

## Note small changes to reporting requirements

By Opal Weiser, SIA Workers' Compensation Claims Manager

Recent changes to the state and federal OSHA reporting requirements for workers' compensation injuries have caused a little confusion. To help our members understand the reporting requirements, we offer the following clarifications on the three types of reports that employers are required to make.

Regarding the requirement to report serious injuries:

- **On July 1, 2014, Gov. Brown approved Assembly Bill No. 326.** This bill made grammatical changes to the text of LC Section 6409.1 by removing the word "telegraph" as a means of reporting an injury or illness and substituting the word "email". So, unless you've been using a "telegraph" to report serious injuries to Cal/OSHA, there should be no changes to your current workflow.
- **Effective January 1, 2015, employers must report serious injuries to Cal/OSHA immediately, but no later than 8 hours from becoming aware of the injuries.** SIA may not report on your behalf, but our Early Intervention Nurses will alert the district's workers' compensation contact to report the injury to Cal/OSHA when we receive notice of a serious injury.

Cal/OSHA defines a serious injury as:

- **All work-related fatalities**
- **All work-related loss of a member of the body (amputation)**
- **All work-related serious degree of permanent disfigurement (crush or serious burn)**
- **All work-related in-patient hospitalization in excess of 24 hours for other than observation**
- **All work-related heat illnesses**

When making the report of a *serious injury* to Cal/OSHA, whether by telephone or email, the reporting party should be prepared to provide the following information:

- **Time and date of incident**
- **Employer's name, address and telephone number**
- **Name and job title, or badge number, of person reporting the incident**

- **Address of site of accident or event**
- **Name of person to contact at site of incident**
- **Name and address of injured employee(s)**
- **Nature of injury**
- **Location where injured employee(s) was (were) moved**
- **List and identity of other law enforcement agencies present at the site of incident**
- **Description of incident and whether the location or any physical aspects of the scene may have been altered**

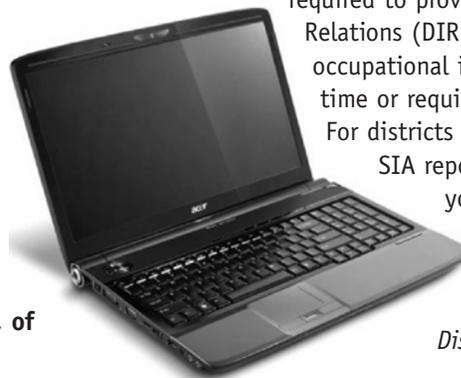
Regarding the annual OSHA reports (Forms 300, 300A and 301):

- School districts are "partially exempt" and not required to keep Cal/OSHA injury and illness records, but must provide injury and illness information whenever Cal/OSHA or the Bureau of Labor Statistics (BLS) submits a written request. These written requests are mailed directly to the selected work site(s) several months in advance of the due date. It's important to designate someone at the district level to be the gatekeeper of these requests and to provide the work sites with appropriate direction. SIA will assist by providing data to help complete the report, but the employer is required to complete and submit all responses.

Regarding the Employer's First Report of Industrial Injury (Form 5020):

- Pursuant to LC Section 6409.1(a), all employers are required to provide the Department of Industrial Relations (DIR) with information regarding all occupational injuries or illnesses that result in lost time or require medical treatment beyond first aid. For districts in our workers' compensation program, SIA reports this information to the DIR on your behalf.

For a list of Cal/OSHA regional and district offices, visit <http://www.dir.ca.gov/DOSH/DistrictOffices.htm>.





- Try heart-focused breathing techniques
- Nutrition labeling is a tool you can use

## Tap into inner navigational tools

By Michele Mariscal, SIA Prevention Services

**H**ave you ever gotten so tired, annoyed, frustrated or just plain fed up and asked yourself “How did I get here?” Learning



to navigate our emotions can be tricky, but it can be done. Using the metaphor of a battery, you can learn to evaluate throughout the day whether you are renewing or depleting your charge. Here’s a first step in the process called heart-focused breathing:

**Step 1** – Focus your attention in the area of your heart.

**Step 2** – Imagine that your breath is flowing in and out of your heart or chest area.

**Step 3** – Breathe a little slower than usual and find a rhythm as you keep your attention on your heart.

This simple practice allows you to take a momentary break from the myriad thoughts in your head. By focusing on the rhythm of your breath, you may find that you have a pause in which you can ask yourself if the emotional mood you’re in is renewing or depleting, whether your battery is being charged or running down.

