

IPRF ISSUES

Risk & Safety Tips from the ILLINOIS PUBLIC RISK FUND

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Gerald Grupe, Chairman • Paul Boecker, President • Tom English, Secretary • Arnold Andrews, Treasurer • Richard McGill, Vice President

New Employee Safety Orientation Program ATTITUDES START FROM THE FIRST DAY



By Thomas B. Spencer

CREATING A COMFORTABLE ORIENTATION ENVIRONMENT

The amount of information a new employee can learn is limited due to the unfamiliarity of the surroundings and his or her interest in matters of more immediate personal concern. In order to put the new employee at ease and enhance his or her learning capability, the supervisor should:

- Receive the new employee cordially.
- Be sincere in expressing interest in the new employee's welfare.
- Provide frequent feedback on job performance.
- Acknowledge all new employee concerns.
- Compliment the new employee on a job well done.

IDENTIFY ALL JOB-RELATED HAZARDS

Employees will be more comfortable, confident, and content in their new working environment, if they are aware of the potential hazards that they may be exposed to. These hazards may arise from materials and equipment they may use, as well as hazards from the environment itself. Supervisors should:

- Explain all potential job hazards.

- Emphasize the importance of safe material handling.
- Explain the procedures to be followed if equipment is not operating properly.
- Identify all hazardous chemicals the employee may be exposed to and provide training concerning proper use, protection, and control of the material.
- Point out particular locations where an employee must take the necessary steps to prevent falls or serious injury.
- Provide training to meet regulatory compliance requirements (training such as Lock-Out/Tag-Out, Confined Space Entry, etc.).

EMPLOYEE SAFE WORKING PROCEDURES

Since safety begins at the time of employment, it is important for new employees to be given the right kind of start, so that good habits and attitudes may be formed.

Initially, discuss only those job-related procedures that are relevant to the new employee.

Supervisors should set a good example by following safe practices and obeying safety rules. Be consistent and recognize that if management does not correct hazards as they are identified, the new employee may assume management is approving unsafe conditions. New employees will soon disregard safety procedures and rules if they perceive safety is not important to everyone. In emphasizing safe working procedures, the supervisor should:

- Explain the organization's safety policy and the purpose of the Safety Program.
- Issue the employee a copy of the general safety rules and regulations. Review these rules with the employee.
- Ensure that all rules are completely understood.
- Explain the employee's participation in the

Safety Program and his duties and responsibilities in the safety efforts.

- Explain any personal protective equipment requirements, emphasizing the purpose, use, and care, as well as the procedures for replacement of worn, damaged, or lost personal protective equipment.

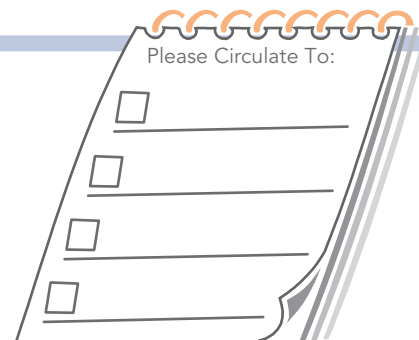
GENERAL CONSIDERATION FOR SAFETY ORIENTATION

- Explain inherent hazards of the job and ways to avoid those hazards.
- Issue personal protective equipment and provide detailed instruction.
- Review emergency procedures to be followed in the event of fire or explosion, tornado or windstorm, chemical spill, bomb threat, etc.
- Explain the need to immediately report any unsafe condition, accident and injury, or illness, and what to do in case of injury or illness.
- Explain the safety record and review the Loss Control Program.
- Introduce the new employee to the job and provide in-depth job instructions.
 - TELL how the operation is performed and exactly how to do each step. Explain what the hazards are and how they can be avoided.
 - SHOW by doing the job, explaining in detail each step as it is done.
 - Have the new worker DO the job and explain, in detail, each step as he/she performs it.
 - FOLLOW-UP to ensure the new employee is doing the job or operation properly and correct any mistakes when noted. Check and double-check to make sure he/she knows how to do the job properly.
- Emphasize that NO employee is to undertake a job until fully trained and authorized to do it by their Supervisor.

