

SIC/Industry

2001 Indemnity Claims

Public Administration

91 Executive/Legislative/General Administration	220
92 Justice and Safety	155

Justice and Safety

Analysis

Both industry group 91 and Justice and Safety are broken into State and Local Government categories. Major Group 92 includes government operations involved in justice, public order and safety. Civilian courts of law are included. Police Protection covers government activities primarily working in law enforcement, traffic safety, police and others related to the enforcement of the law and preservation of order. In New Mexico, these are the Department of Public Safety/State Police, bureaus of criminal investigations, Marshals' offices, Sheriffs' offices and Police departments. Legal Counsel and Prosecution include the State Attorney General's office, District Attorneys' offices and the offices of Public Defenders and Prosecutors. Correctional Institutions cover all state and local organizations primarily involved in the confinement and correction of offenders sentenced by a court. Private establishments are classified under Services. Fire Protection is a part of this group. It includes all government-sponsored fire departments, including volunteers, Fire Marshals' offices and fire prevention activities. Forest firefighting operations are classified in Agriculture and private firefighting is covered in Services. A large segment of this industry is included in Public Order and Safety, Not Elsewhere Classified. These include Criminal justice, law enforcement and public safety statistics centers, disaster preparedness and emergency management offices and public safety bureaus.

Despite the size and accident potential of this industry, the 2001 accident/ claims numbers were the lowest of those included with more than 150 indemnity claims. State Government had 23 claims and Local Government experienced 132. Problems came from falls on the same level (29) and falls from elevation (10). 26 claims involved people who were struck by or against objects. There were

24 injuries associated with bodily reaction and 20 claims from motor vehicle accidents. 18 claims resulted from overexertion, wielding objects. Parts of body primarily involved were the knees (36), multiple body parts (31), legs (16) and the back with 10.

In general, contributing factors to the accident/claims experience include the following:

- *Inadequate funding to correct safety problems including providing adequate personal protective equipment (PPE) and properly maintaining vehicles, equipment and machinery.*
- *Management/supervisor/employee assignment of responsibility and safety training is sometimes not provided.*
- *Safety programs need to be in place, effective and consistent.*
- *The workers' compensation annual safety inspection may or may not be conducted yearly. Some organizations need facility inspections on a frequent and recurring basis. The annual safety inspection must be conducted and documented.*
- *In some cases, specifically required safety training is not provided. Examples include hazard communication, blood borne pathogens, accident investigation, etc.*
- *Effective return to work programs may not be in place. We recommend these programs and encourage everyone's participation.*
- *Claims need to be managed, analyzed and controlled. Problems and trends should be investigated and corrective measures should be implemented as necessary. We recommend that OSHA logs, E-1s and Notice of Accident forms be used as the basis for effective claims management.*
- *Follow-up activities to ensure correction of hazards and adequate funding are necessary. Long-range planning that includes the lowest organizational unit is useful in this process.*

This checklist is intended to enhance knowledge and assist in preventing injuries within this industry. Please use the information to coordinate efforts and direct attention to your specific areas of concern. The Internet can be used in conjunction with the checklist by searching for a specific safety topic.

92/Justice and Safety

YES / NO / N/A

Fall Prevention

*Floor openings are covered or guarded
Stairs and walkways are clear and debris removed
Lighting is adequate
Floors are kept clean and dry
Spills are cleaned up immediately
Employee footwear is adequate for the job
All stairs have handrails on both sides
Tripping hazards are identified, highlighted
 And controlled or eliminated
Housekeeping is monitored for effectiveness
Parking areas are well illuminated and walking
 Surfaces are free of hazards
Employees know how to report hazards
Maintenance personnel continually evaluate
 All walking/working surfaces
Running is prohibited*

Fall Protection

*At elevations above six feet, employees are
 Protected by guardrails, safety net systems
 Or personal fall arrest systems
Employees use appropriate footwear for the
 Walking/working surface
All ladders, locking stepladders and stools are
 Checked for condition prior to use
Defective equipment is disposed of
Trained employees use the equipment properly
Special precautions are used during wet or icy
 Conditions*

Struck by or Against Objects are types of indemnity Claims that are the second leading cause of death At work in New Mexico. The industry had 26 of these Claims in 2001 from moving, stationary, falling/ Flying objects and striking against objects.

