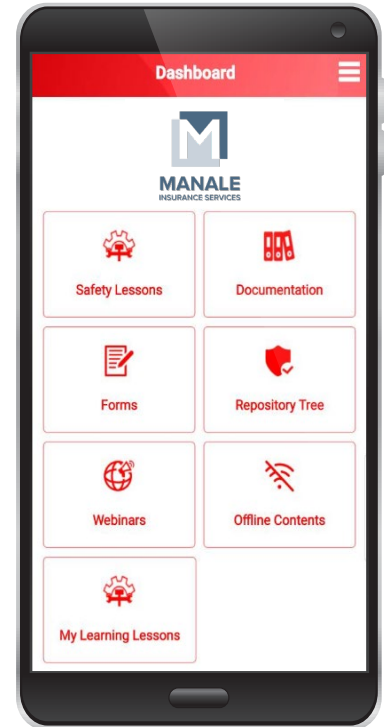
Pre-negotiated discounts on upgraded services are also available to you. See *following pages*.



# Full access GotSafety client center and mobile app - Only \$69.99/Month

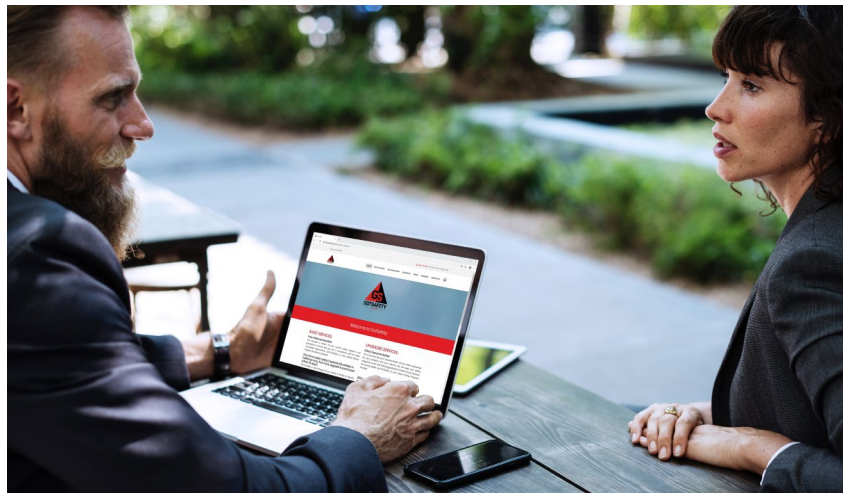
## CLIENT ADMIN DASHBOARD

- Manage Employee Roster - Upload, activate, and deactivate employees
- Manage Employee Training
  - Approve newly added lessons for viewing
  - Create custom playlists for new hires, departments, etc.
  - Schedule employee training
  - Send training reminders
  - Manage training records by name, date, topic, location, or department
- Document Upload - Upload company documents such as Safety Data Sheets, PDFs, and more
- Customized Forms
  - Create custom forms which can be filled out on PC, or smart device
  - Manage submitted forms
- My Learning Module - Upload and track company training of any kind
- Statistics - Quickly see where you are with your required training and more



## EMPLOYEE CLIENT CENTER - PC AND MOBILE APP

- Offline Mobile Access - Download documentation, training, or forms which can be accessed and filled out while not in mobile service areas, then submitted automatically upon return to service area
- Safety Training
  - View over 1,400 safety topics in English and Spanish (Read only)
  - Hundreds of topics available in video and audio (English and Spanish)
  - View company training from "My Learning Module" if uploaded
  - Sign off using your finger on a smart device or mouse on PC
- OSHA Documentation - If purchased, your OSHA documentation will be viewable on your mobile app in addition to your PC client center
- Document Upload - View any company documents uploaded by your company's administrator from our Repository Tree
- Forms - Fill out and submit forms from your PC or smart device



✓ EASY TO USE

✓ VIDEO TUTORIALS AVAILABLE

✓ LIVE TECHNICAL ASSISTANCE

Call (800) 734-3574 for an online demo!



## On-Site Safety Training (California Only)

OSHA requires that every company provide their employees with regular safety lessons. GotSafety's bilingual instructors can facilitate these lessons for you at your facility or job site. If purchased with full access GotSafety, employees' signatures will be captured digitally and stored to our GotSafety database where you will be able to track all of their training. See chart on the last page for pricing of available service plans.

