

Risk Quick Tips

January 2015

Risk Management Division OMB

OMB
Management



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FBI Fee Change For Employee Criminal History Background Checks ~ OMB Policy 112

Criminal history background checks for individuals seeking access to certain financial or personal information on PeopleSoft, will see a slight decrease in the processing fee. The current fee for a State and Federal background check is \$44.50 and this fee will be reduced to **\$42.75 effective February 1, 2015.**

The **Required Steps in the Background Check Process** on Risk Management's website have been updated to reflect this change. **SFN 58613 Information Release Authorization for Background Investigation** form has also been updated to comply with FBI requirements. Please ensure that any previous links, shortcuts, and paper copies are replaced with the most current version.

www.nd.gov/risk/services/background-checks



Workers Compensation Legislation



Workforce Safety & Insurances (WSI) has developed a 2015 Legislative Quick Guide. If you want a good summarization of the 2015 Legislative actions that may affect the Risk Management Workers Compensation Program click below.

<http://www.workforcesafety.com/library/documents/other/LegislativeGuide2015.pdf>

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On-Line Incident/Accident Reporting ~ Time Is Valuable

Recently, both Risk Management and State Fleet (re: accident reports) have noticed that reports are being submitted and information is missing. Often, this is the result of using an incompatible internet browser and/or not selecting the **SAVE** icon on the left side of the section when entering the *Injured/Involved Participant*, *Property Owner*, or *Other Vehicle & Driver* information. If you do not select the **SAVE** icon, the information will be lost.

In these situations, additional steps must be taken by Risk Management and the employee/agency submitting the report: Risk Management will send follow-up emails or call to obtain further information; and/or the employee may need to re-enter the report. The goal for everyone is to eliminate extra steps and work whenever possible because we know everyone's *time is valuable*.

When Does The Employee Need To Re-Enter The Report (examples)?

- The incident/accident has been submitted on the wrong report form;
- An incompatible browser was used; or
- The **SAVE** icon is not selected.

Why Can't Risk Management Re-Enter The Report?

- After an employee enters *SFN 50508 Incident Report* and Risk Management has reviewed it, the agency's Risk Management/Workers Compensation contact will receive an email with a PDF attachment of the report.
- After an employee enters *SFN 51301 Motor Vehicle Report* and Risk Management has reviewed it, an email

with a PDF attachment will go to 1) the agency's Risk Management Contact; 2) State Fleet, and 3) the District Shop Foreman.

- If Risk Management enters the reports, the system will not automatically send the email and PDF attachment to the appropriate contacts.

At times, Risk Management is able to enter follow up or additional information into the system without necessitating the report to be re-entered. Generally, these are not in situations identified above.

Specific Notes On SFN 51301 – Motor Vehicle Report:

Please complete the *SFN 51301 – Motor Vehicle Report* if the incident involves a State Fleet vehicle and/or suspected to involve a State Fleet vehicle. If any other vehicle or property is involved, the information of the other driver/property owner is important for Risk Management, State Fleet, and the District Shop Foremen. If it is not entered properly in the initial report, State Fleet and the District Shop Foreman will not get that information.

When completing the *Vehicle Owner* field for the State Vehicle, remember the following information:

- State Fleet Owned refers to vehicles that State Fleet owns and coordinates repairs and maintenance, including vehicles that are assigned to the agency.
- Agency Owned are the vehicles that some agencies own and the vehicle is titled to the agency; any licensing fees are paid by the agency; maintenance and repairs are coordinated only by the agency.
- Rental refers to vehicles rented by state employees to conduct state business.
- Leased from Dealership are the vehicles that are leased/courtesy through a dealership, with a written agreement in place.

Specific Notes On Internet Browsers:

Internet Explorer (IE) 11 is currently not compatible with the on-line incident reporting system, RiskVision. However, you should be able to use Internet Explorer 10 and/or Google Chrome.

