

COMPCONTROL

KMIT Honors Newest Ten-and Fifteen-Year Members

The **City of Lenora** joined the KMIT work comp pool on April 1, 1997, and now, in 2012, becomes a 15-Year member of KMIT.

In 2002, eight cities became members of KMIT, including: **Augusta, Columbus, Great Bend, Horton, Leoti, Lincoln Center, Satanta** and **Stockton**, and, thus, are now ten-year members.



All of the above cities will be honored as longtime members of KMIT by receiving a special plaque to display in the city hall of each city, at the upcoming KMIT Annual Meeting, in October.

Congratulations to all. Your commitment to the KMIT group is outstanding, and reflects the best part of our pool, and that is the stability of our collective effort over the long haul.

Westwood Becomes Newest Member of KMIT



When the **City of Westwood** (Johnson County) joined the KMIT work comp pool on July 1, it became the group's 147th member city — a new record number of members for KMIT!

Our local agent partner for the City of Westwood is Geoff Gobble, of Boulevard Insurance (Overland Park).

Welcome, Westwood.

Larry Paine - President
Hillsboro

Herb Llewellyn - Treasurer
El Dorado

Debbie Price Debra Mootz
Marysville Roeland Park

Doug Gerber Keith
 Schlaegel
Goodland Stockton

Clausie Smith Mac Manning
Bonner Springs Peabody

Sasha Stiles Bobby Busch
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Elkhart

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CompControl/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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Change in City Manager/ City Administrator Class Code



Effective immediately, KMIT is **doing away with the 8742 class code** for City Managers and City Administrators (and Assistant CM's and City Adm.'s—all hereafter referred to as 'city manager').

From now on, **those positions listed above will be properly coded into either 8810 (clerical code) or 9410 (superintendent code)**, and some may be split by amount of time spent

doing different jobs (in a few KMIT cities, the 'city manager' also does physical work outside and/or spends a significant amount of time as a direct-line supervisor outside the city manager office).

Until several years ago, KMIT used both/either 8810 and/or 9410 (the only two specific choices under which city managers are listed by the National Council on Compensation Insurance, Inc.), but had then changed to the 8742 ('outside sales') in an attempt to recognize the unique duties and characteristics of the 'city manager' position, and to aid consistency across the entire pool. Frankly, that change has not worked as well as anticipated, for the KMIT pool OR its member cities.

KMIT's now **one-and-only payroll auditor, Carma Drehle-Neth** (Legacy, Inc.), may adjust the coding for 'city manager' at the time of the payroll audit, early each year, depending upon how much time the person in that position(s) in the specific city being audited devotes to his/hers various 'inside' and 'outside' duties.

The uniqueness of the KMIT pool is that it is entirely and only about CITIES. KMIT will continue to strive to design and implement its work comp program to reflect the very unique niche represented by cities in Kansas.

If you have any question at all about the above class code change, please contact KMIT.

KMIT Annual Meeting Reminder

The **2012 KMIT Annual Meeting** will be held at **5:00 p.m. on Sunday, October 7**, during the LKM Annual Conference, in Topeka.

All KMIT member-city officials (and guests) are invited to the annual meeting. As always, the Annual Meeting will feature food and drink and door-prize giveaways.

LKM Executive Don Moler will address our group, and talk about the (FRIENDLY) 'separation' of LKM and KMIT.



Following Moler's remarks, a very important vote will take place, and that is to amend the **KMIT Bylaws**, so it is important to the pool that each KMIT member-city at the conference send a representative to the KMIT Annual Meeting. Each member-city has **ONE VOTE**.

Renewal Applications for 2013

Each KMIT member city should already have received its work comp renewal from KMIT for next year. The renewal is for **calendar year 2013**, and is due back to KMIT as soon as possible, but before October 1.

Every year at this time, KMIT asks its members to **estimate the upcoming year's payroll**, sorted by the individual class codes which represent the various positions within each city.

The estimated payroll, by class, is the base for the determination of the city's work comp premium payment due for the next year. Invoices will go out for 2013 in early December 2012.

