

MEMORANDUM

TO: The Members of the HSAWCF
FROM: Mary Penz, HSAWCF Administrator
DATE: October 5, 2021

SUBJECT: **NEWS AND UPDATES FROM HSAWCF**

TO MEMBERS OF THE HSAWCF:

MEMBERSHIP RENEWAL INFORMATION – NOW DUE

Just a quick reminder that the payroll renewal submissions for the HSAWCF 2022 year is now due. The paperwork and related instructions were emailed to your organization on August 26th.with a due date of October 1st. If you have not submitted your information, please do so immediately.

The estimated payroll data is required by our Excess Carrier to help determine premium rates for the 2022 year.

The HSAWCF recognizes that the past 2 years have been challenging for many of our agencies and we understand that there may have been significant changes in payroll, employee counts and volunteers, therefore please take the time to review this information closely and provide your best estimates for the 2022 year.

If you are unable to estimate your payroll you may use the 2020 final audit figures as provided to you on your payroll verification letter. In order to do so the letter must be signed and returned to us. In addition, we will need the optional volunteer coverage letter signed by each agency. Please sign on the appropriate line for your selected option. Please let me know if you have any questions, concerns or need further information. I can be reached at marypenz@hsawcf.com

PLEASE RETURN THE COMPLETED DOCUMENTS TO: scopley@crsmi.com or marypenz@hsawcf.com

LOSS CONTROL ASSISTANCE DISTRIBUTION

We are pleased to announce that the HSAWCF Board of Trustees has been granted approval by the State of Michigan Workers Disability Compensation Agency to distribute a COVID Loss Control Assistance payment to its members. The loss control assistance payment is to assist members with procuring items to help keep the workplace a safer and cleaner environment due to the COVID -19 pandemic.

This distribution is to be used for the purchasing of masks, disinfectants, gloves, sanitizers etc.

to help maintain safety protocols and a clean workplace environment as well as help adhere to CDC and State of MI guidelines. The distribution will be based on each agency's current head count for the 2021 at a rate of \$25 per employee. Please look out for the check in the mail as it will be sent out within the next two weeks.

CRS SAFETY NEWSLETTER

CRS, Loss Control has provided the HSAWCF with their monthly newsletter regarding Back Injury Prevention. Please take a few minutes to review the important tips on how to prevent these types of incidents which represent 25% of workday injuries. Let us know if you have any questions or if you would like to set up specific loss control services/training for your agency. Any loss control concerns can be directed to Frank Schmidt at fschmidt@crsmi.com or Ken Smylie at ksmylie@crsmi.com

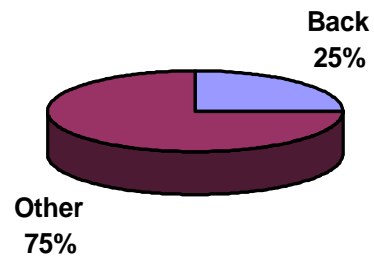
BACK INJURY PREVENTION

INJURIES

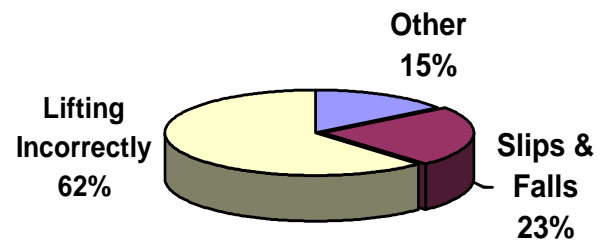
Over the years, back injuries have consistently accounted for about 25% of all the lost workday injuries according to the Bureau of Labor Statistics.

INJURY CAUSES

Over 60% of the back injuries can be attributed to lifting excessive weight or lifting incorrectly while roughly 23% are the result of slips, trips and falls. Workers lifting and carrying equipment or materials can be injured when they use improper techniques, twist repeatedly, stand in awkward positions, or try to handle heavy loads without help. Most back injuries are the result of everyday wear and tear rather than a single traumatic event. The cause is generally not a single lift but damage done over time. Back injuries also result from slips, trips, and falls caused by bad weather or poor housekeeping. Repeated twisting, awkward postures, heavy lifting, and prolonged vibration can all contribute to back pain and injury. Unfortunately, once back pain is experienced, the chances of it recurring increase greatly.



Causes of Back Injuries



INJURY PREVENTION PROGRAM

To reduce back injuries on the job, a prevention program is necessary, covering factors such as ergonomics, housekeeping, workplace posture, proper lifting techniques, and exercises.



ERGONOMICS

Ergonomics efforts should focus on designing tools, equipment and work methods to fit the worker and prevent manual material handling injuries. Materials handling equipment should be provided and used whenever possible to minimize the need for manual handling.

HOUSEKEEPING

Back injuries from slips, trips, and falls can sometimes be prevented through good housekeeping. Proper storage of material and regular cleanup of equipment and material are critical. Debris and clutter accumulate quickly in the workplace. The goal is to remove unnecessary items from the workplace, to reduce the amount of

material handled manually, reducing exposure to a back injury. Failure to keep work and travel areas clear can impede the handling of materials and further increase the risk of injury. Plans for housekeeping should cover convenient storage and access of equipment, garbage disposal, and maintaining clear work and travel areas.

Well-planned storage is an important part of back injury prevention. When storage locations are not designated, material tends to get dumped anywhere. Sooner or later the material has to be moved elsewhere, often by hand and in a rush. This increases the risk of back injury.

Clean up should take place:

- I At the end of each work day or shift
- I When workers or crews change
- I When scrap and clutter start to impede work progress and material flow

WORKPLACE POSTURE

Maintaining proper posture is the most critical part of good back care. Using your muscular system to control posture minimizes the effects of everyday wear and tear on your spine.

