

Loss Control Services

**TRAINING PROGRAMS AND
RESOURCE CATALOG**

2006 Edition

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Our Loss Control Team is glad to provide these services and resources as a part of our commitment to you and your employees! For additional information, please contact us at (800) 851-7740.

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WELCOME VALUED CUSTOMER.....

No matter what your operation; retail or wholesale florist, greenhouse grower, nursery, garden center or landscaper, effective loss control programs must be established to ensure a safe and profitable operation. Hortica offers a wide variety of training courses and resource materials that can help you plan for and provide the necessary safety, fire, and accident prevention training for your employees. Complete details on our loss control training programs, videotape programs, pamphlets, and posters are contained in this catalog.

On-site Services are provided to help you develop a workplace injury and accident prevention plan and identify potential loss causes. Once identified, we will recommend actions to control these causes of employee injury and property loss.

Customized Training and Safety Programs can be developed if you need a program to meet your company's specific loss control or safety training needs. This allows you to work with Hortica Loss Control Specialists to design a specific loss control program for your company.

Training Materials available through our loss control department are divided into seven topic areas to help you find the resources you need quickly. The topics are as follows:

- Customized Training & Safety Programs - utilizes Power Point and covers a wide variety of safety topics.
- Video Loan Library - access to over 10,000 safety videos through National Resource Safety Center.
- Chemical Safety - includes WPS compliance materials.
- Emergency Planning - includes fire prevention, and accident investigation.
- Mobile Equipment Safety - includes power hand tools safety.
- Risk Management - includes accident prevention, and safety programs.
- Vehicle safety.

Sincerely,

The Loss Control Team

CUSTOMIZED TRAINING AND SAFETY PROGRAMS

Our Loss Control Representatives are committed to helping you develop your safety program. Customized Training and Safety Programs may be based on existing resources tailored to fit your company's needs, or created by a Loss Control Representative utilizing power point presentations listed below. In either case, we enjoy working with our customers to provide the services you need to keep your workplace safe. Below is a list of programs we have available to be altered according to the needs of your company. You are not limited to these items. Our trained Loss Control Representatives are capable of creating new safety programs that are not listed in this catalog. All you need to do is ask your Loss Control Representative for assistance!

BACK SAFETY TRAINING

This presentation is an alternative to using videos. It uses visual aids to emphasize the need for taking care of your back. The biology behind your back, stretching exercises, safe lifting techniques, and other helpful ways to preserve using your back to lift are included in this one of a kind presentation.

CHEMICAL HANDLING

This presentation gives employees a brief chemistry lesson, information on how chemicals can affect the body, safe handling procedures, and how to recognize signs and symptoms of chemical poisoning. A ten question quiz is also included to promote discussion, and emphasize the major points of the program.

COMMERCIAL MOTOR VEHICLE ACCIDENTS

This graphic presentation contains pictures of real accidents. Used along with a defensive driving video, employees may get a sense of the full impact of reckless driving behaviors.

DEFENSIVE DRIVER TRAINING

This presentation is an alternative to using videos. Safe driving techniques, identifying and avoiding aggressive drivers, and safe backing procedures are discussed. The presentation also includes graphic pictures to emphasize the significance of driving safely.

DEPARTMENT OF TRANSPORTATION COMPLIANCE

This presentation is designed to inform any employee about the regulations under the Department of Transportation. It outlines the qualifications for a Commercial Driver's License, information regarding drug and alcohol testing, recordkeeping, vehicle markings, and required inspections.

ELECTRICAL SAFETY

This program is designed to give employers and employees an understanding of the electrical regulations that may affect them. Various forms of electrical systems are shown, and both good and bad systems are discussed.

ELECTRICAL SAFETY TRAINING

This program is designed to speak to employees about electrical hazards and how to inspect for them. This training will not discuss electrical safety for employees who are actually repairing electrical equipment. Effects of electric shock on the body and safe work practices are the focus for this presentation.

FIRE SAFETY

Fire protection does not always mean spending thousands of dollars on fancy equipment. This presentation consists of housekeeping and maintenance tips to prevent fires in the workplace. The appropriate types of portable fire extinguishers and how to use them is also discussed. A short five question quiz helps to reinforce important fire safety procedures.

FIRE IN A GREENHOUSE

This case study takes you through an actual greenhouse fire investigation. Important elements that could have stopped the fire are discussed.

HAZARD COMMUNICATION

This presentation takes you through the federal Hazard Communication standard. Material Safety Data Sheets, labeling, written programs, and employee training are discussed.

IN CASE OF EMERGENCY

Produced by the American Society of Safety Engineers, this presentation explains the national proactive effort to provide emergency personnel with a resource for contacting an injured person's family and loved ones by using personal cellular phones. The "ICE" method is being used by rescue personnel around the country.

