

compUpdate

WORKING WITH THE WEB

Forgot your password or user name?

Most of us have many on-line accounts and that often means we have multiple passwords and user names. It can get difficult to remember them all and if you don't log into some sites frequently, it is easy to forget your user name or password.

If you forget your user name or password, go to the log-in page and click on "Forgot user name?" or "Forgot password?"

You will be asked to provide your e-mail address.

You must use the e-mail address that you used when you registered to access the website. Then click on "E-mail user name" or "E-mail password." You should receive an e-mail with your user name or a temporary password. If you don't receive the e-mail within a few hours, please contact Web Site Support at 208-332-2197.

If you type in your user name or password incorrectly, you will get a message that says "User name and/or password are incorrect. Check

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Uploading FROI offers more security

If you have been filing First Reports of Injury by sending them as e-mail attachments, you might consider uploading them directly to the State Insurance Fund. It is very easy to do — as easy as using e-mail.

The upload method is much more secure than sending as an e-mail attachment. As you know, the FROI contains personal information about your employee. E-mail is not a secure method of transmitting information. An e-mail message and attachment can be sent in many data packages all over the world before it reaches you. An e-mail can be subject to someone intercepting it. The upload page uses a secure sockets layer transmission with an encrypted connection.

The upload process is simple and can be done similarly to sending an e-mail attachment. You probably already have the FROI stored on your computer in Word format. Instead of going

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The office environment has changed much in recent years. These days, almost everyone uses a personal computer or some type of VDT (video display terminal) on the job. Occasionally, computer users experience muscle aches and pains, eye fatigue, and other similar problems when their work routine is static and sedentary.

The good news is that these problems are mostly preventable by taking occasional "mini-breaks," by avoiding stationary postures, and by adjusting computer equipment and furniture to satisfy the individual needs of the persons using them.

Straightforward remedies exist

Fortunately, straightforward remedies exist for most of the workstation problems encountered by computer users. Small adjustments to a chair, keyboard angle or monitor often result in quickly noticeable improvements. Also, a task or work style can sometimes be modified so that tiring or strenuous activities are avoided. However, making the proper changes involves a basic understanding of something called "ergonomics."

In general, ergonomics is a practice that attempts to simplify the interaction between people and their environment, so that people can function safely and effectively. Although the term "ergonomics" has become popular in recent

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years, many still don't know what ergonomics is.

What is ergonomics?

A simple explanation is that ergonomics is a practice seeking to provide comfortable, easy-to-use equipment, devices, and activities for people of all shapes and sizes. The dictionary defines ergonomics as:

"A practice concerned with the characteristics of people that need to be considered in designing and arranging things that they use, so that people and things will interact effectively and safely."

Computer comfort

At a computer, the key to comfort is making sure the body remains in a relaxed, natural position, whenever feasible. Computer-related tasks shouldn't force the user to work for prolonged periods of time with muscles and tendons held under noticeable tension. A good work position at a computer is to have the arms hanging relaxed from the shoulders and bent into right angles at the elbows. Also, while keyboarding, the user should try to work with the hands held in a straight line with the forearm and the elbows kept close to the body.

Chair adjustments

Good computer workstation ergonomics begins with having a chair that can be adjusted to support the lower region of the back. The chair should be adjusted so that the feet are flat on the floor, or nearly so. The seat pan and seat back should be adjusted to promote an approximate 90-degree angle at the hip, while leaning back slightly in the chair. If needed, a footrest should be obtained and used.

