HR ROUND-UP

EMPLOYEE NEWS & INFORMATION

OCTOBER 2015

October Years of Service

27yrs; Barbara Curran
24yrs; Manuel Cruz
23yrs; Alfreda Wheeler
20yrs; Christopher Hall, James Poe, Lindsay Tate, Bunky Norwood & James Sanders
19yrs; Mohammad Azim
13yrs; Judy McConnell & Marlon Johnson
12yrs; Anna Ray
11yrs; Derrell Morgan & William James
10yrs; Ingeborg Wilson & Carlton CLark
9yrs; Donna Gibson, Denise Navarro, Anthony Burrow, Larry Huck & Ricky Ward
8yrs; Reginald Seaton
6yrs; Cindy Augustine
5yrs; Melissa Clements, Heather Skiles
4yrs; Kristie Ihler, David Eppler,
Willie Whisenhunt, John Ward, Steven Hall
3yrs; Karen Flowers, Charles Barnett, Clint Macias, Kody Kastner, Jason Sellers, Kaleb Ivins, Kyle Nyhart, Steven Schelter, Jeremy Wagner, Patrick Jackson III, William Baxter, Travis Lee, Philip McCuiston
2yrs; Nicole McDaniel, Ronald Payette, Joseph Dagostino, Keegan Spencer, Brian Neeley
1yr; Celeste Fowler & Eric Hoffman

Inside this Issue:

Safety	2
Health Insurance	3
Wellness	4
City News	5
Calendar	6
Training	7

SAFETY INCENTIVE LUNCH

Thank-you for putting safety first.

EMPLOYEE ADVISORY COMMITTEE 2015-2016

First Row: Denise Ezell, Judy Franco, Ashley Glaze-Lyle

Back Row: Sir Allen, Albert Ozuna, Elton Rogers, David Rolando, Scott Golden

Not Pictured: Jorg S. Kidd

Ergonomics: Combining comfort and safety

Fitting the job environment to you

You should never have to feel like you need to work through pain to get your job done. Following the principles of ergonomics - the science of designing a safe and efficient job environment to work in – you can reduce stress and eliminate injuries associated with poor posture, overexertion and repeated tasks. Whether you're lifting boxes in a warehouse, placing items in an assembly line or typing on a computer, ergonomic safety is important to everyone.

If gone undetected, ergonomics issues can lead to serious muscle and joint concerns. If you are experiencing pain, swelling or numbness, be sure to pay attention to the following risk factors on the job:

- Improper workstation setup
- Overexertion while lifting, lowering, pushing, pulling, reaching or stretching
- Repetitive motions
- Working in awkward positions
- Sitting or standing too long in one position
- Using excessive force

Fortunately, ergonomic issues can be prevented and improved with early intervention. Here are some simple tips you can follow to avoid discomfort:

- Take frequent breaks – get up and stretch, walk around or change your scenery
- Vary the workday – if possible, try to space out different types of tasks
- Report pain or discomfort immediately – don't wait until it becomes serious, always inform your supervisor
- If you are a supervisor, be sure to monitor your employees and make sure they are taking necessary breaks

Bring it home

While ergonomics is most commonly thought of as a workplace safety concern, ergonomic injuries can also result from activities at home and in communities like playing video games, cooking, sewing or home repair. They can also impact your ability to engage in hobbies you enjoy off the job with your family and friends.

Bring your ergonomic safety knowledge home with you:

- Carry a backpack, purse or laptop case that distributes weight evenly with multiple compartments; if your bag has only one strap, rotate which shoulder you carry it on
- Watch your posture at night – one-third of the day is spent in bed; make sure your mattress and pillows support good sleeping postures
- Look for ergonomically designed tools – kitchen knives, gardening shovels, rakes – that have grooved handles for your hands

Don't let an ergonomic injury prevent you from doing what you love. Keep these tips in mind for safe work and play.

Fast Stat:

Overexertion is the **third leading cause** of unintentional injuries in the United States, accounting for about **3.2 million** emergency department visits. (*Injury Facts®*)

Green Cross Tip

Your eyes need a break, too. Every 20 minutes, look 20 feet away for 20 seconds.

National Safety Council
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WHAT DOES IT MEAN TO BE SELF-FUNDED?

The City of Lawton is Self-Funded.
What does the mean?
It means we pay your families claims with our own funds.

