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CCAP'S LOSS CONTROL SERVICES

CCAP's Video Listing

Safety Websites

Online Safety Training

Employee Fraud Hotline

Online Claims Reporting

SAFETY RESOURCE BOOKLET

October 2008 Edition 6

Members of CCAP Insurance Programs can contact Loss Control for consulting services to assist with the development, administration and operation of their safety and loss prevention programs. Service may include: assisting in hazard identification, providing educational services and consulting with county staff regarding safety, loss control issues and scheduled attendance at safety committee meetings.

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Access the Safety Resource Booklet on our website at www.pacounties.org and click on Insurance Programs!

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SAFETY AND HEALTH VIDEO LOAN PROGRAM

Welcome to CCAP's Insurance Programs Loss Control video library listing. To help our insurance members provide a safe work environment and prevent costly accidents, we provide a loss control video lending library. Our members are encouraged to borrow these videos for viewing and for use in training.

LOAN POLICY

We want to make your program a success! Your request should be received as much in advance of the training as possible. All items are available for loan, **free of charge.**

1. How to Borrow Videos

Video programs are available for loan at no charge. You may pick up your requested video, or we will mail it to you.

To request videos, contact CCAP Loss Control Staff
Telephone - (800) 895-9039 or (717) 526-1010
Fax - (717) 526-1020

2. Loan Period

Our normal loan period is one month. You may request a longer time period if necessary.

3. Video Return

Videos are to be returned immediately upon completion of use to the following address:

County Commissioners Association of Pennsylvania
P.O. Box 60769
Harrisburg, PA 17106-0769

If not returned in person, videos must be returned by certified mail or an equivalent private carrier (i.e., FedEx or UPS). VHS videos should be rewound and returned in their original cases. All accompanying documents must be returned.

VIDEO REFERENCE GUIDE FORMAT

In the first part of the Video Reference Guide, the videos are separated into different safety topics. A brief description is included for each video. The second part of the Video Reference Guide lists the videos by their reference number and title. All new videos are listed in blue text.

BACK INJURIES

Back Basics: Back Injury and Prevention Ref. No. 103

This video discusses back injury and how it can be prevented in the workplace.

Getting Your Back Into It Ref. No. 114

Knowing how your back works can help avoid painful and costly injuries.

Protecting Your Back Ref. No. 139

This video identifies potential work hazards and personal habits that can cause back injuries, how posture affects the back, the importance of good body mechanics and some tips on healthy ways to move objects, why exercise is important and some useful exercises for reducing the chance of back injury. It includes a special segment on patient transfer, which is designed to specifically help healthcare providers who routinely move patients. This segment focuses on pre-transfer tips, use of mechanical lifting devices, use of draw sheets, moving patients to wheelchairs, bed-to gurney transfer and transfer tactics. This video comes with an instruction guide that highlights the main points of the video and suggests discussion topics for each section of the video.

BLOODBORNE PATHOGENS

Bloodborne Pathogens in the Workplace Ref. No. 108

This video is part of the Safetycare Series and focuses on bloodborne pathogens in the workplace. Specifically, it deals with what bloodborne pathogens are, how they can be passed, reducing the risk and finally, what you should do if an incident occurs where you might be exposed.

Bloodborne Pathogens for Corrections Ref. No. 106

Jail can be a violent place. Fights, drugs, rapes, searches and other events can expose employees to infected bodily fluids. Based on OSHA 29 CFR 1910.1030, this video program will help workers keep dangerous bloodborne diseases locked away. It deals with bloodborne diseases, transmission and exposure control plan.

Bloodborne Pathogens for Custodians Ref. No. 107

Video program informs employees how to protect themselves from transmission of dangerous bloodborne pathogens and how to keep everyone safe and healthy in a building through effective cleaning and disposal of potentially infectious material. Included is information regarding HBV, HCV and HIV, exposure control plan, reducing risk of exposure, work practice controls, transmission, engineering controls, PPE and housekeeping.

COMMUNICATION**Conflict Communication Skills Ref. No. 109**

This video deals with encountering hostility in the workplace, with clients and with co-workers. Through example scenarios, it is shown how you can develop conflict communication skills to diffuse the situation. It also discusses how to deal with a situation that cannot be diffused. This video aids in training and may be used in personnel workshops.

CORRECTIONS**Counter Assault and Survival Tactics: Fighting Through Pepper Spray Ref. No. 110****In Custody Care: Positional Asphyxia, Sudden Death and Transporting Suspects Ref. No. 116**

These 2 ALERT (Advanced Law Enforcement Readiness Training) aid in the training series. "Fighting Through Pepper Spray"- training specialists Jim Lindell and Vince O'Neil and National Law Enforcement Training Center Staff demonstrate survival tactics when cared with adversary with OC or other aerosol weapon. The second video brings experts to focus on avoiding custody deaths. Live footage of an in-custody death is included.

Suicide Prevention In Custody Ref. No. 154

This video teaches correctional staff about the impact and rate of suicides in custody and ways to prevent suicides. Key topics covered in this video are suicide rates in custody, identifying potentially suicidal offenders during the admissions process, the influence of the correctional environment and staff attitudes about suicidal behavior, identifying potential suicidal offenders in custody, depression, agitation, the role of the correctional worker in preventing suicides and localization. This video comes with a trainer's guide.

Beyond the Myths: The Jail in Your Community Ref. No. 166

This resource provides a foundation for the efforts of sheriffs and jail administrators to provide the public information about jails generally, their jails specifically, and the need for community interest in local jail issues. It can also be used to educate prospective jail employees about local detention.

ERGONOMICS**Office Ergonomics: It's Your Move Ref. No. 178**

Every year nearly two million American workers suffer musculoskeletal disorders. From pinched nerves and strained muscles to inflamed tendons and sore necks, musculoskeletal disorders (MSDs) come from stressing your body beyond its ability to recover. Office Ergonomics: It's Your Move, takes a look at MSDs and what you and your employees can do to prevent them.

VDT & Workstation Ergonomics Ref. No. 156

By using case studies and solutions this video clearly explains to the viewer how they should go about analyzing the ergonomics of their workstation. VDT and workstation hazards, correct posture, position of screen, keyboard and desk relative to the user are analyzed. Correct chair adjustment, the work environment, workplace layout, task design, work organization and daily exercises are also examined.

