

AGENDA ITEM 16

Hear report from Loss Control Committee and take any appropriate action regarding new workers compensation risk management measures.

Lisa Zirkle addressed the court regarding the increase of workers compensation premiums. Lee Garrett presented the court with the recommendations from the Loss Control Team and Steering Committee for steps to control worker compensation losses.

Moved: **Commissioner Hays**

Seconded: **Commissioner Boatright**

Motion: To approve the policy recommendations from the Loss Control Team and Steering Committee for steps to control worker compensation losses.

Vote: 3 – 0. **Commissioner Limmer** was absent from the dais.

<Attachment>

**Williamson County
Loss Control Committees**

MEMO TO: Williamson County Commissioner's Court
On the Agenda for March 18, 2003 Court Meeting

SUBJECT: Recommendation for Steps to Control Worker Compensation Losses

The County's workers compensation premiums have increased by more than 300 percent this year, and while most of this alarming increase is attributable to higher medical costs and to artificially low premiums the past several years, some of the increase is the result of preventable workplace injuries. To help offices and departments within the County to prevent such injuries and to limit workers compensation losses, the Loss Control Team and Steering Committee recommend the following measures:

- Identify departments with highest claims from 2002. This can be done through Kim Hyatt, County Health & Safety Specialist, tracking claims turned into her office, and also through Loss Control runs submitted by the Texas Association of Counties to the Human Resources Department.
- Identify in those departments the positions with the highest claims for 2002.
- Identify the main injury types associated with the positions having the highest claims in each office or department. The Loss Control team will assist with training department personnel on gathering accident data and by making appropriate recommendations to each elected official or department head and, as needed, to the Commissioner's Court. The recommendation for completing this project is March 31, 2003.
- Based on the injury type assessments, recommend that offices and departments develop or request training to deal with these injury types if the offices and departments are not currently doing so. Recommend developing training needs by May 31, 2003, for positions having the highest claims so that funding for the training can be considered for FY 2004.
- Recommend offices and departments identify the main hazards associated with all of their positions by completing a job hazard assessment on each separate position group by July 31, 2003. The Loss Control team will be available to assist with training personnel on performing job hazard assessments. Recommend developing training needs for all positions by August 31, 2003.

*approved 3-18-03
John C. Daugherty*

- Require that the County Accident Reporting and Investigation policy be followed, using the correct forms (or forms developed and in use by offices and departments having same or similar information), completed and submitted to the Health and Safety Specialist beginning March 31, 2003. After reviewing all findings of uncontrolled workplace or operational hazards, the Loss Control Committee will assist in developing a proposed plan for correction and will document appropriate corrective action already taken. This information will be sent to the Commissioner's Court and the elected official or department head for appropriate action and may also be used for documenting hazards and preventive measures.
- Recommend that when an employee is involved in an accident causing damage to equipment or personal injury, and it is established that the accident was the result of carelessness, negligence, violation of safety rules and procedures, or specific instructions, that the employee will be subject to disciplinary action at the discretion of the appropriate office or department personnel.
- Recommend holding management accountable for not correcting controllable workplace or operational hazards or for violating safety rules and procedures that contributed to workplace accidents or incidents within their respective offices or departments.
- Recommend that departments perform a safety audit of their work area on a yearly basis that identifies potential workplace hazards, and correct those that are found in a timely basis. The Loss Control Team can assist and provide training to departments on performing safety audits.
- Recommend that the Commissioner's Court establish funding as needed to correct found hazards in an appropriate manner. The Commissioners' Court, the elected official or the department head, with the assistance of the Loss Control Steering Committee, may develop a timeline for correction by the office or department. Recommend that the office or department management personnel post notice of the hazard or problem and take appropriate interim measures to prevent accidents from occurring. Recommend beginning safety audits by June 1, 2003.
- The Loss Control Steering Committee will report on a quarterly basis to the Commissioners' Court any information the committee deems important in the areas of cost and compliance.
- Recommend Commissioner's Court gives special attention to budget requests for additional funding for training to assist offices and departments to comply with these recommendations.

Please consider these recommendations to limit worker compensation claims and make offices and departments aware of their own safety needs.

Thank you.



AGENDA ITEM 17**Hear park update on Phase II from Paul Linehan.**

The park opening is scheduled for March 29, 2003. Paul stated that he has received 100 requests for information from the contractor, and 73 requests for project change orders of which 7 have been approved by the court. Currently there are 664 different items on a punch list that he recommends be completed before the county takes over the park.

Paul handed out an updated map for Phase II including a proposed 10-acre site for a regional septic treatment facility. He mentioned that this Friday, March 21, at 9 a.m. there were be a tour of three different wastewater treatment plants starting at the Brushy Creek Regional Wastewater Treatment Plant across from Dell Diamond.

Commissioner Boatright recommended that an invitation be extended to the nearby neighborhoods for Friday's tour, as well as, a tour of the proposed site of the treatment plant at the park.

Commissioner Boatright suggested that an agenda item be put on for next week addressing the formation of a Parks Committee.

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