

COMP CONTROL[®]

The Official KMIT Member Resource

Four-Step Process to Create a Strong Safety Committee and Improve Your Safety Program

This article is the final part of a series dealing with the importance of a safety committee and its role in the success of a safety program. Steps 1 and 2 were explained in Part I, which appeared in the January/February issue of CompControl.



accidents and injuries. Once the committee members are able to overcome certain operational issues, they can start to decide on how to meet these more important objective.

Step 3 Conduct Focused Meetings

With the members now in place and familiar with the operating rules, the next task is to actually hold meetings. Initially, the committee may need to hold frequent meetings to iron out some important details. However, once the committee is firmly established, meetings can be held less frequently.

You may want to focus the first few meetings on administrative issues, such as electing a chairperson or deciding who will act as secretary. This is nothing to worry about. It is natural for any new group to resolve these administrative issues before tackling tougher areas; so be patient if your committee takes a little time to get off the ground.

Each committee will have to decide how to conduct its own business, but tips that can help any committee be efficient include:

- Start meetings on time.
- Elect a chairperson.
- Select a secretary.
- Follow the agenda.
- Record thorough minutes.

- Set meeting ground rules.
- Establish a hierarchical structure.
- Determine meeting logistics, such as dates, times, locations, scheduled safety inspections and reporting procedures.
- Establish agreement on the next meeting's topics before adjourning.
- Send copies of the minutes to each committee member.

Some of your members may be completely unfamiliar with safety, so make sure someone who is well versed in OSHA regulations and other technical safety information is available to provide advice to the committee.

Each committee member should receive an agenda for the meeting at least three days in advance. This will provide him or her with time to prepare and gather information. This agenda should be posted where every employee can see it so he or she can begin to understand what the safety committee is trying to accomplish. Keep the agendas on file for reference by future safety committee members.

Step 4 Develop a Policy Statement

The purpose of a safety committee should be to improve safety and to reduce

A good place to start is to get sign-off from upper management to develop a company safety policy statement. If your organization does not already have such a statement, the safety committee should become involved in drafting one. However, if your organization already has a safety policy statement, the committee may want to review and revise it where necessary. From here, the committee can decide how to best achieve the goals stated in the statement. This can be accomplished through periodic safety audits, inspections, accident investigations and other methods, but it should be the committee's decision on how to meet safety goals.

As is the case with any long-term project, a little progress can fuel the desire to press on. Be sure to track the achievements of the committee to confirm that it is on the right track. Moreover, follow-up is critical to ensure the committee remains the solid foundation of your safety program.

Note—Additional information concerning safety committees and safety policy statements can be found on page 4.

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CompControl is a publication of the League of Kansas Municipalities and the Kansas Municipal Insurance Trust distributed 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:

Kansas Municipal Insurance Trust
 300 SW 8th Avenue
 Topeka, KS 66603
 Phone: (785) 354-9565
 Fax: (785) 354-4186

Jennifer Findley Christie Carney
 Editor Managing Editor

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Letter from the Pool Administrator

Dear KMIT Member:

First, I want to welcome two new members to the pool – the City of Spearville in SW Kansas and the City of Allen in SE Kansas. Welcome on behalf of our other 86 members!

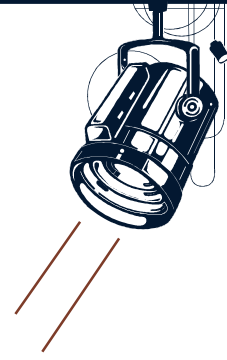
Your pool continues to do very well regarding injuries to employees of member cities. The following table shows the relationship of reported claims to cost and total membership. It also shows the number of "incident claims" that are required to be reported but are paid by the respective city.

	1994 (closed)	1995 (closed)	1996	1997	1998	1999	2000 (to date)
Members	58	75	84	84	87	86	88
Total Claims	310	243	423	520	569	548	149
Claims per City	5.3	3.2	5.0	6.2	6.5	6.4	1.7
Avg. Cost per Claim	\$2,394	\$4,540	\$2,034	\$3,306	\$1,769	\$1,784	\$722
Claims Still Open	0	0	2	8	8	37	52
Incident Claims Only	17	18	193	268	282	276	65

Although the numbers look good, we can still do better! With summer here, I would encourage each of you to remind your employees how important it is to work smart AND work safe! It's important to KMIT; your City; and, especially, your employees!

Have an enjoyable summer!

Bernie Hayen
 Pool Administrator



"Safe City" Spotlight on Tonganoxie

The City of Tonganoxie is a growing community of 3,500 located in the northeast region of the state in Leavenworth County. The city was named after an Indian Chief named Tonqua Oxie who was a member of the Delaware Tribe.

Tonganoxie is a small city big on community pride. The city is currently in the process of renovating their downtown business district for the beautification of the city. In addition, a new track was built for the Tonganoxie High School, mainly through voluntary efforts. The city holds a number of community events throughout the year including: the Leavenworth County Fair, a St. Patrick's Day Parade, and Tongie Days. The VFW Park in Tonganoxie is also proud to have been host to the Vietnam Moving Wall twice.

