Winter is here! Like it or not, we have to deal with the ups and downs of our Illinois weather. With the cold, rain, snow, and ice, TOIRMA naturally experiences an increase in the number of claims during the winter months. Specifically, slips and falls, and vehicle accidents occur more during this period. Remember, “Ice and Snow, Take it Slow.” We need your assistance for good claims management.

Last year claims totaled 1,210. During the winter months of December, January, and February claims were 75, 164, 145 for a total of 384. This represents 32% of our claims for the Program Year. The TOIRMA Program as a whole averages approximately 1,000 claims per year over the past ten years. This, as our claims team will attest, does not include report only and other calls received by TOIRMA.

Recently a claim was reported that was over seven months old. Although we were pleased that this claim was reported and that it was only a minor fender bender, it is extremely important that all claims are reported promptly. As Katie Musgrave our Claim Supervisor preaches, “Proper claim control begins with prompt reporting.” Situations and conditions can change rapidly. The speedy reporting of claims will help ensure that the TOIRMA claims team can make early contact with the impacted parties and obtain the necessary information for good claims management.

TOIRMA has made it even easier for claims to be reported. Claims may now be reported 24 hours a day, seven days a week by utilizing either the TOIRMA Claim Reporting Hotline: (844) 562-2720, or the TOIRMA Website: toirma.org/claims-management. The Claim Reporting Hotline makes available a live person (call taker), 24 hours a day, seven days a week that will input the claim information in our system and then route it to the appropriate TOIRMA claims representative. Claims may also be reported from any device connected to the internet. Please refer to the “Using Your Smartphone to Report a Claim” article in this newsletter for further helpful information. Whichever method is chosen to report a claim, a member of our claims team will make sure your concerns are being addressed with the utmost professionalism.

Further, TOIRMA has a helpful one-page summary, Information needed for a Claim, available on our website: toirma.org/claims-management/information-needed-for-a-claim/.

We appreciate you doing your part in helping us manage claims. Remember, “Ice and Snow, Take it Slow” and, hopefully, you will enjoy a safe and injury free holiday season.

Thank you for your attention to these matters and have a safe winter.

Jim Donelan
Executive Director

Think Safe…Drive Safe…Work Safe
USING YOUR SMARTPHONE OR COMPUTER TO REPORT A CLAIM

By: Simphi Lenover, TOIRMA Account Manager

Below is the Claims Management page on a smartphone.

This information can also be accessed on your computer at toirma.org/claims-management.

There is a lot of information packed into this screen:

1. Claim Reporting Hotline phone number (on your smartphone, click on the number and it will dial the call for you) — available 24 hours a day/seven days a week
2. Link to report a claim online (all claims except Workers’ Compensation)
3. Link to report a Workers’ Compensation claim online
4. Link to Information Needed for a Claim
5. Link to TOIRMA Staff Contact Information

If you have questions regarding the website, links, or reporting, please let us know so that we can help make this process as painless as possible.

WORKERS’ COMPENSATION INCIDENT REPORT

As you know, reporting incidents as soon as they happen is a crucial part of an investigation. We’ve put together the Workers’ Compensation Incident Report (see pages 3 and 4) that will assist you in documenting the important information. The injured worker should complete the form and summarize how the incident occurred, in their own words. Completing the form while the information is fresh prevents stories from changing as time passes.

Maintaining these reports can help your township identify common trends of injuries and investigate what can be done to create a safer workplace.

By: Erica Sandlin, TOIRMA Claim Consultant
TOWNSHIP OFFICIALS OF ILLINOIS RISK MANAGEMENT ASSOCIATION

Workers’ Compensation Incident Report

Township: ____________________________ Department: ____________________________

Name of Injured Employee: ____________________________ Phone: ____________________________ Date of Birth: ______

Date of Hire: ________________ Employee Title: _______________________________________

Date of Injury: ___________ Time of Injury: ___________ Date of Report: ___________ Time of Report: ___________

Accident Reported To: ____________________________ Witness to Injury: ____________________________ Phone: ___________

Address/Location of Injury: ________________________________________________

Please circle ALL that apply; if necessary, please indicate Right (R) or Left (L)

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<td>Other</td>
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What was cause of the injury?

__________________________________________________________________________

__________________________________________________________________________

Injury occurred performing what task?

__________________________________________________________________________

__________________________________________________________________________

For more information, contact your Loss Control Consultant at (800) 252-5059, ext. 1387 or 1384.
CLAIM REPORTING HOTLINE (844) 562-2720 | Available 24/7
Workers’ Compensation Incident Report

Employee’s Description of Incident:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Employee Signature: ___________________________ Date: ________________

Department Supervisor Signature: ___________________________ Date: ________________
Building Alterations and New Construction

Will you be starting an addition or remodeling project on your township building? If so, did you call TOIRMA to report your project? Maybe you put up a new building; did you call TOIRMA?

