

# COMPCONTROL

## Best Training Strategies for Dangerous Jobs

### Hands-On Lesson Crucial to Emphasizing Safety

Here's a simple rule to follow when it comes to safety training: The more hazardous the job, the more hands-on the training should be. That's the conclusion researchers reached in a recent study published in the *Journal of Applied Psychology*.

In jobs where death, injury or illness was most likely to occur, hands-on training was far more effective than less engaging training, including behavior modeling, job simulations and hands-on training. Training methods less effective for high-risk positions include: lectures, films and videos, and reading materials.

#### Applying the 'Dread Factor'

Why are more interactive methods successful? Researchers call it the "dread factor." Workers who get hands-on training for these dangerous situations get specific training on avoiding hazards and preventing injuries.

But that direct training also simulates the dangers of the job enough that workers see how dangerous the work really is. So they take the training more seriously—they talk with other workers and supervisors during and after the training, and spend more time reflecting on lessons.

#### Training Depends on the Hazards

Researchers reached an interesting conclusion when they looked at less hazardous work. The less engaging training was just as effective in protecting workers in low-risk positions. The lesson: For jobs where there's a high risk of injury to workers, going the extra mile in time and money on engaging, hands-on training just may be worth the investment. For less dangerous jobs, training that's passive and most cost-effective will probably do the trick.



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CompControl/City Safe are publications 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. 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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# KMIT 2012 Work Comp Premium Invoices Sent

KMIT has mailed out its **2012 Renewal Notices**. The notices include a quote and premium-due invoice. KMIT invoices are due and payable when received, and are considered past due after January 31. The coverage period begins on January 1, 2012.

Please review your information when you receive it, and please contact KMIT (Deanna Furman, at 785-354-9565 or [dfurman@lkm.org](mailto:dfurman@lkm.org)) should you notice any irregularities or have any questions concerning your quote or statement. The best time to resolve issues is as soon as possible. If for some reason, your city does not receive an invoice by the date of this publication, there is likely a problem with the mail, and KMIT needs to be notified.



Be sure to remember:

1. Checks are to be made payable to 'KMIT';
2. Checks **MUST** be mailed in care of KMIT's special **lockbox address at UMB**. (Please check to see if your vendor/address is current; this address changed a number of years ago, but some checks still seem to get mailed to our 'old' bank.) The current bank information is provided on the invoice and the quote.

## It's NOT Worth It!

**Texting while driving is just not worth the risk.** And, texting while driving at work is just as dangerous as texting while driving on your own time.



Whatever, or however important, the message...it can wait for you to pull over to read it and respond, can't it?

Talking on a cell phone, and anything else that distracts one's attention while driving, is bad enough—**texting while driving is even worse**. Please just don't do it.

Watch this short video from AT&T by typing the address into your web browser: [www.tinyurl.com/text386](http://www.tinyurl.com/text386) .



## Annual Payroll Audits Start in Late-January 2012

Remember that KMIT's annual process of auditing your city's payroll for the preceding year starts in late-January every year. Auditors from KMIT's contracted agent for payroll auditing, **The Audit Store**, will be making contact with the one person in each KMIT city who has been designated by the city as its KMIT contact person.

About half of all KMIT members (generally, those with premiums over \$15,000) will be given an on-site ('desk') audit, while the 'smaller' (half of the) cities in our group will be audited via phone and fax.

It speeds up the process when the city assigns a specific person to this task, and when that person knows where to find the payroll information, as well as something about the organizational framework of the city (who works where, etc.)—or knows how to find out.

When *The Audit Store* auditor calls, please work with them to get him/her in your city (or on the phone with your contact person) as soon as possible.

The payroll auditors will be asking for payroll numbers for 2011 this time around.

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### Training Tip: It's Twice As Effective If You Test 'Em Twice!

If you normally give people a quiz after you have trained them on a work or safety procedure, give them the same quiz **before** the training, too.

Most people will get drawn into comparing the answers they guessed the first time around with the answers they gave on the second quiz.

Doing the comparison helps. City employees get more **involved** and more **motivated**, and that helps them remember the info in the training.

It's a small thing... but it has been proven to work!

