

Safety Resources

Risk Management Services



Risk Management Services

CCAP

**Insurance
Programs**

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Introduction



The County Commissioners Association of Pennsylvania (CCAP) is committed to excellence in county government. CCAP strives to be the source counties turn to first for information, education, resources and services. CCAP Insurance Programs offers a wide variety of safety resources to our members at no cost. Training is a key to risk control and employee development. Our insurance programs are committed to providing programs that will help member counties meet their training needs. In the pages following you will read more about the available resources provided to you by your membership to the CCAP Insurance Programs.

In addition, members of CCAP Insurance Programs can contact Risk Control for consulting services. Risk Control is available to assist with the development, administration and operation of your safety and loss prevention programs. Service may include: assisting in hazard identification, providing educational resources, consulting with county staff regarding safety, risk control issues and scheduling attendance at safety committee meetings.

DISCLAIMER:

The information provided in this publication is not intended to take the place of professional advice. Readers are encouraged to consult with competent legal, financial or other appropriate professionals. Statements of facts and opinions expressed in this publication, by authors other than Association staff and officers, are the sole responsibility of the authors and do not necessarily represent an opinion or philosophy of the officers, members and staff of the County Commissioners Association of Pennsylvania (CCAP). No endorsement of advertised products or services is implied by CCAP unless those products or services are expressly endorsed, or are owned or managed by the Association programs, or our affiliates. Materials may not be reproduced or translated in part or in whole without express permission; please direct your requests to risk control staff. Note: As part of its copyright agreement, CCAP grants the author the right to place the final version of their manuscript on the author's homepage, subject to CCAP's standards, or in a public digital repository, provided there is a link to the CCAP website.

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Online Safety Training

CCAP's insurance programs has partnered with LocalGovU, to offer quality employee training online on a variety of topics including risk management, corrections, health and wellness, human resources, law enforcement, safety and management. These online training courses are available on demand all year long 24/7 from any computer with Internet access. A certificate can be printed once the quiz at the end of the course has been passed.

LocalGovU provides tracking and reporting capabilities that may help reduce liability in cases where proof of training can be documented.

TO ACCESS LOCALGOVU TRAINING:

Please use the following link to access the CCAP Training Portal and log into your account: <https://www.localgovu.com/ccap/>

Your member account has already been created for you, and you will receive your personal login information from LocalGovU in a separate e-mail. LocalGovU can be reached for questions and assistance toll free at (866) 845-8887 or your Risk Control Specialist!

AVAILABLE ONLINE TRAINING COURSES:

- **CCAP Insurance Programs**
- **Corrections**
- **Customer Service**
- **Firefighting**
- **Grant Writing Assistance**
- **Health and Wellness**
- **Human Resources**
- **Law Enforcement**
- **Productivity**
- **Roadway and Highway**
- **Safety and Environmental**
- **Water/Waste Management**



Available Courses

CORRECTIONS TRAINING

- Alcohol Abuse Emergencies in Jails
- Basic Jail Security Principles
- Booking and Admissions
- Classification of Inmates
- Contraband Control
- Dealing With Stress
- Disciplinary Procedures in a Corrections Setting
- Drug Withdrawal in Jail
- Employee Confidential Records
- Escorting Inmates
- Ethical Behavior for Corrections Officers
- Fire Prevention and Response Plan for Jails
- Handling Medical Related Issues
- Inmate Correspondence
- Inmate Employment
- Inmate Records Keeping
- Introduction to Jail Liability
- Jail Release Procedures
- Jail Risk Management
- Juvenile Corrections
- Managing Employee Records in Correctional Facilities
- Managing Special Inmate Populations
- Mental Health in Jails
- MRSA in Corrections Facilities
- Nutritional Standards in Correctional Facilities
- Patrol Procedures in Jails
- Riot Response for Corrections
- Suicide Prevention in Jails
- Supervising Inmates
- Supervision of Inmates in Dining Areas
- Understanding Hostage Incidents
- Use of Force-Corrections Training

CUSTOMER SERVICE

- Handling Difficult Customers for Local Government
- Successful Customer Interactions

FIREFIGHTING

- Bloodborne Pathogens for First Responders
- FF: Building Construction
- FF: Fire Behavior
- FF: Fire Cause Determination
- FF: Wildland and Ground Fires

GRANT WRITING ASSISTANCE

- FireEMS Grant Writing 101

HEALTH AND WELLNESS

- Diabetic Emergencies
- Eating Right for Health and Fitness
- High Blood Pressure - Reducing Your Risks
- Managing Your Healthcare
- Pandemic Planning - Elements
- Pandemic Planning-Elements of the Plan
- Pandemic Planning-The Planning Organization
- Public Pools and Public Health
- Stress and Your Health
- Understanding and Responding to Excited Delirium Cells
- Understanding Behavior, Burnout and Depression
- Understanding Carpal Tunnel Syndrome
- Understanding Prediabetes
- Walking Your Way to Fitness

HUMAN RESOURCES

- Cybersecurity Threats to Public Entities
- Dealing With Angry Employees
- Discipline and Termination
- Diversity in the Workplace
- Employee Recognition
- Employee Retention
- Family and Medical Leave Act (FMLA)
- FMLA Training for Supervisors
- Form I-9 and Employment Eligibility Verification
- Generational Differences
- Handling Angry Employees
- HIPAA: Protected Health Information For Public Entities
- HR Recruitment and Selection Process
- Leadership v. Management
- Managing Risk in an Aging Workforce
- Recognition Of Child Abuse And Neglect
- Recognizing and Responding to Domestic Violence
- Recruiting Excellent Employees
- Retaining Talent
- Science of Employee Engagement
- Sexual Harassment for Managers
- Sexual Harassment in the Workplace
- Sexual Harassment Training for Management
- Shaping an Ethical Workplace Culture
- The Aging Workforce: Leveraging the Talents of Mature Employees
- The Risks of Social Media in the Workplace
- Transition from Peer to Supervisor
- Violence in the Workplace
- Volunteers Working with Children and Adolescents
- Workers' Compensation: Sprain and Strain Injury Prevention
- Workplace Bullying

Available Courses continued...

