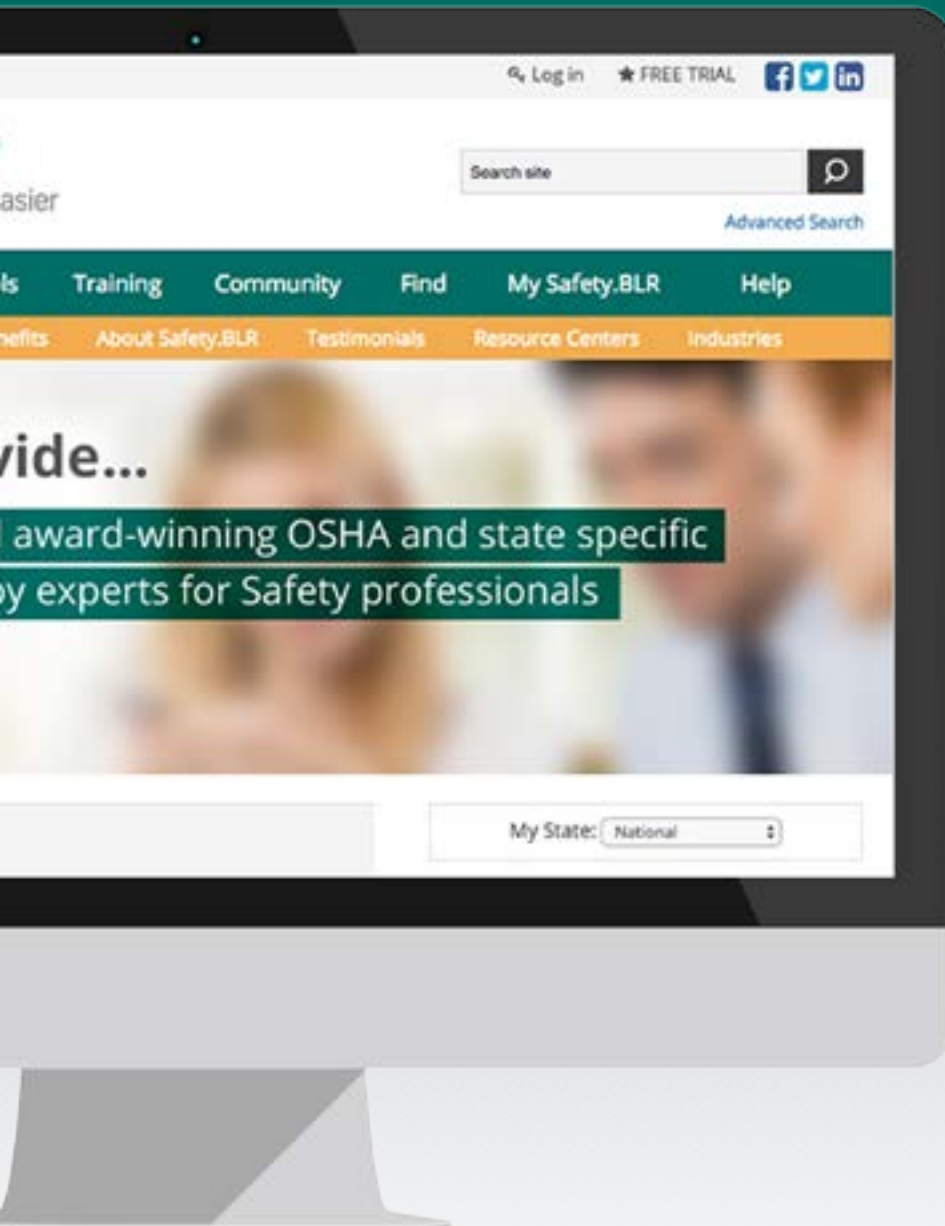


# Safety.BLR.com®

Safety Training & Compliance Just Got Easier

**Welcome to Safety.BLR.com!**

The online source for all of your safety information and compliance needs.



Please take a few moments to review this guide, which will help you get the most out of your valuable subscription.

