



City Safe

A Guide To Assist In Training
Employees About:

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Preparing KMIT Cities To Be Proactive In Dealing With The H1N1 Virus

***Don't Wait!
Be sure your city
is geared up to
begin H1N1
Virus prevention
NOW.***

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City Safe is a publication of the League of Kansas Municipalities and the Kansas Municipal Insurance Trust for the purpose of educating and informing cities about loss control methods and risk management. Contents herein are not intended to provide specific legal or medical advice. Readers should seek advice on specific concerns from a qualified professional.

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Note from the KMIT Staff...

The health and safety of city employees is of paramount importance. In this issue, we are focusing on providing city employees information to help prevent the spread of novel H1N1 flu virus. Much of what we know about the virus is being disseminated from the Centers for Disease Control and Prevention and the World Health Organization. Please take a few minutes to review the information provided within City Safe for the health and safety of all city employees, family and friends.

It is essential for managers to develop a Continuation of Operations Plan now. Your plan needs to take into consideration sick leave and vacation time policies, in the event of an H1N1 outbreak. Employers should review sick leave policies in advance, and be prepared for flexibility, should an outbreak occur. It is also a good idea to designate appropriate staff to bookmark and check the KDHE H1N1 web page weekly.

Attached to this electronic distribution of City Safe is an informational poster on H1N1 Flu. This poster can be downloaded and printed for your use to post throughout city buildings, where employees can access this information; it is also located on the KMIT website in the Document Center.

Fall is always an appropriate time to remind employees about the importance of wearing Personal Protective Equipment when performing certain tasks, as well specifics on practicing chainsaw and tree trimming safety. Please take a moment to see pages 5 and 8 for Quick Cards (also attached to this electronic distribution) that can be duplicated and distributed to your city's various departments. These tips are applicable, whether at or away from work.

Specifics on the H1N1 Flu 'Top 10' (page 8), Quick Card safety tips and the H1N1 poster were obtained from IMA's Renee Rhodes, and her vast toolbox of safety information. A full array of information is available for your use at www.kmit.net under Loss Prevention Training Tools, in the Document Center. Be sure to check it out!

As always, KMIT encourages the distribution of City Safe to every department within your city, as well to incorporate suggestions provided within. Constant reminders to keep health and safety in the forefront of everyone's mind is important to all of us.

Have a safe and healthy day!

*Sincerely,
The KMIT Staff*

Help Protect Your City:

Review, Retain & Apply These Facts On Novel H1N1 Flu

What is novel H1N1 ('Swine Flu')?

Novel H1N1 (referred to as 'swine flu' early on) is a new influenza virus causing illness in people. This virus is spreading from person-to-person worldwide, probably in much the same way that regular seasonal influenza viruses spread. On June 11, 2009, the World Health Organization signaled that a pandemic of novel H1N1 flu was underway.



How does novel H1N1 virus spread?

Spread of novel H1N1 virus is thought to occur in the same way that seasonal flu spreads. Flu viruses are spread mainly from person-to-person through coughing or sneezing by people with influenza. Sometimes people may become infected by touching something—such as a surface or object—with flu viruses on it and then touching their mouth or nose.

What are the signs and symptoms of this virus in people?

The symptoms of novel H1N1 flu virus in people include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. A significant number of people who have been infected with this virus also have reported diarrhea and vomiting. Severe illnesses and death has occurred as a result of illness associated with this virus.

How long can an infected person spread this virus to others?

People infected with seasonal and novel H1N1 flu are contagious and may be able to infect others from 1 day before getting sick to 5 to 7 days after. This can be longer in some people, especially children and people with weakened immune systems and in people infected with the H1N1 virus.

Prevention & Treatment

Take these everyday steps to protect your health:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- If you are sick with flu-like illness, CDC recommends that you **stay home for at least 24 hours** after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.) Keep away from others as much as possible to keep from making others sick.

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...H1N1, continued from page 3

If I have a family member at home who is sick with novel H1N1 flu, should I go to work?

Employees who are well but who have an ill family member at home with novel H1N1 flu can go to work as usual. These employees should monitor their health every day, and take everyday precautions, including washing their hands often with soap and warm water, especially after they cough or sneeze. Alcohol-based hand cleaners are also effective. If employees become ill, they should notify their supervisor and stay home.



What is the best thing to do to avoid getting the flu?

When it becomes available, get two injections of the H1N1 Flu vaccine (three weeks apart). Those who are considered high risk populations and a priority for the vaccine include:

- Pregnant women
- Those living with or caring for children younger than 6 months of age
- Personnel who perform health care and/or emergency medical services
- Age groups ranging from 6 months through 24 years
- Individuals who have chronic health disorders or compromised immune systems

Washing your hands often will help protect you from germs. Wash with soap and warm water or clean with alcohol-based hand cleaner for 15 to 20 seconds.

