
Date:	Tuesday, October 20, 2009
Time:	8:30 a.m. - 3:00 p.m., Lunch to be provided at 12:00 p.m.
8:30 - 8:45	Welcome and Introductions
8:45 - 9:45	About Organization of Self-Insured Schools (OSS) and Fresno County Self-Insurance Group (FCSIG) <ul style="list-style-type: none">- What is a Joint Powers Authority (JPA) and Self-Insurance?- History and Services Provided by OSS and FCSIG- JPA Bylaws, Policies and Forms- OSS and FCSIG Websites / Important Contacts / Risk Control Advisor
9:45-10:00	Break
10:00 - 10:45	Risk Management for Schools <ul style="list-style-type: none">- What is Risk Management / Risk Management Matrix- X-mods- Hidden Cost of Accidents- Inspection Procedures- Risk Management Guidelines- Legal/Codes
10:45 - 12:00	Loss Control for Schools <ul style="list-style-type: none">- What is Loss Control- Accident Prevention and Hazard Recognition- Injury and Illness Prevention Programs (IIPP)- Required Written Safety Programs / Safety Committees- Safety Training / Online Training / Training Matrix
12:30 - 1:30	Environmental Issues for Schools <ul style="list-style-type: none">- Asbestos and Lead Paint Management- Indoor Air Quality Basics- Health Schools Act (AB2260) and Integrated Pest Management (IPM)- Managing Hazardous Waste / Universal Waste Management- Flu Pandemic
1:30 - 2:15	Property & Liability <ul style="list-style-type: none">- Claims handling procedures- Claims reporting and documentation- What to expect after a claim has been filed
2:15 - 3:00	Workers' Compensation <ul style="list-style-type: none">- About Third Party Administrators (TPA) and TRISTAR- Workers' Compensation Information- Injury Reporting and Documentation- OSHA Injury Reporting Regulations- Accident Investigation

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Reducing Risk Workshop

October 20, 2009

Reducing Risk Workshop

- a) Welcome
- b) Introduction of presenters
- c) Purpose of today's workshop
- d) Housekeeping issues
- e) Introduction of attendees
 - Your name, job title and district

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About OSS and FCSIG

- a) Joint Powers Authority (JPA)
 - Organization of Self-Insured Schools
 - Fresno County Self Insurance Group
- b) Self-Insurance
- c) History of OSS and FCSIG

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About OSS and FCSIG

- a) Administrative Services Provided
 - JPA Administrator
 - Brokers (OSS Only)
 - Risk Manager
 - Third Party Administrators (TPA)
 - Consultants

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About OSS and FCSIG

- a) Membership Requirements
- b) Important Contacts



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OSS & FCSIG Websites

- a) OSS and FCSIG Websites
 - www.ossweb.org
 - www.fcsigweb.org
- b) Risk Manager's Roundtable
 - www.rmroundtable.com



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About OSS and FCSIG


- a) Risk Control Advisor
 - <http://www.norcalrelief.org/>
- b) JPA Bylaws
- c) JPA Policies and Forms
 - Bylaws, forms, bulletins, and memos are on OSS and FCSIG websites




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Break (15-Minutes)



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Ready for More?
Please Return to your Seats

Risk Management for Schools



a) What is risk management?

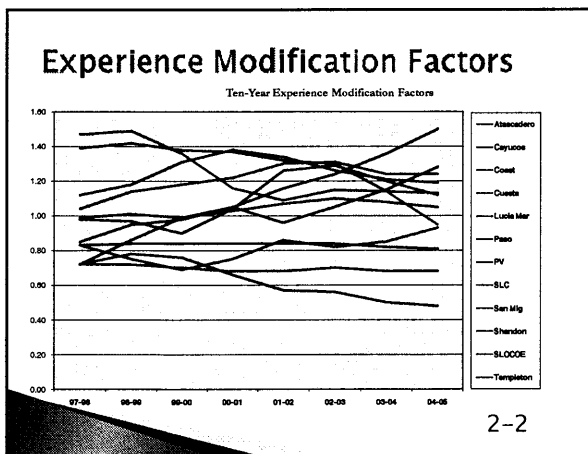
- RM is the process of making and carrying out decisions that will minimize the adverse effects of accidental losses upon an organization.


