



**Encova Insurance
Safety & Loss Control
Online Safety Video Resource**

Encova Insurance Safety & Loss Control offers the capability of online safety video training. We have partnered with the Training Network to offer nearly 600 safety training titles that can be used to specifically tailor your safety training needs. Training videos regarding Human Resources topics such as management and compliance, conflict resolution and workplace harassment are also available. This value-added service is FREE and allows UNLIMITED viewing usage!

The information below indicates the **Name of Your Company** and the **Registered User ID** assigned to your company to gain access to the online system.

CUSTOMER NAME	
USER NAME	<u>OhioCountyBoardOfEducation@brickstreet.com</u>
Password (Do Not Change)	BSI2017

Summary of Online Viewing Instructions

1. Go to URL: <https://www.trainingnetworknow.com/>
2. Enter "User Name" Listed above (your registered e-mail address assigned by Encova Safety & Loss Control Department)
3. Enter "Password" – BSI2017 **(DO NOT CHANGE THIS PASSWORD)**
4. Click "Browse Videos" to browse by topic or search using the Search box.
5. Click on the video title or thumbnail image and Click the "Play Video" button to play.

****Downloadable course material found at the bottom of each video page****

Step-By-Step Online Viewing Instructions

1. Go to The Training Network's website: URL:
<https://www.trainingnetworknow.com/>
2. Enter your Encova Insurance Customer-Specific User ID (located on page 1) in the "User Name" box.
Customer-specific e-mail@encova.com (assigned by Encova SLC department)
3. Enter the Password BSI2017 in the "Password" box. **(NOTE: Do not change this Password.)**

Training Network **Now**

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Log In Here

User name:

customeremail@encova.com

Password:

Log In

[Forgotten password](#)

