

# Risk Management Services

## THE RISK MANAGEMENT REMINDER

Spring 2009

### SAFETY REMINDERS

#### SEATBELT USE

Effective July 1, 2008, Michigan law requires that children under 8 years old or 4'9" MUST use a booster seat. The booster seat must use both a lap and shoulder belt regardless of use in front or back seats. Parishes/schools that coordinate transportation of children in private vehicles will need to be sure that drivers have a booster seat for each child. For additional information: [www.MichiganSafeKids.org](http://www.MichiganSafeKids.org)

#### SECURITY CAMERAS/THEFT OF COPPER

Security Alert: Due to the increase in market value, instances of stealing metal for scrap has continued to increase significantly: telephone wires, air conditioner coils, and old radiators are just some of the sought-after items; the stealing of aluminum bleachers has also been reported. Thieves have become increasingly bold in their efforts to obtain the metal to sell. Security and personal safety concerns seem to be ignored by thieves climbing poles to cut wires or use a hose to pull lines down. The protective covering is burned away to expose the wire that is then sold.

Stealing for scrap metal is one example of a crime that may be deterred through community action. If you are wondering whether aluminum and copper theft has spiked in your area, check with local police. Awareness of suspicious activity in your area and use of security cameras may assist you in protecting parish property and services.

#### FIRST AID

To provide comfort to parishioners/guests/students injured while on the parish or school premises, a small first aid kit should be obtained and placed in a convenient and accessible location. A modified or travel kit should also be taken on all field trips. In addition, at least two staff members, particularly school staff members, should be trained in first-aid and/or CPR techniques, to prevent further injury while professional medical personnel are en route.

Recommendations for the content of a first aid kit can be found on MCC's Gateway under Risk Management: Loss Prevention Info & Forms.

*Continued inside*



### **9-15 PASSENGER VANS**

Our excess insurance carrier is phasing out nine to fifteen passenger vans for coverage. They have a propensity to roll in an abrupt maneuver because of their high center of gravity. As such, we too want to rid these vehicles (9-15 passenger vans, including driver) from our fleet.

We recommend disposing of these vans now, or as soon as practical, and replacing them with a vehicle with a manufacturer capacity of fewer than 9 passengers, such as a minivan or large crossover vehicle, or a minibus, with a capacity of more than 15-passengers, to reduce the safety and liability hazards. More information can be found in our safety newsletter mailed to each parish, the MCC Fall/Winter 2007 Risk Management Reminder, also available on the MCC Gateway website.

In the mean time, the rearmost bench seat(s) should be removed from the van so that its capacity does not exceed eight passengers, including the driver.

### **AMERICANS WITH DISABILITIES AMENDMENTS ACT OF 2008**

The ADA Amendments Act of 2008 became effective January 1, 2009. The amendments expand interpretation including the number of Americans who would be deemed “disabled” under the law and therefore would be entitled to job protections and “reasonable accommodations” for their disabilities. Information can be found at: <http://www.ada.gov/>. Please consult with your (Arch) Diocesan counsel for specific applications.

### **FMLA REVISIONS**

On January 16, 2009, revisions to the Family Medical Leave Act (FMLA) went into effect. The revisions were designed to improve communication between employees, employers, and health care providers and to provide clarity for both workers and employers about their responsibilities and rights under the FMLA leave. The final regulations and fact sheet can be found at the following website: <http://www.dol.gov/esa/whd/fmla/finalrule/factsheet.pdf>

### **REVISED I-9 FORM**

Completion of the I-9 form is required to verify all new hires and to reverify any employee with expiring employment authorization. Revisions to the current I-9 form were due to go into effect on February 2, 2009; however, the U.S. Citizenship and Immigration Services (USCIS) announced a two-month delay to the changeover, therefore, continue to use the current form until April 3, 2009. A copy of the form can be found at the following website: <http://www.forms.gov/bgfPortal/docDetails.do?dId=12216>

### **FOOD MANAGER CERTIFICATION**

Many Michigan food establishments must employ at least one certified food manager by June 30, 2009. Local health inspected establishments that must have a certified manager include all food service establishments (i.e. restaurants, bars, schools and hospitals); therefore, parishes that have a licensed kitchen for serving of food to the public, such as pancake breakfasts or other occasional activities, may expect that the local health department inspector will be asking for documentation of a certified food manager. For more information, you can visit Michigan’s Department of Agriculture website at: [www.michigan.gov/mda](http://www.michigan.gov/mda) and look in the Food Safety section.

## **LOSS PREVENTION INITIATIVES**

### **SCHOOL SAFETY AND SECURITY ASSESSMENTS**

PRI (Prepared Response Inc.) has recently completed on-site reviews of the safety and security of schools in the Archdiocese of Detroit and the Diocese of Lansing through FEMA based vulnerability assessments. The format begins with a short meeting with Crisis Team members, including the principal, maintenance and other key personnel, following questions developed by FEMA, and includes a visual inspection of the building and grounds to determine potential risks. Following the visit, the principal, superintendent and fiscal manager will receive a specially designed report, including pictures and floor plans that may be shared with school and parish staff, parents and first responders including local law enforcement and fire department.

Once the assessments are complete for each diocese, principals, pastors and other key personnel will be invited to attend a wrap-up session to receive their report and a presentation on how to use the tools included and what is expected of them from that point forward. In order to assist all our schools in the implementation of the best practices suggested in their respective report, MCC's Risk Management Department personnel will follow up with designated team members on any and all observations made.

If you have any questions or need assistance with your report currently, contact the MCC Risk Management Department. We are available to assist you over the phone or set up a time to meet with you in person to help you and your team implement the suggested changes to enhance your school safety and security program.

### **EMPLOYMENT PRACTICES LIABILITY SEMINARS**

In September 2008, MCC began presenting interactive employment practice seminars at various locations around the state. The seminars are designed to assist those responsible for the hiring, evaluation or termination processes. Participants are provided with information and tools to assist with each process, documentation guidelines, and the use of templates and diocesan-related forms. The seminars have been very well received in the Lansing, Gaylord, Saginaw and Kalamazoo dioceses.

Watch for details regarding dates and locations to be offered in the Diocese of Marquette.

### **YOUR INPUT IS REQUESTED**

In an effort to provide you with information and tools that will enhance safety, reduce risk, and provide assistance, MCC would appreciate your input regarding topics you would like to see addressed in this newsletter and useful links that could be added to the Gateway website: [www.micatholicconference.org/portal/home/](http://www.micatholicconference.org/portal/home/).

Please forward your ideas, comments, and suggestions to John Greenburg at: [jgreenburg@micatholicconference.org](mailto:jgreenburg@micatholicconference.org).

## **LOSS PREVENTION REMINDERS**

If you have any new additions, new buildings, major remodeling or any other construction projects going on currently or planned for the future that would affect coverage, you must let us know so we can make certain our files are appropriately updated.

As always, all injuries, losses, claims or damage require immediate reporting to our claims administrator, Gallagher Bassett Services, Inc. They will provide the initial direction to reduce the loss exposure, if possible.

For the Archdiocese of Detroit  
phone: 248-352-1062  
fax: 248-350-1710

For the Diocese of  
Gaylord, Grand Rapids, Kalamazoo, Lansing, Marquette and Saginaw  
phone 1-800-926-1819 or 517-351-3100  
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