The City Administrator acts as safety coordinator for the City of Tonganoxie, coordinating and ensuring that proper safety training is being provided to all employees. The safety coordinator also works with KMIT and IMA to assure that the city is in compliance with safety requirements and regulations.

Tonganoxie employs 16 full time employees, 18 part time employees, 19 volunteers, and 11 seasonal employees. Although the city does not have any regular safety programs they have not had a workers' compensation accident during the past three years.

There are two emergency medical facilities available in Tonganoxie and the city's policy allows employees to choose the physician or pharmacy with whomever they fill most comfortable. The city's policy also allows employees to be temporarily placed in a position that will allow them

to remain productive until they are able to return to their normal responsibilities.

The City of Tonganoxie believes that the best prevention from accidents is to care enough about their employees to not put them in dangerous situations and for employees to watch out for each other. The city is committed to continuing their safety efforts by improved training through seminars and schools, with their main goal being to attain a zero avoidable accident rate.

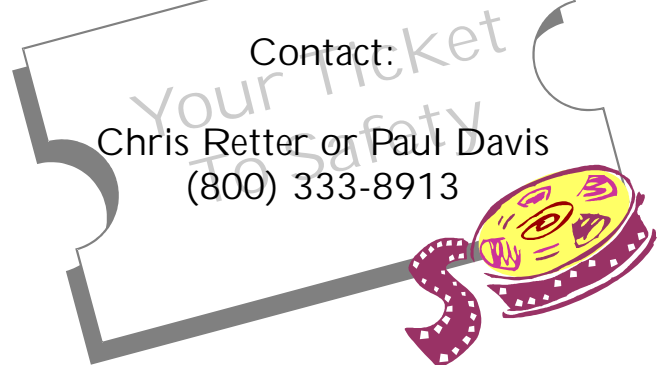
KMIT is proud to spotlight the safety efforts of the City of Tonganoxie and applaud their commitment to the safety of their employees.

Safety Videos Available

DON'T FORGET!
You can check out safety videos
from IMA.

Contact:

Chris Retter or Paul Davis
(800) 333-8913



Nine Characteristics of an Effective Safety Committee

Successful safety committees share some common attributes. The Oregon Department of Consumer and Business Services has identified effective safety committees as:

- being well organized;
- having clearly defined purposes or goals;
- having realistic and measurable objectives and completion dates;
- understanding the extent of their authority;
- following established procedures;
- being supported by the employer, CEO, and management in terms of time, effort, and money;
- having clearly defined members' roles, responsibilities, functions, and duties;
- providing for employee input; and
- maintaining thorough meeting minutes and notes.

What Makes a Good Safety Policy Statement?

Safety policy statements can be very different from one another. What may work well for one organization may be inappropriate for another. As your safety committee ponders the verbiage of its own statement, consider incorporating some of these ideas:

- Focus on how losses resulting from accidents will be eliminated.
- Describe how the committee fits into the current organization and management system.
- List the goals and objectives of the safety committee.
- Clearly delineate the duties and responsibilities of each committee member.
- Stress cooperation and contribution by management and employees.
- Establish open channels of communication.

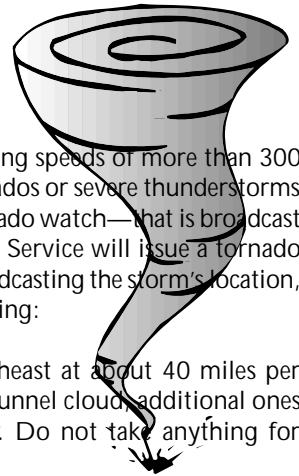
Safety Shorts

protecting yourself from the Furies of Nature

The Twister Protection Plan

Tornados are the most violent winds on earth, at times reaching speeds of more than 300 miles per hour. If the National Weather Service sees that tornados or severe thunderstorms are likely in your area, it will issue an advisory bulletin—a tornado watch—that is broadcast on radio and television. If a tornado is sighted, the Weather Service will issue a tornado warning, alerting listeners to take cover immediately and broadcasting the storm's location, direction, and size. If you spot a "twister" or hear the warning:

