

June 30, 2011

MEMORANDUM NO: 052HR-011

TO: Agency Administrators
FROM: Bobbie Chappell
VIA: Rip Colvin, Executive Director
RE: Safety Outlook Newsletter May/June 2011

Please find attached the May/June issue of the Safety Outlook Newsletter from Risk Management. Hurricane Season started June 1st. Are you prepared? In the May/June issue of the *Safety Outlook* Newsletter, learn some helpful tips that your agency or university can take to ensure employees stay safe this hurricane season. Also, we'll show you how one state agency with over 5,000 employees maintains an outstanding return to work program, and be sure to check out the photo highlights from this year's Safety Awards.

You can read these stories and much more in the May/June 2011 issue of the *Safety Outlook*. As always, we look forward to your feedback on how we are doing. Find out how you can improve safety and productivity by helping employees manage stress on and off the job. Also, find out which types of workers are twice as likely to sustain injuries, and what you can do to reduce the likelihood of injuries occurring to those workers. Finally, learn what one agency is doing to stay on top of their safety game.

Please feel free to distribute to other interested parties.

Thank you.

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THE SAFETY OUTLOOK

providing you a new look at safety



Florida Department of Financial Services, Division of Risk Management

May/June 2011

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NOAA PREDICTS ACTIVE 2011 HURRICANE SEASON

Hurricane season began June 1st and the National Oceanic and Atmospheric Administration (NOAA) forecast for 2011 predicts 12 to 18 named storms with winds 39 mph or greater. Of those, NOAA expects 6 to 10 hurricanes with winds of at least 75 mph. And of those, the meteorologists expect three to six could be major storms, with winds of 110 mph or greater.

Now that hurricane season is here and it is predicted to be an active season, how prepared is your agency or university to respond to an emergency situation.

For resources to help your agency prepare for hurricane season, visit the Center for Disease Control and Prevention's website at [CDC's Hurricanes website](#). The CDC along with other federal and public health partners is raising awareness about the importance of taking steps to protect health and safety of employees during hurricane season. The CDC website includes information on key facts about hurricane readiness and information on evaluation centers and shelters.

Hurricane season is here...be prepared!!

- 12 to 18 named storms (winds of 39 mph or higher), of which:
- Six to 10 could become hurricanes (winds of 74 mph or higher), including:
- Three to six major hurricanes (Category 3, 4 or 5; winds of 111 mph or higher)



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SAFETY SPOTLIGHT
Keith Flynn
Disability Rights Florida

Our Safety Spotlight for this issue features Mr. Keith Flynn with Disability Rights Florida. Mr. Flynn has been the Alternate Safety Coordinator for the agency since September 2010. Although he is fairly new to his position, he has been very instrumental in coordinating several safety efforts. Mr. Flynn is responsible for conducting fire drills, office inspections and training sessions for their Tallahassee employees as well as employees in their field offices in Tampa and Hollywood.

The biggest safety challenge for Mr. Flynn, and for Disability Rights of Florida Safety Coordinator Cherie Hall, is ensuring that employees who travel remain safe and they avoid getting into auto crashes while conducting business. "Our biggest risk is travel," said Mr. Flynn. A key method that both Mr. Flynn and Ms. Hall use to inform employees about travel safety and other safety issues by e-mails and conducting webcast training sessions as well as taking advantage of training DVDs offered from the State of Florida Loss Prevention program (SFLPP) such as the *Know Before you Go* and the *Slips, Trips and Fall* videos.

One of the safety measures that Mr. Flynn and Ms. Hall

are most proud of is the implementation of their walking club. The purpose of the walking club is to promote health and wellness while helping to create and maintain a culture of safety. The walking club features a chart with participants' names and a tracking log on when they walked and for how long. The chart also lists 13 reasons why walking is essential to promoting health, wellness and safety, and provides a list of available walkers for employees to buddy up with so they don't have to walk alone.

Mr. Flynn is a member of the Tallahassee Amateur Radio Society and he is also currently taking classes online to further his education. The State of Florida Loss Prevention program recognizes the efforts of Mr. Keith Flynn in promoting safety and loss prevention in his role as Alternate Safety Coordinator with Disability Rights Florida.



