

KWORDS *from* KWORCC

KWORCC Business

2017 Payroll Estimates

Half the year is gone already, and soon I will be mailing member contacts a memo and the 2017 Payroll worksheet. The good news is that you don't need to wait for the mailing to turn in your payroll information. In fact, as soon as you feel comfortable with estimations, you can send it to my attention. To obtain the worksheet in Excel and/or PDF, they are the top two listed on KWORCC's forms page: <http://kworcc.com/Forms.htm>. In the alternative, you may want to add escalators to the 2015 audit data -- I'm happy to work with you to complete that. Finally, please know that we can use data you already have in spreadsheet or summary form -- so long as I can discern the payroll class code and net worker's compensation wages. Recall that any amounts attributable to paid leave and overtime pay can be deducted from the total payroll. If data is only partial year, give me those details, and I will extrapolate for the

full year. Note that in all events, I'll need the volunteer and employee counts and the name and phone number of the person providing the data.

Importantly, guidance on payroll class codes can be found on our website in the Loss Prevention Manual. Specifically, they are at Section A, pages 22-29: <http://www.kworcc.com/2013%20Section%20A.pdf>

So send me what you've got when you've got it! In any event, I will need payroll estimates by Friday, August 26, 2016 for our actuarial provider to develop ultimate loss estimates.

Feel free to contact me with questions, toll-free 1-877-357-1069, e-mail: dorthabird@kworcc.com or fax: 785-233-5440. You can also reach out to Carl Eyman for help at 1-785-230-0234 and carleyman@kworcc.com.

Your assistance is greatly appreciated.

Dortha Bird

Focus on Claims: Unauthorized Medical

by Amanda Chamberland

Previously we have discussed the importance of counties selecting designated clinicians or facilities to treat worker's compensation claims. When an employee refuses to use the designated facility and seeks treatment on their own or for a second opinion, this is referred to as unauthorized medical. In the state of Kansas unauthorized medical is subject to a max payment of up to \$500 and any restrictions or treatment recommendations from this provider are not recognized under the workers' compensation claim. Chiropractic care is considered unauthorized medical and always subject to the \$500 max payment so please be sure to direct your employees to the appropriate place when an injury occurs. Not directing medical care is the same as telling an employee that they may go anywhere they please which leads to losing control of the claim as well as delays in medical treatment, authorization, and bill payment. An easy way to ensure all employees are aware of who is authorized under the claim is by using the sample designated physician form which can be found on the KWORCC website, kworcc.com, under the forms section. If you have any questions regarding unauthorized medical or selecting a designated provider, please contact Tina Cox or Amanda Chamberland toll-free 1-800-288-6732 at Cornerstone Risk Solutions for assistance.

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 submitted online at:
www.cornerstoneclaims.com.

TRUSTEES

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

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

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

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

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

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

Bonnie "Rob" Roberts
Miami County Commissioner
7 Sunset Lane
Paola, KS 66071
(913) 294-5844

Welcome Beth Byrne!

After 21 years with KWORCC, Richard "Alex" Alexander retired May 31st of this year. While we are sorry to see him go, we are happy to welcome Beth Byrne into the role of KWORCC Accountant. Beth has spent the last year working with Alex to ensure a smooth transition from one accountant to the next. Beth has a Bachelor of Administration degree in Accounting from Washburn University and has worked for Parrish Management since 2005.



Venomous Spiders!

Employers should protect their workers from spider bites by training them on:

- Their risk of exposure to spiders
- How to identify spiders
- How to prevent exposure to spiders
- What they should do if they are bitten by a spider

Workers can take the following preventive steps:

- Inspect or shake out any clothing, shoes, towels, or equipment before use.
- Wear protective clothing such as a long-sleeved shirt and long pants,

hat, gloves, and boots when handling stacked or undisturbed piles of materials.

- Minimize the empty spaces between stacked materials.
- Remove and reduce debris and rubble from around the outdoor work areas.
- Trim or eliminate tall grasses from around outdoor work areas.
- Store apparel and outdoor equipment in tightly closed plastic bags.
- Keep your tetanus boosters up-to-date (every 10 years). Spider bites can become infected with tetanus spores.

