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The Informer

A monthly newsletter addressing workplace safety by Iowa Municipalities Workers' Compensation Association .

You had an incident, now what?

After the initial shock of having someone injured at work, it is common to move through the “should have done” and “could have done” scenarios. It is also common to ask, “What do I do next?” The simple answer: complete an incident review.

Once IMWCA receives a first report of injury from Company Nurse, a loss control representative will contact the member to learn whether an incident review has been completed. An incident review isn't required after every incident, but it is recommended and can help work through and document any “should have done” or “could have done” scenarios that will prevent future injuries. Every organization should have a policy defining which type of incidents require an incident review.

The incident review determines corrective actions, such as training, supervision, work process, personal protective equipment (PPE), hazard review, or a combination of each. The review should be completed within 24 hours of an incident.

A model Incident Review Form is available at www.imwca.org. The form includes a list of questions to help assess how to prevent a similar situation in the future. When filling out the incident review form, be honest. This is not a disciplinary document. If there was not a procedure for the task or job that the employee was doing, acknowledge that. Then make a note to get a written procedure, train employees and update the safety manual. The incident review is about improvement, not shame.

The incident review will also ask if the employee was using proper tools,

equipment and PPE. It is vital that employees use their PPE and are encouraged to do so by management and peers. It is also vital that the PPE fit the employee properly and be in good condition. If safety glasses don't fit or are hard to see through, an employee is less likely to wear them and more likely to be injured.

Environment also plays a role in workplace safety and is considered during an incident review. If the sidewalk was icy or the lighting was poor, the in-



cident review is used to take corrective actions to prevent another incident.

The final question of a good incident review focuses on immediate and long-term corrective steps. The other questions on the form are simply there to help determine what needs to improve. In addition, IMWCA recommends having the Safety Committee discuss the incident, including ensuring improvements are implemented to prevent another incident.

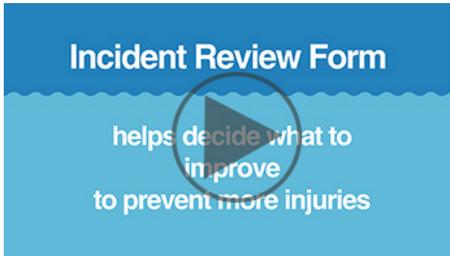
An incident review is a tool to help identify where weaknesses are, where strengths are, and to build the safety program based on those areas. After an incident, complete the incident review form, get a plan in place to prevent

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future injuries and follow through with the plan. Members often realize that once they identify and improve their weaknesses they also improve in other areas, such as reporting close calls, performing safety audits, and improving overall communication within the organization.

Helping you send employees home safe is part of our mission. Therefore, do not wait to begin improving your safety program. If there are areas of weakness, fix them now before someone is injured. Your loss control representative is available to help you get started.



Check out this video and find a model Incident Review Form online.

Registration is open

Registration is now open for IMWCA's Annual One-Day Safety University held October 22, 2019 at the Stoney Creek Inn in Johnston. This year's program will include multiple tracks for safety coordinators, managers, elected officials and agents.

The day will begin with registration at 8:30 a.m., and the program will conclude at 4 p.m. Lunch will be provided, and the training is free to IMWCA members.

Register online now at www.imwca.org.



Preventing slips, trips, falls on wet walking surfaces

Whether it be from external forces (hello, mother nature) or the routine clean-up job (which should happen outside of heavy foot traffic hours), wet floors are a common hazard. Twenty-five percent of IMWCA claims and 22% of medical costs are attributed to slips, trips and falls.

Here are a few tips to follow to keep from becoming part of those statistics:

- Wear proper footwear for your daily duties. These should be comfortable and easy to walk in.
- Pay attention at all times to your surroundings. Wet floors or new furniture arrangements can easily cause an unnecessary issue if your attention isn't focused.
- If you notice a wet spot, try to avoid walking through



Signs of heat exhaustion

As temperatures rise, so do the chances of getting heat exhaustion and heat stroke. Drink plenty of water throughout the day, take breaks, and know the signs of heat exhaustion. If not treated, heat exhaustion can cause serious injury and lead to heat stroke.