# Thank you for becoming a member!

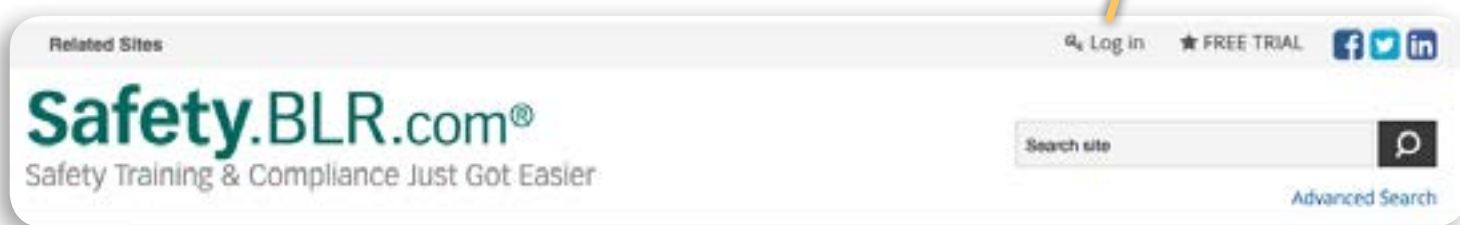
We know you have other options for obtaining information and tools to meet your safety compliance and day-to-day safety program administration needs, and we think you've made a smart decision.

This guide will help you get the most out of your subscription. It's designed to give you a firm foundation for how to use Safety.BLR.com and provides answers to many of the common questions you might have.

Please take a few moments to learn about how this valuable resource can make your job easier. If you have any additional questions, or would like to participate in a live training, please don't hesitate to contact your account manager or client services at 800-727-5257 or e-mail us at [service@BLR.com](mailto:service@BLR.com).

## Getting Started

[Click here to Login](#)



### Logging On

Go to <http://Safety.BLR.com> and click on "Log in." Enter your user name and password then click "Login." If you applied for membership online, you will be logged in automatically.

### Different Computer

Normally you will not have to log in again if you continue to use the same computer as our log in information will be stored automatically. To access your membership from a different computer, enter your user name and password using the "Log in" link found at the top right of the home page.

### Forgot Your Password?

Click the Login link on the top of the home page. There you'll find a "password recovery feature" link where you can enter your user name and receive your password via e-mail. If you don't remember your user name, this link will give you a phone number you can call to receive help.

### Change Your Password

Go to <http://Safety.BLR.com> and click on "Log in" in the upper right-hand corner of the page. Click on "My Account" then click on "Change Username and Password" and enter your username in the first field. Then enter your new password in the next two fields. Click "Update My Information."

### My Account

Takes you to a list of all the BLR online products to which you subscribe. You can find the "My Account" link at the very top right of any page on the site.

### Multiple Memberships

Your associates can be added to your membership at a big discount. Call 800-727-5257 for details.

### Our Guarantee

If you are not 100% satisfied with your purchase, just let us know within 90 days and we will return your money—no questions asked.

# Site Tour

## Home

After logging in you'll be on the "Home" page where, in addition to the primary and secondary navigation bars, you'll find useful features such as "SDS Search," "News," "What's New," and "Shortcuts" that serve as quick links to the most commonly used areas of the site.

## Library

Click here to access Topics, Regulatory Activity, Regulations, SDS Search, Resource Centres



## Topics

Legal Analysis of more than 120 safety topics covering every aspect of safety compliance in plain English terms in a side-by-side comparison of state and federal safety laws and regulations.

## Regulatory Activity

Contains all the final and proposed rules and notices published for OSHA, FMCSA, and PHMSA (relating to hazardous materials transportation) in the last 7-days is located on this page. In addition, regulatory activity is also archived for two years and can be found using the search function.

## Regulations

Safety.BLR.com provides links to OSHA's rules and DOT's Federal Motor Carrier Safety and Hazardous Materials regs. Simply follow the links to the full drill-down menus of the eCFR. Links to state regs are also available. In addition to links to government drill-downs, Safety.BLR.com includes links to regulations associated to individual topics. For example, our Hazard Communication topic will have a link directly to 29 CFR 1910.1200.

## SDS Search

Select from thousands of prewritten, standardized job descriptions; modify them and save them in your personal job description library. Produce PDFs and printed versions with a click of your mouse. Finding and customizing job descriptions has never been easier!

## Resource Centers

Resource Centers are where our editors have gathered regulatory analysis, training, regulatory activity, guidance documents, time savers, news, and white papers specific to safety hazards or industries. These hubs allow you to find all relevant information in one place.

## Time Savers

Click here to access Time Savers, Employee Newsletters, and Fun & Games



Access pre-written sample plans, checklists, forms, policies, and plan templates that will save you time. Plus, easily print or download pre-written monthly employee newsletters.