FIREARMS**Because the First Shot Counts Ref. No. 104**

This is a promotional video for the Beamhit training system, which is a revolutionary training device that allows those involved in law enforcement to attain and maintain shooting skills to aid them in an armed encounter.

GOVERNMENT / COUNTY**24 Hours in County Government Ref. No. 100**

This video is useful for those who do not understand what county government does. It switches between a couple that does not understand the role and function of county government and all the different scenarios that county government is a part of, including nursing home care, 911 calls, drug/alcohol counseling, property assessment, marriage licenses, DUI processing centers and more.

All County...All the Time Ref. No. 102

This helps in the confusion of what county government does and does not do. It shows that misunderstandings of county government's role by the public, including that county government has control over school tax, county spending and snow removal.

Managing Your Employment Liability Exposure Ref. No. 159

This 19 minute video discusses how personnel problems can result in costly employment liability claims. Liability exposures including wrongful termination, harassment, and retaliation are depicted in real life scenarios. Tips for preventing employment claims by establishing good hiring practice, following personnel policies and procedures, training supervisors, and properly documenting employee performance are emphasized. The accompanying manual provides detailed information on hiring policies, procedures and practices; motivational tips for supervisors; documentation and evaluations; terminations and layoffs; and other policies including harassment, workplace violence, electronic communications and modified employment. Sample policies and forms are provided in the appendices.

Only the Beginning - The Challenge of Office Ref. No. 126

This video focuses on the challenge of taking office encountered with newly elected county officials, including the scope of the job as well as the vast array of responsibilities. It talks about all of the different hats that a county official has to wear, the important attitude of a commissioner and how to get support and advice on issues when you are new to office. This video is great for any newly elected county official.

Public Officials Liability Training - Employment Practices Ref. No. 160

This video begins with showing how public officials are often sued for employment practice claims and teaches them how to avoid being sued because of The Five D's; Discrimination, Documentation, Drastic Action, Discipline and Discharge.

Preventing Public Officials Liability Ref. No. 188 - NEW

This 17-minute video discusses how elected and appointed officials can avoid mistakes that can lead to liability claims and identifies best practices that will allow officials to be successful. Key topics include quasi-judicial hearings, legislative matters, delegating administrative and personnel issues, electronic communications, and maximizing liability protections. A copy of the Public Officials Liability Handbook is included with the video.

Special Events...Special Liabilities Ref. No. 162

Concerts in the park, festivals lasting several days, even frog jumping contests are special events with very unique liabilities for public entities. This 17 minute video emphasizes the importance of pre-event planning. It covers topics such as site safety surveys; crowd control; establishing emergency plans; traffic control; common liability exposures and special insurance requirements. A handbook accompanies this video.

HEALTHCARE**Bedford - Somerset Mental Health/Mental Retardation Agency - Consultation/Education Ref. No. 105**

This video focuses on the MH/MR-Mental Retardation Agency formed in Bedford and Somerset Counties. This video describes the services that this agency provides regarding issues such as case management, crisis intervention, counseling, residential services, children's services, supportive services and vocational services. The aim of this video is to educate people on the function and benefit of the Bedford/Somerset MH/MR Agency.

Infection Control in Long - Term Care Ref. No. 176

Infections acquired in health care institutions can be a common occurrence. When infections occur, they can be devastating to residents as well as staff members. Staff and health care providers in nursing home facilities play a crucial role in protecting themselves and their residents. "Infection Control in Long-Term Care" is a practical educational tool. It shows long-term care staff and health care providers using proven techniques for identifying infection risks. It also demonstrates preventive measures that help to minimize the threat to residents and staff members. Filled with practical information and useful instruction, this video will explain the major causes of infections in long term care settings, what you can do to prevent them, where infection risks are most likely to appear and so much more.

Preventing Falls in the Geriatric Patient Ref. No. 169

Preventing Falls in the Geriatric Patient discusses causes of falls as well as an individualized assessment to identify geriatric patients at risk. The video discusses the most common causes of falls, as well as an individualized assessment to identify the geriatric patient at risk. Explores a variety of effective interventions. Focuses on alternatives to physical and chemical restraints. Guides you in developing a plan to reduce falls, improve patient outcomes, and prevent serious injuries in any care setting.

Preventing and Handling Elder Abuse and Neglect in Nursing Homes

Ref. No. 175

How are abuse and neglect identified? This video uses situations and settings typical of those that long term staff face every day. Role-playing vignettes give viewers examples. Is impatience a form of abuse? Is it abusive or neglectful to ignore a resident's call while you finish what you're doing? When you borrow something from a resident without asking, is that abuse? How do you react when a resident inadvertently upends a meal tray? Staff members will learn what constitutes abuse and neglect, risk factors that are associated with abuse and neglect, how to implement a plan to prevent resident abuse and neglect, and how to implement a procedure to report abuse and neglect when suspected.

Preventing & Managing Workplace Violence For Long Term Care Managers Ref. No. 171

This video has been created by nationally recognized safety experts, specifically for long term care managers, to demonstrate and explain proven and effective methods of dealing with all levels of conflict. The video includes a review of OSHA standards, management investigation and reporting responsibilities.

Preventing & Managing Workplace Violence For Long Term Care Staff Ref. No. 174

This video was created with the help of nationally recognized safety experts, specifically for the long term care workplace. It addresses the needs and concerns of all levels of staff in identifying, preventing and responding effectively to the increasingly prevalent problem of violence in the long term care workplace. This training has become as essential to our jobs as fire and disaster drills and code response procedures.

Resident Transfers: The Safe Way Ref. No. 170

This video addresses the reluctance of staff to properly use the transfer equipment available in your facility. It focuses on the need to assess residents' physical condition and match the appropriate equipment to the resident's needs. It also introduces and demonstrates how to use the five most frequently available kinds of transfer equipment: the total lift, sit-to-stand lift, slip patient mover, shower chair and walking belt. You will be able to recognize safe transfers as an important element of good health for nursing staff and residents, identify the criteria for using each of the five featured transfer aids, receive a clear demonstration on how to use transfer equipment, become motivated to reduce, and eliminate, the incidence of non-aided transfers.

Combative Residents: Mirror Their Reality Ref. No. 185

This important program discusses the problems, causes and various forms of combative behavior in long-term care facilities and teaches how to prevent

combative behavior from injuring employees. Topics include forms of combative behavior, potential causes, keys to the successful management of combative behavior and learning to deal with combative incidents.

