

Banking on Insurance

Spring 2014

Insurance News for the Banking Industry

Group excess liability insurance

It's raining and your car skids unexpectedly. As your new flat screen television is delivered, the deliveryman slips and falls on the steps to your home and breaks his leg. A guest unknowingly dives into the shallow end of your pool and suffers a devastating paralysis. A guest leaves your home after a Super Bowl party and has a serious accident, injuring several people. Your guest is charged with DUI. And NOW you are being sued.

How much do you have to lose?

Litigiousness in the United States is growing at an alarming pace, as evidenced by new liability and exorbitant jury verdicts that can run in the millions. Even the cost of damages that may appear to be minor at first — such as a fender bender or a slip and fall — may actually end up being quite costly over time. The liability coverage provided through your automobile or home insurance policy is often not enough.

How can excess liability insurance help protect you?

Excess liability insurance offers higher limits you may need to cover damages for which you or members of your household may be legally responsible. Often called an umbrella policy, excess liability insurance is a critical but often overlooked component of a personal insurance portfolio. An excess policy is triggered when the amount you pay in a lawsuit exceeds the limits of liability under your homeowners, personal automobile, aircraft or watercraft liability.

What is a group Personal Excess Liability Program?

Group Personal Excess is a financial tool that helps you protect your individual assets and wealth. It is offered as an additional benefit at a discounted rate and participants receive their own excess liability policy. It also allows access to high limits of liability that are not always easily acquired in the marketplace.

Why Group Personal Excess Liability Insurance?

In short, enrollees can get more for less. Group rates are typically lower than individual policy rates and Chubb's Group Personal Excess Liability policies contain additional coverage at no added cost. Group plans also offer higher policy limits than might be available on an individual basis — with fewer underwriting questions.



How do I know if my Group Qualifies?

There are two types of programs available: Mandatory and Voluntary.

A mandatory program requires a group of only 10 or more participants. Typically these are in officer level positions or members of the Board of Directors.

A voluntary program requires a minimum level of participation depending on your group size. This can range from 25 percent for large groups up to 65 percent for small groups. ■

Group Personal Excess Liability Insurance from Chubb Personal Insurance helps protect you. For more information contact Texas Bankers Insurance Agency at insurance@texasbankers.com or call 800-318-4142.

Ergonomics for financial institutions

By Craig Collins, President Financial Services, One Beacon Professional Insurance

Most of us begin each day sitting at our desk to perform our daily job functions. The office workstation itself and related equipment are key tools necessary to do our job. How often do we consider the effects of using the workstation equipment such as our desk, keyboard, mouse, monitor or chair? When was the last time you made adjustments to your workstation to better fit you?

Bank employees can be just as susceptible to injuries related to poor ergonomic practices — known as Musculoskeletal Disorders (MSDs) — as other industries. As a result of the number of work injuries related to MSDs in the workplace, practicing good ergonomic principles at our workstations should be an important part of an effective safety program in your bank. An effective ergonomics program should center around properly fitting the workstation to the person who uses it.

Ergonomics Policy

As with any other aspect of a safety program, management should be committed to implementing an ergonomic safety policy. A management statement indicating support for the practice of good ergonomic principles within the bank should be provided to all employees.

This statement should reflect that both management's commitment and employee involvement are essential to the success of the ergonomics program. The ergonomics program should include all employees, both new and existing. Just because an employee has been on staff for an extended period of time doesn't mean that they are knowledgeable about correct ergonomic practices.

Employees should be provided instruction and assistance in setting up their workstation. Since "one size does not fit all," information and assistance should be provided on the adjustments that can be made to items such as their chair, keyboard, mouse, document holders and monitor.

It may be helpful to distribute printed reference materials on these items outlining their correct workstation positioning. Such reference material should be included in and reviewed during your new employee orientation program.



Workstation Assessments

Workstation assessments should be completed with all employees. Listen to what the employee is experiencing at their workstation. Comments from an employee that they are experiencing numbness, tingling or burning sensations, or pain or stiffness in their shoulders, wrists, neck or arms, may be an indication that they are not practicing good ergonomic principles and could be symptoms of possible MSDs.

