

## KMIT Post Offer Employment Testing

### A testing program that helps you hire the right person

By Dorothy Riviere\*

Since the KMIT POET (Post Offer Employment Testing) Program launched this Spring, 12 cities have completed or are in the process of completing sign-up for the program. Cities have either switched their current testing process to the KMIT process or have implemented the KMIT program as their first testing program. These cities are located across the state and are utilizing either an ARC PT+ location or another certified provider to administer the test.

Post-Offer Employment tests are completed right after the job is offered to the new employee. The purpose of this test is to determine if the people you hire are capable of completing the physical demands of the job. POET's are an integral component of an employer's comprehensive worker's compensation management program.

Consider the following statistics from research completed by the University of Michigan that has been supported by the US Department of Labor:

- 10% of the American Workforce is not physically capable of performing their job duties
- 75% of work related injuries occur out of that 10%
- 80% of workers compensation costs are associated with that same 10%

This information outlines just how important it is to have some type of pre-employment testing processes in place, but how do you choose? There are many different types of post-offer testing processes available.

KMIT's Post-Offer Testing Program was chosen for a few key reasons:

1. The test is dynamic instead of static or isometric. If a person's job requires lifting items throughout the workday, the test will require the candidate to actually lift and move weight rather than just creating a force by pushing on a plate or moving through a motion.
2. The tests stops when the candidate meets the job demands. It does not test anything above what is required for the person to complete the job.
3. The documented initial measures on range of motion and pre-existing conditions are kept on file by Bardavon Health Innovations. Documents and the Job Analysis can be sent to any medical provider the city requests should a worker's compensation injury occur. This allows any doctor or physical therapist treating your injured workers to use both the employee's baseline measures and the required return to work job demands throughout the injury management process.

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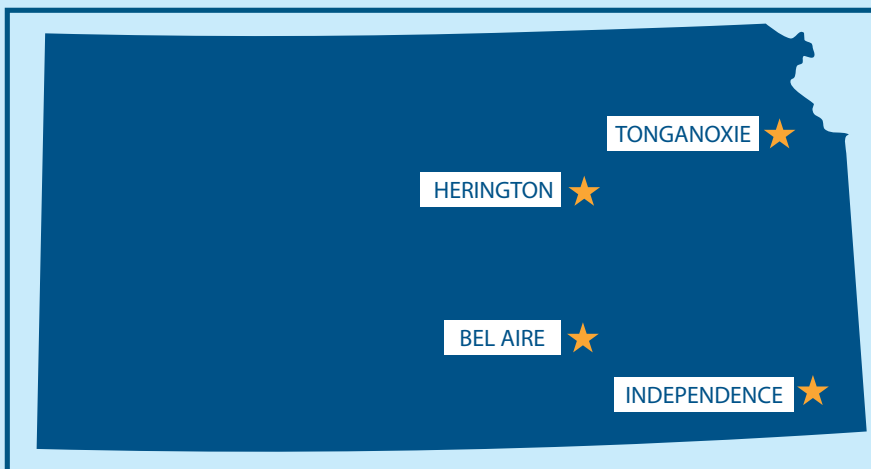
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CompControl and City Safe are publications of the Kansas Municipal Insurance Trust for the purpose of educating and information cities about loss control methods and risk management. If you have any questions concerning KMIT workers' compensation or risk management that you would like to see answered in this newsletter, please direct those inquiries to:

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## September is Supervisor Seminars Month

Mark your calendars now: *KMIT's Annual Supervisor Training Seminar 'World Tour'* will make stops in four KMIT member cities in September.

Beginning in **Bel Aire** on Wednesday, September 16, our training troupe will present a series of three-hour training sessions, designed to increase knowledge and awareness of work comp and risk control processes, procedures and best practices. These 'seminars' are intended for **ALL SUPERVISORS at ALL LEVELS** of your city organization. . . from foreperson, division or battalion leaders, etc., on up through department heads, and including the HR Director, City Clerk, and City Manager/Administrator.

