



SSCIP

Loss Control

Video Library

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Part I. Introduction

This publication contains a listing of the training videos we have available for loan to SSCIP members. Opinions expressed by the presenters in each tape are solely those of the presenters and do not necessarily reflect the opinions or recommendations of SSCIP or their administrators, Southwest Risk Services (SWRS), or Berkley Risk Administrators Company, LLC (BRAC).

Please take a few minutes to read the section that discusses the borrowing policy. It outlines the steps you must follow to borrow a video for training your staff.

We welcome any comments or suggestions regarding this document. It will be updated periodically as new tapes are added to the Loss Control Video Library.

Part II. Borrowing Policy

Videos may be kept for up to four weeks from the date of receipt. Videos may be ordered in the following ways:



❖ **Order Form.**

- Fill out a Video Request Form
- E-Mail the request to Susan Weiss sweiss@berkleyrisk.com or via fax (602) 368-6565
- You may make photocopies of the blank form at the back of this document.



- ❖ **Telephone.** Call Southwest Risk Services and ask for Susan Weiss at (602) 368-6613 to request a video by telephone.

Please request your videos at least one to two weeks before you plan to use them for training. This will allow adequate time for them to be mailed to you.

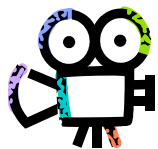


If applicable, rewind all videos before returning them. Insure each video for \$100 to protect them from being lost in the mail. This will prevent you from incurring the expense of replacing a video that is lost in its shipment.

Please return videos by their due dates so that others can receive their videos by their requested dates. If you need to keep a tape beyond its due date, please contact your Loss Control Consultant or Susan Weiss.

Federal copyright laws protect the videotapes available through the Loss Control Video Library. You may **NOT** make copies of these videos.

Part III. Video Selections



This section contains the listing and descriptions of the available videos. Please note that we cannot guarantee availability of any specific videos. They will be sent out to those who request them on a first-come, first-served basis.

AMERICANS WITH DISABILITIES TRAINING

Tape #	Title	Length
A1	ADA TITLE 1~ EMPLOYMENT Discusses the Americans with Disabilities Act (ADA) and its requirements regarding employment. Includes prohibition of discrimination against persons with disabilities and the requirements for employers to make reasonable accommodations.	120:00
A2	ADA TITLE II~ GOVERNMENT SERVICES Discusses the Americans with Disabilities Act (ADA). Includes nondiscrimination and reasonable accommodation requirements for government services and programs.	105:00
A3	ADA EMPLOYMENT	43:00
A4	ADA TITLE II~ WORK IN PROGRESS	26:00
A5	ADA ACCESSIBLE DESIGN Discusses accessible design under the Americans with Disability Act's Accessibility Guidelines	19:34
A6	ADA ACCESSIBLE SIDEWALKS~FOR THE BLIND Design issues for pedestrians who are blind.	12:19
A7	ADA ACCESSIBLE SIDEWALKS ~ FOR WHEELCHAIRS Design issues for pedestrians who use wheelchairs.	10:00
A8	ADA ~ An Introduction to UFAS Introduction to the Uniform Federal Accessibility Standards. Similar to ADA AG's, but adopted prior to the ADA and required for those dealing with government grants and contracts.	08:49
A9	ADA~ Technical Requirements of UFAS	17:10

BLOODBORNE PATHOGENS TRAINING

A13	AIDS & THE LAW ENFORCEMENT CONCERN	120:00
B1	BLOODBORNE PATHOGENS 2000	11:00

Tape #	Title	Length
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BLOODBORNE PATHOGENS TRAINING

B2	BLOODBORNE PATHOGENS Discusses personal protective equipment and how it reduces your risk of exposure to BBP. Some examples of PPE are discussed.	19:00
B4	BLOODBORNE PATHOGENS ~ POST EXPOSURE FOLLOW-UP Discusses Bloodborne Pathogens and how they are carried in the blood. Outlines what should be done if someone is exposed to blood or other bodily fluids and the reporting requirements that must be followed in the event of an exposure	10:55
C1	COMMUNICABLE DISEASES ~ INFECTION CONTROL	
N1	WORKING TOGETHER ~ NEEDLE STICK PREVENTION	