Contamination & Cleaning

How long can influenza virus remain viable on objects (such as books and doorknobs)?

Studies have shown that influenza virus can survive on environmental surfaces and can infect a person for 2 to 8 hours after being deposited on the surface.

What kills influenza virus?

Influenza virus is destroyed by heat (167-212°F). In addition, several chemical germicides, including chlorine, hydrogen peroxide, detergents (soap), iodophors (iodine-based antiseptics), and alcohols are effective against human influenza viruses if used in proper concentration for a sufficient length of time.



KMIT encourages all member cities to review, print and post the H1N1 Flu poster attached to this publication in various locations for the benefit of your city employees.

Note: All of this information was obtained from the Centers for Disease Control and Prevention's website at <http://www.cdc.gov/H1N1FLU/>. Much of the information in this document is based on studies and past experience

with seasonal (human) influenza. CDC believes the information applies to novel H1N1 ('Swine') viruses as well, but studies on this virus are ongoing to learn more about its characteristics. For more information, go to the CDC website listed above, or to the Kansas Department of Health and Environment website at <http://www.kdheks.gov/H1N1/>.

Personal Protective Equipment: Do You Use It?

Many of the hazards we face on the job are so small, or happen so quickly, that often we don't see them coming. With some tasks, those little potential injuries happen so often that we almost think of them as routine. If they happen routinely, then we need to protect ourselves routinely. One way we do that is with equipment specially designed to protect our bodies. It's called Personal Protective Equipment, or PPE.

Hazard Assessment

OSHA requires that the employer determine what hazards in the workplace exist that may require PPE. Some hazards, such as faulty or inadequate equipment, can simply be removed from the work area. Others cannot. In that case, the employer must provide appropriate PPE for the employees exposed to that hazard.

Eye and Face Protection

You should always wear eye protection if you work around chemicals, gases, flying particles, molten metal, or radiation of any kind. Safety glasses should have side shields and comply with ANSIs (American National Standards Institute) Z87.1 standard. This assures that the glasses are a high quality and will resist considerable impact from flying objects.

If you wear glasses or contact lenses, prescription safety glasses are available. Over-the-glass (OTG) safety glasses are also available. If safety glasses alone are not adequate protection, consider goggles. These completely cover the eyes to provide maximum protection. If you are working with corrosive chemicals, wear a

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Chain Saw Safety Tips

Operating a chain saw is inherently hazardous. Potential injuries can be minimized by using proper personal protective equipment and safe operating procedures.

Before Starting a Chain Saw

- Check controls, chain tension, and all bolts and handles to ensure that they are functioning properly and that they are adjusted according to the manufacturer's instructions.
- Make sure that the chain is always sharp and the lubrication reservoir is full.
- Start the saw on the ground or on another firm support. Drop starting is never allowed.
- Start the saw at least 10 feet from the fueling area, with the chain's brake engaged.

Fueling a Chain Saw

- Use approved containers for transporting fuel to the saw.
- Dispense fuel at least 10 feet away from any sources of ignition when performing construction activities. **No smoking during fueling.**
- Use a funnel or a flexible hose when pouring fuel into the saw.
- Never attempt to fuel a running or HOT saw.

Chain Saw Safety

- Clear away dirt, debris, small tree limbs and rocks from the saw's chain path. Look for nails, spikes or other metal in the tree before cutting.
- Shut off the saw or engage its chain brake when carrying the saw on rough or uneven terrain.
- Keep your hands on the saw's handles, and maintain secure footing while operating the saw.
- Proper personal protective equipment must be worn when operating the saw, which includes hand, foot, leg, eye, face, hearing and head protection.
- Do not wear loose-fitting clothing.
- Be careful that the trunk or tree limbs will not bind against the saw.
- Watch for branches under tension, they may spring out when cut.
- Gasoline-powered chain saws must be equipped with a protective device that minimizes chain saw kickback.
- Be cautious of saw kick-back. To avoid kick-back, do not saw with the tip. If equipped, keep tip guard in place.

For more complete information:



OSHA 3269-10N-05

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complete face shield in addition to your safety glasses. This way, any accidental splashes will not burn your face. If you are working near radiant energy such as lasers, a welder's spar, or even a bright light or flame, use safety glasses with tinted lenses.



Head Protection

Hard hats (also called helmets) must meet requirements including weight, flammability and electrical insulation. They come in several types and classes. Class A helmets protect against impact and contact with low voltage conductors; Class B against impact and high voltage conductors; and Class C protects only against impact. Type 1 helmets have 1-1/4" brim all the way around the hat; and Type 2 helmets have only a brim in the front.

Whichever hat you choose, be sure that it is marked inside with the manufacturer's name, the ANSI approval designation Z 89.1, and Class A, B or C.