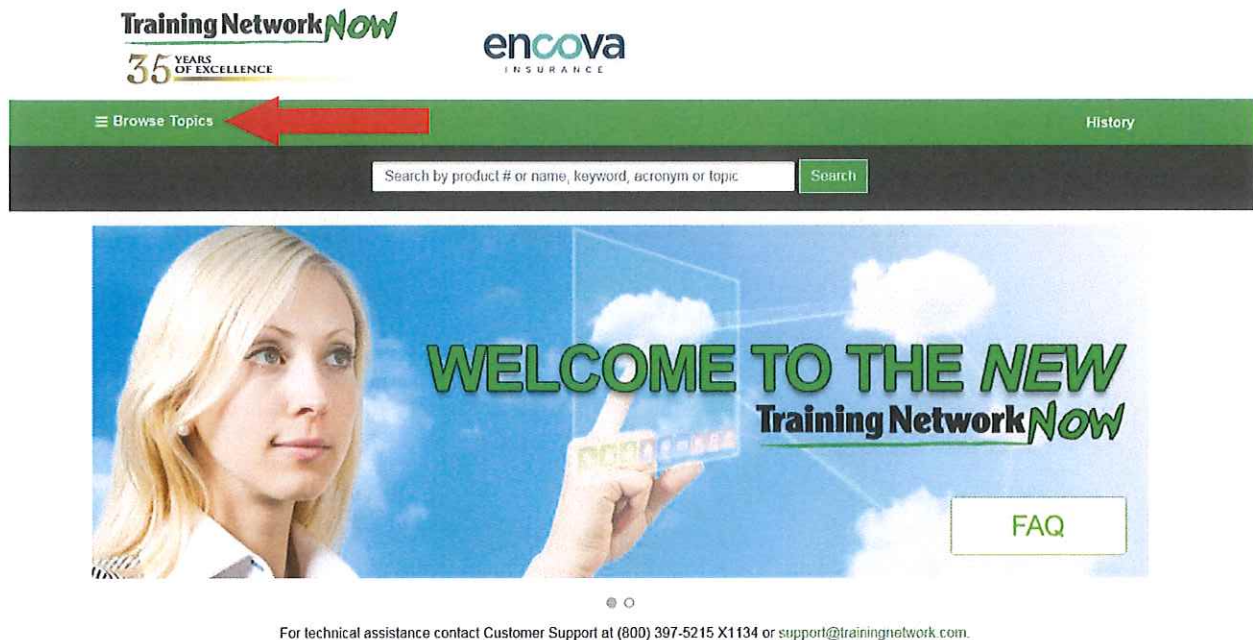
Registered Users

Enter your User Name and Password to log in, search for, and play videos

For More Information

If you would like more information about Training Network NOW, please contact us at (800) 397-5215 X1134 or email support@trainingnetworknow.com

4. Once in the system, click on the "Browse Topics" link in the upper left.



5. Select the topic of interest by clicking on the specific area of interest.



6. Once you click on the topic, you can then select a more specific area of interest.



7. It will then open up the videos that can be viewed under each topic. The name of the title, duration and a brief description is provided.

Page 1 of 2

1 2

<p>Arc Flash Safety</p> <p>16 min</p> <p>Electricity poses two major hazards to people who work with it. The most intense of these is arc flash, a violent release of electrical energy that causes severe injuries and fatalities. The - Read more ></p>	<p>Basic Electrical Safety</p> <p>10 min</p> <p>This program, Basic Electrical Safety in the Workplace, trains employees to have a basic understanding of electricity and how it works. It covers the different types of electricity such as low - Read more ></p>	<p>Electric Arc Flash Safety</p> <p>13 min</p> <p>This video highlights the characteristics and dangers of electrical arc flashes. It summarizes major workplace standards, regulations and guidelines. And it outlines key arc-flash risk factors -</p>	<p>Electrical Safety</p> <p>17 min</p> <p>This comprehensive program reminds employees about electrical hazards they may face in their jobs, and provides the information they need to work safely around electricity. This program will - Read more ></p>
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- When you click on the video, it will open and provide additional information about the video. The lower left-hand corner has additional documents (quiz, leaders guide and/or attendance log) related to the video.

Arc Flash Safety

2015 / 16 min / SKU: 3252 + 3252-S

Electricity poses two major hazards to people who work with it. The most intense of these is arc flash, a violent release of electrical energy that causes severe injuries and fatalities. The second is shock, which can cause burns, internal injuries, cardiac arrest and even be fatal. This training video focuses on what arc flash is, its hazards and how employees can avoid it on the job. The program trains employees on the NFPA 70E guidelines covering arc flash and other ways they can protect themselves from electric shock, as well.

Topics covered also include:

- Shock and how to avoid it
- What is arc flash?
- Personal protective equipment
- Creating an electrically safe condition
- Avoiding arc flash situations

Course Materials

3252-Course-Material.zip

- Click on the "Play Video" Button to view the video. A new window will open, the video will load and then play.

Arc Flash Safety

2015 / 16 min / SKU: 3252 + 3252-S

Electricity poses two major hazards to people who work with it. The most intense of these is arc flash, a violent release of electrical energy that causes severe injuries and fatalities. The second is shock, which can cause burns, internal injuries, cardiac arrest and even be fatal. This training video focuses on what arc flash is, its hazards and how employees can avoid it on the job. The program trains employees on the NFPA 70E guidelines covering arc flash and other ways they can protect themselves from electric shock, as well.

Topics covered also include:

- Shock and how to avoid it
- What is arc flash?
- Personal protective equipment
- Creating an electrically safe condition
- Avoiding arc flash situations

Course Materials

3252-Course-Material.zip


10. Videos can also be selected by using the "Search" box on the main screen. Type in the topic you are searching for to view and then click the "Search" box.

