



**Panhandle Area Educational Consortium
Safe Schools Planning**

WORKERS COMPENSATION ASSESSMENT

School District _____ Date _____

Benchmarking, Best Practices, and Performance Measurements: For Workers Compensation
Priority 1 the Highest, Priority 3 the lowest.

Workers' Compensation Cost Containment:

The school district has a workers' compensation experience modifier (EM) of (____). The school district has a "self-insured program" and has a "PPO" network for designated providers giving employees a wide range of treatment choices. The school districts philosophy emphasizes communication and customer satisfaction.

1.

Review Conducted By: _____

Reference:

Remarks:

District (EM): _____ PAEC (EM) Avg.: _____

Ergonomics Program:

Ergonomics program provides for an ongoing budget, a process for determining need, and a tracking system for updating furniture that doesn't meet current ergonomic standards.

1.a

Yes: _____ No: _____

Review Conducted By: _____

Reference:

Remarks:

1.b	<p>Department Review Report (Safety Suggestions) Safety Committee generates reports when a corrective action is needed. The report includes observations and recommendations. It is generated within five days, reviewed by Safety Coordinator and/or Risk Management, and distributed to appropriate department heads within two days. Safety Coordinator monitors follow up on a routine basis. The report is closed when corrective action is completed and documented.</p> <p>Yes: _____ No: _____</p> <p>Review Conducted By: _____</p> <p>Reference:</p> <p><u>Remarks:</u></p>
1.c	<p>Fall Protection Program The program identifies standard policy and procedures, as well as, hands-on training needs.</p> <p>Yes: _____ No: _____</p> <p>Review Conducted By: _____</p> <p>Reference:</p> <p><u>Remarks:</u></p>
1.d	<p>Liability Claim Review Committee Based on the amount of the claims, up to six members of the Claim Review Board make decisions on defense and settlement. The Claim Review Board includes School Board Attorney, District Administrator, District Director of Finance, District or PAEC Risk Manager, District or PAEC Safety Coordinator, and the involved department head.</p> <p>Yes: _____ No: _____</p> <p>Review Conducted By: _____</p> <p>Reference:</p> <p><u>Remarks:</u></p>

1.e	<p>Loss Prevention Awards Awards are given to employees who identify safety concerns and provide suggestions to correct the problem. Additionally, employees are eligible for annual safety awards (varying award depending upon risk category). Departments are eligible for annual safety awards if losses are below agreed upon loss goal. If an employee is involved in an accident, Safety Team members review loss and determine eligibility for award.</p> <p>Yes: _____ No: _____</p> <p>Review Conducted By: _____</p> <p>Reference:</p> <p><u>Remarks:</u></p>
1.f	<p>Loss Sensitive Cost Allocation PAEC has a fairly new, but very sophisticated, cost allocation program. Workers' compensation claims are summarized in detail for all departments. The claims are even sorted by the supervisor of the injured worker.</p> <p>Yes: _____ No: _____</p> <p>Review Conducted By: _____</p> <p>Reference:</p> <p><u>Remarks:</u></p>
1.g	<p>Training and Tracking Training is designed to support written policies and procedures. Tracking of these activities is provided to each employee in order for them to take responsibility for participating in recommended training. This information can be accessed electronically at any time by an employee, and is provided at department meetings or on request.</p> <p>Yes: _____ No: _____</p> <p>Review Conducted By: _____</p> <p>Reference:</p> <p><u>Remarks:</u></p>