Please use the estimated 2012 payroll and actual 2011 payroll (both are included in your renewal packet), along with your city's budgeted payroll for 2013, to help guide your best estimate for 2013. The closer the estimate turns out to be, the better for the city and for the KMIT pool.

The renewal payroll estimate is an important part of the process of pricing the entire KMIT work comp pool each year. Your active participation in this effort is essential to getting you the most accurate quote possible, and also positively affects the overall performance quality of the pool.

Please do not hesitate to contact Deanna Furman (785-354-9565 or dfurman@lkm.org) with any questions.

NEWS & NOTES

Tim Hardy is Newest KMIT Trustee



Tim Hardy

Elkhart City Administrator Tim Hardy was appointed as a Board of Trustee member by KMIT President Larry Paine at the Trustee meeting on August 24, in Lindsborg.

Tim has been the City Administrator for the City of Elkhart since 2004. Prior to his 14 years of Municipal Government experience, Tim had served in various supervisory and management positions since 1988 including owning and operating his own business and serving in the United States Air Force.

He is an active board member of the Morton County Economical Development, Elkhart Chamber of Commerce, USD 218 CATS Program and is a Lions Club Member. Tim has been married to his wife, Tammy for 22 years. They have two children Colton, 18 and Allie, 16.

As do all appointees to the KMIT Board, Tim will stand for election at the KMIT Annual Meeting next month.

State Law Changes Reflected In New Forms

Please be advised that several of the Kansas Department of Labor/Division of Workers' Compensation forms have changed and been revised to reflect the May 15, 2012 law changes and have been **UPDATED AGAIN RECENTLY**. It is very important that you discard the old forms and begin using the new forms. Below is an updated listing of the forms that have been revised:

- K-WC 40 (Rev. 6/12)** — Required Posting Notice
- K-WC 27 (Rev. 6/12)** — Information for Injured Employees
- K-WC 25 (Rev. 6/12)** — WC Information for Employers and Employees
- K-WC 1101-A (Rev. 1/12)** — Accident Report

In addition we have revised the following KMIT forms to also reflect the new law changes:

- Employee Acknowledgment Form** — This form is used Post-Hire and kept in the personnel files.
- Statement of Understanding** — This form is used following a workplace accident and/or injury.
- Supervisor Checklist** — A resource for use following a workplace accident and/or injury.

All of the above forms can be found on the KMIT website at www.kmit.net



City Safe

Fall 2012

Safety Alert - Helpful Hints For You

by Renee Rhodes
Risk Control Specialist, IMA

Safety Question From a KMIT City:

Who decides if an injured employee can come back and work light duty?

Answer:

Ultimately it is the employer's decision to decide if they are willing to accommodate the restrictions outlined by the physician. Utilizing modified (light) duty for employees that are on restrictions due to a work related accident is very important for both the employer and employee. Some advantages are as follows:

- It is proven to be therapeutic for the injured worker
- It helps speed the recovery process
- It prevents the employee from becoming dependent on a disability system
- It helps employees stay in touch with the work environment and fellow employees
- Modified duty affects the bottom line premium that is paid out by helping control the overall costs of the claim.



Renee Rhodes
Risk Control Consultant, IMA



If your city's designated physician recommends the employee stay off work following a work-related injury, it may be worth having a conversation with the claims adjustor or the treating physician to determine if there are tasks that the employee may be able to perform in a light duty capacity.

Safety Training Videos

Don't Delay - Order Today!

Videos Offered in the IMA Safety Video Library



Surviving The Fall — 20 Minutes

Falling just a short distance can generate huge forces and cause injury, even if you don't hit the ground. The proper use of fall protection equipment reduces these forces and prevents injuries. In this program, viewers will see fall protection equipment deployed in actual fall events and learn the proper selection and use of these devices.

In addition to safe work practices, such as 100 percent tie-off techniques, emphasis is placed on having a rescue plan in place should a fall occur. Topics include selecting an anchor point, inspecting the harness and lanyard, proper calculation of fall distance, specialized connection devices and the pros and cons of lanyards vs. retractable lifelines.

