

## Minutes State Safety & Return to Work Group Meeting



Meeting Date : 01/26/2023

Room : Hybrid

Page 1 of 2

Time 1 :00 pm

MSF Boardroom or TEAMS

### Meeting Attendees

|                      |                  |                 |
|----------------------|------------------|-----------------|
| Rob Virts            | David Evans      | Stormy Tuffield |
| Amy Jenks            | Lesley Farry     | Dan Johnson     |
| Tawni Jo Aguirre     | Kirby Fugle      | Chris Lockmer   |
| Julie Balsam         | Errolyn Lance    | Bri Smith       |
| Genevieve Lighthiser | Keri Maes        | Larry Alheim    |
| Herb Byers           | Sophie Magnuson  | Mandi Edlin     |
| Mark Carpenter       | Aaron Douglas    | Kristy Schaan   |
| Matt Chambers        | Traci Merzlak    | Saisha Keller   |
| Terri Christianson   | Jeff Plum        | Patty Hoover    |
| Valarie Dunlap       | Duncan Adams     |                 |
| Mike Spatz           | Nathan Showalter |                 |
| Jennifer Alger       | Mark Wlazlak     |                 |

### Meeting Notes

#### WCMB – Introductions


- Rob is the new Workers Compensation Management Bureau (WCMB) Program Manager replacing Lance Zanto.
- Tawni Jo Aguirre Workers Compensation Management Bureau (WCMB) Workers Compensation and Safety Specialist

#### Stormy Tuffield – Work Safe Champs

- Stormy's presentation covered WCMB's goal to create a group of individuals from different agencies to participate in a state wide Work Safe Champ course offered through State Fund. The 9-module curriculum provides a strong foundation of knowledge to develop and implement a workplace safety culture. The group will meet for two hours once a month for 9 months.

#### Rob Virts – Safety and Work Comp Contacts/MSF Stewardship and claim review meeting frequency/First Aid Kit-cabinet supplies vendor/WC Class Code Descriptions/Payroll WC Code use.

- Montana State Fund Claims Review Meetings/Stewardship Meetings – These meetings are part of the contract. Meetings for the 9 larger agencies are done quarterly and all other agency meetings are done annually. Rob is working with State Fund on how these meetings will look going forward. Agencies now selecting the claims they would like to discuss during these meetings, please provide Rob and Tawni Jo with a list of the claims you would like to discuss two weeks prior to each review meeting.
- Currently state procurement is looking into creating a contract for First Aid supplies and AED annual servicing. Please respond to Kirby Fugles with the locations of your First Aid Kits and AEDs. If you have a question regarding the contract, please contact Kirby.
- Payroll WC Class Code – NCCI sets class codes. Each class code has a rate per \$100 in payroll to determine total premiums. Changing class codes for many employees can cause a flag when

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|--|---|-------------|---|
|  |   |             |   |
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NCCI reviews agency payroll reporting. When managing class codes and making significant changes document the reason for the change so there are no issues when questioned about it in the future. WCMB reviews monthly what codes agencies are reporting FTE to and have created “cheat sheets” for each department with their specific codes.

- 5% Return to Work Refunds – 2023 will be the last fiscal year it will be done. Make sure leadership is aware these funds are going away so they can budget accordingly. Many agencies fund their safety programs with these dollars and some agencies fund their safety positions. First Quarter payments were issued this week. Fourth Quarter payments will be issued by mid-July as has been done in the past.

#### **Tawni Jo Aguirre – OSHA 300 Logs**

- The OSHA 300 is a log for employers to record all recordable injuries and illnesses that occur in the workplace. This log includes the following information: where and when the injury or illness occurred, the nature of the case, the name and job title of the employee injured or ill, and the number of days away from work and/or days of restricted/light duty, if any.
- Agency OSHA 300 logs are due to DLI- Bureau of Labor and Statistics Department by January 31st. Injury
- OSHA 300A Form - Summary of work-related injuries and illnesses, which is to be posted in the workplace annually from February 1 until April 30.
- OSHA 300 Log – reach out to Tawni Jo or Rob for questions.

#### **Rob Virts – Legislation update**

- Currently there are 22 Bills circulating that may affect workers compensation in Montana. Rob discusses the following: LC 3179; HB 178SB 126; LC 1728; LC 0679; and LC10.
- If you have any questions on a bill, please contact Rob.

#### **Recognition**

- Rob praised DEQ and specifically the work of Larry Alheim for the excellent safety and workers’ compensation program he runs for the department. The DEQ has very few claims annually and has not had a lost time claim since 2013 which is amazing for an agency their size. We at the WCMB want to point out departments and employees successfully managing safety and workers’ compensation! Keep up the great work Larry.

#### **Meeting Wrap-Up**

- Send suggestions for future meeting topics to Rob.
- Aprils Meeting will be held via TEAMS. Thursday, April 27<sup>th</sup>, 2023 from 1:00-2:30 pm.

#### **Next State Safety Group Meeting**

Date/Time

Thursday, April 27, 2023 – SSG meeting - 1:00 -2:30 pm Virtual

Thursday, July 2023 - Policy Renewal Meetings – Individual Agency Meetings

Thursday, October 26, 2023 – SSG meeting - 1:00 – 2:30 pm State Fund Boardroom