Safety Orientation in Long Term Care Ref. No. 186

This training program will help healthcare professionals become aware of hazards in long-term care. The program covers preventative methods to protect personal health and safety. The program focuses on the basics of how to prevent slips, trips and falls, as well as back injuries, and infection. It also covers electrical and fire safety, as well as sharps safety and proper personal protective equipment.

Preventing Residents Falls In Long Term Care Ref. No. 187

Falls are the cause of 40 percent of all nursing facilities admissions. Today, healthcare professionals are taking pro-active steps to minimize and eliminate risk factors before falls occur. This training program will take a look at the assessment tools and protective strategies that can be used to take the guesswork out of fall prevention. Included in the program is information regarding why the resident fell, types of falls, preventing falls, making the long-term care facility safer for everyone.

Preventing Medication Errors in Long Term Care Ref. No. 191 - NEW

Medication errors cause nearly 7,000 deaths each year in long term care facilities. Studies suggest that medication errors do not usually occur due to any single action or by carelessness. Most errors occur because of a breakdown in the overall health system or medication ordering and administration process. These breakdowns lead to mistakes. During this program you'll learn how to recognize medication errors in long term care settings, understand the risk factors and effects of medication errors on residents, recognize common causes of medication errors, implement strategies to prevent medication errors, and utilize techniques for proper medication administration. The video shows long-term care nurses the risks of medication errors and the techniques and procedures they can use to safely administer medications to their residents. Filled with practical information and useful instruction, this program will explain the dangers of medication errors, and how to prevent them.

Your Role in Resident Skin Care Ref. No. 190 - NEW

Your Role in Resident Skin Care is a practical educational tool. It shows long term care staff and health care providers using proven techniques for preventing and properly identifying skin disorders. It also demonstrates preventive measures that help to minimize the threat to residents. Filled with practical information and useful instruction, this video will explain the major causes of skin disorders in long term care settings, what you can do to prevent them and so much more.

HEPATITIS C

Protect Yourself - So You Can Protect Others Ref. No. 138

Firefighters and EMS providers face exposure to hepatitis B and C, HIV and other bloodborne diseases. This video uses a dramatized accident to educate firefighters and EMS providers about how to protect themselves from infection and what to do if an exposure occurs.

Stop...and Think About Hepatitis C Ref. No. 152

This video uses dramatized scenarios and roundtable discussions by actual police officers to educate law enforcement about how to protect themselves from infection and what to do if exposure occurs.

LANDSCAPE MAINTENANCE

Groundskeeping Safety: Be A Pro Ref. No. 179

If you're a professional groundskeeper, you know that maintaining lawns, trees and shrubs requires the use of potentially dangerous equipment and chemicals. This video informs employees how to avoid unnecessary accidents by thinking "safe or sorry".

Landscape Maintenance Ref. No. 117

Covers general safety rules when operating mowers, cutters, knives, trimmers and weed eaters. Deals with proper procedures when handling chemicals and hazardous materials associated with this environment.

OFFICE SAFETY

Office Safety Ref. No. 124

The issues covered in this video include safety awareness, posture, manual handling, slips, trips and falls, office fires and general hazards.

Office Safety Essentials Ref. No. 125

This video serves as a guide to safety essentials in the workplace.

Working Smart General Office Safety Ref. No. 157

Alerts employees to potential dangers to be aware of in their offices and gives critical advice on how to avoid those dangers.

Workplace Violence: Assessment and Prevention Ref. No. 158

Created in 1994, this video focuses on assessing workplace violence and how to prevent it from occurring.

RISK MANAGEMENT

Fire Prevention and Safety Practices Ref. No. 173

Fire Prevention & Safety Practices is a practical educational tool. It shows long term care staff and health care providers using proven techniques for identifying fire risks. It also demonstrates preventive measures that help to minimize the threat to staff and residents. Filled with practical information and useful instruction, this video will explain the major causes of fire in long term care settings, what you can do to prevent them, and where fire risks are most likely to appear.

Managing the Risks of Volunteers (Public Entities) Ref. No. 119

This video shows that volunteers serve many important functions to public entities, which increases the risk of injury to the volunteer and the potential risk of liability to the organization. This video focuses on the policies and procedures you can take to reduce the risk of your volunteer program.

Safety Coordinator Training Ref. No. 165

Defines the Safety Coordinator's responsibility, goals and how to be a safety coordinator. Includes steps in developing and implementing a safety plan, as well as proper safety meeting procedures.

Shaping A Secure Future Ref. No. 150

This video shows how public risk managers, often working with both limited budgets and staff resources, can use a little creativity to meet the challenges of risk management in their public sector. Perfect for showing city councils, co-workers, the media and others. Clear and understandable format are some benefits to this video.

SAFE DRIVING

Michelle Norton's Story Ref. No. 120

This is a powerful video presented by Michelle Norton, the mother of two sons killed in a law enforcement high speed pursuit by a police officer responding to a call. Michelle Norton speaks to groups of emergency responders about her experience.

Northern Insurance Companies - Safe Driving Series Ref. No. 122

This video focuses on safe driving techniques, including sections on speed and space management, lane changes, entrance and exit ramps, intersections, and driving techniques.

Reduce Accident Rates By As Much As 90% Ref. No. 140

This video shows you how to reduce your accident rates by showing you how to prevent disabling accidents, while promoting a healthier, more safety conscious employee attitude and help ensure compliance with OSHA requirements. Success is guaranteed.

Rescue 911: CARE Training Tape Ref. No. 141

This video focuses on traffic accidents as the #1 killer of children. With scenes from Rescue 911 footage, the viewer sees firsthand the injuries that can occur regarding children and their school bus. After this live footage, the CARE device is presented and discussed as a motion detector to help reduce the risk of children being injured by their school bus. At the end, an operation checklist is given for the CARE device.

Safe Driving Tactics - The Blindfold Effect Ref. No. 142

This video is more than a how-to video. It is also a motivational video designed to affect the viewer's attitude toward driving safety issues. This video includes an interview with an actual crash victim. Its purpose is to heighten the viewer's awareness about anticipating potential hazards, adjusting to conditions and avoiding dangerous assumptions about their safety. This video also comes with a presentation guidebook and a participant manual.

