

KWORDS *from* KWORCC

Focus on Claims:

Are your forms updated for 2019?

By Amanda Chamberland, TRISTAR Claims

As we approach the start of 2019, it is an opportune time to review your physical or online file cabinets and be sure that you have all of the claims forms needed and ready for potential work related accidents. A well prepared claims packet will provide guidance for the injured employee while helping ensure a smooth claims process.

When an injury occurs, it is the employer's responsibility to provide each claimant with a copy of Kansas form KWC-27A, information for injured employees. This form goes over what the employee should expect during his claim including direction of medical and contact information for the lead adjuster.

You will also want to provide the employee with the Optum first fill form which will allow them to receive their first script free of charge so they do not carry the burden of paying for the prescription up front and waiting for a reimbursement.

If your county has not yet chosen a designated physician, this is a perfect time to do so. If your county has made this choice, the designated provider policy form can be used to ensure the employee is directed to the proper treatment location post injury. Remember, you may list multiple providers, if necessary, on this form to give some choice in selection.

To help prevent further accidents, utilize the KWORCC Injury/Investigation form which walks the employer and employee through an analytical review of the claim to determine the root cause of the event.

Finally, be sure your administrative file contains the KWORCC claims reporting instructions to submit an online claim to Tristar at www.tristarrisk.com.

Although these are the key forms used after a work related accident there are many more that can help as well, all conveniently found on the KWORCC website www.kworcc.com. If you need help implementing any of these forms as part of your post injury protocol, please contact Amanda Chamberland for assistance at 1-844-702-2353 ext 4713.

Payroll Audit

Carma Neth, KWORCC Payroll Auditor, did not hesitate when asked what key, #1 message, she would like to communicate to KWORCC members to ensure the payroll audits run smoothly. She said: "The best time-saver is that your members, before sending me anything, make sure that the totals on the payroll data are equal to Employer's Quarterly Federal Tax Return (Form 941) and the State Unemployment Insurance (K-CNS)." There we have it: please double-check the numbers. Thank you.

Legal Detail: "Due Upon Receipt"

by Dortha Bird

KWORCC member premiums were approved by your Board of Trustees recently. Staff, in turn, mailed out the Premium Statement and Certificate of Coverage to the membership. Something that I have asked to be included on the premium statements for the past 20 years: "Due Upon Receipt Pursuant to KSA 12-2627(d)." Looking at that, it appears quite blunt and I think further explanation may be helpful. In retrospect, questions from the members have included: "Are we in violation of that statute if we wait to pay the premium until after the first of the year?" and "Is it okay if we wait until the next Board of Commissioners meeting, as this needs to be co-signed and approved, because of the amount of the check?" To these questions, the answer is that KWORCC is not to be given special treatment in terms of members' bookkeeping controls and requirements. Rather, the statute provides that KWORCC is not permitted to agree to offer a payment plan to the members. Specifically, the statute reads: "The trustees shall not extend credit to individual members for any purpose." If the premium statement is put in line for payment in accordance with standard payment practices, that's perfectly fine.

KWORCC

KANSAS
WORKERS RISK COOPERATIVE
for COUNTIES

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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

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Sandy Barton, Vice-President
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Bonnie "Rob" Roberts, Secretary
Miami County Commissioner
7 Sunset Lane
Paola, KS 66071
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Linda Buttron, Controller
Jefferson County Clerk
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(785) 863-2272

Gary Caspers
Cloud County Commissioner
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KWORCC Online University is Being Upgraded! KDOL Required Training Offered

To improve your training experience, KWORCC Online University offers a new platform. The week of December 17th, you should have received a welcome email with instructions on how to access courses and training. One set of courses available are those outlined by the Kansas Department of Labor, in accordance with the below chart. All new personnel and existing personnel (on annual basis) need to have the training to ensure compliance.

	Emergency Action Plan	Hazard Communication	PPE	Blood Borne Pathogens	Lockout/Tagout
Courthouse	X	Custodian	Custodian	Custodian	Custodian
Road & Bridge	X	X	X		X
Sheriff	X	Custodian	X	X	
Health	X	Custodian	X	X	
Noxious Weed	X	X	X		X
Transfer Station	X	X	X	X	X
Recycling	X	X	X	X	X

As a reminder, your username and password will remain the same. Should you have any questions, please reach out to your designated LGU Customer Success Representative, Steve DiStasi at 866-845-8887.

