



# North Carolina Industrial Commission

## Annual Report FY 2010

(July 1, 2009-June 30, 2010)

# **The North Carolina Industrial Commission**

## **Mission Statement**

**The North Carolina Industrial Commission is an agency of the State of North Carolina, created by the General Assembly in 1929 to administer the North Carolina Workers' Compensation Act. In 1949, the Industrial Commission was also given authority by the General Assembly to administer the Tort Claims Act.**

**Additionally, the Industrial Commission is charged with administering the Law Enforcement Officers', Firemen's, Rescue Squad Workers' and Civil Patrol Members' Death Benefits Act, the Childhood Vaccine-Related Injury Compensation Program and Compensation to Persons Erroneously Convicted of Felonies.**

**The North Carolina Industrial Commission strives to effectively and fairly administer the Workers' Compensation Act and Tort Claims Act for the State of North Carolina and its citizens in the following manner:**

- Providing reliable, accurate and efficient claims servicing;**
- Providing quick resolutions to disputed issues in an administrative forum;**
- Promoting active resolution to disputes through mediation;**
- Resolving controversies by rendering impartial and well-reasoned decisions;**
- Facilitating high quality, effective medical care and rehabilitation for injured workers in complex medical/legal situations;**
- Providing education and training to employers to reduce accident potential in the workplace;**
- Providing prompt, efficient medical bill review in accordance with the NCIC Medical Fee Schedule;**
- Investigating potential criminal violations of the Workers' Compensation Act, insuring compliance and confidence in our state's workers' compensation system.**

## **Commissioners of the N.C. Industrial Commission**

**N.C. Gen. Stat. §97-77 creates the North Carolina Industrial Commission and its commissioners. The Governor appoints seven commissioners to staggered 6-year terms. These seven commissioners are charged by statute to “devote their entire time to the duties of the Commission.” One commissioner is designated as the chairman by the Governor. The chairman is by statute the chief judicial officer & chief executive officer of the Industrial Commission.**

**The chairman and the commissioners (full commission) set the policy, goals, administrative and operating procedures for the entire agency as well as address judicial/legal issues. The key role and responsibility of the full commission is the quasi-judicial function in which they sit in panels of three to review approximately 40% of the decisions made by deputy commissioners who travel across the state hearing workers’ compensation and tort claims cases. By statute the full commission may reconsider the evidence, receive further evidence, rehear the parties or amend in any way the decision by the deputy commissioner, N.C. Gen. Stat. §97-85. The full commission is the fact-finding body and therefore only the findings of the full commission and not those of the deputy commissioners are deemed conclusive on appeal, if supported by the evidence.**

# Claims Administration Section

## Mission Statement

The Claims Administration Section seeks to provide reliable, accurate and efficient claims servicing to injured workers, employers, insurance companies and the citizens of North Carolina.

## What We Do

The Claims Administration Section processes documents related to events occurring during the pendency of Workers' Compensation cases. Employees, employers, and insurers submit forms to open claims, report injuries, accept or deny claims and provide notification of changes in compensation payments, return to work status, and the amount of money paid on a claim. Claims Administration processes form agreements for payment of death benefits and permanent partial disability. In addition, Claims Administration facilitates certain aspects of occupational disease cases, monitors forms compliance and generates reports regarding different aspects of a claim. It handles interim attorney fee requests and third party requests for documents. Finally, Claims Administration is responsible for the assignment of Industrial Commission file numbers, verifying Workers' Compensation insurance on new or pending claims and answering citizen questions about claim activity.

Claims-Report of Injuries \*61,145

Claims (Form 18)	7,669
Injury Reports (Form 19)	42,233
Claims and Injury Reports (Form 18 plus Form 19)	11,243

\* Some but not all claims have both a Form 18 and a Form 19 filed.

