



## **PREVENTION SERVICES**

*By: Emily Kephart, Prevention Services Manager*

### **Preventing Sprains and Strains**

As the end of the school year approaches for many of us, it becomes time to start packing up classrooms, organizing storage closets, and completing some needed maintenance on the sites. All of these activities can involve lifting, bending, stooping, reaching; and all of these activities can make a person susceptible to the most common type of injury –sprain or strain. Every year approximately 285 sprains and strains are reported in NBSIA member districts. This means unplanned time off work for many injured workers, and incurred indemnity and medical costs for the school districts. Fortunately, with a little forethought and preparation, a number of these injuries can be prevented.

Here are some tips that can help to reduce the frequency and severity of sprains and strains:

- ❖ Pre-lift tips:
  - Ask for help if the load appears to be too heavy or awkward in size. Try to schedule the task when help is available.
  - Check the route you will have to walk while carrying. Is it free of obstructions and hazards?
- ❖ When lifting from ground level:
  - Get as close as possible to the load.
  - Bend your knees, not your back.
  - Get a good grip on the object and test its weight. Keep it close to your body and lift with your legs.
- ❖ When lifting from overhead:
  - Ensure that you are standing on a stable surface.
  - Bring the object off the shelf carefully, maintaining your balance. Bring it down to waist level.
- ❖ When lifting from a desk:
  - Pull the load close to your body. Shift the weight of the object to your legs by keeping it close.
  - Avoid reaching and lifting at the same time.
- ❖ Setting loads down:
  - Again – bend your knees, not your waist.
  - Set down the edge of the object that is closest to you first. Keep fingers out from under the load.
- ❖ Tips for carrying:
  - Keep eyes ahead to ensure the pathway is clear.
  - Set the load down if it becomes heavy or unstable.
  - Avoid stairs whenever possible.
  - Keep shoulders, hips and feet all pointed in the same direction. Never twist at the waist.

# BY THE NUMBERS

# 46%

*...the percentage of strains and sprains in claimants from ages 50-59 in the past 3 years. 39% of all claimants are 50-59 years*

NBSIA offers **ergonomic evaluations** and **training** to our members. For more information you can contact Emily Kephart, Prevention Services Manager at (707) 428-1830x102 or

## Did You Know...?

May 21<sup>st</sup> is Employee Health and Fitness Day! Use this opportunity to spread the word about the benefits of Health Promotion Programs. Increased focus on health and wellness benefits for our employees benefits everyone - it results in enhanced productivity, lower health care costs, fewer injuries, lower stress levels, and potential weight reduction!

<http://www.physicalfitness.org/nehf.html>



## WeTip Reminder: Incident-Specific Flyers Available

Some of the benefits of WeTip are clear: the anonymous tip line, the deterrent effect of the posters, the reward offered for valuable tips leading to results. There is also a lesser known, **FREE** service offered by WeTip to NBSIA member schools: the creation of incident-specific flyers. These flyers have proven time and time again to contribute to the apprehension of those who commit crimes on school property, and may possibly lead to restitution payments for any damages caused.

Recently, at a school in Moreno Valley, CA, graffiti was found on campus walls. The site took pictures of the graffiti and e-mailed it to WeTip with a description of the incident. WeTip promptly created a flyer that was electronically sent to the site for printing and posting. The graffiti shown on the flyer was immediately recognized as the "signature" of one of the school's students, and the student was arrested.

If an incident occurs at your site, please do not hesitate to call WeTip at **1-800-78-CRIME** to request your incident-specific flyer. You may also contact NBSIA Prevention Services to help facilitate your request at (707)428-1830.

## Emergency Preparedness – An Intro to Crisis Planning

As a new feature of the newsletter, there will be a recurring segment about Emergency Preparedness. These articles will address the many aspects of a successful “Safe School” program. Please contact the Prevention Services Department with any feedback or suggestions for future articles.

Unfortunately, a number of international, national, and local events in recent years have pushed Emergency and Disaster Preparedness to the forefront of our minds. Earthquakes, fires, floods, intruders, and on-campus violence are all concerns with which schools today have to contend.

Crisis Planning can be broken down into 4 basic steps:

Each step builds off the prior step, and creates a never-ending cycle of mitigation, readiness, and management.

