

**REQUEST FOR BOARD ACTION**

**HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:** January 2, 2007

**SUBJECT:** NCACC Safety and Wellness Grant

**ATTACHMENTS:** Grant Application

**SUMMARY OF REQUEST:**

Attached hereto is a copy of a NCACC Safety and Wellness Grant Application. This is new program being offered by the NCACC for the risk management pools, offering startup funds for safety and wellness programs. There is no County match required for this grant.

This application specifically targets fleet maintenance and defensive driving for county employees. The goal of the program is to enhance employee driving abilities, decrease claims, and introduce automated tracking measures with respect to fleet maintenance.

**BOARD ACTION REQUESTED:**

Staff requests Board support, and approval for the submission of the grant application.

**Suggested Motion:**

I move that the Board support and approve the submission of the Safety and Wellness Grant Application to the NCACC.

## **Safety Grant Program Description**

### **Mission & Goals:**

The safety mission and goal for Henderson County is to bring management and employees together to achieve and maintain a safe and healthy environment. Service goals are to provide effective education practices for management and employees to meet employee and county specific needs, including OSHA compliance standards. Our mission is to evaluate, correct and maintain interior and exteriors of county owned and leased properties to meet OSHA standards, including conducting effective preventative maintenance measures to maintain quality and effective performance of county assets. An additional mission is to review all incidents by the Safety Incident Committee to prevent and correct hazards and unsafe practices in the workplace from a proactive and reactive approach including continuous support to Henderson County employees through wellness initiatives.

### **Development of Safety and Wellness Programs:**

The development of either current or future goals for safety and wellness programs are developed through realistic action plans. This is accomplished by providing on-going communication between management and employees regarding safety training, wellness awareness programs, policies and procedures, safe work practices and departmental monthly workers compensation claims costs reports. When developing effective safety and wellness programs, maintaining employee interest is a key factor for success. This can be accomplished in multiple fashions from hands-on training, recognizing employee's involvement, providing safety and wellness information through visuals such as brochures, postings on bulletin boards, payroll stuffers, email etc. Maintenance for successful safety and wellness programs is the final ingredient for successful programs. Valuable measures must be in place to track the successes and hurdles of the programs. Measures can be conducted through monthly reports, on-site inspections, employee feedback, and continuous enhancements to current programs. These measures will also assist in employee interest and compliance with OSHA regulations and current County policies and procedures. Safety and Incident Review Committee meetings must continue on a regular basis either quarterly, monthly or as warranted. With follow through of the above stated this will bring the safety and wellness programs to a full circle of success.

### **Health Risk Assessment / Blood Pressure Screening:**

Henderson County Benefits Project Team is in the process of developing a sponsored Employee Disease Management Program and Wellness Clinic. Components of the wellness program will include health risk assessments, applicable counseling and monitoring. Implementation of these proactive measures will only compliment future Henderson County safety & wellness program achievements.

## **Back Injury Prevention Program:**

Henderson County has scheduled annual Back Injury Prevention and Ergonomic training with the Industrial Commission. These training classes will be conducted in February and March of 2007, and are offered to all Henderson County employees. Training on what safety is all about, ergonomics, and understanding workers compensation is also being proposed to the Henderson County Sheriff Department. In addition from day one on the job, training is given on proper lifting techniques and work station ergonomics that relate to back safety measures.

## **Safety Training Program:**

Safety training is definitely an area that has been enhanced. For 2007 Henderson County has requested the Industrial Commission Training Department to provide us with various training opportunities. The various training they provide is extremely informative hands on and FUN. With all of these ingredients coupled together it can only equate to one thing: SAFETY MEASURED SUCCESSES. In addition, Henderson County has developed a Training Committee that has proposed not only safety training but job specific training. Our training classes consist of videos, hands on training, team approach, and on-line access that is linked with our EAP program. Other training is conducted in an auditorium setting. Tracking is conducted from employee feedback and claims reductions that can be compared from current claims activity to prior claim year activity. Another proactive and reactive approach is to provide specific training to each individual department needs. For example a proactive approach would be the Eye Wash Station training that was provided for the Animal Shelter. An example of a reactive approach was when spit shields were implemented at the jail because of high claims activity of BBP exposures.

## **Minimum Safety Program:**

Henderson County currently has an existing Safety Program. The county underwent a safety audit conducted by Marsh, Vice President Tom Meehan in November 2006. At the completion of the audit it was determined that Henderson County's Minimum Safety Program was rated at an 86 verses the original rating score of 79. With the current 06/07 safety action plan in place, and when each goal is achieved this will only increase our safety rating to a higher level. This will include a reduction in claims that will impact a reduction with Henderson County's mod-rating, which will also have a major reduction in administration and claim costs.