Our staff recently heard from a township that had a $500,000 remodeling project; they called us when the project was complete. Something of this nature should be called in prior to starting the project so that we can be pro-active and document the file. On another occasion, one of our loss control staff was out in the field and came across a Salt/Hoop building that had not been called in.

The TOIRMA Renewal Packets will be mailed to the member contact in January. Please take the time to review the Auto, Inland Marine, and Property Control Sheets to make sure all exposures are listed. If you are not sure if something should be listed, call us.

Please call or e-mail your changes to Danielle Smith at (217) 444-1204 (dsmith@ccmsi.com) or Beth Eyrich at (217) 444-1139 (beyrich@ccmsi.com). They also take care of vehicle and equipment changes. If you have traded or added vehicles or equipment, please be sure to report them.

Three-Point Contact is a good reminder year ‘round. Always remember to maintain three points of contact — two hands and one foot or two feet and one hand when mounting or dismounting equipment. You can find a Risk Reminder on Mounting & Dismounting Equipment at toirma.org/loss-control/toolbox2/Risk-Reminders/.

If you need additional Three-Point Contact stickers, please contact Danielle Smith at (217) 444-1204 or dsmith@ccmsi.com.
TOIRMA MEMBER CALENDAR  Following are highlights of the upcoming TOIRMA calendar:

January ........................................... Renewal Packets mailed to all members renewing June 1 — due back by March 1
February ........................................... Has your Renewal Packet been completed and returned?
March ............................................. Renewal Packets due

TOIRMA NEWSLETTERS — Mailing Addresses

The quarterly TOIRMA newsletters are mailed to all elected township officials in Illinois. We use the contacts and mailing addresses that TOI has on file. If you recently had a change of address or township official change, be sure to contact Pam Butler via e-mail at pam@toi.org or by phone at (866) 897-4688.

TOIRMA TOTAL MEMBERS  As of 10/31/2019

Townships  1388  •  MTAD’s  308

Welcome New Members:
Eldorado-Industry-New Salem MTAD/McDonough County and Chalmers-Scotland MTAD/McDonough County

TOIRMA TIDBITS  WINTER 2019

TOIRMA NEWS

TOIRMA TOTAL MEMBERS

TOIRMA TIDBITS
Walking to and from parking lots or between buildings at work during the winter requires special attention to avoid slipping and falling. Slips and falls are some of the most frequent types of injuries—especially during the winter months.

No matter how well the snow and ice is removed from parking lots or sidewalks, your employees will still encounter some slippery surfaces when walking outdoors in the winter. It is important for everyone to be constantly aware of these dangers and to learn to walk safely on ice and slippery surfaces.

Keep these important safety tips in mind:

- In cold temperatures, approach with caution and assume that all wet, dark areas on pavements are slippery and icy.
- During bad weather, avoid boots or shoes with smooth soles and heels. Instead, wear shoes or boots that provide traction on snow and ice; boots made of non-slip rubber or neoprene with grooved soles are best.
- Use special care when entering and exiting vehicles; use the vehicle for support.
- Walk in designated walkways as much as possible. Taking shortcuts over snow piles and other frozen areas can be hazardous. Look ahead when you walk; a snow or ice-covered sidewalk or driveway, especially if on a hill, may require travel along its grassy edge for traction.
- Point your feet out slightly like a penguin! Spreading your feet out slightly while walking on ice increases your center of gravity.
- Bend slightly and walk flat-footed with your center of gravity directly over the feet as much as possible.
- Extend your arms out to your sides to maintain balance.
- Keep your hands out of your pockets! Hands in your pockets while walking decreases your center of gravity and balance. You can help break your fall with your hands free if you do start to slip.
- Watch where you are stepping and GO SLOWLY!
- Take short steps or shuffled for stability.
- Wear a heavy, bulky coat that will cushion you if you should fall.
  - Try to avoid landing on your knees, wrists or spine. Try to fall on a fleshy part of your body, such as your side.
  - Try to relax your muscles if you fall. You’ll injure yourself less if you are relaxed.
Don’t Let Safety Take The Holiday Off!

