



# ILC's Services and Solutions Catalogue

Version 3.0

*"A Successful Relationship Built on Trust"*





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## Message from Mike Holmquist

President/Owner



To our current and future customers.....

Thank you for taking time to look over the wide range of Services and Solutions ILC has to offer. As you review our products and consulting services, please do not hesitate to call and discuss how a particular service or product may benefit you and your organization. As we talk, you may identify opportunities you did not originally realize were possible, gaining insight and ideas even if you do not make a purchase at this time. We pride ourselves in being called “educators and idea generators.” It does not cost anything to think out loud.

It is very important to be able to identify up front the expected Return-On-Investment from ILC’s services and products. We can help you identify whether or not what you are considering will help you reach your goal(s).

No matter how large and sophisticated or small and fundamental your organization is, ILC can work with you to select and deliver the appropriate solutions. One important characteristic of ILC’s products and services is the customization that reflect the nature of your organization’s operations and needs. They are “sustainable” and are easy to keep current over time as your needs change, so your initial investment in time and dollars is not lost.

ILC stands ready to support our products and services far after the initial purchase. We can provide remote assistance to you by phone, e-mail and internet based communications and delivery tools.

***Our goal is to provide you with the resources, tools and advice that will allow you to be successful in meeting your responsibilities as they relate to “Protecting Human, Physical and Financial Resources” within your organization.***

We look forward to hearing from you.

Best Regards,

A handwritten signature in blue ink, appearing to read 'M. Holmquist'.

Michael Holmquist, MS  
President/Owner



## About ILC

**Integrated Loss Control, Inc.** (ILC) is a qualified, professional and knowledgeable consulting firm offering loss control services and sustainable solutions to aid your efforts. We are committed to delivering the very best quality, value and customer service at a fair price. ILC strives to meet and exceed performance standards and achieve the client's desired results and goal(s). Our goal is to take the time necessary to educate our customers about the particular issue at hand, so they will feel more comfortable in deciding how they would like to proceed and what options to apply.

*Our goal is to provide you with the resources, tools and advice that will allow you to be successful in meeting your responsibilities as they relate to "Protecting Human, Physical and Financial Resources" within your organization.*

## Staff

Dedicated Staff in each service area will help you with meeting your needs and identifying opportunities to integrate the outcome in other areas; expending time and resources once, but satisfying more than one need wherever possible.

## Services and Solutions, and Support

In order to provide exceptional service to our clients, we will utilize several methods of delivering our service and support. We are happy to meet with you in person, talk on the phone, communicate through e-mail or attend an online meeting. We are also happy to give demonstrations of any of our products in this fashion.

### Contact ILC

651-633-6525  
888-475-6525  
www.ILCI.com  
ilcsupport@ilci.com

"...expending time and resources once, but satisfying more than one need wherever possible."

# ILC's "A Systems Approach to Loss Control"

**"System:** *A group of independent, but interrelated, elements comprising a unified whole."*

## **What does "Systems Approach" mean?:**

"A *Systems Approach to Loss Control*" refers to having not just one contributing factor or solution to your Loss Control efforts, but pulling together and combining as many resources as necessary to build up and sustain your overall Loss Control program.

## **The Goal (Return-On-Investment (ROI)):**

To protect human, physical, and financial resources within your organization.



## **How does ILC reach the goal?:**

We have a wide selection of services, solutions, and support that can be integrated and work together with each other, and other resources as needed, to provide you with the ultimate package for your loss control efforts.

