Spring is finally here! This is my favorite time of the year. The weather is improving, grass is greening, baseball teams are preparing for the upcoming season, and the days are getting longer. With these changes comes the opportunity for more outdoor work on township roads and property. Along with this work comes the need for safety, and supplying highway commissioners and employees with the proper equipment.

Personal protective equipment (PPE) is safety equipment designed to protect employees’ eyes, face, head and extremities. PPE includes, but is not limited to, safety glasses, goggles, face shields, hard hats, safety shoes, gloves, vests, earplugs, and earmuffs. Unfortunately, TOIRMA has experienced numerous claims over the years that could have been prevented with the use of proper PPE.

In addition to the need for PPE, there are several factors to keep in mind when selecting what to use. The least expensive isn’t always the best, and there are OSHA guidelines to consider. TOIRMA offers safety programs to our members designed to provide hands-on examples of proper PPE.

Also available to TOIRMA members on the “Loss Control Toolbox” page of our website, toirma.org, are our Risk Reminders relating to personal protective equipment. These one-page Reminders focus on safety in the workplace, are in a concise easy-to-read format, and great to share with employees during safety meetings and post on employee bulletin boards. Specifically, there is a “PPE Checklist for Workers” that is very helpful. Please take a few moments to look at this useful information.

If you have any questions regarding PPE, Risk Reminders, or wish to set up a safety presentation for your county township association, please feel free to call our office.

With your ongoing help, we can ensure that highway commissioners and employees avoid accidents and potential injury. We strive to continue to work with our members in assisting in loss control efforts which in-turn leads to a safer and injury free workplace.

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

Jim Donelan
Executive Director

Think Safe…Drive Safe…Work Safe

IN THIS ISSUE:
Page 7: TOIRMA Updates Highway Commissioner’s Diary  Page 8: Human Resources Help Line • TOIRMA Contacts
KEEPING INJURED WORKERS MOTIVATED TO RETURN TO WORK

By: Bailey Ellison, TOIRMA Claim Associate II

Many workers’ compensation claims become more costly and tend to make employees lose motivation to go back to work when light duty restrictions are not able to be accommodated. Restrictions are set by medical providers to heal injuries and not aggravate for prolonged healing.

Accommodating light duty restrictions and having the injured employee go back to work could also cut back on lingering treatment. There have been a lot of claims that end up becoming more costly, even for a simple injury, because members are not able to accommodate light duty restrictions.

If restrictions do not allow heavy duty work, helping around in the office or helping with some light maintenance in the township garage could be an option. It would help the injured worker stay in the routine of going to work. For example, if light duty restrictions consist of no lifting over 10 pounds, there is a possibility for them to be able to do things like mowing, driving vehicles, snow plowing, sweeping the shop, taking inventory, etc. We understand not all members are able to accommodate restrictions. That is where we come in to help injured workers that are losing time from work until restrictions can be accommodated or until they are released to work their regular job duties.

Being able to accommodate light duty restrictions would greatly help injured employees stay in a routine and hopefully give them a sense of accomplishment, knowing they can still go to work even with an injury.

SEEN & NOTED:

CATS HAVE 9 LIVES. YOU ARE NOT A CAT. BUCKLE UP.
SPRING WEATHER SAFETY

When spring arrives, it’s time to prepare for the severe weather that comes with it. Tornadoes, thunderstorms and windstorms can damage or destroy entire communities within minutes. This is a great time to review your township’s severe weather safety procedures.

Severe Weather Action Plan: The best defense when faced with severe weather warnings is preparedness. Pre-planning and familiarization with our existing emergency action plan will help to reduce potential problems in the event of a serious situation.

Please evaluate your current knowledge of our severe weather plan. See if you are able to answer the following questions:

1. Do you know when to evacuate your work area? How are emergencies communicated?
2. Do you know where the designated refuge spots are and how to proceed to those areas?
3. In the event of an evacuation do you have responsibilities for properly shutting down equipment or responsibility for critical processes?
4. How are you and other employees accounted for after an evacuation has occurred?
5. In the event of a medical emergency, who are the employees assigned rescue and medical duties?
6. What is the preferred means of reporting emergencies?
7. Who can you contact for additional information?