If you happen to experience problems with Internet Explorer 10 and/or Google Chrome, you may need to utilize Internet Explorer 9. Please report any problems/issues to our office.

Please share this information with all employees. Further, please encourage employees to utilize the ***Instructions to the On-line Reporting System*** at: [www.nd.gov/risk/files/Manuals/RiskVisionInstructions-Oct 2014.pdf](http://www.nd.gov/risk/files/Manuals/RiskVisionInstructions-Oct%202014.pdf).

The above information should streamline the on-line reporting process for everyone involved, which will save ***valuable time***. However, this is not possible unless the information is provided to all employees. So, please forward this information immediately and/or provide refresher training as soon as possible.

REMINDER

POLICY 117 – WORKER’S COMPENSATION

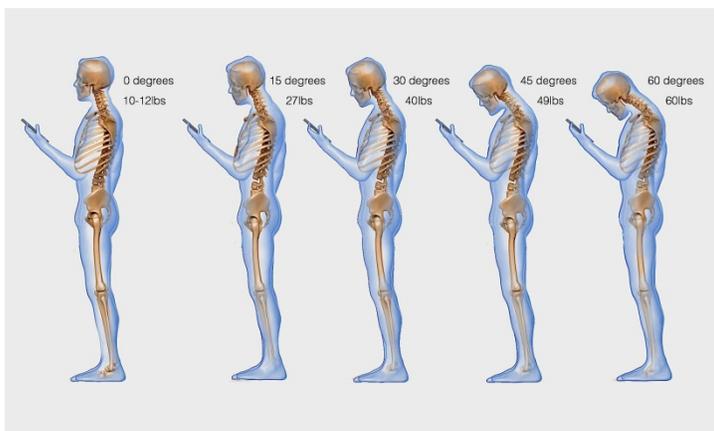
Employees who are eligible to receive disability benefits for a lost time claim can continue to receive full salary by choosing to use leave to supplement their benefits. Any employee that is receiving worker’s compensation benefits should complete the [Worker’s Compensation Leave Option form](#). If an employee chooses to use leave to supplement their benefits the disability check stubs must be turned over to the agency payroll clerk to receive this benefit. The amount paid by WSI will be deducted from the employee’s paycheck. State law prohibits employees from receiving both worker’s compensation benefits and full leave benefits simultaneously. [Policy 117- Worker’s Compensation](#)

STATE OF NORTH DAKOTA WORKERS' COMPENSATION LEAVE CHOICE OPTION	
PURPOSE OF THIS FORM:	
Employees who are eligible to receive temporary total disability benefits for a lost time claim can continue to receive full salary by choosing one of four options of leave to <u>supplement</u> their benefits. The disability checks stubs must be turned over to the agency payroll clerk to receive this benefit. The amount paid by WSI will be deducted from your paycheck. State law prohibits employees from receiving both workers' compensation benefits and full leave benefits simultaneously.	
You may choose to be placed on leave without pay in lieu of using accrued leave. If you used paid leave and your leave is exhausted, you may, with the approval of the appointing authority, be placed on a leave of absence without pay.	
When you choose options # 2 - #5 to supplement your disability benefits, the amount of paid leave charged equals the difference between the benefits check and your regular salary. Your pay center will issue a check for the full amount of your salary less the benefits check.	
<u>These options can be changed or modified as necessary by working directly with the appropriate payroll clerk.</u>	
Choice (Check One)	
<input type="checkbox"/>	Option #1 - Do not apply any accumulated leave time during the period in which workers' compensation is being received.
<input type="checkbox"/>	Option #2 - Apply accrued sick leave to make up the difference between my workers' compensation benefits and my normal salary during the period in which workers' compensation is being received.
<input type="checkbox"/>	Option #3 - Apply accumulated compensatory time to make up the difference between my workers' compensation benefits and my normal salary.
<input type="checkbox"/>	Option #4 - Apply accrued annual leave to make up the difference between my workers' compensation benefits and my normal salary.
<input type="checkbox"/>	Option #5- Apply a combination of Option #2, #3 or #4 to make up the difference between my workers' compensation benefits and my normal pay, during the period in which workers' compensation is being received. Record in the space below the type and amount of leave and the order in which you would like it used. Also, note any special instructions regarding leave usage. (Example: use all sick leave except for 8 hrs and then apply annual leave.)
I understand that the amount of leave benefits combined with workers' compensation benefits cannot exceed my normal salary.	
_____ Employee's Signature	_____ Date
_____ Supervisor's Signature	_____ Date