## **Who Benefits?:**

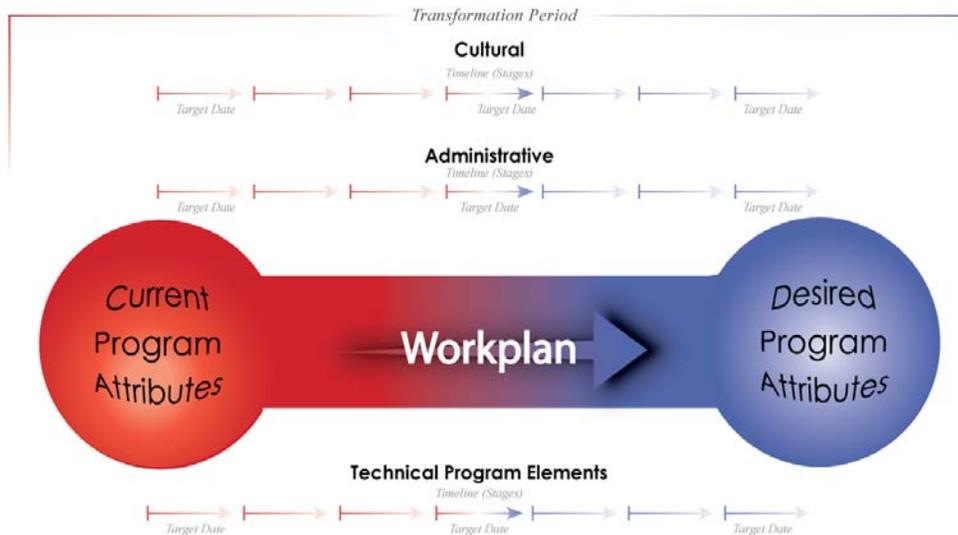
Any and all organizations, no matter how large and sophisticated or small and fundamental your organization may be.

*ILC believes in the Systems Approach because it works.*

## ILC's Strategic Planning



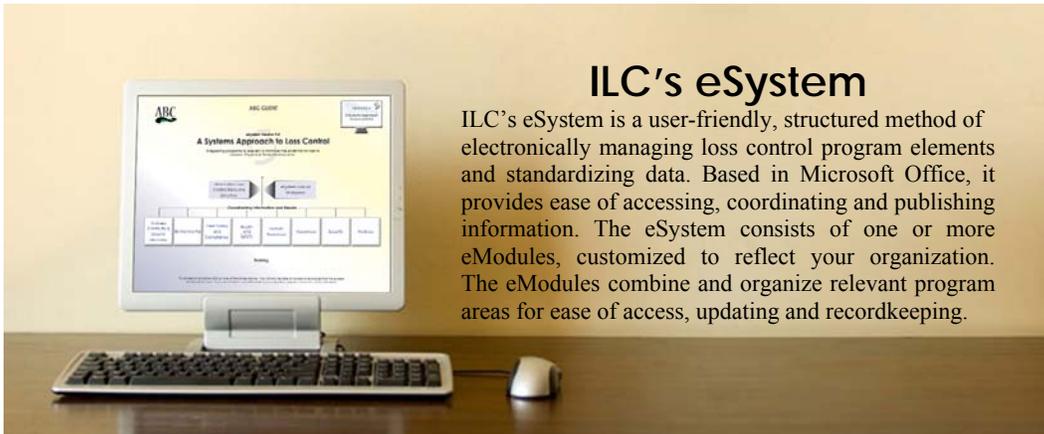
With any ILC service area we can help you develop a strategic plan which is goal and results oriented. We can guide your team from beginning to end or just help you get started and be available for help upon request.



Once recommendations (goals) have been identified by management, the **Strategic Plan** can be formulated. There will be goals that are administrative in nature and those which are technical or programmatic in nature. The above graphic depicts the **Cultural and Administrative** tracks and the **Technical** track. The **Plan Development and Implementation Team Members** will be determined by the track. All tracks can be underway simultaneously, but the target dates and the rate of progression may be faster for the Technical track, than the Cultural or Administrative tracks.

If you are ready to **take your program(s) to the next level and maximize your potential ROI** (return on investment), please don't hesitate to call ILC. We can work with you to:

- Identify and review the current status of your program(s)
- Visualize what the next level and program goals look like
- Determine attributes that will make up the desired program
- Develop a logical Workplan to serve as a guide for meeting your goal
- Accomplish the tasks on your Workplan



## ILC's eSystem

ILC's eSystem is a user-friendly, structured method of electronically managing loss control program elements and standardizing data. Based in Microsoft Office, it provides ease of accessing, coordinating and publishing information. The eSystem consists of one or more eModules, customized to reflect your organization. The eModules combine and organize relevant program areas for ease of access, updating and recordkeeping.

The eModule programs below are available individually or as a complete eSystem. Contact ILC for details and current pricing.



## Benefits of the eSystem

- ★ ***Provides sustainability and continuity of program administration in the absence of key staff***
- Ease of transfer of responsibilities between individuals, should the need arise
- Savings in time, money and reduced anxiety
- A "Systematic" method of filing/ accessing program information
- A virtual filing cabinet readily accessible to appropriate persons
- The ability to view and/ or update information, anytime
- Provides all users with the most current information at all times
- No binders to update/ find, helping your organization go green
- A way of keeping the 'big picture' in front of managers and supervisors
- Ease of performing any annual reviews
- Serves as a data risk management tool (data back-up)

## Individual Programs

In addition to offering all inclusive eModules customized with multiple relevant programs, ILC also offers selected compliance programs and specialty programs on an individual basis. Contact ILC for a complete list of available programs or ask about developing a special program that meets your needs.

## ILC's eSystem: eModules



ILC's eModules make up the components of the eSystem, as seen on page 4. Each eModule was created to either function alone as a component to your loss control program, or be coordinated together and engage in the 'system approach' to your overall loss control efforts.



### Health and Safety eModule

The Health and Safety Module of the eSystem assists organizational efforts in regard to your Health and Safety Program. It includes components like the Annual Workplan, Health and Safety compliance programs, Forms and Supporting Documents, OSHA 300 Recordkeeping Spreadsheet and much more.

ID: ILCSE-EM      Contact ILC for current pricing.



### Fleet Safety & Compliance eModule

The Fleet Safety & Compliance Module of the eSystem can be tailored to meet your size and type of fleet, and provides an organizational structure for recordkeeping, training and your customized Fleet Safety & Compliance Program. ILC has programs available for both DOT Compliance and General Fleet Safety.

ID: ILCFE-EM      Contact ILC for current pricing.



### Business Continuity & Disaster Recovery eModule

The Business Continuity & Disaster Recovery Module of the eSystem can assist in maintaining your Disaster Recovery/Business Continuity Plan. Forms & Supporting Documents are included in the Module, as well as an organizational structure for recordkeeping. ILC can also assist in the development of a comprehensive plan containing: crisis communication procedures, vulnerability analysis, a 72 hour checklist, roles & responsibilities, and much more.

ID: ILCBUS-EM      Contact ILC for current pricing.



### Environmental eModule

The Environmental Module of the eSystem is designed and customized to help you stay environmentally compliant and provides access to important information regarding your environmental compliance program, permits, records and training etc.

ID: ILCEV-EM      Contact ILC for current pricing.



## Insurances eModule

The Insurances eModule of the eSystem provides 4 sub-eModules: Workers' Compensation Cost Containment, Property Insurance, Fleet Insurance, and Liability Insurance.

The Workers' Compensation Cost Containment eModule provides guidelines and structure, allowing for an effective and sustainable "cost containment" program, tailored to reflect your organization's needs.

The Property, Fleet, and Liability sub-eModules provide the framework and structure for your information regarding these topics. ILC can assist you in organizing your information and populating these sub-eModules to make your documents more manageable.



Workers' Compensation Cost Containment



Property Insurance



Fleet Insurance



Liability Insurance

ID: ILCINS-EM      Contact ILC for current pricing.

## Other eModules

Other optional eModules can be developed for you by ILC. A few of the choices are: Human Resources, Security, and Wellness. These eModules contain the structure for organization and maintaining your documents. ILC may assist you in organizing this information.



Human Resources eModule



Security eModule



Wellness eModule

Contact ILC if you are interested in finding out more about these eModules.



The eModules are made up of **key components** that may be available for purchase as a stand-alone product. This key will be displayed near those products that are available individually and come standard in one or more eModules.

## More of ILC's Solutions



### Safety Data Sheet (SDS) Inventory Manager



No more intimidating 3-ring binders! ILC's SDS Inventory Manager provides an easy way to electronically manage your SDS and inventories. The Manager features a spreadsheet for current and 'archived' sheets, as well as relevant forms and links to assist your organizing efforts. The SDS Inventory Manager is an investment; it is built to serve you not only in the present, but well

into the future. ILC Support Services can assist in scanning and inputting your SDS.

The SDS Inventory Manager comes standard in ILC's Health & Safety, and Environmental eModules.

ID: ILC-SDS      Contact ILC for current pricing.



### OSHA 300 Recordkeeping System



ILC has assembled the key information necessary to help employers comply with OSHA's Injury and Illness Recordkeeping Regulation in the OSHA 300 Recordkeeping System.

The OSHA 300 Recordkeeping System comes standard in ILC's Health and Safety, Human Resources, and Workers' Compensation eModules.

ID: ILC-300      Contact ILC for current pricing.



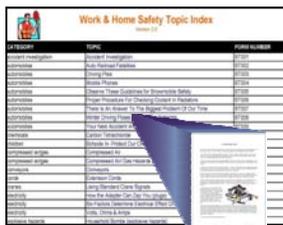
### Annual Workplans



Annual Workplans serve as a guide for the successful management of your compliance (and other) programs. They reflect, at minimum, the activities and goals you have determined are key to the success of providing a safe workplace for your employees and aid in maintaining compliance with applicable compliance regulations.

An Annual Workplan comes standard in each of ILC's eModules.

ID: ILC-AWP      Contact ILC for current pricing.



### 100+ Safety Meeting Topics



This package contains over 100 safety topics that apply to both work and off the job. These short topics provide for convenient safety or impromptu toolbox meetings. They are all based in Microsoft Word and are fully customizable.

This comes standard in ILC's Health and Safety eModule.

ID: ILCST01      Contact ILC for current pricing.

Area	Sample	Result	Standard	Notes
1	100	15.000	10.000	
2	200	12.500	10.000	
3	300	17.000	10.000	
4	400	14.000	10.000	
5	500	16.000	10.000	

## Industrial Hygiene Data Manager



The Industrial Hygiene Data Manager is a place to record any and all Industrial Hygiene testing results. It allows quick access to air, noise, carbon monoxide, mold, and other data so you can plan future surveys to address concerns and/ or claims, etc. Critical information is no longer hidden in file drawers and folders.

This workbook is included in ILC's Health and Safety eModule.

ID: ILC-IH      Contact ILC for current pricing.

Policy	Company	Effective Date	Expiration Date	Amount	Status
1	ABC	1/1/2010	12/31/2010	1,000,000	Active
2	DEF	1/1/2010	12/31/2010	500,000	Active
3	GHI	1/1/2010	12/31/2010	2,000,000	Active

## Certificate of Insurance (COI) Manager



The Certificate of Insurance Manager is a reliable tracking system to manage and maintain certificates required *for* you and required *by* you.

This workbook is included in ILC's eSystem.

ID: ILC-COI      Contact ILC for current pricing.



## Customized Training

ILC's customized, sustainable approach to training programs reflect your organization's work environment, policies and procedures. These programs are easily updated to keep pace with your organization's changes. They also provide an easy solution to meet the challenge of scheduling and conducting make-up training. Call ILC to discuss your training needs.

ID: ILC-T-CT      Contact ILC for current pricing.

Driver	Vehicle	Accident	Cost	DOT
1	100	1	1000	1
2	200	2	2000	2
3	300	1	1000	1

## Fleet Safety & Compliance Tracking Tools

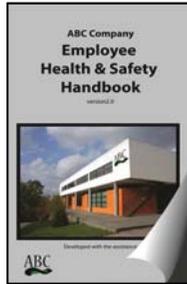


This tool kit helps keep information readily available about your Drivers, your Fleet, your Accident/Incident Costs and your DOT Accident Register. Purchased as a kit or purchased individually, you can link to other pertinent data your organization is required to maintain about your drivers and your fleet.

The Fleet Safety & Compliance Tracking Tools comes standard in ILC's Fleet Safety & Compliance eModules.

ID: ILC-FLT      Contact ILC for current pricing.

## ILC's Solutions *(continued)*



### Employee Safety Handbook

Employee Safety Handbooks can be an important tool for any organization. They provide employees with essential information regarding health and safety. ILC will work with you to develop an Employee Safety Handbook, summarizing relevant parts of your safety program.

### Vendor and Contractor Safety Handbooks

ILC can also develop Vendor and Contractor Safety Handbooks to ensure that your external resources comply with the safety, and other, standards set by your organization.

ID: ILCSE-HB

Contact ILC for current pricing.



### Multi-Dimensional Job Analysis

The Multi-Dimensional Job Analysis (MDJA) can assist your organization in protecting and conserving your human and financial resources. One task/ job entails important aspects that must be evaluated to enable proper and effective management of the job and compliance with applicable regulations.

The MDJA can help you do the following:

- Minimize Risk of Injury/Illness to Employees
- Determine Essential Physical and Job Task Requirements
- Placement of Persons into New Jobs
- Evaluate ADA Job Accommodations
- Return Injured Employees to Safe Work
- Assist in Workstation Design
- Reduce EPLI, Employment Practice Liability

ID: ILC-MDJA

Contact ILC for current pricing.



### Prompts

ILC's customized Prompts are a non-intrusive way to keep your name in front of current, and potential, clients and can also be a great internal communication resource for marketing and internal training tools. They cover an array of Health & Safety and Fleet Safety and Compliance topics. Prompts are packaged for easy distribution via e-mail to individuals or to groups/ lists. These can be purchased as-is with topics ILC has recognized as important, or ILC can customize Prompts to suit your needs and goals.

Call us to discuss how Prompts can benefit you and your organization.

ID: ILC-PM

Contact ILC for current pricing.

# ILC's Consulting Services

Dedicated Staff in each service area will help you with meeting your needs and identifying opportunities to integrate the outcome of those efforts into other areas; expending time and resources once, but satisfying more than one need wherever possible.



## Risk Management Services:

ILC's Risk Management Services can help identify an organization's exposures in selected areas, the scope of those exposures and determine the existence and extent of controls to those exposures. ILC can also conduct loss analysis, suggest improvements to controls and assist in their implementation.

- Risk Assessment Surveys & Reporting
- Business Continuity & Disaster Recovery Plan Development
- Mergers & Acquisition Services
- Accident Investigation
- Ergonomics Evaluations
- Technical Resource/Support
- And More



## Health and Safety:

ILC can provide you with a wide range of occupational health & safety related services to meet an organization's immediate needs and longer term goals. We will tailor the service level to your needs so you purchase only what you want and need, whether it is a one-time project or regular on-going support.

- Health & Safety Programs
- Emergency Action Plans
- OSHA & MSHA Regulation Compliance
- Program Review & Strategic Planning
- Ergonomic Evaluations
- Respiratory Protection
- Lockout/ Tagout
- Confined Space
- Training
- Violation Abatement
- And More



## Industrial Hygiene:

With ILC, you will have at your disposal highly experienced, technical assistance to supplement your in-house efforts in the area of industrial hygiene.

- Indoor Air Quality Monitoring
  - Chemicals
  - Mold/Fungi
- Noise Monitoring
- Engineering Controls
- OSHA & MSHA Regulation Compliance
- Heat Stress Evaluation
- Safety Data Sheet (SDS)
- Personal Protective Equipment (PPE) Selection & Training
- Data Review Services
- And More

## ILC's Consulting Services *(continued)*



### **Fleet Safety & Compliance Services:**

ILC is capable of assisting your organization in meeting selected non-DOT and DOT compliance requirements. ILC can help pull together, package and coordinate your fleet safety program efforts. You may find these services useful in demonstrating compliance and showing that your organization is a good risk. We will tailor the service level so you only purchase what you want and need.

#### **Administrative Support**

- Fleet Safety Program Development
- Conduct DOT Administrative Compliance Audits
- On-call Support
- Coach Staff to Enable Assigned Responsibilities
- Driver Training and Special Meetings
- And More

#### **Project-by-Project Support**

- Train Staff Who Have Been Assigned Fleet Administrative Responsibilities
- On-site or Web Based Training
- Analysis of Motor Vehicle Accident Trends
- Establish Key Sustainable Program Elements
- Work with your organization to provide a Customized Fleet Safety & Compliance Program
- And More

*Put us  
to work  
for you!*

## ILC's Support Services



ILC knows that organizations need to contain costs and seek alternative resources to become organized, maintain a level of data risk management and information access that facilitates the success of your organization.

With limited resources and time, it can be difficult to perform some of the administrative duties that managing such programs as: health and safety, environmental, workers' compensation, risk management, and other non-compliance programs requires.

By virtually being down the hall, Support Services can assist in performing many administrative duties and other tasks. Some of the functions Support Services can provide are:

- Q&A regarding products you've purchased from ILC
- eSystem Updates
- Update ILC Training Programs
- Special Project Assistance
- SDS Scanning & Input
- Form Creation and Revision
- Format Documents
- Data Entry/Copying/Scanning
- Electronic File Organization
- Create Spreadsheets
- Create Presentations Including Materials/ Handouts
- And More

ID: ILCSUPS      Contact ILC for current pricing.

# ILC's Sponsorship Program

ILC recognizes the need for service businesses, associations and other organizations (i.e. insurance agents/ brokers/ companies, industry/ trade associations, accounting firms, legal firms) to go the extra mile to stay one step ahead of the competition.

ILC's products and services can be made available to your clients or members through your sponsorship. This program allows you, the Sponsor, to bring a true value-added-service to current and prospective clients or members, by providing important and useful, professionally developed products or services.

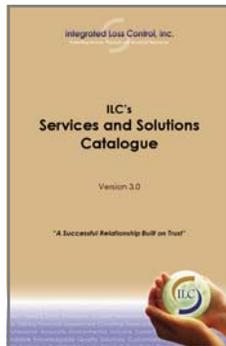
***Sponsorship is available for any of ILC's products, services, or solutions.***

Sponsorship provides a subtle marketing presence by including the Sponsor's name and logo on the program cover, along with a short message from the Sponsor to the recipient.

Our goal at ILC is to deliver the very best value and customer service, meet and exceed performance standards, achieve desired results and to take the time necessary to educate our customers about the particular product or issue at hand. We believe that a successful relationship is built on trust. To build trust, we provide our clients with a logical, easy to understand approach.

By sponsoring ILC's products and/ or services, you will pass ILC's high standards on to your clients or members, showing them that you are serious about providing the highest quality of services and solutions.

## Products You May Wish to Sponsor



Sponsorship is available for any of ILC's products, services, or solutions seen in our Services and Solutions Catalogue. Some examples are:



OSHA 300 Injury/Illness Recordkeeping System



SDS Inventory Manager



eSystem/eModule(s)



Certificate of Insurance Manager

**Please visit the Sponsorship section of our website to view short videos about these products.**

**For more information and sponsor pricing, please contact ILC:  
651-633-6525 • [www.ilci.com](http://www.ilci.com) • [ilcsupport@ilci.com](mailto:ilcsupport@ilci.com)**



*Providing a Systems Approach to Loss Control, identifying and integrating “key components” to prevent and minimize the potential for loss to an organization’s human, physical and financial resources.*