

IN THIS ISSUE:

Page

- 2 Claims Corner:
Incident review report
- 2 Training anytime,
anyplace
- 3 A preconceived notion

ONLINE UNIVERSITY COURSE HIGHLIGHT

Uncovering
Implicit Bias

Learn more online
www.imwca.org

IOWA MUNICIPALITIES WORKERS' COMPENSATION ASSOCIATION

IMWCA

www.imwca.org | (800) 257-2708

the Informer

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

A thought about safety



Lee County Deputy Auditor Nikki Sugars sent an email to all county staff titled, "A Thought About Safety." With her permission, IMWCA is sharing that email with you. Nikki closed the email by encouraging feedback on the safety program, and with her usual tag, "Practicing care, concern, cooperation and common sense creates a safe work place."

Are you familiar with the million-dollar grape? Coming from a grocery background, we were always expected to be on the look-out for this "grape". You know the one. It's the grape that people don't see as "their job", so it is left on the floor for the unsuspecting patron to slip and fall on creating the "million-dollar" claim. The claim that so easily could have been avoided had any one of the following taken personal responsibility:

- The produce worker - who let the grape roll away - I'm so busy. I'll get it in a minute.
- The deli worker - who saw it roll away and said nothing - after all, it's not their department.
- The cashier - who, heading to break, saw it but didn't pick it up - it's not "my" job.
- The patron - who was hurriedly getting the groceries to get home and fix dinner - could have been more aware of their surroundings.

This "accident" could have been prevented.

I realize that there are not actual "grapes" in our regular workday, but if we have a thought for safety in our head, we could all come up with something. Something as simple as picking up a paper towel that has fallen to the

floor. It doesn't have to be huge or expensive to make an impact.

The thing is, if we care about each other, we will tie up electrical cords or pick up and move items that could be a tripping hazard; we will prevent our co-workers from taking dangerous shortcuts and take the time to show them the safe/correct way to get the job done; we will see the potential hazard caused by boxes behind a door and, if it is within our power to do so, correct the issue ourselves or seek help from the safety team member in our department. Larger issues should be brought to the attention of the Safety Committee. The point is that we should not wait. If it's an easy fix, by all means, fix it! Please don't wait until someone gets hurt and then take action.

Developing a culture of safety requires each and every one of us to take personal responsibility for our own safety and for the safety of those around us. I believe that by practicing care, concern, cooperation and common sense we can create a culture of safety and, coincidentally, a safe work place.

Please contact (800) 257-2708 or beth-anyrcrile@iowaleague.org with suggestions for future articles or resources.

The objective of any incident review program should be to thoroughly investigate accidents and “near misses” to take corrective action and prevent similar incidents. Every incident is the result of some type of failure and should be investigated. Remember your investigation is not to place blame but to help eliminate future occurrences.

Ideally the direct supervisor should conduct the initial investigation with help from the safety coordinator and/or committee. The direct supervisor will have the most knowledge about the injured employee, what job they were performing, and any factors that played into the incident. Supervisors should take this job requirement seriously and complete the incident review forms thoroughly.

The incident review should occur shortly after an incident occurs. This way the circumstances are still fresh in everyone’s mind. The longer the time between an incident and the investigation, the more distorted the facts become. Performing the incident review quickly also shows employees that management takes this seriously.

The person performing the incident review should document the names and accounts of all witnesses. The insights from the witnesses should be included in the

report along with the rest of the information such as:

- Date, time and location of the accident
- Specific injuries (body part)
- Events leading up to the incident
- Description of what happened
- Conditions (weather, flooring, lighting, etc.)



Incident reports can also help track individual employees. This can be used to help determine training needs or if a problem is developing. If you have an employee that has had several minor back strains this may indicate that there is potential for a significant back injury in the future. Having a solid incident review program is beneficial to your overall safety culture and your bottom line. It is one of the tools you can use to ensure all your employees have the opportunity to go home safe at the end of each workday.

Training anytime, any place with Online University

Take advantage of online, interactive training with IWMCA’s Online University. The core curriculum for this self-paced program includes courses in public safety, public works and utilities, parks and recreation, administrative and office, and management and elected officials. As well as the ability to enter training taken outside the Online University system. Continuing Education Units (CEUs) are available for many of the courses.