Here's What Happens to Your Spine When You're Constantly Texting

Your *Facebook* addiction might be harming your neck more than your job productivity, according to new research.

Looking down at your phone could be putting up to 60lbs of weight on your spine, depending on the angle. That's according to a new study from spinal surgeon Dr. Kenneth Hansraj and published in [Surgical Technology International](#).



The research shows the amount of weight on the spine dramatically increases the farther the head leans forward. That poor posture adds more stress to the cervical spine.

Assuming your head weighs 10lbs that's the equivalent of having an extra 50lbs of weight hanging around your neck, or a medium-sized dog, like the one in the picture. Or roughly the weight of four adult-sized bowling balls. Or an 8-year-old child.



People spend two to four hours per day on average with their heads tilted downward in activities like texting and reading on a tablet, leaning toward a computer screen, the study said. Over the course of a year, that time adds up to 700 to 1,400 hours of excess stress on the cervical spine. Over time, that poor posture adds more stress to the cervical spine, which can cause early wear, tear and degeneration.

It's "nearly impossible to avoid the technologies that cause these issues," Dr. Hansraj wrote in the report. But people can take preventative steps by looking at their phones while maintaining good posture.

Good posture means keeping the head on top of the body: the ears aligned with the shoulders and the shoulder blades retracted. When sitting, keep your head over your shoulders and your shoulders over your hips. For those who spend much of their day sitting at a desk, it is recommended to make sure the chair fits your body and has good back support. Keeping the computer screen in a position that doesn't require leaning forward and the computer mouse close enough that the arm isn't overstretching to use it can also help promote proper posture.

It is also recommended that an individual change their position repeatedly throughout the day — every 30 minutes, change your position for 30 seconds — and reverse the pressures to the spine by stretching in opposite directions.

People are encouraged to identify which positions are demanding on the body and increase your attention to those postures. Change those postures, if possible, and stay active. Being active and strong and taking frequent breaks from demanding activities will help reduce the stress on the spine, but the best remedy is developing patterns that promote health based on the physiology of the neck.

All those times your mother told you to stand up tall and sit up straight were for good reason.



Winter Preparedness and Driving Tips

With the winter season fast approaching, now is the time to start preparing for the unique challenges posed by the cold and snow.

- ☑ Have your furnace checked by a qualified technician. Annual furnace servicing is relatively inexpensive and can extend furnace life and help avoid an emergency service call.
- ☑ Winterize your vehicle. Cold weather can be hard on vehicles, and even minor issues can result in a stalled vehicle in severe weather. It is always best to have your vehicle thoroughly inspected by a qualified mechanic.
- ☑ If you have a snow blower, don't wait until the first snowfall to see if it will start. Small engine tune ups or repair may take a week or more
- ☑ Organize and pack a winter survival kit in your car. Items necessary if stranded for a long period of time should be included: a blanket, appropriate winter boots, gloves and hat, a candle and matches, flashlight, shovel, sand or cat litter for traction, jumper cables and snacks.

