

THE POOL CUE

Volume IX, Issue 3 July 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.”

MCRCSIP 19th ANNUAL MEETING July 16-17, 2003 Shanty Creek Resort – Bellaire

It's not too late! If you need a registration form, please call 800-842-4971

Please join us on July 16th for our Annual Meeting Workshop. Our speaker, Dr. Vincent Muli Wa Kituku, Ph. D., a native of Kenya, Africa, will deliver an authentic, informative, captivating, and high-energy message that tells us how to “spear social buffaloes” and live up to our greatness.

Unpredictable change in any industry is that buffalo that calls for industry leaders to be equipped with tools for not only surviving but also thriving.

Our Annual Meeting will begin at 8:30 a.m. on Thursday, July 17th. A full buffet breakfast will be available from 7:15 – 8:00 a.m. in the Bellaire Room.

Hope you can join us!

PROPERTY AND EQUIPMENT FIRE SAFETY “More Quick Actions Saves Vehicles”

Mike Shultz
MCRCSIP Assistant Administrator
Director of Loss Control/Training



The last Pool Cue (April 2003) reported a vehicle fire incident involving a battery cable shorting with a hydraulic line. Quick actions on behalf of the employee saved the truck from further extensive damages. This unfortunate incident was an indication that taking the time to shut off a battery master disconnect switch can save a vehicle.

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Since that article, two additional vehicle fire incidents have been reported. According to Dickinson and Ionia County Road Commissions, while trying to start their trucks, the drivers noticed that the engine starter motors were failing to disengage properly. Subsequently, the starters overheated and caught fire. In the past, to save a vehicle, employees would have to take the time to disconnect or cut a battery cable. With both road commissions, their employees took the time to shut off the master disconnect switches and saved both vehicles from further and costly damage.

We are pleased to recognize and thank the following employees for their quick thinking and positive actions:

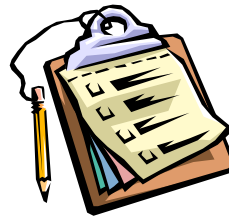
Mr. Wes Schafer and **Mr. Dave Strickling** of the Ionia County Road Commission.

Mr. Curt Sexton of the Dickinson County Road Commission.

MUSKEGON COUNTY ROAD COMMISSION 12th ANNUAL SAFETY CONFERENCE

The Safety Conference provided by the Muskegon County Road Commission is scheduled for August 5th, 6th, & 7th, 2003 at the Muskegon Harbor Holiday Inn in downtown Muskegon. This conference offers a wide variety of important safety and loss prevention topics as well as numerous vendor displays.

For additional information, please contact Mr. James Stibitz at 231-788-7223, email: jstibitz@muskegoncountyroads.org or Mr. Bruce Gasaway at 231-788-7280, email: bgasaway@muskegoncountyroads.org, of the Muskegon County Road Commission.



Automotive Service Operations “Safety Checklist”

It goes without saying that road commission fleet vehicles and equipment are expensive to own, operate and maintain. Therefore, it is the important role of a garage mechanic to perform preventive maintenance and repairs properly, quickly, and with minimal risk to themselves and the equipment being serviced.

With that in mind, the Department of Consumer and Industry Services of the Michigan Department of Labor sets forth specific rules for the safe maintenance and operation of equipment in, around and about places of employment where vehicles or tire and wheel assemblies are serviced, repaired and salvaged. That translates into the type of work routinely and non-routinely performed at road commission maintenance garages.

To assist you and your maintenance staff, we have created a safety checklist of information pertaining to the General Industry **Automotive Service Operations Part 72**. NOTE: Although we feel that the checklist can be helpful, it does not and should not substitute the requirement to become familiar and comply with the entire safety standard. Therefore, always refer to the complete and current standard to ensure proper compliance.

If you are interested in reviewing the safety checklist, please email Mike Shultz at mshultz@mcrcsip.org. He will attach the checklist to his email reply.

PREPARING EMPLOYEES FOR EMERGENCIES

“The Importance of an Emergency Action Plan”

When it comes to workplace emergencies, most of us believe that every effort is made to prevent them! Yet, consider taking a moment and imagine something like a building fire, a tornado, a technological emergency or workplace violence/terrorism. In addition to the disruptions to productivity, such emergencies can create substantial risk to your workers and property. To get yourself thinking along these lines, ask yourself five (5) basic questions:

- ☐ Do employees know what to do, or what not to do during an emergency?
- ☐ Do they know where to go or where not to go?
- ☐ Has training been provided to all employees and if necessary, drills practiced?
- ☐ Do you have a contingency plan if the emergency or disaster affects your operation?
- ☐ What impact would such an emergency or disaster mean to your operation and others, especially if you are an important element to a county wide emergency action plan?

