

THE POOL CUE

Volume IX, Issue 2 April 2003

MICHIGAN COUNTY ROAD COMMISSION SELF-INSURANCE POOL

MCRCSIP MISSION STATEMENT

“The Mission of the Michigan County Road Commission Self-Insurance Pool is to administer a self-insurance program and to assist members with risk management efforts.”

ROADWAY WORK ZONE “Stay Alert and Stay Alive”



Mike Shultz
MCRCSIP Assistant Administrator
Director of Loss Control/Training

The winter of 2003 is almost behind us and road repair projects are becoming the order of the day. Fixing road surfaces, shoulders, guard railing, and road signs are just a few project examples that require employees to work in/near the roadway. Safely mixing workers, repair equipment, and traffic can be complex and requires the complete attention of management, supervisors and your employees. The *American Road and Transportation Builders* estimates that approximately 700 workers are killed and 37,000 are injured each year while performing work in

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PROPERTY AND EQUIPMENT FIRE SAFETY “Quick Action Saves Vehicle”

Mike Shultz
MCRCSIP Assistant Administrator
Director of Loss Control/Training

On March 4, 2003, Mr. David Adams of the Charlevoix County Road Commission was notified his assigned blade truck was experiencing a damaging fire while parked outside the county garage. Without hesitation, Mr. Adams took prompt and effective measures to shut off the electrical power to the truck and extinguish the flames. Subsequently, the fire damage was minimal and the truck is now returned to service.

The above paragraph is quoted from the recent “Letter of Appreciation” given to this employee at the “Charlevoix County Road Commission – All Employee Safety Day”. Without question, we believe the

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construction work zones. According to those same statistics, vehicles and equipment operating in and around the work zone are involved in over half of the worker fatalities. The Michigan Road Builders Association indicated that six (6) fatal accidents occurred within Michigan construction work zones last year involving workers. These accidents resulted in workers being crushed, struck, and/or electrocuted. As it pertains to motorist crashes in Michigan work zones, the Michigan State Police "Michigan Traffic Crash Facts" publication, recorded 6,331 construction work zone vehicle crashes in the year 2001. They are listed as:

- ▶ 17 Fatal "K" injuries
- ▶ 99 "A" incapacitating type injuries
- ▶ 274 "B" non-incapacitating type injuries
- ▶ 979 "C" possible injuries
- ▶ 4,962 Property Damage Only Crashes

This accident data continues to tell us that worker and equipment exposures continue to be substantial and that motorist crashes are continuing to take place in our work zones. Therefore, we must take every opportunity to be alert and protect our workers and our expensive property and equipment. Listed are some (but not all) risk management suggestions to help reduce the potential of work zone accidents and claims.

1. Plan your work activities to ensure every possible safety procedure is considered. Use the when, where, what and why approach to planning the work zone and its activities.
2. Develop a traffic control plan (TCP) so that advance signing and other warning devices are available and used. Without a plan, workers often do less than required by law.
3. Alert the local community (radio, newspaper, etc.) and encourage alternate routes if available. Keeping the traffic flow to a minimum can be very helpful in safety and productivity.
4. Whenever possible, temporarily close off your project to "Thru Traffic". Mixing traffic with your workers is a much bigger risk! The MSP data is a testimony to that!
5. Use your resources properly (signs, arrow boards, cones, drums, traffic regulators) as prescribed by the Michigan Manual of Uniform Traffic Control Devices under Part 6. Depending on the project, other publications (i.e. MDOT) may also be applicable.
6. Take time to evaluate all work zones. Employees will make that extra effort if they believe commissioners, managers or supervisors will be visiting and evaluating. Observe that the employees are wearing (PPD) and how they set

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up advance warning devices. Also note how trucks and equipment are positioned and used. If necessary, remind drivers to activate beacon/strobe warning lights and use their dump box tarps when necessary.

7. Take the time to educate your employees. Experienced workers can always use a refresher course. New employees definitely need training! Also, don't forget supervisors and crew leaders. Their knowledge and understanding can make the difference. The lack of training and good supervision will not be an excuse in the event of a tragic accident involving a worker and/or a motorist.
8. Remind everyone to STAY ALERT and keep an eye on their surroundings to include passing motorists, construction equipment, and current work activities.
9. Protect our expensive property. Damaged or destroyed equipment is costly to everyone!

More On Truck Fire Prevention.....