WINTER DRIVING SAFETY TIPS

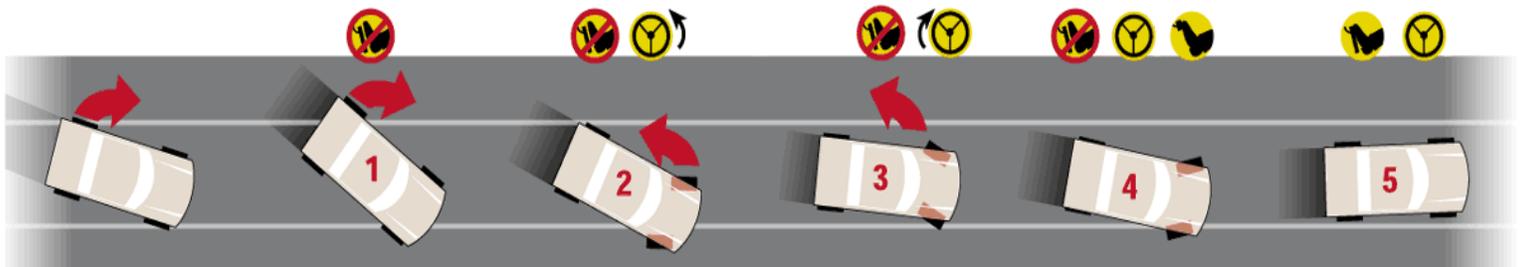
Simple, emergency driving maneuvers on slippery roads can save you from accidents and injuries. Below are examples of how steering, braking and deceleration could be the difference between a bad scare and a bad accident.

KEY:

-  DON'T DO
-  STEERING WHEEL
-  ACCELERATOR
-  BRAKE
-  TRANSMISSION

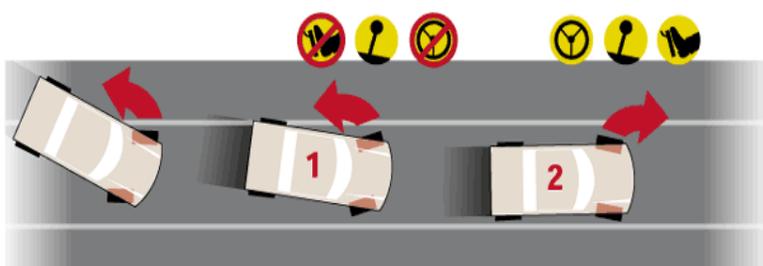
IF YOUR REAR WHEELS SKID

- 1** Take your foot off the accelerator.
- 2** Steer in the direction you want the front wheels to go. If your rear wheels are sliding left, steer left. If they're sliding right, steer right.
- 3** If your rear wheels start sliding the other way, ease the steering wheel toward that side. You might have to steer left and right a few times to get your vehicle completely under control.
- 4** If you have standard brakes, pump them gently. If you have anti-lock brakes (ABS), do not pump the brakes. Apply steady pressure to the brakes. You will feel the brakes pulse – this is normal.
- 5** Resume driving with caution.



IF YOUR FRONT WHEELS SKID

- 1** Take your foot off the gas and shift to neutral, but don't try to steer immediately.
- 2** As the wheels skid sideways, they will slow the vehicle and traction will return. As it does, steer in the direction you want to go. Then put the transmission in "drive" or release the clutch pedal, and accelerate gently.



COLD WEATHER CAR KIT

Keep these items handy:

- Flashlights with extra batteries
- First aid kit with pocket knife
- Necessary medications
- Several blankets
- Sleeping bags
- Extra newspapers for insulation
- Plastic bags (for sanitation)
- Matches
- Extra set of mittens, socks, and a wool cap
- Rain gear and extra clothes
- Small sack of sand for generating traction under wheels
- Small shovel
- Small tools (pliers, wrench, screwdriver)
- Booster cables
- Set of tire chains or traction mats
- Cards, games, and puzzles
- Brightly colored cloth to use as a flag
- Canned fruit and nuts
- Nonelectric can opener
- Bottled water

KENT TRAVIS / STAFF
SOURCE: The Weather Channel, FEMA