Additional training sites this year include:

**Independence** (Thursday, Sept. 17)

**Tonganoxie** (Wednesday, Sept. 23)

**Herington** (Thursday, Sept. 24)

This annual KMIT event is moved around the state as much as possible, and somewhat in sync with the numbers of member cities within the various 'sub-regions' of our very large state. Sessions are being planned for several locations further west in 2016.

To sign up or to get more detailed information, contact **Deanna Furman** ([deanna.furman@imacorp.com](mailto:deanna.furman@imacorp.com) or 785-272-2608).



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## KMIT Post Offer Employment Testing

As stated previously, hiring the right person for the job is the first and most important step in reducing the frequency and expense of work comp claims. The KMIT Pool Administrator, Don Osenbaugh, is the direct contact for the POET Program. You may contact Don at 316-259-3847 or dosenbaugh@cox.net, to get further information and/or get the process started.

*\* Dorothy Riviere (PT, CSCS, OCS, FAFS, CertMDT) is the Executive Director of bNotes, Bardavon Health Innovations. [Bardavon is the company that coordinates the KMIT POET network, and is in charge of all the operational details--working with our cities during setup, invoicing, etc.]*

## Affidavit of Waiver of Work Comp Insurance

One provision of the work comp 'Reform' Bill enacted by the 2011 Kansas Legislature is that certain contractors and sub-contractors can 'waiver out' of the workers' compensation system by completing an Affidavit of Waiver.

This process also allows cities to choose to NOT COVER small contractors for work comp. Cities would not have to provide proof of insurance or payroll information (to the KMIT payroll auditor) for the smaller contractors who do contract work for cities, and who, by law, are not required to purchase workers compensation insurance; i.e., self-employed contractors and those whose total payrolls do not exceed \$20,000, **if/when** the contractor produces the now-required and correct document.

The official approved affidavit is REQUIRED BY LAW in order to waive coverage. This affidavit is NOT required to be submitted to the state, but will be used by the KMIT payroll auditor (Carma Neth, of Legacy Partners, Inc.), at audit time, to verify proper waiving of work comp coverage by a contractor; so, it needs to be kept in a file in your city office.

Please bear in mind that there are now three required possibilities for ALL contractors:

1. Contractors who are required by law to have work comp coverage must provide a proper 'certificate of coverage' issued by its own work comp carrier.
2. Contractors who are NOT required by law to have work comp may submit (to the city) an official (state) 'Waiver of Coverage Affidavit';
3. Those contractors who are NOT required by law to have comp who chose not to submit a waiver and who do not provide proof of insurance will be required by KMIT to be listed on the city's payroll (meaning that KMIT will collect a premium at audit).

**REMEMBER** that the overwhelming majority of contractors remain covered by the Kansas work comp law, and must continue to provide the city with a 'certificate of (work comp) insurance'.

The official waiver form can be found online at:  
[www.kmit.net/DocumentCenter/View/550](http://www.kmit.net/DocumentCenter/View/550)







## KMIT Welcomes New Board Member

**Michael Reagle**, Commander of the Community Response Division of the Garden City Police Department, has been appointed by KMIT President Keith Schlagle to take the Trustee position recently vacated by Michelle Stegman of Garden City. He attended his first board meeting in Moundridge on May 1.



Michael has been employed by the Garden City Police Department since 1996, and was promoted to Captain in April of 2013. He has served in a variety of positions within the Department, including the Patrol Division, Office of Professional Standards and his current assignment.

Michael obtained his Bachelor of Science degree in Computer Information Systems from Friends University, and is a graduate of the University of Kansas Certified Public Management Program. Before working for the Garden City Police Department, Michael served in the United States Marine Corps.

## 22nd KMIT Annual Meeting

The 22nd KMIT Annual Meeting will take place during the LKM Annual Conference, in Topeka, on **Sunday, October 11**.

