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2014

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ONLINE UNIVERSITY COURSE HIGHLIGHT

**PT01: Survival Skills for
Law Enforcement Drivers**

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Comments or suggestions, call
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The Informer

A monthly newsletter addressing workplace safety by Iowa Municipalities Workers' Compensation Association.

Orientation for seasonal employees

If you think orientation for seasonal employees consists of telling employees who they report to, what their hours are and when they get paid—think again. Although that information is important, labor laws, Occupation Safety and Health Administration (OSHA) requirements and liability issues should also be covered. Orientation for seasonal employees is just as important as orientation for permanent staff. We'll review some of the key components of a good orientation program, focusing mostly on seasonal employees.

For all the seasonal positions you plan to hire, provide up-to-date job descriptions. This helps demonstrate the tasks employees will perform and the hazards connected with those tasks. Updated job descriptions also direct the employer towards required training for each safety exposure, which personal protective equipment (PPE) to provide and other special steps, like offering Hepatitis C vaccinations. In some cases the job description and training should also state which task a seasonal employee shall not perform, like operating certain power equipment or entering permit-required confined spaces.

Orientation should also familiarize employees with the procedures for reporting unsafe conditions and where to turn with questions regarding safety procedures, including an introduction to the safety contact for the employee. Also share the location of safety data sheets, eyewash stations, first aid kits

and written safety procedures. Be sure to include how to report injuries through Company Nurse. Also share your designated medical provider and return-to-work policies.

Document each item covered with each employee. This is true for all the training and orientation information, including OSHA-required training. For example, lifeguards need bloodborne pathogens training, so document who attended and presented the training, the information included and whether the employees understood the training. Signing-off that they watched a video on the topic is not sufficient anymore. Demonstrate the attendees can answer questions and address specific details of each training component.

If PPE is provided, document which PPE and the items covered in proper-use and maintenance training. Cover the policy of replacing damaged or lost PPE.

For employees who operate an ATV, training should not only cover proper operation but also the use of safety features and any applicable traffic laws. As part of the training, have the employee operate the equipment through several maneuvers to demonstrate they are qualified to safely use the equipment.

Finally, provide seasonal employees with the same information about your entity's commitment to safety that you provide permanent staff. Ensure the statement clearly covers the organization's expectations that employees abide by the policies and rules of the organi-

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zation. Like other employees, seasonal workers should sign-off stating they have been trained, understand all the policies and rules, and agree to them. The agreement should also include discipline procedures, including discharge and exclusion from rehire, if the employee violates the policies. This critical step is commonly overlooked.

With spring around the corner, now is the time to review your seasonal employee, or all-employee, orientation processes.

Note: Change in Non-Statutory Volunteer Application Form process

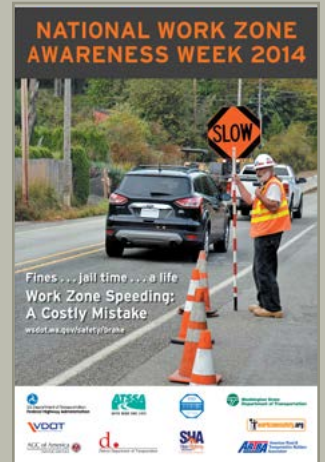
Do you cover non-statutory volunteers? We've made a change in the process!

In the past, we've asked that the forms signed and completed by the volunteer be returned to us. We've also asked that a copy is kept to be shown to the auditor at the time of the payroll audit. You now no longer need to forward a copy to IMWCA. The auditors will still need to see the forms to track the volunteers, so please continue to keep a copy for them. If you have any questions, please call us at (800) 257-2708.

Safely Speaking

National Work Zone Safety Week

April 7-11 marks the 2014 National Work Zone Safety Week with the theme "Work Zone Speed: A Costly Mistake". When you think about it, this applies to all operations. Slow down, take your time, plan your work and work your plan so at the end of the day everyone goes home safe. This year the loss control team obtained a number of the 24"x36" posters and will pass them out to every road crew we contact until we run out. But you don't have to wait--on the last page we have provided an 8.5"x 11" copy you can print and post right away!



WISH

Workplace Initiative for Safety & Health

Hydration is important

Hydration is important whether you're playing sports, traveling or just sitting in the sun. It helps the heart more easily pump blood through the vessels to the muscles so they can work more efficiently. It also prevents other problems ranging from swollen feet to heat stroke.

The amount of water a person needs depends on climatic conditions, clothing worn and exercise intensity and duration. A person who perspires heavily will need to drink more than someone who doesn't. Certain medical conditions, such as diabetes or heart disease, may also mean you need to drink more to avoid over-taxing the heart or other organs.

Thirst isn't the best indicator that you need to drink. If you get thirsty, you're already dehydrated. The easiest thing to do is pay attention to the color of your urine. Pale and clear means you're well hydrated. Dark indicates you should drink more fluids.

If you want to know exactly how much fluid you need, weigh yourself before and after exercise to see how much you've lost through perspiration. For every pound of sweat you lose, drink a pint of water to replenish. It's a

particular good guide for athletes training in the hot, summer months. In fact, it's not unusual for a high school football player, wearing pads and running through drills, to lose 5 pounds or more of sweat during a summer practice.

People who are in good shape tend to sweat more, and need to drink more even if they aren't feeling fatigued. Not sweating during vigorous physical activity can be a red flag that you're dehydrated to the point of developing heat exhaustion.

Source: American Heart Association



Thanks for joining us



2014 Regional Workshops

IMWCA Informer is a monthly newsletter published by the Iowa Municipalities Workers' Compensation Association (IMWCA) in cooperation with the Iowa League of Cities.

This newsletter is designed to educate local officials on workers' compensation issues. Suggestions for articles or topics to appear in IMWCA Informer are always welcome. Contact IMWCA at (515) 244-7282. You may also view this publication online at www.imwca.org.

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NATIONAL WORK ZONE AWARENESS WEEK 2014



Fines . . . jail time . . . a life
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A Costly Mistake**

wsdot.wa.gov/safety/brake

