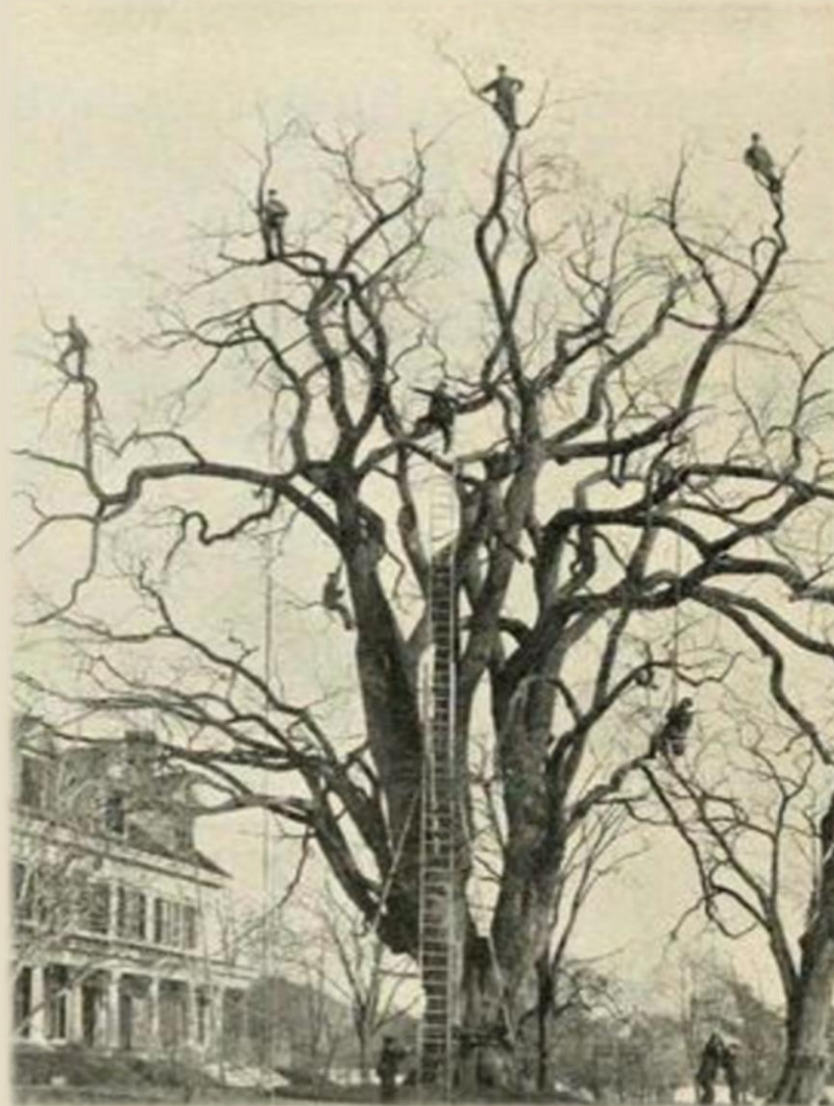


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The Pros and Pros (There Are No Cons) of a Restricted Duty Return to Work Program



Decide to Do This and Do It COMPLETELY

- Not just when convenient, don't stray from program
- Applies to ALL employees (can get in trouble if pick & choose)
- Restricted duty positions must be meaningful (counting paper clips NOT meaningful)
- Heal faster when among co-workers & friends
- There are temporary positions throughout your entire organization, you just have to locate them
- Claim costs lower (makes for a happy CFO)

Pick One Main Contact (Point) Person

- They will take the lead in designing and controlling program
- They will be the main contact for the program
- All info about injuries & claims should filter down to this person as soon as possible
- Enlist design help from several coworkers, but point person in charge





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Meet With Administration

- Gain their approval and backing (claim costs lower, employees heal faster)
- Make them part of your program design team
- Get them on board with you before you start designing your program
- Show possible savings by asking your claims rep, agent, broker and state for specific examples of \$\$ that could be saved by lowering your MOD rate by a certain percentage



Who should help you plan...