Bodily Reaction is a type of indemnity claim which Refers to body motions that cause physical Stress or strain. An example is a shoulder strain Injury resulting from an overextended reach. There Were 24 of these accidents in 2001.

Situational awareness and knowledge of our Individual limitations are the key elements in Preventing these injuries

Back Injury Prevention

YES / NO / N/A

Employees are made aware of the dangers of lifting
Employees ask for help from others to lift heavy
Objects
Through training, employees know how to lift
Management has minimized lifting tasks by providing
Lifting equipment and mechanical devices
Repetitive motion injuries are prevented by stretch
Breaks and exercises
Loading docks are visible and well maintained
New employees are given special attention and
Supervision to ensure that lifting is done properly
If used, back support belts are worn properly and
Are used only for lifting

Emergency Preparation

YES / NO / N/A

All workers know the location of the nearest
Healthcare facility and know how to get there
911 or local emergency numbers are posted
First aid kits are adequate and accessible
Emergency evacuation plans are posted
Fire extinguishers are adequate and accessible

Personal Protective Equipment

YES / NO / N/A

Protective equipment has been issued and is used

By trained employees as needed. Examples

Include the following:

Hard hats/bump caps

Protective glasses, goggles or face shields

Respirators/self-contained breathing devices

Fire fighting hoods

Steel-toed work shoes or boots

Personal fall arrest systems

Protective clothing, gloves

Air monitors/alarms

Traffic vests and barricades

Tactical equipment

Body armor

First-aid kits and emergency medical supplies

Hepatitis B immunizations for employees who

May be exposed to blood or body fluids as

A part of their normal duties

CPR/first-aid training

Blood borne pathogens training

Blood borne pathogens kits

Hearing protection

Communications capabilities

Metal detectors

Surveillance cameras

Other equipment that may be required

To perform specific tasks

Material Storage and Handling

Materials are properly stacked, blocked and secured

Fire extinguishers are adequate and accessible

Flammable liquids are stored in approved containers

Workers handle loads properly and seek help as needed

Security, including fencing and lighting, is adequate

Offices

YES / NO / N/A

Ergonomic principles are understood
Offices accommodate workers
Safe practices and procedures are in place
Workers are trained to identify hazards
Hazard reporting, elimination and controls
Are understood
Notice of Accident Forms and procedures
Are in place and understood by all
Emergency procedures are adequate and
Known by all
The numbers and locations of fire extinguishers
Are adequate
Fire drills are conducted and documented
The location of the nearest Emergency Room
Or Health Care Provider is known by all
The means of emergency transportation are known
By all
Security systems and procedures are always
Evaluated and upgraded – they are adequate

Fire Safety

All exits are unobstructed and lighted
Exit lights are lit
Fire extinguishers are provided and employees
Are trained in their use
Fire extinguisher inspections are up-to-date
Fire evacuation routes are posted
Emergency procedures are posted
Fire drills are conducted
Stairwells are completely free of storage
Emergency telephone numbers are posted
Flammable materials are stored
Separately and properly using approved
Containers or cabinets
Sprinkler heads are unobstructed
Fire prevention is a special subject area during
All inspections

Hazardous Materials

YES / NO / N/A

Chemicals are stored properly

Chemical containers are clearly labeled

Chemical spill control supplies are readily

Available

Employees are aware of the dangers of mixing

Chemicals

The list of all chemicals is available

Blood borne pathogens training is given to

Appropriate employees

Material Safety Data Sheets (MSDS) are

Accessible to employees who need them

Trained employees can understand MSDS

Pesticides are carefully chosen and used to ensure

The lowest possible toxicity and risk for

Unwanted exposure

Personal protective equipment is used

Fire extinguishers are available

Eye wash stations are accessible

Contaminated clothing is properly cleaned or

Disposed of promptly

Hazardous material signs are posted as required

Compressed Gases

Storage areas are well ventilated, fireproof and dry

Cylinders are clearly labeled

Cylinders (both full and empty) are secured and

Separated by type

The valve protection cap is not removed until

The cylinder is secure and ready for use

Empty cylinders are never stored with or near

Full ones

Flammable and nonflammable gases are stored

Separately and properly

Smoking is prohibited

Employees are trained and knowledgeable

Shop Areas

YES / NO / N/A

*Tools are in good condition
All electrical equipment is grounded
All machine guards are in place
Hoists and lifting equipment are clearly
Marked with the maximum weight
Capacity and inspection records
Are available
Fire extinguishers are accessible
Flammables are properly contained
First aid kits and PPE are accessible
Spray painting booth has explosion-
Proof fixtures and is well ventilated
Smoking is prohibited*