2011 Annual Safety Academy

This season's team is loaded with top talent that includes 24 presenters!

SFLPP has hit a homerun with this year's Annual Safety Academy!!

2011 Annual Safety Academy
 Betty Easley Conference Center
 4075 Esplanade Way
 Tallahassee, FL 32399
 July 27-28, 2011



This year, we've covered all of our bases. Check out our lineup:

- ❖ NIOSH
- ❖ Specialized Liability Sessions
- ❖ Expert Safety Sessions
- ❖ Workers' Compensation
- ❖ New Safety Coordinators and Alternate Safety Coordinators Training



Registration begins April 1, 2011. Please register early and ensure your seat for the training of your choice. You will receive the electronic email link for registration on April 1, 2011. Don't miss out on our ALL STAR presenter lineup.

Department of Financial Services
 Division of Risk Management
 State of Florida Loss Prevention Program



FLORIDA DEPARTMENT OF JUVENILE JUSTICE MAINTAINS A SUCCESSFUL RETURN-TO-WORK PROGRAM

When it comes to running a successful return-to-work program, the Florida Department of Juvenile Justice (DJJ) is a good agency to model because it is leading the way in keeping workers' compensation costs down by getting injured workers back to work sooner rather than later. The success of its return-to-work program can easily be seen through some impressive numbers for an agency its size. DJJ is an agency with over 5,000 employees; however, it only has eight people statewide out on workers' compensation, and only two employees are out because it cannot accommodate them with an alternate duty position at this time.

Although DJJ's return-to-work program is a success, it has not always been easy, according to Workers Compensation Coordinator Lorna Jackson. The agency first implemented its return-to-work program in November 1997, but it was not until all program areas within DJJ were on board with providing alternate duty assignments that the return-to-work program began to improve. Ms. Jackson also stated that they are able to maintain a successful return-to work program because of the support from their risk manager, top management, and front-line managers and supervisors. In addition, the new medical case manager, OptaComp, has been very beneficial because the DWC-25 form (which provides the functional limitations and restrictions for injured workers) is now more specific, making it easier to find an alternate duty position so that the employee can return to work.

Some other factors that contribute to the success of DJJ's Return-to-Work Program are constant monitoring of the injured workers' status and communication with other key parties. Ms. Jackson said that she constantly stays up on

the medical status of the injured workers and she communicates with the safety coordinator on a regular basis by sending the first report of injury or illness (DWC-1). Ms. Jackson said that sending the DWC-1 to the safety coordinators helps to let them know the type of injuries they are having so that they know where to focus their training and prevention efforts.

For agencies and universities that are looking to improve their Return-to-Work Program Ms. Jackson encourages them to take advantage of the Return-to-Work Program Model Guidelines. "The Return-to-Work Program Guidelines are an excellent tool for agencies wanting to implement a return-to-work program because they simplify the process," said Jackson. Another tip Ms. Jackson mentioned for agencies and universities that don't have top management support is to obtain data from the Division of Risk Management regarding the cost of lost time claims to show what is being spent. Dollar amounts tend to motivate change.

There are many benefits to having a successful Return-to-Work Program, from eliminating the financial burden on the injured worker to improving morale by showing staff they are important to the agency. DJJ recognizes the benefits of running a successful Return-to-Work Program that benefits the agency, the injured worker, and the workers' compensation system.



Each June, the National Safety Council encourages organizations to get involved and participate in National Safety Month. Below are safety themes for each week of National Safety month presented by the National Safety Council.