Remember, tornadoes develop from severe thunderstorms. They can develop rapidly and sometimes strike before warnings can be issued. They are usually preceded by very heavy rain and/or large hail. Remain alert to signs of an approaching tornado and seek shelter if threatening conditions exist.

Tornado Danger Signs:

- Dark, often greenish sky
- Cloud of blowing debris
- Large hail
- Calm wind, air that is very still
- Loud roar, similar to a freight train

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
LADDER SAFETY

According to the National Safety Council, over 30,000 people are injured each year by falls involving ladders. Most accidents occur because the users violate the basic rules of ladder safety. Offered below are five rules for ladder safety.

**Rule #1**
SELECT THE RIGHT LADDER FOR THE JOB

There are many types of ladders, the most common being straight (single or extension) ladders and stepladders. They may be made of wood, aluminum or fiberglass. Look for the label certifying that it complies with ANSI and that it is listed with Underwriters Laboratories (UL). Be sure the ladder is long enough and sturdy. Do not use aluminum ladders near electricity!

**Rule #2**
INSPECT THE LADDER BEFORE YOU USE IT

Inspect for loose or damaged rungs, steps, rails or braces. Make sure the spreaders on stepladders can be locked in place. Check the safety feet of ladders so equipped. Never use a ladder that is defective! Painting can hide defects so do not paint a ladder.

**Rule #3**
SET UP THE LADDER WITH CARE

Use a barricade if ladder is in a traffic area to prevent collisions. The base should be on a solid, level surface that is kept uncluttered. Straight ladders should be placed at a four-to-one ratio. If you plan to climb onto a roof be sure the ladder extends at least three feet above the edge.

**Rule #4**
CLIMB AND DESCEND LADDERS CAUTIOUSLY

Always face the ladder and hold on with both hands. When climbing, always maintain 3-point contact (2 hands, 1 foot or 1 hand, 2 feet) with ladder. Use a tool belt or hand line to bring tools to the work height.

**Rule #5**
USE COMMON SENSE

Never reach too far to either side. Always keep one hand on the ladder. Never climb higher than the second step from the top of a stepladder or the third from the top of a straight ladder. Use care when carrying or transporting a ladder to avoid injuries to others and damage to the ladder. Store ladders in well ventilated areas in a manner that will prevent sagging or warping.
KNOW YOUR COVERAGE...

Test your TOIRMA knowledge!
These questions can be answered if you paid attention to the Summer, Fall, and Winter 2019 TOIRMA newsletters.
Answers appear at the end. How do you rate?

1. What does mitigation mean?
   a. Another word for subrogation, or “subro”
   b. When a loss occurs, it is important that you take action to avoid or reduce further damage and prevent current damages from becoming more extensive
   c. A word for vandalism, water damage, roof damage, or auto damage
   d. A legal action against a claimant

2. What is OSHA’s Reporting Requirement in case someone loses an eye?
   a. Report to IL OSHA within 8 Hours
   b. No report required, just submit claim to TOIRMA
   c. Report to IL OSHA within 24 Hours
   d. Report within the same month

3. What are the four kinds of minor wounds?
   a. Bruises, nicks, scratches, rashes
   b. Skin breaks, bruises, petechiae, blood blisters
   c. Cuts, lacerations, abrasions or scrapes, punctures
   d. Amputations, internal surgery, skin graft, transplant

4. How can you get required federal and state postings?
   a. There are no required postings after 1/1/2020
   b. Purchase “all-in-one” complete labor law posters (laborlawcenter.com)
   c. The State of Illinois site at illinois.gov/idol/Employers/Pages/posters.aspx
   d. The U.S. government has a guide outlining the various federal labor law posting requirements at dol.gov/general/topics/posters
   e. B, C & D