Recent conversations with our members have indicated that almost everyone is well on their way to completing or have completed the installation of the electrical master disconnect switches in trucks and equipment. Although the MCRCSIP Board of

Directors has granted an extension (August 1, 2003 vs April 1, 2003) to this mandated requirement, we encourage all members to work diligently to finish this project as quickly as possible. **REMEMBER**, at this time, vehicles and equipment awaiting the installation of the manual or automatic master disconnect switches **must be stored outside**.

To help reinforce this requirement for all employees, we have available a 20 minute presentation, "Vehicle Fire Prevention", that will cover the following seven (7) categories:

1. Brief comments regarding the MCRCSIP Property/Equipment Insurance Coverage.
2. History of vehicle, equipment and building fires (Shown photo examples).
3. Recent mandate to install manual or automatic disconnect switches.
4. Installing and using master disconnect switches
5. Using the master switches during an emergency fire situation.
6. Vehicle electrical systems – Why batteries, wiring, connections and switches need special attention and care.
7. Other necessary precautions and fire preventive measures.

MEASURING YOUR SAFETY AND LOSS PREVENTION PROGRAM

A Preventive Maintenance Approach



Employers generally hope their safety and loss prevention program is like a well-oiled machine - believing it is running smoothly and producing results! This might be true, but how do you really know? Like a machine, does anyone perform preventive maintenance or do we wait for a breakdown to occur? Don't wait until it is too late to find out that your program is lacking the ingredients necessary for success.

One way to evaluate your program is to measure what is known (or not known) about it. That is how an employee safety survey can be of great benefit! It functions as a preventive maintenance checklist and helps open the communication lines from employees to employer. Keep in mind, the more information you collect, the more helpful the survey can be! Depending on your needs, feel free to eliminate, add, replace or modify the questions to meet your needs. Then take a few minute to handout the survey to your employees for their responses. To help remove the

fear of being identified, employee names are not necessary. It is recommended that the survey be collected as soon as possible or it will be set aside and forgotten. Once collected, take a close look at the results. You might be surprised what employees are thinking, both positively and negatively.

Strive to improve your program by further communicating those areas that are misunderstood or are in need of your prompt attention. Re-measure your safety program by resubmitting the survey form in 6 to 12 months. Hopefully, improvement changes and a better understanding by all employees will be reflected in future survey responses.

Please See Employee Loss Prevention Safety Survey on Page 5 and 6.

*Property and Equipment Fire Safety
Continued from page 1.....*

availability and use of the master disconnect switch played a major role in saving this truck. By first shutting off the master disconnect switch, the truck's electrical current became isolated from the faulty battery cable location where it had rubbed and eventually grounded against a hydraulic line. In return, this allowed the driver to extinguish the residual flames and save the truck. Thanks again to Mr. Adams for a JOB WELL DONE!

EMPLOYEE LOSS PREVENTION SAFETY SURVEY

PURPOSE: This survey is intended to determine your knowledge of the safety program at _____ County Road Commission. It is designed to find out what you know and how you feel about existing safety program elements and activities.

INSTRUCTIONS: Please respond to each question to the best of your ability by circling the appropriate answer. Your recommendations or comments are also requested later in the survey.

Department _____ **Position/Title** _____

		<u>Please circle your response</u>		
1.	Do you believe safety is a top priority or major concern at our organization?	Yes	No	Unsure
2.	Does our organization have a written safety policy?	Yes	No	Unsure
3.	Do we have an employee orientation process that includes safety and accident prevention?	Yes	No	Unsure
4.	Do you get safety training for routine and non-routine tasks?	Yes	No	Unsure
5.	Is there a formal procedure for reporting unsafe conditions and/or work practices?	Yes	No	Unsure
6.	Are your requests or concerns regarding unsafe conditions reviewed and addressed by management?	Yes	No	Unsure
7.	Do supervisory personnel seem to understand and follow safety procedures and rules?	Yes	No	Unsure
8.	Does management appear to be committed to the company safety/accident prevention?	Yes	No	Unsure
9.	Does management actively demonstrate their commitment to safety and risk management?	Yes	No	Unsure
10.	Is safety in your department the responsibility of your supervisor?	Yes	No	Unsure
11.	Is it permissible to disregard safety rules in the primary interest of getting the job done?	Yes	No	Unsure
12.	Do situations regularly occur where safety rules might be violated to get the job done?	Yes	No	Unsure
13.	Does our organization have an active safety committee or team?	Yes	No	Unsure

Continued on page 6.....

Safety Survey Continued.....

