

# Risk Alert



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## Preventing Injuries to Administrative Employees

Every year, Church Mutual customers report more than 4,000 injuries to their employees. One occupation needing specific risk management attention is administrative employees.

Employees in this category include directors, executive directors, coordinators, bookkeepers and principals. Past claims provide insight into key safety issues to help prevent similar injuries. Use the following guidelines to help evaluate, develop and implement good risk management practices and procedures for administrative employees:

Most frequent and costly injuries to administrative employees	% Total Claims	% Total Cost
Slips, Trips and Falls	48.6%	63.2%
Strains	19.3%	20.6%
Struck by/Collision With	14.9%	9.1%

Based on 2010 - 2011 workers' compensation claims for religious organizations

### Slips, Trips and Falls on Level Surfaces

- Maintain clean working areas and walking surfaces to help eliminate slip-and-fall exposures.
- Arrange office furniture, telephone and electrical cords and office supplies to minimize slip-and-fall hazards.
- Make wearing slip-resistant footwear a policy for all staff.
- Place "Wet Floor" signs where slip-and-fall hazards exist.

### Slips, Trips and Falls on Stairs or Steps

- Check stairwells. Provide smooth, continuous handrails and slip-resistant stair surfaces.
- Maintain adequate lighting on steps and ramps and at entrance areas.
- Promote safe handling of materials. Do not carry objects that are too large to see around.
- Clearly mark all changes in elevation with a bright, visible color.

### Lifting Strains

- Conduct employee safety training sessions concerning back injury causes and controls.
- Instruct employees to ask for help when handling large, heavy or bulky items.
- Avoid lifting over the head or from the ground.
- Provide material-handling equipment, such as carts, to limit lifting and carrying objects.

### Struck by or Collision With Objects

- Design the layout of halls, rooms and aiseways to allow smooth traffic flow.
- Limit the height of stacked materials to prevent overstocking and tipping.
- Provide an adequate level of lighting within the building, along exterior sidewalks and in parking areas.
- Mark or pad obstructions that cannot be removed to help reduce the possibility of direct contact or injury if contact occurs.

Gain quick access to safety materials at [www.churchmutual.com](http://www.churchmutual.com). Order, download or print any of Church Mutual's safety materials at no cost.