

Safety Program Library Procedures Agreement

CompWest Insurance Company is pleased to provide you with access to National Resource Safety Center's video library. We have a contractual arrangement with NRSC that enables us to provide their safety programs to you on loan. You're permitted to borrow up to three programs per month. You may reserve programs by email at losscontroldept@compwestinsurance.com or by **faxing this form to 844-293-6934**. Programs can be reserved up to 90 days in advance. Since shipping time must be considered, as well as the actual time that the programs may be in your possession, we limit the number of programs reserved to two at any given time. In order to use this library, you must agree to the conditions outlined below.

1.) SHIPPING: Safety programs are on loan with **NO RENTAL FEES** for a 21-day period. The 21-day period commences the day the programs are shipped. Programs ordered must be placed **at least seven days** in advance of your requested delivery date and will be shipped to the borrower at no cost. Borrower will be responsible for the return shipping. Borrower agrees to use a carrier for the return shipping that can provide proof of delivery.

2.) GRACE PERIOD: You will be allowed a return grace period of up to 10 calendar days beyond the due date of your order. After the grace period expires, the program(s) will be considered lost and the borrower will be billed to replace the program(s) (not to exceed \$200 per lost program). **There is a \$50 restocking fee for programs returned after grace period.**

3.) LOST OR DAMAGED PROGRAMS: Borrowers are liable for programs that are not returned or damaged (other than damages caused by shipping). We recommend that you carefully inspect all programs when they are first received. If a program is determined to be damaged, CompWest must be notified immediately. Borrowers are liable for programs not returned on or before the due date and grace period. Any programs not returned (other than being lost in the mail) will be billed for their replacement.

4.) RESTRICTIONS: Programs may not be shown where an admission is charged. *NOTE:* Federal law provides severe civil and criminal penalties for unauthorized reproduction, distribution or exhibition of copyrighted motion pictures. (Title 17, United States Code, Section 501 and 506).

5.) DISCLAIMER: While the Information contained In the programs provided by National Resource Safety Center is believed to be reliable and correct, National Resource Safety Center makes no warranty, expressed or implied, with respect to the use of any Information, method, process disclosed; or that such use may not infringe upon privately owned rights; and does not assume any liability or responsibilities, expressed or implied with respect to the use of any information, method, or process disclosed in these programs or the accuracy of the information herein.

Safety Video Request Information

*****ALL VIDEO REQUESTS REQUIRE A MINIMUM OF 7-10 DAYS ADVANCE NOTICE BEFORE REQUESTED DATE*****

	Video Title	Video Number	Date Needed
1.	_____	_____	_____
2.	_____	_____	_____
Alternate Selection	_____	_____	_____

Borrower's Name: _____ Email: _____

Company Name: _____ Phone: _____

Shipping Address: _____ City: _____ State: _____ Zip Code: _____

(Must Be A Physical Address. Not A P.O. Box)

Policy Number: _____

I agree to the terms and conditions outlined above.

Authorized Signature: _____ Date: _____

HOW TO LOOK UP VIDEO TOPICS & PLACE AN ORDER

Please use the above form, **not** the online request form. The library won't process your request unless you go through CompWest Insurance.

SELECT A VIDEO

The safety video topics and a brief description can be found on the [National Resource Safety Center](#) website (sign in as a member).

- The videos are grouped by major heading.
- Click the topic area and you will see the individual videos.
- Videos are VHS or DVD as indicated.

FILL OUT THE REQUEST FORM

Please list the video **number** and **title** on your request form (for example):

Back Injury Prevention: B168 (English - 10 minutes) **B170** (Spanish - 10 minutes)

Video Title	Video Number	Date Needed
Back Injury Prevention	B168	9/20/2015

SUBMIT YOUR VIDEO REQUEST

Send the completed form to CompWest via email or fax

- Email: losscontroldept@compwestinsurance.com
- Fax: 844-293-6934

RECEIVE A DELIVERY CONFIRMATION

You will be sent a delivery confirmation within 48 hours confirming the order details.

Any questions regarding delivery, return or lost materials should be addressed to the Loss Control Department at 415-593-5181

Thank You for Promoting Safety in the Workplace.