

# Risk Quick Tips



Risk Management Division OMB

## Transferring Incident/Accident Report Data From Paper to Electronic

It is common, as well as a good practice to fill out a paper incident/accident report form prior to submitting the on-line report to Risk Management. This process provides the state employee completing the report a guide as to what information needs to be documented. Further, by having the information compiled beforehand, it saves the employee a lot of time, effort, and unnecessary frustration when he/she sits down at the computer to submit the on-line report form.

If the paper report contains any information that does not fit into a field of the on-line report, or is separate from the report, it is important to fax or email that information to Risk Management. This could be in the form of a diagram/drawing, memorandum, email, police report, etc. Please do not omit any information, even if you think it may not be helpful or useful to Risk Management.

### Staff

- Tag Anderson: Director  
701.328.7580
- Vicki Ableidinger: Claims Manager  
701.328.7581
- Terry Milas: Loss Control Analyst  
701.328.7582
- Diane Waliser: Manager, RMWCP  
701.328.7583
- Dawn Moen: Admin Staff Officer  
701.328.7584

## To Whom Can On-line Training Courses Be Assigned?

The Risk Management On-line Training system is a web application for **state employees** to use to take training courses provided by the Risk Management Division. The application provides a list of courses that are required as predetermined by agency administrators as well as allow users to select courses of their own. An administrator is a person from an agency who is responsible for risk management training within their agency. The application keeps a history of courses that each user completes.

The web application also allows certain administrative functions. The application will allow an administrator to create and download a report based on the history of completed courses. In addition, they can determine and assign any required courses for their agency personnel.

In order for a system administrator to assign a course to an employee, the employee **must have a North Dakota State Employee Identification Number through PeopleSoft**. Contractual employees, most temporary employees, seasonal employees and volunteers will not be able to access the On-line Training System. If the employee does not have a state employee identification number other training arrangements will need to be made.

# Pre-Seminar Ergonomic Training Session Nearly Full

Registration is required - there is a limit of 50 participants.

The Risk Management Division of OMB and Workforce Safety & Insurance are once again partnering to present an Ergonomics Training Opportunity that will assist State Agencies in developing an internally driven program to address unnecessary musculoskeletal disorders and repetitive stress injuries in the workplace. This train-the-trainer program will give trainees information needed to evaluate, design, or modify workstations, equipment, and work methods in an office setting. This training will also serve as a refresher for those who have attended Risk Management Division ergonomic training sessions in the past. Upon completing the training, the attendees will have the tools necessary to conduct training sessions for their frontline supervisors to help them understand and address ergonomic issues in their designated work sites as well as provide frontline supervisors with the necessary information to conduct awareness training for the employees they supervise.

## ERGONOMICS: TRAIN-THE-TRAINER REFRESHER

May 6<sup>th</sup>, 2009  
(9:00 a.m. to 12:00 p.m.)  
North Dakota Heritage Center  
State Capitol Ground  
Bismarck, ND

**Registration Form**

## WSI Safety Grant & Discount Programs

And the Risk Management Workers  
Compensation Program (RMWCP)

Starting January 1<sup>st</sup>, WSI invited every North Dakota employer to “put safety to work” by offering new safety grant and discount programs aimed at reducing the frequency of workplace injuries. The past few months, many state agencies have expressed an interest in participating in these new safety grant and discount programs.

The 2001 Legislation established a single workers compensation account for all state entities referred to as the Risk Management Workers Compensation Program (RMWCP Account #1272995). The Risk Management Division (RMD) of the Office of Management and Budget (OMB) administers this program. For coverage periods beginning July 1, 2001, RMD entered into deductible contracts with WSI for 143 consolidated state agency accounts. The deductible amount selected was \$100,000 per claim. It is specifically understood that WSI’s assessment program, RMP+ discount program and SOP program do not apply to this Agreement. This agreement would make the RMWCP ineligible to participate in WSI’s new safety discount programs and the *STEP grant program*.

However, the Risk Management Workers Compensation Program (RMWCP) is eligible to apply for grants through the Workplace Injury Reduction Challenge (WIRC) program. Through WIRC, RMWCP is eligible for a 3 – to – 1 matching grant, with WSI contributing the larger portion, or 75%, up to the maximum grant amount which is determined by the size of an employer’s premium. The RMWCP would be eligible to receive a potential grant of possibly up to \$100,000. The WIRC program is a voluntary program offering employers the opportunity for funds to purchase safety equipment, engineering controls and advancements that will remove workplace hazards.

If your agency is interested in participating in the WIRC grant program please contact Diane Waliser at 701-328-7583 or by email at [drwaliser@nd.gov](mailto:drwaliser@nd.gov). Before a grant application is completed on behalf of your agency you will be asked to submit to Risk Management a detailed statement of your agency current need/problems and how your proposed intervention/service will address this need.

Information about the WIRC grant program is available on the WSI website <http://www.WorkforceSafety.com>



Risk Management Workers  
Compensation Premium  
Discount Application

Risk Management Fund  
Contribution Discount  
Program Application

## Discount Application Changes

- New Applications effective immediately
- Application due date June 30<sup>th</sup>
- Documentation must be submitted along with both applications
- Objective review of applications provided
- RMWCP application discount amount determined annually by actuarial review.



## 2009 Risk Management Seminar

Wednesday, May 6, 2009 1:00 pm - 5:00 pm

Thursday, May 7, 2009 8:00 am- 12:00 pm



- Legislation Effecting Risk Management
- Discount Programs
- Leased Vehicles
- Contract Management in the Procurement Process
- Potential Homeland Security Threats and Assessments
- The Vocational Rehabilitation Process
- Litigation Hold/Electronic Records
- ADA and Employment Liability Review.

**AGENDA**

*Presented by: Office of the Attorney General, Risk Management Division, CorVel Corporation, Procurement Office, Information Technology Department, Workforce Safety & Insurance and North Dakota Homeland Security Fusion Center*

**Register now by contacting Dawn Moen at 701-328-7584 or by email at [dmmoen@nd.gov](mailto:dmmoen@nd.gov)**

Please indicate if special accommodations are needed. We will contact you for further information.

