



ALERT

**SET
SEG**
School Insurance Specialists

pro-Active Loss Exposure Reduction Techniques | VOL 1 NO 2 • SEPTEMBER 2006

SEG SELF-INSURER WORKERS' COMPENSATION FUND | 415 W. KALAMAZOO ST. LANSING, MICHIGAN 48933 | 800.292.5421

WORKERS' COMPENSATION FUND

Offers Enhanced Services to Members

Members of the SEG Self-Insurer Workers' Compensation Fund are benefiting from focused risk-control consultations and risk-management activities. The Fund's three risk control consultants are working closely with high-risk Fund members this year to help them address employee safety issues and reduce the incidence and severity of injuries and claims.

"While our risk control consultants are available to assist any Fund member with questions or concerns, we are refocusing their attention on districts that need the most help to improve their risk-management

practices and reduce injuries and claims," Pool Administrator Alan Fergin explains. "That is in the best interest of the districts and the Fund." More focused attention is being given to districts with high losses, Fergin said, because their modification factors and claims experience indicate that they need more intensive help to improve their risk-management practices.

"This is a significant step forward for the Fund and for its members," Fergin said. "We are now focusing our efforts



where they are most needed and where they have the greatest likelihood of making a difference for the member both financially and in terms of employee safety. We're very happy that our members are welcoming this assistance and are embracing the recommendations we're making." ●

WELCOME to the first edition of Risk ALERT!

This newsletter replaces "Safety Spotlight," and will help Fund members keep their employees safe.

Look for Risk ALERT every other month throughout the school year.

HIRING PROCESS

Can Help Avert Potential Problems

Effective employee hiring processes can greatly reduce the potential for eventual workers' compensation injuries and claims. Please review the following methods for establishing a successful and consistent employee selection and hiring process.

- Establish formal employment procedures that include: a written application, reference check, and formal oral interview.
- Pre-placement physicals should be conducted for certain positions that require increased physical

ability such as bus driver, special education aide, maintenance worker, food service worker, custodian, etc. These physicals take place after an employee has accepted conditional employment, but before official employment documents are signed.

- Except as otherwise noted in Public Act 129 of 2005, Michigan law states that districts shall not employ an individual or allow an individual to regularly and

Continued on back



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HIRING PROCESS Avert Potential Problems

Continued from cover

continuously work (full-time or part-time) under contract in any of its schools until after the district receives the results of a criminal records check.

- Consider implementing a formal process for accepting volunteer workers, e.g., reference/referral, fingerprints, driving record, etc.
- Volunteers should be supervised by a district employee when performing their assigned activities.
- Volunteers should receive the same level of training as employees who do the same task/job.
- All employees should receive training in the hazards specific to their job (when hired, as conditions change, and when hazards are

recognized) as required by Michigan Occupational Safety and Health Administration (MIOSHA).

Nine “Risk Management Best Practices” are recommended for every district. These Best Practices will be explored in greater detail in future editions of Risk ALERT. Please review these practices and begin to implement them in your district as the school year begins. Feel free to contact your risk control representative for additional information on these practices, or refer to your School Loss Control Manual on Compact Disc. If you need another copy of the CD, please contact Karen Carr at (800) 292-5421, ext. 620, or email: kcarr@setseg.org. ●

RISK MANAGEMENT BEST PRACTICES

	YES	NO
1. Management Support	<input type="radio"/>	<input type="radio"/>
2. Hiring Process: References; Pre-placement Physicals; Background Checks	<input type="radio"/>	<input type="radio"/>
3. Safety Committee Established	<input type="radio"/>	<input type="radio"/>
4. Safety Training Programs in Place	<input type="radio"/>	<input type="radio"/>
5. Occupational Health Injury Treatment Facility Used	<input type="radio"/>	<input type="radio"/>
6. Accident Investigations Conducted and Documented	<input type="radio"/>	<input type="radio"/>
7. Light-Duty, Return-to-Work Program in Place	<input type="radio"/>	<input type="radio"/>
8. District Facility Safety Inspections	<input type="radio"/>	<input type="radio"/>
9. Problem Resolution Process	<input type="radio"/>	<input type="radio"/>

FOR ADDITIONAL INFORMATION

SET SEG Risk Control Consultants Mike Grosso, Gus Kihlstrand and Rod Pearson are ready to help answer your district's risk management questions, and are available to conduct walk-through facility inspections.

Mike can be reached by calling (517) 541-0389, or by e-mailing mgrosso@setseg.org.



To reach Gus, call (231) 775-7370, or e-mail gkihlstrand@setseg.org.



Rod may be contacted by calling toll-free (800) 292-5421, ext. 616, or by e-mailing rpearson@setseg.org.



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