



## Significant Program Award Winners

CVMIC is pleased to announce five Significant Program Award winners for 2014. This year's winners are:

City of Appleton	Contractor/Visitor Safety Brochure
City of Green Bay	"Stairway to Injury Reduction using a Bucket Truck"
City of Neenah	Fabricated Downdraft Table
City of New Berlin	Move Over or Slow Down
City of West Allis	Hi-Visibility Enhancer Panels
City of West Allis	Garbage Cart Transporter

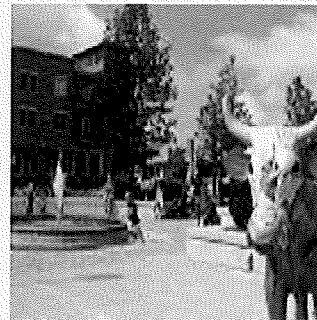
[Read a synopsis of each of the winning submissions.](#)

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## CVMIC Annual Membership Meeting Highlights

CVMIC members of the Bottom Line Club were recognized at the 2014 Annual Membership meeting held at the Heidel House in Green Lake on October 4.

## Member Spotlight



Cannery Square

### City of Sun Prairie

**Member Representative  
Connie DeKemper  
Director of Administrative Services**

Connie has been with the City for approximately seven

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By Ken Horner, Director of Operations

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These winning programs were selected from 12 submissions this year. As in the past, each CVMIC member will receive an updated "Significant Program Awards" catalog at the annual meeting in October. This catalog has a yearly summary of each significant program submitted since the program was initiated in 1999. This catalog serves as an on-going networking resource tool for all members. Additionally, all of the significant program submittals have been posted on CVMIC's secure website and are available as downloadable documents for use by members. The submittals can be searched by category or year submitted.

CVMIC provides these awards to encourage members to share programs, procedures and resources they developed in the areas of risk management, safety and loss control. The programs are judged by assigning points in each of the following criteria:

- Program Development and Implementation* - this category assesses the level of participation of the member community. The least points are provided to programs developed by an outside consultant. The most points go to programs that are a cooperative development by the individuals that are impacted. Credit is also given for programs that are pro-actively developed rather than in response to compliance orders.
- Significance* – points are assigned based on the perceived impact on the city/village as a whole. The least points are provided to programs that impact an individual department or have little impact on employees. More points are awarded to programs that improve the quality of life of employees, reduce exposures or protect the life, property or resources of the city/village. Consideration is given to reflect the extent the program is accepted by employees in the community.
- Transferability* – consideration is applied to the ease of which this program could be implemented by other CVMIC members. More points are provided for programs that are transferable without cost or modification to other members.
- Cost/Benefits* – fewer points are assigned to programs that have a minor impact on employee productivity. Other factors are the cost of implementation (staff time and resources) and cost of maintaining the program. For example, more points are assigned to programs that prevent Department of Commerce citations or reduce the frequency or severity of claims.

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- ❑ *Quality/Innovation* – points are assigned based on the degree to which materials or ideas for the program came from outside sources or reflect unique or original ideas of the member. Again, consideration is given as to which ideas can be transferred and used elsewhere.

Programs were initially reviewed by CVMIC's Risk Management Focus Group. This focus group developed a recommendation for the Board of Directors. The Board of Directors reviewed those recommendations at their meeting on September 10, 2014 and concurred with the recommendation. The award winners will be eligible for the purchase of a \$1,000 item related to safety, risk management or loss control.



Here is a short synopsis on each of our 2014 Award Winners

## **Contractor/Visitor Safety Brochure**

Chris Shaw, City of Appleton, Utilities Director

After observing a number of failures by contractors to follow the Appleton's minimum standards for lockout/tagout, confined space entry, PPE, etc., at the Department of Utilities, it was decided a safety brochure should be developed designed to increase contractors' awareness of the City's safety program and the inherent hazard at each facility.

The brochure is condensed information on a number of topics that should be reviewed with contractors and visitors prior to entering or working in the plants. The brochures are located at each front office and are distributed when signing-in.

In addition, the brochures provide any city employee introducing a contractor to the site basic safety and security information as well as a great reminder of what standards existing staff are expected to follow. Finally, the brochure is used by the support maintenance department to establish safety and security rules/expectations when setting up a contract with prospective contractors.

The brochure is a low-cost tool to increase safety and security awareness among contractors and can be easily modified to meet the needs of other CVMIC members.

## **Stairway to Injury Reduction using a Bucket Truck**

Tony Fietzer, City of Green Bay, Superintendent – Street Section

Pat Carlson, City of Green Bay, Supervisor – Street Section

The City of Green Bay Department of Public Works recognized a problem with entering/exiting the bucket of a 1992 lift truck. In the last two years, there were two injuries to employees using the bucket truck, resulting in over \$50,000 in worker's compensation costs.

DPW management sought feedback from employees and, based on their input, designed a stairway and safety rail system. This system cost \$950 to fabricate and install, which can be adapted to other bucket trucks. There have been no reported injuries from workers using the bucket truck.

This solution helped extend the operational life of the 1992 bucket truck, reducing the need to purchase a new truck with a cost of over \$100,000 and, more importantly, creating a safer work environment for DPW employees.