1.h	<p>Safety Training Checklists To ensure that all new employees receive job-related safety training from the time they start work, risk management assembled lists of safety related topics by job type. The safety coordinator meets with each new employee and his/her supervisor to review the list, make notations, and agreements between supervisor/employee/safety coordinator for further job-related safety training. Yes: _____ No: _____ Review Conducted By: _____</p> <p>Reference: <u>Remarks:</u></p>
1.i	<p>Safety Handbook A comprehensive safety handbook covers written safety policies and procedures including explanation of responsibilities in the event of an accident, claim procedures, forms, and contacts. It also provides written policies for all the School Districts safety programs. Training is provided for every program. New employees receive specific handbook orientation. Yes: _____ No: _____ Review Conducted By: _____</p> <p>Reference: <u>Remarks:</u></p>
1.j	<p>Safety Incentive Awards Program Two programs.</p> <ol style="list-style-type: none"> 1. One allows for suggestions and one provides for additional "eyes" focused on safety. The Executive Safety Committee rewards employees with cash prizes for particularly good suggestions. 2. SHARP (Stay Healthy and Accident-free Rewards Program) provides annual prizes based on an individual's participation in safety programs. Also, it promotes morale by including the District logo on prizes. <p>Yes: _____ No: _____ Review Conducted By: _____</p> <p>Reference: <u>Remarks:</u></p>

1.k	<p>Post Employment Offer Medical Inquiry</p> <p>The window of opportunity for asking medical questions of a future employee is post offer, pre-hire. Medical information that causes one to question if the job may cause harm to the future employee or to another would be reason to seek further information. Such information may also be helpful in apportionment of future workers' compensation claims.</p> <p>Yes: _____ No: _____</p> <p>Review Conducted By: _____</p> <p>Reference:</p> <p><u>Remarks:</u></p>
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Risk Management Function: Hiring practices

Basic Practice : New employee safety orientation.

Better/Best Practice:

1. Post-offer pre-placement physicals, including medical questionnaire, range of motion impairment ratings. Baseline physicals. Maintain database.

Performance Measurement: Monitor. Utilize checklist to determine if all is completed.

Priority (1-2-3): ____

Reference:

Remarks:

2. Job description lists essential functions; physical requirements. Functional capacity evaluations performed.

Performance Measurement: Monitor.

Priority (1-2-3): ____

2.

Reference:

Remarks:

3. Periodic review. Drug testing: CDL required, pre-employment, random, return to work, post accident, reasonable suspicion, hair analysis.

Performance Measurement: Monitor as per district policy.

Priority (1-2-3): ____

Reference:

Remarks:

Risk Management Function: Claims management

Basic Practice: Review claims and forward to PAEC, Insurance company or TPA.

Better/Best Practice: Risk Manager meets every employee with lost time. Contact daily 1st. wk. Weekly thereafter.

Performance Measurement: Monitor. Percent (_____) of claims with attorney involvement.

Reference:

Remarks:

Better/Best Practice: Supervisor training.

Performance Measurement: Professional Development Plan for all educational employees.

Priority (1-2-3): ____

Reference:

Remarks:

3.

Better/Best Practice: Survey every injured employee post claims re: designated medical provider, physical therapist, hospital, and risk management staff.

Performance Measurement: Review, conduct interviews

Priority (1-2-3): ____

Reference:

Remarks:

Better/Best Practice: Electronic claim reporting.

Performance Measurement: Every month, Reviewed by Risk Management of district and school principals.

Priority (1-2-3): ____

Reference:

Remarks:

Better/Best Practice: Get well card to employees on workers compensation

Performance Measurement: sent by Risk Mgt. or superintendent (signed)

Priority (1-2-3): ____

Reference:

Remarks:

Better/Best Practice: Staffing; Medical staff, risk management, human relations, legal, supervisor, management (past 2 weeks, out 5 days).

Performance Measurement: Review Annually

Priority (1-2-3): ____

Reference:

Remarks:

3.

Better/Best Practice: Technology to track and minimize data entry.

Performance Measurement: Yes / No Type of Tracking. _____

Priority (1-2-3): ____

Reference:

Remarks:

Better/Best Practice: Policy on multiple Worker Compensation (W/C) claims.
(Communications, accountability)

Performance Measurement: Review, recommend changes to supervisors.

