

OESM 200: MANAGING WORKERS' COMPENSATION

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Course Description:

An introduction to the principles of Workers' Compensation and Management of this responsibility. This is a survey course that covers the principles and techniques of Workers' Compensation.

Course Objectives:

Upon completion of the course, students are expected to be able to:

- Describe the Workers' Compensation system.
- Describe measures to avoid claims through safety management.
- Identify and control workplace hazards that impact workers' compensation.
- Utilize safety resources on the internet.
- Explain the general provisions of the Hawaii workers' compensation law.
- Discuss factors that influence workers' compensation premiums.
- Perform a workers' compensation loss control survey.
- Describe the functions of the workers' compensation claims coordinator.
- Explain compensation under the Hawaii workers' compensation law.
- Develop and implement a modified duty program.
- Describe and apply various accident investigation techniques.
- Describe the influence of substance abuse on workers' compensation.
- Apply techniques to combat workers' compensation fraud.
- Identify the most common and costly injuries.

Required Textbook and References:

Wertz K. and Bryant J., *Managing Workers' Compensation: A Guide to Injury Reduction and Effective Claim Management*, Lewis Publishers 2001.

Hawaii Workers' Compensation Law, Chapter 386, HRS and Related Administrative Rules (Chapter 10, Title 12).

Student Evaluation:

Students are expected to complete **all** of the following:

Exams X 3 (50 points each)	150 points
Homework Assignments	50 points
Project – performing a WC Loss Control Survey	100 points (50 Written/50 Oral)

Grading:

A: 270-300 **B:** 240-269 **C:** 210-239 **D:** 180-209 **F:** <209

Final grades are permanent. Final "I" grades will not be allowed in this class. Final "N" grades will be given only in very rare and exceptional cases.

HCC Grading Policies:

- a. *No-Show Policy.* Students must attend both of the first two class sessions of the semester or they may be dropped unless they notify the instructor or the Division Chair in advance of their absence.
- b. *Disappear Policy.* Students may receive an "F" grade if they do not officially drop their course by the drop deadline listed in the Academic Calendar of the current HCC catalogue or the schedule of classes.

Emergency Procedures:

- a. *Location of first aid kit:* In the back of classroom by the sink.
- b. *Evacuation of building:* Use Diamond Head and Ewa stairs and proceed to parking lot #2 (by the cafeteria). Assemble and wait for further instructions from the instructor.
- c. *Accident or Injury:*
 - 1. Call 911 for an ambulance. Give essential information:
 - Location - building, room number, and road to enter campus
 - Type of emergency and victim's condition
 - Your name and phone number
 - 2. Call 284-1270 (cell - Security):
 - To notify others that an ambulance has been summoned
 - To have Campus Security escort the ambulance to the location
 - To request other assistance

Services for Students with Disabilities:

Students with disabilities may obtain information on available services online at honolulu.hawaii.edu/disability.

For specific information, contact Student ACCESS at 844-2392, by e-mail at access@hcc.hawaii.edu, or by visiting the Student ACCESS Office in Bldg. 7, Room 319.

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WEEK	TOPIC	CHAPTERS*	NOTES*
1	Introductions & Workers' Comp Overview; Student Survey	1 & 2	Discuss Schedule, and WC Survey Project
2	Avoiding Claims through Safety Management	3	Distribute Homework 1
3	Identification and Control of Workplace Hazards	4 and HRS 386-1 to 386-10	Homework 1 due
4	Safety Internet Resources & General Provisions of Hawaii WC Law	5	Distribute Homework 2
5	Understanding and Influencing Workers' Compensation Premiums – Part 1		Homework 2 due
6	EXAM #1 (50 Pts.; Covers Sessions 1-5)		Distribute Homework 3
7	Understanding and Influencing Workers' Compensation Premiums – Part 2	6 and HRS 386-21 to 386-57	Homework 3 due
8	The WC Claims Coordinator, and Compensation Under the Hawaii WC Law	7	
9	Understanding & Implementing a Modified Duty Program	8	Distribute Homework 4
10	Accident Investigations		Homework 4 due
11	EXAM #2 (50 Pts.; Covers Sessions 7-10)	9	
12	Substance Abuse Program	10	Distribute Homework 5
13	Combating Workers' Comp Fraud	11 and HRS 386-71 to 386-100	
14	Common & Costly Injuries, and Administration under Hawaii WC Law		Homework 5 due; Evaluations
15	WC Survey Report due - Presentations		
16	EXAM #3 (50 Pts.; Covers Sessions 12-15)		

* Reading assignments prior to class (subject to change):

- *Managing Workers' Compensation: A Guide to Effective Claim management* by *K. R. Wertz and J. J. Bryant*, 2001; and,
- *Hawaii Workers' Compensation Law, Chapter 386, HRS and Related Administrative Rules* (Chapter 10, Title 12).