*Source: NATLSCO "Safety Management Insights"

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By Fire Chief Randall Grossi, Chicago Ridge

Don't Be Blinded by the Dangers of FIREWORKS!

- Please think before you just fool around with fireworks.
- One of every fireworks injuries is to the eyes.
- One of every four fireworks eye injuries means some kind of permanent blindness.
- Fireworks not only damage eyes but hands, fingers, faces, ears and bodies. They burn, cut and puncture. They can maim and kill.
- No one is safe. Every year in Illinois, men, women and children are burned or hurt by fireworks.
- Fireworks are gunpowder explosives and are just plain dangerous. Even sparklers burn at high temperatures and the thin hot wires can cause harm—especially in the hands of children.

Don't celebrate with fireworks - fireworks hurt!

Barbecue GRILL Safety

Fire in the grill, under hot dogs and burgers, is a welcome sight at the family cookout. But fire anywhere else can make your summer kickoff barbecue memorable for all the wrong reasons.

REMEMBER:

- Position the grill well away from siding, deck railings and out from under eaves and overhanging branches.
- Place the grill a safe distance from lawn games, play areas, and foot traffic.
- Keep children and pets away from the grill area: declare a three-foot "safe zone" around the grill.
- Put out several long-handled grilling tools to give the chef plenty of clearance from heat and flames when flipping burgers.
- Periodically remove grease or fat buildup in trays below grill so it cannot be ignited by a hot grill.
- If you have a charcoal grill, purchase the proper starter fluid and store the can out of reach of children and away from heat sources.
- If you have a propane grill, check the propane cylinder hose for leaks before you light it. A light soap and water solution applied to the hose will quickly reveal escaping propane by releasing bubbles. Have leaking fuel lines repaired before using.

• All propane cylinders manufactured after April 2002 must have an overfill protection device (OPD). OPDs shut off the flow of propane before capacity is reached limiting the potential for release of propane gas if the cylinder heats up. OPDs are easily identified by their triangular-shaped hand wheel.

- If you are using fluid to start a charcoal grill, use only fluid intended for this purpose. It is extremely dangerous to substitute any other combustible liquids to start the coals. This is especially true for gasoline, which can be ignited explosively by even a tiny spark.
- Apply starter fluid directly to the coals, then reseal and put away the can. Light coals carefully, avoiding the flame flare-up. Store the can out of reach of children and away from heat sources.
- When you've finished cooking, keep an eye on the grill until it has completely cooled. Charcoal can be soaked with water to speed the cooling process, be extremely cautious to avoid the steam and splatters, which can cause burns.

A final word about cookouts: Propane and charcoal BBQ grills must only be used outdoors. If used indoors, or in any enclosed spaces, such as tents, they pose a hazard and risk of exposing occupants to toxic gases and potential asphyxiation.

ILLINOIS PUBLIC RISK FUND LOSS CONTROL PERSONNEL

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www.iprf.com

SAFETY ORIENTATION CHECKLISTS

A checklist should be used to assist the safety coordinator and supervisors in covering pertinent points during the orientation of new employees. These forms provide a means of documenting the instructions provided.

Copies of checklists can be obtained by sending your requests to Mr. Thomas Spencer, Manager IPRF Loss Control, at (847) 719-5374 or email: Thomas.Spencer.IPRF@iprf-losscontrol.com.

NEW EMPLOYEE CHECKLIST

Check off each item as you discuss it, with the new employee.

