



Notable Knows

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Time Is Running Out....

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Request your workers' comp group rating savings analysis by April 10th to allow time for Sheakley to review your company for group rating participation, provide a savings analysis and process your paperwork with the BWC before the deadline.

Don't miss your last opportunity to take advantage of group rating savings for the 2009/10 plan year. **Time is running out to see if you qualify.** The majority of ESAO's group rated members are saving over 80%.

With all the changes occurring at the BWC you want to make sure you **align yourself with an administrator with experience, stability and superior claims management.** Sheakley has been in the business of saving companies money on workers' comp for over 46 years. Year after year our members have trusted Sheakley to help them reduce their workers' compensation costs.

Act now to beat the deadline and see if you qualify!

Request your FREE NO OBLIGATION savings analysis today. Contact Matt Flynn at 800.877.5055 x1083 to see how Sheakley can get it done for you.

Ohio Safety Congress 3/31-4/2

Registration is now open for the Ohio Safety Congress & Expo, March 31 to April 2 in Columbus. You may visit ohiobwc.com for complete information about the event including registration, educational sessions, hotels, and more. A policy number is required for registration. Students and federal government employees must register by phone.

Beginning March 18, session handouts will be posted on ohiobwc.com for download prior to the event. You may print handouts for the sessions of your choice and bring them to Safety Congress if you wish. Handouts will not be distributed at the sessions. Materials will remain posted on the Web site for at least 60 days after the event.

Now more than ever, it is important for businesses to reduce costs through injury prevention. Safety Congress can provide the education and resources to help employers achieve this goal.

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Why Workplace Safety?

OSHA describes a job hazard analysis as a technique that focuses on job tasks to identify hazards before they occur. The Nonprofit Risk Management Center thinks of it as looking at the parts to strengthen the whole. From either view, the analysis examines the relationship between the worker, the task, the tools and the work environment.

- chemical (toxic, flammable, corrosive, explosive)
- electrical (shock/short circuit, fire, static, loss of power)
- ergonomics (strain, human error)
- excavation (collapse)
- fall (condition results in slip/trip from heights or on walking surfaces—poor housekeeping, uneven surfaces, exposed ledges)
- fire/heat (burns to skin and other organs)
- mechanical (vibration, chaffing, material fatigue, failure, body part exposed to damage)
- noise (hearing damage, inability to communicate, stress)
- radiation (X-rays, microwave ovens, microwave towers for radio or TV stations or wireless technology)
- struck by (falling objects and projectiles injure body)
- struck against (injury to body part when action causes contact with a surface, as when screwdriver slips)
- visibility (lack of lighting or obstructed vision that results in error or injury)

Workplace safety program

Any policy, procedure or training used by the public entity to further the safety of employees while working for the entity is considered part of a workplace safety program. Workplace safety programs to reduce work-related injury and illness are concerned with:

- promoting and rewarding safe practices at work
- reducing injuries and illnesses at work

Workplace injury and illness prevention

According to OSHA, work-related injury and illness prevention falls into three categories in order of priority: engineering controls, administrative controls, and personal protective equipment controls.

Workplace safety initiatives can be as simple as closing and locking the door; replacing burned out lights inside and out; closing drawers before walking away from the desk or file cabinet; knowing and using proper lifting techniques; providing adjustable workstations to accommodate differences in people's stature and weight to eliminate repetitive motion, back, neck and shoulder injury; and using the proper tool for the job in an appropriate fashion. These and other basics should be universally adopted safety procedures in any workplace.

Create ownership of the program

Public entity employee's health and safety are affected not only by their own actions but by those of their co-workers. Senior management must help employees manage hazards associated with their work (tasks or responsibilities). They also need to make certain employees are fit for work. Fitness for work involves drug and alcohol issues, physical and emotional well-being, fatigue, and stress.

People need to be engaged with the creation and implementation of the safety program for it to succeed. For example, the public entity is responsible for supplying employees with appropriate safety equipment, but workers are responsible for wearing it at the right times and places. The entity should provide employees with training to help them carry out their assignments, but these workers are responsible for attending this training, asking questions and telling supervisors if they do not understand what is being explained. This may require staff members to act assertively—to speak up for themselves—and say: 'I do not understand how to use these, could you please show me.' Senior staff are instrumental in encouraging and supporting such behavior.

Measure performance

In safety and health, continuous improvement involves seeking better ways to work, measuring performance and reporting against set targets. It is also about systematically evaluating compliance with procedures, standards and regulations; understanding the causes of incidents and injuries; and openly acknowledging and promptly correcting any deficiencies. Performance can be measured by:

- reduction in lost-time injury frequency
- reduction in medical treatment injury frequency (beyond first aid care)
- reduction in sick days used
- lower workers' compensation costs