## **Return to Work Program:**

Henderson County currently has an impressive return to work program. If an employee has a work related injury and is given light duty restrictions the employee will be accommodated with the restrictions either within his or her department or another department within the county administration. Since the implementation of this policy, Henderson County has little to no indemnity claims.

## **Other Key Activities:**

During 2007 Henderson County will be enhancing the new hire Hazcom training to be hands on verses video based. This revision is a joint effort between Marsh and Henderson County. Additional activities will include review of Henderson County Court House security, and the development of a Risk Management Plan for the Sheriff's Department.

## **Closing: "Simply the Best"**

As you are aware from ongoing team efforts that Henderson County, NCACC, and Marsh are actively fine tuning safety and wellness programs that will and are making Henderson County "Simply the Best".

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**CRITERIA FOR APPROVED SAFETY AND WELLNESS GRANT PROGRAM:**

1. Member must review the pre-planning program checklist prior to official proposal submission.
2. Members may submit a proposal for the Safety and Wellness Grant Program at any time during the fiscal year. Grants will run a twelve month cycle.
3. Submissions are only for new programs, not programs that are currently in existence. Proposals may be for additions to an existing program.
4. Additional Program Components (choose at least three):
  - a.  Workplace Smoking Policy (Must be new to qualify)
  - b.  Smoking Cessation Sessions (American Lung Association, American Cancer Society or other approved community based groups)
  - c.  Weight Management (Weight Watcher's, Noonliter's or other approved community based weight control groups)
  - d.  Cancer Screening Program (breast, lung, prostate, testicular, colon or skin)
  - e.  Nutrition Program (Smart Shopping Tour, Low fat Cooking Demonstration or other approved nutrition session)
  - f.  CPR (Adult, Infant/Child)
  - g.  First Aid
  - h.  Health Fair
  - i.  Fitness Testing
  - j.  fitness Activities
  - k.  Brown Bag lunch and learn safety seminars (must have at least four sessions per year)
  - l.  Others as approved
5. Required program components include:
  - a. Annual employee screening (such as health risk appraisal or other approved multi-variable health risk assessment program)
  - b. Hypertension (high blood pressure) screening offered to all employees (at least annually)
  - c. Back videos available through the shared video library online at the NCACC RMP web site. (In-expensive program materials will be provided on an exact cost basis)
  - d. Initiation of a minimum safety standards program
  - e. Initiation of a return to work program
6. Employee communication requirements:
  - Establish in-house Safety and Wellness Committee
  - Establish in-house Accident Review Committee
  - Wellness-promoting work area bulletin boards
  - Letter from Management announcing program
  - Workplace newsletter if employee group is larger than 100 employees (at least quarterly)

**BI-ANNUAL FEEDBACK REPORT  
SAFETY AND WELLNESS PROGRAM**

Information from this sheet will be compiled and shared with members around the state unless you prefer the information not be shared as shown below.

Yes, you can share this information with other members

No, I prefer this information not be shared with other members

Your Name, Title, & Phone No. : Yvonne Moebis, Risk Management Coordinator  
828-697-4552

Member: Henderson County Local Gov't.

Number of Employees: 757                      Date: 12-19-06

Safety and Wellness Programs that were begun during the first quarter/since first quarter (indicate correct response). Please describe briefly: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

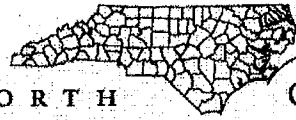
Tactics used this quarter (topics, incentives, results, vendors, etc.): \_\_\_\_\_  
\_\_\_\_\_

Successes to share: \_\_\_\_\_  
\_\_\_\_\_

Interesting ideas or questions that came up that I would like to "bounce off" other members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Wellness Grant Program Pre-Assessment Tool

Member Name:  Henderson County	Name of Person Completing Assessment:  Yvonne Moebis	Title of Person Completing Assessment:  Risk management Coordinator	Phone of Person completing Assessment:  828-697-4552
Mailing Address: Henderson County 112 First Ave W. Hendersonville, NC 28792			
Name of person coordinating safety or wellness program:  Yvonne Moebis	Title of person coordinating safety or wellness program:  Risk management Coordinator	Phone of person coordinating the safety or wellness program:  828-697-4552	Applying for:  <input checked="" type="checkbox"/> Safety Grant <input type="checkbox"/> Wellness Grant <input type="checkbox"/> Safety and Wellness Grant
The safety or wellness program will be available to all employees:  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The safety or wellness program will be available only to the following department(S):  The safety program will be available to employee's that either drive county vehicles and/or their own vehicles for county business.		