14.	Do supervisors recognize and/or reward employees for a job well done?	Yes	No	Unsure
15.	Do new employees receive adequate safety training?	Yes	No	Unsure
16.	Do you believe "in general" that our organization is a safe place to work?	Yes	No	Unsure
17.	Do you communicate your concerns to co-workers if you see them working unsafely?	Yes	No	Unsure
18.	Have you been given enough training and information to do your job safely?	Yes	No	Unsure
19.	Do you believe that good housekeeping is important for a safe and accident free workplace?	Yes	No	Unsure
20.	Are all accidents in your department investigated?	Yes	No	Unsure

Please give any recommendations that you feel could improve our safety program.

Which of the following do you believe would be the most beneficial methods of improving the loss prevention/safety program? Please mark those that apply.

- _____Safety Literature (Handouts, publications)
- _____Safety Inspections (In-house or outside consultants)
- _____Safety Training (In-house workshops, outside consultant programs)
- _____Safety Incentives (Awards, special recognition)
- _____Safety Committee (Management, Supervision, Employees)

THANK YOU.

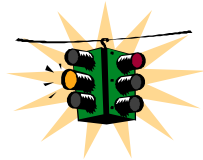
**MCRCSIP BOARD MEETING
SCHEDULE**

July 16-17 Shanty Creek
Annual Meeting Bellaire

August 20-21 TBA
 Newberry

October 16-17 McGuire's Resort
 Cadillac

Meetings are open to all members and are moved around the State in order to be as convenient and accessible as possible to those wishing to attend.



**CAMBRIDGE INTEGRATED SERVICES
DIRECTORY**

Phone (586) 792-6355 or 800-686-2762

Victor Warren
Vice President – Claims
Extension 451 or e-mail victor_warren@cisgi.com

Mark Jahnke
Vice President – Property/Casualty Claims
Extension 404 or e-mail mark_jahnke@cisgi.com

Andrea Alef
Executive Adjuster
Extension 384 or e-mail andrea_alef@cisgi.com

**MCRCSIP ADMINISTRATIVE
DIRECTORY**

Phone: (517) 482-9166 or 800-842-4971
Fax: (517) 485-4809

Thomas Brouwer
Administrator
E-Mail: tbrouwer@mcrsip.org

Gayle Pratt
Assistant Administrator
Director of Finance & Administration
E-Mail: gpratt@mcrsip.org

Michael Shultz
Assistant Administrator
Director of Loss Control & Training
(616) 283-1103
E-Mail: mshultz@mcrsip.org

Michael Phillips
Loss Control Specialist
(616) 283-1296
E-Mail: mphillips@mcrsip.org

Kay Newberry
Administrative/Property Specialist
E-Mail: knewberry@mcrsip.org

Janet Wise
Administrative Assistant
E-Mail: jwise@mcrsip.org

REMINDER!

We're Here For You – Guaranteed

We cover your liability. If you feel you have a problem, please call us.

1-800-842-4971

For additional copies of the "Pool Cue" please call or e-mail Janet Wise or Kay Newberry.

EMPLOYMENT PRACTICES GUIDELINES

Thomas Brouwer
MCRCSIP Administrator

The Employment Practices Guidelines approved and adopted by your board of directors during their February board meeting are expected to be ready for distribution during the month of April.

While these guidelines were developed in response to a requirement from our excess insurance carriers, they were written to be a ready reference to assist member commissioners and staff in their day to day handling of employment situations.

The Board, believing the guidelines should be available to both commissioners and staff at anytime, decided that four (4) copies should be sent to each member. The guidelines will be in a loose-leaf binder thus allowing for additions and deletions as changes in law or regulations dictate.

Also accompanying the guidelines will be a sample resolution that your board of directors is requiring to be adopted and signed by all Michigan County Road Commission (MCRCSIP) member commissions. A signed resolution should be returned to the MCRCSIP office by July 1, 2003.

WELCOME!

Welcome to the Saginaw County Road Commission, the newest member of the Michigan County Road Commission Self-Insurance Pool. Their membership, as of April 1, 2003, brings our total number of members to 79. We welcome their support and look forward to working with their board and staff.

CLAIM INFORMATION

When you have questions or need to file a claim, for your convenience and information, please refer to the Cambridge Integrated Services Group, Inc. directory on page 9 of the Pool Cue.

**Michigan County Road Commission
Self-Insurance Pool
P.O. Box 14119
Lansing, Michigan 48901**

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417 Seymour Street, Suite #2
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