## Tools

Find applications to help you manage your safety program on our tools tab. Need to find out if your incident is recordable? Just answer a few simple questions in our OSHA 300 Wizard to find out, then move on to our incident tracker to record. Want to custom create your own employee newsletter or safety plan? We've got you covered with our Newsletter Wizard and Safety Plan builder.

### Is It Recordable?

This wizard will tell you in just a few quick clicks if an incident should be recorded on the OSHA 300 Log. Regulatory Activity

### Incident Tracker

A powerful tool for recording, tracking and reporting of your company's incidents, corrective actions, workers' compensation data and required OSHA 300, 300a, and 301 Logs with one easy-to-use application.

### Employee Newsletter Wizard

Quickly and easily create custom employee newsletters that can be printed, emailed or posted on your company's intranet.

### Workplace Safety Plan Builder

Select from our library of safety plans, and customize them to suit your company's needs. You can also assemble them into collections you can save in your personal library.

### Chemical Lists

Use this powerful tool to search more than 115,000 chemicals by name or CAS#. Quickly and easily find the lists needed to obtain compliance data and determine the regulatory burden of the products you have on site or are considering bringing into your facility.

The screenshot shows the Safety.BLR.com website interface. At the top, the logo 'Safety.BLR.com®' is displayed with the tagline 'Safety Training & Compliance Just Got Easier'. Below the logo is a navigation menu with tabs for 'Home', 'Library', 'Time Savers', 'Tools', 'Training', and 'Comm'. Under the 'Tools' tab, there are sub-links for 'All Tools', 'Is It Recordable?', 'Incident Tracker', and 'Newsletter Wizard'. The main content area is titled 'Workplace Safety Interactive Online Tools' and lists five tools with icons and brief descriptions:

- Is It Recordable?**: This wizard will tell you in just a few quick clicks if an incident should be recorded on the OSHA 300 Log.
- Incident Tracker**: A powerful tool for recording, tracking and reporting of your company's incidents, corrective actions, workers' compensation data and required OSHA 300, 300a, and 301 Logs with one easy-to-use application. See this [QuickStart Guide](#) to get started with your Incident Tracker.
- Employee Newsletter Wizard**: Quickly and easily create custom employee newsletters that can be printed, emailed or posted on your company's intranet. Learn how to use the Employee Newsletter Wizard with this [video tutorial](#).
- Workplace Safety Plan Builder**: Select from our library of safety plans, customize them to suit your company's needs and assemble them into collections you can save in our personal library. Learn how to use the Workplace Safety Plan Builder with this [video tutorial](#).
- Chemical Lists**: Use this powerful tool to search more than 115,000 chemicals by name or CAS#. Quickly and easily find the lists needed to obtain compliance data and determine the regulatory burden of the products you have on site or are considering bringing into your facility.

## Training

Click here to access All Training, New, Audio, Spanish, Supervisors, Training Resources, and Video Training

**Safety.BLR.com®**  
Safety Training & Compliance Just Got Easier

Home Library Time Savers Tools Training Community  
All Training New Audio Spanish Supervisors Training Resources

Browse thousands of customizable classroom training materials, including PowerPoints, meetings, toolbox talks, quizzes, on-demand webinars, handouts and more to help you comply with your OSHA training requirements. Don't have a ton of time? You can also access our popular 7-Minute Safety Training series.

## Find

### Search

Located at the top right corner of the site, "Search Site" serves as a key entry point into the site providing you with a comprehensive list of information related to your search term that can be sorted by content type, topic, title, date, and state.

Located on the Home page as well as on the Find tab "Search" allows you to locate information by topic or content type. Just enter a keyword, specify the content type, and click "Go."

"Advanced Options" lets you narrow the search results by state and date range.

### Keywords

You can enter multiple keywords into a search box. If you receive too many search results, you can refine your search with additional keywords or by using the filters for content type, state, or date range.

### Browse

Use the browse menus to drill down to the information you seek by filtering through category, topic, and document type.

### Ask the Experts

Let our safety experts answer your facility-specific questions. Simply submit a question, and you will receive a response within three business days. In addition, our Q&A database is where the hundreds of questions and answers subscribers posed to our safety experts are maintained for future reference.