According to the Mayo Clinic, signs of heat exhaustion include heavy sweating and a rapid pulse. A person may become giddy, weak, clumsy and uncoordinated. Other indicators are redness or rash, muscle cramps, and dizziness.

Heat exhaustion is a life-threatening situation and needs immediate attention. In the event of heat exhaustion:

- Take the person into a cool place, either a shade tree, building, or vehicle with air conditioning.
- Start with lots of hydration, like water and an electrolyte restoring drink. Small sips can prevent more nausea. Avoid carbonated beverages, which could make the person feel worse.
- Spray mists of cool water on the person to assist in cooling.
- If the person is cramping, stretching is recommended.

Seek medical attention if it appears the person cannot cool down, becomes confused or begins seizing. Keep monitoring the person throughout the process. Even if the person says they are okay, have them rest a bit longer, and do not allow them to go back into the heat.

The IMWCA Online University includes a course called Working Outdoors in Warm Weather Climates which further covers the topic. Learn more about the course and the online University at www.imwca.org.

it. If possible take steps to get the hazard cleaned-up, either by doing it yourself or notifying someone else.

The next time you take a trip through the building or around the job site, take note of all of the things in your pathway that could potentially be a hazard. Being aware of your surroundings is the best way to stay on two feet.

Find more tips in our Slip, Trip and Fall Handbook at www.imwca.org.



More tips for I-9 completion

The July column focused on tips for filling out the I-9 form, this month storage and reverification of the I-9 form is the focus.



Completed I-9 forms must be on file for all current employees who were hired after November 6, 1986; they also must be retained for terminated employees three years after the date of hire or one year after the date employment ends, whichever is later. I-9s can be stored on-site or off-site (in paper or microfiche/microfilm form) or electronically. However, the forms must be accessible enough to provide for inspection within three days if required by a government entity.

I-9s are often stored in personnel files. This is not a good practice as it can impede the maximum three day retrieval deadline. More importantly, storing I-9s outside of personnel files can protect the employee from possible discrimination. Supervisors should not have access to information about the employee's age, national origin, im-

migration status or any other protected information provided on the form. There are many other storage options. A three-ring binder is a popular method, utilizing one for current employees and one for former employees.

At times reverification of an I-9 form is required and should be completed in Section 3. Individuals with a temporary work authorization as indicated in the expiration date in Section 1 must re-verify on or before the expiration date. Reverification should be completed with the employee providing a document or receipt from List A and List C. Reverification should not be completed on U.S citizens, List B documents or lawful permanent residents.

It is the employer's responsibility to ensure the reverification occurs. A system, such as a calendar reminder, needs to be put into place to ensure that reverification is completed in a timely manner. If the employee doesn't provide the updated information/form by the expiration date the employee is not eligible to continue to work.

Name changes can also create the need to reverify the form, but it is only required if the change impacts the employment authorization. Personal name changes are not required but allowed. Remember consistency is key; handle name changes and reverification the same for each employee.

As always, check with your attorney to ensure your policies and practices comply with employment laws.

ISAC magazine focuses on risk-sharing pools

The August issue of the *Iowa County*, the monthly magazine of the Iowa State Association of Counties (ISAC), focuses entirely on risk-sharing pools in Iowa, including IMWCA. The August issue will be available in the Member Resources area of www.iowacounty.org.

533
Members
361 CITY 80 COUNTY 92 OTHER GOV

RETURNED TO MEMBERS
\$14 MILLION
in discounts, bonuses
In Fiscal Year 2018-2019

4:1 Ratio
FUND BALANCE
to PREMIUM

This graphic, and more information, will appear in the article about IMWCA.

IMWCA Informer is a monthly newsletter published by the Iowa Municipalities Workers' Compensation Association (IMWCA) in cooperation with the Iowa League of Cities. View past issues online at www.imwca.org.

Comments or suggestions: Contact IMWCA at (515) 244-7282 or imwcainfo@iowaleague.org.

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