INTERIOR ENERGY CURTAIN

This presentation is designed to give anyone the information they need to choose the most appropriate energy curtain for their facility. Types, ignition sources, and prevention are discussed.

LOCK OUT/TAG OUT

Controlling hazardous energy is made to be simple in this presentation. Types of controls and their uses are discussed, as well as company procedures and training requirements.

MACHINE GUARDING

Machine guarding is an integral part of any safety and health program. As statistics can demonstrate, it is also one aspect of safety that is too often violated. This program will review the reasons for machine guarding and the various types of guards used in our industry.

OFFICE ERGONOMICS

Preventing the development of musculoskeletal disorders such as Carpal Tunnel Syndrome is becoming a big concern for many employers. This presentation gives information on adjusting workstations, responsibilities, and exercises.

POWERED INDUSTRIAL TRUCKS

This presentation outlines the regulations which affect the use of powered industrial trucks. Training and inspections are discussed.

RETAIL SAFETY TRAINING

Program has been designed to give retail employees tips on how to keep themselves, and the public safe. The contents include general housekeeping rules, tips for stocking, and information on workplace violence.

SAFETY COMMITTEE TRAINING

This program is based on similar content to the Supervisor Safety Training. It is designed to train your safety committee on their responsibilities, effective ways of promoting the safety program, encouraging a positive safety attitude, how to conduct accident investigation, and how to identify hazardous conditions in the work place. This course can take over an hour to complete depending on the content.

SAFE GARDEN CENTER

This graphic presentation includes pictures of garden centers with safety concerns. Housekeeping, fire prevention, and machine guarding are among the topics.

SUPERVISOR SAFETY TRAINING

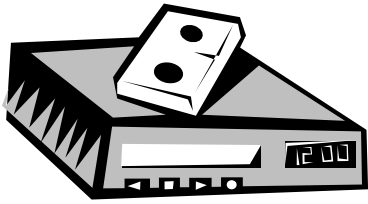
Company supervisory personnel are critical elements in your safety program. This program is designed to train your supervisors in the areas of hazard recognition, safe working practices, safety training and accident investigation. This course is tailored to your specific needs and work environment. The course can take up to several hours to complete depending on content.

WORKPLACE HAZARDS

This presentation uses pictures to show what not to do. It is a useful tool in promoting discussion and brainstorming ideas to improve your worksite.

WORKER PROTECTION STANDARD

This presentation outlines the regulations under the worker protection standard. Recordkeeping and personal protective equipment are among the topics discussed. Please note, this is not pesticide applicator training. Please contact your Loss Control Representative if you are interested in applicator training.

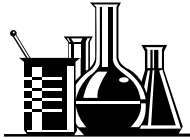


VIDEO LOAN PROGRAM

Hortica is pleased to offer you access to over 10,000 different safety training videos through the National Resource Safety Center. The videos offered through this program may be checked out for a period up to 28 days, and must be returned to National Resource Safety Center no later than the 28th day of rental. Reservations for borrowing a video may be made through Hortica as far as 60 days in advance. Should you desire to keep a video beyond 28 days, it is your responsibility to notify the National Resource Safety Center before the video is due back to extend your time. The extended use fee is \$29 per week, per video or \$95 per month per video. If the borrowed video is not returned to the Safety Center by the 28th day of rental, the borrower will be assessed a late fee of \$15 per day per video borrowed. Late charges, extended use fees and charges for lost or damaged videos will be billed directly to the end user. Hortica will assume no responsibility for late fees, lost or damaged videos, extended use fees or return mailing.

To order a video through the National Resource Safety Center please use the following steps:

1. Visit their web site – www.nrsc.com
2. Click on the members tab.
3. Review the description of the video you wish to borrow and write down the video number. Please provide an alternative choice as well so if the video you wish is not available, we can get another one for you. NOTE: only one video at a time will be ordered.
4. Call Hortica – 1-800-851-7740, and ask for the Loss Control Administrative Assistant. Advise that you wish to order a video from the NRSC, and she will in turn fax you the Library Service Agreement form.
5. Complete the service agreement form and return via fax to Hortica – 618-655-2529. Once we receive your Library Service Agreement form we will submit your video request to NRSC.
6. Once you receive your video, be sure to have it back to NRSC no later than 28 days from receipt. Videos should be returned via UPS or Fed Ex and insured for \$400. NOTE: Payment for all late fees, extended use fees and return mailing are the responsibility of the end user. Hortica will assume no responsibility for late fees, lost or damaged videos, extended use fees, or return mailing costs.