- Insurance Carrier
- Legal advisor
- HR
- Administrators
- Medical providers
- Other Stakeholders and Departments



Write your RTW Program & Policy

- Write your RTW program
- Write Your School's Injury Protocol





Sample RTW Program Statement

When an employee sustains a work-related injury and is seen by our occupational physician, and the physician has returned them to work but placed them on temporary restricted duty, the following is the procedure:

1. The employee reports their restrictions to their supervisor as well as the district workers compensation point person. The supervisor, along with the employee, make the determination as to whether the employee can remain in their normal position, remain in their normal position with temporary modifications, or cannot remain in their normal position
2. If the employee cannot remain in their normal position the supervisor will place them within their normal department but will modify their duties to accommodate their restrictions
3. If the restrictions are such that the employee cannot remain in their normal department at all the point person is contacted to find a suitable temporary position elsewhere in the district although it might be at a different location or on a different shift

Note: a temporarily restricted employee will not be taken off work completely unless directed to by the treating physician; the district will find a meaningful temporary position until the employee is released to full duty or the restrictions are lessened to the point where they can return to their normal department

Pick a Start Date

Pick a date at least 30 days out to roll out the program





Locate Standby Temporary Positions

- Work with All Key Stakeholders
- Temporary Positions Outside Of Your Company Is Possible
- Don't Hesitate To Contact the Physician



RESTRICTED DUTY POSITIONS, CONTACTS & CAPABILITIES NECESSARY

NOTE: For specific details of each of these positions please see 'Restricted Duty Temporary Assignment' pages in this procedure

x = necessary													
JOB TITLE	LOCATION	CONTACT	REQUIRED CAPABILITIES										
			walk	stand	sit	one arm ok	both arms	reach req.	all weather	int & ext	bend/stoop	lift	max. weight to lift
playground assistant**	elem. school	principal	x	x		x			x	x			minimal
lunchroom assistant	any school	principal	x	x		x					x	x	5 lbs.
chemical inv/msds chk	any	safety specialist	x	x	x		x	x			x	x	5 lbs.
trash p/u (interior/exterior)	any	principal	x	x		x			x	x		x	10 lbs.
cleaning shelves*	storeroom	whse supervisor		x			x	x			x	x	2 lbs.
print shop help	print shop	whse supervisor			x		x					x	3 lbs.
greeter/ visitor verification** (is not Security)	school only	safety specialist			x	x							minimal
HR assistance	HR	HR manager			x	x					x	x	3 lbs.
crossing guard**	any school	principal	x	x		x			x	x		x	5 lbs. (handheld sign)
library assistant	any school	principal			x	x		x			x	x	3 lbs.
library services	library svcs.	lib. svcs. mgr		x	x		x	x				x	3 lbs.
Shredding/separating***	any	whse supervisor		x	x	x						x	minimal to 3 lbs.
wipe desks/tables	any	principal	x	x		x							minimal
mailroom assistant	mailroom	whse supervisor			x		x					x	3 lbs.
sprinkler verification	any/offsite	grounds supvsr.	x	x		x				x	x	x	minimal to 3 lbs.
Office assistance	any.	principal	x	x	x	x			x				minimal
MSDS compilation	any	principal	x	x	x	x		x	x	x	x		minimal
Building inspections	any	principal	x		x	x		x			x		minimal
exterior door checks	any	principal	x	x		x							minimal

Denotes used frequently

* denotes ladder use may be necessary

** denotes special training may be required first

***careful with confidential items



DO NOT GIVE UP



- You will face some resistance and frustration, especially at first, but **apply your RTW program to everyone every time.**
- Explain how RTW benefits everyone involved
- If you'd like sample forms, programs or other info feel free to contact me anytime



Blue Flame

FIREWORKS

What's Next

- Create an environment of safety
- Analyze the data
- Create new safety training
- Focus on areas of concern



Value Driven

- Decrease in mod rate provides value to your premium costs
- Combination of Return To Work and reducing accidents **WILL** provide long term premium savings





MUSIC's INCIDENT TRACKER

- **What is it?**

Very simply, it is a web-based tool (database) that MUSIC has designed for its members which gives them a place to put details about their comp claims. But remember: it does not replace reporting claims to their comp carrier.

- **How does the Tracker work?**

The district enters details about a comp claim, then they can sort by different criteria (for instance, by a specific location), this data can actually be sorted by several different types of criteria.

- **How can this help a member with their comp program?**

Depending on how a district sorts the data, they can see patterns and trends such as a specific location, specific employee, etc. where injuries are repeating, and begin to investigating.



Protecting Missouri's Future

Workers' Compensation Incident Tracker

MUSIC's INCIDENT TRACKER

I'm not a MUSIC member so I cannot access the Tracker, how could I design something like this to help my district?

- MUSIC is happy to share what the components of the Tracker are, and you could use something like Excel and use some of the same fields that the Tracker uses. These fields can then be sorted into groups of like-entries, thereby showing you trends and repeats.
- Fields could be: employee name, date of injury, time of injury, location, task, body part injured, etc.
- Accommodating return-to-work ALWAYS helps your comp process and finances; the Tracker or something you design will assist in organizing what temporary duties you have used and how successful they were.

Questions?



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