City of Lawton is a self-funded municipality, which means we assume the financial risk for providing health care benefits for you and your family. Therefore, all of your medical claims are paid by the City, not by BlueCross BlueShield of Oklahoma (BCBSOK)

A self-funded health plan is one in which the employer (City of Lawton) puts aside the total premium (the City's portion and the employee's portion) to pay anticipated health insurance claims for you and your family, instead of paying premiums to a health insurance carrier In this respect, the City of Lawton is the insurer. This is different from a fully-insured health plan, in which the employer contracts with an insurance company for a higher cost and the insurance company insures the employer's employees and dependents This would result in higher premiums for the employees.

As a self-funded municipality, you and your family have direct access to a nationally recognized carrier (BCBSOK) with a network of physicians and hospitals, along with a variety of member services. Using such an established PPO network saves out-of-pocket money for you and lowers the cost to the City by allowing us to take advantage of already established PPO contracts with doctors and hospitals. BCBSOK acts as our Third Party Administrator by administering our claims, providing utilization review and overseeing medical management.

As you can see, YOU play a direct role in keeping our health care costs low. By working together, we can keep our health care benefits affordable and sustainable.

How can we help?

USE YOUR HEALTH CARE BENEFITS WISELY

- Take advantage of preventive care
- Use generic drugs when available
- Visit urgent care centers rather than the emergency room when appropriate

TAKE CARE OF YOURSELF

- Lead a healthy lifestyle to reduce your risk of chronic health conditions

BECOME AN INFORMED HEALTH CARE CONSUMER AND MAKE INFORMED DECISIONS

- Research the cost of services on the BCBSOK website
- Take advantage of the wellness options available through BCBSOK
- Know your benefits so that you can use them effectively

MENTAL HEALTH: SUICIDE

Suicide is the 10th leading cause of death across all ages in the United States and the third leading cause of death for American teenagers.

Suicide Facts:
Thousands of people attempt or die from suicide every year. Mental disorders such as depression or a substance abuse disorder (usually in combination with a mental disorder) account for 90 percent of suicides. The National Institute of Mental Health has more information on depression at www.nimh.nih.gov/health/topics/depression/index.shtml.

Who Is at Risk?
People of all ages can attempt suicide, but some groups are at higher risk than others. Men are four times more likely than women to die from suicide; however, three times more women report attempting suicide. Rates are high among adolescents and people over age 65; however, according to a 2013 report from the CDC, suicide rates among Americans aged 35 to 64 increased 28 percent since 1999. Veterans are also at risk: A 2013 report by the Department of Veterans Affairs found that an average of 22 veterans commit suicide every day. For help and/or more information visit www.mentalhealth.va.gov/suicide_prevention/index.asp.

Factors that can also contribute to the risk of committing suicide:
-Previous suicide attempt(s)
-History of depression, an eating disorder or other mental illness
-Alcohol or drug abuse
-Family history of suicide, violence or abuse
-Physical illness
-Relational, social, work or financial loss
-Feelings of hopelessness
-Impulsive or aggressive tendencies
-Barriers to accessing mental health treatment
-Feeling alone

Prevention:
If someone you know is threatening suicide, it is important to start a conversation regarding his or her feelings. Most of the time, the person will talk willingly. Make sure to listen and express empathy. Do not leave him or her alone, and if he or she refuses professional help, see that a parent or trusted friend is informed.
If you are struggling with suicidal thoughts, talk about how you are feeling with someone you trust. Do not be ashamed to admit you need help. The National Suicide Prevention Lifeline is always staffed and ready to listen at **1-800-273-TALK(8255)**.

For help or more information visit www.suicidology.org or www.jasonfoundation.com

October is Breast Cancer Awareness Month

Friday, October 16th the The City of Lawton family joined in by wearing PINK to support Breast Cancer Awareness! Breast cancer touches the lives of millions of Americans every year. According to The National Cancer Institute:

- 1 in 8 women will be diagnosed with breast cancer in their lifetime.
- When breast cancer is detected early, in the localized stage, the 5-year relative survival rate is 100%.
- Although breast cancer in men is rare, an estimated 2,350 men will be diagnosed with breast cancer and approximately 440 will die each year.

Good news…Death rates from breast cancer have been declining since about 1990, in part due to better screening and early detection, increased awareness, and continually improving treatment options.

We will also have Cancer Centers of SW Oklahoma at our upcoming Health & Wellness Fair to pass out more information on early detection and screening options.

Thank you for your support.

STORMWATER TRAINING

Lawton is required to train staff on ways to protect stormwater, particularly when performing daily municipal activities. This month, we want to focus on general stormwater knowledge.