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## **Fabricated Downdraft Table**

Heather Barber, City of Neenah, Director of HR and Safety

During an employee advisor group meeting, a mechanic brought forward a concern about the lack of proper ventilation when using a plasma cutter. The current system is inefficient, resulting in welding fumes not being adequately extracted and the operator being exposed to fumes.

Neenah's Safety Coordinator Mark Haddock was asked to investigate and three options were developed. Option 1 was an air-powered bench at a cost of \$11,000 (parts only). Option two was a remote downdraft bench, costing \$7,000 (parts only). The third option was a do-it-yourself downdraft table found on the internet for \$375 (parts only).

After discussing the situation with the Mechanics and Shop Foreman, it was decided to go with option 3, build the unit in-house.

Since the new downdraft table was designed, built and put in use, the employees have been extremely pleased with the results. This project was an example of a collaborative effort between employees and management, resulting in cost savings to the City while providing a safe work environment.

Other CVMIC members would be able to design a similar downdraft table, tweaking the design to meet their individual situation.

## **Move Over or Slow Down**

Jim Hart, City of New Berlin, Utility Manager

Sue Hanley, City of New Berlin, Administrative Supervisor Street Department

Over the years, City crews have had several near-miss accidents in work zones. Unfortunately in May 2014, a utility truck was struck by a passing vehicle when an employee opened the door. After this accident, the Staff Safety Committee decided to initiate a program to educate the public advising them that the "Move Over or Slow Down Law" applies not only to emergency vehicles (Police and Fire) but also to maintenance crews and equipment working on roads. The Street Department coordinated the effort with a number of agencies. First, the Street Department contacted the Wisconsin Department of Transportation for bumper stickers, brochures and posters. The New Berlin Police Department assisted by handing out information to the public on Safety Saturday, as well as committing to enforce the Move Over or Slow Down Law. The City Clerk's office was asked to publicize the program via social media, Facebook, Twitter and their website. Finally, the Street Department created a "Move Over or Slow Down" magnetic sign that could be placed on work zone vehicles and equipment to remind the public that the law also applies to these vehicles.

This is a cost effective program, using a number of methods to increase public awareness of the "Move Over or Slow Down Law" and can be easily adapted by other CVMIC members. Although the program was recently implemented, the program will be assessed by Human Resources and the work crews in the future; hopefully showing fewer claims and a more aware public.

## **Hi Visibility Enhancer Panels**

Linda Huske, City of West Allis, Safety and Training Coordinator

To improve safety for Sewer Maintainers, the City of West Allis implemented a program to give motorists additional visual warnings and extra time to stay out of the work zone. This program involved two employees from the Streets and Sanitation Department, along with the sign maker from the Buildings and Signs Department designing and building Hi-Visibility Enhancer Panels for a sewer truck.

Once the project was approved, the three employees fabricated two reversible Hi-Visibility Enhancer Panels that attach to doors of a sewer truck, which were also painted hi-visibility green. Depending on

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the job, the sewer truck is used as a blocker vehicle for the Sewer Jet and Vac-All or can be used as a stand-alone vehicle. The panels have increased visibility by approximately 1000 feet, or two city blocks ahead of the work zone.

One operator estimated that prior to implementation of the Hi-Visibility Enhancer Panels, it was not unusual for 30 cars a day to encroach on the work zone. After implementation, the number of cars encroaching the work zone has been reduced to as few as two.

This program was designed and built completely in-house with very little cost and can be easily implemented by other CVMIC members. Although cost savings are difficult to measure, the City believes this project will help reduce the possibility of employees and equipment from being struck in work zones. In addition, employees are more productive because they can focus on the job while still being vigilant about traffic.

### **Garbage Cart Transporter**

Linda Huske, City of West Allis, Safety and Training Coordinator

The City of West Allis has been encouraging citizens to purchase wheeled garbage carts for garbage pick-up, rather than garbage cans and bags. This effort is not only a budget-saving effort, but will help control the public health issue associated with loose garbage. As the program gains popularity, the need to purchase more carts has grown. This year, four shipments of 512 carts were delivered to the public works facility.

The logistics of unloading and storing 512 carts created a number of safety concerns. The carts, stacked nine high and weighing 335.25 pounds, had to be moved to the door of the trailer. Next, a forklift operator would balance the stack of carts on the forks and transport them to storage. While transporting the carts, the forklift would travel over a partial gravel road, which is quite bumpy, and lead to the carts often-times falling off the forks. After falling off the forks a few times, it was decided to have the employee who moved the carts in the trailer assist the forklift operator by helping guide and steady the load during transportation to storage.

A fleet mechanic assisting with the unloading of a trailer became convinced there was a safer way to unload and move the carts. This employee designed a jig that could be adapted to the forklift which would stabilize the load of carts. Once the jig design was approved, a fabricator had it ready for use in eight hours. After implementation, no carts have been dropped and the potential for injury from the falling carts has been eliminated. In addition, this job which required two workers, can be performed by one.

The jig was designed and fabricated for minimal cost and can be easily adapted by other CVMIC members.