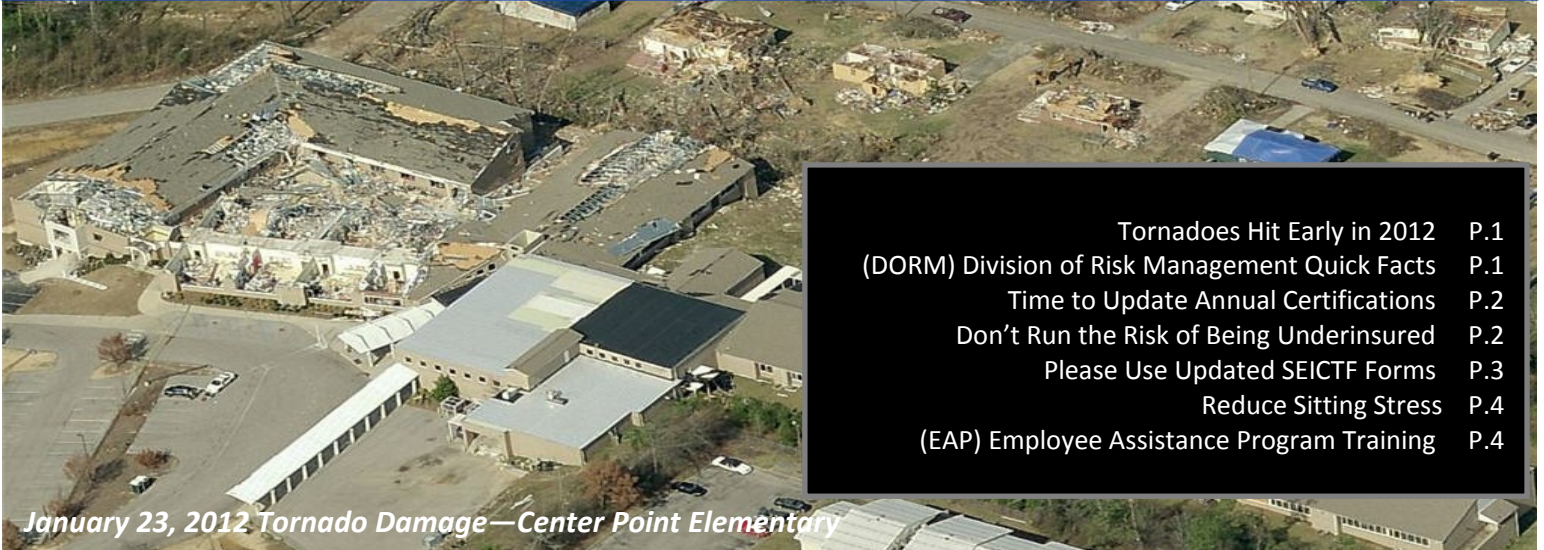


Wise Words

State of Alabama · Department of Finance · Division of Risk Management

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January 23, 2012 Tornado Damage—Center Point Elementary

Tornadoes Hit Early in 2012	P.1
(DORM) Division of Risk Management Quick Facts	P.1
Time to Update Annual Certifications	P.2
Don't Run the Risk of Being Underinsured	P.2
Please Use Updated SEICTF Forms	P.3
Reduce Sitting Stress	P.4
(EAP) Employee Assistance Program Training	P.4

Tornadoes Hit Early in 2012

In a rare January 23rd outbreak of tornadoes, a couple of (SIF) State Insurance Fund insured locations experienced significant damage. The National Weather Service office in Birmingham ultimately determined that there were ten confirmed tornadoes in central Alabama ranging in strength from EF0 to EF3. The particular tornado which went through the Center Point area was determined to have been an EF3. Center Point Elementary School, a K-2 school and home to approximately 625 students, sustained substantial damage to their newest addition, finished in 2008.

Nearby, the Department of Youth Services' Chalkville campus was also hit with virtually every building on campus damaged, four of the buildings extensively so.