The workstation should have

12 keys for comfort

Using the following 12 tips will help you find the best adjustment of your workstation:

- ✓ Position the chair so that it supports the back, with the feet flat on the floor or footrest, without pressure behind the knees.
- ✓ Place the working material within easy reach, to avoid the tiring effect of working with the arms extended forward.
- ✓ Locate the monitor so that the top of the screen is at or just slightly below eye level.
- ✓ Position the arms so that they are relaxed and comfortable when keying. To achieve this, the upper arm should be parallel to the torso and the forearm should be parallel to the floor.
- ✓ In addition to tip above, position the chair and keyboard so that keying can be performed without extending the arms too far forward.
- ✓ While keying, try to position the hands so that flexion and extension of the wrist are avoided as much as possible.
- ✓ Position the mouse so that it can be easily reached and operated, without overextending the forearm. Let go of the mouse frequently, in order to minimize stress in the wrist and forearm.
- ✓ When possible, position the screen at a right angle to windows, in order to minimize glare. The screen may also be repositioned slightly, either up or down or to the right or left, to reduce glare. A screen hood also helps to eliminate glare when monitors are placed below overhead lights. Glare screens should be avoided.
- ✓ Adjust the contrast and brightness of the screen to a comfortable level.
- ✓ Use a document holder for positioning source documents, whenever engaged in long periods of data entry.
- ✓ Blink often to prevent the eyes from drying out. Look away from the terminal and refocus the eyes occasionally.
- ✓ Stand up and stretch frequently, and change the sitting position often throughout the day. Take mini-breaks frequently in order to minimize the tiring effects of working without resting.

More information on workstation adjustments is available on our web site:
www.idahosif.org/read_about/office_ergonomics_workstation_adj.aspx

enough clearance underneath it to allow the user to move around freely without noticeably bumping into things. Space underneath the workstation should not be used as a storage area.

Proper location of the keyboard and mouse

The keyboard and mouse should be located so that good posture can be maintained with a minimum of reaching. Normally, the mouse should be located close to and on the same work

surface as the keyboard. An adjustable keyboard platform attached to the underside of the work surface may be necessary in some cases.

Stand up and stretch

Finally, regardless of the workstation, computer users should stand up and stretch occasionally during the day. The human body is not designed for sedentary work and it needs frequent movement and exercise for good health.

Uploading FROI

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to your e-mail program, creating a new message, addressing it and attaching the FROI, try this trick. Use your web browser. Save the link to our upload page as a favorite in your browser: <https://www.idahosif.org/secure/froi.aspx>. The link is on the home page. Look for "Upload completed FROI."

By saving the link as a favorite, you don't even have to log into the SIF web site. In fact, you can be anywhere on the web, looking at any web site. Just click on the upload page link in your favorites and the upload page will open.

At the upload page, you will see a page with instructions and a form to complete.

Instructions:

- 1 Enter your name, phone number and e-mail address of the person to contact if we have an error reading your attachment after it has been submitted.
- 2 Click "**Browse**" to locate your completed FROI on your computer.
- 3 Navigate to your FROI in the popup window, click "**Open**" to select the document.
- 4 If you have any comments to make regarding the FROI, enter them under "**Comments**." This field is optional.
- 5 Click the "**Secure Submit**" button to submit your FROI.

Never filed a claim electronically? Go to our web site at idahosif.org and look for the link "File a claim." Click on it and it will take you to a link to download the form, which is a Word document. Save the form on your computer anywhere you want to keep it.

Reprint payroll reports, statements

Misplaced that payroll report or payment coupon? Want to get your report done early? If you are a registered web site user, you can print payroll reports and payment coupons off of the site.

You don't need to wait for the mail to get your payroll report. The reports are posted on the web site about the 25th of the month. Once they are posted, you can access them easily. Here's how:

Log into your secure area of the web site. Look for "Quick Links" on the right side of the page, which is the Current Policy Detail Page. Put your cursor over "Quick Links" and click on "Reprint a Payroll Report." The Financial Transaction page will open.

On this page, look for "Reprint this payroll report." The "Billing Start" and "Billing End" will indicate the reporting period for the report. Click on the link and the report will open as a pdf file, which you can print and fill out.

Also, on the Financial Transaction page, you will see the Statement column. Under that column will be links that say "View." The Statement Detail Page will open. In the upper left corner of the page, you will see a link that says "Reprint a payment coupon for this statement." That will open up a pdf file that you also can print.

TIP: To ensure your payment is credited to your policy, please put your policy number on your check.

