



**Department of the Army  
US Army Community and Family Support Center  
4700 King Street  
Alexandria VA 22302-4406**

CFSC-FM-I

7 June 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Risk Management Program (RIMP); Loss Prevention

1. The nonappropriated fund (NAF) Workers' Compensation Program is the largest RIMP dollar program. Based on the annual actuarial valuation of reserves needed to pay claims, the cost for FY 2002 to compensate NAF employees for lost wages, medical and other expenses for work related injuries will be \$8.4 million. The following information is provided to make Garrison Commanders and NAF managers aware of the factors that lead to accidents, how to prevent them and the ultimate costs incurred.
2. Safety in the workplace is the key to loss prevention. Employees working in Morale, Welfare and Recreation (MWR) and lodging activities face a variety of hazards on their jobs. From operating machinery and equipment to making a bed in a guesthouse, each of these jobs presents different risks. So proper training in the use of protective safety equipment, bending and lifting, disposal of chemicals and cleaning fluids, or the simple task of changing a light bulb, is absolutely essential to preventing accidents. Another key is the identification of hazards. In addition to employees, this also helps to protect patrons and guests in MWR and lodging facilities. Identifying and correcting hazards is a must. How many times have you seen a file drawer left open in a walkway or an employee lifting a heavy object without using the proper technique or getting help? Managers and supervisors must be on the look out for unsafe conditions or improper procedures. Employees must be trained to do the same.
3. When an injury does occur, it is very important to know who to contact and how to report the loss. Of course, the first priority is the treatment for the injured employee. Once that is done, the injury must be reported. No matter how minor, all injuries must be reported on a timely basis. Reporting should be coordinated through the NAF Civilian Personnel Office (CPO). The Federal workers' compensation law requires that a claim be reported within ten days from the date the employer has knowledge of the injury. A copy of the claim must be filed with the U. S. Department of Labor (DOL), which administers the law, RSKCo, our claims service contractor and the RIMP office. The NAF CPO has all the appropriate forms. The last thing the employer wants is to be fined by the DOL for failure to report the claim in a timely manner.

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4. During the period, FY1997 through FY2001, 12,798 claims were filed. Approximately sixty percent of these claims resulted in lost time from work. The rest resulted in only medical treatment or were incidents with no actual expense incurred. The total cost including lost wages, medical expense and outstanding reserves for these claims was \$26.8 million. Ninety percent of the cost can be attributed to injuries caused by slip and falls, overexertion, strains, and striking another object. Eighty-three percent of the number of claims falls into these causes of loss. As for the types of injuries, seventy-six percent of the cost, \$20.4 million, resulted from injuries to shoulders, arms, fingers, backs, knees and legs.

5. Loss prevention is a continuous job that requires the attention of all employees, especially management personnel. They are the ones who are ultimately responsible for the safe operation of their programs and facilities. Setting the example will make other employees aware that safety is their job also. Preventing work place injuries results in fewer claims, which helps to keep the cost of the Workers' Compensation Program down. Your continued support of safety and loss prevention is needed. Please contact the RIMP office for more information on NAF claims for your installation or to request training for your managers and supervisors on workers' compensation and the RIMP program, DSN 761-7314.

FOR THE COMMANDER:

//SIGNED//

JEFFREY R. DALBEY  
Chief Financial Management  
Officer

DISTRIBUTION:  
Garrison Commanders  
Nonappropriated Fund Managers