



# Chamber Connection

“Creating a Bright Future”

**Trotwood  
Chamber of Commerce**

**Volume 6 Issue 12  
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Please note that Trotwood Chamber has moved from 4444 Lake Center Drive to Friendship Village Campus, 5790 Denlinger Road— Suite 4011, Trotwood OH 45426...the location is excellent and visitors will be able to find the Chamber more readily. An open house is planned for early 2011.

On behalf of the Chamber, our sincere thanks to Pam Hall and Friendship Village staff for making this move possible...you are truly an asset not only to the Chamber but to our community.

*Marie Battle, CPS, Executive Director*

### **Business Expo & Showcase of Technology (B.E.S.T.)**

An exciting new event is being planned by the City of Trotwood, EM-TEC and Trotwood Chamber for a one-of-a-kind Business Expo and Showcase of Technology (B.E.S.T.) May 5, 2011 at Hara Complex.

It is a one-day trade show and symposium developed to showcase the region's best green entrepreneurs, companies, technologies and products. The unique format offers a keynote speaker's luncheon at 11:30 a.m. and a

chance to reach two important demographics: business professionals from 1-5 p.m., and the general public from 5-7 p.m. It is an opportunity to inform, enlighten and *SELL* business leaders and the general public on the advancements being made, and money to be saved, with green products and technology. Its outreach will extend to small and large business leaders, area chambers of commerce and students.

***SAVE THE DATE and attend this outstanding event Thursday, May 5 at Hara Complex!***

### **Benefits of belonging to the Chamber**

Join the Chamber and be eligible for some amazing benefits at a reduced price! *These benefits are offered through Southern Ohio Chamber Alliance and you must be a member of the Chamber to receive and retain these benefits... Benefits such as:*

- ◇ Healthcare for One: health insurance for individuals
- ◇ Healthcare through United Healthcare: discount premiums on companies with two or more employees
- ◇ Dental Care through Superior Dental: Special benefit plans for Chamber Members Only
- ◇ Prescription Drug Discount Card: Available to you and your employees for FREE
- ◇ Hearing Aid Discounts: 50-60% available to you and your employees FREE
- ◇ Cintas Document Management: Available for document destruction

Business-to-business incentives are also provided to members of the Chamber. For information call Trotwood Chamber of Commerce 937.837.1484.

### **The Art of giving**

The best thing to give to your enemy is forgiveness; to an opponent, tolerance; to a friend, your heart; to your child a good example; to your father deference; to your mother, conduct that will make her proud of you; to yourself, respect; to all men, charity...Francis Balfour

### **2010 Officers**

President  
Gary Fischer  
Liberty Savings Bank

President-Elect  
Karrie Toms  
Maria Josephs Living Care Center

John Smith  
Vice-President  
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City Schools

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Karen Wampler  
Hara Arena Complex

Marie Battle  
Executive Director

### **In this Issue**

Executive Director's Note  
Business EXPO  
Member Benefits  
Workers Compensation

# Chamber Connection

## STEP 3

### Medical Treatment and Return to Work Practices

Proper medical care for employees and early return to work procedures, can greatly reduce claim cost and reduce unnecessary legal involvement and expenses. The following steps can be helpful in ensuring quality medical care and quick return to work for employees.

- Establish a close working relationship with the Managed Care
- Organization selected by your company.
- Communicate with the physicians, clinics and hospitals anytime an employee is injured.
- Educate medical providers about the nature of your business.
- Educate your employees about your medical procedures and procedures for obtaining medical treatment.
- Have employees report all injuries immediately.
- If employees are off work, set up a program of regular and frequent communication with the injured employee.
- Provide any assistance the employee needs during his/her recovery.
- Keep the employee advised of company functions and activities.
- Establish a modified duty program, that will allow injured workers where possible to return to work in a productive capacity during the recuperation period.
- Work with the employee's physician and provide the physician a list of job duties for his/her approval.
- If appropriate, work with an Ohio Bureau of Workers' Compensation Rehabilitation specialist.
- Be as flexible as possible and always welcome the employee back to work.

