



SchoolComp Safety

Summer Sun Safety

Summer is right around the corner and outside activities will be in full swing. The most common danger of sun exposure is sunburn. Repeated skin damage from the sun can cause dry skin, wrinkles, discoloration, a leathery look and even skin cancer.

The harmful effects of the sun may be avoided by:

- Always apply sunscreen with a sun protection factor (SPF) of at least 30, 20-30 minutes before going outside;
- Re-applying sunscreen every two hours while outdoors;
- Avoiding sun from 10am–3pm ;
- Wearing protective clothing such as long sleeves, slacks, wide brimmed hat, etc., and;
- Wearing sunglasses to filter UV light.

Employers should ensure their employees are protected from sun exposure while working by:

- When possible, avoid scheduling outdoor work when the UV rays are the strongest;
- Provide indoor and/or shaded break areas, and;
- Provide employee training about the risks of sun exposure, how to prevent exposure and the signs and symptoms of over exposure.

If an employee suffers from overexposure, first aid treatments may be beneficial. Although there is no quick cure for sunburn, symptomatic relief may be achieved by:

- Taking aspirin, acetaminophen or ibuprofen to relieve pain and reduce fever;
- Drinking water to replace fluid losses;

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PERRP Recordkeeping-Frequently Asked Questions



The Ohio Public Employment Risk Reduction Program (PERRP) requires all public employers to maintain records of work related

injury and illnesses. Records may be maintained on PERRP form 300P or equivalent.

Q. What are the first steps in determining if an incident is recordable?

A. Within six days of receiving information about a case, the employer should decide if the case is recordable by determining if the incident is a new case or a recurrence of an existing one and establishing whether the case is work related.

Q. When is an injury or illness considered to be work related?

A. PERRP considers an injury to be work related if an event or exposure in the work environment caused or contributed to the condition, or significantly aggravated a pre-existing condition.

Q. What does PERRP consider a work environment?

A. PERRP considers the work environment to be the establishment and other locations where one or more employees are working or are present as a condition of their employment.

Q. Which work-related injuries and illnesses must be recorded?

A. Cases must be recorded if they result in: Death; Loss of consciousness; Days away from work; Restricted work activity or job transfer; Medical treatment beyond first aid.

Q. What is not considered medical treatment?

A. PERRP does not consider the following medical treatment::

- Visits to a doctor or health-care professional solely for observation or counseling;
- Diagnostic procedures such as x-rays, MRI's and administering prescription medications solely for diagnostic purposes.
- Any procedure labeled first aid. PERRP considers the following first aid:
 - Using non-prescription medications at non-prescription strength;
 - Administration of a tetanus shot;
 - Cleaning, flushing and soaking wounds on the skin surface;
 - Using wound coverings such as bandages, gauze pads or the use of butterfly bandages;
 - Hot and cold therapy;
 - Using non-rigid means of support (splints, slings, neck collars or back boards);
 - Drilling finger or toe nail to relieve pressure or draining a blister;
 - Eye patches;
 - Simple irrigation or cotton swabs for removal of foreign bodies of the eye not embedded;
 - Irrigation, tweezers, cotton swabs or other simple means to remove foreign bodies from areas other than the eye;
 - Finger guards;
 - Massages;
 - Drinking fluids for heat stress.

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PERRP Recordkeeping-Frequently Asked Questions

Q. Are there any work-related injuries or illnesses that are not recordable?

A. You are **not** required to record injuries or illnesses if:

- The employee was present in the work environment as a part of the general public at the time of the injury or illness;
- The signs of the injury or illness surface at work but result solely from an event or exposure outside of work.
- The injury or illness is solely the result of the employee eating, drinking, or preparing food or drink for personal consumption;
- The injury or illness is solely the result of an employee doing personal tasks at the establishment outside of the employee's assigned working hours;
- The injury or illness is solely the result of personal grooming, self-medication for a non-work related condition or is self-inflicted;
- The injury or illness is caused by a motor vehicle accident and occurs on an agency parking lot or access road while the employee is commuting to or from work;
- The injury or illness results solely from participation in a wellness program or in a medical, fitness or recreational activity such as blood donation, flu shot, exercise class, etc.;
- The illness is a common cold or flu even if it was contracted at work;
- The illness is a mental illness unless the employee voluntarily provides the employer with an opinion from a physician or PLHCP stating the employee has a work related mental illness.