LAW ENFORCEMENT

Active Shooter: Phases and Prevention
Active Shooter: Recognition and Basic Response
Active Shooter Preparation and Response for Schools
Ambush Awareness and Preparation
Annual Conducted Electrical Weapon (CEW) User Update Version 20.2 Effective: January 15, 2018
Annual Conducted Electrical Weapon (CEW) User Update Version 21 Effective: January 14, 2019
Anti-Bias Training For Law Enforcement (1 hour)
Arrest, Search, & Seizure (Fourth Amendment)
Best Practices in Canine Encounters (RISE)
Best Practices in Dangerous Canine Encounters
Bloodborne Pathogens for First Responders
Body-Worn Cameras For Law Enforcement
Bomb Threats in Schools
Conflict and Dispute Resolution
Constitutional and Community Policing
Constitutional Law
Crisis Intervention Training Overview
Current Drug Trends
De-Escalation and Minimizing Use of Force
Dispatcher Specialized Call Types (Active Shooter)
Dispatcher Specialized Call Types (Bomb Threats)
Dispatcher Specialized Call Types (Chemical Suicides)
Dispatcher Specialized Call Types (Missing Persons/Sexual Exploitation)
Dispatcher Specialized Call Types (Sovereign Citizens, Domestic Terrorism, and Lone Wolf Attacks)
Dispatcher: Ethics in Public Service
Dispatcher: Liability And Legal Issues
Dispatcher: Stress Management
Distracted Driving For Law Enforcement
Ethics in Law Enforcement
Evidence Collection, Control, and Storage
Handling Missing Children Calls for Dispatchers
Hate Crimes Training For Law Enforcement
Implementing a Body-Worn Camera Program
Interacting with the Mentally Ill as a First Responder
Interviews and Interrogations
Intoxicated Driving



Law Enforcement Encounters with Canines
Litigation Procedures
Mass Casualty, Natural Disaster Standards
Off-Duty, Safe, and Ready
Officer Tactical Training
Officer Wellness & Mental Health Awareness
Opioid Crisis: Protecting Our First Responders
Presenting Effective Testimony in a Courtroom
Procedural Justice
Pursuit Driving
Racial Profiling Part 1
Recognition Of Child Abuse And Neglect
Recognizing and Responding to Domestic Violence
Responding to People with Mental Illness
Safeguarding Your Community from Terrorism
School Resource Officers
Social Media and Law Enforcement
Suicide Prevention for Law Enforcement
The LGBTQ Community
Use Of Force
Using Oleoresin Capsicum



Available Courses continued...

PRODUCTIVITY

- An Introduction to Requests for Proposal
- Basic Telephone Skills
- Business Writing Basics
- Career Professionalism
- Cybersecurity Threats to Public Entities
- Developing Effective Communication Skills
- Effective Presentation Basics
- Enhancing Work Relationships
- Goal Setting Skills
- Time Management Skills
- Work Environment Flexibility
- Workplace Stress Resiliency
- Writing an Effective Email

ROADWAY AND HIGHWAY

- Bus Operations: Operator Training
- Bus Safety: Distracted Driving
- Guide to Temporary Traffic Control in Work Zones
- Inspection and Citation Guidance for Roadway and Highway Construction Work Zones
- Motor Vehicle Incident Investigation
- Traffic Incident Management
- Transit Operations: Supervisor Training
- Work Zone Exposure Control Measures
- Work Zone Traffic Control

SAFETY AND ENVIRONMENTAL

- Absorbents and Spills
- Advanced Defensive Driving Techniques
- Airborne and Bloodborne Pathogens
- Back Injuries
- Basic First Aid
- Bloodborne Pathogens
- Chain Saw Safety
- Commercial Lawn Mower Safety
- Commercial Motor Vehicle Safety
- Confined Spaces 101
- Confined Spaces 102
- Dealing with Cold Stress
- Dealing with Heat Stress
- Defensive Driving Basics
- Designing and Maintaining Safe Playgrounds
- Driving While Distracted
- Dump Truck Safety
- Electrical and Fire Safety

- Emergency Preparation and Egress
- Equipment Safety
- Fall Protection
- Forklift Safety
- Global SDS and the Hazardous Communication Standards
- Hazmat First Responder Awareness (FRA) Level 1
- Investigating Incidents for Local Government
- Lawn Care Equipment Safety
- Lockout/Tagout
- Means of Egress
- Power Tool Safety
- Preventing Accidents in the Workplace
- Public Employee Safety in the Community
- Respirators and Air Quality
- Snow and Ice Management
- Trench Safety
- Work Zone Safety for Local Governments
- Workplace Bullying
- Workplace Ergonomics

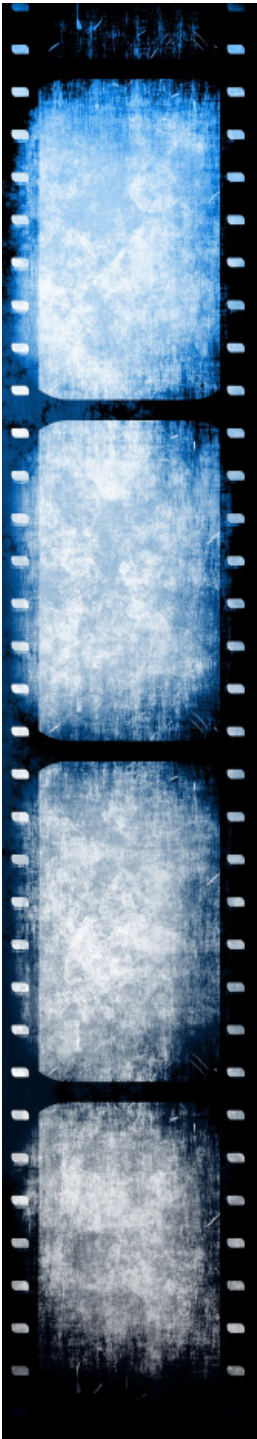
WATER/WASTE MANAGEMENT

- Drinking Water Distribution System Management
- Sewer System Overview
- Storage Tank Management
- Wastewater Utility Operation and Maintenance
- Water Distribution Management

CCAP INSURANCE PROGRAMS

- PComp 101 - An Online Training Introduction to PComp

Video Loan Program/Policy



To help its insurance members provide a safe work environment and prevent costly accidents, CCAP provides a **free** risk control video lending library. Members are encouraged to borrow these videos for viewing and for training purposes. To make your training programs successful, please provide us with as much advance notice as possible when requesting a loan from the library to allow for on-time delivery.

