

# KWORDS *from* KWORCC

## Focus on Claims

**Are you Reporting Timely?** As the Workers Compensation claims contractor for KWORCC, CORnerstone Risk Solutions is responsible for reporting new injuries to the State of Kansas, Division of Workers Compensation. Effective January 1st, 2014, these reports must be made electronically through Electronic Data Interchange (EDI) interfacing. The state has always mandated receipt of accident notification within 28 days of knowledge of injury. Additionally, remember that KWORCC requires all injuries to be reported within 24 hours when at all possible. This quick reporting not only accelerates the investigation process of the claim, it also provides CORnerstone sufficient time to review the claims information, gather additional information when necessary and get the claim reported within the 28 days allowed. NOTE: the repeated failure of any employer to submit accidents timely can result in the imposition of civil penalties by the state for as much as \$250.00 per late report. If you have any questions on the importance of timely reporting or establishing a path to do so, please contact Amanda Chamberland at CORnerstone Risk Solutions, who will be happy to assist: (316) 266-6590, [Amanda.chamberland@corisksol.com](mailto:Amanda.chamberland@corisksol.com)

## KWORCC Business

### Dedicated Medical Providers

In Kansas, the employer is entitled to direct medical care for their injured workers. The selection should be made and the procedure for getting the hurt employee treated should be in place and communicated to human resources and department heads. There are important factors to consider when selecting a physician or medical care facility. These include that the provider have a good reputation for responsive, pleasant and quality care. Also, do they communicate work capacity details such that the employer can make transitional duty decisions? Finally, it is essential that the provider accept workers compensation patients and understand the reporting requirements. If you have not selected a designated physician and/or treatment facility for your injured workers, KWORCC and CRS stand ready to assist you with this important process.

## Avoid Contact with Poisonous Plants

Anyone working outdoors is at risk of exposure to poisonous plants, including poison ivy, poison oak and poison sumac.

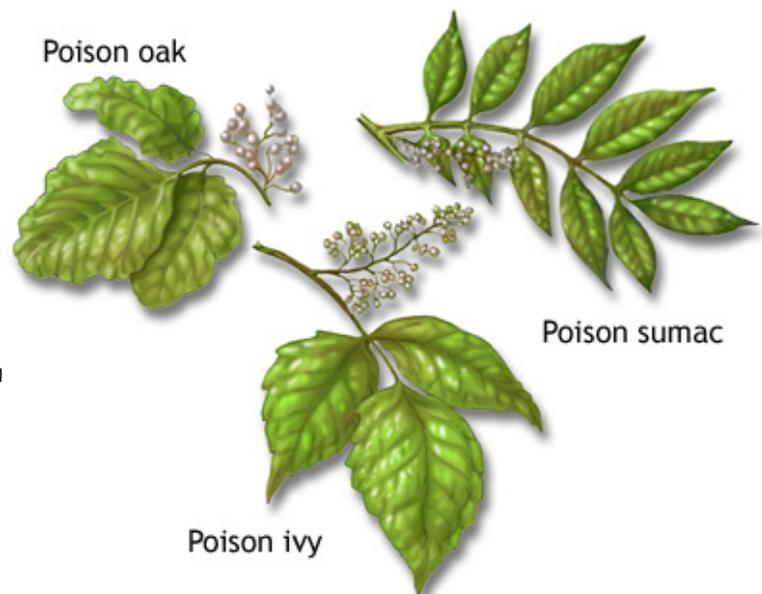
According to the National Institute for Occupational Safety and Health (NIOSH), when a worker comes in contact with the sap oil of poisonous plants - either through direct or indirect contact, or inhalation of particles when burning plants - an allergic reaction can occur. Symptoms of exposure include rashes, swelling, itching, and bumps and blisters.

