

Agenda State Safety & Return to Work Group Meeting



Effective Date : April 24, 2025

Time : 1:00pm – 2:30pm

Room :

Rooms 226/228

Old Federal Building

301 South Park, Second Floor


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Meeting Attendees

| | |
|------------------------------------|---------------------------------|
| Rob Virts - DOA | Joe Fischer-Rev |
| Andrew Pitsch-DOA | Andrea Davidson-DOA |
| Michael Anderson-DLI | Christy Stapley-DNRC |
| Buddy Rivera-MT Historical Society | Stormy Tuffield-MSF |
| Justin Ulmen-MDT | Dan Johnson-MSF |
| Charlotte Hafer-DOC | Herb Byers-MSF |
| Tari Nyland-Sec of State | Nathan Showalter-Revenue |
| Abigail Nessler-CSI | Shannin Danko-Commerce |
| Joe McAnally-DPHHS | Mark Carpenter-Sec of State |
| Duncan Adams-Rev | Joel Auers-MSDB |
| Kaylin Luchner-DOJ | Keri Maes-MSF |
| Dan Messerli-Leg | Bri Smith-DOJ |
| Amanda Murphy-Revenue | Jessica Arnold-Commerce |
| Kirby Fugle-FWP | Errolyn Lantz-Governor's office |

Agenda

| No. | Time | Item |
|-----|----------------|---|
| 1. | 1:00 – 1:10 | Rob Virts - Introductions |
| 2. | 1:10 – 1:30 | Nick Mazanec – Review Legislative Bills Affecting Work Comp |
| 3. | 1:30 – 1:45 | Jake Sandau – DLI State Agency Inspection Focus/Review |
| 4. | 1:45 – 2:00 | Andrew Pitsch - Safety & Performance Dashboard Update, OSHA 300 Log Removal, How to Access/Run a Loss Run Analysis |
| 5. | 2:00 – 2:20 | Rob Virts - Medical Surveillance RFP Update, June Renewal Meeting Plan, MSF New Online Portal Access |
| 6. | 2:20 - 2:25 | Agencies safety efforts – issues - open discussion |
| 7. | 2:25 to Finish | Meeting wrap-up /follow-up items/suggested topics for next meeting |
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Meeting Notes

Introductions

Nick Mazanec - General Counsel, Montana State Fund – Nick reviewed all legislative bills affecting work comp and answered questions and comments from the group. One of the main topics of conversation was the PTSD bill, which now looks like it will be signed by the Governor. The remaining bills covered are included in the PowerPoint slides attached.



4.24.25 Safety Training.pptx

Jake Sandau – Safety Compliance Manager, DLI - DLI State Agency Inspection Focus/Review

- The safety compliance unit will be continuing safety compliance inspections for state agencies and will begin to focus more on OSHA programs, rather than strictly physical hazards. If applicable, will look for program compliance when a physical hazard is found (i.e., respiratory protection program, LOTO program, PPE hazard assessments, etc.). Will continue looking at 300 logs for injury trends and asking to see incident investigations.


Andrew Pitsch – WCMB Safety/Work Comp Specialist - Safety & Performance Dashboard Update, OSHA 300 Log Removal, How to Access/Run a Loss Run Analysis

Safety & Performance Dashboard Results Rollout Plan:

- Completed meetings with 10 different state agencies. These meetings were a huge success and the WCMB very much values the collaboration and relationship-building that occurred and which continues to occur.

We discovered some opportunities for growth during the 1st go-around and will work to correct those matters for next year. Some of the vulnerabilities identified include:

- a. Elimination of the component concerning the “letter to medical provider explaining Agency’s RTW Program”. We found this to be largely N/A for safety and health efforts, and providers are not taking the time to read that letter anyway.

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- b. Initially, there were two components discussing collaboration with the WCMB, and we have since combined those two measures to avoid duplicative discussion.
- c. Safety action plans and safety program goals were often interchangeable discussion points, and we will work to reduce the redundancy of that talking point in the future.
- d. The process by which the WCMB receives supporting documentation to support face-to-face conversation.
- e. Underestimation of the time it would take to get the initial meeting scheduled, the analysis completed, and a F/U meeting scheduled.

So, here's where we're at:

- 60% done with analysis of baseline performance positions
- Our plan is to disclose results in July and schedule meetings to discuss the results in August and September. *The Department of Administration will have their results first and will have their analysis prior to July.*
- This allows several months for agencies to brainstorm and adopt chosen goals for the new Calendar year, 2026.


OSHA 300A Form:

The OSHA 300A form needs to be taken down EOB on 04/30 or first thing on 05/01. Then, store it electronically or in file with other OSHA 300A forms. Please keep a record of the OSHA 300A for at least 5 years.

The posting period is a specific requirement outlined in OSHA regulations, ensuring that all covered employers comply with the recordkeeping rule. <https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904.32>.

How to Access/Run a Loss Run Analysis

[How to Generate a Loss Run Report.pdf](#)

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Rob Virts – WCMB Program Manager - Medical Surveillance RFP Update, June Renewal Meeting Plan, MSF New Online Portal Access

Medical Surveillance RFP Update:

The RFP went out in early January. We ended up having one vendor submit and we are in contract negotiations with Benefis now. Hoping to have a contract in place by June 1. Sometimes these things take a little longer when there is outside attorney representation. Services offered through this vendor will be:

- 1) Medical Surveillance/Medical Monitoring – from baseline hire to annual exams to final separation of employment exams.
- 2) Fitness for duty exams
- 3) Respiratory Fit Testing, both qualitative (relies subjectively on users taste and smell to determine fit) and quantitative. Qualitative usually is sufficient for people using half faced respirators. Spirometry testing is available for those who need more advanced testing.
- 4) Hearing Testing – New soundproof booth being installed this week for hearing testing.

In the beginning all scheduling and billing will go through the WCMB until we can ensure a smooth and trustworthy process is in place. Specifically, the billing process. It is no secret that there were huge issues with billing with the previous contract with Onsite. We are working extra hard to make sure the billing process is smooth with this contract.

Once a contract is signed, Rob will be pushing out further instructions as well as setting up individual meetings with agencies who intend to use the services so we can clear up process questions in advance.

June Renewal Meeting Plan:

The WCMB currently has fifteen in person premium renewal meetings scheduled in June 2025 and will schedule one more in the Fall when the Montana School for the Deaf and Blind returns from summer break. The renewals scheduled are with the fourteen largest agencies by premium size. The additional renewal meeting is scheduled with the State Auditor’s Office. Agendas will be sent prior to the meetings for those agencies involved.

Agencies not requesting an in-person renewal will receive their renewal information via email as well as a deadhead copy by mid-July.

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MSF New Online Portal Access:

Montana State Fund has recently changed the process for gaining access to their online portal. The new portal access directions are attached to these minutes. Some concerns were raised within the group regarding individuals gaining access to online portal information they shouldn't have. MSF will send all new online access notifications to the WCMB when access is obtained. The WCMB will check with agencies to ensure access was intended for that user. In addition, the WCMB is reviewing all online access users monthly and making changes as necessary.



Customer Connect
 Instant Online Self-

Upcoming Meetings

Date

June 2025 – Annual Renewal Meetings with Individual Agencies

October 23, 2025 – SSG Meeting – Time TBA - Virtual