The Impact of Drowsy Driving Ref. No. 155

This video was developed by Schering Corporation and is a drive safe and stay alert video program. It discusses driving drowsy and the impact that it can have when the vehicle operator is not alert behind the wheel.

Safe Winter Driving Considerations Ref. No. 168

Winter driving presents special driving hazards. This video program reviews special safety techniques to help employees overcome winter driving hazards, as well as discussing basic emergency equipment, rain, snow and ice, the skid, and the stopped and stranded.

Accident Investigations: Don't Play the Blame Game Ref. No. 183

This video describes the key steps in the accident investigation process and emphasizes the prevention of future accidents. The importance of prompt reporting, fact gathering, root cause analysis, implementing corrective measures, and conducting follow-ups are covered. Near miss accidents are also discussed.

Practical Accident Investigation Series Ref. No. 184

This four-video interactive training tool utilizes practical exercises to lead participants through the accident investigation process. By examining an accident

at a fictional company, participants should be able to conduct an accident investigation using the following techniques: Recognize and use the seven steps in the initial response to an accident; Collect evidence using the 4 P's (Position, People, Parts, and Paper); Identify and use at least three methods for preserving evidence; Use nine guidelines for effective interviewing; Apply a five-part loss causation / problem solving model for analyzing evidence.

SAFETY COMMITTEES**Safety Bite - Safety Committees Ref. No. 144**

This video focuses on safety committees. In particular, it deals with the causes of safety committee failure and how to improve your safety committee's performance.

Safety Committees Ref. No. 145

This video focuses on how to develop a safety committee utilizing the talent of all groups involved and how to make your safety committee more effective to reduce the risk of accidents and injuries.

Successful Safety Committees: They're No Accident Ref. No. 153

Comprehensive video-based training program provides information on how to form an effective Safety Committee in an organization. Information provides viewer the know how to develop a solid safety committee, informs safety committee members of the important role they play in keeping the organization safe and stresses the importance of teamwork necessary to make the organization a top-shelf safety committee. The video takes the safety committee member through the steps necessary to form and run an effective committee.

SAFETY - GENERAL**A Commitment To Safety Ref. No. 172**

This program takes a big-picture approach to safety, an approach that goes beyond the typical list of safe task practices. You and your staff will be able to recognize safety as an important job requirement, identify key safety practices that help to prevent accidents, learn how to detect accidents waiting to happen, and how to respond when an accident occurs, discover additional ways to get involved in the safety initiatives at your facility, and accept personal responsibility for the safety of yourself and others.

A.M.O.S. DEMO Ref. No. 101

This video responds to the fact that police officers can be held responsible for negligent actions in a suspect chase, even if it is the fault of the suspect. A.M.O.S.

is training in a computer simulator for law enforcement that provides a realistic training environment. This video describes how the simulator works and how it can help in judgment and training of those involved in law enforcement.

Evacuation - The Employees Guide to Survival Ref. No. 112

This video features a classic “tough guy” reporter covering a city’s fire beat. Through his eyes, the viewers see how quickly a fire can turn into a front-page tragedy - one that could have been prevented with the proper evacuation plan and process. The reporter leads the audience through a number of scenarios that illustrate different fire situations and evacuation procedures, allowing the viewers to make the connection between the situations they see in the video and ones they might encounter in the workplace. This video also comes with an instructors guide which features an introduction, objectives of the program, how to use the video, a synopsis, sample evacuation plans, special issues for employees with disabilities and discussion questions.

General Safe Work Practices Ref. No. 113

Outlines basic job responsibilities, safe work practices such as housekeeping, safe lifting and personal protective equipment. Meets requirements for training in exposure to “general hazards.”

Hazard Communications - Your Right To Know Ref. No. 115

Excellent program to meet hazard communication requirements by training employees in chemical safety, labeling and material safety data sheets.

Local Emergency Planning Committees Guarding the Safety of Your Community Ref. No. 118

This video explains the creation of the Local Emergency Planning Committees (LEPC), the community members who belong to them and how LEPCs guard your community.

Lockout / Tagout: Lightning In A Bottle Ref. No. 177

Fatal injuries occur in workplaces when hazardous energy is released and lockout/tagout procedures are not in place. Don’t let that happen in your workplace. This program trains employees on the proper lockout/tagout procedures.

Mold Awareness Ref. No. 181

Molds are literally everywhere. While most molds are harmless to humans, some forms are believed responsible for respiratory illness. This informational video examines the different types of mold, explains how to reduce it in indoor environments and demonstrates what to do if your facility has a mold outbreak.

New Municipal Employee Safety Orientation Ref. No. 121

This program is for municipal employees including fire, police, public works and administrative personnel. The video provides an overview of all the basic safety and human resource policies for new public employees. The thirteen common safety and human resource policies are workplace violence, accident investigation, sexual harassment, infectious disease control, drug and alcohol, smoking, workplace emergencies, safety rules and training, workplace inspections, safe lifting, reporting injuries and return to work, safe driving and Hazard Communication.

Public Building Security: It’s Everyone’s Concern Ref. No. 180

Recent world events have highlighted the fact that workplaces are not as safe and secure as they once were. This video examines some security measures that may be encountered in public buildings and discusses why they are necessary. Simple tools are given to ensure the peace of mind that comes with working in a safe and secure public building.

Safety Attitudes - Food For Thought Ref. No. 143

This video focuses on the ideal attitude toward safety and prevention. It comes with an employee handbook and a trainer’s toolkit.

Safety Coordinator Training Ref. No. 161

Written specifically for public agencies, this video shows how a newly appointed safety coordinator who was able to create a successful safety and loss control program from the ground up. It shows how to gain management’s support, how to locate safety training resources, techniques for establishing an effective safety committee, and how to create a successful supervisor and employee safety training program.

Slips and Falls in Construction Ref. No. 151

Slips and falls are costly. This highlights individuals’ responsibility for injury prevention through a proactive approach.

SEXUAL HARASSMENT

Sexual Harassment - An Investigators Guide Ref. No. 146

This video explains how to stop sexual harassment internally with a fair, complete and confidential investigation. It also shows interview techniques and follow-up discussion techniques.

Sexual Harassment - What Managers Need to Know Ref. No. 147

This video illustrates how managers can avoid liability by taking prompt action to resolve sexual harassment claims. It focuses on knowing procedures and processes.