Reprinted with permission in lightly-edited form from *Injury Prevention & Cost Control Alert*:

370 Technology Drive—Malvern, PA 19355 (800) 220-5000.





# NEWS & NOTES

## SAFE CITIES as of November 30, 2011

If you would like assistance returning an injured employee to work, or need ideas for modified duty, please contact Marla or Gene, 1-800-288-6732 or [kmitclaims@imacorp.com](mailto:kmitclaims@imacorp.com).

Admire	Conway Springs	Glen Elder	Leoti	Ramona
Allen	Cullison	Grainfield	Lucas	Ransom
Altamont	Damar	Grandview Plaza	Maize	Reading
Andale	De Soto	Greeley	McFarland	Satanta
Atlanta	Derby	Grenola	Melvern	Sedgwick
Baldwin City	Douglass	Grinnell	Minneapolis	Sharon Springs
Basehor	Eastborough	Halstead	Moline	St. Francis
Bel Aire	Edgerton	Hamilton	Mound City	Stafford
Beverly	Elkhart	Hartford	Neosho Rapids	Tampa
Bird City	Ellsworth	Horton	Ogden	Tescott
Blue Mound	Esbon	Jetmore	Olpe	Tipton
Blue Rapids	Eureka	Johnson City	Oskaloosa	Tonganoxie
Brewster	Ford	Kingman	Oswego	Treece
Chautauqua	Fort Scott	Kinsley	Ozawkie	Turon
Cheney	Fowler	LEAGUE	Palco	WaKeeney
Cherryvale	Frankfort	Lecompton	Peabody	Wakefield
Concordia	Glasco	Lenora	Princeton	Walton

KMIT cities are considered Safe Cities if no lost time claims have been reported during the calendar year, beginning January 1, 2011.

## 2011/2012 KMIT Executive Board

At its meeting immediately following the KMIT Annual Meeting, the KMIT Board of Trustees chose the **KMIT Executive Board** for the upcoming year (October 2011—October 2012). They are as follows:

**President: Daron Hall, Ulysses City Administrator**

**Vice President: Larry Paine, Hillsboro City Administrator**

**Treasurer: Herb Llewellyn, El Dorado City Manager**

**Past President: Bobby Busch, Nedesha Finance Director/City Clerk**





# City Safe

Winter 2011

## Safety Alert - Helpful Hints For You

by Renee Rhodes  
Risk Control Specialist, IMA

### Safety Question From A KMIT City:

*Our city has a number of employees that are approaching retirement age but are continuing to work due to the economy. How do we accommodate this and ensure these experienced employees remain injury free?*

### Answer:

We recommend a review of job descriptions and minimize major exposures to injury through new equipment and procedure changes. Additionally, take a look at how ergonomic changes can remove the potential for injury and reduce employee exposure. Implementation of a health and wellness program can also be a huge benefit to reducing potential for injuries and illness.

### Safety Question From A KMIT City:

*Last year our city experienced several employee injuries involving slips and falls during the winter months. It looks like this winter will be just as bad as last year. What do you recommend to help reduce our potential for slip and fall injuries?*

### Answer:

Slip and fall injuries can occur in a number of places during the winter season, especially in parking lots, at highly-traveled entrances, sidewalks, stairways, hallways, and on the highways. It is a good idea to remind employees continuously during the season about slip and fall hazards. Safety meeting topics should include winter weather safety, such as appropriate footwear, safe driving in inclement weather and the hazards of working in winter weather conditions. Here is a checklist that should provide some valuable information to employees:

- Wear slip-resistant footwear when conditions are wet, icy or snowy
- Keep your footwear in good condition
- Don't block your view of the walking surface when carrying objects
- Take shorter choppy steps with toes pointed slightly outward when walking on wet, icy or snow covered surfaces
- Use only designated walkways. Do not take short cuts



# Safety Training Videos

## Don't Delay - Order Today!

Videos Offered in the IMA Safety Video Library

### **NEW!** The Risk Is In The Routine: A New Look at Accident Prevention

KMIT has acquired a new training video. 'The Risk Is In The Routine' is a great 21-minute video produced by **CIRSA** (the Colorado Intergovernmental Risk Sharing Agency; <http://www.cirsa.org>).

This video is designed especially for cities, and brings attention to the average day-to-day hazards of work, and points out ways to be more aware of how ordinary daily activities can be made safer. Though this video works for all departments of the city for just about any training session, it would be especially useful for new employee orientation.



