

KWORDS *from* KWORCC

KWORCC Business: Annual Meeting

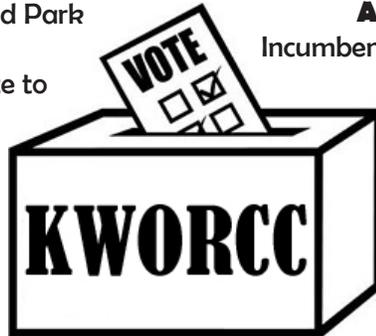
KWORCC will hold its 2018 Annual Meeting at the Kansas Association of Counties conference in Overland Park, Kansas on October 15, 2018. Our meeting will start at 5:30 PM in Leatherwood 1-2 at the Overland Park Sheraton. It is important that each county member nominate a delegate and alternate to attend 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:

North East District: Brown, Doniphan, Jackson, Jefferson, Lyon, Marshall, Osage & Pottawatomie ~ Linda Buttron, Jefferson County Clerk, Incumbent

South West Districts: Clark, Ford, Grant, Gray,

Hamilton, Haskell, Hodgeman, Kearny, Lane, Meade, Morton, Ness, Scott, Stanton & Stevens ~ Sandy Barton, Stanton County Clerk, Incumbent

At Large ~ Michelle Garrett, Morris County Clerk, Incumbent



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 #54 for Kansas Association of Counties 41st 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:

Accidents and Near Misses - when to report?

By Amanda Chamberland, TRISTAR Claims

You may have an accident to report or you may have an incident that is considered a "near miss." A near miss is an accident that is narrowly avoided.

Near misses are not reportable but should be investigated as thoroughly as if an accident had occurred. KWORCC has a form to assist employers in investigating a near miss on its website: kworcc.com.

Delay in reporting accidents that involve injuries can result in a fine assessed against the employer. Sometimes employees fail to report an accident timely because he or she does not believe it is serious. Often employees decline medical treatment. It is essential to explain to employees the importance of reporting the accident, however minor it may appear. It may get worse later and result in disability. There is no penalty to reporting an accident, so employees need to be reassured of this. If no medical attention is required, reassure the employee that the injury would be reported as an incident only. If the employee later requires medical treatment, the report will have been timely made and immediate steps taken to get the needed treatment.

If a workplace event occurs and you have questions about whether to report, please contact your designated Claims Examiner with Tristar, Amanda Chamberland at 1-844-702-2353 ext. 4713, for guidance.

Legal Detail:

"Buck Stops With Trustees"

by Dortha Bird

KWORCC's Bylaws require members of its Board to be county elected officials. While elected officials may not have the specific expertise to evaluate claims, they have a professional staff at their finger tips to provide them information and give guidance. Like members of any board of directors, KWORCC's board of trustees are responsible for the operation of the pool. The buck stops with the trustees. It has been suggested that key county administrators and department heads might be eligible to serve as trustees. These individuals certainly have the knowledge and expertise to serve, but unlike elected officials, do not have the same direct connection with the voters. Over it's 25-year history, elected officials serving as trustees have successfully guided KWORCC to be the strongest and most economical avenue to mandatory workers compensation insurance with services that emphasize the safety and productivity of county workers in a safe work environment. The system has worked well. However, discussion and debate is always welcome to improve the governance of your self-insurance workers compensation pool and the services and benefits it provides.

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

CLAIMS REPORTING

To submit a claim online, go to www.tristarrisk.com and select "report a claim". To call in a claim: 1-855-495-1554. Questions on claims should be directed to Amanda Chamberland: 1-844-702-2353x4713 Amanda.Chamberland@tristargroup.net

TRUSTEES

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

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

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

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

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

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

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

Cumulative Trauma Disorders

By Brandon Mann, Loss Prevention Specialist

The common risk factors of Cumulative Trauma Disorders (CTDs), aka repetitive motion injuries, are:

- Forceful muscle exertion
- Repetitive motion
- Awkward postures
- Vibration
- Contact stresses
- Extreme temperatures
- Lack of rest for recovery time

Three common types of repetitive motion injuries include:

- Carpal tunnel syndrome
- Trigger finger
- Thoracic outlet syndrome



Carpal tunnel syndrome is caused by compression of the medial nerve that runs through the wrist. This compression normally happens when the hand is bent in an awkward angle repetitively, rather than in the neutral position. Symptoms are pain and numbness in the thumb, index finger, middle finger, and half of the ring finger.

Trigger finger is caused by inflammation of the sheath that encases the tendon of the finger, which is normally the index finger (hence, "trigger finger"). Inflammation occurs from repetitive, excessive, and forceful use of the finger, such as with a spray painter.

Thoracic outlet syndrome is caused by chronic pressure to the nerves and blood vessels that travel through the rib cage and collar bone area of the body. The chronic pressure is usually caused by repetitive tasks where the arms are used over the head level. Symptoms include pain, numbness, tingling, cold sensation, weakness, fatigue, and swelling in the arm and hand.

Although the presence of one of these risk factors can by itself lead to repetitive motion injuries, the likelihood that a CTD will develop is increased as the number of risk factors increases for a job.

To recognize CTDs, supervisors and employees must be aware of the most common types of CTDs, how they occur, and their symptoms as listed above. Additionally, potential repetitive motion injuries can be detected before they become a problem by assessing work processes using an Ergonomics Risk Assessment Tool (ERAT), such as the one presented in the journal article authored by Lyon, Popov and Hanes:

Lyon, B. K., Popov, G., & Hanes, K. (2013). Improving ergo IQ: A practical risk assessment model. *Professional Safety*, December 2013, 26-34.

