

# IPRF ISSUES

Risk & Safety Tips from the ILLINOIS PUBLIC RISK FUND

Vol. 10 No. 2 • Quarterly Issue • April 2011

IPRF Members are not  
at a 'loss' with the  
**New & Enhanced  
Loss Control Team**  
dedicated to reducing  
their work place accidents!



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**The Illinois Public Risk Fund Loss Control Team has been completely redesigned this year to deliver an enhanced service product to all our Members!**

We are committed to providing effective, customized loss control services that will translate to measurable savings to IPRF Members. In addition to making visits and providing service to individual members, we also have an ambitious schedule to offer loss control services on a large scale basis.

**The IPRF Loss Control Team plans include:**

**Webinars:**

We plan to do four multi-industry classes a year. They will be recorded so that all workers, on all shifts can watch the training.

**On-site Tiered Classes:**

We plan to do three classes a year, with an in-depth focus on a subject area. Our tiered classes will be offered on a regional basis and can be repeated throughout the state if needed. Regional training may be used as an option.

**Special Request Classes/Regional:**

We will be offering a special request class on Injury Prevention and Back Safety, featuring Dr. Mike McCahill and Scott Ege, PT on March 31st in Lisle.

We will also plan to have representatives from Loss Control at many of the local and state organization functions as well.

Our goal is to increase the opportunity for our Members to discuss their specific training needs and exposures.

Whenever possible, classes will be made available for our Members on our new and improved on-line training website. Please visit us at [iprf.com](http://iprf.com). Your member number is your Username and the lowercase letters 'iprf' is the Password to use. *If you have questions or problems, or need additional information, please contact Donna Ryan, IPRF Loss Control Administrative Assistant, at 630-649-6082 or fax 630-649-6049 or email Donna Ryan [donna.ryan@ccmsi.com](mailto:donna.ryan@ccmsi.com).*

**Al Jingst, CIE**

Allen Jingst has been in the Loss Control field for virtually his entire career, with the position as a Loss Control Consultant to the IPRF Members since December 2010. His Loss Control career began as a Loss Prevention trainee at the Liberty Mutual Insurance Company Training Institute. He later was employed by a third party administrator, where he was Director of Technical Services. Most recently, he held the position of Executive Service Consultant and Senior Ergonomics Consultant while working for an insurance company.

While much of the Loss Control services were to a broad range of industrial, commercial and institutional clients, significant experience was gained in working with a number of self-insured Worker's Compensation risk pools of municipalities, park and school districts.

Allen has a BA from North Park University. He has also attained the professional designation of Certified Industrial Ergonomist from the Oxford Research Institute, and has extensive consulting experience in detailed workplace and program design ergonomics, training program development and presentations. Allen and his wife Terri have two children.



**Jeff Swanson**

Jeff Swanson began his career as a Loss Control Consultant providing services to the IPRF members this past December. His professional experience includes employment in the fire service and education industries where he has been a Fire Chief/Administrator and has taught the craft of firefighting to students at the College of DuPage, as well as the College's first Firefighter III Academy. Prior to joining the fire service Jeff served in the U.S. Army as an Infantryman which included deployment to Operation Desert Shield/Storm.

Jeff has a Master of Science Degree in Management and Organizational Behavior from Benedictine University. He is certified in Hazardous Materials, has attained the professional designation of Certified Rescue Specialist in Trench, Vertical, and Confined Space, and Certified Fire Officer III, and is also a Training Program Manager.

Jeff, his wife Lisa, and their four children enjoy vacationing and outdoor sports.



*Inside this issue...* **2** Good Housekeeping  
**3** Work Zone Safety Overview **4** 2011 OSHA 300 Report

# 5 MINUTE SAFETY TALKS

## Good Housekeeping

One of the biggest preventable causes of accidents in the workplace is because of poor housekeeping. Occupational housekeeping is not just dusting and washing windows.

Occupational housekeeping consists of routine tasks that must be done to keep work areas, passageways, storerooms and service rooms clean, orderly and safe.

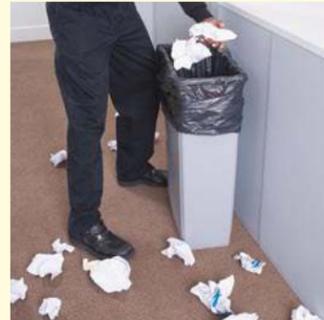
### Have you ever had any of these accidents happen to you?

