

DMI Risk Management & Loss Control Committee – Meeting Record

July 14, 2010

- Present:**
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| Michele Adams | Jeff Amundson |
| Stan Bonk | Renee Bruckschen |
| Joshua Cotillier | Teresa Ellis |
| Tim Greene (Chair & Recorder) | Mary Hansen |
| Bryan Kooser | Scott Kronenwetter |
| Tim McNulty | Gale Powers |
| Jay Scherer | Karl Sandry |
| Jamie Vega | |
- Guests:**
- David Vriezen (WI DOC Safety & Buildings)
 - Cregg Reuter (WI Emergency Management)
 - Jim Jones (United Heartland)
- Topic:** Welcome & Introductions
- Discussion:** Welcome new Members & Guests
- Topic:** Presentation, “Health & Safety Expectations for the WTCS” by David Vriezen, WI Dept of Comm Safety & Buildings Division.
- Discussion:** David’s talk provided information on the following topics:
- An overview of the Dept of Commerce
 - Contacts/Inspectors
 - Comm 32
 - Required Programs & Training
 - Other codes enforced
 - Purpose, Scope, and Application of Comm 32
 - Defined
 - Place of employment
 - Public employer
 - Public employee
 - Inspections
 - Right of entry to investigate and inspect (can show up during hours of operation unannounced)
 - Participation in inspections (employees & employer representatives have a right to accompany/participate in the investigation)
 - Request for inspections (file/complaint, to DWD or EEOC, can be written or by phone)
 - Orders (to be completed by the end of the month plus 60 days unless the violation involves Life & Safety)
 - Injury and Illness Reporting/Log
 - Comm 32.10 – Employer shall report work related injuries/illnesses to the DOC for the previous year by March 1st of the following year
 - Use form SBD-10710 or OSHA equivalent
 - Recording of hearing loss new this year
 - Comm 32.205 – Outlines recordkeeping requirements

- Use OSHA 300 Log or equivalent
- Safety & Health Programs
 - Each employer shall develop and implement a safety and health program that describes the procedures, methods, processes, and practices used to manage workplace safety and health
 - The employer shall designate an employee who the department can contact regarding the safety and health program...safety point of contact
- Codes Enforced
 - OSHA 29 CFR 1910 & 1926
 - Wisconsin Commerce Codes
 - Amendments to OSHA Standards
- Required Written Programs
 - Illness and Injury Prevention (32.11)
 - Program with Procedures, Processes, and Practices to manage safety and health issues
 - Emergency Procedures/Responses (1910.38)
 - Emergency Response to Hazardous Materials
 - Fire Prevention (1910.39)
 - Fire Extinguisher Training
 - Hearing Conservation (1910.95)
 - Noise level testing, Audiograms
 - Personal Protective Equipment (1910.132)
 - Hazard Assessment, Selection of PPE, Training w/certification of training
 - Respiratory Protection (1910.134)
 - Hazard Assessment (worksite specific), Selection of Respirator, Medical Evaluations, Fit Testing, Program Evaluation
 - Confined Space Entry (1910.146)
 - Determine if there are permit required confined spaces
 - Lockout/Tagout (1910.147)
 - Energy Control Procedures, Training w/certification of training
 - Bloodborne Pathogens (1910.1030)
 - Occupational Exposure Determination, Exposure Control Plan, Annual Training w/certification of training, Vaccines or Declination Form, Post Exposure Procedures
 - Hazard Communications (1910.1200)
 - Written Program that describes Labels/Warnings, MSDS Inventory, Training (General & Chemical Specific) w/certification, Response Procedures
 - Fall Protection (1926.503)
 - Written Program to include Ladder Safety, Training w/certification of training, PPE and Procedures specific to the fall hazards employees would be exposed
 - Other Codes Enforced
 - Medical Services

- Machine Guarding
- Commercial Driving Operations
- Excavations
- Exposures to Traffic
- Storage of Flammable/Combustible Liquids and Materials
- General Sanitary Conditions
- Walking and Working Surfaces including Housekeeping

The PowerPoint handout, WI DOC Comm 32, Form SBD-10710, as well as several required workplace posters for Wisconsin Public Employers can be obtained on the DMI website: www.districtsmutualinsurance.com. Click on Risk & Loss Control Committee Resources button.

Topic: Presentation, “Best Practices for Conducting a Drill & Table Top Exercise” by Cregg Reuter, Exercise Officer WI Emergency Management.

Discussion: Cregg provided information on how to conduct a tabletop exercise by:

- Identifying steps needed to develop, conduct and evaluate tabletop exercises.
- Assessing exercise needs in your agency/jurisdiction.
- Develop a tabletop exercise using the 8 step process.