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≡ Browse Topics
History


Search Results



Electric Arc Flash Safety

13 min


This video highlights the characteristics and dangers of electrical arc flashes. It summarizes major workplace standards, regulations and guidelines. And it outlines key arc-flash risk factors -
[Read more >](#)



Arc Flash Safety

16 min


Electricity poses two major hazards to people who work with it. The most intense of these is arc flash, a violent release of electrical energy that causes severe injuries and fatalities.
[The - Read more >](#)



NFPA 70E 2012: Electrical Safety in the Workplace

25 min

The National Fire Protection Association, NFPA, is the leading authority on electrical safety, especially in relation to protecting electrical workers from burn injuries associated with arc -
[Read more >](#)



NFPA 70E 2012: Electrical Safety in the Workplace - Concise

13 min

The National Fire Protection Association, NFPA, is the leading authority on electrical safety, especially in relation to protecting electrical workers from burn injuries associated with arc -
[Read more >](#)

11. Videos can also be selected by referencing the "item #" found in first column of the Excel spreadsheet video list provided to you by your Safety & Loss Control Consultant.

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Item#	Video Topic	Video Title	Length	English	Spanish
3406	Driving Safety (Non DOT)	Beyond Safe Driving - Utility Cart Safety	5	Yes	
1353	Electrical Safety	Electrical Safety Illustrated	17	Yes	Yes
1591	Electrical Safety	Electrical Safety Awareness For Non-Electricians	15	Yes	Yes
1874	Electrical Safety	High Impact Safety Training For Qualified Electrical Workers	20	Yes	Yes
2531	Electrical Safety	Electric Arc Flash Safety	13	Yes	Yes
2649	Electrical Safety	NFPA 70E: Electrical Safety-Related Work Practices - Concise	12	Yes	
2650	Electrical Safety	Mark Standifer's Electrical Safety Briefing	19	Yes	
2731	Electrical Safety	Electrical Safety	17	Yes	Yes
2874	Electrical Safety	NFPA 70E: Electrical Safety in the Workplace	25	Yes	Yes
2875	Electrical Safety	NFPA 70E 2012: Electrical Safety in the Workplace - Concise	13	Yes	Yes
2966	Electrical Safety	Basic Electrical Safety	10	Yes	Yes
3177	Electrical Safety	Electrical Safety For Qualified Workers	20	Yes	Yes
3178	Electrical Safety	Electrical Safety For Qualified Workers - Concise	13	Yes	Yes
3179	Electrical Safety	Electrical Safety For Everyone	20	Yes	Yes
3180	Electrical Safety	Electrical Safety For Everyone - Concise	11	Yes	Yes
3214	Electrical Safety	Safe Electrical Work Practices & 2015 NFPA 70E	26	Yes	Yes

12. Type the "item #" (video #) in the "Search" box and then click on "Search".

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[Browse Topics](#)[History](#)

Search Results



13 min

Electric Arc Flash Safety

This video highlights the characteristics and dangers of electrical arc flashes. It summarizes major workplace standards, regulations and guidelines. And it outlines key arc-flash risk factors -

[Read more >](#)

17. When completed, use the "Logout" button in the top right.

18.

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[Profile](#) [Logout](#)

Quiz Utilization

When viewing videos in TNN, about ½ way through the video, a button will appear for the user to “take the quiz”.



Once the quiz is finished, the user will be asked to click on the “submit” button.

Parking lots have many of the same issues as sidewalks?

- ☒ TRUE
- ☐ FALSE

Dumpster corrals should be inspected to

- ☐ Make sure the area is free of grease
- ☐ Make sure the area is well lit
- ☒ Both A & B
- ☐ None of the above

Walking the property and looking for slip and fall hazards should be done on a regular basis?

- ☐ TRUE
- ☐ FALSE



Once submitted, a screen will display asking for the email address to be entered where the completed quiz and results will be sent.

QuizResult

Email 

Please enter your email address or the person you wish to receive these results



YOUR QUIZ RESULT

Quiz ID:	3246
Video:	Property Management Safety - Resident Slips and Falls
Total Questions:	10
Correct Answers:	10
Your Score:	100%

The results can either be sent to the user (employee; if they have their own email address) who can then forward it to someone in the company tracking an employee's completion of videos; or they can enter the email address of the person in the company (i.e. Safety Manager; HR Director; Staff Development Coordinator; etc.) who is assigned to track the training.