This meeting is **open to all staff and elected officials** (plus spouses/significant others) of **KMIT member cities**, and will take place late in the afternoon, prior to the League evening event. The business portion of the meeting (awards, election of Board of Trustee members, etc.) will follow a first-rate food and beverage reception. The KMIT Annual Meeting runs about an hour, and will conclude in plenty of time for attendees to 'freshen up' before the remainder of the evening activities.

The official notice of the annual meeting will be published in the Fall edition (September) of *CompControl*.

## Most Dangerous Day for Workers

Coming back to work after a relaxing weekend isn't pleasant. But is it actually dangerous? According to the Bureau of Labor Statistics, Mondays are the most dangerous day for work, accounting for 167,000 incidents in the last year figures were available.

**Best bet:** Schedule toolbox talks for Monday mornings to make sure everyone on staff switches from "weekend mode" back to a safety mind set. And don't forget about workers who don't have the typical Monday through Friday schedule. You may want to schedule their talks or keep an extra close eye on these workers on their first day back to work.





# City Safe



Summer 2015

Provided by: Kansas Municipal Insurance Trust

## Best Practice: City of Cheney

### Employee Injury/Illness Procedure Acknowledgment

Cheney City Clerk **Danielle Young** has developed a procedure and multi-purpose form (see side 2 of *City Safe*) to make sure all new employees fully understand exactly what to do about workplace illness and injury.

The form is given out to **EVERY** new employee, including part time and seasonal, following a one-on-one discussion with Danielle. (Cheney has about 17 full time employees, plus another EIGHTY or so seasonal and part time, so this is obviously seen as a very important part of the hiring process... as it should be).

Some key features of the process and form would include:

1. As stated above, the process is followed for **every single new hire**;
2. The form must be **signed by the employee**;
3. The **name and address of the designated work comp physician** (in this case, clinic) is right on the form, as is the name of the work comp pharmacy;
4. Specific instructions are given for **reporting a claim**;
5. The city's **Return To Work Policy** is outlined.

Cheney's terrific process covers a great deal of important work comp territory. Good work, Danielle!



**For more information on the KMIT Safety Program, please contact:**

**Renee Rhodes**  
[renee.rhodes@imacorp.com](mailto:renee.rhodes@imacorp.com)  
**316.250.2121**

# Workplace Injury/Illness Procedure Employee Acknowledgement

Report the Injury or Illness Immediately (prior to end of shift) to Department Supervisor or City Clerk

## IF YOU SUFFER A WORK RELATED INJURY OR ILLNESS, YOU MUST ABIDE BY THE FOLLOWING STEPS:

- Assess the situation/injury.
- Send someone for help. Call 911 if needed.
- Render First Aid, if necessary and properly trained.
- All work-related injuries and illnesses MUST be reported IMMEDIATELY to your supervisor.
- Determine if professional medical attention is necessary.
- Obtain an authorization for work comp medical treatment from the City Clerk (if employee requires immediate medical attention, the Clerk will send the authorization form directly to the care facility).
- Present the authorization form to the receptionist at **Immediate Care at 4722 W Kellogg Wichita, KS.**
- Return appropriate medical treatment forms to your supervisor before going back to work or immediately after each appointment.
- Keep all appointments for ongoing medical care and participate fully in the treatment of your injury or illness.
- Prescriptions for work related injuries or illnesses can be filled at Cheney Pharmacy.

## IMPORTANT

For work related injuries, all employees will need to follow the City of Cheney's reporting instructions. Failure to follow the instructions could delay workers compensation payment(s) and could result in inaccurate information and reporting. The City has designated Immediate Care 4722 W Kellogg Dr Wichita, KS as the workers comp primary physician. If an employee chooses to see a physician that is not the City's designated physician, Worker's Compensation will only pay for the first \$500. Any amount over the first \$500 will be the responsibility of the employee.