All items are available for loan free of charge.

HOW TO BORROW VIDEOS

You may pick up your requested video or we will mail it to you.

To request videos contact Risk Control Specialist Andrew Smith at (717) 736-3669 or asmith@pacounties.org.

LOAN PERIOD

The loan period is one month, but a longer period may be requested if needed.

RETURNING VIDEOS

Videos are to be returned immediately upon completion of use via certified mail or an equivalent private carrier (i.e. FedEx or UPS) to this address:

**County Commissioners
Association of Pennsylvania
c/o Andrew Smith
2789 Old Post Rd.
Harrisburg, PA 17110**

Videos should be returned in their original cases. All accompanying documents must also be returned.

VIDEO GUIDE

- **Safety-General**
- **Risk Management**
- **Office Safety**
- **Safe Driving**
- **Healthcare**
- **Government**

Available Videos

SAFETY-GENERAL

Local Emergency Planning Committees Guarding the Safety of Your Community Ref. No. 118 © 2002

The video explains creating a Local Emergency Planning Committee. *(23 minute DVD)*

New Municipal Employee Safety Orientation Ref. No. 121 © 2001

This program is for municipal employees including fire, police, public works and administrative personnel and provides an overview of all the basic safety and human resource policies for new public employees. The 13 common safety and human resource policies are workplace violence, accident investigation, sexual harassment, infectious disease control, drug and alcohol, smoking, workplace emergencies, safety rules and training, workplace inspections, safe lifting, reporting injuries and return to work, safe driving and hazard communication. *(23 minute DVD)*

Safety Coordinator Training Ref. No. 165 © 2003

Defines the safety coordinator's responsibilities and goals. Includes steps in developing and implementing a safety plan, as well as proper safety meeting procedures. *(23 minute DVD)*

RISK MANAGEMENT

Lockout/Tagout: Lightning in a Bottle Ref. No. 177 © 2006

Fatal injuries occur in workplaces when hazardous energy is released and lockout/tagout procedures are not in place. Don't let that happen in your workplace. This program trains employees on the proper lockout/tagout procedures. *(15 minute DVD)*

Public Building Security: It's Everyone's Concern Ref. No. 180 © 2002

Recent world events have highlighted the fact that workplaces are not as safe and secure as they once were. The video examines security measures that may be encountered in public buildings and discusses why these are necessary to ensure the peace of mind that comes with working in a safe and secure public building. *(17 minute DVD)*

Safety Management in Action Ref. No. 213

A safety management system is a process of continuous improvement that helps all employees realize the benefits of working safely, minimizing accidents and reducing claims. This DVD discusses barriers to effectively managing a safety program and offers tips on how to overcome these barriers through management support and commitment; implementation and operation; accountability; and measurement and improvement. Six common hazard control measures in public entity operations are also demonstrated. The other benefits of a safety management system shown in the DVD include reduced insurance premiums; increased employee morale; improved services, and a safer community in which to live.

Implementing an Incident Response Program Ref. No. 204 © 1992

A video from the Colorado Governmental Risk Sharing Agency. *(18 minute DVD)*

Recreational Activity Liability Ref. No. 182

This 16-minute video is designed to help supervisors and managers of recreational facilities identify physical and personnel exposures, and controls to help prevent accidents. Topics include safety for swimming pools, gymnastics, skateboard facilities and ice rinks. *(23 minute DVD)*

Available Videos continued...

RISK MANAGEMENT continued...

Mold Awareness Ref. No. 181 © 2003

Molds are literally everywhere. While most molds are harmless to humans, some forms are believed to be responsible for respiratory illness. This informational video examines the different types of mold, explains how to reduce them in indoor environments and demonstrates what to do if your facility has a mold outbreak. *(14 minute DVD)*

Dog Bite Safety Ref. No. 192

Employees who come into regular contact with dogs, must be able to recognize when they are in danger of an attack. Knowing what actions to take and not to take can mean the difference between their safety and serious injury. The video combines humor with footage to teach employees ways to avoid dog bites while on the job. Most dog bites can be avoided by reading the situation and understanding dog behavior. *(13 minute DVD)*

Winter Walking: Avoiding Slips and Falls Ref. No. 193

If you have a job that requires walking outdoors in the worst of conditions, this video program could help keep you from becoming an accident victim. For that matter, even if all you do is walk from the house to the car and from the car to the office these tips can help you stay safe, too. *(11 minute DVD)*

Facility and Personnel Security: A Comprehensive Plan for a Safer Workplace Ref. No. 211

Nationwide, there has been an increase in security incidents in government facilities. To prevent and reduce the number of security-related claims, a comprehensive facility and personnel security plan needs to be implemented. This video covers physical security of facilities and operations, personnel policies and procedures, threats and violence in the workplace, potentially volatile municipal activities, computer and IT security, and communication and training. The accompanying security handbook (on CD) includes checklists, a recreation department criminal background check and confidentiality policy, workplace violence policy, OSHA recommendations for workplace violence prevention programs, a court security audit checklist, computer security assessment checklist, electronic communications policy and useful - related website links. *(21 minute DVD)*

Active Shooter Awareness: Helping Prevent Tragedy (Business and Industry Version) Ref. No. 208

Incidents involving active shooters are in the news almost daily. Generally, most workers still feel that they are highly unlikely to be involved in an active shooter situation at their workplace. That is why it is so important to present this non-threatening general awareness training for employees so that they can be adequately prepared. Active shooters can strike anytime, where we live, where we work, where we study, where we shop or in any other environment we find ourselves. No business or institution is immune to the potential of an active shooter attack. This training is to enlighten your employees with some of the best defensive tactics that experts are recommending they use to prevent them from being a victim during an attack. *(9 minute DVD)*