He explained the different types of exercises:

- Drills – responding to an alarm (fire, severe weather).
- Tabletop – given a scenario, what response is expected of the team?
- Functional – are the policies/procedures up-to-date, necessary to move to next level, uses the Incident Command System, need the correct people to design the team.
- Full-Scale – will take at least one year to prepare then implement.

Tabletops – simulates an emergency situation, asks decision makers to discuss problems and procedures in response to the incident. Focus is on training and familiarization with agency roles, procedures and responsibilities. The exercise is to be stress free; no time pressures facilitated discussion with the intent to solve problems as a group. The design should be based on an internal issue, with a specific focus on a topic that can be modified. Work with your local, including county, agencies.

Exercise Roles – roles are listed below:

- Design Team
- Facilitator
- Player
- Evaluator
- Observer

Eight Steps to Tabletop Exercise Design

- Assess Needs
- Scope of Exercise
- Statement of Purpose
- Determination of Objectives

- Writing a Scenario
- Identifying Major and Detailed Events
- Prepare Expected Actions
- Messages or Problem Descriptions
- Evaluation
- Packaging the Exercise

Detailed explanations of the above subject matter can be found in the workshop booklet that is posted on the DMI website: www.districtsmutualinsurnace.com. Click on Risk & Loss Control Committee Resources button.

Topic: DMI Safety Training Kit, June/July/August, Status Check – Tim Greene

Discussion: Topics for June;

- Heat Stress Prevention – provides methods of preventing and treating heat stress
- Summertime Safety – best practices for working safely on and off the job
- Welding & Hot Work Permits – with remodeling/construction going on at the campus, this provides training for the use of hot work permits

Topics for July;

- Electrical Safety – provide employees (unauthorized and authorized) with the basic concepts of electrical safety and electrical hazards. This does not cover Arc Flash.
- Confined Space Entry – is designed for training authorized entrants, attendants and supervisors what their roles are and what the hazards are for entry, what measures need to be taken before entry, and emergency/rescue procedures.

Topic for August;

- Building a Safe Working Environment – is a review of safe practices with emphasis on workplace violence prevention and sexual harassment prevention. Be sure to check with your college's policies and procedures before providing this training as you'll want to make sure it is in line with them.

Topic: Presentation, "United Heartland Online Training" by Jim Jones, United Heartland.

Discussion: Jim provided information on how to access the online training resources available to the colleges. The website provides a step by step handout was presented that demonstrated access to:

- UH Reference Guide – containing safety bulletins for colleges to use
- Loss Control Forms Library – numerous documents on Accident Investigation, Ergonomics, etc.
- Safety Training – both video training (Blue Prints©) that can be purchased at a significant discount (\$149.00 + S&H)
- Lezage Training Center – each college must register which will allow them to establish online training for college employees by topic/group/department, etc.

Once training is completed, certificates of completion can be printed. Administrators will be able to monitor the training, including completion time which will allow the college to provide credit for 5 year certification.

This handout is posted on the DMI website: www.districtsmutualinsurance.com. Click on Risk & Loss Control Committee Resources button.

Topic: Presentation, “United Heartland Loss Control Update” by Jim Jones, United Heartland.

Discussion: Jim provided an overview of the Workers Compensation Analysis. Specifics were as follows:

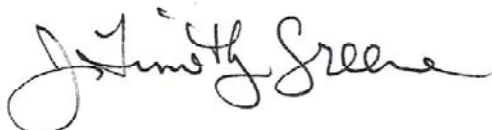
- Frequency & Severity by policy year
- Paid, Reserves and Open claims
- Top 10 Accident Sources 2007 to present (number of claims)
 - Falls leading with Lifting & Lowering following behind
- Top 10 Accident Sources 2007 to present (total cost for claims)
 - Lifting & Lowering lead with Falls following
- Fall claims summary 2007 to present (number of claims by types)
- Number of Falls by month 2007 to present
- Days to Report Injury – noted improvement from previous years
- Loss Ratio by Policy Year (2005 to 2009)
- Largest Claim Dollars (2004 to present)

Next meeting: Thursday, October 21, 2010 – MATC Madison West Campus
Thursday, January 20, 2011 – location to be determined
Thursday, April 21, 2011– location to be determined
Wednesday, July 13, 2011– location to be determined

These meeting dates have been sent to all members; please let me know if you were not included.

Future Topics: In-House Tool & Equipment Fabrication, Issues/Concerns/Liabilities
Workplace Ergonomic Assessments (Train the Trainer)
Hazard Communication Programs
Safety Committee Formation

Respectfully submitted:



J Timothy Greene
DMI Risk & Loss Control Consultant

Related Handouts sent in advance of the meeting via E Packet:

- Meeting Agenda
- United Heartland Loss Control Report
- Dept of Comm & OSHA Required/Recommended Employee Training