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List the departments who will be a part of the safety or wellness program and the number of employees assigned to each location. If a department does shift work, indicate the number of employees per shift.

Department Name	Number of Employees Assigned to Location	Shift work?
Sheriff	194	yes
Central Service	19	NO
Inspections	21	NO
Animal Control	12	NO
EMS	53	yes
Emergency mgmt	6	NO
Solid Waste	23	NO
Travel + Tourism	11	NO
Health Dept	87	NO
Assessor	27	NO
Utilities	3	NO
Planning	8	NO
Dept of Social Svcs	181	NO
Development + Enforcement	6	NO
Parks + Recreation	7	NO

The following questions are to determine what the member is thinking regarding a safety or wellness program and whether one has existed in the past.

Explain the member's interest in starting a safety and wellness program. Why does the member wish to start a program? To decrease incidents, promote vehicle safety and increase employees knowledge of effective defensive driving techniques through classroom + hands on training. Fleet maint program will manage proper schedules for vehicle maint and rpa activities.

What are the expected results from a safety and wellness program? Within what timeframe are results expected? Expected results are to have a reduction of incidents from auto, workers compensation and liability claims - cost. The expected timeframe to present desired results would be 3 years.

Have there been any safety or wellness activities in the past? Yes, the sheriff's department has an active accident review committee. Henderson County also has an active incident review and Safety Committee.

How long did the member do those safety or wellness activities and why did the activities stop? These committees have been in place for some time. However, within the last year the incident review committee has increased its members and not only investigate incidents, but conduct departmental inspections as a proactive approach. The Safety Committee is Henderson County's foundation in regards to all safety suits.

What types of on-site programs exist for employees today? Sheriff Dept - Annual defensive driving - Annual training courses OSHA - required + non required - Disposal cameras in County vehicles for Health Dept.

When was the last time a health fair or employee health screening event was conducted? n/a.

Incident review committee enhancement. No smoking policy implemented



**Safety and Wellness Program Pre-Planning Checklist**

The following are key components for a successful safety and wellness program. These questions are included to help members think about the areas involved in putting together a program and to identify the areas that will need attention in the planning stage.

1. **Support**

- A. Strong support from top management is critical in developing and maintaining a safety and wellness program.

What is the level of support from management for this program?

- Very supportive  
 Somewhat supportive  
 Not supportive at all

Do you think you will need assistance in generating management support?

- No  
 Yes. Please identify as best you can what type of assistance would be helpful.

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- Don't know

- B. How do you anticipate your governing board will respond to a safety and wellness program?

With having strong support from the County Manager, the anticipated support from the governing board will present a strong backing for any enhanced or new safety programs for the employees of Henderson County



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2. Type of losses

To plan for a safety program that prevents losses, it is important to identify the kinds of losses that are believed to be the main driver of the claims costs. What do you believe are the kinds of losses contributing to the claim costs? What departments appear to be the areas with the greatest risk of experiencing high claims amounts?

Type of Losses (claims)
Auto Claims - from repairs to County vehicles and vehicle equipment. Downtime of vehicle use (Patrol) while vehicles are being repaired. Increased premiums based on claims activity.
W/C - (Bodily injuries) - Caused from auto accidents - Loss time or restricted duties impact over all production of employee and employee morale. Claim expenses from indemnity, medical, + legal costs.
Liability Claims - Claim expenses - increased premiums, impact of the County citizens can become negative if we are the cause of an incident.

Departments
* The majority of these claims are not our fault - however employees are filing bodily injuries under workers compensation
Sheriff Dept -
Health Dept -
Inspections -
EMS -
Solid Waste

3. Employee Committees

Employee-based committees with representatives from management and employee groups is often a key component in creating a successful safety and wellness program. The committee generates the support, ideas, and the momentum necessary to sustain an ongoing program.

Have you used employee committees for projects or problem-solving in the past?

Yes

No

What was your experience using employee committees?

The incident review committee has been extremely successful.

Any safety concerns from a proactive and reactive approach have been well recieved by County management.

Would you consider using an employee committee for the wellness program?

- Yes  
 Yes, already have an employee committee  
 No  
 Don't know *n/a*

Would you consider using an accident investigation committee as a component to your safety program?

- Yes  
 Yes, already have an accident investigation committee "Incident Review Committee"  
 No  
 Don't know

4. **Financial Resources**

The costs of a safety and wellness program can vary according to the type of activities in the program, whether costs are shared with employees, and what local resources are available.

Do you anticipate: (Check one)

- The safety and wellness program will be low-budget.  
 You will have adequate funding available.  
 Don't know at this time.