On Friday March 2, 2012 more tornadoes struck Alabama. This time in North Alabama with Limestone Correctional Facility taking a direct hit. This was the third time in one year that Limestone Correctional Facility was damaged by tornadoes. Many buildings and structures were damaged in this latest occurrence with the most severe damage occurring to the roof of an inmate dormitory. Nearby, in Madison County, Buckhorn High School sustained damage to the west end of the building with a large portion of the built up roof severely damaged.

Fortunately, the SIF had excess insurance in place to respond to these storms. The April 1st renewal will bring much higher wind deductibles and a much higher premium as the carriers on that program have endured devastating losses. No longer do they consider the true wind exposure in Alabama to be from hurricanes. Tornadoes have now moved to the forefront.

(DORM) Division of Risk Management Quick Facts

#1– Damage to property can occur to both real and personal property. Real property (property which cannot be moved) includes state-owned buildings, parks, boilers and heavy machinery. Personal property includes motorized equipment (not licensed for road use), supplies and movable capital items such as desks, chairs and tools. Property damage may result from a number of perils, such as wind, lightning, water damage, and fire.

#2– Property owned by a State Insurance Fund policy holder can be insured while in transit from one location to another. This is important because the SIF policy provides coverage for your property only at locations identified in your schedule. Transit Coverage (TRA) can be provided in any amount required.

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Time to Update Annual Certifications

The State Insurance Fund certifications will be mailed May 1, 2012 for property, auto, general liability, employee injury, employee assistance, and blanket bond.

Keeping your schedule updated protects you in the event of a loss and ensures adequate payment for damages.

It is important that you report changes which occur during the fiscal year to update property values, employee count, and number of autos.

Remember to return our certified copy by June 30, 2012 to allow ample time to update coverage prior to October's renewal. Please follow the instructions enclosed with the certification.

If you have any property related questions, call Dale Whittle at 334-223-6139 or Casey Dunn at 334-223-6156. For all other lines of business, call Carl Walter at 334-223-6138 or Heather Whorton at 334-956-7110.

Don't Run the Risk of Being Underinsured

The following items are required when completing Certifications:

Property—New construction values and values for additions should be reported as soon as possible. Submit the Property Insurance Request form (available on our website), a sketch of the floor plan (you can obtain from the Architect as a PDF document), 2-3 interior and exterior photos emailed as JPEG document.

Property, Miscellaneous Items— Items with values up to \$10,000. Examples are fences, small storage buildings, fuel tanks, light and utility poles, scoreboards, flag poles, etc.

Employee Assistance, Employee Injury, Fidelity Bond, General Liability— Indicate changes in staffing including employee count, job code classification. Include the amount of employee's annual salary for Employee Injury.

Auto—Indicate changes in fleet count. Include (VIN) vehicle identification number, year, make, model, body type, class, tag number, and property number.

Subrogation

Subrogation in its most common usage refers to circumstances in which an insurer pays a claim and becomes entitled to seek recovery of the amount paid from any entity that caused the loss or damage.

Because the SIF policy allows a claim to be denied if the insured has waived SIF's right of subrogation, you should not sign a contract that has a waiver of subrogation provision. Accepting a contract with a waiver of subrogation presents a substantial risk of the claim not being paid and leaving you with an uninsured loss. Be watchful for a "waiver of subrogation" provision, as well as a provision that limits a contractor's damages to a certain amount (usually the compensation paid under the terms of the contract) in any contracts you consider. Obtaining legal counsel on the effect of these terms is encouraged.

Please Use Updated SEICTF Forms

For your convenience, the Division of Risk Management has worked to improve and simplify the procedure for filing necessary work-related injury forms, and has posted them on our website at www.riskmgt.alabama.gov

We ask that supervisors promptly complete and submit the required First Report of Injury (FRI) form in order to establish the claim and allow us to provide assistance to the injured worker. Rules require that the necessary forms be filed by the supervisor within 5 days for benefits eligibility. To make this easier, the form can be completed and submitted electronically via the web here:

<https://fri-riskmgt.alabama.gov>

If your ISD secure internet connection is unavailable (you are unable to submit forms online due to no connection through ISD) you may still complete a printable version of the form online and fax it to SEICTF at 888-827-6753. The injured worker can also complete the Employee's Statement/Accident Report online, print and fax to SEICTF at the same number.