5. Which of the following is NOT a good winter safety tip?
   a. Pump breaks only if vehicle has anti-lock brakes
   b. Keep fuel tank at least one quarter filled to prevent freezing in system
   c. Remove snow from headlights and taillights
   d. Be certain both heater and defroster are in proper working condition

6. What should you do if you hit an underground line?
   a. Call 911 if you have created a potentially dangerous situation and evacuate the area
   b. Call TOIRMA first
   c. Call JULIE and the owner of the damaged utility
   d. A & C

7. When placing temporary Road Construction and Warning Signs where needed, where should you document?
   a. TOIRMA Risk Reminder
   b. Laws & Duties
   c. Highway Commissioner’s Diary
   d. Employee Handbook

8. What does IPWMAN stand for?
   a. Illinois Public Works Mutual Aid Network
   b. Illinois Public/Private Works Mutual Aid Network
   c. Illiana Public Works Mutual Aid Network
   d. Illiana Public/Private Works Mutual Aid Network

9. What animal posture can you mirror when walking on ice for safety?
   a. Polar Bear
   b. Penguin
   c. Meerkat
   d. Siberian Husky

10. What is the best method to use every time you dismount from equipment?
    a. Both hands approach
    b. Jump & hope
    c. Dismount method
    d. Three-Point Contact

Answer Key:
1. b
2. c
3. c
4. e
5. a
6. a
7. c
8. a
9. b
10. d

By: Beth Eyrich, TOIRMA Underwriting Supervisor
TOIRMA MEMBER CALENDAR  
Following are highlights of the upcoming TOIRMA Member Calendar:

March  
Renewal Packet due March 1
Dividend Issued

April  
Annual billing mailed to all members renewing June 1
Dividend cashed?

June  
Renewal contribution due June 1
Declaration pages and payroll audit mailed

Leigh Tracy, Supervisor of Batavia Township/Kane County was the winner of the TOIRMA door prize at the 112th Annual Educational Conference of the Township Officials of Illinois this past November. Pictured are: Matt Knight, TOIRMA Loss Control Consultant; Jim Donelan, TOIRMA Executive Director; Kevin Bird, Highway Commissioner of Hickory Point Township/Macon County and TOIRMA Board Chairman; Leigh Tracy; Sean Richardson, TOIRMA Loss Control Consultant; Mickey Goral, TOIRMA Member Services Associate; and Bill Cocagne, TOIRMA Marketing Representative

Welcome New Member: Benton Township/Lake County

TOIRMA TOTAL MEMBERS As of 1/31/2020

Townships 1389 • MTAD’s 308
TOIRMA Updates Highway Commissioner’s Diary

By: Simphi Lenover, TOIRMA Account Manager

TOIRMA has provided Highway Commissioner’s Diaries since 1993. The Highway Commissioner’s Diary was implemented to help reduce the likelihood and cost of claims by documenting weather conditions, inspections, road work, etc.

The diary had some updates this past fall. Matt Knight and Sean Richardson, both TOIRMA Loss Control Consultants, talk to our members every day. Over the past few years, they have listened to the members and implemented some changes to the diary.

■ There are now two SAMPLE pages to assist you in filling out the diary
■ The diary pages have been streamlined. There are columns for:
  • Weather Conditions
  • Road Hazards
  • Warning Signs
  • Road Work
  • Notes
  • Appointments
■ There are several inspection sheets in the back of the diary
  • Road/Sign Inspection Sheet — new and improved
  • Heavy Equipment/Vehicle Inspection Checklist
  • Equipment Inventory Form
  • JULIE Locate Request Form — updated

THE DIARY CAN BE STARTED ON ANY MONDAY AND IS GOOD FOR ONE YEAR.

If you would like a copy, please call Danielle Smith at (217) 444-1204 or email her at dsmith@ccmsi.com.
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CLAIM REPORTING HOTLINE
(844) 562-2720 | Available 24/7 | toirma.org/claims-management

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