

2007 Colorado PRIMA Officers

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www.coloradoprima.org

January 2007 Newsletter

IN THIS ISSUE:

Secretary letter
Tentative 2007 meeting schedule
Applications for National PRIMA scholarships from COPRIMA
COPRIMA conference registration scholarship application

NEXT MEETINGS

Luncheon meeting
February 15, 2007
11:30 a.m.—1:30 p.m.

CIRSA
3665 Cherry Creek North Drive
Denver CO 80209

Breakfast Meeting

March 15, 2007
9:30-11:30 a.m.
Adams County Western Service Center
12200 North Pecos Street 2nd Floor
Westminster CO 80234

Dear COPRIMA members, associates and guests,

SNOW SNOW SNOW and ICE seems to be the words we have in our heads this month. As someone who has lived in Colorado most of my life I really prefer our once in a while storm with the melt off the next day. This weather has made Risk Management a challenge as well as many other services stressed and strained.

Because of the unusual nature of this weather the board thought it would be useful to have a roundtable meeting in May to discuss what went right, what went wrong and what have we learned. I know that in my city as well as many others this event will bring changes to procedures, policies and emergency management techniques. We found that the best plans are only as good as the experiences of those who wrote them and that revisions after a major event are key to making the plans useful.

As you can see, we have a tentative calendar for the 2007 year. We have some valuable information to share with all of you this year and some great presenters to share the vast wealth of knowledge that many have. This calendar may change due to presenter's schedules.

Our biggest challenge is locations to hold the meetings each month and entities to host the meetings. The board is again asking for the membership's help in setting up hosts and rooms to hold the meetings this year. We want to thank the entities and the companies that host and hold meetings for us every year. With their help, our meetings are always a big success. If you can host a meeting, (we are switching between breakfast and lunch each month) or if you have a room that we can use, please email me with the available dates and times. As you can see by our calendar, there are a lot of TBD spaces as of now. My email is kkvasnicka@northglenn.org.

January's meeting had a speaker from Jefferson County, Beth Greer. She gave a presentation on a comprehensive ergonomics program that she has implemented in Jefferson County. This was a great overview of a program that is a concern in every organization. Thank you to Beth for this very valuable information.

COPRIMA is giving two scholarships to the National Conference and to our Colorado conference. The application is in this newsletter. These will be drawn in March at the meeting. We ask that they be applied for on a need basis and the drawing will then be done from those applying.

Have a great month.

Kathy Kvasnicka ARM-P, Secretary

2007 Meeting Calendar

DATE AND TIME	SUBJECT	LOCATION
February 15, 2007 11:30 am to 1:30 pm	Cost Allocation Patrick Priest, CIRSA presenter	CIRSA
March 15, 2007 9:30—11:30 am	“When a Patient refuses to get better” Dr. Scott Primac	Adams County Western Service Center 12200 North Pecos Street 2nd Floor Westminster CO 80234
April 19, 2007	Electronic Data Gathering and Retention Sonya Mackenzie	TBD
May 17, 2007	Issues and Lessons Learned 2006-2007 Blizzard Roundtable	TBD
June 2007	NATIONAL PRIMA	NO MEETING
July 19, 2007	Dispel the myths of mold and other restoration tidbits Tracey McDonough, Belfor Restoration	TBD
August 2007	COPRIMA CONFERENCE	NO MEETING
September 20, 2007	RIMS-COPRIMA Training Day	
October 18, 2007	Governmental Immunity Tami Tanoue, CIRSA	TBD
November 15, 2007	Volunteer Programs	TBD
December 2007	HOLIDAY LUNCHEON	TBD

Again any help in locations to hold meetings or hosts for the meeting would be greatly appreciated. Contact any board member to volunteer.



**APPLICATION FOR SCHOLARSHIP FOR NATIONAL PRIMA
CONFERENCE JUNE 10-13 2007 BOSTON MA**

Entity _____

Member Name _____

Address _____

Address _____

Phone _____ **Fax** _____

Email address _____

Brief summary of your need

Receipts adding to the \$1,000 amount will need to be turned in to Steve Bedard, Treasurer within two weeks after conference. Please only apply if you can commit to attending the conference.

**Email or send application to Kathy Kvasnicka, 11701 Community Center Dr. Northglenn, CO 80233 or kkvasnicka@northglenn.org
Drawing will be held at March 15 meeting.**



**APPLICATION FOR SCHOLARSHIP FOR COLORADO PRIMA
CONFERENCE August 26-29 2007 Keystone Colorado**

Entity _____

Member Name _____

Address _____

Address _____

Phone _____ **Fax** _____

Email address _____

Brief summary of your need

**This scholarship is for one free conference registration.
Please only apply if you can commit to attending the conference.**

**Email or send application to Kathy Kvasnicka, 11701 Community
Center Dr. Northglenn, CO 80233 or kkvasnicka@northglenn.org
Drawing will be held at March 15 meeting.**

PRESENTATION BY BETH GREER, JEFFERSON COUNTY

I am attaching the handout from the January meeting for your reference.

