

CompControl



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The Official KMIT Member Newsletter

Newton Thrilled With KMIT's POET Program

By Deb Perbeck and Aly Spradling *

If we were to ask you to describe your pre-employment screening processes in three words, what three words would you choose? Prior to 2016, the City of Newton Staff involved with such processes would have probably agreed to use adjectives such as time intensive, potentially variable (depending on which employee completed the screening processes within our vendor groups), and on auto pilot. It's not that we were non-compliant or had horrible services, we simply were stuck within a comfortable status quo, and we really didn't know it.

The hype surrounding the POET process is worthy of such excitement. Newspaper articles, meetings and emails all broadcasted this opportunity KMIT members would have the chance to participate in. The City of Newton was sure that the processes outlined would work for us, but we had no idea how well. After about six months of working to get our ducks in a row, our official "go live" date was set for January of 2016. As the City is now six months down that road, we are celebrating a 'home run' program. Some of our major success points include:

The entire process **forced the City to take a comprehensive look at all of our job descriptions.** The physical demands of the position were updated to specifically reflect the actual jobs we employ. No more "stock"-type physical requirements.

Prior to the POET process, potential employees were drug-screened and completed their physical assessment at one location, and then had to venture across Wichita to complete their functional capacity testing. We found out that the **POET process starts with a medical review**, which in essence was the same as our physical screening. After talking to our physical therapy vendor, we found out that they were able to complete the drug screening on site. Now our potential employees have one location to report to.

After evaluating the costs involved with our previous processes, we are saving quite a bit of money. Not only in the amount actually spent on the services provided, but also within our own employee base in the form of efficiency and a lesser amount of time having to be dedicated to pre-employment screenings. **Results are typically back to us within 24-48 hours**, and drug screen results can be reviewed online via a secure portal. **The system has several checks and balances.**

NOTICE!

When completing and submitting a **FIRST REPORT OF INJURY** statement, please indicate in which department the injury **OCCURRED**, rather than the department in which the employee works. KMIT thanks you in advance for your help.

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CompControl and City Safe are publications of the Kansas Municipal Insurance Trust for the purpose of educating and informing 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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If You Have A 'Catastrophic' Work Comp Event...

In the event of a catastrophic work comp claim (something really bad happens), it is extremely important that you IMMEDIATELY contact the appropriate KMIT contacts:

- Gene Miller, 913-982-3691.
- Additionally, KMIT Risk Control should be notified, by calling Renee Rhodes, at 316-250-2121.

Prompt reporting of the claim to IMA immediately following your knowledge of it occurring can make a significant impact on the medical treatment the employee receives, and of the overall outcome and cost of the claim — especially when there are potential subrogation (a possible claim against a third party involved in the accident) issues involved.

The City should then QUICKLY notify KMIT's Risk Control department, who will perform a thorough investigation of the incident and scene — to help determine what can be done in the future to prevent similar injuries from occurring, and also to help any subrogation effort.

As with any investigation, the sooner a field investigation is completed, the more accurate the information and details, and the better the result for the city and for the KMIT pool. Every single work comp claim should be reported on a timely basis. ***Every claim resulting in severe or multiple injuries and/or a third party of any kind should absolutely be reported immediately.***

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Newton... POET

The City of Newton decided to take this entire process one step further. We decided to **use the same shell of the POET program for all of our fit-for-duty employees**. Individuals returning to work from FMLA, non-FMLA and/or other reasons deemed necessary for a return to work evaluation complete the same functional capacity testing as our newbies do in order to return to work. Of course, the City pays the entire portion of these (non-work-comp-related) costs, but we are obtaining additional baseline assessments of our employees, as well as ensuring they are ready and able to return to work.