### Preventing Injury Through Body Mechanics, Ergonomics & Physical Fitness



This 18-minute video discusses the importance of using proper body mechanics, ergonomics, and physical fitness in preventing cumulative trauma injuries both on and off the job. Various scenarios involving public entity employees are depicted. Proper lifting techniques, ergonomic risk factors, using proper tools and equipment, stretching exercises, and physical fitness are emphasized.

**SEASONAL VIDEOS!** *Gearing up for inclement weather this winter? Check out a few relevant seasonal training videos such as **Snow Plow Safety**; **Winter Hazards and Safe Driving**; **Slips, Trips and Falls**; and **Ladder Safety**.*

KMIT and IMA videos can be borrowed free-of-charge by contacting Kristi McCosh with IMA, (316) 266-6297 or email [Kristi.mccosh@imacorp.com](mailto:Kristi.mccosh@imacorp.com)

For a complete video library listing, go to [KMIT.net](http://KMIT.net) and click on the document center (top right corner) then click on IMA Safety Video Library.



# KMIT Honors 2011

## Loss Prevention Certification Program

### Award Recipients



**(75 cities)**

Abilene	El Dorado	Hill City	Paola
Altamont	Elkhart	Hillsboro	Park City
Andover	Ellsworth	Hoisington	Parsons
Arkansas City	Eudora	Independence	Peabody
Atchison	Ford	Johnson City	Princeton
Augusta	Fort Scott	Kingman	Ransom
Baldwin City	Fowler	Kinsley	Roeland Park
Basehor	Fredonia	Lenora	Russell
Baxter Springs	Glasco	Lucas	Sedgwick
Bel Aire	Glen Elder	Maize	Sharon Springs
Bonner Springs	Goodland	McFarland	St. Francis
Cheney	Grainfield	Minneapolis	Stafford
Cherryvale	Great Bend	Montezuma	Stockton
Clay Center	Grenola	Neodesha	Tescott
Coffeyville	Halstead	Newton	Tipton
Concordia	Hamilton	Osage City	Ulysses
Conway Springs	Hays	Oskaloosa	Wamego
De Soto	Haysville	Oswego	Wellington
Douglass	Hiawatha	Palco	

*Gold-level cities receive a 5% safety discount on next renewal (2012)*



**(14 cities)**

Admire	Eastborough	Girard	Medicine Lodge
Andale	Edwardsville	Grandview Plaza	Satanta
Atlanta	Esbon	Leoti	
Chautauqua	Frankfort	Marysville	

*Silver-level cities receive a 3% safety discount on next renewal (2012)*



**(15 cities)**

Bird City	Florence	Osawatomie
Clearwater	Jetmore	Rose Hill
Council Grove	Larned	Spring Hill
Damar	Moline	Valley Center
Edgerton	Oberlin	Wakefield

*Bronze-level cities receive a 1% safety discount on next renewal (2012)*

# KMIT Injury Stats 2011 as of November 30, 2011

<u>Department</u>	<u># Injuries</u>	<u>Cost</u>	<u>Department</u>	<u># Injuries</u>	<u>Cost</u>
Administration	16	\$168,970	Miscellaneous	13	\$13,697
Airport	1	\$1,648	Park	41	\$77,844
Animal Control	2	\$347	Police	110	\$331,359
Electric	37	\$100,189	Public Works	1	\$1,300
Emergency	8	\$66,925	Recycling	2	\$1,620
Fire	46	\$240,170	Sanitation	24	\$86,834
Health	2	\$25,097	Street	63	\$402,113
Library	2	\$71,300	Water	61	\$90,799
Maintenance	47	\$73,148	<b>TOTAL</b>	<b>476</b>	<b>\$1,753,360</b>

## Calendar of Events

### January 2012

31 KMIT Premium Invoices Due

### February 2012

8 KMIT Supervisor Training, *Roeland Park*  
 9 KMIT Supervisor Training, *Coffeyville*  
 15 KMIT Supervisor Training, *Atchison*  
 16 KMIT Supervisor Training, *Abilene*  
 17 KMIT Board of Trustees  
 Meeting, *Hillsboro*  
 22 KMIT Supervisor Training, *Kinsley*  
 23 KMIT Supervisor Training, *Maize*