Death Claims (Form 26D, Form 30) 132

Form Agreements (Form 26A)

Agreements Received	6,862
Agreements Approved	6,540

Telephone Calls Answered 36,018

# Deputy Commissioners Section

## Mission Statement

The mission of the Deputy Commissioners Section is to provide the highest quality of legally sound, courteous, professional, ethical and expeditious service to the citizens of North Carolina by rendering impartial and well-reasoned decisions in their workers' compensation and state tort claim controversies.

## What We Do

Deputy Commissioners expeditiously resolve all controversies between injured workers, employers, carriers, providers, various citizens of the State of North Carolina and the State of North Carolina that arise under the North Carolina Workers' Compensation Act and the North Carolina State Tort Claims Act. We provide citizens an opportunity to be heard in a professional, ethical and courteous manner and render legally sound and impartial decisions after thoroughly considering the positions of all parties and the law. We seek to promote the goals and maintain the integrity of the North Carolina Workers' Compensation Act and the North Carolina State Tort Claims Act and promote their administration. Deputy Commissioners conduct full evidentiary hearings throughout the State, hear administrative motions, conduct administrative appeal hearings, review complex agreements, review settlement agreements and handle other matters. Typically litigants do not have contact with the Deputy Commissioners Section until a claim is assigned to an individual Deputy Commissioner. The Deputy Commissioners are judicial officers and the Deputy Commissioners Section does not provide legal advice or advocate for any party.

**This report measures Section production from the perspective of docket formulation and disposition for each Fiscal Year measured.**

ALL DEPUTY COMMISSIONERS	*FY 2006 - 2007		*FY 2007 - 2008	
	#	%	#	%
# of Hearing Days:	867		858	
Total Dockets:	5,469		5,738	
# of Cases Heard:	1,478	27.03%	1,641	28.60%
#Cases Continued/Removed	1,940	35.47%	1,855	32.33%
# of Cases Dismissed With Prejudice:	66	1.21%	122	2.13%
# of Cases Dismissed Without Prejudice:	181	3.31%	137	2.39%
# of Cases Settled:	1,641	30.01%	1,835	31.98%
#Pre-Trial Hearings	163	2.98%	147	2.56%

ALL DEPUTY COMMISSIONERS	FY 2008 - 2009		FY 2009 -2010	
	#	%	#	%
# of Hearing Days	743++		937++	
Total Dockets	4745**		5161**	
# of Cases Heard	1,348	28.40%	1,405	27.22%
#Cases Continued/Removed	1,478	31.14%	1,626	31.50%
# of Cases Dismissed With Prejudice	67	1.41%	50	0.96%
# of Cases Dismissed Without Prejudice	92	1.93%	117	2.26%
# of Cases Settled	1,692	35.65%	1,786	34.60%
#Pre-Trial Hearings	68	1.43%	177	3.42%

++ The Industrial Commission has attempted to compress the number of hearing days to decrease travel expenses.

\* Does not include docketing statistics for State Prisoner Tort Claim motions hearings.

\*\*Does not include docketing and hearing statistics for Expedited and Emergency Medical Motions. There were 766 Expedited and Emergency Medical Motions disposed of by the Deputy Commissioner Section during Fiscal Year 2009- 2010.

**The chart below records the number of decisions rendered, cases settled and Pre-Trial Orders issued for each Fiscal Year indicated.**

	FY 2006 - 2007	FY 2007 - 2008	FY 2008 - 2009	FY 2009 - 2010
# of OA/DO's	1,395	1,329	1,178	1,212
# of CSAs	1,763	2,094	1,743	1,970
Pre-Trial Orders	143	132	50	143
Total Cases Written/Settled	3,301	3,555	2,971	3,325

**The chart below details the number of hearing hours per month on a Fiscal Year basis for the years indicated.**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Totals
FY '06 - '07	280.8	353	356.75	280.5	478.2	248	284.5	257.5	270.5	277.25	318.3	265	3670.3
FY '07 - '08*	253.25	346.25	333.45	359.75	328.25	177.25	318	383.5	336	357.2	344.5	331.45	3868.85
FY '08 - '09**	315.25	331	323.5	327.25	317.25	318.5	330.5	324.75	322.75	330.75	366	408.25	4015.75
FY '09 - '10**	333	384	317.5	264	325.25	226.25	333.5	298.5	330.5	289.5	309	274.75	3685.75