1. Mitigation and Prevention: The goal of prevention is, of course, to prevent an incident from impacting the site. It aims to decrease the need for response.
  - a. Review site surveys to determine areas in need of hazard control
  - b. Review incident data in order to prevent similar issues in the future
  - c. Maintain open communication with community emergency responders
2. Preparedness: Solid planning for a crisis will facilitate an effective response in the event a crisis occurs.
  - a. Determine what crisis plans already exist at the school, district, or community level
  - b. Create an Incident Command System to be used in an emergency situation
  - c. Develop procedures for communicating with staff, students, families, and the media
  - d. Establish procedures to account for all students during a crisis – note that different crises require different procedures
  - e. Gather the necessary information and equipment that will assist staff in an emergency
3. Response: Should an incident occur, you will begin to respond and make use of your preparations
  - a. Identify the type of emergency that is occurring and implement the appropriate response
  - b. Activate the Incident Management System
  - c. Maintain communication among all staff and emergency responders
  - d. Disseminate appropriate information to staff, students, families, and the community
  - e. Manage how necessary emergency first aid is being administered to the injured
4. Recovery: During this step, the goal is to restore the school infrastructure and return to learning as quickly as possible.
  - a. Restore the physical environment as quickly as possible
  - b. Monitor the emotional and psychological impact of the crisis on staff and students
  - c. Conduct regular debriefings with staff and emergency responders
  - d. Plan how anniversaries of events will be addressed
  - e. Capture “Lessons Learned” and use them to enhance prevention and mitigation

## Crisis Planning



There are a number of additional resources on the internet. Please visit any of the following websites for more information on crisis planning

[www.redcross.org/services/disaster](http://www.redcross.org/services/disaster)

[www.ed.gov/emergencyplan](http://www.ed.gov/emergencyplan)

[www.fema.gov/kids](http://www.fema.gov/kids)

[www.ready.gov](http://www.ready.gov)

[www.solanocounty.com](http://www.solanocounty.com)

[www.co.napa.ca.us](http://www.co.napa.ca.us)

[www.yolocounty.org](http://www.yolocounty.org)

# Workers' Compensation

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## ***Volunteers for School Districts***

By: Kami Liñan, Workers' Compensation Claims Manager

A "volunteer" is a person who performs services without consideration and without any intent to create an employment relationship. Employees ordinarily work to earn money to support themselves. Persons who are able to volunteer their time without payment ordinarily do not need any income or have other sources of income. The motivating reason to perform the service is not "consideration."

Although not defined as employees, volunteers can be covered for workers' compensation benefits by an election of coverage. Under Labor Code 3364.5, a volunteer, unsalaried person authorized by the governing board of a school district or the county superintendent of schools to perform volunteer services for the school district or the county superintendent shall, upon the adoption of a resolution of the governing board of the school district, be deemed an *employee* of the district for the purposes of this division and shall be entitled to the worker's compensation benefits provided by the Labor Code for any injury sustained by him/her while engaged in the performance of any service under the direction and control of the governing board or school district. **All NBSIA Member Districts have such resolutions covering their volunteers.**

### ***Workers' Compensation and Recreational Activities***

As the end of the school year approaches, students, parents and teachers begin to celebrate with parties. It is important to note that parent or teacher-sponsored graduation parties and trips are NOT considered "field trips" and therefore will not be covered under workers' compensation.

Recreational activities of employees are personal matters and would not be the basis for compensation if injuries occur. This general rule is now embodied in Labor Code Section 3600(a)(9) which provides that an injury is not compensable if the injury arises out of "voluntary participation" in any off-duty recreational, social or athletic activity not constituting part of the employee's work related duties. An exception to this principle exists where these activities are a reasonable expectancy of, or are expressly or impliedly required by, the employment.

### ***Meet Our New Workers' Compensation Claims Supervisor***



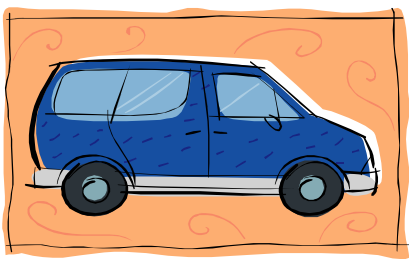
**Felecia Lawson** joined the NBSIA team April 1, 2008 as the new Workers' Compensation Claims Supervisor. She has over 18 years experience handling workers' compensation claims for both private and public employers and is SIP certified by the state of California. Felecia's responsibilities include technical oversight of claims staff as well as the handling of workers' compensation claims for Napa County Office of Education. We are very pleased to have her join our team!

# Property & Liability

## **More on Field Trips...**

*By: Gordon Templeton, Property & Liability Claims Manager*

Spring is the time of year when many special events and field trips occur within our member school districts, since these trips involve taking groups of students off-campus, there are safeguards that must be taken into consideration to provide for safety and proper liability coverage. The following are some responsibilities that fall to our members, particularly the school sites, in making arrangements for these activities. Understanding these responsibilities will help protect your students and could prevent lawsuits.



