

## ATTENTION CLAIMS COORDINATORS!!

By Michael Clark, Claims Manager

District Claims Coordinators should watch for information coming soon regarding a very important Claims Coordinator Meeting to be held at CCCSIG in April 2006. CCCSIG's Claims Manager, Michael Clark and Claims Supervisor, Karen Ward, along with the Claims Department, will be presenting critical information, some of which is noted below:

### Guidelines for Reporting New Claims for Site Administrators & Claims Coordinators:

- \* Step by Step instructions on reporting new claims online for sites
- \* Samples of completed forms necessary to report new claims for easy reference
- \* New claims reporting fax cover sheets
- \* Revised "What do Do When an Injury Occurs" brochure
- \* Online claims reporting—the fastest and easiest way to report new claims to CCCSIG for Districts

### Legislative Updates

- \* What every Claims Coordinator needs to know in 2006

### CCCSIG Paperless Environment

- \* No need to send original documents if they have already been faxed—Save time!!

### CCCSIG Website

- \* Easy access to download forms and publications
- \* Easy to understand information for Injured Workers & District Claims Coordinators
- \* Frequently Asked Questions—find answers to the questions other Claims Coordinators have asked

### Question & Answer Session!!

## CCCSIG'S HEALTH & SAFETY SERVICES DEPARTMENT CAN HELP!!

By Wade Gulledge, Health & Safety Services Manager

CCCSIG's Health & Safety Services Department has many tools and resources available to member districts, to assist in reducing workers' compensation claims. Some of the tools available are:

#### Health Workshops

- \* Nutrition
- \* Fitness
- \* Stress Management

#### Health Fair Assistance

#### Health Screenings

#### Ergonomics Evaluations

#### Communications

- \* Health & Safety Bulletin Board
- \* Quarterly Wellness Newsletter
- \* Wellness Email Tips
- \* Video Lending Library
- \* Website
- \* Health & Safety Tips by Occupation
- \* Fitness Activity Guide

#### Safety Workshops

- \* Back Injury Prevention
- \* Universal Precautions
- \* Ergonomics
- \* Hazardous Communications
- \* Supervisor Safety Training Series
- \* Slips, Trips and Falls Prevention
- \* Fork Lift Operator Training
- \* New Employee Safety Orientation Training
- \* Teacher Safety Training
- \* Site Safety Inspections
- \* Maintenance & Operations Training Series

#### Worksite Walking Program

- \* 8-10 week program; physical activity emphasis
- \* Fun; stress reducing; team-building;



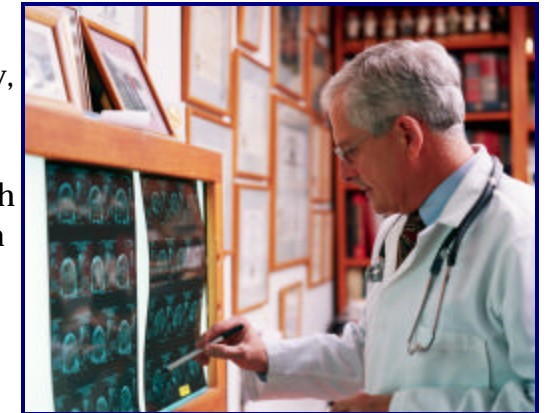
## WHY HAVE A WORKPLACE INJURY & ILLNESS PREVENTION PROGRAM? (continued)

By Jeremy Hatch, Health & Safety Services Specialist

### ACCIDENTS COST MONEY

You probably realize that the actual cost of a lost workday, by an employee in your district, can be substantial. For every dollar that is spent on the direct cost of a workers injury or illness, the indirect and hidden costs can be much higher. Consider what one lost workday could cost you in terms of:

- \* Productivity lost by an injured employee;
- \* Business or schedule interruption;
- \* Time to hire and train substitutes for injured workers;
- \* Cost of continuing employee's wages as well as substitute workers wage; and
- \* Long term increased worker's compensation costs.



### CONTROLLING LOSSES



To reduce the costs associated with workplace injuries and illnesses, you need to address the health and safety of employees. Setting up an Injury and Illness Prevention Program is the start of a comprehensive health and safety program. In developing this program you can identify who is responsible for the health and safety of your employees, and outline policies and procedures specific to your district.