Q. How do I determine if I have a new case or a recurring case?

A. You must consider an injury or illness to be a new case if:

- The employee has not previously experienced a recorded injury or illness of the same type and affecting the same part of the body; or
- The employee previously experienced a recorded injury or illness of the same type that affected the same part of the body but had recovered completely (all signs and symptoms had disappeared) from the previous injury or illness and an event or exposure in the work environment caused the signs or symptoms to reappear.

Q. Does anything need to be done after the year is complete?

A. Yes, a summary must be completed and submitted to the BWC by February 1 and posted from February 1 through April 30.

Q. Where does the summary need posted?

A. A copy of the annual Summary must be posted in each establishment in a conspicuous place or places where you customarily post notices to employers.

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PERRP Recordkeeping-Frequently Asked Questions

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The Summary must be posted in a location accessible to public employees and/or public employee representatives, but you do not need to post it in areas accessible to the public or non-employees.

Q. How long do I need to keep the Log and Summary on file?

A. You must keep the Log and Summary for five years following the year to which they pertain. If you have older forms you must also maintain those until the five-year period ends.

Q. Do I have to update the Log and Summary if a case changes?

A. Yes. You must update the Log during the retention period as case information changes. But, you do not need to update the Summary, 301P or older versions of the Log.

Q. Where is the Summary submitted?

A. Completed Summary forms should be sent to:

PERRP Recordkeeping Submission
Ohio Bureau of Workers' Compensation
Division of Safety and Hygiene
13430 Yarmouth Drive
Pickerington, Ohio 43147

You may also submit your Summary electronically on BWC's website, <https://www.bwc.ohio.gov/employer/forms/InjuryIllnessSummary/default.aspx>

Q. Is anyone exempt from submitting the Summary?

A. An employer with five or fewer employees that also has no reportable injuries in a calendar year is exempted. Additional information, copies of PERRP recordkeeping forms and instructions may be viewed at: <https://www.bwc.ohio.gov/employer/programs/safety/SandHPERRPDetails2.asp>.

Summer Sun Safety

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- Taking cool baths or application of cool wet clothes;
- Covering blisters with bandages or gauze to prevent infection;
- Applying topical creams, aloe or lotions, and;
- Avoiding additional sun exposure.
- Severe burns cover more than 15% of the body;
- Dehydration has occurred;
- Fever is >101 degrees, or;
- Extreme pain lasts over 48 hours.

For more information on this topic go to: www.cdc.gov and search sun exposure.

First aid may not be beneficial in all cases and medical treatment should be sought if:

Source: Centers for Disease Control

Walk This Way: Pedestrian Safety

Everyone is a pedestrian from time to time, and probably more so in the spring and summer months. We are vulnerable when walking in urban areas, crossing streets and negotiating traffic and it's important to pay attention to your surroundings.



According to the National Safety Council, "distracted walking" injuries are increasing. Injury Facts 2015 shows distracted walking incidents involving cell phones accounted for more than 11,100 injuries between 2000 and 2011.

- ☠ 52% of cell phone distracted walking injuries happen at home
- ☠ 68% of those injured are women
- ☠ 54% are age 40 or younger
- ☠ Nearly 80% of the injuries were due to a fall

Although cell phone distracted walking has become a big issue, pedestrian-vehicle injuries are still the fifth leading cause of death for children ages 5-19. To stay safe:

- Look left, right, and left again before crossing the street
- Make eye contact with drivers to make sure they see you
- Don't wear headphones while walking
- Don't use a cell phone or other electronic device while walking
- Wear bright and/or reflective clothing;
- Walk in groups
- Cross only in designated crosswalks (like The Beatles, above.)

Source: National Safety Council

About Ohio SchoolComp

Ohio SchoolComp is a partnership of the Ohio Association of School Business Officials and the Ohio School Boards Association to offer Workers' Compensation Group programs to our members.

By combining forces, the associations created a single, larger group in order to "maximize benefits and options for school districts.

The SchoolComp program is administered by CompManagement.

SchoolComp's goal is to offer cost-effective group programs and education to help Ohio school districts keep employees and students safe, while minimizing the risk for claims.

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