More information about benefits and procedures are available at our website, and additional forms can be found behind the FORMS tab. Please be advised that only SEICTF forms with revision dates of 2008 or later will be accepted after April 1, 2011. Contact us for further information at 800-388-3406.

The image shows a stack of four SEICTF forms. The top form is the 'AUTHORIZATION FOR INITIAL TREATMENT AND PHARMACY' for the State Employee Injury Compensation Trust Fund (SEICTF). Below it is the 'Employee Election for Lost Time Benefits' form. The third form is the 'ACCIDENT REPORT EMPLOYEE'S STATEMENT' for the SEICTF. The bottom and largest form is the 'EMPLOYER'S FIRST REPORT OF INJURY OR OCCUPATIONAL DISEASE' for the SEICTF. This form includes a header with the SEICTF logo and a title. Below the title is a section for submitting the online version of the form. The main body of the form contains numbered fields for: 1. Name of Injured Employee (Last, First, MI, SSN, Date of Birth, Sex); 2. Home Address (No. and Street, City or Town, State, Zip); 3. Phone (Home, Work, Cell, Work Hours); 4. Job Title, Status (Full Time, Part Time, Contract), and Job Code; 5. Employing Agency - Agency Number and Division, District, etc.; 6. Agency Address (Number and Street, City or Town, State, Zip); 7. Date of Injury, Date Employer Informed, and Time of Injury; 8. Insurance coverage questions; 9. Medical treatment information; 10. Accident location and motor vehicle accident status; 11. Multiple injury status; 12. Activity description and body part affected; 13. Prevention of accident; 14. Witness information; and 15. Supervisor certification statement.



Reduce Sitting Stress

The right chair and right posture can help to reduce sitting stress. The average business person with a desk job will sit in their office chair approximately 80,000 hours over their career. There is no single “correct” posture or arrangement of office components that will fit everyone. However, working in a neutral body position, a comfortable working posture in which your joints are naturally aligned, reduces stress and strain on muscles, tendons, and skeletal system.

- **Hands, wrists, forearms** are straight, in-line and roughly parallel to the floor
- **Head** is level, or bent slightly forward, forward facing and balanced. Generally it is in-line with the **torso**.
- **Shoulders** are relaxed and **upper arms** hang normally at the side of the body.
- **Elbows** stay in close to the body and are bent between 90 to 120 degrees.
- **Feet** are fully supported by the floor.
- **Back** is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
- **Thighs** and **hips** are supported by a well-padded seat and generally parallel to the floor.
- **Knees** are about the same height as **hips, feet** forward.

Regardless of how good your working posture is, working in the same posture or sitting for prolonged periods is not healthy. You should change your working position frequently throughout the day, standing up for a few minutes periodically and stretching arms, hands and torso.

(EAP) Employee Assistance Program Training

To continue providing high quality EAP services to our participating state agencies, the Division of Risk Management will be providing three (3) one hour seminars on various EAP related topics in 2012. We feel the content of these seminars will be helpful to assist state employees with improving performance and management of their job responsibilities and life related issues. These one hour seminars will be presented throughout the state at various locations to provide convenience to your work location. They are available to all employees of agencies participating in our state EAP services.

We presented our first topic “Improving Stress Management Skills” in February 2012. Our next seminar “Workplace Behavior & Professionalism: Keys for Job Success” will be presented in April 2012. Our final seminar “Enhancing Your Management Skills for More Success” will be presented in June 2012.

Dates, times, and locations of these seminars will be disseminated to each participating agency during the month prior to the seminar’s scheduled month. We ask you to encourage supervisors to allow as many employees as possible to participate in these training opportunities.

To request slots for these seminars email the participant’s name, date, time and location of seminar to sam.boswell@finance.alabama.gov. We ask that you register no later than 7 days prior to the scheduled seminar date. The number of slots are limited and each session will be based on first come, first serve basis.

If you have questions related to these training opportunities, contact Samuel Boswell, EAP Director at 334-223-6153 or sam.boswell@finance.alabama.gov.