## POST-ACCIDENT DRUG SCREEN

Employee may be required to submit a drug/alcohol screening after the involvement in a workplace or vehicular accident.

## ACCIDENT INVESTIGATION

The supervisor will conduct an investigation and complete the "Accident Investigation Form" (within 48 hours). Completed form is to be turned over to the City Clerk for review by the Safety Committee.

## EMPLOYEE/DOCTOR COMMUNICATIONS

It is the responsibility of the employee to meet with their Supervisor and/or City Clerk following each doctor visit to discuss the results of the appointment. The employee will bring with them documentation with the written instructions from the physician outlining medications, days away from work and any restriction of work or motion.

## RETURN TO WORK

The City of Cheney will make every effort to identify and create alternative or modified work-duty tasks matching a worker's impaired physical capability from a work-related injury or illness. The treating physician will determine any limitations related to your injury and the City will provide appropriate modified duty assignments if possible once a release to work with limitations form is received from the doctor. If you are required to stay off work, you may be eligible for wage benefits which begin after seven (7) calendar days. You will not receive benefits for the first seven (7) days until you have been off work for 21 consecutive calendar days.

I acknowledge that I have received and read (or had read to me) the Employee Acknowledgment regarding work related injuries and illnesses.

\_\_\_\_\_  
Employee's Signature                      Date

\_\_\_\_\_  
City Clerk's Signature                      Date



## Safe Cities

Abilene	Edwardsville	La Cygne	Princeton
Admire	El Dorado	League	Ramona
Allen	Elkhart	Lecompton	Ransom
Altamont	Esbon	Lenora	Reading
Andale	Eudora	Leoti	Rose Hill
Andover	Eureka	Lincoln Center	Satanta
Arkansas City	Florence	Lindsborg	Scranton
Atchison	Ford	Logan	Sedan
Atlanta	Fort Scott	Lucas	Sedgwick
Baldwin City	Fowler	Maize	Sharon Springs
Basehor	Frankfort	Marion	Smith Center
Bel Aire	Glasco	McFarland	Spearville
Belle Plaine	Glen Elder	Medicine Lodge	Spring Hill
Bennington	Goodland	Melvorn	Stafford
Benton	Grainfield	Minneapolis	Sterling
Beverly	Grandview Plaza	Moline	St. Francis
Bird City	Greeley	Montezuma	Sylvan Grove
Blue Mound	Grenola	Mound City	Tampa
Blue Rapids	Grinnell	Moundridge	Tescott
Brewster	Halstead	Neosho Rapids	Tipton
Centralia	Hamilton	Newton	Tonganoxie
Chapman	Hartford	North Newton	Turon
Chautauqua	Herington	Oakley	Ulysses
Cheney	Hiawatha	Oberlin	Valley Falls
Cherryvale	Hill City	Ogden	WaKeeney
Concordia	Hillsboro	Olpe	Wakefield
Conway Springs	Hoisington	Osawatomie	Walton
Council Grove	Horton	Oskaloosa	Wamego
Cullison	Jetmore	Oswego	Waterville
Damar	Johnson City	Palco	Wellington
De Soto	Kingman	Paola	Wellsville
Douglass	Kinsley	Park City	Westwood
Eastborough	Lake Quivira	Parsons	
Edgerton	Larned	Peabody	





# By the Numbers

## KMIT Injury Stats

(As of June 1, 2015)

Department	Count	Total Incurred
Administration	4	\$5,200
Animal Control	4	\$17,100
Cemetery	3	\$3,900
Electric	7	\$22,477
Emergency	1	\$812
Fire	22	\$185,438
Maintenance	11	\$20,823
Misc.	1	\$1,300
Miscellaneous	10	\$11,075
Park	15	\$19,133
Parks	4	\$3,902
Police	57	\$115,542
Public Works	2	\$2,600
Recycling	1	\$1,300
Sanitation	10	\$9,152
Nursing Home Medicine	1	\$1,300
Street	17	\$48,686
Water	26	\$89,532
Zoo	1	\$1,300
<b>Grand Total</b>	<b>197</b>	<b>\$560,574</b>

