

KWORDS *from* KWORC

Safety Committees

by Brandon Mann, KWORCC Loss Prevention Specialist

The Necessity of Safety Committees

A well-developed safety committee is an integral part of the a safety management system and is an effective tool to provide for open lines of communication. It provides for a structured format for the exchange of ideas with the goal of the health and safety of county employees.

A safety committee should be both proactive and reactive. Pro activity identifies current hazards; reactivity (such as reviewing loss data and accident reports to determine root causes of accidents) happens after a loss has occurs. The safety committee reviews and recommends corrective actions to address these issues.

Not all safety committees are created equal, however. For a safety committee to be effective, it needs several key components.

Building a Safety Committee

Support of county elected officials for a strong safety program and a safety committee is critical to the committee's success. Without this support, safety programs and committees will be seen by county employees as unimportant and they will not "buy-in" to the safety culture needed for the safety program to be successful. Often funding for safety programs is difficult or impossible.

The first, and perhaps the most important, step is deciding the safety committee's membership. There is no magic formula for the number of committee member. Generally, the committee should be large enough to represent all areas of county operation, but not so large that the decision-making process gets bogged down. The members should be both elected and non-elected, salaried and hourly. By varying the skill sets and job types of committee members, the committee will have a broader overall perspective for dealing with safety concerns throughout the entire county.

The next step in creating an effective safety committee is

to ensure someone is in charge. An ideal candidate would be the county's safety coordinator who has overall responsibility for the entire county safety management system. Without a leader who establishes an agenda, meetings easily can become unproductive. In meeting, the committee's leader should not dominate conversation or allow others to do so but create a structure for the balanced sharing of ideas.

The last step in developing of an effective safety committee is to hold timely, effective regular meetings. The frequency of meetings will differ from one county to the next, but generally a safety committee should not need to meet more often than once a month. There should be an

agenda distributed well in advance, and the meetings should occur as close to possible on the same day each month. It is recommended to establish several locations and rotate the meetings among those locations throughout the county. This enables committee members to see county operations outside of their workplace. It is surprising how many employees never get the chance to see the "big picture."

Safety committee meetings should be recorded and minutes should be distributed to all county employees. This way, the safety committee gains respect of the employees when they see the committee acting on recommendations from all county employees.

Safety Committee Duties

Once created, the county should clearly define the safety committee's responsibilities, preferably in a written document. Examples of such responsibilities include:

1. New employee safety orientation.
2. Maintain and monitor information on health and safety hazards, concerns and solutions.
3. Identify and investigate hazards.
4. Investigate accidents and near misses.
5. Provide training to employees at all levels, including to members of the safety committee.
6. Make recommendations for corrective actions.
7. Ensure ongoing compliance to health and safety.



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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 Amanda Chamberland. All correspondence, bills or other documentation for your claims can be submitted online at: www.cornerstoneclaims.com.

TRUSTEES

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OSHA's Top Cited Violations for 2016

By Ben Woner, KWORCC Loss Prevention Specialist

The top violations cited by the Occupational Safety and Health Administration (OSHA) change very little from year to year, and 2016 is no different. Fall protection again tops the charts, with Hazard Communication and Scaffolding Violations rounding out the top three, respectively. These top three did not change from 2015, with Respiratory Protection, Lockout/Tagout, Powered Industrial Trucks, Ladders Machine Guarding, Electrical Wiring Methods and violation of Electrical, General Requirements closing out the top 10 violations.

OSHA breaks the violations list down further into the nature of violation. The top two categories are: serious violations and willful violations. A "serious" violation is defined as "one in which there is substantial probability that death or serious physical harm could result, and the employer knew or should have known of the hazard." Whereas a "willful" violation is defined as one "committed with an intentional disregard of or plain indifference to the requirements of the occupational Safety and Health Act and Requirements." There was a total of more than 35,000 citations issued in the above-mentioned Top 10 categories during the fiscal 2016. Of those, 27,813 were deemed serious violations and 540 were classified as willful violations. The balance were either Other Than Serious, Repeat or Failure to Abate.