- Stepped on a tool or scrap piece of lumber and twisted your ankle?
- Tripped on an electrical cord or hose and landed on your face?
- Slipped on an oily floor and landed on your back?
- Stepped on a nail and punctured your foot?

*If so, you know the value of good housekeeping. These types of accidents ARE preventable with frequent clean up.*

### Important housekeeping practices include:

- Keep floors clean
- Keep aisles and stairways clear
- Pick up items dropped or spilled to prevent slips, trips and falls
- Put trash in its place
- Use enough lighting
- Care for tools and equipment
- Store materials properly
- Store chemicals in closed, labeled containers
- Keep and read MSDS (material safety data sheets) for chemicals
- Store flammables in storage cabinets designed to meet flammability requirements
- Store greasy and oily towels properly
- Watch for and report hazards to the safety director



## Accident Investigation

### What is an Accident Investigation?

An accident investigation is the report, analysis, and evaluation of an incident based on information gathered by an investigator.

### When Should an Accident Investigation be Conducted?

An accident investigation should be conducted for any incident immediately after the incident has occurred in order to obtain the most accurate information.

### Why Should an Accident be Investigated?

An accident should be investigated to prevent or control a future reoccurrence of a similar incident. Accident investigation procedures are not to find fault or place blame. It is everyone's job to avoid repeating accident producing situations.

### Guidelines for Accident Investigation

**Get the "Big Picture" First.** See for yourself what the scene of the incident looks like.

**Interview the Most Knowledgeable Person.** This can be an employee, the victim, or even a passer-by who has seen, or been involved in, the incident.

**Record All Critical Information...** So that a report can be completed promptly.

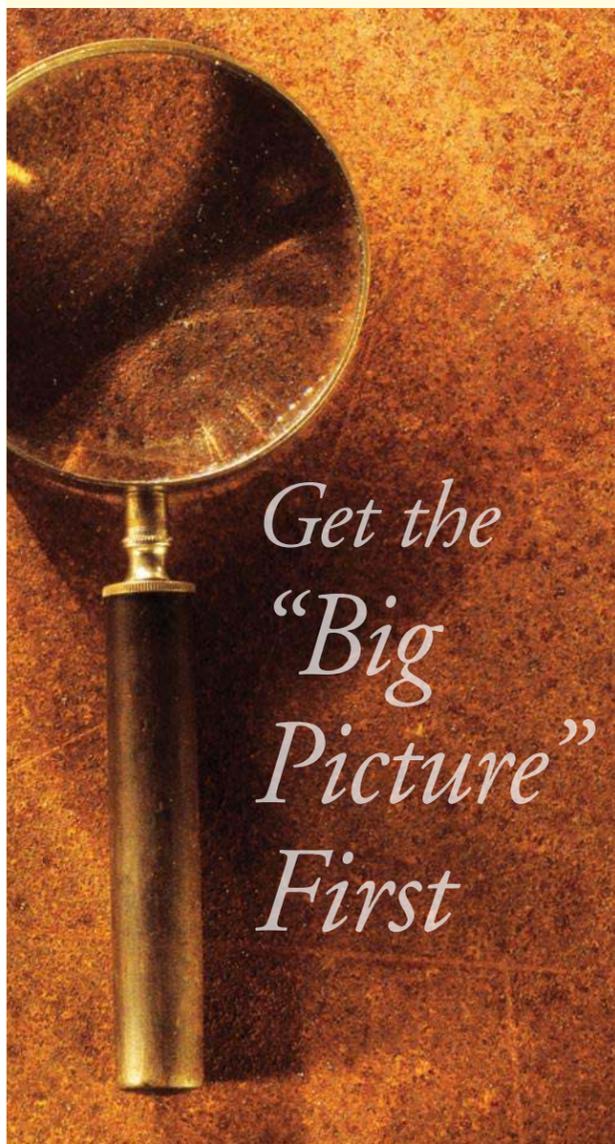
**Drawings and Photos may be Helpful...** As conditions can change quickly following accidents/incidents.