## Docket Section

### Mission Statement

The mission of the Docket Section is to ensure that cases to be heard by the Industrial Commission are placed on the docket timely and move through the system as efficiently and expeditiously as possible. These cases include claims filed under the Workers' Compensation Act, the Tort Claims Act, the Law Enforcement Officers', Firemen's, Rescue Squad Workers' and Civil Air Patrol Members' Death Benefits Act, the Childhood Vaccine-Related Injury Compensation Program and Compensation to Persons Erroneously Convicted of Felonies. The mission will be accomplished to the highest degree possible by adhering to Industrial Commission Rules, policies and procedures; by being accessible; and by providing all parties and Industrial Commission staff with respectful, responsive and reliable service.

### What We Do

The Docket Section's primary responsibility is to place cases to be heard by the Industrial Commission on the appropriate hearing docket. This responsibility includes processing requests for hearing, appeals and related documents filed in all types of cases administered by the Industrial Commission, including workers' compensation and State tort claims. For cases appealed to the Full Commission, the Docket Section organizes the evidence and orders an official hearing transcript. The section assembles specific documents into working files for each member of the Full Commission panel assigned to review the case on appeal and prepares and distributes the Full Commission hearing calendars. The section serves as custodian of recordings of Industrial Commission hearings and coordinates assignments of court reporters for hearings before the Deputy Commissioner. The section maintains the Industrial Commission's attorney database by adding new attorneys and updating contact information in the mainframe. The section assigns Industrial Commission file numbers for State tort claims, for claims filed under the Death Benefits Act, and for erroneous conviction cases. The Docket Section also oversees File Room activities.

Form 33s Received [Request That Claim be Assigned for Hearing]	7,780
Form 33s for Non-Insured Cases	190
Expedited Medical Motions	752
Administrative Appeals to Deputy Commissioners	531
Form 33Rs Received [Response to Hearing Requests]	6,758

Correspondence	4,966
Tort Claims Filed	555
Requests for Recordings of Hearings	828
Number of Hearing Tapes/CDs Copied	1,614
Appeals to Full Commission	737
Cases Sent for Transcription	589
Transcripts Mailed to Parties	632
Cases Prepared for Full Commission Review	645
Pro Se Inmate Tort Appeals Heard Administratively	78
Medical Motion Appeals	61



# Executive Secretary's Office

## Mission Statement

The mission of the Executive Secretary's Office is to efficiently and effectively address, handle and rule on administrative filings in as summary and simple a manner as feasible and in as quick a manner as possible. The shared mission of the Executive Secretary, Special Deputy Commissioners and support staff is to assist all parties in the field of workers' compensation who file requests in a professional manner through informed administrative rulings and responses, streamlined processes and consistent practices, communications with the parties, and responsiveness on all matters with which we come into contact.

## What We Do

The Executive Secretary's Office handles administrative review of issues for the Industrial Commission. This office is responsible for the review, approval, or disapproval of the vast majority of Compromise Settlement Agreements filed with the Industrial Commission. This section is responsible for the review, disposition of and issuing of Orders on Form 24 Applications to Terminate or Suspend Payment of Compensation. Telephone hearings are often held in regard to these applications. In addition, Orders are issued after review of Medical Motions, Administrative Motions, Third Party Settlements and a variety of other issues such as Requests for Attorney Withdrawal.

