

## In the Spotlight...

### Grant Award Recipients

Due to the overwhelming number of applicants and practical ideas to reduce workplace accidents and injuries, this year the Board increased the award amount to \$73,907. The award was distributed to 16 Member applicants. The Board is pleased to congratulate the following members:

*Chartiers Center  
Children's Home of Easton  
Community Services Group  
Concern Professional Services  
CTC Manufacturing, Inc.  
Futures Rehabilitation Center, Inc.  
Keystone Community Resources  
Lenape Valley Foundation  
LifePath, Inc.  
Mainstay Life Services  
TCV Community Services  
The Arc of Centre County  
The Shadowfax Corporation  
Treatment Trends, Inc.  
TrueNorth Wellness  
Venango Lifeskills*

*A Friendly Reminder*

#### 2019 SAFETY COMMITTEE 5% CREDIT

Before submitting your application for the 2019 safety credit, all members of your Safety Committee must have received annual certification training. The last safety committee certification webinar will be held June 3, 2019 at 10 AM. Please contact us for a link to register.

For those Members renewing their credit, the renewal application must be submitted no later than 15 calendar days prior to July 1, 2019. It is recommended to submit the renewal by or before June 14<sup>th</sup>, since June 15<sup>th</sup> is a Saturday.

If this is your initial (first time) application, it must be submitted 30 calendar days prior to July 1, 2019. This means the application and supporting documentation must be in no later than May 31, 2019.

Link to PA HandS online application:

<https://www.hands.state.pa.us/HandS.Web/Login.aspx>

## Summer Safety Tips

It's almost summer! Time for fun outdoors! But before you head out, take a moment to follow some of these tips to keep your staff safe:

- 🐾 Sun glare can be very dangerous to drivers. Wearing sunglasses while driving on sunny days reduces sun glare and risk of vehicle crashes.
- 🐾 Sunscreen protects our skin against the sun's powerful rays and lessens our chance of developing skin cancer. The American Academy of Dermatology recommends using a broad-spectrum protection sunscreen (protects against UVA and UVB rays), SPF 30 or higher, and water resistant. Sunscreen should be applied every day if you will be working outside. Even on cloudy days, up to 80 percent of the sun's harmful UV rays can penetrate your skin.
- 🐾 The American Academy of Dermatology Association advises us to use insect repellent to protect against mosquitoes, ticks, and other bug bites. They recommend a product that contains 20 – 30% DEET on skin and clothing. If you are wearing sunscreen, apply the sunscreen first, allow time for it to dry, and then apply the insect repellent.
- 🐾 Pets enjoy being outside this time of year. Prevent dog bites and other animal bites by calling ahead to your client and having them secure the animal before your arrival. If the animal is unsecured outside when you arrive, stay in the vehicle and call the client to alert them to secure the animal.
- 🐾 Summer is a great time to break out flip-flops, but they're never a good idea while driving or while at work. Flip flops leave our feet unprotected from falling objects or protruding objects in the ground. While driving, flip flops often get stuck under the pedals, which can lead to serious vehicle accidents. During work hours, it's best to wear sneakers or other closed-toed shoes.
- 🐾 Avoid heat exhaustion by following these tips:
  - ✓ Drink more water to stay hydrated.
  - ✓ Limit outdoor activity when the sun is hottest (mid-day).
  - ✓ Pace your activities.
  - ✓ Wear loose, lightweight, and light-colored clothing.
  - ✓ Never leave consumers (or pets) in cars.
- 🐾 Push grills at least 10 – 15 feet away from buildings. Never use a grill under awnings, roofs, or covered porches. This could cause a fire!
- 🐾 Uneven ground, holes, rocks, wet grass, and mud all create slip/trip/fall hazards that can lead to serious injuries. Always remain on sidewalks or pedestrian paths to avoid potential slip/trip/fall injuries.

<sup>1</sup> American Academy of Dermatology Association

## Safety Committee Documentation

Written documentation is an important, necessary requirement for your Safety Committee. Remember, if it isn't documented in writing, it didn't happen! It's important to select an individual who is well-organized and detail-oriented to become the Committee's Recorder.

Reviewers at the Department of Labor & Industry take time to read your meeting minutes and compare them to the agenda. They want you to capture as much information as possible, so they feel like they were actually present at the meeting. Any items outlined on the agenda must also appear in the meeting minutes.

Each month, your Committee is required to review new accidents & injuries. If there were no accidents, injuries, or near misses to review since your last meeting, state so in the minutes. This way, the State Reviewers aren't led to believe you overlooked a discussion about this crucial topic.

Remember to discuss the progress of your goals at each and every meeting. Capture the progress of your goals in the meeting minutes. If your Committee already completed their goals, brainstorm additional goals to work on throughout the year.

