



September 2010

*Cedar Valley Employers' Council of Iowa is hosting*  
**US Dept. of Labor Office of Federal Contract Compliance Program**  
**Sept.22,2010**

*At Allen College in McBride Auditorium*  
**8:15pm - 9:00am Registration and Breakfast**  
**9:00am - 11:45am Seminar**

\*\*\*\*\* *Office of Federal Contract Compliance Programs (OFCCP) is responsible for ensuring that contractors doing business with the Federal government do not discriminate and take affirmative action*\*\*\*\*\*

Purpose: Provide technical assistance to federal contractors and subcontractors to help them understand the regulatory requirements and review process.

Topics will include:

- What are the basic EEO requirements of a Federal Contractor?
- How to plan, develop, and implement a records.
- Guidelines that help you identify the types of records, forms, and documents you should maintain access to, archive, or destroy
- Can keeping records for too long can be as harmful as destroying them too soon?
- How to deal with e-mail, Internet materials, and other electronic documents
- Best practices to ensure compliance
- Fulfilling the Terms of your agreements through periodic compliance reports - Your Vet 100 report
- Audit Your Employment Practices To Prevent Discrimination
- Recruit To Attract Qualified Candidates - Identify several "recruitment sources" for women and minorities
- How to prepare for a complaint investigation of personnel policies and procedures.
- Security methods for storing and accessing sensitive documents and information

### OSHA Training

Allen Occupational Health will host FREE OSHA Training Programs on October 21st, October 28th, and November 11th from 8:30 - 12pm at McBride Auditorium at Allen College in Waterloo. Please note that due to subject matter and format of classes attendees will NOT receive a 10-hour-card but will receive a Certificate of Completion for attending each training session. The class is FREE and open to the public. Please visit our website ([www.allenocchealth.com](http://www.allenocchealth.com)) to register for these classes.

<b>October 21:</b>	Recordables, Mean of Egress, Slips, Trips, and Falls
<b>October 28:</b>	HazCom, Health Hazards in the Workplace and How to Control Them, Materials Handling and Storage, Personal Protective Equipment
<b>November 11</b>	Machinery and Machine Guarding, Welding cutting and Brazing Electrical Safety Related Work Practices, Lockout/Tagout

### UPCOMING SEMINARS

**Federal Contractor and Subcontractor Rules and Regulations**  
**September 22, 2010**

See article on left for details and download a registration form at [www.allenocchealth.com](http://www.allenocchealth.com)

### UPCOMING CLASSES

**FREE OSHA Training**  
**Hosted by Allen Occupational Health**

**Thursday, October 21st, 2010**  
**Thursday, October 28th, 2010**  
**Thursday, November 11, 2010**

Time: 8:30am - 12:00pm  
Cost: FREE  
Location: McBride Auditorium, Gerard Hall, Allen College  
Register: At [www.allenocchealth.com](http://www.allenocchealth.com)

**(SEE left for more information)**

**2010 Training for Drug Free Workplaces**

**2 Hour Initial Training**  
**Thursday, Nov 4, 2010**

Time: 8am - 10am  
Cost: \$34/person  
Location: Medical Staff Classroom, Gerard Hall, Allen College

**1 Hour Annual Update**  
**Friday, Nov 5, 2010**

Time: 8am - 9am  
Cost: \$22/person  
Location: Medical Staff Classroom, Gerard Hall, Allen College

For more information contact:  
Tara Wait at [waiitr@ihs.org](mailto:waiitr@ihs.org)  
or call 319-235-5043

**To Register:**  
Visit [www.allenocchealth.com](http://www.allenocchealth.com)  
and click on the link of the lower right hand corner of the screen.

## The Future of Computer Ergonomics

Looking at the typical mouse and the conventional keyboard, there is room for extensive improvement.

Since the dotcom boom, an increasing part of the workforce spends its workday typing or clicking. While computers have improved by leaps and bounds, their ergonomic features have not progressed in any significant way. Essentially, the mouse and keyboard are the same as they were 10 or even 20 years ago. But repetitive stress injury (RSI) incidents are growing at a fast pace.

According to the Bureau of Labor Statistics, in 1981 (when the IBM PC was released) only 18 percent of all occupational illnesses reported were due to repetitive stress injury (RSIs). In 1984, that figure grew to 28 percent; in 1992, to 52 percent; and by the year 2000, estimates were that 70 percent of all occupational illnesses reported would be RSIs. This rapid increase in RSIs coincides with the increase of personal computer use.



Starting with a typical computer mouse, there are three essential problems: The plastic surface is too hard for the human hand to be pressing it for a full workday. The shape of the mouse does not enable the joints of the fingers to bend when clicking (when exerting force, it is more natural and comfortable for the fingers to bend into a grasping position rather than remaining straight). Another shortcoming of the average mouse is the lack of support for the wrist, hence the large market for wrist supports.

Some of the most serious injuries Dr. Emil Pascarelli (a specialist in RSI treatment) has seen have come from mouse use. The mouse strains the hand by forcing repetitive use of one finger and is awkward to hold.

Add-on silicon pads can help to correct hand position. Finger pads can allow the joints to bend when clicking while providing a softer surface to press against. They also increase the total surface of contact between the finger and mouse, which results in less strain for each click. For a worker who spends more than eight hours per day clicking, this brings relief, according to reviews posted by customers and various articles. A palm pad can lift the wrist and allows the hand curve into a more grasping position -- as the hand is designed to function in the natural world -- grabbing, holding, etc.

Source: <http://ohsonline.com/articles/2010/09/01/the-future-of-computer-ergonomics.aspx>

### Physical Requirements Screenings Requires Closed Toed Shoes

If your company requires our clinic or therapists to perform physical requirement screens such as lift tests or other physical requirement screenings, please do not forget to remind your employees that they **must arrive for their appointment with closed-toed shoes.**

In order to avoid injury we have had to reschedule screenings for many patients. This results in lost time for your employees and/or a delay in the hiring process in many circumstances.

Thank you for your efforts to assist us in delivering quality care for your employees.

### Consolidated Billing Changes

Due to HIPAA regulations and Third Party Payer denials we are no longer able to consolidate billing for Urgent Care visits, lab, and radiology services when related to worker injury treatment services. For this reason, you may receive multiple bills from various departments of Allen Hospital for one injury. We ask that you pay close attention to this new billing process. We will continue to consolidate bills for post-job offer screening services such as physicals and drug screens, as well as, emergency department visits, outpatient, and pharmacy charges.

Changes will start to appear on statements over the next month. Please feel free to contact Laura Mumaw at 319-235-3964 if you have specific questions regarding your statements.