Orders on Compromise Settlement Agreements	11,374
Orders Directing Distribution of Third Party Recoveries	500
Orders/Disposition on Form 24 Applications [to Terminate or Suspend Payment of Compensation]	1,548
Orders on Medical Motions	1,648
Orders/Disposition on Administrative Motions by Executive Secretary	4,486
Total number of calls and voicemails answered by Executive Secretary's Assistant	4,535
Attorney Withdrawal Orders	1,315
Certified Copies of Files	30

## Executive Secretary's Office

### Workers' Compensation Information Specialists

The North Carolina Industrial Commission created the Workers' Compensation Information Specialists Program (formerly the Ombudsman Program) in accordance with N.C. Gen. Stat. §97-79 (f) to assist claimants who are not represented by an attorney, employers, or other parties in protecting their rights. In addition, the Workers' Compensation Information Specialists serve as the information source for the Industrial Commission, and answer questions pertaining to all aspects of the Workers' Compensation Act, Tort Claims against State Departments and Agencies and other statutes under the jurisdiction of the Industrial Commission and related rules. Telephone calls to the Information Specialists are monitored for quality assurance; however, the calls are confidential. The Information Specialists strive to provide callers and visitors with accurate and knowledgeable information in a prompt and courteous manner.

Number of Calls Answered and Returned (English)	21,140
Number of Calls Answered and Returned (Spanish)	1,355
Total Calls Answered	22,495
Number of Walk-Ins Assisted	52
Correspondence (letters & e-mails) Answered	1,607
Mail Outs (Envelopes containing Form Packets/Bulletin)	1,347

# **Fraud Investigation Section**

## **Mission Statement**

The Fraud Investigation Section is composed of two units, the Non-Insured Compliance Unit and the Criminal Investigation Unit. The Fraud Investigation Section serves the citizens of North Carolina by investigating potential criminal violations of the Workers' Compensation Act and ensures compliance with the rules and regulations. The goal is to foster confidence in the workers' compensation system and compliance with the law.

## **What We Do**

The Non-Insured Compliance Unit handles civil cases involving employers who are operating as non-insured employers in violation of N.C.G.S. § 97-93 and N.C.G.S. § 97-94. An employer is considered non-insured if the employer does not carry Workers' Compensation insurance, is not self-insured, or cannot cover the medical costs and compensation due to the injured worker. The Non-Insured Compliance Unit investigates referrals to determine whether or not an employer is in compliance. Once an investigation is complete and evidence is gathered, it is presented during Industrial Commission non-insured penalty hearings. A Penalty Hearing in a non-insured case is held simultaneously with the underlying Workers' Compensation case. Civil penalties can be assessed covering the entire time-frame that the employer is not insured. The Non-Insured Compliance Unit assists the Office of Attorney General with enforcement and collection of penalty actions.

The Criminal Investigation Unit operates as a law enforcement agency and is responsible for conducting criminal investigations into cases of suspected Workers' Compensation fraud and violations related to Workers' Compensation claims involving employees, employers, insurers, health care providers, attorneys, and vocational rehabilitation providers. Fraud Investigators investigate all criminal complaints filed with the Industrial Commission regarding failure of employers to maintain Workers' Compensation insurance (N.C.G.S. §97-94(d)), fraud on the part of employees with regard to the collection or obtaining of Workers' Compensation benefits (N.C.G.S. §97-88.2), fraud on the part of employers with regard to payment or collection of Workers' Compensation premiums from employees' salaries (N.C.G.S. §97-21), medical payment fraud, and any other claims arising out of violations of Chapter 97 by employees or employers. The Criminal Investigation Unit works with Judicial Officials and other law enforcement agencies throughout the state to resolve the above investigations in criminal court.

