

Risk Quick Tips

Risk Management Division OMB

2009 Legislative Actions Affecting Risk Management

- **SB 2256: Contracts with political subdivisions**
 - Indemnification agreements prohibited.
- **HB 1122: Contracts limiting a vendor's liability to the State**
 - May now include contracts for services related to the purchase or lease of software, communications, or electronic equipment.
 - Only indirect consequential loss may be waived.
- **HB 1004: Risk Management Records**
 - Clarifies that exempt Risk Management records remain exempt even where a copy is retained by the agency.

Mission

The mission of the Risk Management Division of the Office of Management and Budget is to protect the assets of the state of North Dakota – its people, property and financial resources – so that the state can continue to meet its obligations to its citizens.

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NOTES FROM THE SEMINAR

Leased Rental Vehicles

- Risk Management assumption of liability under contract for leased or rented vehicles only extends to driving activities within the scope of employment.
- Risk Management is responsible if the loss is not covered by the employee's personal insurance or through the rental company. N.D.C.C. 32-12.2-02(s).
- Only individuals acting in some official capacity may operate or ride in a rented or leased vehicle. Same as state fleet vehicles.

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ERGONOMICS: TRAIN- THE-TRAINER REFRESHER WEBCAST INFORMATION

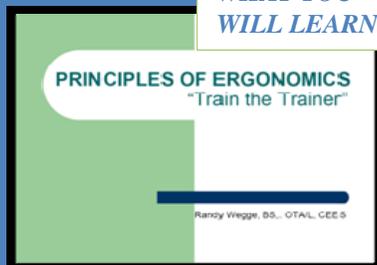
Risk Management's pre-seminar ergonomic training session was webcasted on May 6, 2009.

You are able to view a tape of this [webcast/program by clicking here](#). Click the dropdown box and select: "Employee Services" and click "Go", or type in the word "ERGONOMICS" in the search window. You will also be able to view the tape on Risk Management's Online Training System.

A copy of the PowerPoint presentation can be downloaded and printed from Risk Management's website.

If you have any questions please contact Diane Waliser at 701-328-7583 or drwaliser@nd.gov

WHAT YOU WILL LEARN



ON-LINE INCIDENT REPORT (SFN 50508) REVISED

INJURED PARTICIPANT  INJURED/INVOLVED PARTICIPANT

Based upon a request, a small revision has been made to the Risk Management Fund Incident Report (SFN 50508). We recognize that all incidents cannot be categorized as an "injury" in the technical sense of a bodily or personal injury. Therefore, the title or category revisions should more accurately describe the nature of the information that should be entered into the blue section of the on-line incident report, which can include anything from a traditional bodily injury to a complaint or allegation of negligence on behalf of the State or a state employee. **Note** that none of the fields have changed, **ONLY** the title of the section.



Primary	Bodily Injury	Last Name	First Name	M.I.	Date of Birth	Sex	Individual!
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>				
		Street Address 1	Street Address 2	City	State	Zip	Phone #
		<input type="text"/>	<input type="text"/>	<input type="text"/>	ND	<input type="text"/>	<input type="text"/>
Describe Injury							Request
<input type="text"/>							<input type="text"/>

YOU AND YOUR COMPUTER WORKSTATION

Do you spend a good portion of your day working on a computer? If so you may be at risk for one of several keyboarding injuries which include tendonitis, carpal tunnel syndrome, and other repetitive motion injuries. That's the *bad news*. The *good news* is that there are several steps you can take to substantially reduce your risk. Those steps include:

WATCH FOR SIGNS OF INJURY

Think about how you feel when you are sitting at your workstation and after work at the end of the day. Do you have any nagging aches and pains? Are your wrists sore? Do your fingers tingle? Do you have sore eyes or headaches?

If you answered yes to any of these questions you and your workstation may not be a good fit.

Keep in mind that repetitive strain injury can be caused by a combination of bad posture, repetitive motion, poor workstation design, and uncorrected vision. Signs and symptoms can appear gradually, or over a period of weeks, months, or years.

SIT TALL AND MOVE ABOUT

Good posture is important. Sitting tall with relaxed shoulders and elbows by your sides, will not only make you more comfortable but will also reduce your risk of injury. Remember to take breaks. Any posture you hold for a long time will result in fatigue or discomfort. *So, whenever possible, stand up and move around. Stretch.* This will allow you to rest your muscles and minimize the tension on your body.

SPEAK UP

If you have concerns, speak with your supervisor and or call Risk Management at 328-7583.

ADJUST YOUR CHAIR

Most importantly your chair should feel comfortable. When you sit down make sure your lower back is fully supported, and your feet are resting on the floor or a footrest. Also make sure your chair is the right height. Your forearms should be parallel to the floor and just clear the top of your work surface.

CHECK YOUR MONITOR

Make sure the top line of text on your screen is at eye level and the screen is between 18 and 26 inches away. If you wear bifocals, trifocals, or progressive addition glasses your monitor will have to be 4 to 5 inches lower.

CHECK YOUR KEYBOARD

You should be able to keep your wrists straight while keyboarding. If you cannot, adjust the height of either your chair or your keyboard. And, if you drop your palms or wrists while typing, try using a wrist support.

TAKE A LOOK AT YOUR MOUSE

Keep your mouse at the same height and as close to your keyboard as possible. When using the mouse, keep your wrist straight and try to use your whole arm not just the wrist or elbow.

Are Volunteers Covered by Workers Compensation?

If your agency uses volunteers, Workforce Safety & Insurance (WSI) must be notified and all volunteers added to the schedule of insured before they begin their volunteer duties. Failure to have a volunteer listed and workers compensation insurance in place prior to an injury can result in claim denial. If your agency wishes to obtain volunteer or vocational training coverage, please complete the appropriate form below and send to WSI.



Volunteer Org
Coverage - sfn 530



Voc Training &
Work Eval Coverag

Designated Medical Provider (Reminder)

The Risk Management Workers Compensation Program (RMWCP) has selected state-wide occupational health specialists to serve as the **Program's DMPs**. The occupational health specialists are located in medical facilities (including satellite care centers) across North Dakota. State entities that use one of the Program's DMPs can expect to see reduced costs associated with their workers compensation claims by the elimination of the \$250 deductible.

All state entities participating in the DMP program are required to notify its employees of its DMP choice. Employees have the option of selecting a different provider but must make the selection known to the employer before they seek treatment for a workplace injury. The \$250 deductible will only be waived if the employer and the employee have adopted the DMP program.

Documentation that the state entity has adopted the DMP program and has informed all employees of its DMP selection must be filed with the Risk Management Division by July 15 of each year. State entities no longer have to submit a list of employees who selected a different DMP.

If the requested documentation is not received by Risk Management by July 15 of each year, it will be assumed, that the state entity is not participating in the DMP program and will be assessed the \$250 deductible cost associated with each workers compensation claim filed.

Workers Compensation Legislation

Workforce Safety & Insurances (WSI) has developed a 2009 Legislative Quick Guide. If you want a good summarization of the 2009 Legislative actions that may affect the Risk Management Workers Compensation Program click below.



The Risk Management Division seminar was held on May 6th and May 7th, 2009. The PowerPoint presentations for the seminar can be found on Risk Management's website.

<http://www.nd.gov/risk/seminar/>