You are invited to learn more tools and techniques, as well as the science behind the physiology of “intelligent energy management,” in *The Resilience Advantage* workshop. Schools Insurance Authority offers this program (complimentary for member districts) from the Institute of HeartMath to teach concrete practices that increase well-being, mental clarity and emotional stability. To schedule this training at your site, contact Michele Mariscal at [mmariscal@sia-jpa.org](mailto:mmariscal@sia-jpa.org) or call (916) 364-1281.

## The nutrition facts label

### An information guide to more healthful food choices

By Eric Thygesen, SIA Prevention Services

**D**iet and nutrition are important to most of us, and we’re increasingly becoming both aware of and educated about what we’re putting into our bodies. Our diets not only fuel us for when we take a step or jump up and down, but also keep our hearts beating and our brains thinking.

People in grocery stores all across America can be seen staring at the nutrition facts on food labels. These nutrition facts tell us a lot about the food we eat, as well as what we need to know and look for to fully understand what and how much is right for us.

Follow these steps to better understand the nutrition facts:

- 1. Look at the serving size – Check out the amount per serving and the number of servings in the package.** Oftentimes it’s surprising how small a serving size actually is.
  - ✦ Example – *Serving is 1 cup; Calories per serving – 100 calories*
- 2. Look at the calories per serving – This can be found just under serving size.**
- 3. Try to limit total fat, saturated fat, trans fat, cholesterol and sodium –** Eating too much of these components may increase your risk for heart disease, high blood pressure and other chronic diseases.
- 4. Percent Daily Value (%DV) – This is based on a 2,000 calorie-per-day diet.** Every person has his/her own daily caloric needs and 5%DV or less is considered low for all nutrients and 20%DV or more is considered high.
  - ✦ Example – *You will want less than 5%DV of fat, saturated fat, cholesterol and sodium. With fiber, calcium, etc., you will want 20%DV or more.*
- 5. Check the ingredients – The ingredients in our food are listed in order by weight from high to low; the largest amounts are listed first.** This can be helpful for those with food allergies or who are vegetarians, or who simply want to limit sugar or other items from their diets.



Source: (Academy of Nutrition and Dietetics, 2013)



## Resolve to be ready – Emergency Preparedness Part 4

# Caring for individuals with special needs

If you have a disability or an access/functional need, you may need to take additional steps to prepare for emergencies.

Inventory what you use every day to live independently. Identify the essential things that you will need to be able to survive for three to five days or longer if people cannot get to you. Stock these custom essentials in your kit. For example, your kit may contain items such as durable medical equipment, assistive technology, food for a special diet, prescription medicines, diabetic supplies, hearing aids and batteries, a TTY, a manual wheelchair, and supplies for a service animal.

Create a support network

- **Plan how you will contact family members by calling, emailing, or texting agreed-upon relatives or friends if you're unable to contact each other directly.**
- **Let people in your support network know of your emergency plans.** Tell them where you keep your emergency supplies. They may be able to ensure that your assistive devices will go with you if you have to evacuate your home.
- **If you use oxygen or other medical equipment, show friends how to use these devices so they can move you or help you evacuate.** Practice your plan with your personal support network.
- **Discuss assistance you may need with your employer in the event of an emergency.**
- **Create a plan and share it with neighbors, friends, co-workers and relatives so they know what you need and how to contact you if the power goes out.**
- **Contact your city, county or state office of emergency management, the local fire and police departments, disability organizations, such as the local independent living center, or community groups.** Discuss your specific needs and/or the needs of a family member and find out what assistance or services are available. Some state emergency management offices or agencies keep a voluntary registry of people with disabilities.
- **Assemble important information and phone numbers, including those of family, friends, doctors, and the pharmacy and medical facilities that you use.**
- **If you receive in-home assistance or personal assistance services, work with your agency and develop a backup plan for continued care.**