Hearing Protection: Real, Real Life Training — DVD

Workplaces can become very noisy very quickly with just a few pieces of equipment running. Turn down the volume and heed the valuable advice of this program. Understand the dynamics of hearing loss and get Personal Protective Equipment and other preventive measures. This DVD covers:

- Structure of the ear
- Causes of hearing loss
- OSHA's Occupational Noise Exposure Standard
- Personal Protective Equipment



Contact IMA Today To Order Videos!

KMIT and IMA videos can be borrowed free-of charge by contacting Karie Fayette, with IMA at (316) 267-9221, faxing the video loan form to (316) 266-6254 or email wichitareceptiondesk@imacorp.com. For a complete video library listing, go to KMIT.net and click on the document center (top right corner) then click on IMA Safety Video Library.

KMIT Safe Cities as of August 31, 2012

Abilene	Esbon	Moline
Admire	Eureka	Montezuma
Allen	Florence	Mound City
Altamont	Ford	Moundridge
Andale	Fort Scott	Neodesha
Andover	Fowler	Neosho Rapids
Atlanta	Frankfort	Ogden
Baldwin City	Fredonia	Olpe
Basehor	Gasco	Oskaloosa
Baxter Springs	Glen Elder	Palco
Bel Aire	Goodland	Paola
Belle Plaine	Grainfield	Park City
Belleville	Plaza	Princeton
Bennington	Greeley	Ramona
Benton	Grenola	Ransom
Beverly	Grinnell	Reading
Bird City	Halstead	Roeland Park
Blue Mound	Hamilton	Rose Hill
Blue Rapids	Hartford	Russell
Bonner Springs	Hays	Satanta
Brewster	Hiawatha	Sedan
Centralia	Hill City	Sedgwick
Chapman	Hillsboro	Sharon Springs
Chautauqua	Horton	Spearville
Cheney	Independence	Spring Hill
Clay Center	Jetmore	St. Francis
Clearwater	Johnson City	Stafford
Concordia	Kingman	Stockton
Conway Springs	La Cygne	Sylvan Grove
Cottonwood Falls	LEAGUE	Tampa
Council Grove	Lecompton	Tescott
Cullison	Lenora	Tipton
Damar	Leoti	Turon
De Soto	Lincoln Center	Ulysses
Douglas	Lucas	Valley Center
Eastborough	Maize	WaKeeney
Edgerton	McFarland	Wakefield
Edwardsville	Medicine Lodge	Walton
Elkhart	Melvern	Wamego
Ellsworth	Minneapolis	Wellington

KMIT cities are considered Safe Cities if no lost time accidents have been reported during the calendar year, beginning January 1, 2012.

KMIT Injury Stats 2012 as of August 31, 2012

<u>Department</u>	<u># Injuries</u>	<u>Cost</u>
Administration	9	\$14,188
Airport	1	\$30,900
Animal Control	6	\$4,849
Cemetery	1	\$1,285
Electric	24	\$112,228
Emergency	9	\$12,950
Fire	36	\$153,047
Maintenance	42	\$146,630
Miscellaneous	6	\$9,237
Park	37	\$67,353
Police	68	\$231,452
Recycling	3	\$13,471
Sanitation	16	\$28,176
Street	52	\$88,426
<u>Water</u>	<u>36</u>	<u>\$102,380</u>
TOTAL	346	\$1,016,573

KMIT Balance Sheet as of July 31, 2012

Assets

Checking Accounts	\$1,639,392
Investments	\$10,135,000
Accrued Interest	\$88,037
Accounts Receivable	\$1,572
Excess Premium Receivable	\$16,277
Specific Recoverable	\$406,676
Aggregate Recoverable	\$21,660
Prepaid Expenses	\$226,553
Total Assets	\$12,535,167

Liabilities & Equity

Accounts Payable	\$9,239
Excess Premium Payable	\$-
Reserve for Losses	\$3,570,623
IBNR Reserve	\$3,259,822
Deposits on Premium	\$1,971,354
Accrued Taxes and Assessments	\$370,334
Total Liabilities	\$9,181,371
Total Liabilities and Equity	\$12,535,167

Total Equity (NET WORTH) \$3,353,796

Correcting Unsafe Behaviors in 4 Steps

When there's a near-miss or safety violation, it falls on supervisors to correct the behavior — and make sure workers get the message the first time.