## KMIT Nature of Injury Totals

(As of June 1, 2015)

Nature of Injury	Total	Incurred
Abrasion	8	\$21,216
All Other	2	\$4,400
Asphyxiation	1	\$534
Burn - Flash	1	\$1,300
Burn - Temperature Extremes	5	\$6,500
Concussion	1	\$1.50
Contusion	39	\$198,860
Crushing	4	\$8,102
Electric Shock	1	\$2,600
Foreign Body	6	\$5,425
Fracture	2	\$20,338
Hernia	1	\$814
Inflammation	2	\$1,302
Laceration	16	\$30,680
N/A	21	\$45,363
Puncture	21	\$21,564
Sprain	9	\$44,691
Strain	57	\$147,705
<b>Grand Total</b>	<b>197</b>	<b>\$560,574</b>

## KMIT Balance Sheet (As of May 31, 2015)

Assets	
Checking Account	\$550,723
Investments	\$14,291,000
Accrued Interest	\$139,501
Accounts Receivable	\$38,255
Excess Premium Receivable	\$25,255
Specific Recoverable	\$348,036
Aggregate Recoverable	\$74,950
Prepaid Expenses	\$362,249
<b>Total Assets</b>	<b>\$15,830,263</b>

Liabilities & Equity	
Accounts Payable	\$11,077
Excess Premium Payable	-
Reserve for Losses	\$2,674,536
IBNR Reserve	\$4,080,450
Deposits on Premium	\$3,227,639
Accrued Taxes and Assessments	\$428,066
<b>Total Liabilities</b>	<b>\$10,421,768</b>
<b>Total Liabilities and Equity</b>	<b>\$15,830,263</b>
<b>Total Equity (NET WORTH)</b>	<b>\$5,408,495</b>



# Heat Exhaustion and Heat Stroke

Kansas is hot. **Sometimes, REALLY HOT!!**

Field workers need to be very careful in extreme heat, and in situations that might add to the heat.

There is a lot of work to be done in the summer in the cities of Kansas. And, a lot of it must get done regardless of the heat. We all know that.

But, even the most important job that 'must' be done **MUST** also be done **SAFELY**. In the heat, that means knowing the physical limits and 'Red Flags' of the human body. It doesn't matter how 'tough', or 'weak' for that matter, each worker is. What matters is that the summer's heat can hurt, or kill, ANYBODY, especially those who are working hard on a job that 'must' get done.

And, please remember, a lot of our summer work is done by youngsters, who may not think about the heat as being dangerous. It is up to our supervisors to keep everyone safe.

It doesn't take long to learn (or refresh) enough about heat exhaustion and heat stroke to keep people safe, or maybe even prevent a tragedy.

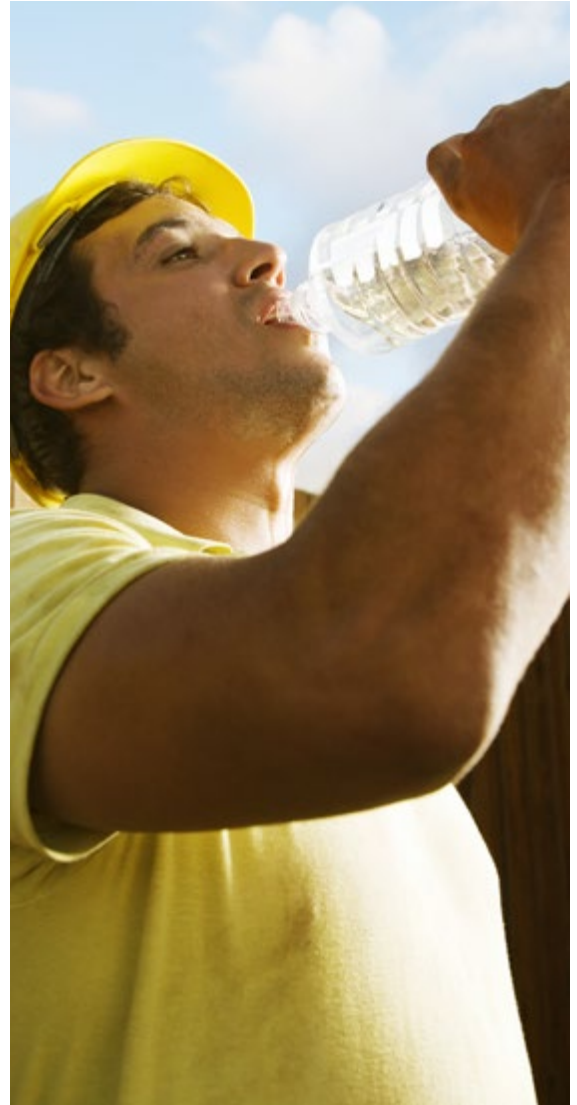
PS: Be sure to have everyone drink LOTS of water!