### **TRANSPORTATION BY VOLUNTEERS**

If parents or other volunteers use their own vehicles to transport students on field trips or other school activities they are financially responsible for liability in the event of an accident by California law. Therefore, the personal vehicle insurance policy would apply. NBSIA liability coverage would not apply. Also, there would be no district coverage available for collision or comprehensive losses to volunteers' personal vehicles in the event of a loss. Accordingly, it is important for districts to risk manage personal use of auto activities by making sure that proper insurance coverages are in place, driver permission forms are obtained, and parents are informed of the transportation arrangements ahead of time. Please see the NBSIA Risk Management Handbook, specifically the chapters on Transportation (F.7 and F.8) and Volunteers (J.8). Private vehicles should be checked to show that proper child restraint systems are found to be in place.

### **RENTAL VEHICLES**

It is becoming more and more common for school districts to rent vehicles for various activities. If vehicles are rented for field trip purposes (or for transporting students for some other reason) there is one segment of vehicle insurance coverage that can be of particular concern. That is, the NBSIA vehicle coverage contains a \$5,000 deductible applicable to each vehicle collision/comprehensive loss, irrespective of fault. Rental companies offer a coverage commonly referred to as CDW (collision damage waiver) which, for a daily fee, can buy collision/comprehensive coverage on the rented vehicle so as to preclude having a \$5,000 deductible apply in the event of a loss. Districts should seriously consider purchasing this coverage when renting a vehicle.

### **HIGH-RISK ACTIVITIES**

Certain field trips or student activities are subject to a \$7,500 liability claim deductible intending member districts to risk manage these activities in an effort to reduce their exposure to loss. Examples of these high-risk activities are swimming/water activities at beaches, lakes, rivers and privately owned swimming pools, including travel; bicycle trips; out-of-state/out of country trips. For more information on the high risk deductible, please contact Gordon Templeton at (707)428-1830 ext. 103



## AUXILIARY ORGANIZATIONS

Auxiliary organizations such as sports or music booster clubs, grad-night committees and the like provide useful services and activities to schools. However, they are not insured under the NBSIA Memorandum of Coverage issued to liability program member districts. Therefore, they must provide their own liability coverage when using district facilities or engaging in any special activities that involve district students/staff.

Should you have questions or concerns about risk managing field trip and similar student activities, or how the NBSIA liability coverage factors into them, please do not hesitate to contact Gordon Templeton Property Liability Claims Manager at: 707-428-1830 ext. 103 or [GordonT@nbsia.org](mailto:GordonT@nbsia.org).



## 2007-2008 NBSIA SUPERVISORS ACADEMY Congratulations Graduates!



*Marie Aycock, Keith Campbell, Ron DiJohn, Bob Kehr, Eli May, Jim Muratori, Michael O'Brien, Anne Oestreich, Tommie Phillips, Janene Ramos, Rey Reyes, Irene Reynolds, Ken Rish, George Rivera, Terry Rogers, Monica Ross, Eddie Saeteurn, Pam Smith, Michael Springer, Jim Walker, Renee Wheatley, Tamara Zakrzewski*

Enrollment for Supervisors Academy 2008 begins in July with classes starting in October 2008  
Contact Suzanne Dillman at [suzanned@nbsia.org](mailto:suzanned@nbsia.org) for more information

# NBSIA Staffing Update:

NBSIA has undergone a few staffing changes. For your reference please note the following:

**ALLISON SPIRLOCK** is now a Claims Assistant in the Workers' Compensation Dept.

**PREVENTION SERVICES COORDINATOR** can be reached at: 707-428-1830 ext. 123 for Safety Credits or Risk Management Issues.

**HEATHER EICHEN** is now the Administrative Assistant. She is the point of contact for Certificates of Insurance. Her contact details are:

Heather Eichen  
Administrative Assistant  
[heathere@nbsia.org](mailto:heathere@nbsia.org)  
707-428-1830 ext. 104

**VERONICA HUDLEY** is now the Office Assistant. She is the main point of contact for general inquiries. Her contact details are:

Veronica Hudley  
Office Assistant  
[VeronicaH@nbsia.org](mailto:VeronicaH@nbsia.org)  
707-428-1830 ext. 101

*Thank you for your patience and understanding during this transition.  
We are committed to providing you with outstanding service and welcome all comments or questions.*