If you are selected for an audit, the auditors will want to see the following written documentation and have the right to request a maximum five (5) years' worth:

- 🐾 Annual Membership List
- 🐾 Bylaws
- 🐾 Monthly Agendas
- 🐾 Monthly Signed Attendance Sheets
- 🐾 Monthly Meeting Minutes
- 🐾 Safety Inspection Reports
- 🐾 Reports on Accidents & Injuries
- 🐾 Communication to Management
- 🐾 Annual Certification Training Documentation
- 🐾 Instructor's Training Credentials

Remember, if you are audited, you have 30 days to gather your paperwork. Call our team and we will walk you through the process.

## KEEPING OUR DRIVERS SAFE BEHIND THE WHEEL



Lisa A. Bellis, ARM, CSM, CIC, CRIS  
Director, Risk Management  
Wolverine Loss Control

Did you know that

- 🐾 *Every day, 355 auto crashes occur in Pennsylvania.*
  - That equates **15 crashes every HOUR!**
- 🐾 *Every day, 3 people are killed in auto accidents in Pennsylvania.*
  - That equates to **1 death every 7 HOURS!**
- 🐾 *Every day, 227 people are injured in auto accidents in Pennsylvania.*
  - That equates to **9 injuries every HOUR!**
- 🐾 *10% of ALL auto fatalities occur in June.*

Those are frightening statistics! So how can we prevent our employed drivers from becoming part of these statistics? We teach them to become DEFENSIVE drivers. The National Safety Council outlines ten habits of a defensive driver, as one who:

- 1. Always has a plan.** A defensive driver scans the road ahead to look for potential hazards. If a hazard is detected, the driver understands what he/she must do defensively to avoid an accident.
- 2. Uses the "what if" strategy.** If you've ever been on a busy highway, you may have unknowingly applied the "what if" strategy. After you've detected a potential hazard, you formulate a "what if" scenario. What if the tractor-trailer next to you doesn't see you? What if that car runs the red light? After formulating the "what if" scenario, you can plan your defensive strategies and be prepared to execute them in time.
- 3. Maintains emotional control under all circumstances.** It can be difficult at times to maintain emotional control while behind the wheel. There will be times when you have a bad day at work or had an argument with a friend. When we are angry or upset, it's easier to become frustrated by other drivers. Try to refocus your attention on the road while you're driving. Your problem will wait until you've safely arrived at your destination!
- 4. Evaluates and adjusts for different driving conditions.** There are many conditions that can affect our ability to drive safely, including: vision/hearing, mechanical issues, light conditions, weather, other drivers, animals, traffic, and construction/road conditions. A defensive driver will adjust their driving behavior accordingly. This means increasing following distance, slowing down, preparing to stop, paying attention to traffic, obeying construction signs, adjusting our mirrors/seats/steering wheels, and regularly maintaining their vehicle.
- 5. Wears their seatbelt ALL the time.** Even if your vehicle is equipped with airbags, it's important to buckle up. Why? An airbag deploys at 200 MPH and immediately deflates. Once deflated, our bodies still have momentum. A seatbelt keeps us in our seat so that we can control the vehicle.
- 6. Maintains a proper following distance.** Many of us know to keep a certain distance from the vehicle in front of us. The National Safety Council recommends using the 3+ second rule. Find a fixed spot on the side of the road up ahead. When the rear tires of the vehicle in front of you pass that fixed spot, begin counting slowly to 3. If your vehicle crosses that fixed spot before you are done counting, you are following too close!
- 7. Is a courteous driver.** Driving is not a contest. There are no winners; only losers. It doesn't have to be an anxiety-filled journey in an attempt to get where you are going as fast as you can. Slow down and enjoy the down-time you experience while traveling.
- 8. Never drives while intoxicated or impaired.** Did you know that your motor skills are still impaired even if your blood-alcohol level is less than .08? Coffee and a cold shower are NOT solutions for sobering up! Did you realize that mixing certain medications with alcohol increases your risk for an auto accident? If you are going to drink alcohol or if you have to take any medication that could impair your ability to drive, let someone else do the driving!
- 9. Avoids distractions while driving.** The National Safety Council says that distractions are anything that takes your eyes off the road, your hands off the wheel, or your mind off the road. Many employers allow their drivers to make calls using "hands free" technology. According to NSC, "the activity in the area of the brain that processes moving images decreases by up to 1/3 when listening or talking on a phone." Implement a rule that requires your drivers to be safely parked before making or taking any phone calls.
- 10. Avoids driving when fatigued.** Never drive during your normal sleep cycle. Try to start long trips earlier in the day when you are energized. If you find yourself feeling fatigued while driving, pull over and take a break!

Last, it's important for your organization to have a written fleet safety policy. All employees should receive a copy of this policy and receive Defensive Driver training. Newer employees should be required to demonstrate their driving skills with an experienced driver. Motor vehicle reports should be reviewed on ALL drivers annually.