**Analyze the Incident...** In writing on the report.

**Evaluate the Incident...** For seriousness to determine the priority for corrective actions to prevent reoccurrence.

**Prevention.** Take action to prevent reoccurrence of similar incidents.

**Education.** Take measures to educate/notify employees of incidents to help heighten awareness and prevent reoccurring situations.



*One final thought...*

*The only thing we can change is our attitude.*

*Life is 10% of what happens to us and 90% of how we react to it.*

# Work Zone SAFETY OVERVIEW

## Why Work Zone Safety is Important to Your Municipality

According to the Illinois Department of Transportation, there are an average of over 7,000 accidents in Illinois highway work zones every year. Additionally, the Department of Labor may levy fines for lack of proper work zone safety compliance.

## Job Task Examples

Many Public Works departments' employees work in municipal roadways (2 lane roads, residential streets, business districts). A significant risk of injury exists when employees are working where traffic is present. Examples of job tasks include:

- Sign repair and replacement
- Patching of potholes
- Cleaning drains and gutters
- Electrical/light repairs
- Sidewalk, curb repair, and construction
- Striping
- Mowing
- Tree and brush removal
- Sewer work and manhole covers

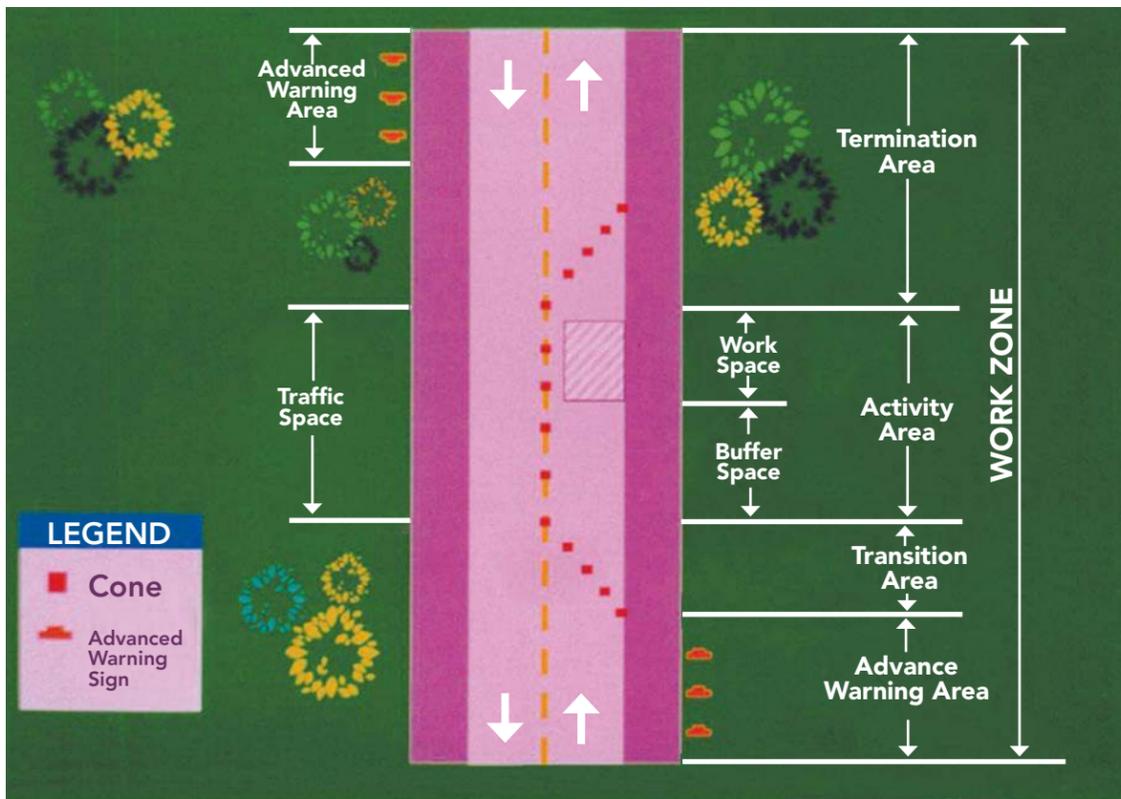


## What Your Municipality can do to Reduce Chances of Personal Injury Property Damage

The best option is to close the street while working within the right of way. If you do close the street, the municipality should alert emergency response agencies such as Police, Fire, and EMS that the roadway has been closed.