### March 2012

7 KMIT Supervisor Training, *Goodland*  
 8 KMIT Supervisor Training, *Stockton*  
 15 Spring Edition - CompControl/City Safe

### April 2012

27 KMIT Board of Trustees  
 Meeting, *Marysville*

### June 2012

15 Summer Edition - CompControl/City Safe  
 29 KMIT Board of Trustees  
 Meeting, *Roeland Park*

## KMIT Balance Sheet as of November 30, 2011

### Assets

Checking Account	\$1,544,672
Investments	\$8,500,000
Accrued Interest	\$86,486
Accounts Receivable	\$445
Excess Premium Receivable	-
Specific Recoverable	\$457,747
Aggregate Recoverable	\$14,660
Prepaid Expenses	\$76,744
<b>Total Assets</b>	<b>\$10,680,754</b>

### Liabilities & Equity

Accounts Payable	-
Excess Premium Payable	-
Reserve for Losses	\$3,235,585
IBNR Reserve	\$2,851,759
Deposits on Premium	\$387,853
Accrued Taxes and Assessments	\$382,369
<b>Total Liabilities</b>	<b>\$6,857,566</b>
<b>Total Liabilities and Equity</b>	<b>\$10,680,754</b>
<b>Total Equity (NET WORTH)</b>	<b>\$3,823,189</b>



# Welcome New KMIT Trustees

Two new KMIT Trustees were elected to the KMIT Board by the membership at the recent KMIT Annual Meeting in Topeka. **Clausie Smith** and **Keith Schlaegel** are both now beginning terms on the Board of Trustees.

Clausie Smith is in his fifth term as Mayor of Bonner Springs and previously was a city council member for eight years. He is a retired newspaper publisher, and has been involved in a wide range of community activities. Clausie has served as president of the Chamber of Commerce, industrial development commission and Kiwanis Club. During 2011, Clausie was named Kansas “Mayor of the Year” and received the E. A. Mosier Excellence in Local Government award in October. He is also a winner of the Huck Boyd award given to journalists for outstanding community service. Clausie is currently a member of the board of directors for MARC and the Wyandotte County United Way.

Keith Schaegel has been City Manager for the City of Stockton since 2009. A resident of Stockton since 1983, he has served on various committees and boards including the city commission, library board, zoning board and county economic development commission. Before becoming City Manager, he lived in Colorado and Arizona where he worked as a newspaper writer and editor. While living in Summit County, Colorado Keith was employed as the Director of the Summit County Chamber of Commerce. He has a degree in English from Kansas State University. Keith and his wife Melinda have two children with split allegiance, one a KU grad and the other a current student at K-State.

## Four Ways to the Safe Completion of Dangerous Tasks

Four ways to make sure employees follow Safety Steps while doing especially dangerous jobs:

1. **EXPLAIN** *exactly* what you want workers to do and the Safety Steps they’ll need to take;
2. **INSPECT** the job site and safety setup before allowing workers to start the task;
3. **OBSERVE** the employees doing the job, and make sure they’re following the Safety Steps;
4. **STOP** the job if you catch a worker skipping any of the Safety Steps you discussed before the job got started.



Excerpted (and lightly edited) from ‘What you need to know’, *Supervisor Safety Bulletin*: 370 Technology Drive—Malvern, PA 19355 (800) 220-5000.

## 2012 Regional Supervisor Seminars

**Roeland Park**—Wednesday, February 8, 1—4 pm

**Coffeyville**—Thursday, February 9, 9 am—noon

**Atchison**—Wednesday, February 15, 1—4 pm

**Abilene**—Thursday, February 16, 9 am—noon

**Kinsley**—Wednesday, February 22, 1—4 pm

**Maize**—Thursday, February 23, 9 am—noon

**Goodland**—Wednesday, March 7, 1—4 pm

**Stockton**—Thursday, March 8, 9 am—noon

*Watch for upcoming enrollment forms for 'Work Comp Management for Supervisors' to be sent via email in January!*

### Kansas Municipal Insurance Trust

300 SW 8th Avenue  
Topeka, KS 66603

LEAGUE OF KANSAS MUNICIPALITIES



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