Electrical Equipment

*All switches, cover plates and outlets are
In good condition
Electrical panels are locked and accessible
All equipment is grounded
Extension cords are not used
Nothing is stored in electrical equipment
Rooms
Lockout/Tag out procedures are in use
Only qualified employees or service/repair
Personnel are involved with maintenance*

Understanding Safety Procedures

Workers need to understand and respond to safety language – signs, rules, verbal and non-verbal signals and emergency actions. Training should include identification of all essential tools and equipment that the employee needs for the job – symbols help convey meaning. Understanding, not language, is most important. The Internet can be used as a training resource for many languages and safety information.

Shipping/Receiving Areas

YES / NO / N/A

*Where mechanical handling equipment is used,
Clearances are adequate for aisles, at loading
Docks, through doorways and where turns
Must be made*

*Aisles and passageways are clear, unobstructed
And marked as required*

*Loading docks are visible, well maintained and
Well illuminated*

Storage does not present a hazard

*All bags and containers stored in tiers are stacked,
Blocked, interlocked and limited in height so
That they are stable and secure*

*Lofts/overhead working areas are clearly marked
With the maximum weight capacity*

*Clearance limits signs are posted and visible
Where necessary, guards, covers and railings
Are provided*

*Where necessary, emergency lighting has been
Installed and is tested periodically*

*If used, forklifts meet all standards and operators
Are trained and certified*

Appropriate PPE is in use

First-aid kits are accessible

*Fire extinguishers are accessible and employees
Are trained in their use*

*If used, back support belts are worn properly and
Are used only for lifting*

Housekeeping is excellent

*The category of accident called **Being Caught in,
Under or Between** is most often associated with
Mechanical equipment and operating machines.
The industry had four of these claims during 2001.
This section presents information that can be
Used as it applies to specific circumstances.*

Mechanical Safeguarding

General Requirements for all Machines

Mechanical hazards exist wherever a worker can strike against or be struck by moving parts of a machine or the material being processed; wherever a worker could be caught between in-running nip points or pinch points of the machine and the work materials.

Any moving part of a machine must be safeguarded.

Machines must be securely anchored to prevent them from moving during operation. Power and operating controls must be designed and located for convenience: to make it unnecessary for the operator to reach over dangerous moving parts of a machine and to allow the operator to cut off the power to the equipment quickly in an emergency.

A machine that is tripped with a foot pedal must have the pedal shielded to prevent it from being tripped accidentally.

During repairs or adjustments, the power source must be disconnected and locked out/tagged out so that no one can start the equipment while the work is being done. Only authorized personnel should do repairs.

The power switch for electric motors must be designed to keep the machine from automatically restarting after an electrical failure. It must be necessary to reset the switch by hand.

All electrical equipment must be grounded.

The best way to protect workers from any mechanical motion is to make it impossible to contact a moving part.

Facility Machine Inspection

YES / NO / N/A

*Each of the items above were checked for
Every machine
Discrepancies were noted and corrective
Measures are in work
No employee is able to contact a moving
Part of any machine*

*For more detailed and important information,
See the Occupational Safety and Health
Standards for General Industry
(29 CFR PART 1910), Section 1910.212.*

Introduction to Motor Vehicle Accident Prevention

The National Institute for Occupational Safety and Health (NIOSH) reports that motor vehicle-related highway crashes are consistently the leading cause of work-related fatalities in the United States, accounting for nearly one-fourth of all fatalities. Vehicle crashes off the highway and incidents where vehicles strike pedestrians also contribute to the total.

Although annual numbers of work-related fatalities have generally declined over the past decade, fatalities due to motor vehicle-related highway crashes have increased steadily over this period. Almost four US workers die each day while driving or riding in a motor vehicle on a public highway. Workers in the transportation, services and construction industries experience the greatest numbers of vehicle-related fatalities. Workers in Justice and Safety were involved in 20 motor vehicle accidents in 2001.