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Risk Management Matrix

Management Axis	Plan	Organize	Lead	Control
Decision Axis ↓				
ID and Analyze Loss Exposures				
Examine Alternative RM Techniques				
Select RM Technique(s)				
Implement Technique(s)				
Monitor Results				


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Risk Management Guidelines

- a) Hidden Cost of Accidents
- b) Inspection Procedures
(Cal/OSHA)

Risk Management Guidelines

- ▶ Policies and Procedures
- ▶ Administration
- ▶ Employee and Volunteer Management
- ▶ Student Management
- ▶ Hazard Identification and Control

Risk Management Guidelines



- ▶ Facilities Management
- ▶ Fleet/Vehicle Management
- ▶ Incident Investigation
- ▶ Injury/Illness Management
- ▶ Third-Party/Contractor Management

Legal / Codes

- ▶ CA Laws and Codes:
<http://www.leginfo.ca.gov/calaw.html>
- ▶ CA Legislative Information (Bills):
<http://www.leginfo.ca.gov/index.html>
- ▶ Title 8 – Cal/OSHA Standards
<http://www.dir.ca.gov/Samples/Search/query.htm>



Loss Control for Schools

- a) What is Loss Control
- b) Accident Prevention and Hazard Recognition

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Loss Control for Schools

- a) Required postings
 - Labor/Cal-OSHA
 - Cal-OSHA 300 log
 - Asbestos Notification
 - Elevator/Pressure Tank/Boilers
 - Forklift
 - Cal-OSHA Citations
 - Emergency
 - District Safety Committee Documents

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Loss Control for Schools

- a) Injury Illness Prevention Programs (IIPP)
 - Management Commitment & Assignment of Responsibilities
 - Safety Communication Systems w/ Employees
 - System to Assure Employee Compliance with Safe Work Practices
 - Inspections or Evaluation System

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Loss Control for Schools

- a) Hazardous Condition Report
(can be done anonymously)
- b) Near Miss/Near Hit Reporting

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Loss Control for Schools

- a) Written Safety Programs
 - Mandatory Programs
 - Mandatory (where applicable)
 - General Safe Practices
 - Other Documents


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Loss Control for Schools



- a) Safety Committees
- b) Safety Incentive Programs


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Loss Control for Schools



- a) Safety Training

Title 8-3203, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (IIPP). Employers must provide training and instruction when the IIPP is first established, to all new employees, to all employees given new job assignments for which training has not previously been received, whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard, whenever the employer is made aware of a new or previously unrecognized hazard, and for supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.


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Loss Control for Schools

- a) After an accident
(Investigation/Counseling/Retraining)
- b) Matrix -
Who, What, Why, When and Where


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Loss Control for Schools

a) Online Safety Training

- Over 60+ courses
- Employee safety, risk management, liability, sexual harassment prevention, employment practices
- www.riskcontrolonline.com

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Lunch (30-Minutes)

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Environmental Issues for Schools

a) Asbestos Management

- Designated Person
- Management Plan
- AHERA Reinspections (3-years)
- Periodic Surveillance
- O & M Program
- Training
- Recordkeeping

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Environmental Issues for Schools

a) Lead Paint Management

- Repainting or Lead Abatement?
- What is the "intent?"
- New lead regulations
- Contract language
- CA Dept of Public Health Website

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Environmental Issues for Schools

a) Indoor Air Quality

- Help? Tools for Schools (EPA Program)
- Mold Remediation
- Poor IAQ can effect Education
- HVAC Equipment
- Sources of Indoor Air Pollutants

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Environmental Issues for Schools

a) Indoor Air Quality

- Perception of problem (odors, leaks, dirty filters or systems)
- Education (how to operate HVAC controls, what not to bring into the classroom)
- Communication (Teacher to Principal, Principal to Maintenance, and Maintenance back to Principal/Teacher.)

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Environmental Issues for Schools

a) Indoor Air Quality

- HVAC System (Run fan 15 cubic feet per min per person, intake should be fully open, change filters 2-4 times a year)
- New Buildings/Relocatables

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Environmental Issues for Schools

a) **Healthy School Act / IPM**

- IPM (CA Dept of Pesticide Regs)
- Healthy Schools Act (AB2260)

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Environmental Issues for Schools

a) **Haz Waste / Universal Waste**

- EPA Numbers
- Small -quantity waste generators
- Waste Manifests
- Universal Waste (U-Waste)

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Environmental Issues for Schools

a) **Flu Pandemic**

- Got a plan?
- Have you been to www.flu.gov?
- Have you purchased supplies yet?
- Fasten your seat belt for this ride!