Sexual Harassment - What Your Employees Need to Know**Ref. No. 148**

This video educates employees with definitions, communications and reporting violations.

Sexual Harassment - Workplace Hustle Ref. No. 149

This video explains how to avoid lawsuits, adverse publicity, high turnover of trained personnel and low morale.

WORKSHOPS - PCOMP**PComp - Stress and Workers' Compensation Ref. No. 130**

This video deals with identifying stress and its causes, reducing stress and the implications of stress for Workers' Compensation.

PComp Loss Control Workshop - Stress Seminar**Ref. No. 127**

From the Sept. 27, 1994 Workshop - Stress Seminar

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- 101 A.M.O.S. Demo
- 102 All County...All The Time
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- 104 Because the First Shot Counts
- 105 Bedford-Somerset MH/MR Agency Consultation/Education
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- 174 Preventing and Managing Workplace Violence for Long Term Care Staff
- 175 Preventing and Handling Elder Abuse and Neglect In Nursing Homes
- 176 Infection Control in Long-Term Care
- 177 Lockout / Tagout: Lightning In A Bottle
- 178 Office Ergonomics: It's Your Move
- 179 Groundskeeping Safety: Be A Pro
- 180 Public Building Security: It's Everyone's Concern
- 181 Mold Awareness
- 182 Recreational Activity Liability and Implementing An Incident Response Program
- 183 Accident Investigations: Don't Play The Name Game
- 184 Practical Accident Investigation Series
- 185 Combative Residents: Mirror Their Reality
- 186 Safety Orientation In Long-Term Care
- 187 Preventing Resident Falls In Long-Term Care
- 188 Preventing Public Official Liability - NEW
- 190 Your Role in Resident Skin Care - NEW
- 191 Preventing Medication Errors in Long Term Care - NEW

ONLINE SAFETY TRAINING

An online safety educational program comprised of many different safety topics is available FREE to employees of county and county related entities who are members of PCoRP, PComp or PELICAN Insurance Programs.

The training programs are provided by Comprehensive Loss Management, Inc. (CLMI), an organization well known for the safety education and training programs they have produced. These training programs are now available online as a result of their partnership with Mastery Technologies, Inc.

INSTRUCTIONS TO ACCESS THE ONLINE SAFETY TRAINING

- To access the safety training programs, a computer with internet access and audio capabilities is necessary.
- The web page is accessible at: <http://clmi.mnlms.net/mnet/hlms/pacounties.tsvr>.

- The MasteryNet web page will display the blue CCAP banner across the top.
- The first time you enter this web site with any computer it is necessary to download the free MasteryNet Player. The web page then asks you to select the high-speed or dial-up connection speed.
- The next page is a log on page with the words CCAP (County Commissioners Association of Pennsylvania) shown at the top of the page To log into the system:
- Enter a four-digit alpha-numeric code beginning with the letter "C" (Obtain the code from the county or county related entity loss control coordinator), this is the location ID.
- In addition to the four-digit location ID, add your first initial and last name. For example – C000jdoe. Jane Doe in county #C000 has logged in.
- Complete all information requested and follow the prompts.
- The first time you access the site, it will ask you to download a program You may run or save this program. You will be asked to shut down and restart your computer.
- When you access this site after the initial entry and setup you should be able to access this program automatically using the log in ID that you used the first time you accessed the program.
- If you have accessed this site previously, you will likely be asked to upgrade the program. Please follow the instructions provided.
- After the initial login and download is completed, all following logins will ask for login ID, and then ask you to confirm the information.
- The next screen shows a list of the available safety training courses called assignments. Click on any course title to begin.
- When you have completed all sections of the course satisfactorily, you will be given the opportunity to print a certificate of completion. This is only available after completing the entire course.

Any questions or problems, contact Bruce Mitchell, Loss Control Manager at bmitchel@pacounties.org or (800) 895-9039.

AVAILABLE ONLINE SAFETY TRAINING PROGRAMS

1. Accident Investigation
2. Back Safety
3. Basic Electrical Safety in the Workplace
4. Basics of Ergonomics
5. Carpal Tunnel Syndrome
6. Conducting Safety Audits
7. Dealing with Complaints-Office Version
8. Defensive Driving-Passenger Vehicles
9. Defensive Driving-Why Do We Drive the Way we do?
10. Drive Safely
11. Elements of an Ergonomics Program
12. Elements of Back Care
13. Employee Safety Orientation: Offices
14. Fire Prevention Safety
15. Fundamental skills of Managing - Office
16. Hand and Power Tool Safety
17. Ladder Safety
18. Musculoskeletal Disorders
19. Office Ergonomics Task Analysis
20. Office Ergonomics
21. Office Ergonomics:Working in comfort
22. Preventing Hand Injury
23. Preventing Slips, Trips and Falls
24. Preventing Workplace Violence
25. Principles of Office Ergonomics
26. Sexual Harassment:What Employees Need to Know?
27. Sexual Harassment:What Managers Need to Know?
28. Winter Driving

USEFUL SAFETY WEBSITES

BLOODBORNE PATHOGENS

- American Nurses Association www.needlestick.org
 Bloodborne Pathogen Website
www.pp.okstate.edu/ehs/modules/bbp/index.htm
 Emergency Care Research Institute www.ecri.org
 NIOSH www.cdc.gov/niosh/topics
 OSHA www.osha.gov/SLTC/bloodbornepathogens
 PA Bloodborne Pathogens Guidelines www.health.state.pa.us
 PA Department of Health www.health.state.pa.us

BUILDING MAINTENANCE

- Grainger www.grainger.com/
 Thomas Register www.thomasregister.com

COLLEGES

- Campus Safety www.securityoncampus.org
 Oklahoma State University Health & Safety
www.pp.okstate.edu/ehs/links/machine.htm
 Princeton University Health & Safety <http://web.princeton.edu/sites/ehs/>
 University of Maryland www.ehs.umaryland.edu
 University of Southern California <http://blink.ucsd.edu>
 University of Toledo Environmental Health & Safety www.safety.utoledo.edu
 Vanderbilt University www.safety.vanderbilt.edu