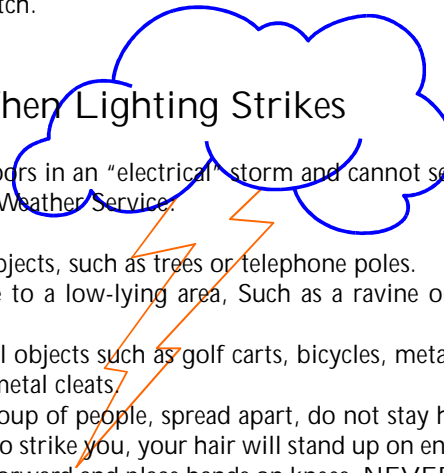
- Seek shelter immediately. A tornado usually moves northeast at about 40 miles per hour. Even if you appear to be off the apparent path of a funnel cloud, additional ones may appear, or the twister may change course abruptly. Do not take anything for granted.
- The best shelter is located below ground level—a basement. If you do not have access to one, go to the lowest level of the building, away from windows and doors.
- In a home lacking a basement, find shelter in the center of the house, such as a hallway or closet, away from glass and doors. If possible, huddle under a sturdy piece of furniture.
- Make yourself as small a target as possible, curl up in a ball, and cover your head and chest.
- In a school or other commercial structure, seek shelter in an interior hallway on the lowest floor or in the basement. Avoid structures—such as malls, gymnasiums, barns, etc.—with free-span roofs.
- Stay out of your car.
- If you are on the road or out-of-doors, try to drive at a right angle to the tornado's path. If you cannot (and it is never wise to try to outrun a tornado), leave your vehicle and lie flat in a ditch or ravine.
- If you live in a mobile home, experts advise you to evacuate and seek shelter in a nearby building or ditch.



What to Do When Lightning Strikes

If you are caught outdoors in an "electrical" storm and cannot seek shelter, follow these tips from the National Weather Service:

- Avoid tall, isolated objects, such as trees or telephone poles.
- Avoid hilltops, move to a low-lying area, such as a ravine or valley (but watch for potential flooding).
- Stay away from metal objects such as golf carts, bicycles, metal pipes, fences, or rails. Remove shoes with metal cleats.
- If you are out in a group of people, spread apart, do not stay huddled together.
- If lightning is about to strike you, your hair will stand up on end. If this happens, drop to your knees, bend forward and place hands on knees. NEVER lie flat on the ground. The goal is to create as small a surface area as possible for yourself. Curl up in a tight ball.



Claims

2000 Frequency and Cost Analysis—Top 5 1/1/00 through 4/30/00

By Job Classification

Classification	Frequency	Claim Costs
Police Officers & Drivers	33	\$ 14,691
Street/Road Construction	16	\$ 15,992
Electrical Wiring w/i Building	13	\$ 5,515
Waterworks Operators/Drivers	13	\$ 4,409
Garbage, Ashes, Refuse Collectors	12	\$ 4,262

By Accident Type

Type	Frequency	Claim Costs
Strain or injury by holding, carrying, lifting	42	\$ 22,132
Fall or slip from different level, on ice, liquid/grease	29	\$ 33,509
Cut/puncture/scrape	25	\$ 6,491
Struck or injured by falling or flying object	13	\$ 1,882
Step/strike against object	8	\$ 748

By Part of Body

Part of Body	Frequency	Claim Costs
Lower Back Area	26	\$ 17,689
Hand/Finger(s)/Thumb	23	\$ 19,151
Knee	16	\$ 5,249
Ankle/Foot	15	\$ 18,395
Shoulder/Upper Arm	14	\$ 31,364

Number of Claims Reported

Monthly February 1, 2000 to March 31, 2000 — 77 claims reported
 April 1, 2000 to April 30, 2000 — 41 claims reported

Year-to-Date January 1, 2000 to April 30, 2000 — 149 claims reported

Note—The above figures are based on claims reported as of 4/30/00. The figures are based on actual accident dates, not date reported. Amounts listed for claim costs are amounts incurred to date.

Your Pool in Action

Member Notes

Calendar of Events

June

- National Safety Month
- National Fireworks Safety Month

TBA KMIT Board Meeting

July

- National Fireworks Safety Month

August

TBA KMIT Board Meeting

September

- Cold and Flu Campaign
- Gynecologic Cancer Awareness Month
- Healthy Aging Month
- Leukemia Awareness Month
- National Cholesterol Education Month
- National Food Safety Education Month

18-25 Ulcer Awareness Week
23-24 Family Health & Fitness Days

Safety *success*

The following cities have not reported any claims in 2000 as of 4/30/00.

Andale	Glasco	Olpe
Basehor	Glen Elder	Oskaloosa
Bel Aire	Greeley	Ozawkie
Beverly	Grenola	Princeton
Bird City	Hillsboro	Ransom
Bison	Holcomb	Rose Hill
Brewster	Hoxie	Sedan
Centralia	Lenora	Sedgwick
Chautauqua	Lucas	Tescott
Cheney	Marysville	Tonganoxie
Cherryvale	McFarland	Treece
Conway Springs	Melvern	Turon
Elkhart	Moline	Valley Center
Esbon	Montezuma	Wakefield
Fowler	Mound City	Walton

K M I T

Balance Sheet
April 30, 2000

Assets	
Cash in Bank	72,132
Investments	2,124,483
Total Assets	2,196,615
Liabilities & Equity	
Claims Payable	(216,683)
Reserved for Losses	498,388
Incurred But Not Reported (IBNR)	1,574,290
Total Liabilities	1,855,955
KMIT Equity	340,620
Total Liabilities and Equity	2,196,615

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