**Safety.BLR.com®**  
Safety Training & Compliance Just Got Easier

Home Library Time Savers Tools Training Community

Search Ask the Experts SDS Search

### Search

Search Browse

Enter search terms

**Advanced Options**

<b>Search using:</b> <input type="button" value="All keywords"/>	<b>Select states:</b> All States National Alabama Alaska Arizona Arkansas	<b>Date Range:</b> From: <input type="text"/> To: <input type="text"/>
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Need help selecting states?

# My Safety.BLR

## My Documents

Creating bookmarks allows you to create an online library of your search results, organized into an unlimited number of subject matter folders. Whenever you go back to access that information, you'll find the most up-to-date version without having to run another search query.

Once you've found the content you need:

1. Click on the "Bookmark" button. You'll find it just above the content.
2. A box will appear allowing you to either add the document to a folder you previously created by simply clicking one or more of the available folders and moving them into the selected folders list, or
3. Create a new folder by clicking the "New Folder" button, entering a name in the space provided and clicking "Save."

## My Questions

Record all the questions you submitted to BLR's "Ask the Expert" along with the answers you received.

## My Preferences

A tool that allows you to manage how the site delivers news and white papers. You set the default 60 days - 1 year, or to show all and set analysis page paragraphs as expanded or collapsed.

Type	Title	Topic	Last Saved	
Bookmark	Electrical Arc Flash Safety (Word)	Electrical Safety	09/09/2013	Manage
Bookmark	National Safety Plans Analysis	Safety Plans	10/15/2013	Manage
Bookmark	Injury & Illness Recordkeeping Meeting (Word)	Injury and Illness Records (OSHA 300)	01/27/2014	Manage
Bookmark	Training Tips Accident Attention: Analyze and Investigate!	Accidents	06/17/2016	Manage
Bookmark	Air Contaminants (Word)	Air Contaminants	03/09/2017	Manage
Bookmark	Personal Fall Arrest Systems for General Industry	Personal Fall Protection Systems	04/28/2017	Manage
Bookmark	Slips, Trips, and Falls (PPT)	Slips and Falls	04/28/2017	Manage

# Help

## Customer Service

If you experience any problems or have a question, e-mail [Service@blr.com](mailto:Service@blr.com) or call our customer service line at 800-727-5257. We promise we'll get right back to you with a helpful answer.

## Technical Support

Get help with technical issues resolved quickly and effectively.

## System Requirements

Users need nothing more than Internet access and a modern web browser such as Internet Explorer (7th Edition or higher), Mozilla Firefox or Google Chrome.

The screenshot shows the Safety.BLR.com website interface. At the top left is the logo "Safety.BLR.com®" with the tagline "Safety Training & Compliance Just Got Easier". To the right is a search bar labeled "Search site" and a link for "Advanced Search". Below the logo is a navigation menu with links for Home, Library, Time Savers, Tools, Training, Community, Find, My Safety.BLR, and Help. The "Help" link is highlighted in orange. The main content area is titled "Safety.BLR.com Help" and includes a link to the "Safety.BLR.com User Guide". Under the "Customer Service" section, it provides contact information: Email: [service@blr.com](mailto:service@blr.com), Phone: 1-800-727-5257 or 860-510-0100 (available Monday through Friday, 8:00 a.m. to 5:00 p.m. CST), and Fax: 860-510-7225. The "Technical Support" section provides: Email: [techsupport@blr.com](mailto:techsupport@blr.com) and Phone: 800-727-5257. The "General Inquiries" section provides contact information for Amanda Czepiel, JD, Senior Managing Editor - EHS, with Email: [aczepiel@blr.com](mailto:aczepiel@blr.com). A section titled "Looking for 'Ask the Expert'?" explains that the service is accessible via the "Find" section and provides a link [here](#). On the right side, there is a "Shortcuts" section with icons for Topics, What's New, News, Regulations, Regulatory Activity, Ask the Experts, Training, Newsletter Wizard, Resource Centers, Industry Collections, Plan Builder, and Checklists & Forms. Below that is an "OSHA Challenge" section with the question "Which of the following final rules is fully effective January 2, 2018?" and a list of options: Respirable crystalline silica for general industry and maritime, Occupational exposure to beryllium, Annual civil penalty adjustment for inflation, and Electronic submission of only 300A data for all covered establishments. A link "Take this week's OSHA Challenge" is provided at the bottom of the challenge section.



Learn. Comply. Succeed.

100 Winners Circle  
Suite 300  
Brentwood, TN 37027

Questions or Help?

800-727-5257

[service@blr.com](mailto:service@blr.com)