### ACCIDENT INVESTIGATION REPORT

_____ Employee Name	_____ Date of Injury	_____ Time of Injury	_____ Location of Accident
_____ Employee Dept.	_____ Employee Position	_____ Length of Service	_____ Body Part Injured
_____ Nature of Injury	_____ First Aid	_____ Medical Treatment Required	_____ Lost Time
Was there a Written Safety Procedure in place?	Yes _____	No _____	
Was the Procedure specific and did it cover the actions the employee was involved in when injured?	Yes _____	No _____	
Was there training in these Safety Procedures?	Yes _____	No _____	
Was the training specific and did it cover the actions the employee was involved in that caused the accident?	Yes _____ No _____		
Were the proper tools and equipment supplied to do the job?	Yes _____	No _____	
Did supervisors conduct regular performance observations?	Yes _____	No _____	
Was employee counseling and enforcement conducted where necessary?	Yes _____	No _____	
Was the employee following established Safety Procedures?	Yes _____	No _____	
If not, why not?	_____		
What actions are being taken to eliminate the causes of the accident (fill out in detail)	_____		
When will the recommendations be completed?	_____		
Who will be involved in this process?	_____		
_____ Completed by	_____ Date		

# Chamber Connection

## EMPLOYEE INJURY REPORT

NAME: \_\_\_\_\_ DATE REPORTED: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ TIME REPORTED: \_\_\_\_\_

DATE OF OCCURRENCE: \_\_\_\_\_ DAY OF WEEK: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION OF OCCURRENCE: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_

JOB EMPLOYEE PERFORMING AT TIME OF OCCURRENCE: \_\_\_\_\_

DESCRIPTION OF WHAT OCCURRED (GIVE COMPLETE DETAILS INCLUDING WHERE, WHEN, HOW, AND WHY):  
\_\_\_\_\_IN YOUR OPINION, WHY DID THE ACCIDENT OR INJURY TAKE PLACE?  
\_\_\_\_\_

IDENTIFY PARTS OF YOUR BODY INJURED: \_\_\_\_\_

WHAT PIECE OF EQUIPMENT INJURED YOU, IF APPLICABLE? \_\_\_\_\_

LIST ALL WITNESSES TO OCCURRENCE, OR PERSONS NEARBY AT THE TIME:  
\_\_\_\_\_

AT ANY TIME IN THE LAST FIVE YEARS, WERE YOU UNDER DOCTOR'S CARE FOR SAME OR

SIMILAR INJURIES? \_\_\_\_\_ IF SO, WHEN? \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_

### TRANSITIONAL DUTY PROGRAM

Every effort will be made by our company to provide a safe and healthful work environment for all our employees. However, from time to time there may be the possibility of one of our employees being injured. If that happens, the employee will be transported to the nearest emergency medical facility for proper treatment. The employee will be returned to work if possible.

In the event an employee is injured but can not return to work immediately to regular duty, a Transitional Duty Program has been established. This program is designed to get valuable employees back to productive work as soon as possible, following an injury. Work requirements will be kept within any physical work limitations placed on the employee by his/her treating physician.

The company will work closely with our injured employee and their treating physician. The treating physician will be notified of our Transitional Duty Program and our desire to work with the physician to return our injured employee to productive employment in an expeditious manner. We will request a list from the physician of work restrictions. These will then be reviewed, and work activities within these restrictions will be identified and the physician will be advised so the employee can be returned to work. Once the employee returns to work, every effort will be made to ensure the work activities are kept within the employees medical limitations.

The Transitional Duty Program will be reviewed on an employee by employee basis. It may not be possible in every case to match up the physical restrictions with available work activities. In those cases the employee will be advised. Close follow up with the physician will be maintained and, as soon as the employee is physically capable, he/she will be returned to active employment. Once the physical limitations have been removed, the employee will be returned to full duty.

The length of time transitional duty is made available will be at the company's discretion. Every effort will be made to accommodate the needs of our injured employees, but transitional duty is not a substitute for normal work duties. If it is felt that the Transitional Duty Program is not achieving the desired goal for a particular employee, the program for the employee may be terminated at the company's request. The company will continue to work closely with the injured employee and his/her treating physician to ensure the employee returns to normal productive employment if possible.

# Chamber Connection



*Our sincere appreciation to you, our members, for your commitment and support in 2010.*

*May you enjoy your holidays with family, friends and those you love.*

*Happy Holidays*

**Trotwood Chamber of Commerce**



## **Upcoming Events**

**Board Meeting**  
January 19, 2011

**Workshop**  
March (DTA)

**Expo**  
May 5, 2011

## **Flash Quick Copy**



We Copy Up a Storm!  
2572 Shiloh Springs Road  
Trotwood OH 45426  
Ph: 937.854.5648  
Fax: 937.854.7006

## **Summit Towing, Inc.**



Over 65 Years in Dayton  
4164 Gardendale Avenue  
Dayton OH 45427  
Ph: 937.268-6100  
Fax: 937.268.0277

**Adrienne L. Heard, MBA, CBA**



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Certified Business Advisor

4444 Lake Center Dr., Suite 201  
P. O. Box 26384  
Trotwood OH 45426  
Email: [alheard@heardmgt.com](mailto:alheard@heardmgt.com)

Ph: 937.837.5273  
Fax: 937.854.4342

## **Life of Riley Landscape Services**



8089 Little Richmond Road  
Trotwood OH 45426  
Ph. 937.854.4433  
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