**If you cannot close the street, the chances for personal injury to employees can be reduced by:**

1. Establishing a safe work zone that conforms to the MUTCD (Manual on Uniform Traffic Control Devices) – Part 6: ([www.mutcd.fhwa.dot.gov](http://www.mutcd.fhwa.dot.gov)).
2. Utilizing proper channelizing devices such as cones and barricades to divert traffic through the work zone.
3. Providing a physical buffer zone through the use of barrels, attenuators, concrete barricades or vehicles.
4. Utilizing flaggers trained to identify key elements of protecting the workers, the public, property and flaggers while working in the right of way and training all flaggers every three years.
5. Being highly visible to the motoring public by wearing clothing appropriate for the job task such as vest, shirts, hats, and gloves.
6. Posting advance warning signs, such as "Work Area Ahead" or "Slow Down-Workers Present" to alert drivers that they are entering an area where workers are present.
7. Completing the attached "Work Zone Safety Checklist".



The picture shown is an example of an ideal work zone area:

## IPRF Assistance: Workzone/Flagger Training

IPRF, in conjunction with the Illinois Department of Transportation, offers training at no charge to our members.

1. Flagger Training: The IPRF flagger training will identify the key elements of protecting the workers, the public, property and flaggers while working in the right of way. All flaggers must be trained every three years.
2. Work Zone Safety Training: How to utilize the MUTCD to protect workers and minimize risk of injury to employees and the public, as well as property damage.
3. On-site Work Zone Inspections: IPRF Loss Control Consultants can make an on-site physical inspection to assess strengths and correct deficiencies of the work zone.
4. Personal Protective Equipment (PPE) Training: Review types of PPE and re-enforce the importance of wearing proper protective equipment within the work zone.
5. In addition to setting up the work zone, IPRF can assist members in completing the work zone safety checklist.

## RESOURCES

1. MUTCD: [www.mutcd.fhwa.dot.gov](http://www.mutcd.fhwa.dot.gov)
2. IDOT: [www.dot.state.il.us](http://www.dot.state.il.us) Phone: 217-782-7820
3. Illinois Department of Labor: [www.state.il.us/agency/idol](http://www.state.il.us/agency/idol) Phone: 217-782-2000 (directory assistance Springfield).
4. IPRF Loss Control Consultant 1-800-628-5618 or [iprflosscontrol@ccmsi.com](mailto:iprflosscontrol@ccmsi.com).



## Anthem Workers' Compensation & HealthLink Historical Overview

**AWC Today** Anthem Workers' Compensation (AWC) is one of the nation's most comprehensive Workers' Compensation managed care network solutions. AWC operates as a network rental company that generates administrative services revenue and bears no financial risk for Workers' Compensation insurance claims. Clients include Workers' Compensation payors, TPAs and self-insured/self-funded groups.

**How the Company was Formed** AWC is the product of collaboration between CompManagement from HealthLink and Workers' Compensation Services of California. The two companies joined forces on March 31, 2010 and conduct business in a growing service area that includes California, Colorado, Nevada, Missouri and Illinois. While the three western states are the territory of AWC's California office and the two Midwestern states are territory of the Missouri office, AWC's combined workforce includes a national medical director, registered nurses, and certified Workers' Compensation bill review specialists. The network is supported by AWC professionals with extensive multi-state regulatory expertise.

**The HealthLink Connection** HealthLink was founded in 1984 by a consortium of St. Louis metropolitan hospitals and became a WellPoint subsidiary in 2002. The HealthLink medical network is comprised of more than 50,000 health care professionals and facilities and serves approximately 750,000 members in Arkansas, Illinois, Kentucky, Missouri and Ohio.

CompManagement from HealthLink was formed in 1993 to maximize the growing opportunity for market share in the Workers' Compensation network business. The goal of the company was to help employers manage the financial risk associated with work-related illness and injury. The focused PPO network consisted of physicians and facilities that specialized in treating individuals who were injured on the job. CompManagement services included network management, telephonic case management, guided referral authorization, claim repricing, customer service and performance management reports. An advantage for existing HealthLink clients was the ability to coordinate claims between other HealthLink network programs and CompManagement, lessening the incidence of claim duplication and fraud.