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Property & Liability

a) Claims handling procedures

b) Claims reporting and documentation

c) What to expect after a claim has been filed against the your district

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Workers' Compensation

- a) TRISTAR Risk Management
 - About TRISTAR
 - Duties performed by TRISTAR
- b) What is a Third Party Administrator (TPA)

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Workers' Compensation

- a) Workers' Compensation
 - Updates
 - Issues
 - Injury Reporting
 - Documentation

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Workers' Compensation

- a) Cal/OSHA Injury Reporting Requirements
- b) Accident Investigations
 - Investigate Promptly
 - Documentation
 - Fraud / Red Flags

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Q & A

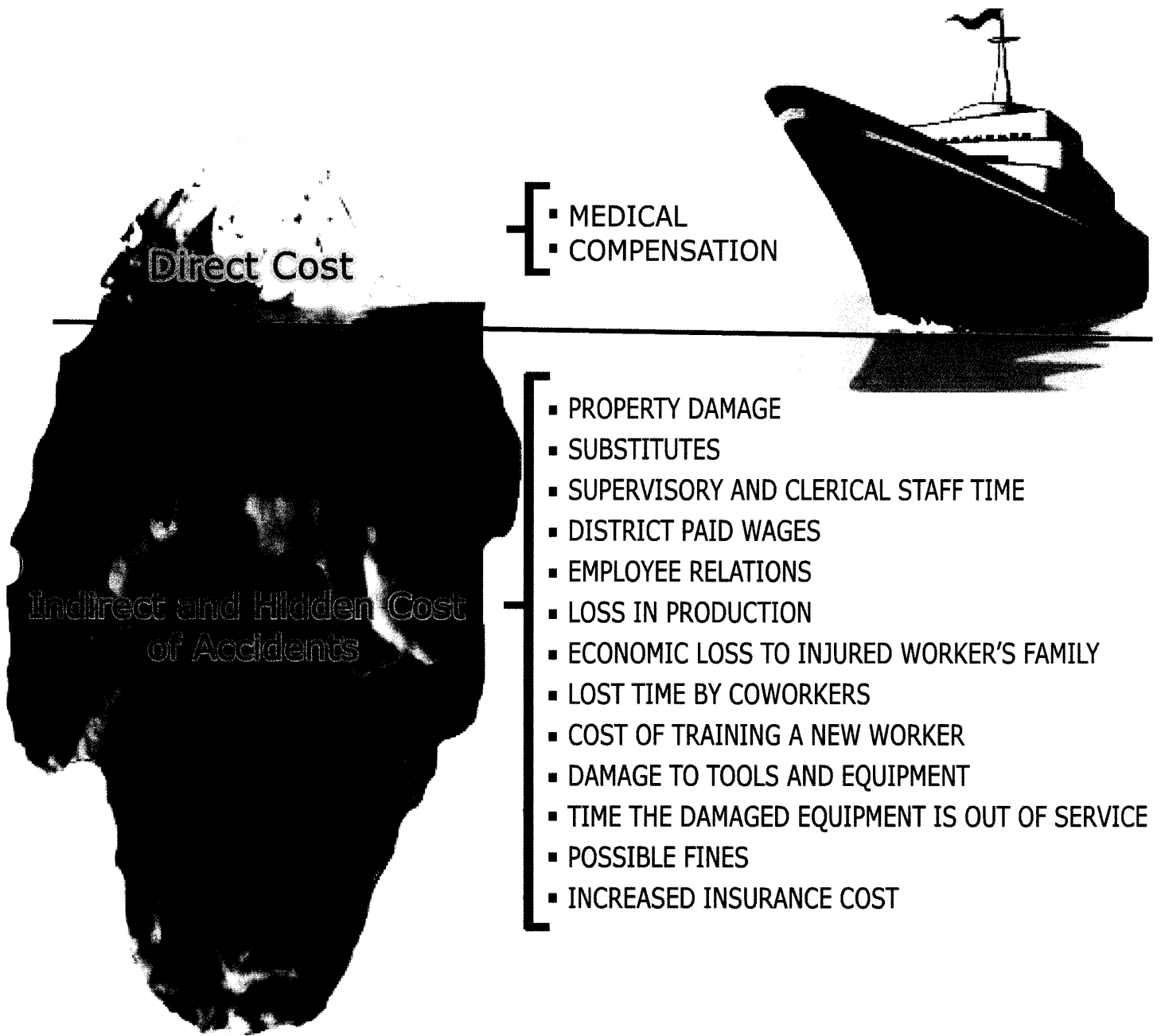
- ▶ Questions?
- ▶ Topic suggestions for future workshops?
- ▶ Thank you for attending our workshop today!

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THE HIDDEN COST OF ACCIDENTS



The iceberg that sank the Titanic was hidden below the waterline where the majority of the damage was done. Similarly, the hidden cost of an employee's workplace injury costs as much as seven times the direct cost to the school district.

Workplace safety is extremely cost effective when compared with the direct and indirect cost of a work-related injury.