The POET process has been a total win/win for both the City of Newton and KMIT. With our City's somewhat complex make-up, we have helped KMIT iron out details within the set-up process, and they (KMIT) have helped us implement a set of programs that have beefed up our functional capacity screening processes. Today, if you asked our HR team to describe our pre-employment screening process in three words, we would respond with: job specific, valuable, and defensible. If you have any questions or would like to learn more about what the City of Newton has done with the process or the POET process its self, please feel free to contact us. We'd be more than happy to chat with you. dperbeck@newtonkansas.com or aspradling@newtonkansas.com

** Deb Perbeck is the Director of Human Resources for the City of Newton; Aly Spradling is the Assistant DHR for the City of Newton*

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





Plan Now!

2016 KMIT Supervisor Seminar Schedule

Garden City. Thursday, **August 25**, 1-3 PM.

Goodland. Thursday, **September 15**, 1-3 PM.

Hoisington. Wednesday, **September 21**, 1-3 PM.

Wellington. Thursday, **September 22**, 9 AM-Noon.

These trainings, which are designed specifically to help city supervisors **at all levels of the organization** to know what they need to know about **how work comp works**, and to learn how to have a successful work comp program in each city, are **unique to KMIT** – you will not find this type of down-to-earth, practical training on work comp anywhere else.

There is **NO CHARGE** for these seminars.

To sign up now, or get any questions answered, contact Deanna Furman, at deanna.furman@corisksol.com or 785-272-2608.

KMIT Annual Meeting: October 9, 2016

Please make plans now to attend the KMIT Annual Meeting, which is held each year during the LKM Annual Conference in October. This year the conference will take place in the Overland Park Convention Center. The 2016 KMIT Annual Meeting will be on Sunday, October 9th.

All city officials (and guests) are invited to the annual meeting...in fact the more the merrier! As always, the KMIT Annual Meeting will feature food and drink and prize giveaways, and we will have fun. And, as always, recognition will be given to cities performing well in KMIT Risk Control program, and to those cities who have achieved membership longevity milestones.

KMIT President Tim Hardy will talk about what has happened in KMIT since last October, and about some of the accomplishments and challenges of the pool during that time. We look forward to seeing you and your guests there!

Safety Training Tips:

How A Piece of Paper Can Keep Safety Top-of-Mind

If you really want your workers to think safety and keep working toward that goal, the best thing you can do is have them put pen to paper.

According to psychologists, you're three times more likely to follow through on a goal if you put it in writing. So ask workers to think of their top safety goals and have them put them down on a sheet of paper.

Then have them keep that paper somewhere by their work station so they can see it while they're working. By putting the goals in writing, and keeping them front of mind at all times, they'll be less likely to get lost in the shuffle of day-to-day tasks.

Plus, workers will be able to see what their co-workers think of safety – which strengthens the message.

[Reprinted with permission from Supervisors Safety Bulletin – Malvern, PA 19355; 800.220.5000]





City Safe



Summer 2016

Provided by: Kansas Municipal Insurance Trust

Best Practice: City of Paola

City of Paola staff came to the conclusion that “no one read it, and no one was following...” the city’s Blood Borne Pathogens [BBP] Exposure Procedure, contained within its safety manual.

The procedure was old enough to be somewhat stale, and was NINETEEN pages long.

So, a city working group came up with a MUCH shorter version. They reduced the original policy to a 2-page “Procedure” ‘to get down to the basics’, and added a 1-page “Operations Guide”, which is specific to the risks to which the Fire Department personnel are exposed, and came up with a folded “Quick Reference” wallet card [shown below] for everyone. In the words of City Clerk Dan Droste, “We think that simple is best.”

According to Droste, “The city’s Safety Committee likes the outcome with this one policy so well that we are going to look at all of the chapters in our Safety Manual and work to ‘simplify’ them all in this same manner.”

The revised Paola “BBP” Policy can be obtained by contacting Dan Droste, at ddroste@cityofpaola.com or 913-259-3600.



City of Paola, Kansas

Blood Borne Pathogen Exposure Procedures

1. Report it!

Notify the supervisor at the scene.

2. Clean it!

Immediately wash exposed area.

3. Get treated now!

Go to the Walk in Clinic/ER to determine risk.

4. Coordinate with HR!

File a Work Comp/Exposure Report with HR.

5. Follow up!

Get follow up treatment as recommended.