QuizResult

Your email has been sent. It may take a few minutes. Be sure to check your SPAM setting if it does not arrive.

YOUR QUIZ RESULT

Quiz ID:	3246
Video:	Property Management Safety - Resident Slips and Falls
Total Questions:	10
Correct Answers:	10
Your Score:	100%

QUESTION 1

Question:	Slips and falls are the leading cause of resident injuries in the multi-family industry?
A.	TRUE (correct answer)
B.	FALSE
Your Answer:	A
Your Answer Correct?	Yes

QUESTION 2

Question:	Resident slips and falls can occur.....?
A.	On a staircase
B.	In the parking lot
C.	On a rug in the clubhouse
D.	All of the above (correct answer)
Your Answer:	D
Your Answer Correct?	Yes

Once the quiz results are received at the designated email address, the notification can be filed electronically by the company in an employee's electronic file or printed and placed as a paper copy in the employee's file.

Quiz Results ID: 3246 Video: 3246

SKU	3246
Video	Property Management Safety - Resident Slips and Falls
Taken Date	2018-02-01 15:44:53.0000000
By	Derise Matthew
Total Questions	10
Correct Answers	10
Score	100

Question Number	Correct Answer	Your Answer	Score
Slips and falls are the leading cause of resident injuries in the multifamily industry? A. TRUE B. FALSE			
#1	A	A	1.0
Resident slips and falls can occur _____? A. On a staircase B. In the parking lot C. On a rug in the clubhouse D. All of the above			
#2	D	D	1.0
The majority of slips and falls either happen on the exterior of the property or are due to weather conditions? A. TRUE B. FALSE			

For overall tracking of TNN video usage and quizzes completed by employees, a spreadsheet can be created to manually track viewed videos and quizzes. See sample format below.

Training Network Now (TNN) - Employee Log of Completed Videos Viewed and Quizzes Taken

Employee	Video #	Video Title	Date Completed	Quiz Score

If a the TNN video is used in a group setting and wants to have employees individually complete the quiz, a paper copy of the quiz is available for downloading and printing.

encova.com

Property Management Safety - Resident Slips and Falls

2015 / 6 min / 541 3246-5

When a resident in a multi-unit property injures themselves through a slip or fall, the potential liability exposure to management is great. All property management employees must be aware of this and what their responsibilities are to keep slip and fall hazards to a minimum. With a focus on exterior and weather related hazards, this training program is designed to train your employees on what types of hazards to look for and how they should be corrected.

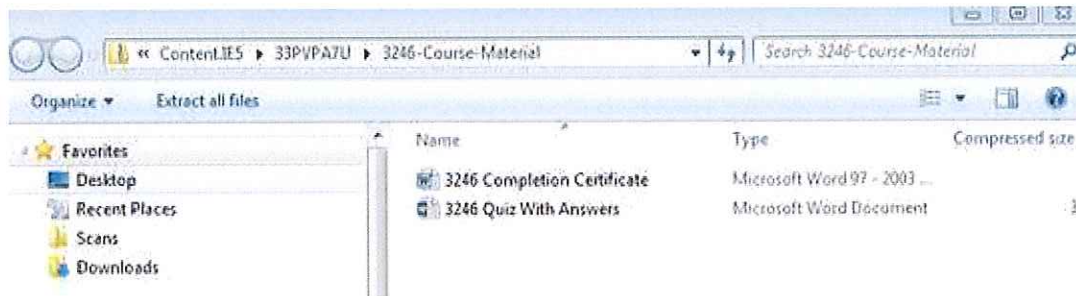


Course Materials

3246-Course-Material.zip



When the "zip" file is opened, information available can be printed and the quiz can be distributed for employees to complete. An answer key is also provided. Completed quizzes can be scored and collected for their internal tracking.



Depending upon the video viewed, different supporting materials will also be offered such as a "leaders guide" and "attendance log".