While there is never a good time to get hurt, the holiday season is probably the worst time. Please keep safety in mind as you partake in annual festivities:

- Be careful using ladders to hang lights and decorations.
- Watch your step on snowy and icy ground, especially while carrying items.
  - Do not put your hands in your pockets when you are walking on slippery surfaces. You’ll need them if you slip and/or fall.
- Be extra careful driving during ‘winter conditions’.
  - Scrape snow and ice off all glass surfaces for increased visibility.
  - Keep windshield washer container filled with solvent.
  - Remove snow from headlights and taillights.
  - Be certain all lights are in working order.
  - Pump brakes only if vehicle doesn’t have Anti-lock Brakes.
  - Keep fuel tank at least one quarter filled to prevent freezing in system.
  - Use a fuel system anti-freeze to prevent fuel line freezing.
  - Keep extra clothing in trunk for emergencies.
  - Extend intervals between vehicles when pavement is slippery.
  - Be certain both heater and defroster are in proper working condition.
  - Use extra caution when children are around. When they are bundled up, they may not be able to look carefully before crossing streets.

Carbon Monoxide Alarm Detector Act

The Illinois state legislature has passed a law that the governor has signed so that effective January 1, 2007, every dwelling unit will be required to have at least one approved carbon monoxide alarm in an operating condition within 15 feet of every room used for sleeping purposes. Alarms can be battery powered, plug-in with battery back-up or wired into the AC power line with a secondary battery back-up.

- A “dwelling unit” means a room or suite of rooms used for human habitation, and includes single-family residences, multiple family residences, and mixed use buildings.
- Willful failure to install or maintain in operating condition any alarm is a Class B criminal misdemeanor.

WISHING ALL A SAFE & HAPPY HOLIDAY SEASON!

For more information, contact your Loss Control Consultant at (800) 252-5059, ext. 1387 or 1384.

CLAIM REPORTING HOTLINE (844) 562-2720 | Available 24/7
1. For the renewal packet, do I need to list all the Stop Signs, Yield Signs, etc. in the township under “Property-in-the-Open”?

No, because each sign is not more than the deductible the township carries. You only need to list larger signs (ex. Township Hall sign) that are worth more than the township deductible.

2. Who needs to review the renewal packet?

We recommend reviewing the renewal packet at your board meeting. At minimum, the Supervisor should review the entire packet and the Highway Commissioner should review the control sheets as well.

3. Do I need to report my auto, inland marine and property changes, or just handle that at renewal time?

Changes need to be called in every time you acquire or need to delete an auto, piece of equipment, or property. The renewal packet serves as a review of your coverages, but your control sheets should reflect your true inventory throughout the year. In the event of a claim, the damaged item should be listed (Inland Marine items only need to be scheduled if they are valued over $1,000).

4. What does our Supervisor’s / Treasurer’s Bond cover?

The Supervisor’s / Treasurer’s Bond is provided per statute. The bond provides coverage for 100% of all funds under the care, custody, and control of the Supervisor / Treasurer. Financial information is collected on the TOIRMA renewal packet and is used to update the bond (beginning balance for all funds plus the total revenues for all funds).

5. Why cover the Multi-Township Assessing District (MTAD) if the assessor is contracted?

The MTAD should still be covered if the assessor is contracted because it is a separate entity and, therefore, would not be covered under any of the townships involved. TOIRMA’s MTAD package provides a Treasurer’s Bond and protection for the board.

6. What kind of “contents” should be added to our building coverage on our Property Control Sheet?

Items such as tables and chairs, filing cabinets, office equipment, workbenches, refrigerators, and permanently mounted equipment should be added as a contents value to the building they are housed in. You can also include contents such as computers or copiers in the blanket contents coverage, or you may list them separately if you prefer.

Drug & Alcohol Clearinghouse

Federal legislation passed back in 2012 is in the process of being implemented. The creation of a Federal Motor Carrier Safety Administration Commercial Driver’s License Drug and Alcohol Clearinghouse has been created. The Clearinghouse will enable employers to identify drivers who commit a drug and alcohol program violation while working for one employer, but who fail to subsequently inform another employer (as required by current regulations). Each driver in the drug program will be run through the Clearinghouse to check for any violation. Also, anyone new coming into the drug program will be run through the Clearinghouse prior to being permitted in the program.

Each township is required to register in the Clearinghouse. Failure to comply with this mandate may result in a large fine. Step by step instructions are available through TOI’s website or you may contact Midwest Truckers Association at (217) 525-0310.
Local government and tribal transportation practitioners across the U.S. are responsible for more than 75 percent of our Nation’s highway network. AASHTO’s TC3 training library is one resource for local and tribal agencies in building and maintaining the skills necessary to operate such a vast system. FHWA has an agreement with AASHTO to provide local government and tribal transportation practitioners with access to this library.

What is TC3?
TC3 is AASHTO’s online training library of 190+ training modules. Courses are developed by subject matter experts and include national best practices. All courses are available on the TC3 website and also a mobile app, available on iOS and Android systems.

