



# Risk Management Center

## Building *Job Descriptions* and *Return-to-Work Programs* is Easy with Job Description Track®

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' Comp Costs

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### HR Management

Use the Job Description Track application as the foundation of an effective HR personnel management system and to develop and maintain a safety culture.

### Job Description Service

We can assist you by creating and managing a customized library of job descriptions, including modified or transitional job descriptions, so you can manage an effective and successful work program.

### MORE INFORMATION

To learn more, or sign up for a no-obligation webinar, contact your platform provider or KPA Client Services at **503-766-6063** or [software.support@succeedms.com](mailto:software.support@succeedms.com). You can also watch a Risk Management Center overview video - <https://kpapartnerresources.com/videos/>

# Tools to Enhance Your Compliance



## COI Track

Manage the Certificate of Insurance (COI) process and ensure your business is protected from unexpected liability.



## Incident Track

Report claims and reduce incidents. Track employee injuries and related time off of work, conduct incident analyses, and run OSHA 300 Logs.



## SDS Track

Comply with the new Globally Harmonized System.



## Audit Track

Create audits, surveys, questionnaires, and self-assessments.



## HR Essentials

Achieve HR compliance, enabled through online educational materials, an HR & Benefits library, and access to on-demand experts.



## BBS Track

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



## Safety Observation Track

Perform and track safety observations and demonstrate job compliance.



## 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.



## Online Risk Management Library

Access a multitude of bilingual risk management documents and resources.



## Loss Control Inspection Services

Attain certified experts to analyze current workplace conditions and environmental waste disposal programs, conduct on-site training, and assist with the management, tracking, and reporting of compliance issues.

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

**Name:**

**Title:**

**Company:**

**Phone Number:**

**Email:**

**Website:**