Non-Insured Cases Docketed	423
Fraud Cases Reported	394
Fraud Cases Pending	121
Fraud Cases Closed	273
Amount Received in Penalties	\$46,014.83

# **Information Technology Section**

## **Mission Statement**

**The mission of the Information Technology Section is to facilitate and support the use of technology as an enabling agent for the work of the Commission. To accomplish this mission, the Information Technology Section has the following objectives:**

- **Providing excellent customer service to our internal and external customers**
- **Designing, developing, deploying and supporting high-quality software solutions**
- **Safeguarding the information and infrastructure of the Commission**
- **Developing and managing the information management strategy for the Commission**

**In support of these objectives, the Information Technology Section has the following responsibilities:**

- **Developing plans and procedures for technical and operational processes**
- **Developing software programs and upgrades**
- **Maintaining agency software applications**
- **Managing software licenses**
- **Maintaining and upgrading onsite hardware**
- **Administering databases**
- **Managing data security and access**
- **Providing technology training**
- **Providing end-user support for hardware, software and network issues**
- **Scanning, indexing, verification, storage and retrieval of agency documents**

The staff consists of the CIO, the IT Manager, a Project Manager from the Office of Information Technology Services, two Developers, three Systems Analysts, and four Scanning Technicians.

## **Accomplishments**

- **Crafted high-level design and implementation plan for a Comprehensive Electronic Case Management System for the Commission.**
- **Developed core components of the Comprehensive Case Management System (CCMS).**
- **Developed and deployed first-generation implementation of the CCMS to streamline the operations of and improve the data quality of the Claims Administration Section and facilitate compliance with and reporting required by GS 97-78.**
- **Designed and began development on first-generation web portal to facilitate filing of electronic documents and electronic fee payment by outside stakeholders.**

- Deployed a completely redesigned agency website to provide better and more timely information to the public and the Commission's external stakeholders.
- Commenced development effort for internal staff website to facilitate collaboration and manage internal agency documents and communications flows; deployment expected Fall 2010.
- Transitioned internal network from Novell file and authentication services to Microsoft Active Directory file and authentication services, facilitating use of staff NCID to access internal systems.
- Implemented internal use of Remedy ticket tracking system to provide more timely and complete resolution of internal support requests.

## **Information Technology Strategy**

- Continue multi-year program of development for Comprehensive Case Management System.
- Migrate all data from mainframe to CCMS database and replace the mainframe applications.
- Review existing Information Management and related policies and procedures, and recommend updates and additions to these policies and procedures where necessary.
- Develop comprehensive internal staff IT training plan, and facilitate assessment of training needs, development of curriculum, and delivery of necessary and beneficial technology training to internal staff.
- Planned IT initiatives:
  - Hire 1-3 additional FTEs to assist in IT efforts, allowing the enlarged staff to better address operations, development, and future projects
  - Develop and deploy Electronic Payment and Fee Portal
  - Replace FileMaker Pro Mediation Program
  - Replace Partial Permanent Disability (PPD) Program
  - Replace and expand NCIC Searchable Databases
  - Replace the Mainframe Codes
  - Replace Live Link
  - Continue improvements to agency website

## Mediation Section

### Mission Statement

The Mediation Section is responsible for effectively, fairly and efficiently administering the Commission's mediation program, with the goal of empowering the parties in pending cases to take an active role in the resolution of their disputes, to minimize the need for hearings and appeals, to expedite the dispute resolution process, and to enable the Commission to devote its adjudicatory resources to those cases not conducive to settlement.

### What We Do

When a claim is contested the parties are generally referred to mediation as a way of resolving the claim without a formal hearing. When an injured worker is not represented by an attorney, the case usually bypasses mediation. The Mediation Section oversees this process by educating the stakeholders concerning mediation theories and procedures, ruling on any motions related to mediation, and by insuring that the parties and mediators adhere to certain timelines, move the case forward, and submit the required forms and reports. While the mediators who serve in these cases are generally not state employees, the mediators on the Industrial Commission's appointed list must complete a formal mediation training program, complete at least six hours of NC State Bar approved continuing legal education courses on workers' compensation law every two years and be certified by the Dispute Resolution Commission.

Hearing Requests Filed 7,780\*

\*Due to the expedited medical motion process an additional 538 Form 33 Requests for Hearings were filed during the fiscal year that previously would have been docketed.