CHEMICAL SAFETY

PAMPHLETS

<p>PESTICIDE RECORD KEEPING REQUIREMENTS. For Certified Private Applicators of Federally Restricted Use Pesticides.</p>	<p>This brochure produced by the USDA serves as a quick reference tool to keeping records of pesticides, and applications There is also a quick reference magnet, together or separate.</p>
<p>QUICK REFERENCE GUIDE TO THE WORKER PROTECTION STANDARD</p>	<p>Produced by the EPA, this is a good tool that outlines and explains the requirements set forth in the Worker Protection Standard.</p>
<p>RECORD KEEPING MANUAL</p>	<p>Designed to help you comply with the Worker Protection Standard Record Keeping laws. An easy to use packet complete with a chart to list pesticides, applicators, and track applications.</p>
<p>RESPIRATORY PROTECTION</p>	<p>Produced by the National Safety Council, this brochure discusses the importance of respiratory protection and types of protection that are available for various hazards.</p>
<p>UNDERSTANDING HAZCOM</p>	<p>Seven page brochure produced by Krames Communications discusses employee's rights, elements of a written Hazard Communication Program, and the employee's role in helping the company comply with the Hazard Communication Standard.</p>

POSTERS

<p>CAUTION-FERTILIZER STORAGE <u>Languages</u> – English & Spanish</p>	<p>Can be used to identify areas where fertilizer is stored.</p>
<p>DANGER -- DO NOT DRINK <u>Languages:</u> English Spanish Japanese</p>	<p>This sign is to mark outlets on piping systems used for pesticide and fertilizer distribution. This small (2.5 x 4 inch) adhesive backed sign has black letters on a yellow background.</p>

DO NOT PUT FOOD OR DRINK IN THIS REFRIGERATOR	Use to identify refrigerators being used for chemical storage. (LC-39)
PESTICIDE SAFETY POSTER	This EPA approved poster is ideal for agricultural operations with all English-speaking workers. Display at a central location as an alternative to EPA's Spanish/English pesticide safety poster. Easy-to-read, full color poster includes section for telephone numbers of emergency medical facilities. Published by GEMPLER'S.
POISON STORAGE AREA	Red and white warning poster designed to identify pesticide storage areas. Poster is bilingual, and printed on heavy cardboard stock. (LC-13)



EMERGENCY PLANNING

PAMPHLETS

HURRICANE EMERGENCY PREPAREDNESS GUIDE	Contains information necessary to plan for hurricanes. Protection of both persons and property is discussed. Good checklists for preparation actions and recovery. Published by Hortica.
MAINTAIN YOUR FIRE SPRINKLER SYSTEM	This brochure contains information on how often to check your sprinkler system, and what you can do to continue maintaining the system.
SUPERVISOR'S ACCIDENT INVESTIGATION REPORT	Designed for use by the immediate supervisor of an injured employee. The report ensures all necessary information is obtained. Reverse side has a guide for identifying accident producing factors. (LC-01)

POSTERS

EMERGENCY PHONE NUMBERS	This form is used to post emergency (Police, Fire, Hospital, Ambulance and Poison Control Center) phone numbers in the work area. Printed on heavy card stock. (LC-12)
NO SMOKING	Bright blaze-orange sign used to remind both employees and customers that smoking is not permitted. (LC-16)
EMPLOYEES ONLY	Large red letters on white background. Used to identify areas where customers are not permitted. (LC-37)



MOBILE EQUIPMENT SAFETY

PAMPHLETS

LIFT TRUCK SAFETY	This booklet contains useful reminders for supervisors, operators, and employees who work around lift trucks and those who are responsible for lift truck operations.
LOSS PREVENTION AND SECURITY TECHNIQUES FOR EQUIPMENT THEFT	Tips and suggestions for securing mobile equipment on and off a company's property.
FORKLIFT SAFETY RULES	Pocket checklist to remind operators of safe operating rules. Also includes a pre-use inspection checklist for forklifts. (LC-29)

POSTER

LEAVE FORKS DOWN WHEN PARKED	This sticker is designed to be placed on the dashboard of forklifts to remind operators to put the forks down. (LC-33)
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RISK MANAGEMENT