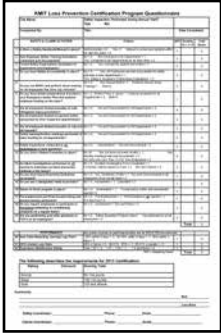
An ounce of prevention...

- Always, always, always protect yourself!
- Use personal protective equipment that is appropriate for the situation: gloves, safety glasses, face shield, etc.
- If an exposure occurs, report it immediately.

Questions? Call Human Resources at 259-3600 or ask your supervisor.

Safety Question From a KMIT City:

Q: Our city has met with IMA Risk Control on the Safety Certification Program and received an initial rating. What is the process if we want to increase our score to receive a higher discount on our work comp premiums?



A: The copy of the questionnaire you received at the time of the visit shows the activities you received credit for towards the overall score. Review that questionnaire and look for items that you did not receive a score of 1 or 2. Those would be activities that could be implemented or developed to add to your score. Cities have until August 1st to submit documentation that will increase your overall score. Documentation can be emailed, mailed or faxed to:
Renee Rhodes | renee.rhodes@imacorp.com
Fax: (316)266-6254
Mail: PO Box 2992, Wichita, KS 67201-2992



For more information on the KMIT Safety Program, contact:

Renee Rhodes
renee.rhodes@imacorp.com
316.250.2121

Protect Your Employees From Heat Stress

With warmer weather approaching, this is always an appropriate time to remind everyone about the importance of avoiding heat stress. OSHA has offered an incredible amount of information and training resources for you on Preventing Heat Illness in Outdoor Workers such as training guides, posters and Smartphone apps. Visit <http://www.osha.gov/SLTC/heatillness/> for more information.



IMA has provided a SAFETY MATTERS training tool on Avoiding Heat Stress. Access by visiting <http://kmit.net/DocumentCenter/View/439>.

Click on the QuickCard graphic on the right or visit <https://www.osha.gov/Publications/osh3154.pdf> for a printable version that can be photocopied and distributed to your city's various departments. These tips are applicable to all of us, whether at or away from work.

[This article first appeared in the Summer 2013 edition of CitySafe]



OSHA QUICK CARD

Protect Yourself Heat Stress

When the body is unable to cool itself by sweating, several heat-induced illnesses such as heat stress or heat exhaustion and the more severe heat stroke can occur, and can result in death.

Factors Leading to Heat Stress

- High temperature and humidity; direct sun or heat; limited air movement; physical exertion; poor physical condition; some medicines; and inadequate tolerance for hot workplaces.

Symptoms of Heat Exhaustion

- Headaches, dizziness, lightheadedness or fainting.
- Weakness and moist skin.
- Mood changes such as irritability or confusion.
- Upset stomach or vomiting.

Symptoms of Heat Stroke

- Dry, hot skin with no sweating.
- Mental confusion or losing consciousness.
- Seizures or fits.

Preventing Heat Stress

- Know signs/symptoms of heat-related illnesses; monitor yourself and coworkers.
- Block out direct sun or other heat sources.
- Use cooling fans/air-conditioning; rest regularly.
- Drink lots of water; about 1 cup every 15 minutes.
- Wear lightweight, light colored, loose-fitting clothes.
- Avoid alcohol, caffeinated drinks, or heavy meals.

What to Do for Heat-Related Illness

- Call 911 (or local emergency number) at once.

While waiting for help to arrive:

- Move the worker to a cool, shaded area.
- Loosen or remove heavy clothing.
- Provide cool drinking water.
- Fan and mist the person with water.