#### Mediation

- Total number of cases referred to mediation 8,508
- More than 8,500 cases were referred to mediation for the 9<sup>th</sup> straight fiscal year.
- Settlement rates were:
  - 70.0% at mediation conferences and
  - 75.3% when settlements of cases at or before mediation conferences are included.

## Medical Fees Section

### Mission Statement

**We are committed to providing prompt and efficient service to all Workers' Compensation clients, ensuring timely and accurate bill processing. To serve all customers by answering inquiries regarding the North Carolina Worker's Compensation system medical fee schedule and resolving medical fee disputes.**

### What We Do

**The Medical Fees Section is responsible for processing bills for medical services provided as a result of a Workers' Compensation claim. Medical bills are reviewed and where necessary adjusted in accordance with the Industrial Commission's Medical Fee Schedule and then mailed to the insurance carrier or self-insurer handling the claim. It responds to medical inquires, resolves medical fee disputes and assists in the review and updates of the Medical Fee Schedule.**

Total Bills Keyed	32,552
Inpatient Hospital	9,922
Physician	21,281
Miscellaneous, Dental & Chiropractic	1,349
Monthly Average	2,713
Weekly Average	626
Daily Average	132
Bills Sent to Advisory Committee	0
Bills Awaiting a Response	0

# Workers' Compensation Nurses Section

## Mission Statement

The North Carolina Industrial Commission Medical Rehabilitation Nurses Section employs six registered nurses who are responsible for different geographic segments of the state. These nurses provide medical rehabilitation consultative services to a variety of NC Workers' Compensation audiences, including injured workers, insurance carriers, attorneys, rehabilitation professionals, and health care providers. They assist with case management and medical rehabilitation needs in the event difficulties arise in areas of communication, trust, confusion, misunderstanding, or any other problem that interferes with the ongoing progress of returning injured workers to their maximum functional capabilities. The Nurse Consultants seek to collaboratively facilitate and coordinate high quality and effective medical care and rehabilitation such that an injured worker's maximum level of functionality is optimized, both physically and mentally.

## What We Do

Ongoing rehabilitation case management of injured workers covered by the North Carolina Workers' Compensation Act is usually provided by Medical and Vocational Rehabilitation Professionals employed in private industry. The NCIC Workers' Compensation Nurse Consultants are available to assist with difficult cases temporarily, promoting ongoing case management within the private industry. The NCIC Medical Rehabilitation Nurses Section services are available to anyone who wishes to express concern regarding an injured worker's care or rehabilitation.

	EXISTING 7/1/2009	REFERRALS	CLOSURES	CURRENT 6/30/2010	%
1. Back	63	87	84	66	22
2. Burn Injuries	2	1	2	1	<1
3. Extremity Injuries					
A. One Upper Extremity	89	37	31	95	32
B. One Lower Extremity	56	46	36	66	22
C. Two or More Extremities	11	13	19	5	1
<b>TOTAL EXTREMITIES</b>	<b>156</b>	<b>96</b>	<b>86</b>	<b>166</b>	<b>55</b>
4. Head Injuries	24	11	23	12	4
5. Other Injuries/Occupational Diseases	1	7	6	2	<1
6. Paraplegia	2	0	1	1	<1
7. Quadriplegia	3	1	0	4	1
8. Multi Defects	53	74	80	47	16
<b>TOTALS</b>	<b>304</b>	<b>277</b>	<b>282</b>	<b>299</b>	<b>100%</b>
<b>TOTAL CASES WORKED WITH DURING YEAR</b>					<b>581</b>



<b><u>SOURCES OF REFERRALS RECEIVED</u></b>		<b><u>Total</u></b>	<b><u>TOTAL REFERRALS MADE</u></b>		<b><u>Total</u></b>
Interdepartmental		101	Written/Verbal Contacts		24,496
Hospitals and Doctors		8	Acknowledged Form 25Ns		
Carriers		8	[Notice of Assignment of		
Attorneys		141	Rehabilitation Professional]		16,954
Rehabilitation Professionals		5			
Injured Workers		14	TOTAL CONTACTS MADE		41,450
Vocational. Rehabilitation &					
Other state Agencies, etc.		0			
<b>TOTAL</b>		<b>277</b>			