Stryker Equipment Grant Program

By Carl Eyman, Loss Prevention Manager

KWORCC is pleased to announce that we are establishing a grant program to assist member counties in the purchase of Stryker equipment. Funds will be distributed in a 50/50 grant with KWORCC providing 50% but not more than \$10,000. Program information and applications can be found on the KWORCC website or you can call the KWORCC office at 785-357-1069. Grant applications must be received by July 31, 2019 to be considered.



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 Steve Distasi at Stephen.DiStasi@praetoriandigital.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 some of them.

Defensive Driving Basics: Defensive driving is driving proactively to ensure the safety of yourself and others. By this definition, defensive driving sounds like a simple, common sense practice. Everyone thinks that driving safely and responsibly is the right thing to do. However, people's understanding of what constitutes safe and responsible driving can vary from person to person. In fact, you may think you're driving defensively while ignoring potentially dangerous habits that are second nature.

This course will cover the basics of defensive driving, providing a clear picture of how you should drive so that you are in control of your vehicle at all times and actively making safe choices while behind the wheel regardless of what other drivers are doing. Additionally, you will learn how the decisions you make can improve your own safety, as well as the safety of everyone else on the road.
Time: Approximately 30 minutes

Stress & Your Health: Work/life balance. Emotional health. The mind-body connection. What do these phrases mean to you? Our bodies are made to experience stress and respond to it, however, stress without relief can cause physical symptoms in our body that can be uncomfortable at best and life-threatening at worst.

Does it feel like happiness and peace is just out of your reach? This course will help you understand the ways in which our physical health is related to stress and pressure and provide suggestions on how to find balance.
Time: approximately 30 minutes

Workplace Harassment: Harassment comes in many forms, but not every unpleasant interaction is harassment. Federal law prohibits workplace harassment that violates an individual's civil rights. Moreover, your organization can take steps to foster a "harassment-free workplace" to ensure that everyone has a safe and respectful working environment. This course will help you identify what is and isn't harassment, as well as how you can help create a welcoming workplace for everyone.
Time: approximately 30 minutes

Workers' Compensation: Strains and Sprains Injury Prevention: This one-hour course is designed to educate learners about Workers' Compensation, the state-mandated program that compensates workers for injuries that occur in the workplace. According to a news release from the U.S Department of Labor agency, the Bureau of Labor Statistics, nearly 2.8 million injuries were reported in 2015. With so many workers being injured on the job, it is vital that learners be able to identify the most common injuries received, what causes them, and how they can be prevented for a safer workplace.
Time: 1 hour

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-109 Equipment guarding
- G-114 Slips trips and falls
- G-127 Housekeeping and Accident Prevention
- G-148 Winter driving



Flagging

By Brandon Mann, Loss Prevention Specialist

It may seem odd to be talking about Flagger Training classes while it's so cold outside, but Spring will be here before we know it and road maintenance will begin. Anyone who is functioning as a flagger in a construction zone is required to attend formal training, and KWORCC provides this training to our members. Our Flagger Training class is approximately one hour in length, is provided to your employees on-site, and is free of charge to KWORCC members. Attendees who successfully pass the flagger test with a score of 80% or higher will be certified for flagging for two years. Our calendars tend to fill up fast, so contact us as soon as possible to schedule this training.



2019 Board Meeting Dates

Exceptional Loss Ratios Winners for 2017

Premium	Winners	Ratio
0-\$49,999	1st ~ Stanton County	0.000%
	2nd ~ Comanche County	0.002%
	3rd ~ Chautauqua County	0.008%
\$50,000— \$125,000	1st ~ Norton County	0.007%
	2nd (tie) ~ Meade County	0.030%
	2nd (tie) ~ Anderson County	0.030%
	3rd (tie) ~ Sherman County	0.050%
Greater than \$125,000	3rd (tie) ~ Trego County	0.050%
	1st ~ Miami County	0.070%
	2nd ~ Jefferson County	0.080%
	3rd ~ McPherson County	0.140%

- January 24th
- February 28th
- March 28th
- April 25th
- May 30th
- June 27th
- July 25th
- August 29th
- September 26th
- October 24th
- November 12th — Annual Meeting
- December 19th