Here are four steps to getting your point across:

1. Be direct. Get right into what went wrong, and make sure you have supporting evidence to back up your message. For example, “Last week, I had to remind three different employees about our Personal Protective Equipment procedures.”

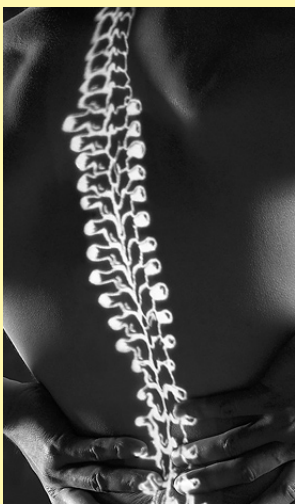
2. Set expectations. Once you've defined the issue, the next step is solving it. Tell them what they'll need to do differently, and when you'll need them to make the change. For many safety issues, that timeline will be “right away.”

3. Keep the focus tight. It may be tempting to run through a laundry list of changes while you have everyone's ears. But it's better to stick with one or two topics at a time to make sure nothing gets lost in the shuffle.

4. Get it in writing. Have workers sign a form that says they received the message and will abide by the action points you set up.



Target The Two Most Common Injuries



Are you interested in one way to reduce the chance someone gets hurt? Focus on two of the most common workplace injuries.

1. Back injuries. Lifting leads to many workplace injuries every year. Train employees to use hand carts or dollies if an object is too heavy to pick up.

2. Falls. Slips, trips and falls lead to a lot of injuries every year. Make sure folks wear slip-resistant shoes and know how to handle liquid spills that can lead to slips and falls.

*Both articles reprinted with permission from Supervisor's Safety Bulletin:
370 Technology Drive — Malvern, PA 19355 (800) 220-5000*

Grateful Dread? When Workers Actually FEEL The Danger, They Avoid It, Too

If you want employees in highly hazardous jobs to avoid getting burned, make sure they can actually feel the heat when you train them.

That's the conclusion of a published study from the American Psychological Association. Researchers analyzed 113 safety training studies since 1971 and found that hands-off, laid-back training is usually perfectly adequate for people whose jobs aren't especially dangerous.

But for those who routinely face potentially life-threatening situations, training needs to be a dynamic, emotional, in-your-face experience to be truly effective.

Dread Factor

Psychologists call it the “dread factor.” The article, which was published in *The Journal of American Psychology*, is even called “Dreading Danger: Highly Interactive Training Helps Workers in Dangerous Jobs Avoid Deadly Mistakes.”

According to the study's lead author, the more interactive the training and the more employees come face-to-face with the hazards of their jobs, the more motivated they are to learn about those dangers and how to avoid them.

That's the dread factor. When employees face the possibility of being exposed to extreme dangers — fires, explosions, toxic chemicals and radiation, for example — interactive training is both thought and conversation-provoking. Those are the things that create that sense of dread.



Some Examples

The article lists behavioral modeling, simulation and hands-on training as examples of what it calls more engaging training. Less engaging would be lectures, films, reading materials and videos. The best bet for high-hazard workplaces is probably a combination of training approaches that both caters to different learning styles and helps workers develop the sense of dread that can save their lives.

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Getting Staffers To Speak Up About Safety

Head's up: It pays to remind workers frequently to speak up about safety concerns. Research by VitalSmarts found that 75% of workers don't speak up in unsafe situations, particularly these four:

1. Tight deadlines. When the pressure's on, workers aren't likely to speak up. So remind them safety should never suffer just to hit a deadline.

2. Missing skills. Workers who try to act like heroes (lifting too much, trying to save a co-worker, etc.) can end up hurt or worse. Remind them not to do more than they're trained to do.

3. 'Just this once'. Plenty of staffers have gotten hurt because they broke a safety rule "just this once."

4. Complacency. After doing a job for the 100th time, workers may think they don't need safety rules. So include examples of injuries or fatalities in safety talks to show why rules are necessary.



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