During the 2009-2010 fiscal year, referrals and overall case loads remained stable despite shortages in nursing staff during the third and fourth quarters. Form 25N processing increased. The number of educational presentations on the NCIC Rehabilitation Rules remained stable, as the NCIC Rehab Advisory Board's pilot educational program for the private sector rehabilitation community is expected to become a mandatory requirement. There were 12 programs presented to 358 attendees.

## **Safety Education Section**

### **Mission Statement**

**The Safety Education Section of the North Carolina Industrial Commission was created as part of the original North Carolina Workers' Compensation Act of 1929 as an educational, training, and public relations unit to promote safety and accident prevention in the industrial workplaces of the state of North Carolina. Our mission is to help employers reduce injury to employees through education and training, reduce pain and suffering and reduce costs resulting from accidents in these workplaces.**

### **What We Do**

**The accident prevention and safety services offered by the Safety Education Section of the North Carolina Industrial Commission provide competent, practical instruction in accident prevention and workers' compensation. The courses and workshops for the supervisors and employees are designed to reduce accidents and their costs in North Carolina. Our schedule offers professional programs with experienced safety consultants of the Industrial Commission as instructors. Courses range from single session targeted classes to a thirty hour Accident Prevention Certificate Awareness Program. The Safety Education Section strives to develop new Accident Prevention Programs to better serve the citizens of North Carolina. This approach to reducing Workers' Compensation claims and costs is proactive. In addition, the Safety Education Section supports eight Regional Safety Councils that serve all of the counties of the state. It maintains N.C. Gen. Stat §97.12 Safety Rules and also supports an annual North Carolina Statewide Safety Conference.**

Individuals Trained	95,563
Contact Hours	4,700
Classes	4,080

**An injured worker, unable to work, is a cost to an employer. The best way to reduce accidents in the workplace is through active safety programs that include but are not limited to: education and training for all personnel; safety committees that touch all activities in the workplace; following recognized good work practices and awareness of workplace safety and health standards. Active safety programs are the best offense and best defense against rising Workers' Compensation costs.**

**A Legislative Mandated Fee Schedule is now in effect. Programs are scheduled to meet the production needs of client companies.**

## **Fee Schedule**

<b>DESCRIPTION OF TRAINING</b>	<b>FEE</b>
Accident Prevention Awareness (APCAP) - 30 Hours	\$125.00 per Person
ADVANCED APCAP - 16 hours	\$75.00 per Person
Four or Six Hour WORKSHOP	\$30.00 per Person
First Aid/CPR/AED (Plus book cost of \$15)	\$20.00 per Person
First Aid Only or CPR/AED Only (Plus book cost of \$12)	\$15.00 per Person
Infant/Pediatric CPR and First Aid (Plus book cost of \$17)	\$20.00 per Person
Defensive Driving Course (Plus book cost of \$4)	\$20.00 per Person
HAZWOPER - Ops or 8 hr Refresher	\$50.00 per Person
HAZWOPER Awareness - 4 Hrs	\$30.00 per Person
Work Zone/Flagger (Plus book cost of \$5)	\$25.00 per Person
Respirator Fit Testing	\$20.00 per Person
Competent Person Scaffolding	\$30.00 per Person
Trenching Competent Person (4 hours)	\$30.00 per Person
Accident Prevention Workshop (APW)-8 hours per month for 12 months per year	\$1,500.00 per year
Accident Prevention Workshop (APW)-4 hours per month for 12 months per year	\$900.00 per year
<b>As-Needed Workplace Training</b>	<b>FEE</b>
5-6 Hours	\$200.00
3-4 Hours	\$150.00
1-2 Hours	\$100.00

\* A \$4.95 service fee will be added to each charge.