

KWORDS *from* KWORCC

KWORCC Business: Annual Meeting

KWORCC will hold its 2015 Annual Meeting at the Kansas Association of Counties conference in Wichita, Kansas on November 4, 2015. Our meeting will start at 5:00 PM in the Eagle Grand Ballroom F, G & H at the Wichita Hyatt Regency. It is important that each county member nominate a delegate and alternate to attend the meeting. In addition to reporting on the pool status, the county representatives will be asked to elect trustees to sit on the KWORCC Board from the members listed in the following districts:

Southeast District: Allen, Anderson, Bourbon, Chautauqua, Cherokee, Elk, Franklin, Greenwood, Linn, Miami and Neosho;

North Central District: Clay, Cloud, Dickinson, Ellsworth, Geary, Jewell, Lincoln, Marion, Mitchell, Ottawa, Republic and Saline;

South Central District: Barber, Comanche, Cowley, Edwards, Harper, Harvey, Pawnee, Reno, Rice, Rush, and Stafford;

Northwest District: Cheyenne, Decatur, Ellis, Gove, Norton, Osborne, Phillips, Rawlins, Russell, Sheridan, Sherman, Smith, Thomas, Trego and Wallace.

Forms for delegate selection and Board of Trustee nominations have been mailed to the county members with the Notice of Annual Meeting. If you have questions regarding delegates or board nominations, contact KWORCC Staff Counsel, Dortha Bird: 1-877-357-1069; dorthabird@kworcc.com.

Also, KWORCC will be at booth #77 for Kansas Association of Counties 40th Annual Exhibition Vendor Showcase. Stop by our booth to visit about your Workers Compensation Insurance Pool and to pick up some give-away items. We look forward to seeing you there.

Focus on Claims

by Amanda Chamberland

Open communication between the designated county contact and supervisor is key in claim handling and investigation. Many times counties have a designated party, typically in the clerk or human resources office, who is responsible for turning in claims and work status reports to CORnerstone. Although we strongly encourage these contacts to be centralized, we also encourage supervisors to be equally involved in the claims process. Many times county employees work in rural areas and do not have a relationship or visual contact with the human resource or clerk's department. The supervisor naturally has more knowledge of an employee's pre-existing conditions, day to day activities and also insight on the employee's general frame of mind regarding his worker's compensation claim. We encourage designated reporting parties to reach out to supervisors in all departments and let them know they too are important in the claims handling process and that any concerns or comments the supervisors may have regarding an active claim should be voiced. Involving the supervisors in the claim reporting process also encourages timely reporting, shared responsibility in accommodating restrictions, etc. If you need assistance in developing open communication between your designated contact and department supervisors please call your designated claim adjusters, Amanda Chamberland or Tina Cox at CORnerstone, and we will be happy to assist.

Modified Duty Policy

The purpose of a modified duty policy is to provide a means whereby employees who are temporarily unable to perform their regular job can safely perform services for the County.

Modified duty is defined as the primary duties of an existing or transitional position. In some cases, it may be simply a temporary alternation of the employee's regular job duties.

Modified duty should only be granted for the period of time the employee is medically restricted from performing all of the duties of his regularly assigned job.

The decision to place an employee on modified duty should be based upon a physician's statement and the availability of modified duty.

Statistics show that an employee who is granted modified duty will return to full employment in a shorter period of time and with a more positive attitude.

KWORCC has a generic Modified Duty Policy that can be altered to fit the wishes and needs of the County. Please contact the KWORCC Staff to obtain a copy of this policy.

KWORCC

KANSAS
WORKERS RISK COOPERATIVE
for COUNTIES

700 SW Jackson • Suite 200
Topeka, Kansas 66603
Toll Free 1-877-357-1069
www.kworcc.com

CLAIMS REPORTING

For assistance with on-the-job injuries, contact CRS at 1-800-333-8913. Questions on claims should be directed to Tina Cox. All correspondence, bills or other documentation for your claims can be mailed to Tina's attention at: PO Box 2992, Wichita, Kansas 67226.