Employees should be taught that good posture and placing body parts such as arms, shoulders and wrists in "neutral" positions are important factors of good ergonomics (a "neutral" position is the position of the body joints that causes the least amount of stress to the joints while working). Review the workstation equipment for adjustability. Remember, good ergonomic principles means adjusting the workstation to fit the individual. Adjustments can generally be made to the individual's office chair, monitor placement and height, keyboard position and mouse placement.

Additional items to be reviewed at the workstation include the type of overhead lighting or task lighting being provided and the relationship to glare on the monitor screen, the layout of the

employee work space and the amount of unnecessary items placed in the immediate work space area. Is the employee required to reach for teller equipment, documents or manuals? If so, can the materials be relocated closer to the employee to reduce this movement? If the employee is required to use their phone frequently consideration should be given to the use of a phone headset.

It may be necessary to involve multiple departments such as your information technology department, facilities department and human resources department while making the workstation assessments. Having designated employees attend an ergonomics "Train the Trainer" program to receive training on how to establish an ergonomically correct workstation may be a good option. If you are uncertain how to make the adjustments to correctly fit the individual, request outside assistance.

Micro Breaks

The workstation assessment should also include a review of the employee's work routine. Do they practice taking "micro breaks" during the workday? Simply standing up at the workstation

continued on page 3

and/or performing mild stretching exercises will help improve circulation and relieve possible muscle fatigue.

Employees completing mild stretching exercises should be informed that the stretching exercises should never cause the employee pain. Employees that have medical conditions or who are experiencing pain as a result of mild workstation stretching exercises should consult with their health care provider before starting or continuing such stretching exercises.

Documentation

Also consider documenting workstation assessments. Take notes on comments from employees concerning any physical discomforts they may be experiencing. Document any changes or adjustments made to the workstation, noting how the workstation was set up before and after the changes or adjustments. It may take time for the employee to adjust to workstation changes; follow up with employees to determine if the workstation adjustments have been maintained or if the employee has changed the workstation to the pre-assessment setting. If applicable, investigate why the employee did not maintain the recommended ergonomic workstation adjustments.

The implementation of an Ergonomics Policy in your bank potentially provides an effective way for you to attempt to mitigate or prevent work-related Musculoskeletal Disorders (MSDs) among your employees.

Additional information can also be found by accessing the OBPI Workstation Checkup brochure at <http://www.onebeaconpro.com/sites/OneBeaconPro/blind/A%20Workstation%20Checkup.pdf>.

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Craig Collins is president of OneBeacon Financial Services, a member of OneBeacon Insurance Group. OneBeacon Financial Services provides insurance to community banks and other financial service organizations through the underwriting companies of OneBeacon Insurance Group and is dedicated to helping a broad range of financial services companies manage their risk.

Ready for hurricane season

Here are a few helpful tips that will help you prepare and help minimize the damage to your property.

Plan ahead:

- Establish an employee training program on your hurricane procedures.
- Inform key employees or essential staff of specific responsibilities under the established hurricane procedure.
- Appoint an individual and a backup to initiate hurricane procedures.
- Specify conditions under which hurricane procedures should be implemented.
- Acquire emergency protective equipment and supplies. These items may include heavy plastic sheeting, duct tape, masking tape, sandbags, emergency generator, storm shutters, chain saw, large pieces of plywood, hand tools and other essential items.
- Establish plans for the protection of computer files, such as a backup system to secure data.
- Develop a system for the identification of employees during an emergency (e.g. I.D. cards, vehicle permits, badges, etc.)
- Create a plan to inform all employees on when and how they will be notified to report back to work.

Be prepared:

- Follow local radio or television stations for official emergency information and instructions.
- Before a storm, take photographs or video of your facilities both inside and out, from all angles. This will help to substantiate insurance claims later.
- Assemble insurance policies and financial records necessary to expedite quick settlement of claims; package in waterproof container.
- Make arrangements to pay employees, preferably in cash, as it may be some time before banking institutions are operational.
- Implement hurricane procedures as conditions warrant.

Prepare the exterior of your building:

- Clean drains, gutters and downspouts of the building.
- Remove antennas or loose objects from the roof.
- Bring in display racks and other objects usually left outside. Secure

all loose objects, such as trash cans, which might cause damage during strong winds.