I Can't Get No Traction Ref. No. 212

This upbeat music video spotlights common slip, trip and fall hazards in unique and entertaining fashion. Inspired by the Rolling Stones tune "Satisfaction", the custom lyrics to this music video provide a warning to those workers who move about the workplace in an unsafe manner. The program features a variety of realistic slip, trip and fall stunts that teach memorable lessons on distracted walking, running, poor housekeeping, improper ladder use, spills, moving equipment and wearing improper footwear. *(4 minute DVD)*

Safety Coordinator Training Ref. No. 161 © 2003

Written specifically for public agencies, this video shows how a newly appointed safety coordinator was able to create a successful safety and loss control program from the ground up. It shows how to gain management's support, how to locate safety training resources, techniques for establishing an effective safety committee and how to create a successful supervisor and employee safety training program. *(23 minute DVD)*

Available Videos continued...

RISK MANAGEMENT continued...

Hazcom & the Global Harmonizing System: Employee Training Ref. No. 214

Upcoming changes in OSHA's Hazard Communication Standard will bring the regulation more in line with international standards with the implementation of the Global Harmonizing System. Implementing the Global Harmonizing System, or GHS, helps ensure improved quality and consistency in the classification and labeling of all chemicals, which in turn improves an employee's ability to quickly understand critical safety information. This program is designed to help employees understand the three key elements of the GHS: Hazard Classification, container labeling and Safety Data Sheets. Topics include the written Hazard Communication plan, physical and health hazard classes, pictograms, signal words and other information found on GHS container labels and the 16 sections of a Safety Data Sheet.

To The Point About: Lock-Out/ Tag-Out Ref. No. 219

Workplaces are full of hazards, hazards that can hurt or kill us. One such hazard is the unexpected starting of machines or other unplanned releases of hazardous energy. This program will teach you how to control hazardous energy to prevent injuries and save lives. That is the point of a facilities energy control or Lockout/Tagout. The To The Point programs are quick pertinent and will make it a point to be safe.

Electrical Safety Ref. No. 220

Electricity is all around us. It lights up our homes, powers the machinery and equipment that we use, and runs many of our tools. We are so used to using electricity, most employees simply take it for granted. Yet electricity can also be dangerous. Employees need to know how electricity works, and what they should do to protect themselves from its hazards. This comprehensive program reminds employees about electrical hazards they may face in their jobs, and provides the information they need to work safely around electricity. This program will also assist in satisfying the OSHA training requirements under 29 CFR Part 1910.331 (Electrical Safety Standard) for "non-qualified" employees.

OFFICE SAFETY

Delivering Justice: Mail Center Security: A High Noon Bullet Ref. No. 215

This dramatic film is a presentation of the United States Postal Inspection Service. It highlights the challenges that mail center managers must face every day and offers vital tips on how to prevent your company and employees from becoming victims of crime. It's useful information that you don't want to be without. *(14 minute DVD)*

Facility and Personnel Security: A Comprehensive Plan for a Safer Workplace Ref. No. 211

Nationwide, there has been an increase in security incidents in government facilities. To prevent and reduce the number of security-related claims, a comprehensive facility and personnel security plan needs to be implemented. This video covers physical security of facilities and operations, personnel policies and procedures, threats and violence in the workplace, potentially volatile municipal activities, computer and IT security, and communication and training. The accompanying security handbook (on CD) includes checklists, a recreation department criminal background check and confidentiality policy, workplace violence policy, OSHA recommendations for workplace violence prevention programs, a court security audit checklist, computer security assessment checklist, electronic communications policy and useful - related website links. *(21 minute DVD)*

Available Videos continued...

OFFICE SAFETY continued...



Hazard Communication and the Global Harmonizing System Employee Training Ref. No. 206

Changes in OSHA's Hazard Communication Standard will bring the regulation more in line with international standards with the implementation of the Global Harmonizing System (GHS). Implementing GHS, helps ensure improved quality and consistency in the classification and labeling of all chemicals, which in turn improves an employee's ability to quickly understand critical safety information. This program is designed to help employees understand the three key elements of the GHS: hazard classification, container labeling and safety data sheets. Topics include the written hazard communication plan, physical and health hazard classes, pictograms, signal words, and other information found on GHS container labels and the 16 sections of a Safety Data Sheet. *(12 minute DVD)*

Office Injury Prevention Ref. No. 207

In the fast-paced and sometimes high-stress environment of a busy office, workers sometimes forget about their most important workplace responsibility: their safety. They overlook safety issues because they just don't believe an office has any hazards; yet, nearly 40,000 office workers suffer disabling injuries each year. This program stresses the importance of office safety and how a good safety attitude and using good judgment are the real keys to injury prevention. Many common office safety issues are discussed, including the safe work practices employees should follow. *(18 minute DVD)*

Office Material Handling Ref. No. 201

Unsafe material handling is the most common cause of work-related injuries in the U.S. Injuries that arise from hazardous material handling are known as musculoskeletal disorders (MSDs). Any worker can be affected, but MSDs can be prevented by assessing work tasks, consulting with colleagues, putting in place preventive measures and checking that these measures stay effective. *(19 minute DVD)*

Ergonomic Essentials for the Office Ref. No. 200

Inadequate work station set-up is a major contributor to inefficiency and long-term injuries in the office, usually because ergonomic principles are not followed. Ergonomics is the study of interaction with our working environment and how these can be improved so that productivity and well being is maximized. The program covers: ergonomic case studies; adjusting work stations including chairs, monitors, desks, keyboards, mouse and phone; laptop computers and postures, movement and stretching. *(18 minute DVD)*

Violence in the Work Place: Strategies and Prevention Planning for Employees Ref. No. 198

This video covers different forms of violence, warning signs of potential violence, how to handle violent situations and the benefits of a non-hostile working environment. *(DVD)*

Available Videos continued...