Clean your hardhat regularly. As you do, inspect it for signs of dents, cracks, deep scratches, or any other damage that might reduce its effectiveness. Do not cover your hardhat with stickers that make it impossible to check completely. Also, check that the headband is not cracked or torn anywhere.



Hearing Protection

Hearing loss usually happens gradually, over a period of time, so we may not notice it right away. Damaged tissue does not regenerate, so hearing loss is permanent. Hearing loss is preventable by taking certain precautions.

Hearing loss can begin to occur when the noise level around us reaches 85 decibels (dB) averaged over an eight hour period. A good rule of thumb is if you are standing at an arms length from a co-worker

and you need to raise your voice significantly to talk to that person, then you are pushing 85dB.

Earplugs and earmuffs provide hearing protection to you. Plugs are usually a very soft plastic or foam and insert right into the ear canal. They block sound waves from traveling down the canal to where they can do damage. Keep them clean and replace them as soon as they show signs of wear. Muffs are heavier and bulkier, but are easier to use and in some cases, more effective.

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...PPE, continued from page 6

Foot Protection

Feet are vulnerable to injury from falling or rolling objects, sharp objects, molten metal, hot surfaces, and wet, slippery surfaces. These are all significant hazards and we should guard our feet against such injuries.

- Puncture-resistant shoes have steel or plastic metatarsal arches, or “shanks” under the foot. They are good shoes to wear if you are exposed to sharp metal such as nails or metal scrap on the ground.
- Steel-toed shoes should be worn when there is a danger of heavy falling objects or rolling objects.
- Slip-resistant soles protect against slipping on wet surfaces or slopes such as pitched roofs.
- If your workplace has exposed electrical circuits or wires, you should wear non-conductive shoes, which allows static charge to be drained harmlessly into the ground.
- Wear coated shoes or rubber overshoes if your feet are exposed to hazardous chemicals. Corrosive chemicals will destroy leather footwear very quickly.

Hand Protection

Gloves are perhaps the most commonly-used type of hand protection. They protect your entire hand and sometimes your wrists and forearms.

- Be sure to use the gloves that are right for your job.
- Gloves for chemicals or corrosives are made of rubber, neoprene or vinyl.
- Use leather gloves for work with sparks, rough and abrasive materials, scraping or extreme heat.
- Wear metal mesh or Kevlar gloves when working with saws and sharp edges



Tree Trimming & Removal Safety Tips

Assume that All Power Lines Are Energized!

- Contact the utility company to discuss de-energizing and grounding or shielding of power lines.
- All tree trimming or removal work within ten feet of a power line must be done by trained and experienced line-clearance tree trimmers. A second tree trimmer is required within normal voice communication range.
- Line-clearance tree trimmers must be aware of and maintain the proper minimum approach distances when working around energized power lines.
- Use extreme caution when moving ladders and equipment around downed trees and power lines.

Stay Alert at All Times!

- Do not trim trees in dangerous weather conditions.
- Perform a hazard assessment of the work area before starting work.
- Eliminate or minimize exposure to hazards at the tree and in the surrounding area.
- Operators of chain saws and other equipment should be trained and the equipment properly maintained.
- Use personal protective equipment such as gloves, safety glasses, hard hats, hearing protection, etc., recommended in the equipment manufacturer's operating manual.
- Determine the tree's felling direction. Address forward lean, back lean, and/or side lean issues.
- Determine the proper amount of hinge wood to safely guide the tree's fall. Provide a retreat path to a safe location.
- Inspect tree limbs for strength and stability before climbing. Tree trimmers working aloft must use appropriate fall protection.
- Do not climb with tools in your hands.
- If broken trees are under pressure, determine the direction of the pressure and make small cuts to release it.
- Use extreme care when felling a tree that has not fallen completely to the ground and is lodged against another tree.
- Never turn your back on a falling tree.
- Be alert and avoid objects thrown back by a tree as it falls.

For more complete information:



OSHA 3301-10-05

Safe-T-Tips

Check out the 'Top 10' signs that your city is prepared for H1N1:

10. All your co-workers are encouraging you to stay at home for an extra 24 hours
9. Your boss asks about your family flu and alternate daycare plans
8. Management has designated October as H1N1 Vaccination Month
7. You have been tasked with monitoring the KDHE H1N1 web page
6. You win FREE lunch for answering the trivia-of-the-day question: "How long can the H1N1 virus survive on surfaces?" Answer: Up to 72 hours
5. Nurses are readily available to inject each employee twice with the H1N1 vaccine
4. Employees are coached on proper hygiene such as how to cough and wash hands
3. You know that COOP is NOT where chickens lay their eggs, COOP is your Continuation of Operations Plan
2. Posters are lining the walls showing H1N1 symptoms and prevention measures.
1. And the number one sign your city is prepared for H1N1 Virus . . .You get more than one flu shot this year ...No previous vaccine, including seasonal flu vaccines, protects against infection and two shots (given three weeks apart) are required to guard against H1N1.

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