The Michigan Department of Consumer & Industry Services “Bureau of Safety and Regulations” requires an Emergency Action Plan in the event of a fire and other emergencies. This is specified in General Industries Standard Part 6. Fire Exits rule 408.10623. OSHA has a similar requirement under the 1910 standards. Both state and federal rules require the plan to be in writing and shall specify the designated actions that employers and employees must take to ensure employee safety.

NOTE: Employers that have less than 10 employees may communicate the plan orally to employees and need not maintain a written plan. It is suggest that all employers use a written plan.

As a minimum, the following information shall be included in an emergency plan:

- 1) Emergency escape procedures and emergency escape route assignments
- 2) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate
- 3) Procedures to account for all employees after emergency evacuation has been completed
- 4) Rescue and medical duties for those employees who are trained to perform them
- 5) The preferred means of reporting fires and other emergencies
- 6) The names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan

Furthermore, an employer shall establish an employee alarm system. If the alarm system serves more than one purpose, a distinctive signal for each purpose shall be used. An employer shall establish, in the emergency action plan, the types of evacuation to be used in emergency circumstances. Before implementing the emergency action plan, an employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees. The employer shall review the plan with employees when the plan is developed, changed, or if an employee’s responsibilities or designated action(s) under the

EPA have changed.

An employer shall review with each employee, upon initial assignment, those parts of the plan that the employee must know to protect the employee in an emergency. The written plan shall be kept in the workplace and made available for employee review.

Listed are some basic steps to consider when preparing your emergency action plan:

- √ Select an individual or group to be in charge of developing the written plan. Consider utilizing management, supervision, employees, to include human resource and safety personnel.
- √ Determine your current capabilities for handling work related emergencies.
- √ Identifying hazards should be considered when developing your emergency plan. Those hazards may be both onsite and offsite.
- √ Develop a written plan having certain basic components to its format.
- √ Implement the plan properly and effectively. This means more than simply exercising the plan during an emergency. It needs to be integrated into the company operations as well as training of employees.

To assist all members in this area, we have detailed information, written plan examples and training materials (handouts, video and computer software) that can be of great assistance to you.

Please feel free to contact Mike Shultz at 616-866-3168 or mshultz@mcrcsip.org if you need help or have questions.

EPL GUIDELINES **“CONSISTENT INTERPRETED”**

Thomas Brouwer
MCRCSIP Administrator

During their recent meeting, your Board of Directors met with two representatives of a member road commission. The discussion centered on the resolution that accompanied the EPL Guidelines recently distributed to the MCRCSIP membership. Their main concern was with the word ***consistent*** and exactly what the board meant with its usage.

As a result of the discussion, the following meaning was agreed upon:

The word ***consistent***, as used in the resolution, means that the road commission will adopt policies and conduct its employment practices “consistent with the laws” that apply to each category being presented.

What appears to be confusing is the application of the “What The Employer Should Do” section of each category. The key word is should, meaning this is something that is suggested as a goal to strive for. It is not shall, which would mean something that is required to be done.

We hope this clarifies what seems to be the most asked question we have received. If you have any more questions or comments, please do not hesitate to call the MCRCSIP office.

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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.

CAMBRIDGE INTEGRATED SERVICES DIRECTORY

Phone: (586) 792-6355 or 800-686-2762
Fax (586) 792-5066

**NOTICE: Claims reporting is now
possible 24 hours a day, seven days a
week!**

MCRCSIP and Cambridge have developed a
**24 HOUR EMERGENCY PAGER
NUMBER** for reporting serious accidents
that need immediate attention.

Please call **1-800-209-8349** and a
Cambridge Investigator will respond to your
call ASAP.

Vic Warren
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FINANCIAL EXCELLENCE

For the sixth consecutive year, MCRCSIP has
received the Certificate of Achievement for Excellence in
Financial Reports by the Government Finance Officers
Association of the United States and Canada. This award
presented by the GFOA is the highest form of recognition
for excellence in state and local government accounting

**Michigan County Road Commission
Self-Insurance Pool
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MCRCSIP BOARD MEETING SCHEDULE

July 16-17 Annual Meeting	Shanty Creek Bellaire
August 14-15	Comfort Inn 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.

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