1. Tour of Department and Facilities (Discuss Hazards)
2. Proper Lifting Procedures
3. Personal Protective Equipment Issued And Its Usage
4. Procedure for Obtaining, Cleaning, Repairing, Replacing, Personal Protective Equipment
5. Specific Safety Rules Applicable In Our Department (Including the reason for the rules)
 - Equipment usage
 - Chemical Hazards
 -
6. Where To Keep Personal Belongings (Clothing, Personal Tools, Lunch, etc.)
7. What To Do In The Event Of An Injury
8. What To Do In The Event Of A Non-Injury Accident
9. Fire Safety/Emergency Planning Rules
10. Special Clean-Up Rules
11. Clean-Up Rules - Housekeeping
12. What To Do In The Event Of Near Misses
13. How To Report Unsafe Conditions
14. Observe Grounds Keeping Safety Videos

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Average & Maximum Weekly

DISABILITY BENEFITS

The maximum TTD benefit can be no more than 133-1/3% of the statewide average weekly wage on the date of the injury or last exposure.



	STATE AVERAGE WEEKLY WAGE	MAXIMUM TTD BENEFIT
January 15, 2003 to July 14, 2003	\$753.31	\$1,004.41
July 15, 2003 to January 14, 2004	\$759.01	\$1,012.01
January 15, 2004 to July 14, 2004	\$764.80	\$1,019.73
July 15, 2004 to January 14, 2005	\$775.92	\$1,034.56



LOSS CONTROL 2004

PURPOSE

IPRF is offering a series of seminars to assist its members in controlling losses due to accidents. This three-part program is designed to provide each participant with the tools to build and support an effective safety and health program.

The seminar series is divided into three levels, each offered at different times and locations. Each level of training must be taken in their numbered sequence.

WHO SHOULD ATTEND

Supervisors responsible for the safety and health of their employees and practices.

HOW YOU WILL BENEFIT

Through a combination of lectures, workshops, and case studies each participant will "hit the ground running" with "real world" solutions to assist in effective accident prevention and reduce workers compensation costs.

What This Course Will Cover:

Level I Training

- Introduction to IDOL Compliance
- Introduction to Ergonomics
- Supervisor's Roles & Responsibilities
- Communicating for Safety
- Managing for Results

Level II Training (Prerequisite - Level I Training)

- Accident Investigations
- Hazard Recognition
- Intermediate Ergonomics
- Effective Safety Training

Level III Training

(Prerequisite - Level I & II Training)

- Advanced Ergonomics
- Behavior Processes
- Job Safety Analysis
- Safety & Health Program Management

Course Date & Time:

LEVEL I TRAINING

Buffalo Grove, IL - August 26
Tinley Park, IL - September 15

LEVEL II TRAINING

Carbondale, IL - August 18
Urbana-Champaign, IL - September 16

LEVEL III TRAINING

Buffalo Grove, IL - July 22
Fairview Heights, IL - August 19
Carbondale, IL - To Be Determined
Urbana-Champaign, IL - To Be Determined

Cost: There are no fees for this seminar.

Materials Provided: Course Training Manual OSHA 1904 Standards

Registration: Contact Bonnie MacIntosh, Training Registrar at 1-847-719-5275

NOTE: Registration needs to be completed at least one month prior to the course date in order to make arrangements for course materials.

The Industrial Commission of Illinois 2004

The Industrial Commission of Illinois is an administrative agency created by the authority of the Workers' Compensation Act of the State of Illinois. By statute, the Commission has seven members. The members of the Commission are appointed by the Governor and approved by the Illinois Senate. Two of the members are designated as employee representatives, two are employer representatives, and three are independent. No more than four commissioners are to be from one political party.