DRIVING/DEFENSIVE DRIVING TRAINING

D1	DEFENSIVE DRIVING ~ A CRASH COURSE A refresher course for drivers involved in accidents. Driving scenes include various driving situations	16:00
D2	DEFENSIVE DRIVING ~ A CRASH COURSE (Spanish)	17:00
D3	DEFENSIVE DRIVING ~ “WHAT’S YOUR DECISION” An interactive video quiz for defensive driving. Areas covered include being forced into the guardrail, hydroplaning, dealing with emergency vehicles, dealing with drunk drivers, braking on snow, rear-end collisions, railroad safety, signaling, intersections, passing, head-on collisions, residential street hazards, dealing with floodwaters, driving off the shoulder, and air bag deployment.	
D5	DRIVING SAFETY	15:50
D6	DRIVING SAFETY (Spanish)	15:50
D10	SAFETY TECHNIQUES FOR TYING DOWN WHEELCHAIRS (DRIVING)	18:00
D-11	BEFORE YOU TURN THE KEY (English & Spanish) Brush up on what drivers should do before they get in a vehicle and turn the key. Describes the incidents that could have been avoided if people had only taken the time to think and pay attention to what was in and around their cars.	20:00
D-12	DRIVEN TO DISTRACTION This groundbreaking program illustrates just how dangerous distracted driving can be. The main character is the embodiment of the various distractions that accompany drivers. Watch as he gleefully plots and plans to take attention from the road. The impact of this program is powerful and memorable.	
D-13	EMOTIONAL WRECK (English & Spanish) Aggressive driving is responsible for 1500 deaths each year. Give your employees this eye-opening look at what constitutes aggressive driving, what contributes to it and how one driver’s acts can cause a domino effect of bad decisions that may lead to tragedy. After watching this dramatic expose of the dangers of impatience, selfishness, obliviousness and competitiveness behind the wheel, your employees are sure to take a deep breath and drive as if their lives depend on it.	23:00

Tape #	Title	Length
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DRIVING/DEFENSIVE DRIVING TRAINING

D-14	STREET SMARTS (English & Spanish) Have your employees forgotten the basic rules of safe driving? Maybe their driving safety knowledge is out-of-date? Bring your employees back to the basics of safe driving with Street Smarts. This program will boost your workers' safety awareness and ensure their well-being by reminding them how their lives depend on following the 'rules of the road'. Freshen up their driving know-how and help save their lives.	18:00
F8	DEFENSIVE DRIVING ~ 15- PASSENGER VANS	11:00
T2	TRAFFIC SAFETY Describes the concept of "road management". Discusses proper stopping and gives specific examples of where drivers should be scanning ahead of the path of their vehicles	08:20
M1	THE MOST COMMON COLLISION A Smith System defensive driving video	
S5	SCHOOL BUS TRAINING	

DRUG AND ALCOHOL PROGRAM TRAINING

D7	DRUG USE AND ABUSE Explains the effects of drug use on the environment. Presents some possible solutions to drug problems occurring at the workplace.	08:30
D8	DUI – MARKET HIGHLIGHTS	12:52
R2	RECOGNIZING DRUG ABUSE ~ A SUPERVISOR'S GUIDE Tape 1 of 3	60:00
S3	SALIVA ALCOHOL TESTING Tape 2 Of 3	12:22
G1	GEARING UP FOR DRUG FOR ALCOHOL TESTING Tape 3 of a 3	43.00
U1	UNDER THE INFLUENCE ~ ALCOHOL IN THE WORKPLACE Discusses the short-term effects of alcohol in the workplace. Describes risks of injuries to other workers who work with someone under the influence of alcohol.	06:44

Tape #	Title	Length
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ERGONOMICS