For more complete information:

OSHA Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA



Safe Cities

Admire	Eastborough	Kingman	Parsons
Allen	Edgerton	Kinsley	Princeton
Altamont	Edwardsville	Lake Quivira	Ramona
Andale	El Dorado	Larned	Ransom
Andover	Elkhart	LKM	Reading
Arkansas City	Ellsworth	Lecompton	Roeland Park
Atlanta	Esbon	Lenora	Rose Hill
Augusta	Eudora	Leoti	Satanta
Baldwin City	Florence	Lincoln Center	Scranton
Basehor	Ford	Logan	Sedan
Bel Aire	Fort Scott	Lucas	Sedgwick
Belle Plaine	Fowler	Maize	Sharon Springs
Belleville	Frankfort	Marion	Smith Center
Bennington	Fredonia	Marysville	Spearville
Benton	Galena	McFarland	Spring Hill
Beverly	Glasco	Medicine Lodge	St. Francis
Bird City	Glen Elder	Melvorn	St. John
Blue Mound	Goodland	Minneapolis	Sterling
Blue Rapids	Goessel	Moline	Stockton
Bonner Springs	Grainfield	Montezuma	Sylvan Grove
Brewster	Grandview Plaza	Mound City	Tampa
Centralia	Great Bend	Moundridge	Tescott
Chapman	Greeley	Neodesha	Tipton
Chautauqua	Grenola	Neosho Rapids	Tonganoxie
Cherryvale	Grinnell	North Newton	Turon
Clay Center	Halstead	Oakley	Ulysses
Clearwater	Hamilton	Oberlin	Valley Center
Columbus	Hartford	Ogden	WaKeeney
Concordia	Haysville	Olpe	Wakefield
Conway Springs	Herington	Osawatomie	Walton
Council Grove	Hiawatha	Oskaloosa	Wamego
Cullison	Horton	Oswego	Wellington
Damar	Independence	Palco	Wellsville
De Soto	Jetmore	Paola	Westwood

Safe Cities are as of 6-1-16. If you would like assistance returning an injured employee to work, or need ideas for modified duty, please contact Gene at 1.800.288.6732 or kmitclaims@imacorp.com. KMIT cities are considered Safe Cities if no lost time claims have been reported during the calendar year, beginning 1-1-16.



By the Numbers

KMIT Injury Stats

(As of June 1, 2016)

Department	Count	Total Incurred
Administration	11	\$ 120,010.00
Airport	1	\$ 1.50
Animal Control/Shelter	1	\$ 1.50
Cemetery	9	\$ 8,091.00
Electric	10	\$ 7,149.00
Emergency	5	\$ 84,497.00
Fire	23	\$ 43,408.00
Fire Department	1	\$ 1,300.00
Landfill	1	\$ 1.50
Library	1	\$ 1.50
Maintenance	11	\$ 35,933.00
Miscellaneous	3	\$ 3,900.00
Municipality	2	\$ 3.00
Park	19	\$ 10,312.00
Plant	1	\$ 2,600.00
Police	75	\$ 106,521.00
Public Works	24	\$ 94,929.00
Recycling	3	\$ 1,305.00
Road and Bridge	1	\$ 1,300.00
Sanitation	6	\$ 2,606.00
Nursing Home	1	\$ 1,300.00
Street	26	\$ 198,376.00
Water	16	\$ 20,567.00
Zoo	2	\$ 1,052.00
	253	\$ 745,165.00

KMIT Nature of Injury Totals

(As of June 1, 2016)

Nature of Injury	Total	Incurred
Abrasion	15	\$ 7,320.00
All Other Cumulative Injuries	11	\$ 3,498.00
All Other Occupational Disease	3	\$ 1,770.00
Burn – Chemical	3	\$ 2,601.50
Burn – Flash	1	\$ 1,300.00
Burn – Temperature Extremes	2	\$ 2,600.00
Contagious Disease	18	\$ 16,405.00
Contusion	36	\$ 163,444.00
Crushing	5	\$ 49,102.00
Dermatitis	11	\$ 7,145.00
Foreign Body	5	\$ 5,235.00
Fracture	6	\$ 97,350.00
Hernia	1	\$ 12,160.00
Inflammation	4	\$ 2,680.00
Laceration	38	\$ 37,180.00
Puncture	13	\$ 10,634.00
Fumes	2	\$ 3,774.00
Severance	1	\$ 237.00
Sprain	11	\$ 36,258.00
Strain	67	\$ 284,470.00
	253	\$ 745,165.00