2011 Dates & Themes

- | | | | | | |
|--------|------------|---|--------|------------|---|
| Week 1 | June 1-4 | Kickoff | Week 4 | June 19-25 | Preventing Slips, Trips and Falls |
| Week 2 | June 5-11 | Preventing Overexertion | Week 5 | June 26-30 | On the Road, Off the Phone |
| Week 3 | June 12-18 | Teen Driving Safety | | | |

DEPARTMENT OF CHILDREN AND FAMILIES HOLDS HEALTH FAIR TO PROMOTE EMPLOYEE WELLNESS

As a way to promote the importance of employee health and wellness, the Florida Department of Children and Families, along with other Blair Stone Road State Government agencies (DEP, DJJ, DMS -Retirement, and APD) held its second annual Health Fair at the Winewood Office Complex located in Tallahassee. The health fair, which coincided with May's Mental Health Awareness month, was a great opportunity to share with employees the message of health and wellness and focus on this year's theme, "*Rejuvenate your mind while strengthening your body.*"

The health fair's theme demonstrates the need for employees and supervisors to recognize the importance of good behavioral health as part of overall health. There is a proven connection between good behavioral health and overall personal health. The Health Fair included 40 health-related vendors, educational presentations and demos, and a variety of health screenings.

Leading up to the health fair, employees received an opportunity to experience "*Mindstorm: A Virtual Hallucination*", this is a 3-D theater experience developed by Janssen Pharmaceuticals that offers a chance to understand what it may feel, smell,

and sound like to experience symptoms of schizophrenia. Both the Tallahassee Police and Fire Departments were also available on-site providing employees with vital safety tips.

In addition to the health fair, DCF offers employees other wellness activities. Lunch and learns on a variety of health-related topics are provided monthly. Zumba is available on Tuesday and Thursdays from 5:30pm to 6:30pm at the Winewood Complex Building 4. Yoga is available on Mondays from 5:30pm to 6:30pm in Winewood Complex Building 4, as well as a lunch time yoga class on Tuesdays at noon.

The mission of the DCF Wellness Program is "to establish a work environment that promotes wellness and health alternatives for employees through education, resources and activities that support lifestyle change and enhance the overall sense of well-being in the workplace." DCF recognizes that healthy employees are important because focusing on health and wellness helps to keep workplaces safe by preventing illness and disease, reducing medical bills, and helping



State Employees Receive Fire Safety Tips



Participants enjoy visiting Health Fair vendors

DIVISION OF RISK MANAGEMENT DESIGNS A NEW & IMPROVED SAFETY AWARDS PROGRAM

The Division of Risk Management, State of Florida Loss Prevention Program has a new way of recognizing agencies and universities for their efforts in promoting loss prevention and employee safety.

The Division's new safety awards process is now designed to recognize agencies and universities for their efforts in claims cost reduction and claims frequency reduction. This new method, which directly ties agency performance to recognition levels, is different from the old way of recognizing agencies based on the Annual Program Evaluation survey. The new awards recognition levels are 1st, 2nd, 3rd place

for large, medium and small agencies and universities. There are also new awards for Safety Coordinator of the Year, Alternate Safety Coordinator of the Year and the Award of Excellence.

To obtain a copy of our Safety Award Booklet to learn more about the winners call (850) 413-4756 or e-mail us at statelosspreventionprogram@myfloridacfo.com

Below you will find photo highlights from the 2010 Safety Awards Ceremony. Also, be sure to read feature stories throughout the year in the Safety Outlook newsletter on 1st place Safety Award winners.



**Claims Cost Reduction
3rd place
Dept. of Legal Affairs**

Medium Agency



**Safety Coordinator of the Year
2nd Place
Donna Gardner**



**Claims frequency Reduction
1st place
Dept. of Elder Affairs**

Medium Agency



**Claims Cost Reduction
3rd place
Florida Atlantic University**

Large Agency



**Claims frequency Reduction
2nd place
Dept. of Financial Services**

Medium Agency



**Claims frequency Reduction
3rd place
Agency for Health Care Administration**

Medium Agency

DIVISION OF RISK MANAGEMENT DESIGNS A NEW & IMPROVED SAFETY AWARDS PROGRAM (Continued)



**Safety Coordinator of the Year
1st Place
Laymon Gray**



**Award of Excellence
Department of Juvenile Justice**

CDC FORESEES NO-SMOKING LAWS IN ALL STATES BY 2020

Although the Florida Clean Indoor Air Act (FCIAA) prohibits smoking in enclosed public places and indoor workplaces; by 2020 or sooner, the entire nation could have laws banning smoking in all indoor areas of private workplaces, restaurants, and bars according to the Center for Disease Control and Prevention (CDC).