If exposed to a poisonous plant, NIOSH recommends these first aid tips:

- Rinse skin with rubbing alcohol, poison plant wash, or a degreasing soap or detergent as soon as possible.
- Clean under your nails.
- Apply wet compresses, calamine lotion or hydrocortisone cream to the skin to reduce itching and blistering.
- Take an antihistamine to help relieve itching. However, be aware that drowsiness may occur.
- Take an oatmeal bath - it may help relieve itching.
- Call 911 or go to an emergency department if you have a severe allergic reaction (or if the rash is on the face or genitals), such as swelling or difficulty breathing, or have had a severe reaction in the past.

To help prevent exposure:

- Wear long sleeves, long pants, boots and gloves when working outdoors.
- Wash exposed clothing separately in hot water with detergent.
- Use skin lotions containing the ingredient bentoquatam.
- Do not burn plants that may contain poisonous plants. Inhaling smoke from these plants can cause severe allergic respiratory problems.



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## 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  
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**Stan McEvoy, Secretary**  
Decatur County Commissioner  
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Oberlin, Kansas 67749  
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**Michelle Garrett, Controller**  
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(620) 767-5518

**Sandy Barton,**  
Stanton County Clerk  
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Johnson, KS 67855  
(620) 492-2140

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

**Phil Dixon**  
Miami County Commissioner  
605 N. 16th Street.  
Louisburg, KS 66053  
(913) 980-5818

## Legal Detail

*"A question that arises periodically is whether the employer needs to provide the "Information for Injured Employees" form to injured workers. The answer is YES.*

*Often the reason for the confusion is that in the past, the Kansas Workers Compensation Division (the Division) mailed the injured worker a copy of the notice and the employer was not required to furnish the form. However, the Division no longer furnishes this form to the injured worker and the employer must provide the form.*

*Let's read the applicable statute, KSA 44-5,102. It provides: "Immediately on receiving notice of injury to or death of an employee, the employer shall mail or deliver to the employee or legal beneficiary a clear and concise description of: (1) The benefits available under the workers compensation act; (2) the process to be followed in making a claim for benefits; (3) the identification of the person, firm or organization directly responsible for responding to and processing a claim for workers compensation benefits; (4) the responsibilities of the self-insured employer, insurance company or group-funded self-insurance plan; (5) the assistance available from the office of the director of workers compensation; and (6) the address and a toll-free telephone number that will facilitate access to the assistance available from the director's office."*

*Find this form on your KWORCC website: [http://www.kworcc.com/Forms/KWC27-A\(4-13\)-Tina.pdf](http://www.kworcc.com/Forms/KWC27-A(4-13)-Tina.pdf) (English) or [http://www.kworcc.com/Forms/KWC270-A\(Rev.%204-13\)-Tina.pdf](http://www.kworcc.com/Forms/KWC270-A(Rev.%204-13)-Tina.pdf) (Spanish) and give it to your injured worker as soon as possible.*

*Dortha Bird*

## VENOMOUS SNAKES

Venomous snakes found in Kansas, including rattlesnakes, copperheads and cottonmouths/water moccasins, can be dangerous to outdoor workers. Although rare, some workers with a severe allergy to snake venom may be at risk of death if bitten. It has been estimated that 7,000–8,000 people per year receive venomous bites in the United States, and about five of those people die. The number of deaths would be much higher if people did not seek medical care. It is important for employers to train their workers about their risk of exposure to venomous snakes, how they can prevent and protect themselves from snake bites, and what they should do if they are bitten.

Workers should take the following steps to prevent a snake bite:

- Do not try to handle any snake.
- Stay away from tall grass and piles of leaves when possible.
- Avoid climbing on rocks or piles of wood where a snake may be hiding.
- Be aware that snakes tend to be active at night and in warm weather.
- Wear boots and long pants when working outdoors.
- Wear leather gloves when handling brush and debris.