SAFE DRIVING

Accident Investigations: Don't Play the Blame Game

Ref. No. 183 © 2004

This video describes the key steps in the accident investigation process and emphasizes the prevention of future accidents. The importance of prompt reporting, fact gathering, root cause analysis, implementing corrective measures and conducting follow-ups are covered. Near miss accidents are also discussed. *(25 minute DVD)*

Driven to Distraction Ref. No. 196 © 2007

Illustrates just how dangerous distracted driving can be. The main character is the embodiment of the various driver distractions such as cell phone use, talking to passengers, reaching for things, and eating or drinking. Watch as he gleefully plots to take attention from the road. The impact of this program is powerful. *(16 minute DVD)*

Implementing a Comprehensive Safe Driving Program

Ref. No. 194 © 2009

Vehicle accidents are the most frequent and costly types of claims for most public entities. To prevent and reduce the number of vehicle accidents, a comprehensive safe driving program needs to be implemented. *(27 minute DVD)*

Safe Winter Driving Considerations Ref. No. 168 © 2001

Winter driving presents special driving hazards. This video program reviews special safety techniques to help employees overcome winter driving hazards such as emergency equipment, rain, snow and ice, the skid, and the stopped and stranded. *(21 minute DVD)*

The Impact of Drowsy Driving Ref. No. 155 © 2000

This video was developed by Schering Corporation and is a drive safe and stay alert video program. It discusses driving drowsy and the impact that it can have when the vehicle operator is not alert behind the wheel. *(10 minute DVD)*



Available Videos continued...

HEALTHCARE

Resident Abuse: Prevention and Protection Ref. No. 217

Forty-four percent of residents have experienced some form of abuse in their long-term care facility. Resident abuse can take many forms, from obvious rough handling to more subtle acts like ignoring a resident's request for care. Understanding the causes of abuse and the impact it can have on residents will help caregivers to be proactive and prevent it. *(25 minute DVD)*

Assessing Chronic Pain in the Cognitively Impaired Ref. No. 203

When a resident experiences pain, often the most dependable method for assessing that pain is to ask the resident to "self-report." When a resident is afflicted with dementia, that communication is often not reliable. This video will define pain so that it is easier to recognize, help you understand how to use your skills to assess pain in your residents, explore ways you can help residents manage pain and address some special challenges that caregivers face in assessing pain when residents cannot self-report. *(23 minute DVD)*

Dementia in Long-Term Care: Communicating with Residents Ref. No. 216

Up to half of all long-term care residents suffer from some form of dementia, such as Alzheimer's disease. Their caregivers face many special challenges. Chief among them is properly communicating with residents with dementia in order to meet all of their care giving needs. Caregivers can help by understanding residents' capabilities and limitation, then using that knowledge to help provide individualized care. *(25 minute DVD)*

Fire Prevention and Safety in Long-Term Care Ref. No. 210

A fire that occurs in a long-term care setting can completely devastate your residents, your facility and your entire community. Staff members, frontline care workers, and health care providers play a significant role in protecting themselves and their residents. During this program you'll learn: The importance of fire drills, evacuation plans and emergency procedures; how to prevent or limit the most common causes of fires; how to keep residents safe when a fire occurs using the RACE method (Rescue, Alarm, Confine, Extinguish) or ARCE method (Alarm, Rescue, Confine, Extinguish); Strategies for safely confining and extinguishing small fire. The video shows long-term care staff members and health care providers using techniques for preparing for emergency situations and identifies potential fire hazards and demonstrates preventive measures that help to minimize the occurrence of fires. *(30 minute DVD)*

Preventing and Responding to Sexual Harassment in Long-Term Care Ref. No. 209

Sexual harassment is a problem in almost any workplace and that includes long-term care, where some experts report that sexual harassment occurs every day. Long-term care is different than many other workplaces. This program will:

- Define sexual harassment
- Explain how its presence can pose unique challenges for caregivers in long-term care
- Identify opportunities where sexual harassment can happen
- Discuss practices you can employ to prevent sexual harassment
- Describe appropriate responses if it does occur



In addition to the valuable information contained in the video and the accompanying facilitator guide, the video in-service provides opportunities for facilitated discussion to help participants understand how they can help prevent sexual harassment and respond appropriately when they feel staff/residents are threatened by sexual harassment. *(25 minute DVD)*

Available Videos continued...

HEALTHCARE continued...

Why Don't We Do it in Our Sleeves? Ref. No. 205 © 2007

Are you still coughing and sneezing the way they did during the Plague? Then you need this video! Infection control specialists are wild about this new entry into the educational video field. It's fun and punches out a serious message that people will remember. (DVD)

Infection Control in Long-Term Care Ref. No. 176 © 2006

Infections acquired in health care institutions can be a common occurrence. When infections occur, they can be devastating to residents as well as staff members. Staff and health care providers in nursing home facilities play a crucial role in protecting themselves and their residents. *Infection Control in Long-Term Care* is a practical education tool that shows long-term care staff and health care providers using proven techniques for identifying infection risks and explains the major causes of infections. It also demonstrates preventive measures to help to minimize the threat to residents and staff. The video explains what you can do to prevent them, where infection risks are most likely to appear and so much more. (DVD)

Infection Control in Long-Term Care: Safeguarding Your Environment Ref. No. 202

Infectious diseases pose significant hazards to staff and residents in long-term care. Controlling the spread of infection is like fighting an invisible enemy. Prevention is where staff and caregivers in long-term care can have the greatest impact on safety and good health. In this educational video, we will define the risk imposed by infectious diseases, explain infection control procedures and describe procedures your staff and caregivers must take to ensure safety for themselves and their residents. (29 minute DVD)

Preventing Medication Errors in Long-Term Care Ref. No. 191 © 2007

Medication errors cause nearly 7,000 deaths each year in long-term care facilities. Studies suggest that medication errors do not usually occur due to any single action or by carelessness. Most errors occur because of a breakdown in the overall health system or medication ordering and administration process. These breakdowns lead to mistakes. Nurses and staff will learn to recognize medication errors in long-term care settings, understand the risk factors and effects of medication errors on residents, recognize common causes of medication errors, implement strategies to prevent medication errors and use techniques for proper medication administration. (DVD)



Available Videos continued...

HEALTHCARE continued...