C2	COMPUTER ERGONOMICS ~ MAKE YOURSELF COMFORTABLE	14:30
C3	COMPUTER FITNESS ~ HOW TO WORK COMFORTABLY, PRODUCTIVELY AND SAFELY Discusses modifications to work stations and provides demonstrations of exercises to stretch body parts (neck, wrists and shoulders).	19:05
C4	CARPAL TUNNEL SYNDROME Describes Carpal Tunnel Syndrome characteristics in terms of the body. Reviews the causes and symptoms of Carpal Tunnel Syndrome (CTS).	09:07
E1	ERGONOMICS ~ JOB SAFETY ANALYSIS Defines ergonomics and its relationship between people and machines. Job Safety analysis (JSA) is presented as a means to reduce body stress when using power tools and other workplace machines.	15:50
E2	ERGONOMICS FOR SUPERVISORS Discusses Cumulative Trauma Disorders (CTD) in various work environments. Outlines a program for addressing various problems including ergonomic teams, analysis of work areas, understanding risk factors, recognizing early symptoms, modifying the workplace, communications and early intervention.	21:00
E3	ERGONOMICS IN THE WORKPLACE	18:30
E4	ERGONOMIC TOOLS Defines ergonomics, describes Carpal Tunnel Syndrome (CTS) and the dangers of using ergonomic tools improperly.	13:16
E9	OFFICE ERGONOMICS Discusses the science of tailoring a job to the employee. Geared primarily to computer workstations. Emphasizes how physical stress is placed on specific parts of the body by poor positioning. includes anatomic diagrams of the stress on the hand, wrist, spine, as well as, the definition of an "injury".	17:45
E12	OFFICE MANUAL HANDLING Back structure and musculoskeletal disorders (MSD) are explained and methods for identifying, assessing and controlling manual handling risks related to MSD are covered. Case studies with solutions applicable to typical office manual handling problems are used to illustrate correct manual handling procedures.	17:00
M7	MUSCLE STRAINS & SPRAINS	
E11	LISTEN TO YOUR BODY Office Workstation Design	

Tape #	Title	Length
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FIREFIGHTING TRAINING

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| F4 | FIREFIGHTER II ~ LEGAL ASPECTS OF EMERGENCY VEHICLE OPERATIONS | |
| F5 | FIREFIGHTER II ~ EMERGENCY VEHICLE OPERATIONS (part 1 & 2)
Examines state vehicle and traffic laws regarding emergency vehicle operations. Discusses rights and obligations of operators and the difference between civil and criminal liability. | |
| P11 | PRE TRIP INSPECTION OF FIRE APPARATUS
Gives an overview of how to check the apparatus, including tires, fluid levels, gauges, lights, and other systems. | |

FIRST AID/CPR TRAINING

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| F12 | AMERICAN RED CROSS ~ "A SUMMER OF SUPERVISION" | |
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GENERAL SAFETY & HEALTH TRAINING

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| A10 | ACCIDENT INVESTIGATION | 08:06 |
| A11 | ACCIDENT INVESTIGATION ~ ANALYSIS | 25:00 |
| A12 | ACCIDENTS IN THE WORKPLACE ~ "IT WOULDN'T HAPPEN TO ME" | 15:00 |
| A14 | ARIZONA BLUE STAKE
Discussion of the Arizona requirements to mark the locations of underground facilities and who to call before digging. | |
| A15 | ASBESTOS REGULATIONS | |
| A16 | ACCIDENT INVESTIGATION - 2008
Accident investigations are important in maintaining a safe, productive workplace. | 13:00 |
| B5 | BACK SAFETY
Gives some suggestions on how to avoid back injuries when lifting heavy objects. | |
| B6 | BACKHOE SAEFTY | 05:00 |
| C7 | COMBATING STRESS
Describes ways to reduce stress in the workplace. Outlines the benefits of stress reduction, as well as, what can happen if stress is not managed. | 10:51 |
| C8 | COMPLETE LINE OF FOOTWEAR
Explains why street shoes are not considered safety shoes. Presents ANSI Standards for foot protection based on specific work environments. | 08:23 |
| C9 | CONFINED SPACE TRAINING | 21:34 |