A study by the CDC made the projection on the basis of the rate at which states have been adopting comprehensive smoke-free laws. In the past 10 years, 25 states and the District of Columbia have enacted such laws, according to CDC.

“Eliminating smoking from worksites, restaurants, and bars is a low-cost, high-impact strategy that will protect nonsmokers and allow them to live healthier, longer, more productive lives while lowering healthcare costs associated with secondhand smoke,” noted CDC Director Dr. Thomas R. Frieden.

While there has been progress over the past decade, too many Americans continue to be exposed to secondhand smoke at work. Frieden says such exposure increases their risk of cancer and heart attack. CDC blames secondhand smoke for 46,000 heart disease deaths and 3,400 lung cancer deaths among nonsmokers.

Florida’s Smoking Prohibitions:

The **Florida Clean Indoor Air Act (FCIAA)** prohibits smoking in enclosed public places and indoor workplaces, including hallways and corridors, stairways, restrooms, break rooms, and common areas. An "enclosed" indoor workplace is totally or "predominantly" (at least 50 percent) bounded on all sides and above by physical barriers that block airflow. Such barriers include uncovered openings, screened or partially covered openings, windows, and doors, but not railings. The Florida Department of Health's (DOH) [FCIAA Web center](#) has complete information on complying with the Act, or call 800-337-3742.



DEPARTMENT OF HIGHWAY SAFETY DRIVES HOME LOSS PREVENTION WITH AWARD WINNING SAFETY PROGRAM

The feature story below is based on the Department of Highway Safety and Motor Vehicles (DHSMV) receiving the 2010 Annual Safety Award of 1st Place for Large Agency Claims Frequency Reduction. The current awards selection process is performance-based and will be explained in the article entitled "DRM Designs New and Improved Safety Awards Program."

DHSMV prides itself on creating a safe and secure environment for both its customers and members. This task is broad in its scope and incorporates many Offices and Divisions within DHSMV. Key to the success of the program has been the creation of DHSMV's Safety and Security Committee. This cross divisional team analyzes current trends, researches new technology, and develops recommendations for improving safety and security within DHSMV. This team is comprised of our Safety Wardens, Building Maintenance Staff, Florida Highway Patrol, DHSMV Security, Loss Prevention and representatives from each division within DHSMV.

This group is coordinated by David Laing, who represents DHSMV as its Safety Coordinator. With assistance of the Safety and Security Committee, Mr. Laing was tasked with developing and presenting recommendations of the Safety and Security Committee to Executive Leadership. His valuable expertise has been vital to the success of the HSMV Safety Program.

Included within the HSMV Safety Program is the Loss Prevention Program. The primary goal of the Loss Prevention Program is to track and analyze previous claim trends in order to recognize problematic areas. These analyses are benchmarked for developing facility improvements, training modules, and policy/procedural changes to lower claims frequency. These efforts have bridged the gap between Loss Prevention and Safety.

In the future, DHSMV will build on its current Security and Loss Prevention platform by studying other agency models, incorporating new and innovative technology, and implementing additional policy and procedure to address safety needs.

When it comes to safety and loss prevention, HSMV is in the driver's seat. By continuing to utilize effective communication, teamwork, and education and training, they plan to stay there.



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- Workers' Compensation Claim Change Form 850/413-4802
- State Liability Claim Change Form 850/413-4852
- Safety Coordinator Appointment Form 850/413-4756
- Media Loan Request Application Form 850/413-4756

WEB

The following forms can be found at this Website. Remember, it is a secure site and a username and password will be needed:

http://www.MyFloridaCFO.com/Risk/sc_toolbox.asp

- **Workers' Compensation Claim Change Form** (available electronically & in Adobe Acrobat)
- **State Liability Claim Change Form** (available electronically & in Adobe Acrobat)
- **Safety Coordinator Appointment Form** (available in Adobe Acrobat only)
- **Media Loan Request Application Form** (available in Adobe Acrobat only)

Articles or Suggestions for Improvement of this Newsletter are always welcome.

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