Your Role in Resident Skin Care Ref. No. 190 © 2006

"Your Role in Resident Skin Care" is a practical educational tool. It shows long-term care staff and health care providers using proven techniques for preventing and properly identifying skin disorders. It also demonstrates preventive measures that help to minimize the threat to residents. Filled with practical information and useful instruction, this video will explain the major causes of skin disorders in long-term care settings, what you can do to prevent them and so much more. *(DVD)*

Preventing Residents' Falls in Long-Term Care Ref. No. 187 © 2005

Falls are the cause of 40 percent of all nursing facilities' admissions. Today, health care professionals are taking proactive steps to minimize and eliminate risk factors before falls occur. This training program will take a look at the assessment tools and protective strategies that can be used to take the guesswork out of fall prevention. Included in the program is information regarding why residents fall, types of falls, preventing falls and making the long-term care facility safer for everyone. *(16 minute DVD)*

Safety Orientation in Long-Term Care Ref. No. 186 © 2006

This training program will help health care professionals become aware of hazards in Long-Term Care. The program covers preventative methods to protect personal health and safety. The program focuses on the basics of how to prevent slips, trips and falls, as well as back injuries and infection. It also covers electrical and fire safety, as well as sharps safety and proper personal protective equipment. *(16 minute DVD)*

Safety Orientation in Long-Term Care Ref. No. 186 © 2006

This training program will help health care professionals become aware of hazards in Long-Term Care. The program covers preventative methods to protect personal health and safety. The program focuses on the basics of how to prevent slips, trips and falls, as well as back injuries and infection. It also covers electrical and fire safety, as well as sharps safety and proper personal protective equipment. *(16 minute DVD)*

Combative Residents: Mirror Their Reality Ref. No. 185

This important program discusses the problems, causes and various forms of combative behavior in long-term care facilities and teaches how to prevent combative behavior from injuring employees. Topics include forms of combative behavior, potential causes, keys to the successful management of combative behavior and learning to deal with combative incidents. *(23 minute DVD)*



Available Videos continued...

GOVERNMENT

Managing Your Employment Liability Exposure Ref. No. 159 © 2003

Video discusses personnel problems that can result in costly employment liability claims. Liability exposures including wrongful termination, harassment and retaliation are depicted. Tips for preventing employment claims by establishing good hiring practices, following personnel policies and procedures, training supervisors and properly documenting employee performance are emphasized. The accompanying manual provides information on hiring policies, procedures and practices; motivational tips for supervisors; documentation and evaluations; terminations and layoffs and other policies such as harassment, workplace violence, electronic communications and modified employment. Sample policies/forms are provided. (19 minute DVD)

Preventing Public Officials Liability Ref. No. 188 © 2007

Discusses how elected and appointed officials can avoid mistakes that can lead to liability claims and identifies best practices to allow officials to be successful. Topics include quasi-judicial hearings, legislative matters, delegating administrative and personnel issues, electronic communications and maximizing liability protections. A copy of the *Public Officials Liability Handbook* is included. (17 minute DVD)

Public Officials Liability Training-Employment Practices

Ref. No. 160 © 2002

Demonstrates how public officials are often sued for employment practice claims and teaches how to avoid being sued because of the five D's; Discrimination, Documentation, Drastic Action, Discipline and Discharge. (12 minute DVD)



Useful Safety Websites

CCAP Risk Control staff have compiled a list of helpful websites that contain useful information. The websites range from bloodborne pathogens to fire safety to healthcare. We encourage you to view the sites listed and bookmark them as you see fit. Should you have questions or like to supply us with additional websites contact your Risk Control Specialist.

WEBSITE GUIDE

- Bloodborne Pathogens
- Building Maintenance
- Cyber Security
- Disaster Management
- Electrical Safeguarding
- Embezzlement
- Ergonomics
- Fire Safety
- Government Agencies
- Hazardous Materials
- Healthcare
- Hearing Safety
- Heat Stress
- HIPAA
- Lightning
- Lyme Disease
- OSHA Information
- Playground Equipment
- Right to Know
- Safety Organizations
- Vehicle Safety



BLOODBORNE PATHOGENS

American Nurses Association www.needlestick.org
NIOSH www.cdc.gov/niosh/topics
OSHA www.osha.gov/SLTC/bloodbornepathogens
PA Bloodborne Pathogens Guidelines www.health.state.pa.us
PA Department of Health www.health.state.pa.us

BUILDING MAINTENANCE

Thomas Register www.thomasregister.com

CYBER SECURITY

AT&T Cyber Security Essentials for State and Local Government
www.corp.att.com/stateandlocal/docs/cyber_security_essentials.pdf
Five tips for cybersecurity training your employees
<http://fcw.com/articles/2010/01/25/feat-cybersecurity-training-a-must.aspx>
Identity Theft Resource Center www.idtheftcenter.org
National Cyber Alert Systems (NCAS) www.us-cert.gov/cas/signup.html
National Cyber Security Division (NCSD) www.dhs.gov/cyber
PCoRP erisk hub <https://eriskhub.com/pcorp-home>
Top 10 Vulnerabilities Inside the Network www.networkworld.com/news/tech/2010/110810-network-vulnerabilities.html

Websites continued...

DISASTER MANAGEMENT

American Public Works Association www.apwa.net

American Society for Public Administration www.aspanet.org

Disaster Preparedness and Emergency Response Assoc. www.disasters.org

FEMA/Emergency Management Institute www.fema.gov

Department of Homeland Security www.dhs.gov

ELECTRICAL SAFEGUARDING

NOAA Environmental Compliance Staff Web-Based Training and References
www.labtrain.noaa.gov/osha600/menus/menu09.htm

EMBEZZLEMENT

Embezzlement Protection <http://biztaxlaw.about.com/od/employeelawandtaxes/f/preventembezzle.htm>

ERGONOMICS

CTD News-Ergo and Workplace Safety www.ctdnews.com

NIOSH Musculoskeletal Disorders <http://www.cdc.gov/niosh/topics/ergonomics/>

OSHA-Solutions Computer Work Stations www.osha.gov/SLTC/etools/computerworkstations/index.html

Painless gains www.painlessgains.com

FIRE SAFETY

National Fire Protection Agency Codes and Standards: <http://www.nfpa.org/index.asp>



Websites continued...