DISASTER MANAGEMENT

- American Public Works Association www.apwa.net
 American Society for Public Administration www.aspanet.org
 Disaster Preparedness and Emergency Response Assoc. www.disasters.org
 FEMA/Emergency Management Institute www.fema.gov
 International Association of Chiefs of Police www.theiacp.org
 International Association of Emergency Managers www.iaem.com
 International Association of Fire Chiefs www.ichiefs.org
 National Association of Counties www.naco.org
 National Association of Emergency Medical Technicians www.naemt.org
 National Association of SARA Title III Program Officials www.nasttpo.org
 National Association of State EMS Directors www.nasemsd.org
 National Council of State EMS Training Coordinators www.ncsemstc.org
 National Emergency Management Association www.nemaweb.org
 National Governors Association www.nga.org
 National Safety Council www.nsc.org

ELECTRICAL SAFEGUARDING

- NOAA Environmental Compliance Staff Web-Based Training & References
www.labtrain.noaa.gov/osh600/menu/menu09.htm

EMBEZZLEMENT

- Entrepreneur.com - Protecting Your Business Against Embezzlement
<https://www.entrepreneur.com/money/moneymanagement/financialmanagementcolumnistpamnewman/article172172.html>
 Crime Attorneys - Embezzlement Trends and Statistics
<http://www.embezzlementnews.com.html>

ERGONOMICS

AliMed Medical & Ergonomic Products www.alimed.com/
 Cardinus Online Ergonomics & Safety Solutions www.cardinus.com
 Cumulative Trauma Disorder www.medicalmultimedigroup.com/opectoc.html
 CTD News - Ergo and Workplace Safety www.ctdnews.com
 Dupont Safety Resources Ergonomics Seminars
www.dupont.com/safety/en/solutions/ergonomics/ergonomics.shtml
 Ergo Web www.ergoweb.com
 Ergoworld Home www.interface-analysis.com/ergoworld
 Humantech www.humantech.com
 MMG - Cumulative Trauma Disorders
www.medicalmultimedigroup.com/pated/ctd.html
 Motion Savers www.motionsavers.com
 National Coalition on Ergonomics www.ncergo.org
 NIOSH Musculoskeletal Disorders
<http://www.cdc.gov/niosh/topics/ergonomics/>
 OSHA - Solutions Computer Work Stations
www.osha.gov/SLTC/etools/computerworkstations/index.html
 Painless gains www.painlessgains.com
 RSI & Computer Ergonomics www.bilbo.com/rsi.html
 Typing Injuries FAQ Home Page www.tifaq.org
 Univ. of Berkeley - Faculty-Staff Ergo Index
www.uhs.berkeley.edu/Facstaff/Ergonomics/index.shtml

FIRE SAFETY

Fire Prevention Checklist <http://firesafety.buffnet.net/homesafety.htm>
 Fire Prevention History <http://firesafety.buffnet.net/history.htm>
 Fire Safety Tips <http://firesafety.buffnet.net/firetips.htm>
 Firehouse www.firehouse.com

GOVERNMENT AGENCIES (FEDERAL AND STATE)

Bureau of Labor Statistics <http://stats.bls.gov>
 Centers for Disease Control and Prevention www.cdc.gov
 Code of Federal Regulations www.gpoaccess.gov/cfr/index.html
 Government Printing Office www.gpoaccess.gov/index.html
 Environmental Protection Agency www.epa.gov
 NIOSH - Traumatic Occupational Injuries www.cdc.gov/niosh/injury/
 PA Department of Environmental Protection www.dep.state.pa.us
 PA Department of Health www.health.state.pa.us
 PA Department of Labor & Industry www.dli.state.pa.us/landi/site/default.asp
 PA Department of Labor & Industry - PA Right to Know Law Request Policy
<http://www.dli.state.pa.us/landi/cwp/view.asp?a=185&q=197543&landiNav=|>
 PA Department of Labor & Industry - Workplace and Community Safety

<http://www.dli.state.pa.us/landi/cwp/view.asp?a=201&Q=68631&landiRNavradC6865=|&landiRNavrad3DFC3=|>
 PA Emergency Management Agency www.pema.state.pa.us
 PA Homeland Security www.homelandsecurity.state.pa.us
 PA State Fire Commissioners Office www.osfc.state.pa.us
 US Consumer Product Safety Commission www.cpsc.gov
 US Department of Labor www.dol.gov
 National Medical Disaster System <http://www.oep-ndms.dhhs.gov/>

HAZARDOUS MATERIALS

Chemical Exposure Guidelines <http://www.atsdr.cdc.gov/MHMI/mmg.html>
 Emergency Response Guidebook
<http://hazmat.dot.gov/pubs/erg/gydebook.htm>
 Emergency Response Guidebook <http://hazmat.dot.gov/erg2000/erg2000.pdf>

HEALTH CARE

AAOHN Home Page www.aaohn.org
 Agency for Healthcare policy and research www.ahrq.gov
 The AGS Foundation for Health in Aging <http://www.healthinaging.org/>
 AM Assoc. of Homes & Services for the Aging www2.aahsa.org
 Am Health Care Association (AHCA) www.ahca.org
 American Geriatrics society www.healthcarefreeware.com
 American Medical directors association www.amda.com
 Assisted Living Federation of America www.alfa.org
 The Association of Energy Engineers (AEE) www.aeecenter.org
 The Association for Facilites Engineering (AFE) www.afe.org
 Association for Professionals in Infection Control and Epidemiology (APIC) -
www.apic.org
 Building Owners Management Association (BOMA) www.boma.org
 Centers for Medicare & Medicaid Services www.cms.hhs.gov
 CMS Sharing Inovations in Quality
www.cms.hhs.gov/medicaid/survey-cert/siqhome.asp
 CMS Survey & Certification Online Course Delivery System
<http://www.cms.internetstreaming.com/>
 Department of Health & Human Services - Technology for Long-Term Care
www.techforltc.org
 Emedicine Instant Access to Minds of Medicine www.emedicine.com
 Guidelines for Nursing Homes
www.osha.gov/ergonomics/guidelines/nursinghome/index.html
 Healthcare Freeware www.healthcarefreeware.com
 Health Safety Info www.hcpro.com/safety
 International Facilities Management (IFMA) www.ifma.org
 Journal of Healthcare Protection Management <http://rustingpubs.com/>

jourofhealpr.html

Long Term Care Information Supersite www.hcpro.com/long-term-care
Medicare www.medicare.gov