- Bilingual instructor-led safety lessons
- Up to 2 back-to-back lessons included in each training visit
- Additional lessons (available in same visit) for \$75 each
- Sessions start as early as 8:00 a.m., last session to start no later than 4:00 p.m.



|  <b>SEGURIDAD CON LOS MONTACARGAS</b>  |  |
|---|--|
|  <b>FORKLIFT SAFETY</b>  |  |
| <p><b>INTRODUCCION</b></p> <p>Un montacargas, autolito pequeño, hi-lo o vehiculos industriales. Están diseñados para mover materiales, con una variedad de funciones levantamiento de maquinaria pesada, cada pieza de los bastidores y estantes. Una vez propulsada de varias maneras, tal como el diesel.</p> <p><b>REQUISITOS GENERALES</b></p> <ul style="list-style-type: none"> <li>• Todas las placas de identificación y la</li> <li>• Todas las modificaciones y adiciones al forncalle.</li> <li>• Etiquetas y datos deben ser cambiados.</li> <li>• La aprobación debe ser por escrito.</li> <li>• Si utiliza las conexiones de estantería, (o identificando la conexión y enumerar y misma con una carga centrada.</li> </ul> <p><b>OPERACIONES DE SEGURIDAD</b></p> <p>Los montacargas deben inspeccionarse al que no se opere una unidad defectuosa. C los sistemas de freno, dirección o control, supervisor debe proporcionar una lista de inspecciones visualmente antes de usar.</p> <ul style="list-style-type: none"> <li>• Llantas</li> <li>• Botón y / o otros mecanismos de adv</li> <li>• Conexiones</li> <li>• Frenos (operación y fugas)</li> <li>• Visión (operación y fugas)</li> <li>• Entrenamiento del sistema (funcionamiento)</li> <li>• Sistema de elevación (de operación y</li> <li>• Sistema de escape (de operación y / u             <ul style="list-style-type: none"> <li>◦ Sistema de combustible</li> <li>◦ Estanco</li> <li>◦ Propano (sistema no deberá pr</li> <li>◦ Gas del sistema no debe tener r</li> </ul> </li> </ul> <p>Cualquier problema mecánico encontrado, colocar fuera de servicio.</p> <ul style="list-style-type: none"> <li>• Múltiples errores deben hacer r</li> <li>• Afilar aceite, agua u otros líquidos se</li> <li>• Adición de propano para montacargas requiere que esté capacitado y que no</li> </ul> | <p><b>INTRODUCTION</b></p> <p>A forklift, hi-lo or lift truck, is an industrial truck. It is designed to move materials within industrial areas, with a variety of functions and purposes, such as lifting heavy machinery, cranes and loads, and removing stock off of racks and shelves. A forklift may be powered in several ways such as propane, electricity, gas and diesel.</p> <p><b>GENERAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• All nomenclature and markings must be in place.</li> <li>• All modifications and additions which affect the safe operation and capacity must be approved by the manufacturer.</li> <li>• Data labels must be changed accordingly.</li> <li>• The approval must be in writing.</li> <li>• If using front-end attachments, (other than the manufacturer's), the truck must be marked identifying the attachment and listing the approximate combined weight of the truck and attachment at maximum elevation with a centered load.</li> </ul> <p><b>SAFE OPERATIONS</b></p> <p>Forklifts must be inspected at the beginning of every shift. It is a requirement that inspections are performed and that you do not operate a defective unit. Operating a defective unit may result in damage or serious injury if the brakes, steering, or fuel, (especially propane) systems are not working properly. An inspection checklist should be provided to you by your supervisor. The following items need to be visually inspected before using any forklift:</p> <ul style="list-style-type: none"> <li>• Horn and/or other warning devices</li> <li>• Controls</li> <li>• Brakes (operation and leaks)</li> <li>• Steering (operation and leaks)</li> <li>• Cooling System (operation and leaks)</li> <li>• Lift System (operation and leaks)</li> <li>• Exhaust System (operation and leaks)             <ul style="list-style-type: none"> <li>◦ Fuel System</li> <li>◦ Battery</li> <li>◦ Propane (system must not have any leaks)</li> <li>◦ Gas System must not have any leaks</li> </ul> </li> </ul> <p>Any mechanical problem discovered during the inspection should be reported and the lift should be placed out-of-service.</p> <p>Only trained mechanics should do any repairs to the forklift.</p> <ul style="list-style-type: none"> <li>• Adding oil, water or other fluids may be done by the operator, once they have been trained to do so.</li> </ul> |
| <p>Questions? Call 1-800-734-3574 </p>   |  |

## INSPECTIONS (California Only)

We provide comprehensive on-site inspections, performed by experienced and well-qualified safety inspectors. Their inspections can include the following elements:



On-site visit and walk-through of your facility:

- Review of your safety programs
- Review of your training programs
- On-the-spot consultation to:
  - Correct or abate hazards
  - Improve safety operations
  - Maintain ongoing compliance
- Identification of OSHA violations
- Identification of possible hazards
- Identification of machine-guarding hazards
- Summary evaluation report, including:
  - Photos, tied to Cal/OSHA regulations
  - Instructions to abate/correct identified hazards

See chart on the last page for pricing of available service plans.