Benchmarking, Best Practices, and Performance Measurements for
Public Entity Risk Management: Guidelines Link

<http://www.riskinstitute.org/PERI/PTR/Benchmarking+Best+Practices+and+Performance+Measurement.htm>

JEFFERSON COUNTY ERGONOMIC PROGRAM

The goal of the ergonomic program is to help prevent injuries to all Jefferson County employees by establishing guidelines, following ergonomic regulations and removal of potential hazards in the work environment. Every Jefferson County employee will be able to participate in the ergonomic program.

Ergonomics is a profession of designing machines, tools, and work environments to best accommodate human performance and behavior, or human engineering of human factors. It aims to improve the practicality, efficiency, and safety of a person working with a single machine or device (e.g., using a telephone, driving a car, or operating a computer terminal). Taking the user into consideration has probably always been a part of tool design; for example, the scythe, one of the oldest and most efficient human implements, shows a remarkable degree of ergonomic engineering. Examples of common devices that are poorly designed ergonomically include the snow shovel and the computer or typewriter keyboard. The definition is taken from the Encyclopedia Britannica.

In recent years, ergonomic programs have been established to help in the prevention of cumulative trauma disorders (CTD's) and other work related disorders due to ergonomic hazards in the work place. The effective management of work place safety and health protection for the employee is now a leading factor in reducing Workers' Compensation claims.

Program Goals:

Reduce Workers' Compensation claims by recognizing potential problems in the workstations within each department.

Evaluate new employees at their workstation within the first ten days of employment. This should eliminate possible future problems concerning their personal workstations.

Within the first twelve months of the program, all employees of Jefferson County will be ergonomically evaluated and adjustments made if necessary.

Provide each employee with guidelines to follow, this will help make the employee more responsible for their own well being at their workstation and reduce future problems for the department.

Design future workstations and modify existing workstations so they meet ergonomic standards for the employees. Provide cost effective solutions and standards product choices to ensure the purchasing of furniture products is fiscally responsible and user friendly.

The elements of the program are defined as follows:

- Management Commitment

The Directors and Supervisors of each department will participate in an ergonomic training program to help recognize potential ergonomic problems before they become a hazard to the health of the employee.

Establish an open line of communication with the employee concerning potential problems at their workstations.

- Employee Involvement

Recognize potential problems at their workstation and communicate to their supervisor their concerns.

Follow the guidelines of procedure in requesting an ergonomic evaluation:

1. Employee requests supervisor to arrange ergonomic evaluation. Employee does not personally arrange evaluation.
2. Supervisor contacts the county ergonomist for employee evaluation.
3. After the ergonomic evaluation is completed, a review with the ergonomist, the supervisor and the employee is conducted.
4. If problems are found, decide what steps need to be taken to resolve them. Chair adjustments, monitor repositioning, keyboard tray added or removed. If furniture purchases need to be made, work directly with ergonomist so approved ergonomically correct items are purchased. Avoid going directly to vendors for purchases. At times those items are not suitable for the situation.

- Program Elements

Workstation analysis will be done at each employee workstation. By assessing the workstation, most problems can be avoided before they happen. This will help the employee recognize proper ergonomic standards and enable them to follow them.

Administrative controls to reduce over spending on unacceptable furniture and equipment within the departments. Educating departments in the ergonomic field so better practices are encouraged and responsibility of ergonomic standards are now shared by the employees.

Establish work practice controls educating everyone on how to recognize potential problems and address them promptly to avoid long term hazards in the work environment. This will be accomplished by contacting the county ergonomist to evaluate the employee at their workstation.

Training and education by the county ergonomist, the training and education will enable all supervisors to detect most problems before it becomes an issue that could involve

Workers' Compensation claims. Each supervisor will participate in a training session educating them in ergonomic hazards in the work place and how to detect ergonomic problems.

The involvement of the Property Management Department is essential to the program to provide the ergonomist with information in the configuration of workstations, remodeling of work areas and the instillation of ergonomic equipment.

Departments/Divisions will be provided with a copy of their Workers' Compensation claim report for medical management review. Encouraging early reporting of symptoms by the employee will help to reduce loss time at work. This will help to reduce Workers' Compensation claim costs to each department.

Each department will be responsible for the purchase of ergonomically correct furniture and equipment through their individual budget.

The Workers' Compensation program will purchase furniture and equipment if the employee is currently on Workers' Compensation and there is a medical reason that determines the need. Each case will be reviewed individually. If there is a recommendation by the Workers' Compensation physician those recommendations will be followed.