Tape #	Title	Length
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GENERAL SAFETY & HEALTH TRAINING

C10	CONFINED SPACE TRAINING ~ “WATCH THAT SPACE” <ul style="list-style-type: none"> • Hazards in Construction • Hazards in Factories • Hazards in Shipbuilding 	
C11	CONFLICT RESOLUTUIONS Outlines several approaches for dealing with conflict in the workplace, including avoidance, compromise and accommodations.	09:37
C12	CONTINGENCY TRAINING Knowledge of contingencies helps fellow workers respond correctly in an emergency. The video discusses orientation training, contingency training and dealing with situations that are not part of the normal job process.	07:54
C13	CREATING THE SAFETY PLAN Discusses why workers should be involved in the development of a safety plan.	10:56
D9	DOG BITE PREVENTION	20:00
E5	ELECTRICAL SAFETY ~ LIFE & DEATH	19:00
E6	ELEVATED WORK Outlines precautions to follow when working on roofs. Discusses guardrails and other protective barriers.	11:57
E7	EYE PROTECTION (Non-humorous)	12:00
E8	EYEWASH STATIONS & SAFETY SHOWERS Discusses causes of injuries to eyes when working around chemicals. Describes safety showers and eyewash station design.	08:27
E10	BASIC ELECTRICAL SAFETY	06:30
F1	FALL ARREST SYSTEMS	18:00
F2	FALL PROTECTION ~ THE BASICS Describes the purpose of fall protection and gives examples of passive and active fall protection devices.	09:58
F3	FALL PREVENTION ~ HIGH IMPACT TRAINING	19:00
F6	FORKLIFT SAFETY ESSENTIALS Training operators in the principles of forklift safety can prevent accidents from occurring at your workplace.	26:00
F9	FORKLIFT SAFETY	06:30
F10	FORKLIFT 2000	
A	PART 1: THE NEW RULES	59:32
B	PART 2: RUNNING FORKLIFTS INSIDE	59:32

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GENERAL SAFETY & HEALTH TRAINING

F11	FIRE EXTINGUISHER TRAINING	06:00
G2	GROUNDSKEEPER SAFETY ~ INCLUDING PESTICIDES Discusses why groundskeepers should wear full body protection. Presents three basic steps to help reduce the effects of heat on the job. Basic hygiene habits are also addressed.	11:41
H4	HEAT STRESS Working in hot environments with strenuous physical activity causes heat reactions in the body. Teaches workers how to protect themselves.	12:00
H7	HEAD PROTECTION Outlines occupations which require the use of protective headwear. Describes various classes of headwear including, Class A, Class B, Class C, and the use of "bump" caps.	06:54
H8	HIGHWAY CONSTRUCTION AND MAINTENANCE SAFETY Identifies positions for "flaggers" to stand in relation to traffic and barricades. Also discusses traffic controls and signage.	07:41
H10	HEALTH & HYGIENE ESSENTIALS FOR INDUSTRY	19:00
H11	HI IMPACT HAND SAFETY	17:00
J1	JOB SAFETY ANALYSIS Illustrates the purpose of a Job Safety Analysis (JSA). Benefits of using JSA for both employee and the employer.	17:10
J2	JOB SAFETY HAZARDS General safety in the workplace. Presentation is from an industrial manufacturing point of view. Deals with machinery, protections and work techniques.	06:20
J3	SUCCESSFUL SAFETY COMMITTEES Safety Committees help prevent job-related accidents, injuries and illness.	
L6	LOCKOUT/TAGOUT SAFETY ~ HIGH IMPACT	19:00
L7	LOCKOUT/TAGOUT An overview of Lockout/Tagout and requirements for Controlling hazardous energy sources	06:52
L8	LOCKOUT/TAGOUT ~ JUST DO IT! Shows an example of an potential accident as a result of failure to comply with lockout requirements. Outlines required procedures.	08:36
L9	LOCKOUT/TAGOUT ~ A LIFE ON THE LINE Examples of accidents and their results. Several examples of lockout/tagout are shown.	06:34
L10	LOCKOUT/TAGOUT ~ YOU HOLD THE KEY Describes what the lockout/tagout requirements are, why they're important, and who needs them. Discusses various types of hazardous energy control devices.	15:00
L11	LOSS CONTROL DOLLARS MAKE SENSE	