GOVERNMENT AGENCIES (FEDERAL AND STATE)

Bureau of Labor Statistics <http://stats.bls.gov>
Centers for Disease Control and Prevention www.cdc.gov
Code of Federal Regulations <https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>
Government Printing Office <https://www.gpo.gov/fdsys/>
Environmental Protection Agency www.epa.gov
NIOSH-Traumatic Occupational Injuries www.cdc.gov/niosh/injury/
Occupational Safety & Health Administration Publications <http://www.osha.gov/pls/publications/publication.html>
Office of Compliance Fast Facts <http://www.compliance.gov/publications/fast-facts/>
PA Department of Environmental Protection www.dep.state.pa.us
PA Department of Health www.health.state.pa.us
PA Department of Labor & Industry www.dli.state.pa.us/landi/site/default.asp
PA Department of Labor & Industry-PA Right to Know Law Request Policy
<http://www.dli.state.pa.us/landi/cwp/view.asp?a=185&q=197543&landiNav=>
PA Department of Labor & Industry-Workplace and Community Safety
<http://www.dli.state.pa.us/landi/cwp/view.asp?a=201&Q=68631&landiRNavradC6865=|&landiRNavrad3DFC3=>
PA Department of Labor & Industry-Uniform Construction Codes:
http://www.portal.state.pa.us/portal/server.pt/community/uniform_construction_code/10524/ucc_codes/553803
PA Emergency Management Agency www.pema.state.pa.us
PA Homeland Security www.homelandsecurity.state.pa.us
PA State Fire Commissioners Office www.osfc.state.pa.us
PA Training for Health and Safety (PATHS) <http://www.portal.state.pa.us/portal/server.pt/community/paths/20277>
U.S. Consumer Product Safety Commission www.cpsc.gov
U.S. Department of Labor www.dol.gov
National Medical Disaster System <http://www.phe.gov/Preparedness/responders/ndms/Pages/default.aspx>

HAZARDOUS MATERIALS

Chemical Exposure Guidelines <http://www.atsdr.cdc.gov/MMG/index.asp>
Emergency Response Guidebook
http://phmsa.dot.gov/pv_obj_cache/pv_obj_id_7410989F4294AE44A2EBF6A80ADB640BCA8E4200/filename/ERG2012.pdf

Websites continued...

HEALTH CARE

Centers for Disease Control and Prevention www.cdc.gov

Centers for Medicare & Medicaid Services www.cms.hhs.gov

Guidelines for Nursing Homes www.osha.gov/ergonomics/guidelines/nursinghome/index.html

Medicare www.medicare.gov

PACAH <http://www.pacahpa.org/Pages/default.aspx>

PA Department of Health www.health.state.pa.us

PA Department of Health-Nursing Care Facility Locator Page <http://app2.health.state.pa.us/commonpoc/nhlocator.asp>

PA Health Care Association (PHCA) www.phca.org

U.S. Dept of Health & Human Services www.hhs.gov

HEARING SAFETY

National Hearing Conservation Association www.hearingconservation.org

NIOSH-Noise & Hearing Protection www.cdc.gov/niosh/topics/noise

HEAT STRESS

OSHA-Heat Related Illnesses www.osha.gov/dts/osta/otm/otm_iii/otm_iii_4.html

OSHA-Heat Stress Index www.osha.gov/SLTC/heatstress/index.html

HIPAA

Health Information Privacy <http://www.hhs.gov/hipaa/>

National Institutes of Health <http://list.nih.gov/archives/hipaa-outreach-l.html>

LIGHTNING

National Lightning Safety Institute <http://www.lightningsafety.com/>

LYME DISEASE

CDC-Article <http://www.cdc.gov/lyme/>

Lyme Disease Network www.lymenet.org

OSHA INFORMATION

Assistance Tools (eCATs) www.osha.gov/dts/osta/oshasoft/index.html

OSHA www.osha.gov

OSHA Citations by SIC Codes www.osha.gov/oshstats/std1.html

OSHA Technical Manual http://www.osha.gov/dts/osta/otm/otm_ii/otm_ii_3.html

OSHA's Evacuation Planning Matrix <http://www.osha.gov/dep/evacmatrix/index.html>

Record Keeping Guidelines www.osha.gov/recordkeeping/index.html



Websites continued...

PLAYGROUND SAFETY

Consumer Product Safety Commission

<http://www.cpsc.gov/en/Safety-Education/Safety-Guides/Sports-Fitness-and-Recreation/Playground-Safety/>

RIGHT TO KNOW

PA Dept. of Labor & Industry-Right to Know Law Request Policy www.dli.state.pa.us/landi/cwp/view.asp?a=185&q=197543&landiNav=|

PA Dept. of Labor & Industry-Worker & Community Right to Know Act www.dli.state.pa.us/landi/lib/landi/laws-regulations/rtk/r-18.pdf

PA Dept. of Labor & Industry-PA Worker & Community Right to Know www.dli.state.pa.us/landi/cwp/view.asp?a=144&Q=70633&landiPNav_Ctr=|#2612

