

# LOSS CONTROL Newsletter



## Carelessness is an Attitude

An employee's attitude affects not only how well they do their job, it also affects how safe they are when doing it. Consider that approximately 20% of injuries are caused by unsafe conditions and 80% are caused by unsafe acts. Then realize that most unsafe conditions are brought about by human behaviors. The logical conclusion is that almost all accidents can be attributed to unsafe behaviors.

Employees with positive safety attitudes think first and then take action. They recognize unsafe conditions and respond appropriately. They pay attention when working with machinery and equipment. They develop safe work habits.

### Where do your employees land on the safety spectrum?

*Repeated Claims*

*Injury Free*



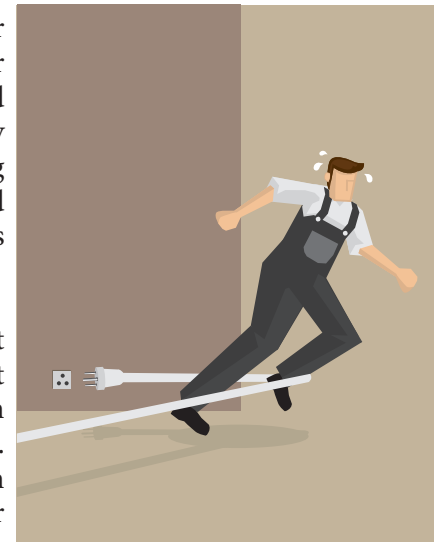
If they are not on the side of injury free, have you evaluated your approach to Safety? Do you leave safety to circumstance or do you have a Plan? Do you leave safety to individual employees or do you have a Leader? Do you have and promote a Safety Culture?

Safety should be a constant focus of every dealership. Common sense and a vested personal interest in the well-being of employees remain the greatest guarantees for having a safe work environment. The cooperation of every employee is necessary to make your dealership a safe place in which to work.

Give earnest consideration to the rules of safety presented by posters, signs, discussions with staff and how and where those are communicated.

### GENERAL SAFETY RULES AND GUIDELINES

- Observe, understand and obey the rules and guidelines applicable to specific jobs.
- If you don't know them, ask if there are safety procedures for the job you are about to perform.
- Do not operate machines or equipment until you have been properly trained and authorized to do so by a supervisor.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract or interrupt another person performing a task. Wait until you can safely get his/her attention.
- Always wear protective goggles, safety glasses, masks, gloves, etc. appropriate to the task.
- Keep machine guards in their intended places. Follow manufacturer guidelines.
- Pile materials, boxes, equipment, etc. so as not to block aisles, exits, fire fighting equipment, power panels, valves, etc. **Fire Doors and Aisles Must be Kept Clear!**

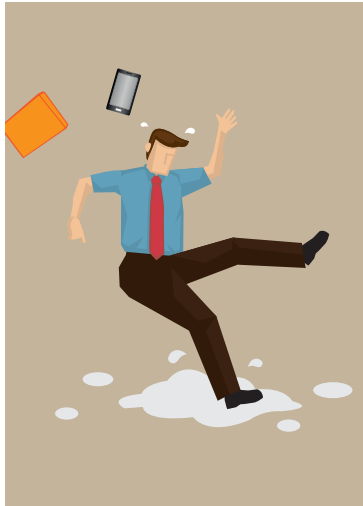


### QUESTIONS?

If you have any questions regarding this newsletter or for additional loss control information, please contact Mark Valentine at 816-698-4611 or [mark.valentine@aon.com](mailto:mark.valentine@aon.com).

## Carelessness is an Attitude Cont.

- Place trash and paper in proper containers and not in cans designated for oily rags.
- Use compressed air only for the job for which it is intended. Do not clean your clothes with it. Do not fool around with it.
- Turn off equipment when not in use or to adjust, clean, or perform maintenance.
- Learn proper lifting techniques—use leg muscles, not back muscles. For heavy loads, ask for assistance.
- Keep the work area clean - immediately clean up spilled liquids, oil, or grease.
- In case of sickness or injury, no matter how slight, report at once to your supervisor.
- In no case should an employee treat his or her own or someone else's injuries or attempt to remove foreign particles from someone else's eye.
- Help prevent accidents - report unsafe conditions or acts to a supervisor.
- Running and horseplay are strictly forbidden. Kansas law denies these types of claims.



### WHAT CONTRIBUTES TO DISREGARD FOR WORKPLACE SAFETY RULES AND GUIDELINES?

**External Pressure** - "Let's get this job done!" This pressure usually comes from a co-worker or supervisor. Speeding up the process has been proven to more often result in injury while having only a minor impact on time.

**Bad Habits** - Failing to follow the established procedure works as long as you don't get hurt or don't get caught. There is only one way to avoid bad habits - consciously cease them. Eventually, good habits become routine.

**Internal Pressure** - "There is so much to do!" Employers love self-directed individuals, but single-minded determination may cause workers to lose sight of the dangers around them. You won't finish the job if you get injured. First prevent injury. Then work to complete the job.

### DON'T LET CARELESSNESS DRIVE UP YOUR WORKERS' COMPENSATION COSTS. DOING A JOB THE RIGHT WAY INCLUDES DOING IT SAFELY.

This newsletter is distributed by the Kansas Automobile Dealers Workers' Compensation Fund (KADWCF) to increase awareness and stress the importance of safe work practices.

#### Reporting a claim to Gallagher Bassett (GB)

**Fund Account Number: 004352**

Internet: [www.risxfacs.com](http://www.risxfacs.com)

Telephone: 1-800-779-6142

Fax: 1-800-748-6159

Email: [tnwclaims@tnwinc.com](mailto:tnwclaims@tnwinc.com)

#### Dedicated Adjuster:

Josie Landes - Senior Adjuster

Phone: 816-216-5516

[Josephine\\_Landes@gbtpa.com](mailto:Josephine_Landes@gbtpa.com)

(Per above, please report claims to [tnwclaims@tnwinc.com](mailto:tnwclaims@tnwinc.com).)

#### Claim related medical bills should be mailed to:

Gallagher Bassett Central Bill  
Processing Center  
P.O. Box 23812  
Tucson, AZ 85734

#### Any other claim related information should be

mailed to your adjuster at:

Gallagher Bassett

1300 E. 104th Street, Suite 200

Kansas City, MO 64131

or Fax to: 816-942-0695

You can also email the information directly to the adjuster. The preferred method to report claims is via the internet.