Remember to abide by the 10 Commandments of Snow Fighters:

- #1. Physically & Mentally fit
- #2. Inspect vehicle (lights & equipment)
- #3. Familiar with route
- #4. Remain alert
- #5. Contain thy temper
- #6. Limited radio use
- #7. Safely clean out spreader
- #8. Shutdown power & Set brakes
- #9. Drive with the Conditions
- #10. Mind thy Manners

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 Ren Heitman at rheitman@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.

Local GovU

There are hundreds of courses available on Local GovU. Here is more information on two of them.

Ice Control for Managers & Decision Makers: Snow and ice control on the U.S. highway system consumes over \$2 billion in direct costs each year. This course provides guidelines for selecting roadway snow and ice control strategies and tactics for a wide range of winter maintenance operating conditions. This two-hour course presents an overview of guidelines that will assist winter maintenance personnel in selecting the appropriate level-of-service (LOS)-driven roadway snow and ice control operations and will help effectively manage snow and ice control resources.

Forklift Safety: This course explains basic forklift training procedures, which may vary considerably depending on

the company or organization for which you work. Complete forklift training involves formal instruction (classroom, test taking), as well as practical training (hands on training) focusing on the type of forklift you will be using.

Forklifts are specialized multi-use vehicles that many people simply take for granted. Imagine what it would be like, however, to handle the heavy lifting, moving, stacking, loading and unloading of materials of various sizes, shapes, and weights without them. They can, however, be dangerous if they're operated by people who are not trained to use this highly technical equipment. To drive a forklift safely, you need to understand the possible risks. In this course, the learner will get an introduction to risks inherent with operating a forklift as well as gain understanding regarding the dos and don'ts of operating a forklift safely.

Selected Video Learning

Most of the safety videos are available only on VHS. However, most 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 at

<http://kworcc.com/LossPrevention.htm>.

Suggested video library selections:

G-45 Office Ergonomics

G-95 Safe Winter Driving Considerations

G-109 Equipment Guarding

G-142 Hearing Conservation

G-137 Better Back, Better Health



Preparing for Winter

Hurricane Florence is a great reminder for everyone to be prepared for what is coming. No, we don't have a category 5 hurricane on its way to Kansas but we do have blizzards and ice.

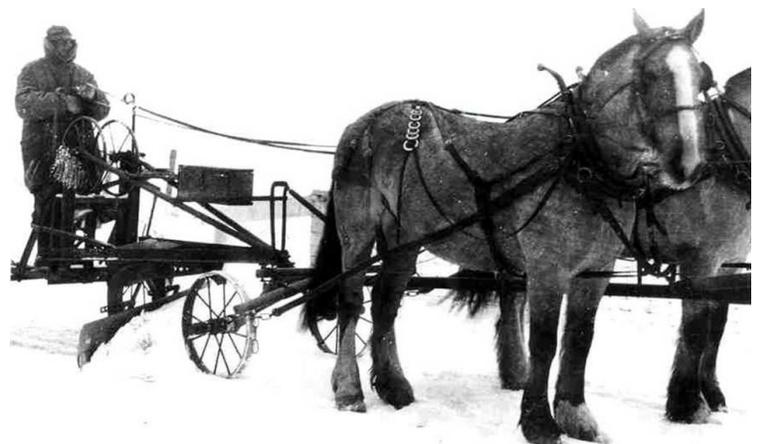
The KWORCC Loss Prevent staff has available an hour-long class. This class is designed to remind employees of all the things they will be facing in the coming months.

Planning, preparation and coordination will be covered as well as driving in hazardous conditions. The class is also a great opportunity for supervisors to get the employees together and make sure that everyone is ready for the winter weather.

Contact the Loss Prevention Staff to schedule a class. Brandon Mann (northern counties) 785-250-

By Carl Eyman, Loss Prevention Supervisor

**5118, Ben Woner (southern counties) 785-249-6270
or Carl Eyman 785-230-0234.**



Sleep, Gentle Sleep

A third of US adults report that they usually get less than the recommended amount of sleep. Not getting enough sleep is linked with many chronic diseases and conditions—such as type 2 diabetes, heart disease, obesity, and depression—that threaten our nation’s health. Not getting enough sleep can lead to motor vehicle crashes and mistakes at work, which cause a lot of injury and disability each year. Getting enough sleep is not a luxury—it is something people need for good health. Sleep disorders can also increase a person’s risk of health problems. However, these disorders can be diagnosed and treated, bringing relief to those who suffer from them.

Good sleep habits (sometimes referred to as “sleep hygiene”) can help you get a good night’s sleep. Some habits that can improve your sleep health:

- Be consistent. Go to bed at the same time each night and get up at the same time each morning, including on the weekends
- Make sure your bedroom is quiet, dark, relaxing, and at a comfortable temperature
- Remove electronic devices, such as TVs, computers, and smart phones, from the bedroom
- Avoid large meals, caffeine, and alcohol before bedtime
- Get some exercise. Being physically active during the day can help you fall asleep more easily at night

How much sleep you need changes as you age.

18–60 years	7 or more hours per night
61–64 years	7–9 hours
65 years and older	7–8 hours



2018 Board Meeting Dates

- X January 18th
- X February 15th
- X March 22nd
- X April 26th
- X May 17th
- X June 21st
- X July 26th
- X August 23rd
- X September 20th
- October 15th – Annual Meeting
- November 15th
- December 13th