Currently, the members of the Commission are as follows:

- Dennis Ruth - Chairman (term expires 2007) (new)
- David Akemann, Employer (2007) (new)
- Paul Rink, Independent (2005) (new)
- James DeMunno, Independent (2007) (new)
- Barbara Sherman, Labor (2005)
- Susan Pigott, Labor (2007) (new)

The first line hearing officers are called arbitrators. There are currently 28 arbitrators. There are 14 arbitrators assigned to the Chicago (Cook County) trial calls. There are 14 arbitrators assigned to the Downstate trial calls. The Chairman made major reassignments of both the Chicago and Downstate calls several times in 2003. The last Chairman had realigned the territories in 2002 and

had arbitrators working in Chicago and Downstate. However, effective 7/1/2003, the new Chairman realigned the territories again and arbitrators now work either just in Chicago or just downstate. Four new arbitrators were hired in September, 2003 and three more in December, 2003. This has resulted in further changes and reassignments. Some Chicago arbitrators have been reassigned downstate. Further, downstate assignments are no longer shared by arbitrators.

The arbitrators currently assigned to the Chicago trial call are as follows:

- Kathleen Hagan
- Gilberto Galicia
- Joseph Reichart
- Brian Cronin
- Joseph Prieto
- Robert Williams
- Maureen Pulia (taking over cases of Robert Falcioni)
- Peter O'Malley (taking over cases of Peter Akemann)
- Valerie Peiler
- David Kane
- Edward Lee
- George Andros
- Kurt Carlson
- Richard Peterson (pro se settlement arbitrator)

The Downstate arbitrators with the hearing locations they handle are as follows:

- Peter Akemann – Wheaton
- John Dibble - Herrin, Belleville
- Anthony Erbacci – Waukegan
- Robert Falcioni – Bloomington, Ottawa
- JoAnn Fratianni – Geneva
- James Giordano – Clinton, Rock Island, Rock Falls, Galesburg
- Paula Gomora – DeKalb, Kankakee, Woodstock
- Leo Hennessy – Joliet
- Douglas Holland – Rockford
- Stephen Mathis - Springfield, Taylorville, Lawrenceville, Mattoon
- Andrew Nalefski – Carlinville, Collinsville
- Neva Neal – Quincy, Peoria
- Jennifer Teague – Carlyle, Mt. Vernon, Whittington
- Ruth White – Jacksonville, Danville, Urbana, Decatur

For additional information regarding The Industrial Commission of Illinois Personnel, Practice and Procedures, see the website of:

Rusin Maciorowski & Friedman
10 South Riverside Plaza, #1530
Chicago, Illinois 60606
(312) 454-5110
www.rusinlaw.com



Following the very successful developments of the Fire Department Steering Committee, as highlighted in our April 2004 newsletter, a similar group to address law enforcement issues is being formed. We are looking for a few good Police Chiefs, Deputy Chiefs, or Sheriffs to round out our committee. This Law Enforcement Steering Committee is scheduled to meet in Normal, Illinois on August 11th & 12th. If you are interested in participating, please contact Tom Spencer, Manager, IPRF Loss Control at 847-719-5374 or email to Thomas.Spencer.IPRF@iprf-losscontrol.com.

Employee Accident Reporting: Investigate to Mitigate

By Glenn Macey, IPRF Workers Compensation Claims Adjuster

As an IPRF Workers Compensation Claims Adjuster, each new first report of injury received demands immediate attention and action to best protect the Member's interests as well as provide the injured employee with pertinent claims information to effectively manage their claim.



Every IPRF Member has unique needs and every accident involving injury is unique as well. Having been on the receiving end of Employers First Reports of Injury over the years has provided some insight on how to capture critical accident facts in your initial investigation, that can make a material difference in the eventual outcome of that claim and its cost to your organization.

An easy way to remember the importance of gathering all the facts upon notice of an employee accident involving injury is to remember the phrase "investigate to mitigate."