National Guidelines Clearinghouse <http://www.guideline.gov/>

National Pressure Ulcer Advisory Panel (NPUAP) www.npuap.org

OSHA Health Care Site www.osha-slc.gov/SLTC/nursinghome/index.html

PACAH www.pacounties.org/pacah/site/default.asp

PA Department of Health www.health.state.pa.us

PA Department of Health - Nursing Care Facility Locator Page
<http://app2.health.state.pa.us/commonpoc/nhlocator.asp>

PA Health Care Association (PHCA) www.phca.org

PANPHA www.panpha.org

Quality Improvement Organizations Medicare Quality Improvement
Community Initiatives www.medqic.org

Society for Maintenance & Reliability Professionals (SMRP) www.smrp.org

US Dept of Health & Human Services www.hhs.gov

Wound, Ostomy, and Continence Nurses Society (Wocn) www.wocn.org

Activity Connection <http://www.activityconnection.com>

Activities 4 Elders <http://www.activities4elders.com>

Culture Change Now <http://www.culturechangenow.com>

Quality Partners (click on nursing homes) <http://www.qualitypartnersri.org>

The Eden Alternative <http://www.edenalt.com>

American Geriatric Society <http://www.americangeriatrics.org>

Center for Devices and Radiological Health

<http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfMAUDE/search.cfm>

Biomedical Safety and Standards <http://www.lww.com/product/?1080-9175>

FDA Enforcement Reports <http://www.fda.gov/>

First Aid Guide <http://www.mayoclinic.com/health/FirstAidIndex/FirstAidIndex>

U.S. Food & Drug Administration - MedWatch safety alert notices
<http://www.fda.gov/medwatch/>

Learn CPR - You Can Do It <http://depts.washington.edu/learncpr/>

HEARING SAFETY

Audiology Awareness Campaign www.audiologyawareness.com

Better Hearing Institute www.betterhearing.org

Council for Accreditation in Occupational Hearing Conservation
www.caohc.org

Enviromed Corp www.protectyourhearing.com

National Hearing Conservation Association www.hearingconservation.org

NIOSH - Noise & Hearing Protection www.cdc.gov/niosh/topics/noise

Noise Pollution Clearinghouse www.nonoise.org

Safety Info - Hearing Conservation

www.safetyinfo.com/aa-members/t-hearing.htm

HEAT STRESS

National Institute for Occupational Safety & Health
www.cdc.gov/niosh/hotenvt.html

OSHA - Heat Related Illnesses

www.osha.gov/dts/osta/otm/otm_iii/otm_iii_4.html

OSHA - Heat Stress Index www.osha.gov/SLTC/heatstress/index.html

HIPAA

CCAP www.pacounties.org

HIPAA Act of 1996 www.hep-c-alert.org/links/hippa.html

HIPAA Resources for Healthcare Providers www.olcsoft.com/hipaa_links.asp

HIPAA Weekly Newsletter – subscription site

www.hcmarketplace.com/free/emailnls.cfm

National Institutes of Health <http://list.nih.gov/archives/hipaa-outreach-l.html>

Share HIPAA <http://health.groups.yahoo.com/group/sharehipaa>

The Best HIPAA Resources for Healthcare www.olcsoft.com/hipaa_links.htm

LIGHTNING

NASA Lightning Article

http://science.nasa.gov/newhome/headlines/essd18jun99_1.htm

NASA Article About Lightning Safety www.lightningsafety.noaa.gov

National Lightning Safety Institute www.lightningsafety.com/nlsi_pls/ncaa.html

LYME DISEASE

CDC - Article www.cdc.gov/ncidod/dvbid/lyme/index.htm

Lyme Disease Network www.lymenet.org

MACHINE GUARDING

Oklahoma State University Environmental Health & Safety On-Line Library
www.pp.okstate.edu/ehs/links/machine.htm

National Ag Safety Data Base <http://www.cdc.gov/nasd/>

Princeton University Health & Safety Guide Section on Machine Guarding
Requirements

<http://web.princeton.edu/sites/ehs/healthsafetyguide/b6.htm>

NOAA Environmental Compliance Staff Web-Based Training & References
www.labtrain.noaa.gov/osha600/menu/menu09.htm

MISCELLANEOUS SAFETY

I Source Safety and Health, Inc. www.lssh.com

American National Standards Institute (ANSI) www.ansi.org

CDC - Germ Warfare www.bt.cdc.gov/Agent/Agentlist.asp

Canada's National Occupational Health & Safety Resources www.ccohs.ca

Cocciardi & Associates (Mechanicsburg) www.cocciardi.com
 ESD Journal - Static Auto Fires - Refueling
www.esdjournal.com/static/staticsmart.htm
 High Safety Consulting Ltd. www.highsafety.com
 Power Mate www.powermate.info/powermate.htm#
 Preventing Workplace Violence www.afscme.org/health/violaa.htm
 T&S Material Handling Equipment www.tseq.com

MRSA

Wikipedia
http://en.wikipedia.org/wiki/Methicillin-resistant_Staphylococcus_aureus
 Centers for Disease Control and Prevention - Overview of Healthcare-associated MRSA http://www.cdc.gov/ncidod/dhqp/ar_mrsa.html
 Mayo Clinic - MRSA Infection <http://www.mayoclinic.com/health/mrsa/DS00735>
 Medline Plus <http://www.nlm.nih.gov/medlineplus/ency/article/007261.htm>
 Minnesota Department of Health - Causes and Symptoms of MRSA <http://www.health.state.mn.us/divs/idepc/diseases/mrsa/basics.html>
 The San Diego Jail Experience with MRSA http://www.sdsheeriff.net/library/MRSA_SD_JAIL_EXPERIENCE.pdf
 Massachusetts Department of Public Health - MRSA and Correctional Health http://www.mass.gov/dph/cdc/antibiotic/mrsa_correctional.htm

OFFICE ERGONOMICS

Typing Injury FAQ Home Page www.tifaq.org

OSHA INFORMATION

Assistance Tools (eCATs) www.osha.gov/dts/osta/oshasoft/index.html
 OSHA www.osha.gov
 OSHA Citations by SIC Codes www.osha.gov/oshstats/std1.html
 OSHA Technical Manual
http://www.osha.gov/dts/osta/otm/otm_ii/otm_ii_3.html
 OSHA's Evacuation Planning Matrix
<http://www.osha.gov/dep/evacmatrix/index.html>
 Record Keeping Guidelines www.osha.gov/recordkeeping/index.html