SAFETY ORGANIZATIONS

American Society of Safety Engineers www.asse.org

ISO www.iso.com

National Safety Council www.nsc.org

VEHICLE SAFETY

AAA Foundation for Traffic Safety www.aaafoundation.org/home

Bureau of Transportation Statistics www.bts.gov

Department of Transportation www.dot.gov

Federal Highway Administration <http://www.fhwa.dot.gov/>

Insurance Institute for Highway Safety <http://www.iihs.org/>

National Highway Traffic Safety www.nhtsa.dot.gov

Smith System www.smith-system.com



Claims Reporting

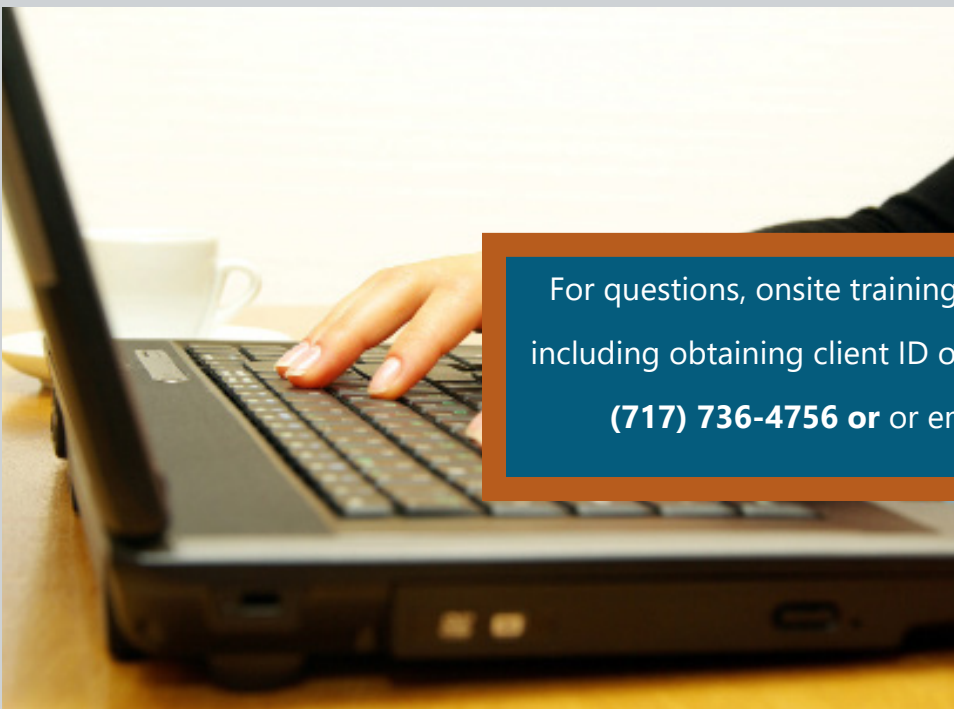
CCAP Insurance Programs has online claims reporting through RISKMASTER.

To report an incident by using the RISKMASTER claim system at:

<https://onlineclaims.pacounties.org>

and clicking on the RISKMASTER link.

The convenience of electronic online claims reporting allows for the prompt reporting of PComp's first report of injuries, PCoRP's property and casualty insurance claims and PELICAN's professional medical liability claims. Online claims reporting allows claims to be reported anytime of day or night, including weekends and holidays.



For questions, onsite training or for help using RISKMASTER, including obtaining client ID or user ID, contact Cassie Troup at **(717) 736-4756** or email ctroup@pacounties.org.

STOPit Program

For PCoRP and PComp Insurance Programs



PCoRP & PComp have partnered with STOPit to provide insurance pool members with a proven solution that deters inappropriate behavior and gives employees a safe, anonymous way to share information through a mobile and web based app. Our partnership allows your county or county related entity to implement the STOPit app and 24 hour employee tip line as a value added service

Here's how it works:

- The STOPit app can be used to anonymously submit incident reports of inappropriate or illegal behavior.
- An incident report can be a combination of text, images and/or video evidence.
- You can also use STOPit Messenger, an anonymous, two-way messaging system, which your company may use to follow up on incident reports in order to ask questions, gather more information, and ensure a quick and effective investigation.

**Download STOPit for FREE from
iTunes or Google Play**

Users can report through the app, the hotline number 844-291-4481
or the website <https://stopitsolutions.com/>.

**STOPit provides you with...
Real-time reporting, Real-time messaging and
Real-time awareness!**

Added Value

Publications

- Insurance Matters
- Safety Resources
- Safety Essentials for PELICAN members
- Glimpse: Risk Management and Professional Development Workshops

CCAP Risk Control ListServ

The ListServ is a communication tool used for the purpose of distributing messages to members by an electronic mailing list. The ListServ was established to manage the multitude of messages sent between members and to organize those messages for future review. The Risk Management Listserv is hosted by Yahoo Groups. Any member that would like more information or assistance in joining should contact Andrew Smith **at (717) 736-3669 or asmith@pacounties.org**.

Wellness Nurse

The Insurance Programs has a Registered Nurse (RN) on staff. Our RN is here to assist with trainings and education, management of outside nurse case managers, construction of provider panel lists, return to work programs, along with conducting medical reviews and promoting wellness. This position works directly with our members, risk control specialists and claims adjusters. For more information, or to speak with our RN directly contact Jean Henry **at (717) 736-3382 or jhenry@pacounties.org**.

Grant and Incentive Programs

CCAP Insurance Programs has a grant program offered to participating members of the following programs; PComp, PCoRP and PELICAN. The three insurance boards have set aside funds for the grants to provide their members with financial support to fund loss prevention projects for their county or county related entity. Members of the PComp, PCoRP and PELICAN programs with questions related to grants should contact Keith Wentz **at (717) 736-3324 or kwentz@pacounties.org**

Insurance Program	Annual Grant Amount	Eligibility Dates
PComp	\$20,000/per year	1/1/2019 - 12/31/2019
PCoRP	\$20,000/per year	6/1/2019 - 5/31/2020
PELICAN	\$5,000/per year	3/1/2019 - 2/28/2020

Safe Driving Campaign

Stay Aware, Drive with Care is a campaign to raise awareness among counties and workers about the hazards associated with driving. The campaign will include quarterly posters and electronic postcards on how to drive safely. We invite you to join in this effort by using these resources for awareness and training activities. For more information contact Kelly Kyzer, Risk Control Specialist, kkyzer@pacounties.org.

Added Value to PCoRP members

- Elevator inspections performed by National Elevator Inspection Services (NEIS)
- Boiler inspections conducted by Travelers
- Appraisals of buildings and property including Fine Arts completed by Industrial Appraisals
- eRiskHub™: The PCoRP eRiskHub® is a cyber risk management portal that can help your County control cyber- and privacy-related losses. The portal provides tools and resources to help you understand the exposures, establish response plans, and minimize the effects of data breaches.
- Prison Risk Management Review and HR Risk Management Review.