## CONTACT US

<b>Address:</b>	380A Chadbourne Road Fairfield, CA 94534-9636	
<b>Web Site:</b>	<a href="http://www.nbsia.org">www.nbsia.org</a>	
<b>E-mail:</b>	(first name, last initial)@NBSIA.org	
<b>After Hours Emergency Pager:</b>	428-0824, option 5	
<b>Automated Voice Mail:</b>	428-0824 or 428-1830	
<b>WeTip Hotline</b>	1-800-78-CRIME (27463)	
<b>General Administration:</b>	<b>707/428-1830</b>	<b>707/428-1848 (fax)</b>
Janet DeGracia	Executive Director	Ext. 105
Suzanne Dillman	Program Services Manager	Ext. 106
Gordon Templeton	P/L Claims Manager	Ext. 103
Emily Kephart	Prevention Services Mgr.	Ext. 102
Jeff Wong	Prevention Services Analyst	Ext. 126
	Prevention Services Coord.	Ext. 123
Peggy Kech	Accounting Manager	Ext. 113
Lyn Fortaleza	Accounting Technician	Ext. 115
Maria Cantera	Data/Fiscal Analyst	Ext. 116
Heather Eichen	Administrative Assistant	Ext. 104
Veronica Hudley	Office Assistant	Ext. 101
<b>Workers' Compensation:</b>	<b>707/428-0824</b>	<b>707/428-1848 (fax)</b>
Kami Liñan	W/C Claims Manager	Ext. 110
Felecia Lawson	W/C Claims Supervisor	Ext. 124
Deborah DeMuynck	Claims Examiner	Ext. 108
Roni Baptista	Claims Examiner	Ext. 111
Anna Socarras	Claims Examiner	Ext. 122
Lily Chin	Claims Examiner	Ext. 109
Allison Spirlock	Claims Assistant	Ext. 119
Shirley Steck	Claims Assistant	Ext. 112
Gwen Samuels	Claims Assistant	Ext. 107
Christine Trockey	Return to Work Coord.	Ext. 121

## CSD-Center for Staff Development-Spring/Summer 2008 Courses Spring 2008 Registration Form

Check the box next to class you wish to attend; for half day sessions pick AM or PM only. Complete Registration Information, and return the completed form to Heather Eichen, Administrative Assistant, NBSIA. Phone: (707) 428-1830 ext. 104 Fax: (707) 435-1181

Attend	Date	Course	Location
	Thursday, March 27, 2008 9:00 a.m. to 4:00 p.m.	Communicating Unpopular Messages Dr. Michael Tompkins	Solano County Administration Center, Multi Purpose Room 675 Texas Street, Fairfield
	Tuesday, April 15, 2008 <b>AM SESSION</b> 9:00 a.m. to Noon	Managing Your Emotions in the Workplace Dr. Paul Porter	North Bay Schools Insurance Authority 380 A Chadbourne Rd., Fairfield
	Tuesday, April 15, 2008 <b>PM SESSION</b> 1:00 p.m. to 4:00 p.m.	Managing Your Emotions in the Workplace Dr. Paul Porter	North Bay Schools Insurance Authority 380 A Chadbourne Rd., Fairfield
	Thursday, April 17, 2008 9:00 a.m. to 4:00 p.m.	Caught in the Middle: Making the Most of Your Team Leadership Role Dr. Paul Porter	Solano County Administration Center, Multi Purpose Room 675 Texas Street, Fairfield
	Tuesday, May 13, 2008 <b>Half Day Session</b> 9:00 a.m. to Noon	Handling Conflict in the Workplace for Supervisors Michael Tompkins	Solano County Administration Center, Multi Purpose Room 675 Texas Street, Fairfield
	Tuesday, May 13, 2008 <b>Half Day Session</b> 1:00 p.m. to 4:00 p.m.	"We Don't Click" - Supervising Someone with whom you have a Personality Conflict Michael Tompkins	Solano County Administration Center, Multi Purpose Room 675 Texas Street, Fairfield
	Tuesday, May 20, 2008 9:00 a.m. to 4:00 p.m.	Time Management for the Overloaded Kelly Gould	Solano County Administration Center, Multi Purpose Room 675 Texas Street, Fairfield
	Thursday, June 12, 2008 <b>AM SESSION</b> 9:00 a.m. to Noon	Gen X, Gen Y & Boomers in the Workplace: Understanding Diversity Dr. Lisa Gunderson	North Bay Schools Insurance Authority 380 A Chadbourne Rd., Fairfield
	Thursday, June 12, 2008 <b>PM SESSION</b> 1:00 p.m. to 4:00 p.m.	Gen X, Gen Y & Boomers in the Workplace: Understanding Diversity Dr. Lisa Gunderson	North Bay Schools Insurance Authority 380 A Chadbourne Rd., Fairfield
	Tuesday, June 17, 2008 <b>AM SESSION</b> 9:00 a.m. to Noon	Workplace Etiquette Kelly Gould	Solano County Administration Center, Multi Purpose Room 675 Texas Street, Fairfield
	Thursday, June 26, 2008 <b>AM SESSION</b> 9:00 a.m. to Noon	He Said, She Said, They Said: Secrets of Effective Workplace Communication Arlene Taylor	Solano County Administration Center, Multi Purpose Room 675 Texas Street, Fairfield

### Registration Information:

Name:	
Agency Name:	
Agency Address:	
Day Time Phone Number:	
Email address:	
Supervisors Signature:	Date: