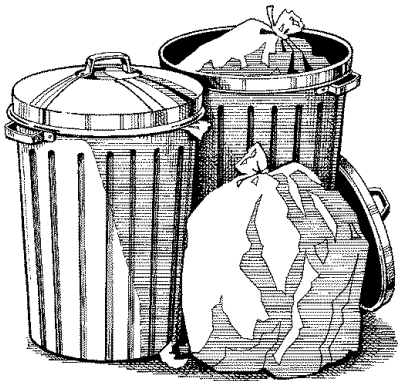


COMP CONTROL[®]

The Official KMIT Member Resource

Pick Up On Safety



Is your city responsible for collecting residential garbage? If so, your sanitation employees are exposed to substantial material handling and "slip and fall" type injuries.

What Can You Do To Reduce Your City's Exposure? One answer is to automate garbage pick up. Some of the newer trucks built today are fully automated, requiring only a driver. If any lifting is necessary, it is minimal when using these new vehicles.

What If Automated Pick Up Is Not Practical For Your City? Although automatic pick up is an excellent way to avoid injuries, it may not be practical for your municipality. Cities using the conventional, manual pick up method can also reduce injuries by reviewing their current operations.

How Can You Make Your Conventional Pick Up Method Safer? Review your city ordinance and safety manual for policies currently in place. Consider the following as you review your procedures:

City Ordinance—Does your garbage pick up ordinance include:

- ❑ Specific garbage pick up days.
- ❑ Weight limits for each bag/box of garbage (under 50 pounds is preferred).
- ❑ Requirements for a special pick up request on bags/boxes exceeding weight limit (to plan for adequate equipment or personnel).
- ❑ Requirements that garbage be placed curbside or in the alley prior to the pick up time—either the night before or the morning of pick up.

Safety Manual—Does your policy concentrate on the following three areas of control?

1. **General**—Do you train employees to:

- ❑ Never ride on the back of the truck. If employees must ride on the outside of the truck, their first choice should be on the cab steps.
- ❑ Maintain three points of contact when entering and exiting the truck.
- ❑ Rotate between driving and collecting (when there are two employees per truck).
- ❑ Never back up the truck without being certain all coworkers are completely visible and out of the way.
- ❑ Stay away from the back of the truck while it is cycling. Certain objects, such as wood, may splinter under pressure and fly out of the back of the truck.
- ❑ "Test" all containers before attempting to lift them. A quick

nudge can help determine the approximate weight of a container. Many injuries occur when an employee lifts an item which appears, light, but is actually very heavy or vice versa.

- ❑ Leave any containers that are too heavy or exceed the maximum weight limit indicated in the city ordinance.

2. **Garbage Trucks**—Do you inspect your trucks periodically for:

- ❑ Adequate traction (this is crucial).
- ❑ Proper working hazard and strobe lights.
- ❑ Adequate mirrors (allowing the driver to view the rear of truck).
- ❑ Well maintained handholds, steps, and rungs.
- ❑ Operational parking brake.

3. **Personal Protective Equipment**—Do you require Personal Protective Equipment for garbage collecting personnel such as:

- ❑ Heavy duty gloves—many times sharp objects are "hidden" in garbage bags and can cause a puncture wound or pass along bloodborne pathogens.
- ❑ Orange vests—critical for employees working near traffic.
- ❑ Slip resistant shoes—should be sturdy and provide good ankle support.

Automated garbage pick up is the first choice for employee safety. When this is not practical, every city can reduce the number of unnecessary injuries to sanitation employees by following these guidelines.

Source: Wausau Loss Control Department of Wausau Insurance Co.

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CompControl is a publication of the League of Kansas Municipalities and the Kansas Municipal Insurance Trust for the purposes 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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Letter from the Pool Administrator

Dear KMIT Members:

As we begin to see the end of KMIT's sixth year of operation on the horizon, I wanted to remind you of three ongoing/upcoming events.

First, I want to encourage your City to commit to attending one of the remaining Solution Sessions during 1999 (a calendar of these sessions is always posted in each issue of the CompControl).

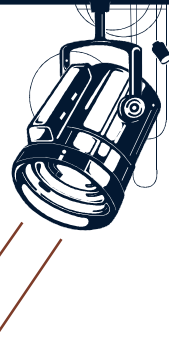
Generally, your League (and pool) staff has been disappointed at the sparse attendance at most sessions. We find this lack of interest surprising since the session evaluations by those who do attend typically are very complimentary. Please keep in mind that those few cities who have committed to sending supervisors and/or employees to every Solution Session are also among the pool's best in preventing workplace accidents. We hope to see your City represented at the next session nearest you!

Second, I want to encourage you to send a representative selected from your City to attend the sixth annual KMIT membership meeting on October 4th in Overland Park. While this membership meeting is held in conjunction with the League's annual conference, a representative may attend only the KMIT meeting if they desire. We have been very pleased that attendance to this annual meeting has steadily increased over the years. You should have received an invitation in the mail for this annual event. We hope to see you there!

Finally, you should have also received a ballot to nominate individuals to your KMIT Board of Trustees. This Board meets bimonthly in various locations across the state, often at their own expense. Historically, KMIT trustees have been very dedicated and have provided a wealth of valuable input which has directly contributed to making KMIT a resounding success. Please give your nomination ballot serious consideration!

Thanks for reading and thanks for your continued support of the Kansas Municipal Insurance Trust.

Bernie Hayen
Pool Administrator



"Safe City" Spotlight on Holcomb

The City of Holcomb is a community of approximately 1,950 people, located in the southwestern region of the state in Finney County. Incorporated on May 1, 1961, Holcomb is a city of the third class, operating under a mayor/council form of government, and has a total of 21 employees—8 full-time and 13 part-time. The City of Holcomb has been a member of KMIT since April, 1994.

Carolyn Matheson, Holcomb City Clerk, serves as safety coordinator for the city. City department heads are responsible for overseeing the safety and training of each of the employees in their department. Each department head fills out a monthly inspection sheet which is then turned into the safety coordinator, who compiles all the information.

One very valuable policy the city has implemented to keep employees involved and focused on safety is the establishment of regular meetings to discuss safety concerns and issues. According to safety coordinator, Carolyn Matheson, the employees have become more safety conscious. The meetings have helped encourage active participation in safety training films, workshops, and on-hands training. The city has also incorporated a drug testing policy to help further ensure the safety of its employees.

The city has a designated workers' compensation doctor, but has required minimal use of this service over the past five years. So far this year, the city has had no workers' compensation accidents.

The City of Holcomb is very proud of the strong goals it has set in providing city employees, as well as the citizens of Holcomb, with safety training and safety awareness. Holcomb's outstanding safety record stands as proof that the city is dedicated to establishing and maintaining a safe working environment.

It is with much thanks to the tremendous efforts on the part of cities like Holcomb that the Kansas Municipal Insurance Trust remains a successful workers' compensation pool.

❧ Important Notice ❧

In the May/June 1999 distribution of CompControl, a special invitation was included for KMIT members to attend the Kansas Municipal Insurance Trust's Annual Membership Meeting and Breakfast being held in conjunction with the League of Kansas Municipalities Annual Conference. The invitation read that the breakfast meeting would be take place on Monday, October 5. Please make note that the meeting will be held on Monday but that the actual date is October 4. All other information is correct. We apologize for the error. If you should have any questions, please contact Christie Carney at the League office.

Spare a Second for Safety

"Be with you in a second," an employee calls out in response to a visitor. But in that one exact moment of distracted time—just one second—a carpenter driving the last nail can slip from a scaffold, a driver paged by a car phone can swerve into oncoming traffic, an inattentive office worker can smash a finger with a heavy file drawer.

No Second Chances

Racers measure their progress across the pool, down the mountain, or around the track in hundredths or thousandths of a second. With safety, too, every fraction of a second counts. There are none to spare when life and limb are at stake.

A hard hat is not much protection for a body plummeting through the air at 32 feet per second. At 55 mph, a vehicle can veer across six or more lanes of traffic in just seconds. Even in the relative safety of an office there are dangers, such as heavy objects or hot cups of coffee, that can cause instant disaster for employees.

A second of prevention can save years of hospital stays and hours of grueling therapy sessions, if employees stay on their toes every second.

Spare That Second

The racer's edge in the quest to beat the clock has two sides. Both preparation and concentration are essential to get into—and stay in—top condition. These same two factors apply to work or play:

Prepare. Athletes run onto the field or court in their prime. They are ready to play the game. Safety on the job or at home demands no less. A couple of seconds is all it takes to snap a safety belt into place, tighten a protective lid, slip on safety goggles, or adjust a helmet. So get ready. Get set. THEN go to work.

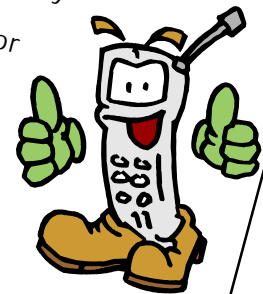
Concentrate. Every pore of the bicyclist or skier is alert to changes in conditions. People who work with dangerous equipment or materials—shop tools, paints, glass—stay tuned to their tasks or risk injury. Less precarious but repetitive tasks can also dull the senses. The monotony of traffic, filing, or entering computer data can deceive our brains into complacency. When attention sags, take a break. A glance out the window or a few sips of a refreshing drink can restore focus and energy.

Spare a few seconds—safety is timeless!

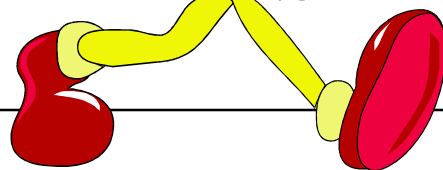
Cellular Safety

It has been said that the only safe way to use a cellular phone in the car is when the engine is off. If you must phone and drive, follow these safety tips from the American Automobile Association:

- Use a "hands free" mount that holds your phone where you can easily see and reach it while driving.
- Know all your phone's features and learn to use it without looking if necessary.
- Use the memory dialer for frequently called numbers.
- Dial sensibly. Wait for a stop light, pull off the road, or ask a passenger to dial for you. Do not use your cellular phone in distracting traffic situations.
- Use your voice mail to take calls or leave yourself messages. Do not take notes while driving.



Walk Safely



Pedestrian fatalities account for more than one out of seven traffic deaths. People get hit by cars moving backward as well as forward. Accidents involving backing vehicles occur in streets, driveways, and parking lots. Typically, both the driver and the pedestrian are being inattentive.

When walking, be alert for engine noise and back-up lights. Stay on pedestrian walkways whenever possible and always walk in front of parked cars. Never assume you have been seen by a motorist.

Claims

1999 Frequency and Cost Analysis—Top 5 1/1/99 through 7/31/99

By Job Classification

Classification	Frequency	Claim Costs
Police Officers & Drivers	52	\$ 71,231
Street/Road Construction	43	\$ 39,591
Waterworks Operators/Drivers	32	\$ 19,002
Firefighters & Drivers	29	\$ 4,539
Landscape Gardening & Drivers	27	\$ 8,302

By Accident Type

Type	Frequency	Claim Costs
Strain or Injury by carrying, lifting, pushing	73	\$ 113,751
Falling or Slipping Injury	66	\$ 127,589
Cut/Puncture/Scrape	35	\$ 2,163
Struck or Injured by falling, flying object	27	\$ 10,629
Heat/Cold/Burn/Scald	22	\$ 4,788

By Part of Body

Part of Body	Frequency	Claim Costs
Lower Back Area	51	\$ 75,386
Hand/Fingers	45	\$ 33,966
Knee	24	\$ 48,821
Ankle/Foot	22	\$ 51,415
Eye(s)	18	\$ 1,520

Number of Claims Reported

Monthly June 1, 1999 to June 30, 1999 — 50 claims reported
July 1, 1999 to July 31, 1999 — 47 claims reported

Year to Date January 1, 1999 to July 31, 1999 — 307 claims reported

Note—The above figures are based on claims reported as of 7/31/99. The figures are based on actual accident dates, not date reported. Amounts listed for claim costs are amounts incurred to date.

Member Notes

Calendar of Events

August

- 27 KMIT Board Meeting, Independence

September

- 24 Solution Session: Respiratory Protection/Trenching & Excavation PPE, Topeka
- 27 Solution Session: Respiratory Protection/Trenching & Excavation PPE, Wichita

October

- 2 KMIT Golf Classic, DeSoto
- 3 KMIT Annual Meeting, Overland Park
- 29 Solution Session: Firefighter Training, Topeka

November

- 1 Solution Session: Firefighter Training, Wichita
- 12 Solution Session: Defensive Driving Course, Topeka
- 15 Solution Session: Defensive Driving Course, Wichita

December

- 10 Solution Session: First Aid/CPR, Topeka
- 13 Solution Session: First Aid/CPR, Wichita
- 17 KMIT Board Meeting

Safety *success*

The following cities have not reported any claims in 1999 as of 7/31/99.

Altamont	Glen Elder	Mound City
Andale	Greeley	Olpe
Basehor	Grenola	Ozawkie
Bel Aire	Holcomb	Princeton
Beverly	Hoxie	Ransom
Bird City	Jetmore	Rose Hill
Bison	Kinsley	Sedgwick
Brewster	Lenora	Tescott
Chautauqua	Lucas	Treece
Cheney	McFarland	Turon
Council Grove	Melvern	Wakefield
Esbon	Moline	Walton
Fowler	Montezuma	

K M I T

Balance Sheet
July 31, 1999

	Assets	
	Cash in Bank	74,576
	Investments	2,050,001
	Total Assets	2,124,577
	Liabilities & Equity	
	Claims Payable	52,419
	1998 Payroll Audits	26,346
	Reserved for Losses	550,785
	Incurred But Not Reported (IBNR)	1,162,750
	Total Liabilities	1,792,300
	KMIT Equity	332,277
	Total Liabilities and Equity	2,124,577

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