### CAL/OSHA INJURY & ILLNESS PREVENTION PROGRAM

In California every employer is required by law to provide a safe and healthful workplace for his/her employees. Title 8 of the California Code of Regulations requires every employer to have an effective IIPP in writing that must be in accord with the Title 8 specifications. CCCSIG can assist your district in updating or creating an IIPP. Contact the Health & Safety Services Department for assistance.



For more information visit [www.cccsig.org](http://www.cccsig.org) or contact 1 (866) 922-2744!



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WE'RE ON THE WEB!  
WWW.CCCSIG.ORG

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**Bridget Moore, Executive Director**

**Eat...Sleep.....Live.....Healthy!**

*by Bridget Moore, Executive Director*

CCCSIG, in conjunction with Blue Cross has planned two Health Benefits Program Wellness Fairs, one took place on February 22nd and the next one will occur on March 8th.

Some of the exciting events that will occur at these Health Benefits Program Wellness Fairs include:

- \* Cardio Demo
- \* Therapeutic Chair & Reflexology Massage
- \* Health Screenings
- \* Nutrition Interaction Display
- \* Healthy Cooking Demo
- \* CCCSIG, Blue Cross & Kaiser Information Booths
- \* Discounts and information on local Health Clubs
- \* Raffles, prizes and much more!!



CCCSIG looks forward to taking its Health Benefits Program members on the path to a healthier lifestyle!

**RECYCLING OF TOXIC HOUSEHOLD WASTE**

*By Jeremy Hatch, Health & Safety Services Specialist*



Effective February 9, 2006, a new law in the State of California makes it illegal to throw away many common items into your trash can. Batteries, fluorescent bulbs, old thermostats, printers and other electronic items can not be put in with your regular garbage. This is to keep toxins such as heavy metals, corrosives, mercury and mercury vapors out of landfills to keep them out of the water and air. The best idea is to store these materials in a leak-proof container and dispose of them at the proper facility.

In the Fall 2005 issue of the CCCSIG Link there was an article on Chemical Safety Tips. This article included information on disposal of hazardous waste. Please visit [www.ccrecycle.org](http://www.ccrecycle.org) for more information on hazardous waste facilities in Contra Costa County.

**ATTENTION BOARD OF DIRECTORS!**

**CCCSIG's Annual Board Meeting will be held on March 30, 2006 from 9 - 11 a.m., in CCCSIG's Conference Room. The Board of Directors are invited to attend this meeting, where the Workers' Compensation Program rates will be determined. Additionally, discussion around Health & Safety Services and other program updates will occur.**

**We look forward to seeing the CCCSIG Board of Directors at our annual meeting!**

# CCCSIG LINK

**Contra Costa County Schools Insurance Group**  
**Your Workers' Compensation and Health & Safety Services Provider**



**NEW YEAR...NEW CHANGES!**

*By Erica Williamson, Human Resources Manager*

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2006 brings new changes to CCCSIG. Bridget Moore, who started with CCCSIG as Claims Manager in 1997, and was then promoted to Deputy Director in 2001, has also been filling the role of Interim Executive Director since May 2005. The Executive Committee of the Board of Directors has announced that Bridget will remain in the role of Executive Director and will continue her leadership of CCCSIG. Throughout Bridget's time with CCCSIG, she has made many contributions and enhancements, both internally and for our member districts. Most recently, Bridget was responsible for planning and implementation of the Health Benefits Program. On behalf of CCCSIG's Board of Directors and staff, we would like to congratulate Bridget on her new role as Executive Director!

Another change in 2006 for CCCSIG is more bittersweet. Wade Gullede, who has been with the Group since 1991 in the role of Loss Prevention Services Manager, has made a very difficult personal decision to relocate back to North Carolina, where he grew up, in order to be closer to his family. Wade has also had a hand in many great contributions to CCCSIG's Health & Safety services, and for any of you who have been to one of his presentations, you know what a fun and positive person he is!! He will be missed and on behalf of CCCSIG's Board of Directors and staff, we would like to wish Wade and his family all the best in his future endeavors!!



MARCH 2006

**WHY HAVE A WORKPLACE INJURY & ILLNESS PREVENTION PROGRAM?**

*By Jeremy Hatch, Health & Safety Services Specialist*



School Districts face some of the same risks that many employers have to deal with when trying to remain fiscally sound and competitive. While many businesses have to assume risk for developing and marketing products or services, school districts are open to liability issues dealing with facility and property usage, as well as the health and safety of the employees who work for them.

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