



Risk Management Center

Building *Job Descriptions* and *Return-to-Work Programs* is Easy with Job Description Track®

Quickly build job descriptions to clearly communicate employee roles, responsibilities and performance expectations.

- Step-by-Step Job Position Development Wizard
- Share Job Descriptions Across the Organization
- Prepare New Hires for Assignments
- Focus Employee Behavior on Safety
- Manage, Motivate and Engage Employees
- Design a cost-effective and compliant Return-to-Work Program
- Build Modified or Transitional Duty Job Descriptions
- Re-introduce Injured Workers to the Workplace
- Reduce Workers' Comp Costs

HR Management

Use the Job Description Track application as the foundation of an effective HR personnel management system and to develop and maintain a safety culture.

Job Description Service

We can assist you by creating and managing a customized library of job descriptions, including Modified or Transitional job descriptions, so you can manage an effective and successful Return-to-Work Program.



For more information, please contact KPA Client Services at 503.766.6099 or clientservices@kpaonline.com.

Tools to Enhance Your Compliance



COI Track

Manage the Certificate of Insurance (COI) process and ensure your business is protected from unexpected liability.



Incident Track

Report claims and reduce incidents. Track employee injuries and related time off of work, conduct incident analyses, and run OSHA 300 Logs.



SDS Track

Comply with the new Globally Harmonized System.



Audit Track

Create audits, surveys, questionnaires, and self-assessments.



HR Essentials

Achieve HR compliance, enabled through online educational materials, an HR & Benefits library, and access to on-demand experts.



BBS Track

Cultivate a safety culture throughout your organization with a Behavior-Based Safety (BBS) Program. Ensure your employees are doing their jobs safely.



Safety Observation Track

Perform and track safety observations and demonstrate job compliance.



Job Description Track

Build job descriptions that clearly communicate employee responsibilities and job-related health and safety requirements.



Training Track

Automate your entire employee training process. Schedule, track, and document training with a database of training titles.



Online Risk Management Library

Access a multitude of bilingual risk management documents and resources.



Loss Control Inspection Services

Attain certified experts to analyze current workplace conditions and environmental waste disposal programs, conduct on-site training, and assist with the management, tracking, and reporting of compliance issues.