PAMPHLETS

<p>BACK TO BACKS <u>Languages:</u> English Spanish</p>	<p>An excellent guide to preventing back injury. Emphasis on prevention of back injuries and proper materials handling.</p>
<p>CHOLINESTERASE TEST INFORMATION</p>	<p>A one page description of this test. It is designed for testing blood plasma for liver failure related to being exposed to insecticides.</p>
<p>ELECTRIC INSPECTION CHECKLIST</p>	<p>This checklist is designed to allow someone with minimal knowledge of electrical systems to inspect the electrical safety at their facility.</p>
<p>ELECTRICAL SAFETY AT WORK</p>	<p>Produced by the National Safety Council, this booklet outlines basic guidelines of electrical safety on the job.</p>
<p>EXERCISES AT YOUR WORKSTATION.</p>	<p>Illustrates stretching exercises for hands, wrists, back, neck and shoulders. Also promotes personal responsibility.</p>
<p>FIRE EXTINGUISHERS: YOUR FIRST LINE OF DEFENSE</p>	<p>Explains the types, and uses of portable fire extinguishers.</p>
<p>LADDER SAFETY</p>	<p>Tells how to choose, inspect and erect extension, fixed, sectional, trestle, stockroom, and tubular metal ladders.</p>
<p>LOCKOUT/TAGOUT</p>	<p>This booklet will help employees control hazardous energy sources during servicing and maintenance operations. Published by the National Safety Council.</p>
<p>OSHA 300 LOG</p>	<p>The Occupational Safety and Health Administration's recordkeeping log for accidents which result in days away from work, restricted work, medical treatment, or loss of consciousness.</p>

PREVENTING SLIPS AND FALLS	Teaches safe practices in using ladders, stairs and walkways. Explains how to wear slip-resistant shoes and how to protect against slips, trips and falls.
SAFETY AWARENESS	Helps develop a “safety first” attitude. Emphasizes the importance of knowing company response procedures.
SAFETY INSPECTION CHECKLIST	A basic list of common hazards designed to be used by safety coordinators and supervisors.
SAFETY PROGRAM GUIDE	This excellent guide explains how to start a safety program in your business. The step-by-step approach makes the guide easy to use. The guide includes a self-inspection checklist to help you identify hazards.
WORKERS COMPENSATION LOSSES – WHAT YOU CAN DO.	This guide aids in the development of a loss prevention program for businesses. A loss prevention program is used to decrease workers compensation claims frequency and severity. Published by Hortica.

POSTERS

CAUTION - WEAR EYE PROTECTION	Small sticker designed to be applied to equipment and machinery. Yellow and black.
DANGER - HIGH VOLTAGE	Black and red sign used to warn employees of high voltage equipment. (LC-35)
FIRE EXTINGUISHER BELOW	Bright red and white sign designed to be posted above fire extinguishers to ensure they can be located quickly. (LC-36)



VEHICLE SAFETY

PAMPHLETS

IN CASE OF ACCIDENT	An accident-reporting package of forms and driver reports for use in the event of an accident. One should be kept in the glove compartment of each vehicle. (Form CP-A)
MOTOR VEHICLE SAFETY RULES	Basic safety rules designed to give a starting point for developing specific rules for your company. These specific rules will allow for the type of vehicles used and local conditions.
OCCUPANT PROTECTION	Produced by the National Safety Council, this brochure discusses the importance of wearing your seat belt while in a moving vehicle. Topics covered include the “second collision”, air bags, seat belt myths and much more.
PRE-TRIP INSPECTION	Pocket size card reminds vehicle operators of points to check prior to operation. Checklist format is quick and easy to use. (LC-22)
REDUCING AUTO LOSSES - WHAT YOU CAN DO	Designed to provide management with the basic start of a written company vehicle safety plan. This outline formatted brochure covers topics such as basic hiring procedures, driver road testing, vehicle maintenance and much more.
SUPERVISOR'S DEFENSIVE DRIVING CHECKLIST	Designed to allow the supervisor to emphasize proper driving techniques. Provides a checklist that can be used as a basis to discuss driver performance. (LC-20)

POSTERS

PLEASE BUCKLE UP	A dashboard sticker that reminds drivers to buckle their seat belt before operating the vehicle.
YOUR MOTOR VEHICLE LOSS CONTROL PLAN	Designed to assist management in starting a vehicle accident prevention program. Topics covered are driver Motor Vehicle Reports, driver training, liability exposure, vehicle maintenance and procedures to start your program. (LC-18)

SPANISH ONLY PAMPHLETS

LIFTING AND CARRYING	12 page booklet which gives tips and procedures for lifting safely.
PERSONAL SAFETY	12 page booklet outlining the basics of keeping safe and understanding company policies.
PORTABLE FIRE EXTINGUISHERS	This brochure outlines the safe use of fire extinguishers, and also how to check for an extinguisher in need of recharging.

ORDERING PRINTED LOSS CONTROL MATERIALS/SERVICES

The material in this catalog is available at no cost to Hortica customers. When placing an order, please provide the following information:

- Your Name
- Company Name
- Company Phone Number
- Company Address
- Item Name and Quantity Requested

To place an order you may:

E-MAIL

jdale@hortica-insurance.com

FAX

618-655-2529 (Attn: Judy Dale – Loss Control Dept.)

PHONE

800-851-7740 (Ask to speak with Judy Dale from the Loss Control Dept.)