5. **Staff Time**

Safety and wellness programs require a commitment of staff. The coordinator needs adequate time to coordinate program activities. Committee members need time to attend meetings and assist the coordinator. Time commitment varies. Use the following timetable as a general guideline:

Program set-up: ~~16-36~~ hours (80-120 hours) *Safety Committee - Qtrly.*  
 Meeting time during first year: ~~2 hours per month~~ *Incident review - bi-monthly - post-accident*  
 Responsibilities between meetings during first year: ~~2-4~~ hours per member *(sheriff incident review committee Monthly)*  
*4-6*

The safety program we wish to implement will be administered in the Human Resource Dept by Yvonne Moebis Risk Management Coordinator.

Will the coordinator and committee members have adequate time to design and implement your safety and wellness program?

- Yes  
 No  
 Maybe

6. **Employee Survey**

In order to properly plan a safety and wellness program, it is essential to know both the health needs and interests of employees and management as well as their perceptions of workplace safety. By knowing these answers, you can plan and offer activities that meet both the health needs and interests of your employees.

A. Would you consider using an employee interest survey to help in planning the activities of the wellness program?

- Yes  
 No       N/A  
 Maybe

B. Would you consider using an employee safety survey to help with planning for a safety program?

- Yes  
 No  
 Maybe

C. Is someone available to collect and analyze the data from the employee survey? (The person does not need to be a researcher or data specialist.)

- Yes  
 No

7. **Communication**

Employees need to know about the program and schedule of activities in order to make decisions about participating. Employees also need to know about the central issue or problem identified that is a trigger for the safety program being introduced. Memos, bulletin boards, newsletters, payroll stuffers, posters by the coffee pot and in the lunchroom or restroom, departmental meetings, and announcements are frequently used to inform employees about safety and wellness activities.

A. Which of the above communications options would work in your work setting?

From the above communication options all would be workable within each department for Henderson County

B. How do you currently inform employees of activities or policies? Current communication

is conducted through the intranet, newsletters, manuals, payroll stuffers, email, verbally and bulletin boards

8. **Incentives**

In addition to knowing about the program and schedule of activities, employees also need to be motivated to participate. A variety of incentives are used to encourage employees to participate in safety and wellness activities. The employee committee most frequently determines the type of incentives used. Would you be interested in providing incentives such as: (check all that apply)

- Financial incentives
- Time off
- Flexible schedules
- Programs on work time
- Share costs with employees
- Pay entire costs for employees
- Awards (plaques, trophies)
- Prizes

9. **Program Resources**

What resources are readily available for a safety and wellness program? (Check appropriate categories).

- Rooms for workshops or brown bag lunchtime sessions
- Rooms for exercise classes
- Showers
- Exercise equipment – cardio equipment, weights
- Outdoor area for a ~~running or walking course~~ defensive driving course
- Access to a swimming pool
- Movie projector or VCR/TV
- Staff to take blood pressures (i.e., paramedics, lay experts, or nurses)
- Weight scales
- Blood pressure monitoring equipment
- Staff to do graphics for posters, newsletters, and announcements
- Staff to lead classes
- Access to a nurse(s), a nutritionist, a physical fitness trainer
- Community Resources to teach classes or provide screenings: (check all that apply)
  - American Lung Association
  - American Cancer Society
  - American Heart Association
  - Local Health Department
  - Local Hospital Resources
  - Local Physicians
  - Local Physical Therapists
  - Local Nurses
  - Local Health Club
  - Voluntary Agencies (Specify which ones:)

Industrial Commission, National Safety Council, OSHA,

NCACC, Marsh, Blue Ridge Committee College

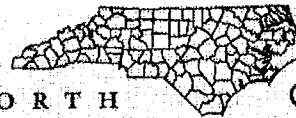
- \_\_\_\_\_ Local Universities
- \_\_\_\_\_ Local YMCA
- \_\_\_\_\_ Local YWCA
- \_\_\_\_\_ Local Vendors (Specify which ones:)

Other (specify): See page 13

10. Causation Analysis

Clearly defining the problem that needs to be fixed comes with an effective analysis of the causes of claims. From this analysis, members have the chance to choose what programs can be implemented to positively impact the core issues being experienced.