Contact imwcainfo@iowaleague.org to learn more.

Online University administrator webinars

Beginning July 18 the provider of IMWCA’s Online University, FirstNet Learning, will offer quarterly webinar training for new Administrators of that safety tool. Then, on July 19 a webinar will be held for the Advanced Administrators. Both webinars will begin at 10 a.m. and last one hour. FirstNet Learning is emailing all administrators with log on information for the webinars.

Course of the Month offerings announced

In addition to the core curriculum available throughout the year, each month a course is made available for only that month.

The limited-time courses for the coming fiscal year are:

- July 2018: Uncovering Implicit Bias
- August 2018: EEO Laws and Discrimination Prevention
- September 2018: EEO Laws Supervisor Supplement
- October 2018: Guide to Interviewing
- November 2018: Wage and Hour for Supervisors
- December 2018: Americans with Disabilities Act and ADA Amendments Act
- January 2019: Family Medical Leave Act
- February 2019: Unlawful Harassment Prevention
- March 2019: Unlawful Harassment Prevention Supervisor Supplement
- April 2019: Ethics in the Workplace
- May 2019: Discipline and Discharge
- June 2019: Managing the Multi-generational Workforce

A preconceived notion about someone or something

If you have read or hear any news in the last couple months you have probably heard the term implicit bias. On May 29, 2018 a large coffee chain closed its stores for an afternoon to provide training to all their employees on implicit bias.

In the simplest terms a bias is a prejudice, a preconceived notion or thought about someone or something. Implicit bias is a bias that is unconscious, often subtle categorizations that are developed internally to aid in quick decision making. These biases can be positive or negative and often lead to correlations about groups of people, potentially to the point of stereotypes. Most people adamantly challenge that they are not stereotypical, but realistically everyone has implicated biases of some nature.

Social scientists tend to believe that implicit biases, sometimes called unconscious biases, are engrained in the depths of our unconscious brains as children and develop by the environment and influences that are around us as we grow. Often people do not realize that they have these biases within, yet these biases play a role in decision making and behaviors.

So what does this mean for you as a local government entity or as an employer? Every day implicit biases influence decisions we make. It can influence our hiring and employment processes, housing or services or split-second law enforcement decisions. It can also be a simple decision on how we treat certain classes or types of people on a daily basis.

The first step to counteracting the implicit biases that affect your decision making is to recognize that they are there. There are many tests and tools available to delve deeper in to implicit bias and take additional steps to neutralize the affect it has on decision making. For the month of July, IMWCA is happy to offer Uncovering Implicit Bias, as the Online University course of the month. This course will only be available in the month of July.

In addition, for those attending the Iowa League of Cities Annual Conference & Exhibit, implicit or unconscious bias is just one of the workshop topics you'll find in the new self-development track. Registration for the event is open at www.iowaleague.org.



Ideas wanted

Send us information and ideas for articles or videos at (800) 257-2708 or bethanycrile@iowaleague.org.

IMWCA's goal is to help members keep employees safe through education and risk management. We are a risk-sharing pool committed to partnering with cities, counties and local government entities to provide a high-quality workers' compensation program.

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 Bethany Crile, newsletter editor, at (515) 244-7282 or bethanycrile@iowaleague.org.

BOARD OF TRUSTEES Board President

James Dowling
Sac County Auditor

Cindy Gosse
Buchanan County Auditor

Adam Grier
Williamsburg Council Member

Kelly Hayworth
Coralville City Administrator

Wanda Hemesath
Decorah City Clerk/Treasurer

Kelly Korniger
Hiawatha City Clerk

Eric Van Lancker
Clinton County Auditor

Ty Wheeler
Osceola City Administrator

Dan Widmer
Washington County Auditor

IOWA MUNICIPALITIES WORKERS' COMPENSATION ASSOCIATION

IMWCA

 www.imwca.org

 (800) 257-2708
(515) 244-7282

 imwcainfo@iowaleague.org



Endorsed & administered by