Legal Detail: "Accident" - Part 2

by Dortha Bird

In my last article, I indicated that to be compensable under Kansas law, a "Traumatic Accidental Injury" – hereafter "injury" -- must arise out of employment. However, please know that even if the injury arises out of employment, there are exclusions. These exclusions include: injury resulting from the natural aging process, injury resulting from activities of day-to-day living, injury arising out of neutral risk, injury arising out of risk personal to the worker, injury arising out of idiopathic cause, injury arising when engaged in recreational or social event not required by the county, injury arising from horseplay or engaging in a fight by worker, injury when worker intentionally disregards safety guard or protection, worker injured due to violation of law, injury arising due to impairment by worker induced by alcohol or drugs, worker intentionally self-injured, worker's injury arising when worker is on the way to or coming from work, when a pre-existing condition is rendered symptomatic and when the injury is an aggravation, acceleration and/or exacerbation of a prior condition.

As a reminder, please report all work injuries -- even if you question compensability -- as KWORCC is charged with making the determination.

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

- Work Zone Traffic Control 101
- Work Zone Traffic Control 102
- Workplace Ergonomics
- Personal Protective Equipment 101
- PPE 102
- Emergency Preparation and Egress
- Bloodborne Pathogens
- Lockout/Tagout
- Lockout/Tagout 102
- Chemicals and MSDS
- Dealing with Stress
- Violence in the Workplace
- Workplace Bullying
- Workplace Harassment
- Back Injuries
- Back Injury Prevention
- Basic First Aid
- Crisis Management
- Electrical and Fire Safety
- Respirators and Air Quality
- Responding to Emergencies:1
- Traffic Incident Management
- Understanding the MUTCD
- Dealing with Angry Employees
- Arrest Procedures
- Basic Jail Security Principles
- Escorting Inmates
- Fire Prevention and Response for Jails
- Jail Risk Management
- Mental Health in Jails
- Investigating Incidents
- Distracted Driving for Law Enforcement
- Dispatcher: Stress Management NEW
- Using Oleoresin Capsicum

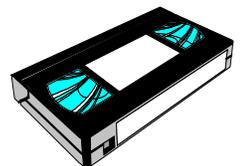
Selected Video Learning

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.

Suggested video library selections:

- G 35 Heat Stress
- G130 Heat Stress
- G 38 Traffic Control
- G 41 Ticks; they can bug you
- G143 Right of Way Mowing Safety
- G 80 Road Crew Safety



On-Site Training Suggestion:

LOTO

By Carl Eyman, Loss Prevention Manager

OK, Carl what's LOTO? This is the abbreviation for Lockout/Tagout. This is the process of blocking the flow of energy from power sources to the equipment. The tagout is the placing of warning sign (tag) on equipment so people know that this equipment is down for maintenance and cannot be operated. This program is required by federal law and requires that procedures be established for lockout and tagging out different types of equipment. The law also requires the training of employees both "affected and authorized" in the procedures and responsibilities.

So what energy sources are we talking about? Well, when you are analyzing a piece of equipment you must look for all potential sources. These include: electricity, hydraulic, pneumatic, thermal, chemical and the simplest, gravity. Procedures must be established to lockout one or all of the potential sources.

The KWORCC Loss Prevention staff is available to train employees on the requirements of 29 CFR 1910.147. The LOTO class is about an hour long and free of charge to member counties. The Loss Prevention manual has a section on LOTO (page 92) that will help you set up a program (find online at <http://kworcc.com/LossPreventionManual.htm>).

When is a Claim Reportable?

Frequently I am asked when a claim should be reported to us under worker's compensation. As a general rule, if the answer to any of the questions below is yes then it is a reportable work injury:

- 1) Was the employee witnessed having a workplace accident?
- 2) Did the employee provide verbal or written notice of an injury?
- 3) Has the employee reported that they are seeking active medical treatment for a condition that is work related?

Although it is the employee's burden to provide notice to his/her employer of a work injury, it is the employer's responsibility to ensure the claim is filed with insurance who then files with the state. An accident report should be reported on the employee's behalf if a known injury has occurred even when employee declines medical treatment or refuses to complete any internal reports regarding the same. Remember that many injuries which may seem minor can worsen over time such as a cut which becomes infected, etc . In addition, treatment may be denied or delayed if the claim was not reported timely and the employer has exposure for a fine for late reporting to the state. When in doubt please call Amanda Chamberland or Andrea Neff your worker's compensation adjusters to assist you through the process of claims reporting.

2017 *Board Meeting Dates*

- X January 26th
- X February 23rd
- X March 23rd
- X April 27th
- X May 18th
- June 22nd
- July 27th
- August 24th
- September 21st
- October 26th
- November 14th – Annual Meeting
- December 14th