KMIT Balance Sheet (As of May 31, 2016)

Assets	
Checking Accounts	\$ 1,640,105
Investments	\$ 13,684,000
Accrued Interest	\$ 168,466
Accounts Receivable	\$ 25,865
Excess Premium Receivable	\$ 22,030
Specific Recoverable	\$ 533,005
Aggregate Recoverable	\$ 8,559
Prepaid Expenses	\$ 352,371
Total Assets	\$ 16,434,401

Liabilities & Equity	
Accounts Payable	\$ 13,575
Excess Premium Payable	\$ –
Reserve for Losses	\$ 2,968,632
IBNR Reserve	\$ 4,444,858
Deposits on Premium	\$ 3,011,510
Accrued Taxes and Assessments	\$ 341,739
Total Liabilities	\$ 10,780,315
Total Equity (NET WORTH)	\$ 16,434,401
Total Liabilities and Equity	\$ 5,654,087

Real Problems, Real Solutions

Workers Had Final Say On Safer Tools

We were concerned about the quality of our workers' tools and PPE. There are so many options out there, and it's easy to make a decision based on the price tag alone. But we wanted to take a closer look to be sure the equipment our workers were using was as safe as it could be.

Getting Workers Involved

The first thing we did was talk with the workers. They're the ones using this equipment on a daily basis, so they know better than anyone which products are good and which ones need replacing. Next, we did some research and found a few potential replacement products that looked like they'd be a good fit for what our workers needed. But we didn't just order the products and tell our guys to get to work.

We had them test and assess the new equipment first, and they told us if it was what they were looking for. Some of the equipment we went with was pricey up front, but it's worth it because it'll last longer than our old stuff, and it's better equipped to handle the hazards our workers face.

Taking the time to listen to your workers' opinions – especially when it comes to equipment – is a big deal. Sure, it allows you to find safer products, but it also increases buy-in among workers. If they're involved in the process from start to finish, they'll be more enthusiastic about safety.

By Brian Walden, COO, SLP Alaska, Kenai, AK

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– Malvern, PA 19355; 800-220-5000]



Safety Training Tips:

Use of Shaving Cream to Demonstrate Hand PPE

Protective gloves are essential for keeping workers' hands safe in a variety of jobs. But it can be hard to handle contaminants or chemicals safely, even wearing gloves.

Here's an idea by safety expert Linda Tapp to show donning and doffing PPE safely is just as important as using it correctly during work.

Cover workers' gloves with shaving cream, then ask them to remove the gloves without getting any on their skin. If they can do it without getting shaving cream on their skin or hands, they've removed them correctly. If not, remind them next time it could be a harmful chemical that they're exposed to – or exposing their families when they get home.

And when it's all done, be sure to emphasize the importance of hand washing and other de-contamination steps, just in case they're needed.

[Reprinted with permission from *Supervisors Safety Bulletin* – Malvern, PA 19355; 800.220.5000]

Video: 'Safety Awareness For Seasonal Employees'

1. One of the many excellent videos in the KMIT (IMA) library is 'Safety Awareness For Seasonal Employees'. This video was produced for and by municipalities by CIRSA, so it is very city-specific.
2. The emphasis of this seasonally-timely video is on The Three Steps of Safety Awareness: hazard recognition, accident prevention and hazard control. Some of the specific topics covered include: proper clothing for the job; personal protective equipment; alcohol and drug use; attitude and conduct; lifting techniques; slip, trips and falls; common hazards associated with equipment and machinery; emergency situation recognition and preparation; and, what to do about injuries on the job.
3. In other words, this video presents what is needed for a BASIC UNDERSTANDING OF SAFETY AWARENESS. Seasonal workers do not typically come to work at the city with an adequate understanding of the concepts in this video. This short video would be ideally shown to all seasonal personnel, and would be great training for supervisors who hire seasonal workers.
4. This specific video can be borrowed free of charge by contacting Renee Rhodes, KMIT Risk Control Manager (renee.rhodes@imacorp.com or 316-250-2121).



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