# Inspection Report (example)



| ITEM NUMBER    | HAZARD / EXPOSURE                             | AREA / LOCATION   | CODE / SELECTION | HAZARD CLASS |
|----------------|---|---|------------------|--------------|
| 1              | Unmarked Power Panels<br>Blocked Power Panels | Warehouse   | 2340.2<br>2710   | 2            |
| DATE COMPLETED | PERSON ASSIGNED TO:                           | RECOMMENDED CORRECTIVE ACTION   |                  |              |
|                |   | Mark Voltage and Phase on outside of power panels.<br>Maintain 3 feet of clearance around power panels. |                  |              |



| ITEM NUMBER    | HAZARD / EXPOSURE  | AREA / LOCATION   | CODE / SELECTION | HAZARD CLASS |
|----------------|--|---|------------------|--------------|
| 2              | Fire Extinguisher Tag not signed,<br>blocked, missing sign | Back Room   | 6151             | 3            |
| DATE COMPLETED | PERSON ASSIGNED TO:  | RECOMMENDED CORRECTIVE ACTION   |                  |              |
|                |  | Inspect all fire extinguishers and sign fire extinguisher tags monthly.<br>Maintain 3 feet of clearance around fire extinguishers. Post a "Fire Extinguisher" sign above all extinguishers. |                  |              |

## APPENDIX A: RISK ASSESSMENT CODE

The risk assessment code may be determined as follows:

| SEVERITY CLASSIFICATION |                     | TYPICAL RANGE OF CITATIONS | EXPLANATION   |
|-------------------------|---------------------|----------------------------|---|
| 1                       | <b>CATASTROPHIC</b> | \$75,000 +                 | Catastrophic (may cause death)  |
| 2                       | <b>SERIOUS</b>      | \$7,000 - \$36,000         | Critical (may cause severe injury, severe occupational illness, or property damage equal to or greater than \$25,000) |
| 3                       | <b>MODERATE</b>     | \$1,500 - \$18,000         | Marginal (may cause minor occupational injury or illness, or property damage less than \$25,000)                      |
| 4                       | <b>MINOR</b>        | \$0 - \$1,500              | Negligible (probably would not affect personnel safety or health but is a violation of specific criteria)             |



## Documentation - Only \$1,500 (available for all 50 States)

Your documentation will be written exclusively for your company and your industry. Your documentation will also address the general types of equipment you may use, the types of hazards your employees are exposed to, how to identify hazards, what to do in case of certain types of injuries, and how to avoid them. We will keep your safety programs current with OSHA regulations for the life of your account.

You will have access to all of your customized documentation online at [www.GotSafety.com](http://www.GotSafety.com).