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GENERAL SAFETY & HEALTH TRAINING

L12	LOCKOUT/TAGOUT	06:52
M2	MACHINE CUTTING, GRINDING AND SANDING Describes precautions to be used when working with sharp objects such as blades and rotating equipment. Grinding and sanding are also discussed, including physical harm that could come from the use of these tools.	07:23
M3	MACHINE SHOP SAFETY Gives reasons why machine operators should wear proper eye protection. Also addresses appropriate work attire in these locations.	08:44
M4	MATERIAL HANDLING & STORAGE Discussion of safe materials handling and storage procedures. Shows examples of safe techniques. Material Safety Data Sheets are also emphasized.	09:16
M5	MEDICAL MONITORING ~ HOW IT WORKS Describes what makes up a baseline medical exam. Some of the topics presented include blood pressure, why lymph glands are checked, and how often blood and urine samples should be taken.	09:16
M6	MOTOR VEHICLE AWARENESS	19:00
M8	MRSA AWARENESS (English & Spanish) There is widespread concern over the risk of exposure to the deadly MRSA infection. This staph infection is not confined to hospitals anymore and has become a new threat known as community-associated MRSA. Help your employees protect themselves and their families with the information on how exposure occurs and the best ways to protect themselves in this timely training program.	
N2	NOBODY'S BURNING WHEELCHAIRS	
N3	NIGHTTIME TRAFFIC CONTROL ZONES	18:00
O1	OFF THE JOB SAFETY Discusses some ideas for safety in the home regarding storage of chemicals, actions during emergencies, fire prevention, fire escape plans, and safe equipment use.	07:16
P10	PERSONAL FALL PROTECTION Things to think about when working off the ground. Covers the different kinds of equipment used to protect workers from falls. Outlines the three main component of personal fall protection systems and when the equipment should be inspected.	13:00
P15	PERSONAL PROTECTIVE EQUIPMENT ~ ELECTRICAL Describes some of the personal protective equipment required for electrical work. Discusses the use of gloves, insulating mats, protective eyewear, and head protection.	10:02
P16	PERSONAL PROTECTIVE EQUIPMENT ~ PUT IT ON! Discusses the conditions which require the use of hard hats or helmets, hearing protection, and protective eyewear.	09:56
P17	PERSONAL PROTECTIVE EQUIPMENT ~ HIGH IMPACT	19:00

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GENERAL SAFETY & HEALTH TRAINING

P18	PROTECTIVE CLOTHING Identifies basic characteristics for different levels of protective clothing. Reviews shields, goggles and disposable PPE.	12:12
P19	PROPER USE OF COMPRESSED AIR Humorous presentation of compressed air safety including, storage, use, transportation o compressed air.	07:51
P20	PAVEMENT MARKING INSPECTION ~ TWO PART EPOXY	20:00
P21	PAVEMENT MARKING INSPECTION ~ THERMOPLASTIC	21:00
R3	RECREATIONAL SAFETY Humorous presentation on being safe while having fun. Includes basic safety practices to allow individuals to get the most from their recreational activities. Addresses first aid kits, monitoring children, and other practical hints.	13:15
R4	RETURN TO WORK CONNECTION~ WORKERS COMPENSATION Demonstrates approaches to reducing workers' comp costs, implementing effective return-to-work procedures, and creating good employer/employee communications	26:33
R5	REDUCE ROADWAY LIABILITY	140:00
S8	SAFETY BY ASSOCIATION~ TRAFFIC SAFETY	10:00
S9	SCHOOL CRIME ~ SOUNDING THE ALARM Examines what happens when crime and violence spill into classrooms and what some schools are doing to combat these problems.	
S10	SCHOOL CRIME ~ ESTABLISHING COMMUNICATION This program examines how to establish communication links with students, families, and educators to create a safe school environment.	
S11	SCHOOL CRIME ~ COMBAT ZONE Discusses methods and techniques for reducing the proliferation of guns and other weapons in schools.	
S12	SMOKING AT WORK Describes tobacco smoke and its effects on different environments. Describes how non-smokers and the workplace can be affected.	05:05
S13	SUPERVISOR SAFETY RESPONSIBILITY	07:16
T3	TRAFFIC SIGNS & MARKINGS	60:00
T4	TRAINING RESPONSIBILITIES	05:00
T5	TRENCHING & SHORING	19:22
T7	TRENCHING & SHORING SAFETY	06:00

