



# SELECT PROGRAM INDIVIDUAL TRAINING

The ClearPath Mutual SAFETY WORKS™ Training Center Select Program allows ClearPath Mutual policyholders the opportunity to select specific safety training videos and customize a course curriculum that meets OSHA requirements and addresses specific workplace hazards. Each employee will have access to register online at [safetyworkstrainingcenter.com](http://safetyworkstrainingcenter.com) for their specific course curriculum, administered and monitored by your company's safety supervisor.

## SELECT PROGRAM FEATURES

- Individual employee web-based training
- Interactive employee testing
- Certification of completion for each employee
- Supervisor notification of completion
- Administrative monitoring of employee participation
- Requirements for OSHA documentation

## GETTING STARTED

1. Designate an administrator to supervise the training program.
2. Register and log in to the SAFETY WORKS™ Program at [clearpathmutual.com](http://clearpathmutual.com).
3. Go to the Safety Video Library to view all courses.
4. Make a course curriculum list specific for your employees.
5. Send the curriculum to Loss Prevention Manager, Mike Kleier, at [mkleier@clearpathmutual.com](mailto:mkleier@clearpathmutual.com) and request a Select Program for your employees. (*Allow 3 to 5 working days for setup.*)

## IMPLEMENTATION

1. Plan to conduct an employee meeting to introduce this new safety training initiative.
2. Use the "Employee Safety Training Curriculum" to help facilitate individual training. (See page 2.)
3. Set the curriculum for the year listing all courses employees are expected to view by month.
4. Have each employee follow the register guide on page 2 to view his/her course curriculum.
5. Once registered, each employee will have access to those selected training videos. A score of 100 is required to pass.
6. Once an employee passes the test, he/she receives a Training Certificate.  
Note: employee can review the training video as often as necessary to score 100.

## ADMINISTRATOR

The administrator(s) will receive a brief in-service conference call following the Select Program set-up to learn how to access, monitor, and document employee participation and results.



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# SELECT PROGRAM TRAINING CURRICULUM

The Employee Safety Training Commitment Program supports the commitment to safety and is a means to achieving a safe work force. Join us in our commitment to work at safety.

MONTH	COURSE	DATE COMPLETED
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		

All employees are required to follow the safety-training curriculum above. Training courses are available at the ClearPath Mutual Safety WORKS™ Training Center [safetyworkstrainingcenter.com](http://safetyworkstrainingcenter.com). Below is a guide for registration and accessing the courses.

**GO TO: [safetyworkstrainingcenter.com](http://safetyworkstrainingcenter.com)**

1. Click REGISTER
2. Complete Registration form
3. Enter \_\_\_\_\_ for the Policy Number
4. Enter \_\_\_\_\_ for the Select Group ID
5. Click the **Register** button and go to START TRAINING

Safety is a job requirement, but more importantly, safety is also a moral obligation to yourself, the company, your co-workers, and your family. One accident is simply one too many. Remember, safety works, work it!

Thank you