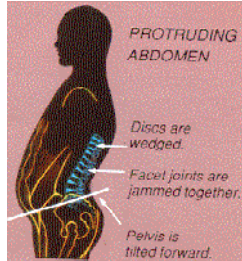
Lower back muscles are short, small muscles designed to keep us upright. They are called “anti-gravity” muscles and are usually very strong since they have to work almost continuously.

Stomach muscles are big, broad muscles designed to support your spine and take some of the work load off the small lower back muscles. When you don’t use your stomach muscles, the back muscles lose this important support system and become overloaded. The resulting muscle imbalance makes the spine susceptible to injury. Therefore, maintaining good posture by using your stomach muscles is essential to proper back care.

Any position held too long is not good for your back. Aches and pains from prolonged working postures are nature’s way of warning you to change positions. If these warnings are continuously ignored, you will be vulnerable to low back injury.

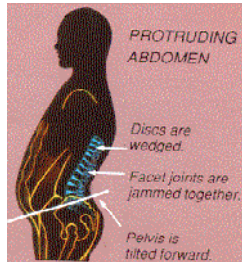
Unbalanced Pelvis – Weak position vulnerable to injury

When you stand with your stomach protruding, your pelvis is tilted down and your back has an increased curve. In this position, stress is concentrated in your lower back, making it vulnerable to injury. Tightening the lower stomach muscles will straighten the pelvis and correctly align the lower spine.



Balanced Pelvis – Strongest position for the back

When you stand properly with chin tucked in, shoulders back and down, and pelvis level, there is a slight natural inwards curve in your lower back. This is the correct posture and the strongest position for your back. Maintaining a level, balanced pelvis is essential to proper back care and helps prevent potential back problems.



Correct Posture

Correct posture is not an erect, military pose but an alignment that maintains the naturally occurring curves in your spine. You have an inward curve (lordosis) at two places in your spine—neck and lower back. You have an outward curve (kyphosis) in your upper back. Keeping your spine aligned in this manner reduces everyday stresses on your back and minimizes the effects of the normal aging process on the spine.

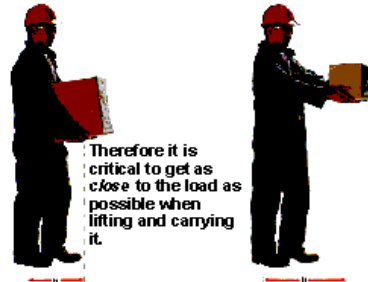
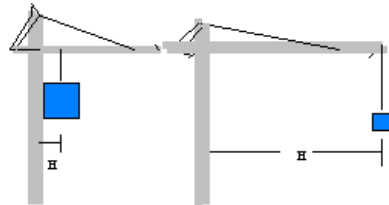
LIFTING TECHNIQUES

Lifting Capacity

Lifting a weight that is too heavy, lifting in an awkward position, twisting your body when lifting or doing excessively heavy work are all common causes of low back problems. The following lifting models illustrate the need for good work technique.

A Tower crane's lifting capacity is reduced the further the load is away from the mast. Our lifting capacity is also reduced the further a load is away from our spine.

H = The horizontal distance
When H is increased, the crane's capacity to lift the load is decreased.



Lifting Grip

To ensure solid contact when lifting heavy objects, use your entire palm, not just your fingertips.

Unloading

1. Lower the load, maintaining the natural curve of your back.
2. Push the load into place.
3. When lowering a load onto a deep shelf, put it on the edge of the shelf first. Then push it into place.

Carrying

1. Keep your lower back in its normal arched position and use your legs to lift.
2. Maintain a good grip and keep the load close to your body.
3. Maintain a clear line of vision. Pick up your feet to turn. Do not twist.

Proper Lifting



1. Plan your Move.
 - Size up the load and make sure your path is clear.
 - Get help as needed.
 - Use a dolly or other materials handling equipment if possible.
2. Use a wide, balanced stance with one foot slightly ahead of the other.
3. Get as close to the load as possible.
4. Tighten your stomach muscles as the lift begins.
5. When lifting, keep your lower back in its normal arched position and use your legs to lift.
6. Pick up your feet and pivot to turn. Don't twist your back.
7. Lower the load smoothly, maintaining the natural curve in your lower back.

Transferring Weight

1. Pull the object towards you while transferring your weight to the lift side.
2. Lift only to the level required.
3. Shift your weight to the other leg while pushing the object into position. Do not twist.

Exercise

To protect your spine, the muscles supporting your back must be both strong and flexible.

Construction work strengthens some muscles while others that are not being used become shorter and weaker, creating a muscle imbalance. A regular exercise program can help to keep muscles balanced and reduce the risk of lower back injury. A pre-work stretching program is highly recommended. Warming up prepares your body for the physical work ahead and helps minimize the risk of injury.

A good exercise program should include both stretching and strengthening exercises. The three essentials are:

- Warm-up
- Workout
- Cool down

Remember; check with your doctor before starting any exercise program.

Disregard the old maxim “no pain—no gain.” Your muscles can be brought to excellent condition by using a sensible and slow approach. If an exercise causes pain, don't do it. With a new exercise program, however, temporary muscle ache is normal and may be expected.

Spending 5 – 10 minutes a day on back exercises can help make a significant difference in how good your back feels and how well you function during the day.

Remember – practicing the principles of proper back care will help to prevent or minimize back problems.

Practice these four rules for back injury prevention.

1. WARM UP – before you start work.
2. TONE UP—with a good exercise program.
3. SIZE UP—the load. Don't lift more than you can safely handle.
4. WISE UP—by using good lifting techniques and materials handling equipment.