CompManagement from HealthLink provided much of the foundation for today's Anthem Workers' Compensation. HealthLink's market strength and the success of its Workers' Compensation solution continue to support the growth of AWC. **To learn more about Anthem Workers' Compensation contact Tammy Lippmann at 1-877-232-8440, Ext.6015 or Jeff Hey at Ext. 6038.**

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## Work Zone SAFETY OVERVIEW

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### Frequently Asked Questions:

#### TEMPORARY TRAFFIC CONTROL

**Q: When are workers required to wear safety vests?**

A: Section 6E.02 of the MUTCD requires persons flagging traffic in a work zone to wear a high visibility garment meeting the "Class 2" ANSI 107-1999 standard and specifies details regarding the colors, visibility, and retroreflectivity of the garment. Section 6E.02 also recommends that for nighttime activity, flaggers should wear a Class 3 high visibility garment. Also, Section 6D.03(B) recommends that all workers exposed to the risks of moving roadway traffic or construction equipment should wear Class 1, 2, or 3 high-visibility safety apparel.

**Q: Do police officers have to wear high visibility clothing when flagging?**

A: Section 6E.02, High-Visibility Clothing, recommends that, when uniformed law enforcement officers are used as flaggers, the law enforcement officer should wear the same class of high-visibility clothing as the section requires for civilian flaggers.

**Q: How long can the FLAGGER sign be left in place during a work day if the work crew is not on the roadway and the flagger is not actively flagging traffic?**

A: In consideration of all relevant provisions in Part 6 of the MUTCD relative to this matter, it is the interpretation of the FHWA (Federal Highway Administration) that the FLAGGER signs may be left in place for periods of 15 minutes or less when no flagging activity is occurring, provided that the flaggers must remain in the vicinity of the normal flagging activity during these short periods. Section 6E.29 states that the FLAGGER sign shall be removed, covered, or turned away from road users when the flagging operations are not occurring. However, the very act of removing, covering, or turning the signs away from road users and then reactivating the signs could put highway workers at risk. Therefore, FHWA does not believe that a literal interpretation of 6E.29 should preclude the use of engineering judgment to adjust for operational conditions for short durations where there is no flagging activity.

## 2011 OSHA 300 Report & 300A Log

In a better effort to keep Members informed of their claims throughout the year, your OSHA logs are available on line thru iCE (internet Claims Edge). The 300A log will need to be posted February 1, 2012 in a central location where all employees can view it. In follow up articles in IPRF Issues, we will provide specific information on viewing the log, understanding the content of the log and reporting of problems or questions to IPRF. The IPRF will not be providing hard copies of the 300A log for 2011 as we have done in the past in an effort to improve our Green Environment commitment. Any questions or concerns can be directed to Paul Boecker at (630)649-6053 or pboecker@ccmsi.com.

## DISABILITY

### AVERAGE & MAXIMUM WEEKLY

#### Disability Benefits

	STATE AVERAGE WEEKLY WAGE	MAXIMUM TTD BENEFIT	
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.	July 15, 2009 to Jan. 14, 2010	\$932.25	\$1,243.00
	Jan. 15, 2010 to July 14, 2010	\$922.45	\$1,243.00
	July 15, 2010 to Jan. 14, 2011	\$925.08	\$1,243.00
	Jan. 15, 2011 to July 14, 2011	\$930.39	\$1,243.00

## SERVING YOU

### How Can We Better Serve You?

The IPRF is dedicated to its members and is always working toward higher levels of service. We need your input on:

- Safety Concerns
- Claims Information
- Timeliness of Claims Processing
- Helpfulness & Courtesy of our Claims Team
- Loss Control
- Topics to be addressed in this newsletter

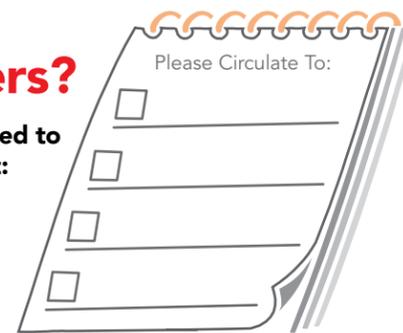
Please contact Paul Boecker III at pboecker@ccmsi.com or 630-649-6053.



## Need More Newsletters?

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

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Back issues are available upon request and can be found online @

[www.iprf.com](http://www.iprf.com)

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