RIGHT TO KNOW

PA Department of Labor & Industry - Right to Know Law Request Policy
www.dli.state.pa.us/landi/cwp/view.asp?a=185&q=197543&landiNav=
 PA Dept. of Labor & Industry - Worker & Community Right to Know Act
www.dli.state.pa.us/landi/lib/landi/laws-regulations/rtk/r-18.pdf
 PA Dept. of Labor & Industry - PA Worker & Community Right to Know
www.dli.state.pa.us/landi/cwp/view.asp?a=144&Q=70633&landiPNavCtr=#2612

SAFETY ORGANIZATIONS

American Health & Safety Institute www.ashinstitute.org
 American Society of Safety Engineers www.asse.org
 Certified Hazard Control Management www.chcm-chsp.org
 ISO www.iso.com
 National Association of Safety Professionals www.naspweb.com
 National Safety Council www.nsc.org

SAFETY POLICY STATEMENTS

PA Department of Labor & Industry - Safety Mission Statement
www.dli.state.pa.us/landi/lib/landi/pdf/pennsafe/pdfs/mission%20st.pdf
 Polk County, Wisconsin Safety Policy Statement (sample statement)
<http://www.co.polk.wi.us/upload/SafetyPolicyStatement.pdf>
 Carroll County, Iowa Safety Policy Statement (sample statement)
www.co.carroll.ia.us/attorney/safety%20policy%20statement.pdf

SAFETY PUBLICATIONS

Compliance Magazine www.compliancemag.com
 Fisher Safety www.fishersafety.com
 Industrial & Safety Magazine www.ishn.com
 J.J. Keller - Ideas of the Week www.jjkeller.com
 Kid Safety on the Internet www.ou.edu/oupd/kidsafe/start.htm
 Lab Safety www.labsafety.com
 Occupational Hazards www.occupationalhazards.com
 Oshex-sound Barriers www.oshex.com
 Safety Emporium www.safetyemporium.com
 Safety Engineering www.safteng.net
 Safety Equipment www.moldex.com
 Safety Online www.safetyonline.com
 Safety Pages www.safetypages.com
 Safety Site List <http://hazard.com/links.html>
 Saftek www.saftek.com

SHIFTWORK

Circadian Technologies - Shiftwork www.circadian.com
 Shift Work & Shift Lag www.shiftlag.com
 Shiftwork Solutions <http://shift-work.com>
 Sleepnet Homepage www.sleepnet.com

TRAINING AIDS

ChemCenter: The American Chemical Society Online www.acs.org
 Dupont Safety Services www.dupont.com
 eLCOSH - Electronic Library of Construction Occupational Safety & Health

www.elcosh.org

Health & Safety www.niehs.nih.gov/odhsb/home.htm

Health & Safety Manual www.niehs.nih.gov/odhsb/manual/home.htm

Inter-American Safety Council www.cias-iasc.org

National Council on Compensation Insurance www.ncci.com

Online Safety Library for Business & Industry www.safetyinfo.com

Safety Information Services www.safetek.com/safety.html

Safety Portal www.safety.com

Safety Smart (Talks-Posters-Articles) www.safetysmart.com

Tail Gate Safety Topics www.webworldinc.com/wes-con

Vermont Safety Programs <http://esf.uvm.edu/sirippt/poster.html>

Safety Exchange www.web-safety.com/Exchange/Features/exwelcome.htm

VEHICLE SAFETY

AAA Foundation for Traffic Safety www.aaafoundation.org/home

Advocates for Highway and Auto Safety www.saferoads.com

Bureau of Transportation Statistics www.bts.gov

Department of Transportation www.dot.gov

Federal Highway Administration www.fhwa.dot.gov

Insurance Institute for Highway Safety <http://www.iihs.org/>

National Highway Traffic Safety www.nhtsa.dot.gov

Smith System www.smith-system.com

Truckline www.truckline.com

EMPLOYEE FRAUD HOTLINE FOR PCoRP & PComp INSURANCE PROGRAMS

Fraud, theft, embezzlement and other crime hurts us all in many ways, and especially when it occurs in a public agency.

Employees can now report, on a discreet basis, knowledge of or suspicion of workers' compensation fraud, embezzlement, theft or any other crime, occurring in their county or county related entity that they are not comfortable reporting directly to management.

Employee Relations Network (ERN) administers the program which is known as the PCoRP & PComp Fraud Hotline. ERNs program is sponsored by the National Association of Counties (NACo) and is used by many other counties and several county insurance pools across the country.

Here is how the program works:

- Each county and county related entity is assigned an Identification Code (this identification code is listed on the hotline posters and wallet cards).
- Employees and officials can report concerns, anonymously if they wish, through the PCoRP and PComp Fraud Hotline.
- All calls are handled discreetly and a confidential report will be forwarded to the county or county related entity.
- The operator will ask callers for the Identification Code, their department name and location, and some basic information about the concern.
- Each county and county related entity has designated a person to be the recipient of the email notices from ERN indicating a report has been made, and a link to ERN's secure website, where a transcription of the report is posted.

Hotline operators are available 24 hours a day, 7 days a week.

PCoRP & PComp EMPLOYEE FRAUD HOTLINE
(800) 716-3066

NOTES

ONLINE CLAIMS REPORTING

Utilizing the convenience of electronic online claims reporting allows for the prompt reporting of PComp's first report of injuries, PCoRP's property and casualty insurance claims, and PELICAN's professional medical liability claims. CCAP Insurance Programs have Online Claims Reporting established through STARSWeb.

Online Claims Reporting allows claims to be reported anytime of day or night including on weekends and holidays.

County and county related entities are to submit ALL claims through the use of the Online Claims Reporting system. Claims are no longer to be reported by phone or fax to a claim representative.

Online Claims Reporting is accessed through STARSWeb claim system by going to <http://www.pacounties2.org> and clicking on the STARSWeb link.

For questions, onsite training, and help using STARSWEB including obtaining Client ID and User ID Contact (800) 895-9039 and ask for Janice Shirk or Dave Harman.

PLEASE NOTE

Effective January 1, 2008

All PComp and PCoRP claims must be submitted by using Online Claims Reporting system.

NOTES

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Serving Counties Since 1886

INSURANCE PROGRAMS

P.O. Box 60769

Harrisburg, PA 17106-0769