Workers should take the following steps if they are bitten by a snake:

- Seek medical attention as soon as possible (dial 911 or call local Emergency Medical Services.)
- Try to remember the color and shape of the snake, which can help with treatment of the bite.
- Keep still and calm. This can slow down the spread of venom.
- Inform your supervisor.
- Apply first aid if you cannot get to the hospital right away.
  - Lay or sit down with the bite below the level of the heart.
  - Wash the bite with soap and water.
  - Cover the bite with a clean, dry dressing.
- DO NOT WAIT FOR SYMPTOMS TO APPEAR if bitten, seek immediate medical attention.
- Do not slash the wound with a knife.
- Do not suck out the venom.
- Do not pick up the snake or try to trap it.
- Do not apply a tourniquet.
- Do not apply ice or immerse the wound in water.
- Do not drink alcohol or caffeinated beverages.

# 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](mailto: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](mailto:nicole@kworcc.com). Here are some of our newest additions to the KWORCC Video Library.

G-141 Eye Safety  
G-142 Hearing Conservation  
G-143 Right of Way Mowing Safety  
G-144 D-Series Motor Grader  
G-145 Office Safety



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

## RECOGNIZING VENOMOUS SNAKES

Rattlesnakes are the largest of the venomous snakes in Kansas and four species can be found here. They can accurately strike at up to one-third their body length. Rattlesnakes use their rattles or tails as a warning when they feel threatened.



Rattlesnake

Copperheads vary in color from reddish to golden tan. The colored bands on their body are typically hourglass-shaped. Most adults are 18–36 inches long. They are not usually aggressive, but will often freeze when frightened.



Copperhead

Cottonmouth snakes average 50–55 inches long. The adult snake's skin is dark tan, brown, or nearly black, with vague black or dark brown crossbands. Juveniles have a bold crossbanded pattern of brown or orange with a yellow tail. Cottonmouths are frequently found in or around water. They do not scare easily and will defend themselves when threatened.



Cottonmouth

## 2nd Quarter Gov U Classes

- Advanced Defensive Driving Techniques
- Bloodborne Pathogens
- Chemicals and MSDS
- Dealing with Heat Stress
- Dealing with Heat Stress - Corrections
- Designing & Maintaining Safe Playgrounds
- Drug and Alcohol Awareness
- Lockout/Tagout
- Pandemic Planning - Planning Organization
- Personal Protective Equipment
- Preventing Slips Trips and Falls
- Providing Effective Orientations
- Stress and Your Health
- Subject Control (LEO & Corrections)
- Supervisor Skills 101
- Violence in the Workplace
- Walking Your Way to Fitness

## On-Site Training Suggestion

Now that Summer is approaching, it is time to plan training for your Road and Bridge crews so that they can do their road projects safely. In Kansas, anyone who is flagging in a construction zone is required to have training before they begin flagging operations. The training must be from a qualified individual, the Flagger must demonstrate his/her understanding of the job, and the training must take place every three years. KWORCC has three Loss Prevention staff that are certified Flagger Instructors through the National Safety Council. This training is one hour in length, and also covers general work zone safety issues. Since our training calendars are already filling up, please contact our office ASAP to schedule your on-site training. As always, this is a free service provided to our KWORCC member counties.

### SCHEDULE NOW!

KWORCC offers a wide array of on-site training. For a full list, visit our website at <http://kworcc.com/LossPrevention.htm>



## Member Spotlight

A big salute to those members who have been with KWORCC since it was founded, 1992!

Anderson County	Jefferson County
Barber County	Lincoln County
Cherokee County	Marshall County
Cloud County	Meade County
Comanche County	Morton County
Decatur County	Norton County
Edwards County	Osborne County
Elk County	Ottawa County
Ellsworth County	Rawlins County
Franklin County	Saline County
Geary County	Stevens County
Gove County	Thomas County
Gray County	

These 25 members were part of the founding group of counties that created the pool. After 23 years they are still enjoying the many benefits that KWORCC offers. THANKS for supporting your Kansas county workers compensation program.

## 2015

### *Board Meeting Dates*

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