INVESTIGATION:

- Always completely fill out the First Report of Injury (IL Form 45), objectively. Opinion statements are fine but attach them to the official report, don't include them on the actual state form; there is no room on the form for them.
- Don't allow the actual employee claiming injury to complete the Employers First Report of Injury Form 45. It is the employer who is filing the accident report, employees tend to provide incomplete and nonobjective information on the report since they are directly involved.
- A good initial investigator always answers the famous "Five W's" when reporting a new accident. These essential facts are often not completely addressed when conveying the description of an accident. As we recall the "Five W's" are:
 - WHO:** Full names of not only the injured worker but also others present and their relationship to the events that occurred (including witnesses).
 - WHAT:** Narrate objectively what happened. Be specific in terms of equipment being used, job activity involved and material information explaining the accident.
 - WHERE:** Fairly obvious, but specifics are vital. Was this on the premises where the employee works? Stating an intersection or physical address is good. Stating the exact location (northeast corner of, etc.) is best.
 - WHEN:** Time is important. Not just time but the timeline of events.
 - WHY:** This is a cause and effect response. Did something cause the accident or someone other than the injured worker's actions? This is very critical to our efforts to subrogate or recover if there was a defect or third party involved on your behalf.
- **HOW:** This goes with the territory and is really useful for lifting type injuries. How did the employee lift the object, what did it weigh? Was there proper lighting? There are many reasons.
- Remember, pictures are worth a thousand words. In the case of an accident where physical evidence and the scene can change rapidly it may also be worth thousands of dollars.
- **Timely Reporting:** Never delay a first report of injury because you don't have all the facts at hand. You can always communicate additional information to your IPRF Claims Adjuster. Prompt reporting is not an accident.

In general, the importance of your initial investigation when gathering information to report a new accident to IPRF Claims Administration cannot be underestimated. Often times there is only one real opportunity to preserve and collect the facts of an employee accident. This opportunity may only be present when you receive notice of an employee being hurt or making a claim of injury to you.

As an IPRF Workers Compensation Adjuster, speaking for all of us at IPRF Claims Administration, we are dedicated to providing a prompt, fair and an economically sound resolution to every claim you, our Member, reports to us. If you investigate to mitigate, we all benefit from the results.

Meet Your Claims Analyst

Christine Dapper has been working with IPRF Claims Administration for one year and services area code 847 A-G members and 708 N-Z members. Christine has been a Workers' Compensation Claims Adjuster for eight years. In fact, the insurance field has been a long standing "tradition" in her family.

What she enjoys most about her job is wearing so many hats so to speak...I play the role of lawyer, doctor, nurse, case manager, benefits administrator, etc. I like that I know a bit more than the average person about all of these subjects.

Christine grew up and still lives in the western suburbs with nearby family. During the summer months, you are likely to find Christine at a baseball game, she is a huge major league fan and enjoys a Cubs game whenever possible. She has also become more health conscious and recently competed in her first race, the JP Morgan Chase Corporate Challenge 5K run. She is looking forward to future races.



Need More Newsletters?

If you would like IPRF Issues newsletter mailed to additional department heads, please contact:

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Toll Free Number to Fax 888-223-1638

Lost Time Claims - By Area Code of Member

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Laura Reyes		2232
ANALYST		
Jodi Lam	618 (A-L members)	2133
	217 (J-Z members)	
Cindy Shatkowski	618 (M-Z members)	2225
	217 (A-I members)	
Glenn Macey	815 (A-La members)	2234
Sharon Barnes	309 & 815 (Lb-Z members)	2233
Supervisor: Chris Mendel		2226
Christine Dapper	847 (A-G members)	3635
	708 (N-Z members)	
Cathy Tiemens	708 (A-M members)	2229
Linda Talarico	847 (H-Z members)	2228
	630 & 773 & 312	
Barbara Keller	SUBROGATION	2231

Medical Only Claims - By Claimant's Last Name

Carla Newell	A-L	2138
Mari Curless	M-Z	2132

Other Important Telephone Numbers

Claims Manager:	Andrea Hjorth	2235
Claims Assistant:	Melissa Divito	2130
Claims Assistant:	Michelle Dunavant	2134
Claims Analyst Trainee:	Elaine Serafino	2726
Account Manager:	Wilma Holman	2239

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