Recognizing Venomous Spiders



Black widow are identified by the pattern of red coloration on the underside of their abdomen. They are usually found in workplaces containing undisturbed areas such as woodpiles, under eaves, fences, and other areas where debris has accumulated. A bite from a black widow can be distinguished from other insect bites by the two puncture marks it makes in the skin. The venom is a neurotoxin that produces pain at the bite area and then spreads to the chest, abdomen, or the entire body.



The brown recluse spider, also known as the fiddle-back spider, is brown in color with a characteristic dark violin-shaped marking on its head and has six equal-sized eyes. Brown recluse spiders are usually found in workplaces with secluded, dry, sheltered areas such as underneath structures logs, or in piles of rocks or leaves. Indoors, they may be found in dark closets, shoes, or attics. Bites may cause a stinging sensation with localized pain. A small white blister usually develops at the site of the bite. The venom of a brown recluse can cause a severe lesion by destroying skin tissue (skin necrosis). This skin lesion will require professional medical attention.

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 Spencer Howard at showard@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, in person group training.

Gov U Classes

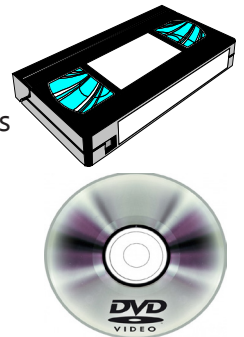
- Sexual Harassment Awareness for Managers
- Sexual Harassment Awareness in the Workplace
- Bloodborne Pathogens
- Emergency Preparations & Egress
- Global SDS and Hazardous Communications
- Lockout/Tagout
- Personal Protective Equipment 101
- Personal Protective Equipment 201
- Fire Behavior - Fire Basics
- Fire Control - Wildfires and Non-structural Fires
- Eating Right for Health & Fitness
- Sleep and your Health
- Walking Your Way to Fitness
- Violence in the Workplace
- Back Injuries
- Chain Saw Safety
- Dealing with Heat Stress
- Defensive Driving Basics
- Forklift Safety
- Ladder Safety 101
- Means of Egress
- Preventing Slips, Trips and Falls
- Work Zone Traffic Control 201
- Supervisor Skills 101
- A large selection of LEO/Corrections courses

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.

A complete list of available videos can be found on the KWORCC website. Here are some suggestions for Summer from the KWORCC Video Library.

- G-35—Heat Stress
- G-41—Ticks They Can Bug You
- G-75—Right of way Mowing Operations
- G-84—Flagging Operations
- G-89—Danger Signs
- G-102—Hand and Power Tool Safety



On-Site Training Suggestion: Confined Space

By Brandon Mann, KWORCC Loss Prevention Specialist

Many of our counties have confined spaces, and do not even realize it. In order to protect our county employees, you need to know what a confined space is, how it can be hazardous, and what your obligations are as an employer.

A confined space is defined as a space that has limited means of entry/exit, is large enough for a worker to enter it, AND is not intended for regular occupancy. Examples would be crawlspaces, pits, sewers, attics, boilers, tanks, silos, and many more.

The KWORCC Loss Prevention staff, during our time inspecting county facilities for safety issues, commonly finds confined spaces in the basements of courthouses and other older buildings. Many times these crawl spaces are used to access plumbing and electrical utilities. Is it a permit required confined space? Possibly, but we would not know unless we tested the air quality to see if it is a hazardous environment. And remember that just because you test the air quality today, it does not mean that the air quality will be the same tomorrow.

KWORCC can assist your employees with confined space entry. Our program is approximately an hour in length and is available to be presented at your location, free of charge. Contact the KWORCC office if you wish to schedule this training.



Heat

Outdoor workers can be at a higher risk to the effects of excessive heat.

- Drink water often
- Rest and cool down in the shade during breaks
- Gradually increase workload and allow more frequent breaks for new workers or workers who have been away for a week or more
- Know symptoms, prevention, and emergency response to prevent heat-related illness and death
- Check weather forecasts ahead of time to be better prepared

NOAA's National Weather Service

Heat Index
Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

Caution Extreme Caution Danger Extreme Danger

2016

Board Meeting Dates

- X January 21st
- X February 18th
- X March 17th
- X April 28th
- X May 19th
- X June 23rd
- X July 14th
- August 25th
- September 22nd
- October 20th
- November 15th – Annual Meeting
- December 15th