

# MANAGEMENT SAFETY NEWSLETTER

SELF INSURED WORKER'S COMPENSATION FUND MEMBERS

JUNE 2015

## Payroll Estimates for 2015-2016 are needed

You recently received either by email or regular mail your payroll estimate forms for the October 1, 2015 through September 30, 2016 Fund renewal period. Please try and return your estimates for next year as soon as possible so that we may prepare the necessary renewal invoices. The Fund must, as always, apply to the Michigan Workers' Compensation Agency for approval to operate for the 2015-16 fiscal year. You may fax your estimates to (517) 371-7121 or email them to [landrick@miambulance.org](mailto:landrick@miambulance.org)



Your Fund, thanks to all of you, is enjoying another very successful year, with claims running approximately 29%. It is a tribute to each of you for the safety culture that you have instilled in your employees.

Thank you for your cooperation and quick response.

## Preventing Workplace Violence



Violence at work can take many forms: harassment, intimidation, threats, theft, stalking, assault, arson, sabotage, bombing, hostage-taking, kidnapping, extortion, suicide, and homicide. For each murder, there are countless other incidents of workplace violence in which victims are threatened or injured.

Here are some recent statistics for workplace violence:

- 506 workplace homicides occurred in the United States in 2010.
- 79 percent of 2010 workplace homicides in the United States were shootings.
- Assaults and attacks *-including homicide-* make up 18 percent of all fatal occupational injuries and are the second-leading cause of such "workplace injuries".

### Management Articles

- Payroll Estimates
- Workplace Violence Stats
- Workplace Violence Plan

### EMS Staff Articles

- Workplace Violence Signs
- Workplace Violence Report
- Workplace Violence Response

# Workplace Violence Prevention Programs — A Must for Every Business



For many occupations, workplace violence represents a serious occupational risk.

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*Establishing a program to address violent crime in the workplace is an important way of helping to keep employees safe.*

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The National Institute of Occupational Safety and Health (NIOSH) defines workplace violence as any physical assault, threatening behavior or verbal abuse occurring in the work setting. Establishing a program to address violent crime in the workplace is an important way of helping to keep employees safe from such behaviors. Knowing a workplace has policies and procedures in place to guard against threats to employee safety also helps to create a more comfortable and productive environment.

## Steps for Establishing a Violence Prevention Program

There are many different approaches for developing a workplace violence prevention program. An approach that works well for one organization may not be suitable for another. However, with extensive planning and effective program management, organizations can dramatically reduce incidents of workplace violence.

All organizations should take the following steps to develop a workplace violence prevention program:

1. Assess the organization's current ability to handle potentially violent situations. Specifically, examine these areas:
  - Physical security
  - Pre-employment screening programs
  - Termination practices
  - Outplacement procedures
2. Identify the in-house resources and skill levels needed for addressing a workplace violence incident, and provide training if skill levels are deficient.
  - Each job classification should identify the positions responsible and accountable for your organization's safety program.
3. Develop a written workplace violence prevention policy that includes:
  - Definitions
  - Incident reporting procedures
  - Response plans
4. Develop a crisis plan.
5. Provide initial and annual training to employees.
6. Establish a schedule for periodically conducting mock simulations.