Stormwater runoff is generated when precipitation from rain and snowmelt events flows over land or impervious surfaces and does not percolate into the ground. As the runoff flows over the land or impervious surfaces (paved streets, parking lots, and building rooftops), it accumulates debris, chemicals, sediment or other pollutants that could adversely affect water quality if the runoff is discharged untreated. The primary method to control stormwater discharges is the use of best management practices (BMPs). Municipal facilities can be sources of stormwater pollutants if BMPs are not in place to contain spills, manage trash, and handle non-stormwater discharges. Anything that enters a storm sewer system is discharged untreated into the waterbodies we use for swimming, fishing and providing drinking water.

THE LATS

YOUR INPUT IS NEEDED

The Lawton Area Transit System (LATS) is in the process of evaluating the bus routes in Lawton. This is the first detailed evaluation since the service began in 2002. Help us to improve the LATS service by completing a survey questionnaire. Your input will be used to identify and evaluate possible improvements. All responses will be kept confidential. Thank you for your input.

Community Survey

LAWTON METROPOLITAN PLANNING ORGANIZATION

LSC TRANSPORTATION CONSULTANTS, INC.

MARK YOUR CALENDARS

OCTOBER 22:
WELLNESS FAIR

OCTOBER 27:
HEALTH SCREENING, 7AM-1PM

OCTOBER 28:
HEALTH SCREENING, 7AM-1PM

OCTOBER 29:
HEALTH SCREENING, 7AM-1PM

NOVEMBER 13:
HEALTHY EATING GOING INTO THE HOLIDAYS

NOVEMBER 20:
CPR TRAINING, 8AM-10AM
CITY HALL BANQUET ROOM

ON-SITE HEALTH CHECKUP

What you can expect...

• Preventive health checkup

This checkup, similar to what you might receive at your doctor's office, is designed to identify issues that may affect your health ... and help you get them under control before they become serious.

Your blood test involves only a tiny finger prick. We use a small device (similar to what people with diabetes use daily) to get a couple drops of blood. One click, and that's all we need!

The entire appointment takes only about 45 minutes, and will be performed on-site at your work-place for your personal convenience.

• Fast (don't eat or drink for 8 hours)

This is important: in order to give us accurate readings, you must not eat or drink anything (except water) for at least 8 hours before your appointment. Be sure to drink plenty of water and take your medications as prescribed.

What you need to do...

• Schedule an appointment

You must make an appointment to participate in this free health checkup. Online scheduling is available in both English and Spanish, and takes less than a minute. Just click on the link below, or paste the web address into your browser.

Sign Up Now at www.TimeConfirm.com/lawton

Catapult HEALTH

2015-2016 TRAINING CALENDAR

DATE	CLASS TITLE	LOCATION	TIME	MAX STUDENTS	STATUS
OCTOBER					
OCT 6TH	CONFINED SPACE	656	8:00 A.M.-3:00 P.M.	30	SCHEDULED
OCT 13TH	HAZ COM	118	3 CLASSES: 7:30, 10, 1	60	SCHEDULED
OCT 22ND	HAZ COM	118	3 CLASSES: 7:30, 10, 1	60	SCHEDULED
OCT 7TH	GETTING ALONG	655	8:00 A.M.-10:00 A.M.	30	SCHEDULED
OCT 20TH	TRENCHING & SHORING	656	8:00 A.M.-12:00 P.M.	30	SCHEDULED
NOVEMBER					
NOV 13TH	HAZ COM	118	3 CLASSES: 7:30, 10, 1	60	SCHEDULED
NOV 17TH	HAZ COM	118	3 CLASSES: 7:30, 10, 1	60	SCHEDULED
NOV 19TH	HAZ COM	118	3 CLASSES: 7:30, 10, 1	60	SCHEDULED
NOV 4TH	HARASSMENT FREE	655	8:00 A.M.-10:00 A.M.	30	SCHEDULED
NOV 6TH	DEFENSIVE DRIVING	656	8:00 A.M.-4:00 P.M.	30	SCHEDULED
NOV 10TH	OFFICE SAFETY	BANQUET RM	8:00 A.M.-10:00 A.M.	60	SCHEDULED
NOV 12TH	ASBESTOS TRAINING	BANQUET RM	8:00 A.M.-10:00 A.M.	60	SCHEDULED
DECEMBER					
DEC 2ND	GETTING ALONG	655	8:00 A.M.-10:00 A.M.	30	SCHEDULED
DEC 8TH	HAZ COM	655/656	3 CLASSES: 7:30, 10, 1	60	SCHEDULED
DEC 15TH	ERGONOMICS	BANQUET RM	8:00 A.M.-10:00 A.M.	60	SCHEDULED
DEC 16TH	HARASSMENT FREE	BANQUET RM	8:00 A.M.-10:00 A.M.	60	SCHEDULED