About the Courses
Courses are developed using a Core Curriculum Matrix model that focuses on six technical categories: construction, employee development, maintenance, materials, pavement preservation, and traffic and safety. Each category is divided into four skill levels that define a career progression, from entry level (Level I) through management and administrative (Level IV). Users can then take courses that match their field and skill level.

For maximum flexibility, users can build a personal library of courses. They can also start and stop courses as needed based on their schedule. The platform includes a dashboard that tracks progress through each course a user starts so they can see where they are at a glance and pick back up where they left off.

More than 90 percent of the courses also qualify for professional development hours (PDHs) that can contribute to continuing education and licensure renewal.

Get Started!
Access to courses is available to local agency and tribal staff only. To get started:
Create an AASHTO account login at https://register.transportation.org
• Select Register. Then you must enter your agency email address.
• After registration is complete, you will have unlimited access to the curriculum.
• To browse and gain access to the TC3 course offerings, go to https://tc3.transportation.org/
• Use promotion code: D5X3-B3D9-52CB-4XCX
• For additional help, watch this YouTube video: https://youtu.be/NcFONY2R78s

FHWA does not endorse specific products, services or enterprises.
OSHA Injury and Illness Recordkeeping and Reporting Requirements
(Forms 300 and 300A) — post February 1 – April 30

Many employers with more than 10 employees are required to keep a record of serious work-related injuries and illnesses (certain low-risk entities are exempt) using the below forms. Minor injuries requiring first aid only do not need to be recorded.

• Log of Work-Related Injuries and Illnesses (OSHA Form 300)
• Summary of Work-Related Injuries and Illnesses (OSHA Form 300A)
• Injury and Illness Incident Report (OSHA Form 301)

Employers who are required to keep Form 300, the Injury and Illness log, must post Form 300A, the Summary of Work-Related Injuries and Illnesses, in a workplace every year from February 1 to April 30.

The OSHA Recordkeeping Forms can be found in both PDF and Excel formats on the OSHA website at osha.gov/recordkeeping/RKforms.html. For questions on how to record injuries or illnesses, please visit the OSHA website which provides a free 15 minute tutorial that can be found at osha.gov/recordkeeping/tutorial.html.

24 Hour Illinois OSHA Reporting Hotline
(217) 782-7860
OSHA.illinois.gov
Executive Office  
3217 Northfield Drive  
Springfield, IL 62702-1400  
(217) 744-8010  
(217) 744-8011 Fax  
Toll Free (888) 562-7861  
toirma.org

Jim Donelan  
Executive Director  
jdonelan@toirma.org

Mickey Goral  
Member Services Associate  
mgoral@toirma.org

Pat Jacob  
Administrative Assistant  
pjacob@toirma.org

Administrative and Claims  
Towne Centre Building  
2 East Main Street, Suite 208  
Danville, IL 61832-5852  
(217) 446-1089  
Toll Free (800) 252-5059  
toirma.org

Customer Service  
Simphi Lenover, ext. 1128  
Account Manager  
(217) 477-6628 Fax  
slenover@ccmsi.com

Beth Eyrich, ext. 1139  
(217) 477-6739 Fax  
beyrich@ccmsi.com

Danielle Smith, ext. 1204  
(217) 477-6604 Fax  
dsmith@ccmsi.com

Ashley Bell, ext. 2186  
(217) 477-7417 Fax  
abell@ccmsi.com

Loss Control  
Matt Knight, ext. 1387  
(217) 477-6887 Fax  
mknight@ccmsi.com

Sean Richardson, ext. 1384  
(217) 477-6884 Fax  
sean.richardson@ccmsi.com

Claims  
Bailey Ellison, ext. 1418  
(217) 477-3038 Fax  
bellison@ccmsi.com

Jessica Stitt, ext. 1191  
(217) 477-6691 Fax  
jstitt@ccmsi.com

Kim Rosdail, ext. 2165  
(217) 477-7432 Fax  
krosdail@ccmsi.com

Erica Sandlin, ext. 1263  
(217) 477-6863 Fax  
esandlin@ccmsi.com

Anitra Calvert, ext. 1372  
(217) 477-6490 Fax  
acalvert@ccmsi.com

Julie Flynn, ext. 1245  
(217) 477-6645 Fax  
jl Flynn@ccmsi.com

Katie Musgrave, ext. 1349  
Claim Supervisor  
(217) 477-6649 Fax  
kimusgrave@ccmsi.com

Human Resources Help Line  
Don’t forget to call for help with employee issues. (888) 472-6785

CLAIM REPORTING HOTLINE  
(844) 562-2720 | Available 24/7 | toirma.org/claims-management