

Workers' Compensation Coverage Best Practice Summary

| Best Practice | Rewards Credit | Formal Guidelines | Training | Notes |
|--|----------------|-------------------|--|---|
| Accident Investigations | Yes | Yes | Webinars; MIIA Risk Management Reps | An accident investigation report procedure documents any accident that results in an employee injury. The procedure should require that the injured employee's immediate supervisor complete the investigation by the end of the shift on which the incident occurs. Additionally, the procedure should provide for review of the investigation by management and documentation of corrective action taken to prevent recurrence of similar incidents. Refresher training should be mandatory. |
| Job Hazard Analysis (JHAs) | Yes | Yes | Yes- See your MIIA Risk Manager | Job Hazard Analysis or Job Safety Analysis should be conducted for all activities undertaken. This is a best practice for identifying exposures and/ or hazards of each activity. The Hierarchy of Controls should be applied to each hazard. JHAs can be used to train employees and will satisfy the DLS PPE Hazard Assessment requirement. |
| Medical and Pharmaceutical Vendor Channeling | No | Yes | Bulletin | Reduces costs by channeling and utilizing pre-chosen Occupational Health Centers, MIIA Medical Case Management (Windham Group) and Pharmaceutical Management (Windham Group/mymatrix). Guidelines-bulletin only. |
| OSHA Incident/Accident Investigation Program | Yes | Yes | MIIA offers OSHA's 7505 Introduction to Incident (Accident) Investigation periodically. MIIA Risk Managers can also assist in development. | "OSHA strongly encourages employers to investigate all incidents in which a worker was hurt, as well as close calls (sometimes called "near misses"), in which a worker might have been hurt if the circumstances had been slightly different." Investigations should be focused on finding root causes (not assigning blame) and instituting corrective actions, including, but not limited to, procedural changes, correcting equipment deficiencies and/ or training. |
| Pre-employment Practices | No | Yes | Enquiren or MIIA Risk Management Rep | This policy should prevent the hiring of candidates that are not qualified for the position and its requirements, which may lead to a WC injury and claim. These practices should include background checks with prior employers, substance abuse testing and physicals. Physicals should be conducted by an Occupational Health Center who can test whether the candidate has the capacity to physically fulfill the job requirements. Detailed job descriptions should be provided to the Occ. Health Center (i.e., lift 50lbs., climb a ladder, etc.). |

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Workers' Compensation Coverage Best Practice Summary, *continued*

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| Return to Work/ Light-Modified Duty | No | No | Webinars, Seminars and Claims Adjuster Meetings | Develop and implement a light duty/return to work policy and procedure. The procedure should include selecting an industrial clinic, providing the clinic with an outline of light work duties available to injured personnel (including written job descriptions) and a tour of the facility. These elements will allow an attending physician to return an injured employee to work, based on the physical restrictions of the injury and injury diagnosis. Additionally, in order to ensure that control is maintained over lost work time, all injured personnel should be contacted at least weekly by the human resources department to relay the member's concern regarding their well being. (* See MIIA Claims Adjuster for guidelines.) |
| Risk Management Committee | Yes | No | MIIA Webinars; Risk Management Reps | This committee should be comprised of Dept. Heads and heavily supported by upper management. They should meet quarterly to review claims, near misses, loss trends and other risk related items to develop loss-controls and implement corrective actions, which can include policy and procedural changes, training and equipment. |
| Safety Program and Trainings | Yes | Yes | Several training options are available through MIIA including formal, topic specific via live sessions, webinars/ seminars; LocalGovU online learning platform; and toolbox talks. | A written safety program provides direction and establishes accountability for safety at each operating location. Buy-in must come from the top level down to create a culture of safety. Programs should include protocols, formalized training, incident reporting, supervisor accountability, disciplinary action. In-depth, and appropriate to job hazards, safety training should be given to new, seasonal, and/or temporary workers. Eligible for grant support. |
| Timely Claim Reporting, Management Follow-up & Tracking | No | Yes | Webinar/Onsite Training from WC Adjuster | Controls or reduces delays which may escalate the financial exposure of the claim reserve. Additionally, delay in reporting a claim will result in untreated injuries and also lead to an uncorrected exposure that may injure other employees. Tracking assists with developing a trend analysis, which facilitates in analyzing frequency and severity, both of which may lead to lost time claims. (* See MIIA Claims Adjuster for guidelines.) |