Priority (1-2-3): ____

Reference:

Remarks:

5.	<p>Risk Management Function: Accident Investigations.</p> <p>Basic Practice: District Risk Management reviews all paperwork</p> <p>Better/Best Practice: Committee including management.</p> <p>Performance Measurement: Yes / No, Number (____) of recommendations. Percent (____) of recommendations completed.</p> <p>Priority (1-2-3): ____</p> <p>Better/Best Practice: Worker Peer Group</p> <p>Performance Measurement: Yes / No, Number (____) of recommendations. Percent (____) of recommendations completed.</p> <p>Priority (1-2-3): ____</p> <p>Reference:</p> <p><u>Remarks:</u></p>
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Risk Management Function: Loss Analysis (all exposures)

Basic Practice: Review loss data

Better/Best Practice: Distribute data to school principals, Dept. managers. Allocate loss costs to departments/divisions.

Performance Measurement:

- a. Number (_____) of claims (frequency)
- b. Incurred dollars (_____) per \$ payroll.
- c. Experience Modifier (_____)
- d. Number (_____) claims/FTE
- e. Number (_____) Loss Time (LT) claims/FTE
- f. Dollars (\$_____) incurred/FTE
- g. Dollars (\$_____) incurred/\$100 payroll
- h. Lag time: Yes / No
- i. Accident to RM (2 days or less for 95% of claims). Number of days (_____)
- j. Accident to adjuster. Number of days (_____)
- k. Percent (_____) loss time claims/total claims.
- l. Legal expense as percent (_____) of incurred losses.
- m. Average value of claims. (_____)
- n. Average value of closed claims. (_____)
- o. Dollars (\$_____) incurred as percent (_____) of manual premium (loss ratio).
- p. Ave. days (_____) LT claim open.
- q. Ave. settlement value. (_____)
- r. Ave. number loss days per claim. (_____)
- s. Loss Time cost as percent (_____) of total WC claims cost.

Priority (1-2-3): ____

Reference:

Remarks:

6

Risk Management Function: Driver qualification.

Basic Practice: MVR checks prior to hiring and Annual MVR checks.

Better/Best Practice: Standards and Policy Written

Performance Measurement: Yes / No, Policy Date: _____

Priority (1-2-3): ____

Reference:

Remarks:

Better/Best Practice: MVR checks semiannual

Performance Measurement: Yes / No, Last Review: _____

Priority (1-2-3): ____

Reference:

Remarks:

7.

Better/Best Practice: Security cameras on school buses.

Performance Measurement: Percent of buses having security cameras. (_____)

Priority (1-2-3): ____

Reference:

Remarks:

Better/Best Practice: Black box to track driving information.

Performance Measurement: Number vehicle/ bus/auto accidents per miles driven (_____).

Priority (1-2-3): ____

Reference:

Remarks:

9.	<p>Risk Management Function: Training / Education</p> <p>Basic Practice: All educational staff personnel.</p> <p>Better/Best Practice: Include volunteer and citizen boards and commissions.</p> <p>Topics:</p> <ul style="list-style-type: none"> a. -Immunity laws b. -Ethics c. -Media relations d. -Child protection laws e. -Incident command f. -Sexual molestation g. -Employment liability h. -Sexual harassment i. -HR policies j. -Employee complaints <p>Training records maintained. (Who keeps them, Where are they kept, Who maintains them)</p> <p>Formalized training relationship with HR, risk management, legal.</p> <p>Performance Measurement: Training hours (_____)</p> <p>Priority (1-2-3): ____</p> <p>Reference:</p> <p><u>Remarks:</u></p>
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Risk Management: General Safety

Risk Management Function: Committees

Basic Practice: Review Committee

Better/Best Practice: Management participates on safety committees.

Performance Measurement: Number of claims LT(____) Medical Only (____)

Performance Measurement: Dollars incurred per claim

Performance Measurement: Safety committee recommendations to management for correction vice how many were actually completed. (____)

Priority (1-2-3): ____

Reference:

Remarks:

Risk Management Function: Policies and Procedures.