Motor Vehicle Accident Prevention

Motor vehicle accidents are the leading cause of death at work in New Mexico. Motor vehicle accidents tend to result in more serious injuries than other types of accidents – almost 30 percent of all compensable fatalities are of this type.

Causes

*Failure to wear seat belts
Lack of attention while driving
Excessive speed
Violations of state law and company policy
Driving under the influence
Failure to drive with regard to road conditions*

Ideas for Employers

*Develop a company policy that covers driving while at work.
Consider including the following:
The use of seat belts in company vehicles is mandatory
Only specifically authorized employees with valid and company
Verified licenses may operate company vehicles or
Personally owned vehicles on company business
Prohibit alcohol and drug use in company vehicles
Offer Defensive Driving courses to employees
Develop a vehicle safety inspection and maintenance program
Establish a safety awards program to recognize good drivers*

Ideas for Employees

*Wear seat belts and ensure your passengers do the same
Never drink and drive
Obey all traffic laws
Inspect your vehicle before driving and report defects to a
Supervisor
Do not drive the vehicle if safety problems are not corrected
Be alert to changing road conditions and drive defensively*

Employee Security at Work

Workplace violence is violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths.

No one is immune from the danger presented by violence. It can strike anyone at anytime. Workers are exposed to increased risk due to the nature of the jobs involved, the occupational settings and visibility. Awareness is the key to prevention.

Ideas for Employers

Establish a workplace violence prevention program or include it in the existing safety program

Make it clear that violence will not be tolerated and that any incidents will be investigated and promptly remedied

Provide safety education for employees so that they know what to do if they witness or are subjected to violence, and how to protect themselves

Wherever possible, secure the workplace. Make it a hard target.

Consider electronic and video surveillance, extra lighting, alarm systems and minimize access through use of photo ID cards and electronic keys

Post the workers' compensation Employee Security at Work Poster

Ideas for Employees

Be aware of your environment at all times. Never enter any location where you feel unsafe. Ask to be escorted in potentially dangerous situations or at night

Learn as much as you can to recognize, avoid or diffuse violent conditions

Alert supervisors to hazards or concerns regarding your safety

Avoid traveling alone into unfamiliar locations or situations whenever possible

Always trust yourself – if it doesn't feel safe, it probably isn't

Young Workers/New Employees

In 2001, workers in their first year of employment filed a large share of the indemnity claims with 46.9 percent of the total in New Mexico. Each year this statistic hovers around 50 percent. What follows is information specifically designed to address the needs of these workers.

Five Steps For A Safer Workplace

Start your workers out right

- *Welcome them*
- *Orient them*
- *Introduce them*
- *Train them*
- *Check them out on tools and equipment*
- *Observe and assist them*

Account for all accidents

- *Keep records of NOAs, E-1s, E-6s and OSHA logs*
- *Cost out the loss to the organization*
- *Assist supervisors with accountability*
- *Evaluate safety performance*

Managers plan safety

- *Plan safety into each job*
- *Use job planning/hazard analysis tools*
- *Make sure the workers know what to do*

Hold safety meetings

- *Choose specific topics (fall prevention)*
- *Use examples (Jane hurt her back when...)*
- *Keep it brief*

Reinforce safety performance/recognize good work

Administration

YES / NO /N/A

The Workers' Compensation Act Poster

*Is available, has been filled in with the name
Of the insurance company/claims representative
As required and the Notice of Accident Forms
Accompany the poster*

The organization's Annual Safety Inspection

*Has been done and is documented
OSHA posters and logs are available
Department of Labor information is available*

Organization Information

Inspector Information and Date

Internet Resources

New Mexico Department of Public Safety/State Police

<http://www.nmdps.state.nm.us>

New Mexico Occupational Health and Safety Bureau (OSHA)

<http://www.nmenv.state.nm.us/ohsb>

National Institute for Occupational Safety and Health

<http://www.cdc.gov/niosh>

New Mexico Corrections Department

<http://www.state.nm.us/corrections>

New Mexico Administrative Office of the Courts

<http://www.nmcourts.com>

New Mexico Administrative Office of the District Attorneys

<http://www.da.state.nm.us>