TRUSTEES

Dr. Steve Garten, President
Barber County Commissioner
120 E Washington
Medicine Lodge, Kansas 67104
(620) 886-3961

Gary Caspers, Vice-President
Cloud County Commissioner
811 Washington
Concordia, Kansas 66901
(785) 243-8135

Stan McEvoy, Secretary
Decatur County Commissioner
PO Box 28
Oberlin, Kansas 67749
(785) 475-8101

Michelle Garrett, Controller
Morris County Clerk
501 W Main
Council Grove, Kansas 66846
(620) 767-5518

Sandy Barton,
Stanton County Clerk
P.O. Box 190
Johnson, Kansas 67855
(620) 492-2140

Linda Buttron
Jefferson County Clerk
300 Jefferson, PO Box 321
Oskaloosa, Kansas 66066
(785) 863-2272

Buckle Up! It's the Law

Kansas law requires all front seat occupants to wear safety belts. Additionally, all occupants under the age of 18 must wear a safety belt whether they sit in the front or the back seat. All children under the age of 4 must be transported in an approved child safety seat. In 2007, Kansas passed a law making it legal for police officers to pull over any vehicle containing unrestrained occupants under the age of 18 without having another reason for the stop. Each violator may be fined \$60. Additionally, KWORCC members are encouraged to adopt the Recommended Seat Belt Policy which can be found <http://kworcc.com/Forms/Section%20C.pdf> pages 9 through 11.

According to statistics from the National Highway Traffic Safety Administration, every 14 seconds, someone in America is injured in a traffic crash. Every 12 minutes, someone is killed in a crash. Tragic as these statistics are, they would be much worse if no one buckled up. Proper use of lap and shoulder belts reduces the risk of fatal injury to front seat passenger car occupants by 45% and the risk of moderate-to-critical injury by 50%. Safety belts are certainly effective enough to be worth buckling up.

Everyone in an automobile, van or truck should wear a seat belt. They should be fastened before every trip, no matter how short or long the distance. Three out of four traffic deaths occur within 25 miles of home. Four out of five crashes happen at speeds of less than 40 mph. Without belts, people have been killed at speeds as low as 12 mph. Remember air bags are designed to work with safety belts, not to replace them.

The lap belt should fit snugly and as low on the hips as possible. During an accident, this spreads impact forces over the hip bones reducing the chance of injury. Shoulder belts should be worn over the shoulder and across the body diagonally. The shoulder belt should never be worn under the arm. If the shoulder belt rubs against your neck, move toward the center of the car to allow the belt to ride more comfortably. Some automotive stores carry seat belt attachments that may help relieve the problem. Using safety belts may seem like an inconvenience, but the habit of "buckling up" is well worth it.

Active Shooter Training by Dortha Bird

At the KSIA Annual Meeting, I had the honor of attending the active shooter seminar given by Chuck Clanahan, Protective Security Advisor with Homeland Security. I found Mr. Clanahan's presentation high-energy and insightful. He told me: "Dortha, feel free to forward my contact information to those that can use my services." Well, I think KWORCC members could benefit from this training – to get us thinking and planning what to do when the unthinkable happens. Mr. Clanahan's seminars are free-of-charge and can be designed as a single seminar or a series of seminars to cover different shifts, facilities and divisions.

Mr. Chuck Clanahan has over 30 years' experience in Law Enforcement, Security, Antiterrorism, Response and Recovery Operations in a combination of both Federal and military service. He conducts "All Hazards" Security Assessments throughout Kansas and acts as a physical and technical security advisor to federal, state and local agencies. Mr. Clanahan holds a Bachelor Degree in Criminal Justice, graduate of the FBI National Academy and ASIS Board Certified Protection professional. Mr. Clanahan can be reached by email at chuck.clanahan@dhs.gov or by phone at 785-213-8699.

You can download the Homeland Security Active Shooter pamphlet at http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf.

KWORCC Learning Center

Safety awareness and safety training are a large part of keeping your employees safe. Regular safety meetings (KWORCC recommends once a month) can be used to show videos from the KWORCC Safety Video Library as well as to discuss housekeeping and timely safety topics. Additionally, individual employees can take online courses through Gov-U (contact Tony Green at TGreen@localgovu.com or 866.845.8887 to set up an account if you don't have one) and the KWORCC Loss Prevention Staff is available for on site, group, in person training.

Selected Video Learning

Most of the safety videos are available only on VHS. However, all videos with a number of G-106 and higher are available on DVD. The KWORCC staff is working to get popular topics on DVD. If you have a particular topic you would like to see us carry on DVD, please email Nicole at nicole@kworcc.com. Here are some suggestions for fall from the KWORCC Video Library.