Basic Practice: New employee safety orientation

Better/Best Practice: Every policy and procedure has training identified

Performance Measurement: Number of training session per FTE.

Priority (1-2-3): ____

Reference:

Remarks:

10.

Risk Management Function: Training and Orientation

Basic Practice: New employee safety orientation

Better/Best Practice: Maintain handbook on all policies. Checklist on all training
Date of Manual:_____ Date of Last Review:_____.

Performance Measurement: Tests for proficiency levels.

Priority (1-2-3): ____

Reference:

Remarks:

Better/Best Practice: Integrate SAFETY into all aspects of the entity-budget, performance evaluations.

Performance Measurement: All job descriptions have safety performance in description

Priority (1-2-3): ____

Reference:

Remarks:

10.

Better/Best Practice: Training based on loss analysis.

Performance Measurement: Past data reviewed

Priority (1-2-3): ____

Reference:

Remarks:

Better/Best Practice: Supervisors are trained in SAFETY-core values.

Performance Measurement: Training Documentation

Priority (1-2-3): ____

Reference:

Remarks:

Better/Best Practice: Ergonomics

Performance Measurement: Have a plan in place

Priority (1-2-3): ____

Reference:

Remarks:

Better/Best Practice: Loss control standards

Performance Measurement: Reviewed per school/department

Priority (1-2-3): ____

Reference:

Remarks:

Better/Best Practice: Safety library

Performance Measurement: District safety library at each work place.

Priority (1-2-3): ____

Reference:

Remarks:

11.	<p>Risk Management Function: Office Management</p> <p>Basic Practice: Training (Staff)</p> <p>Better/Best Practice: Staff Development</p> <p>Performance Measurement: Training attended: On-site (____) Off-site (____)</p> <p>Priority (1-2-3): _____</p> <p>Reference:</p> <p><u>Remarks:</u></p>
12.	<p>Risk Management Function: Audits and Inspections</p> <p>Basic Practice: Conduct and review</p> <p>Better/Best Practice: Accident Investigation Committee</p> <p>Performance Measurement: Conduct Annually Document findings</p> <p>Priority (1-2-3): ____</p> <p>Reference:</p> <p><u>Remarks:</u></p>
13.	<p>Risk Management Function: Safety Communications</p> <p>Basic Practice: Training all employees</p> <p>Better/Best Practice: Newsletter, Meeting, Posters</p> <p>Performance Measurement:</p> <p>a. Newsletters Published: _____Name</p> <p>b. Safety Meeting held: _____Mth, Qtrly, Annually</p> <p>c. Posters: _____designed/bought</p> <p>Priority (1-2-3): ____</p> <p>Reference:</p> <p><u>Remarks:</u></p>

14.	<p>Risk Management Function: Safety Checklists</p> <p>Basic Practice: Job and school specific format</p> <p>Better/Best Practice: Specialized for different workers. Meet within first week of employment with supervisor- individual ergonomics evaluation within 45 days of starting.</p> <p>Performance Measurement: Documentation</p> <p>Priority (1-2-3): ____</p> <p>Reference:</p> <p><u>Remarks:</u></p>
15.	<p>Risk Management Function: Return to Work. (RTW)</p> <p>Basic Practice: RTW after WC injuries takes place occasionally.</p> <p>Better/Best Practice: Formalized program. Workers' comp, FMLA, disability integrated. RM places in other depts. and RM pays. Supervisors are trained on RTW biannually. Data bank of possible RTW positions maintained and updated annually.</p> <p>Performance Measurement:</p> <ol style="list-style-type: none"> Number (___) and Percent (____) workers released for modified duty returned within 3days. Number (___) and Percent (____) workers released for modified duty returned within 1 week. Number (___) and Percent (____) workers released for modified duty returned within 1 month. Number (___) and Percent (____) workers released for modified duty returned within 3 month. <p>Priority (1-2-3): ____</p> <p>Reference:</p> <p><u>Remarks:</u></p>