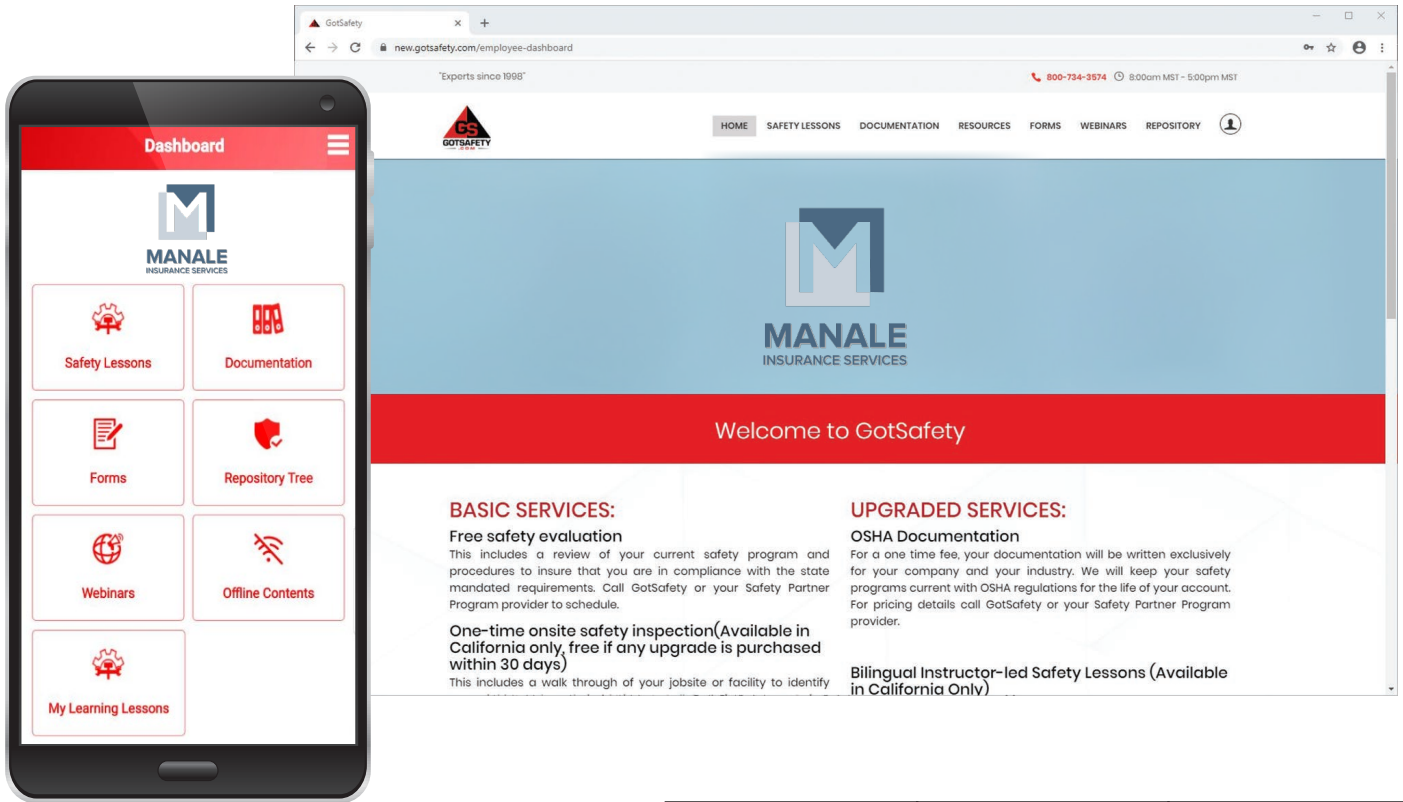


### We will write and update all documentation listed below as needed.

1. Injury and Illness Prevention Program (IIPP)
  2. Emergency Action Plan
  3. Accident/Incident Investigation
  4. Fire Protection and Prevention Plan
  5. Hazard Communication
  6. Heat Illness
  7. Bloodborne Pathogens
  8. Confined Space
  9. Energy Control (Lockout/Tagout)
  10. Fall Protection
  11. Hot Work
  12. Noise Exposure & Hearing Protection
  13. Personal Protective Equipment
  14. Powered Industrial Truck
  15. Respiratory Protection
  16. Scaffold Safety
  17. Crane Operation Safety
  18. Airborne Contaminants
  19. Aerial Devices and Elevating Work Platforms
  20. Asbestos
  21. Lead
  22. Aerosol Transmissible Diseases
  23. HAZWOPER
  24. Roofing Safety
  25. Methylenedianiline (MDA)
  26. Ground Fault Circuit Interrupter
  27. Repetitive Motion
- And more...

# SERVICE UPGRADES

**PAY ONLY \$59.99 PER MONTH FOR FULL ACCESS GOTSAFETY CLIENT CENTER AND MOBILE APP WITH PURCHASE OF ANY ON-SITE SERVICE PLAN!**



|                                       | PLAN A    | PLAN B    | PLAN C    |
|---------------------------------------|-----------|-----------|-----------|
| <b>SPP COST TO CLIENT</b>             | \$360/mo  | \$335/mo  | \$185/mo  |
| On-site Safety Training (bilingual)   | Monthly   | Optional* | Optional* |
| On-site Inspections w/detailed report | Quarterly | Monthly   | Quarterly |
| <b>Total On-site Visits</b>           | <b>16</b> | <b>12</b> | <b>4</b>  |

\*Training visits can be scheduled in lieu of inspections upon notifying your scheduler. Additional on-site visits, outside of selected plan, may be purchased as needed for \$335/each.

## **Specialized Training** (California only - Call for pricing and minimum requirements)

- On-site Forklift Operator Certification
- On-site Cherry Picker Certification
- On-site Scissor Lift Certification
- On-site Boom Lift Certification
- On-site Respirator Training (fit-and-smell testing)
- On-site Forklift Train-the-Trainer Certification



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