



The Risk Connection

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Presented by Risk Management & Employee Benefits

- News You Can Use
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- Benefits Information
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Defensive Driving Training Gets Results

Risk Management strives to bring training to County employees to help keep them safe from harm. An example of a successful program is the Defensive Driving training classes. In 2006 Defensive Driving training was made mandatory for employees driving a county vehicle or driving their personal vehicle on county business. The employees must also take a refresher course every three years.

In the six years prior to the implementation, 6/15/00 to

6/14/06, Risk Management received 263 auto accident claims. A total of \$3,373,914 was paid to settle or defend these claims. In the six years immediately after the classes became mandatory, 6/15/06 to 6/14/12, a total of 191 auto accident claims were received by Risk Management. The total paid to settle or defend those claims was \$2,375,370. In the six years after the implementation auto accident claims have decreased by 27% and a total



of \$998,544 less was paid to handle the claims.

These figures don't include injuries to county employees which didn't happen because the county drivers were more alert and driving defensively. We all win when we can pay less for accident claims and keep county employees safe from harm. Keep up the good work.

Motor Vehicle Accident Reports

Although we strive for a 100% accident free workplace, on occasion accidents do occur. So what should we do when we fill out the Motor Vehicle Accident/Property Damage Report should we ever be in this situation? When filling out a report, it is important to fill it out as completely as possible. However, it is important to note a few sections that are crucial. The "Narrative Report" section should be filled out within twenty four hours and with as much detail as possible. Particularly if you do not

need medical care, the sooner you fill this section out, the more you will remember about the incident. The "Damage to Property of Others" section captures important information from the driver of another vehicle involved in the accident including their name, contact information, and driver license number as well as their vehicle information including make, year, whether the car is insured and if so, who the carrier is. The "Occupancy" and "Safety Devices" sections give an accurate indication of

what was going on in another vehicle during the accident. How many passengers, if any were there? Did they have operational seat belts and were they used? Finally, the "Witnesses" section will allow us to follow up with anyone who may have seen the accident in progress. Remember, the more timely information we receive in Risk Management, the easier it is to investigate and determine potential liability after an accident.

Tips for a Fun and Safe Halloween

Halloween can be a fun time for the whole family. Here are a few easy safety tips to make sure the fun isn't ruined by an accident.

For Parents:

- Masks make it hard for children to see what's around them, including cars. It's better to use hypoallergenic make up.
- Make or buy costumes in light colored material. Additionally, place strips of reflective tape on the front and back, so that drivers can better see your child.
- Use props that are soft and flexible so they won't cause injury if fallen on.



Trick or Treating:

- Encourage children to trick-or-treat while it's still light out. If children are out after dark, make sure they have a flashlight and travel on well lit streets.
- Instruct children to stop only at familiar homes where the outside lights are on.
- Remind children not to enter the homes or cars of strangers.
- Don't let your children eat anything unwrapped or homemade.
- Kids need to know not to eat their treats until they get home and you have checked them. One way to keep trick-or-treaters from eating their treats while they're still out is to feed them a meal or substantial snack beforehand.

For Homeowners:

- Welcome trick-or-treaters to your home by turning on your exterior lights.
- Remove objects from your yard that might present a hazard to visitors.
- Use alternatives to candles in your pumpkins, such as a flashlight or a battery operated candle. If you are using a candle, don't leave the pumpkin unattended.
- Keep pets away – they can become frightened and inadvertently bite or jump on trick-or-treaters.

Alternatives to traditional trick-or-treating:

- Organize a Halloween costume party with treats, themed games, and movies.
- Additionally, many communities, schools and churches offer children safe alternatives to trick-or-treating, designed to keep children safely within their parents' view.



Did you know that County employees have access to free wellness resources online? Tools and information are available to help you and your family make healthy changes. Some of the information and services available include:

- Online Health Assessment
- Fitness
- Nutrition and Recipes
- Emotional Wellness
- Weight Management
- Pregnancy
- Men's and Women's Health
- Child and Teen Health
- Health Guides (Allergies & Asthma, Diabetes, Heart Health, etc.)

These and many other topics are available to review online. Check out the sites below and start taking care of your health today!

<https://healthy.kaiserpermanente.org/health/care/consumer/health-wellness>

<https://www.anthem.com/ca/health-insurance/health-and-wellness/hw-overview>

Coming Wednesday October 23, 2013



Personnel Services Department

Risk Management

County Plaza 16th Floor
559-600-1850 Stop 188

Employee Benefits

County Plaza 14th Floor
559-600-1810 Stop 188

To access previous copies of The Risk Connection please see the Risk Management website under Reports and Resources.

Safety Class Schedule

Supervisor Safety

6/6/13 8:00-12:00 PM

8/15/13 8:00-12:00 PM

Workplace Violence

6/19/13 9:00-11:00 AM

8/14/13 9:00-11:00 AM

Hazard Communication

7/18/13 9:00-11:00 AM

Office Ergonomics

7/2/13 9:00-11:00 AM

8/1/13 9:00-11:00 AM

Back Safety

7/17/13 9:00-11:00 AM

Office Safety

7/31/13 9:00-11:00 AM

CPR and First Aid

6/20/13 8:30-4:30 PM

7/5/13 8:30-4:30 PM

7/26/13 8:30-4:30 PM

8/16/13 8:30-4:30 PM

8/8/13 8:30-4:30 PM

8/29/13 8:30-4:30 PM

Spaces for these classes may be reserved by emailing the Personnel-training mailbox. All courses are free. See the Training Schedule on Personnel's Risk Management website for more information.

The Safety Corner By Devon Benbrook, County Safety Officer

How to Minimize your Mouse Use to Keep it from Getting the Best of You

Have you stopped to consider how many mouse clicks you make during an average work-day? I've dealt with many employees that have had discomfort in their dominant hand and/or arm which is the one they use to grip that mouse and click, click, click all day long. A mere coincidence or a correlation here? Hmmmm.

The County is required to use many reporting programs such as CalWIN which often require you to fill in one field on a page and then hop to the next field and so on. I often see staff using

the mouse to click from one field to the next. While the clicking motion of that mouse doesn't seem to require much effort, think about the motion you have to make to reach for the mouse and to move it from one field to the next. Look at your wrist as well. Are you resting it on a rest while using the mouse? That is not what it was intended for. Are you resting your wrist on a hard surface such as a desk? That's not good either. How about using the short cut key commands on your keyboard? Haaaaaa, now you're dominant hand is smiling at you J. The "Tab" button on your key-

hand is smiling at you. The "Tab" button on your keyboard can reduce a number of clicks when you are working with forms or fields. Give it a try! Did you know that the ALT + F4 keys when pressed at the same time can close a window? Awesome! The F10 key is also pretty cool as it activates menu bar options. Check out more shortcuts by visiting [eServices-Personnel Services- Risk Management- Reports and Resources](#) (sorry, no shortcuts for this) and look for the [Keyboarding Short Cuts](#) article.