Tape #	Title	Length
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GENERAL SAFETY & HEALTH TRAINING

W1	WAREHOUSE SAFETY Describes three areas of activity found in a warehouse. Discusses fork truck capacities, precautions to take when welding and some basic storage procedures.	09:09
W2	WORK SURFACE SAFETY Outlines the importance of keeping work surfaces clear around workstations. Reviews the need for handrails in certain areas, as well as, maintenance needs for floors, workrooms and stair safety.	06:17
W3	WORKPLACE SECURITY Reviews the use of photo ID in the work environment, the security procedures that might be needed in a work place and what should be done in special situations regarding security procedures.	10:39
W4	WORKPLACE STRESS Offers strategies to identify and cope with stress. Discusses causes and symptoms of stress, positive vs. negative stress, effect of stress on the mind and exercises to reduce and relieve stress.	13:00
W5	WELDING HAZARDS	05:30
W6	WELDING SAFETY	05:00
W7	OFFICE SAFETY ~ IT'S A JUNGLE IN THERE (English & Spanish) Every year, about six million people get hurt at work. And more than 400,000 are just like your employees... they work in offices fraught with hidden and tricky dangers. This program shows how to cope with the risks so that your workers can negotiate their way around the dangerous jungle that is the office.	

HAZARD COMMUNICATION/HAZARDOUS MATERIALS TRAINING

F7	FIRST ON THE SCENE	31:00
H1	HAZCOM ~ ACIDS & CAUSTICS Discusses the types of personal protective equipment (PPE) that should be used when working around corrosives.	17:40
H2	HAZCOM ~ REDUCING EXPOSURE Reviews chemical exposure to the body. Discusses health effects as a result of exposure to different types of hazardous chemicals.	12:05
H3	HAZCOM ~ USING MSDS'S Presents the basic information found on a Material Safety Data Sheet (MSDS). not all MSDS's are formatted the same and this video describes the different versions.	12:05
H5	HAZMAT ~ CHLORINE & CYANIDE HAZMAT technicians discuss the chemical properties and procedures to use when handling chlorine and cyanide emergencies.	

Tape #	Title	Length
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HAZARD COMMUNICATION/HAZARDOUS MATERIALS TRAINING

H6	HAZWOPER ~ ROLE OF THE FIRST RESPONDER Defines the term "HAZWOPER" and what it stands for. Discusses duties of the First Responder. Gives some examples of signs of incompatible reactions between chemicals.	09:26
H12	RIGHT-TO-KNOW ~ UNDERSTANDING HAZCOM	07:00
R1	RIGHT-TO-KNOW ~ WORKERS AND THE COMMUNITY Describes the purpose of Emergency Planning and the Right-To-Know Act. Review of several provisions of SARA Title II and Local Emergency Planning Committees.	13:21
S4	SAFETY FIRST WITH CHLORINE	22:00

POLICE DEPARTMENT/LAW ENFORCEMENT TRAINING

C5	CRISIS ON CAMPUS ~ MASS EMERGENCY TRAINING	30:00
C6	COUNTER ASSAULT & SURVIVAL TRAINING ~ FIGHTING THROUGH PEPPER SPRAY	
I 1	IN THE LINE OF DUTY – TROOPER COATES SHOOTING	
I 2	IN THE LINE OF DUTY – HIT AND RUN	
I 3	IN THE LINE OF DUTY – IDAHO PURSUIT	
I 4	IN THE LINE OF DUTY– JACK IN THE BOX	
P6	POLICE SUPERVISORY ~ RESPONSIBILITY AND LIABILITY MGMT	145:00
P8	POSITIONAL ASPHYXIA, SUDDEN DEATH AND TRANSPORTING SUSPECTS	29:07
P9	PURSUIT AND DEFENSIVE DRIVING	25:00