- G-95 Safe Winter Driving Considerations
- G- 94 Low Visibility and Driving
- G-25 Snowplow Safety
- G-125 Snow Removal Techniques
- G-5 Driving Environment
- G-38 Traffic Control
- G-71 Making Safer Roads



A complete list of available videos can be found on the KWORCC website.

4th Quarter Gov U Classes

- Advanced Defensive Driving Techniques
- Cemetery Maintenance
- Crisis Management
- Dealing with Cold Stress
- Corrections Training Defensive Tactics Block
- Domestic Violence
- Emotional & Psychological Disorders (LEO)
- Escorting Inmates
- Fall Protection
- Forklift Safety
- Information & Technology in Law Enforcement
- Jail Risk Management
- Pandemic Planning - The Planning Organization
- Patrol Procedures in Jails
- Power Tool Safety
- Prevention Slips, Trips & Falls - Local Government
- Snow & Ice Management
- Understanding Carpal Tunnel Syndrome
- Walking Your Way to Fitness

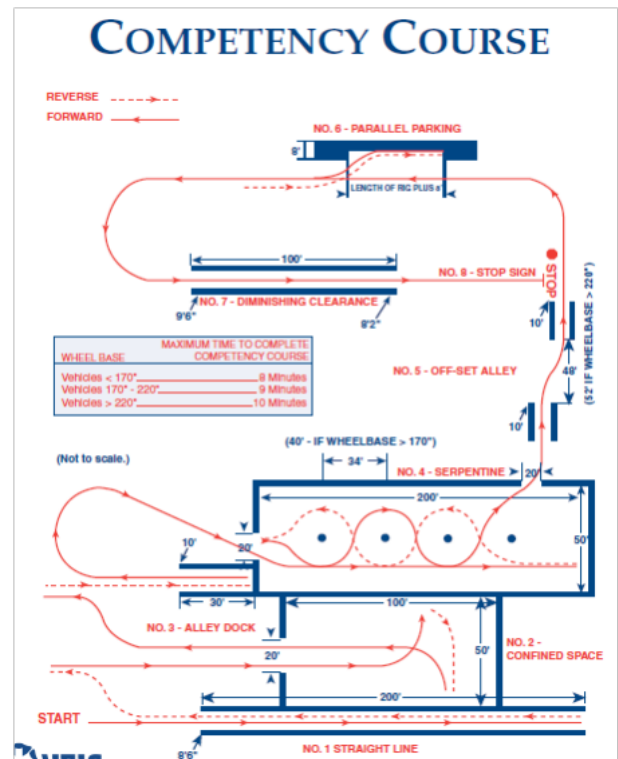
On-Site Training Suggestion

Coaching the Emergency Vehicle Operator (CEVO)

KWORCC offers in-person training for your EMS and Fire departments for emergency vehicle operations, aka CEVO. CEVO shows fire apparatus operators and ambulance drivers how to use defensive driving techniques to maneuver safely through traffic under severe time constraints and stress. This is a four-hour classroom presentation. There is a fee of \$10.30 per participant to cover the cost of the books used in the training (which the participants get to keep).

Coupled to the CEVO classroom portion is an optional outside portion, where each student will get the chance to test their skills on an actual obstacle course. The obstacle course we use is a low-speed maneuvering course, designed by the National Fire Insurance Service.

Please contact the KWORCC office to schedule this important training for your Fire and EMS employees.



Claims Training

It is important to educate all personnel about safety rules, workers' compensation and the duties and responsibilities of employees and employers in the workplace. The more education and training you give your employees, the more you will find that problems are reduced with injured workers.

Supervisors should be counseled on helping injured workers fill out the necessary workers' compensation forms along with keeping track of injured workers and their return to work. KWORCC and CORnerstone will work together to have claims training in your area. State laws and regulations will be discussed as well as required posters and forms.

Please call Tina at 316-266-6347 to request a conference in your area. KWORCC and CORnerstone will also be offering a training at the Kansas Association of County Clerks meeting taking place in May in Manhattan.

2015

Board Meeting Dates

- X January 22nd
- X February 19th
- X March 26th
- X April 23rd
- X May 21st
- X June 25th
- X July 23rd
- X August 20th
- X September 24th
- October 22nd
- November 4th — Annual Meeting
- December 17th