Review and indicate the <b>type of losses</b> being experienced. This could be by diagnosis, by the cause of losses being experienced and is identified through a review of the STARS reports, utilization management study, EHP analysis.	The largest type of losses we are currently (06/07) Policy Year faced with are from bodily injuries involved in automobile accidents. These are identified through review of IVOS reports, 1st report software + inhouse reports.
Review and indicate the <b>location</b> (department) where the type of losses is most prevalent based on the STARS reports, EHP analysis.	Sheriff's department. 06/07 Policy Year
Review and indicate the <b>cause of the losses</b> as referenced in the STARS reports, utilization management reports, EHP reports.	automobile accidents
Review and indicate the <b>cost of the claims</b> (reserve amount on STARS reports) that are the central problems identified in the STARS reports, utilization management study, EHP analysis.	Total cost through 11/30/06 (Sheriff dept) approx. \$5,000 combined with outstanding exposure of approx. \$2700. <sup>00</sup> (06/07 policy yr.)
Review and indicate the <b>frequency</b> at which the type of loss is occurring based on the STARS reports.	There is no real frequency as these situations have been spread throughout the policy year thus far.
Indicate based upon the causation analysis, how the proposed program will reduce the number of losses by a certain percent that will result in dollar savings.	The proposed safety program <sup>cost</sup> can only reduce claims experience because of the implementation of the program and training that is new and or enhanced. To state a percent of reduction it would be safe to say 1% - 2%.



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11. Program Evaluation

In order to improve the program and to identify results and outcomes from the program, it is important to monitor and evaluate the program regularly. Keep track of one or two factors that are important to the member (i.e., absenteeism, workers' compensation claims), to perform an effective program evaluation.

A. Are there systems in place to track the following:

	Yes	No
1. Absenteeism	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Workers' Compensation Claims	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Liability and Property Claims	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Medical Claims	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Accident Frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Accident Severity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Cause of Loss	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Type of Loss	<input checked="" type="checkbox"/>	<input type="checkbox"/>

B. If there are **no** systems in place for tracking the above statistics, can the member develop a system?

Yes  No  N/A

12. Timing

The timing for when to begin a safety or wellness program is an important consideration. If you have recently implemented a major change for employees in some major departments, it may be best to wait before implementing another program right away.

Have you implemented a major change program within the last twelve months?

Yes  No

Which ones? \_\_\_\_\_ What were the employees' reactions?

- Goals for implementing new safety program
- ① Fleet Maintenance program - implement within 6 months
  - ② Defensive Driving Classes and <sup>driving</sup> Course - implement with 6-12 months
  - ③ Annual drivers Lic. checks
  - ④ Random drug screen program for Sheriff's Dept -
  - ⑤ Proposal to County Mgmt to implement Annual Drivers Lic checks.

13. Based upon the responses to this questionnaire, do you think you are ready to start a safety and wellness program?

Yes, we are extremely excited to begin.

Our mission to enhance our employees driving abilities, decrease claims experience, tracking measures in relation to fleet maintenance, including random drug testing + Annual



Yes  No (pg 15)

**PROPOSAL FOR the NCACC RISK MANAGEMENT POOL  
SAFETY AND WELLNESS GRANT PROGRAM**

Henderson County (name of county/entity) is pleased to present, for approval, the following plan for an employee safety and wellness grant with the NCACC Risk Management Pools for the Year 07.

This plan was presented to the BOCC/Henderson Cty (BOCC/County Manager/Board/Executive Director) and was approved on \_\_\_\_\_.

Name of Contact for Safety/Wellness Program:	<u>Yvonne Moebis</u>
Title of Contact:	<u>Risk Management Coordinator</u>
Name of County of County Entity:	<u>Henderson County</u>
Address:	<u>112 First Ave West Hendersonville, NC 28792</u>
Email of Contact:	<u>ymoebs@hendersoncountync.org</u>
Phone:	<u>828-697-4552</u>
Fax:	<u>828-698-6184</u>
Number of Employees as of the date the grant request:	<u>757</u>
Total Projected Budget for Safety and Wellness:	

## PROJECTED PROGRAM BUDGET

<u>EXPENDITURE</u>	<u>AMOUNT</u>	<u>REQUEST</u>
<b>Fleet Maintenance Program</b>		
Munis Software Program	\$29,500	\$4,700
<b>Defensive Driving Classes</b>		
Defensive Driving Handbooks		
757 @ \$3.00 each	\$2,271	\$2,271
<b>Incident Management Enhancements</b>		
Disposable cameras in county vehicles		
100 @ \$5.99 each	\$599	\$599
<b>TOTAL PROGRAM REQUEST:</b>		<b>\$7,570</b>

# IMPLEMENTATION SCHEDULE

JAN   FEB   MAR   APR   MAY   JUN   JUL   AUG   SEP   OCT   NOV   DEC

Fleet Maintenance Program

Defensive Driving Classes

Cameras placed in vehicles

Communications

Employee newsletter

Intranet