Password

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spelling and capitalization." For security reasons, we don't reveal if you have tried an incorrect password or an incorrect user name. If you think you have forgotten your password, click on "E-mail me a temporary password." If you suspect you used the wrong user name, click on "E-mail me my username."

You may eventually be locked out of the web site if you try to log in several times using the wrong user name and password. If that happens, contact Web Site Support at 1-800-234-2370 x 2197 (or direct: 332-2197)

A word about your user name: Capitalization doesn't matter. However, your user name is unique. If your user name is Bob, then you are the only user of the Fund's website with that name.

A word about your password: Capitalization does matter.

Can your password be cracked?

Is your password really secure? Do you use the same old password all the time for every site you have an account? Here are some tips on password security, good for not only the Fund's web site but for any web site where you have an account that requires a log-in.

- Change passwords frequently.
- Don't use a word. A password that is simply a word can be cracked quite easily with special software.
- A good password should be long and contain letters, numbers and symbols.
- Mix it up. Use a mix of capitalized and lower-case letters. Substitute a letter for a number: for example, zero for the letter "O."
- Need help remembering your password? Try using a pass phrase. To create a pass phrase, think of a phrase you can remember, such as "I love to change my password!" Then use the first letter of each word. That gives you "Il2cmp!" Make it even harder to crack by replacing some of the letters with special characters, capital letters or numbers: "Il2cmp!"

Overall rate falls 3.7%

Idaho will see an overall decrease in workers compensation rates in 2008 of approximately 3.7 percent.

The State Insurance Fund has gained approval from the Department of Insurance for a 12 percent deviation, or across-the-board cut, from the standard rates approved for 2008.

The 2008 rates were proposed by the National Council on Compensation Insurance and approved by the Department of Insurance. The NCCI is a rating organization whose membership consists of workers compensation insurers.

Policyholders should not expect, however, to see their rates go down exactly 3.7 percent when their policies are renewed. Rates are set for approximately 600 classifications for various types of employment. The 3.7 percent decrease is an overall average. Some policyholders' rates may decrease, while others may experience increases. The actual premium for individual policyholders also is affected by claims experience.

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www.IdahoSIF.org

ANTI-FRAUD HOTLINE 1-800-448-ISIF (4743)

A message from our Risk Management Department:

What does "safety" mean to you? When many people hear the word safety, they think about regulations, inspectors, OSHA, citations and problems.

For some folks, safety simply means: Don't take unnecessary chances.

Get a ladder instead of trying to save five minutes by standing on a chair. Fasten your seatbelt, every time before you start the car. See a yellow light ahead, slow down and prepare to stop instead of speeding up to try to make it into the intersection before it turns red. Put those safety glasses on even though you only have to use that grinder for a couple of seconds.

If you are an employer, or a supervisor, you want all the employees to go home at the end of the day and come back the next day, with all their body parts working pain-free and productively. Employees will typically give life and limb to get the job done. They do not make a conscious decision to do that, but that is exactly what they are doing every time they take a shortcut and ignore a safety procedure to get the job done faster. They take unnecessary chances, and every time a supervisor sees them do that and does not make corrections immediately, it is the same

as saying it is OK to do it that way. Never walk on by thinking you will get back to them later. Immediate action is believable, later is not.

How do you get the employees not to take chances? Tell them, tell them, and then tell them again. Be positive; recognize employees when they do things the correct and safe way. Most everyone responds better to a pat on the back than a kick in the pants.

Another way to let people know you are serious about safety is to tell them during a safety meeting. Typically, unless some special training is involved, short regular safety meetings are better than long drawn out half-day ones. You don't want people worried about all the work piling up instead

of concentrating on the "do not take chances" message. No matter what you talk about, a work procedure or a specific safety rule, they must believe that you honestly do not want them to take chances. Be consistent with the message by taking immediate corrective action whenever you see an employee taking an unnecessary chance.

The investment of your time will pay off in reduced injuries and costs. And, after some time, you will have an organization where employees tell each other, "Don't take chances."

**SAFETY
FIRST**
**DON'T TAKE
CHANCES**