PLAYGROUND SAFETY TRAINING

P12	PLAYGROUND EQUIPMENT_~ LOSS CONTROL FOR CITIES	
P13	PLAYGROUND SAFETY	
P14	PLAYGROUND SAFETY REPORT	10:00
S1	ABCs OF (PLAYGROUND) SUPERVISION	06:09
S2	SAMMY'S PLAYGROUND POINTERS Gives suggestions for being safe on a playground. Intended for a youth audience. Uses puppets to present a message of safety.	

Tape #	Title	Length
SEXUAL HARASSMENT TRAINING		
S6	SEXUAL HARASSMENT CLIPS	
S7	SEXUAL HARASSMENT: HOW TO PROTECT YOURSELF	
A	• Part One	50:00
B	• Part Two	50:00
C	• Part Three	50:00
S15	HANDLING A SEXUAL HARASSMENT INVESTIGATION The goal of a sexual harassment investigation is to determine whether harassment actually occurred and if it did, to deal with it appropriately	16:00
S16	PREVENTING SEXUAL HARASSMENT ~ FOR MANAGERS & SUPERVISORS Having a comprehensive sexual harassment policy, knowing the “telltale” signs of harassment and encouraging employees to step forward and report incidents will help you to keep sexual harassment out of your workplace.	14:00
S17	SEXUAL HARASSMENT ~NEW ROLES / NEW RULES	
S18	PREVENTING SEXUAL HARASSMENT ~ FOR EMPLOYEES Treating people with respect, insisting that they do the same for you and taking a firm position on what you find is unacceptable can go a long way in preventing sexual harassment in your workplace.	13:00
VIOLENCE IN THE WORKPLACE		
P1	PREVENTING VIOLENCE IN THE WORKPLACE: BUILDING AND FACILITY SECURITY	60:00
P2	PREVENTING VIOLENCE IN THE WORKPLACE: DEALING WITH ANGRY CUSTOMERS	60:00
P3	PREVENTING VIOLENCE IN THE WORKPLACE: LEGAL ASPECTS AND RESPONSIBILITIES	60:00
P4	PREVENTING VIOLENCE IN THE WORKPLACE: PERSONNEL ISSUES	60:00
P5	PREVENTING VIOLENCE IN THE WORKPLACE: SOCIAL ISSUES/CAUSES	60:00
V1	VIOLENCE IN THE WORKPLACE This video address important issues relating to personal safety and what to do if a violent situation were to occur.	10:00
V2	VIOLENCE ON THE JOB	27:00
ZONING & LAND USE		
Z1	ZONING & LAND USE ISSUES How to avoid liability and have a successful project.	12:00

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MEMBER REQUEST FORM

Member Name			
Contact Name			
Contact Phone			
Street Address (No P.O. Boxes)			
City, State, ZIP			
E-mail			
Date Needed	Video #	Video Title	
Date Sent to Member	Date Due from Member	Date Received by SWRS	
<p><u>Request and/or Return Videos to:</u> Loss Control / Susan Weiss Southwest Risk Services 14902 North 73rd Street Scottsdale, AZ 85260 PH: 602.368.6613 Fax: 602.368.6565 sweiss@berkleyrisk.com</p>			
Please rewind all tapes and return them in protective shipping containers no later than 4 weeks from date of receipt so that other agencies may receive their selections in a timely manner.			

➔ In order to update the quality of our lending library, please notify us if the videos/DVDs you receive are damaged, are poor quality, or if the content is not current.

➔ Please insure each video/DVD for \$100 when you return it. This will save you the expense of replacing a video/DVD if it is lost or damaged during shipment.