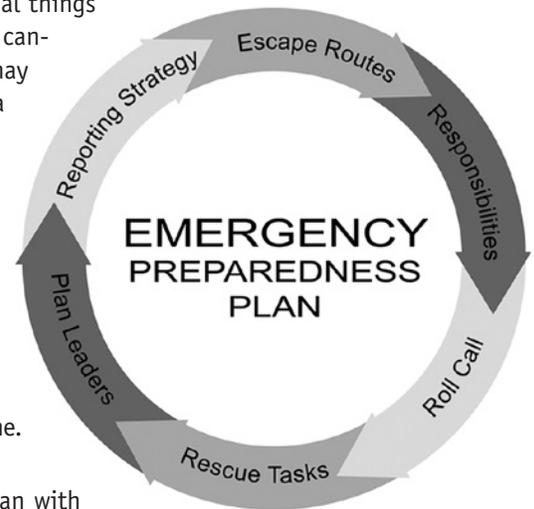
Keep vital information available

- **Make copies of medical prescriptions and doctors' orders for assistive devices that you use.** List where you got the devices and see if your local pharmacy is willing to provide a list of your prescription medicine and devices for you.
- **Make copies of medical insurance cards, Medicare or Medicaid cards, physicians' contact information, a list of any allergies and health history.**
- **Even if you don't use a computer, put important information onto a flash drive for easy transport in the event of an evacuation.**
- **If you own a medical alert tag or bracelet, wear it.**

Know your community services

- **Keep track of which TV stations' broadcast news is captioned or signed.**

(Continued on page 4)



Did you know that you can access our newsletters on our website?  
Visit [www.sia-jpa.org](http://www.sia-jpa.org).



- Make a plan before it's needed
- WeTip works well

## Resolve to be ready (Continued from page 3)

- **Find out if your community has a public warning system** and, if so, what the warning sounds like.
- **When traveling or in an unfamiliar area**, know what type of alert and warning services are used and where to find them (station, network, etc.)
- **If you work with a medical provider or organization to receive life-sustaining medical treatment such as dialysis, oxygen or cancer treatment**, work with the provider to identify alternative locations where you could continue to receive treatment.

Stay mobile with accessible transportation

- **Plan ahead for accessible transportation that you may need for evacuation or for transport to a medical clinic.** Work with local services such as Older Adults Transportation Service (OATS) to identify your local or private accessible service.

Plan for possible evacuation

- **During an emergency**, be ready to explain to first responders and emergency officials that you need to evacuate and choose to go to a shelter with your family, service animal, caregiver, personal assistant and assistive technology devices.
- **Note that people should only be referred to a medical shelter when they have acute health care needs** and would otherwise be admitted to a hospital.

Plan for power outages before they happen

- **Before disaster strikes, register with your power company.** They may alert you when power will be restored in an unplanned outage and before a planned outage.
- **In the event that you cannot be without power, plan for how you will have power backup.** If possible, have a backup battery, generator or alternate electrical resources.
- **Make sure that devices for maintaining power to your equipment during electric outages are charged.**
- **Purchase extra batteries for motorized wheelchairs or other battery-operated medical or assistive technology devices.** Keep the batteries charged at all times. Consider whether you could charge your wheelchair from your car.
- **Backup chargers for a cell phone could include a hand-crank USB cell phone**

**emergency charger, a solar charger or a battery pack.** Some weather radios have a built-in hand crank charger.

- **Backup chargers for a laptop or tablet could include a 12V USB adapter that plugs into a car, an inverter, or a battery jump pack with a USB port.**
- **People who are deaf or hard of hearing can get important information on a cell phone or pager.** Sign up for emergency emails and text messages on your cell phone from your local government alert system.
- **Plan how you're going to receive emergency information if you're unable to use a TV, radio or computer.** This may include having an adaptive weather alert system to alert you in the event of severe weather.
- **Plan for medications that require refrigeration.**
- **Having flashlights available will facilitate lip-reading or signing.**



*The material in this newsletter should be part of your Injury and Illness Prevention Plan (IIPP).*

*Keep a copy of this newsletter in your IIPP binder and be sure all employees receive a copy.*

### QUOTE TO NOTE

"Strive not to be a success, but rather to be of value."

— Albert Einstein