- Remove outdoor signs, especially those that swing or are portable.
- If building has exterior glass frontage, clear out that section of the structure as much as possible and use shutters or board up to protect glass. If you have no shutters or boards, strong masking or duct tape may be used. Tape in an “X” fashion on the inside of the glass to reduce shattering.

Prepare the interior of your building:

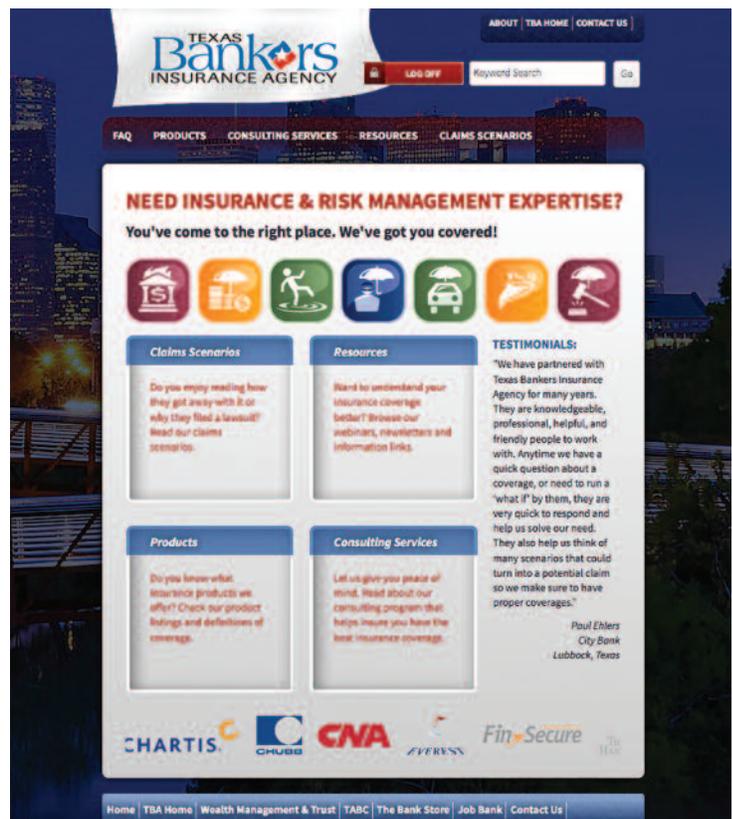
- Move goods, equipment or furniture away from windows and skylights to avoid water damage.
- Clear all desk and table tops of small loose objects.
- Take down all loosely secured pictures, plaques, etc.
- Box or place in desk drawers or storage cabinets any loose papers, books, hanging plants, etc.
- Relocate files, boxes, computers, office machines and other equipment to the innermost portion of the building or a safer location.
- Do not leave boxes or equipment on the ground floor; elevate them by placing items on desks or table tops.
- Remove contents of lower file cabinet drawers on the ground floor of the building and secure content elsewhere.
- If time permits, make an inventory of all moved items to ease unpacking after the storm.
- Disconnect all electrical appliances and equipment, except for refrigeration.
- Cover merchandise, office machines, specialized equipment, file cabinets, copy machines, computer terminals, etc. with tarpaulins or plastic sheeting and secure with tape.
- Close all windows and draw blinds or drapes.
- Turn off the electricity except for refrigeration at the power box and lock all doors when you leave.
- Before leaving the property, recheck the securing of outdoor objects.
- If you own equipment that could be useful after the storm, notify local emergency management officials. ■

New website live

The Texas Bankers Insurance Agency has worked diligently to enhance our website to better serve our clients. With new resources and educational materials, there are exciting things to explore: from webcasts and audio files to help increase your knowledge of various insurance topics, to our library of newsletters and numerous links to important topics being discussed in the insurance industry today.

Take a few moments to read through our claims scenarios. It is enlightening to see what leads to a lawsuit or how a dishonest employee got away with the money. Our vast list of insurance products is also listed with short explanations of coverage as well as a FAQ section to help answer commonly asked questions.

We will soon debut our new insurance software system for the agency that will provide many additional enhancements to our clients. The fully functional, easy online access for our insurance clients should enhance the insurance experience for all, as well as increase efficiency for our staff. ■



Visit www.texasbankers.com/insurance to see the new TBIA site