Here are several good articles available online:

[www.medicinenet.com/heat\\_exhaustion/article.htm](http://www.medicinenet.com/heat_exhaustion/article.htm)

[www.webmd.com/first-aid/understanding-heat-related-illness-symptoms](http://www.webmd.com/first-aid/understanding-heat-related-illness-symptoms)

[www.webmd.com/fitness-exercise/heat-exhaustion](http://www.webmd.com/fitness-exercise/heat-exhaustion)



## Grounded in Electrical Knowledge

Working with electricity is extremely dangerous. Even relatively simple electrical work or repairs require training to be done safely.

Make sure to:

- De-energize equipment before servicing, checking the electricity isn't live
- Only have trained workers perform service or repairs
- Provide personal protective equipment that protects against shocks
- Make sure equipment is well-maintained

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## 3 Ways to Improve Workers' Safety Attitudes

You can have well-planned work steps and well-trained employees, but if your people aren't thinking clearly about safety, you're sunk.

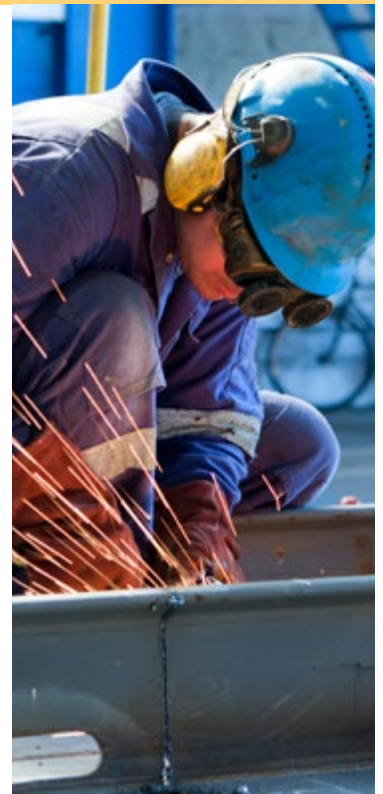
Here are three ways to get workers to see the importance of safety and keep it in mind:

- 1. Boost understanding.** Make sure every safety session explains the reason behind your safety steps and what the goals or outcomes should be. When you know why you're learning it and what's expected of you, it'll stick.
- 2. Give them ownership.** Stress that keeping them workplace safe falls on them. Emphasize that workers will be responsible not only for their own safety, but also for the safety of the whole team.
- 3. Get them involved.** Making workers part of the incident response teams, audits or other safety groups can help them see safety everywhere on the job.

## Safety on the Job Site

Keeping workers safe requires a careful analysis of hazards on the job site. Make sure to:

- Conduct regular walkthroughs, work workers if possible, to spot potential hazards
- Take every complaint of unsafe conditions seriously whether it's submitted through formal channels or not
- Completely address all dangerous conditions before work begins



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