



State of Nevada

Department of Administration

Risk-y Business Risk Management Division

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State Employee Use of Private Vehicles vs. State Vehicles

Have you ever wondered under what circumstances a State employee may be able to receive financial assistance from the State in regard to damages to a personal vehicle in the event of an auto accident while performing services for the State? This issue is addressed in the State Administrative Section 0506. The general section indicates that Risk Management will reimburse up to \$500 of an employee's insurance deductible when they are involved in a "Collision" in their personal vehicle while on State business, and a State vehicle was not available. In other words, this coverage would not apply if an employee was using his or her own vehicle for personal convenience. Some agencies are not able to offer motor pool vehicles and this coverage is intended to provide financial assistance to employees under this

circumstance. This coverage **does not apply to comprehensive damage**. If you use a personal vehicle keep in mind that technically you should be reporting this use to your insurance company, which in turn can affect the rate that you pay. Whenever possible, State employees should use agency provided vehicles. Questions related to this coverage can be directed to DeAnna Guthrie at the Risk Management Division, (775) 687-3189 or email her at dguthrie@risk.state.nv.us.

Return to Work Program Successes

Risk Management would like to recognize and acknowledge several agencies for their cooperation in returning catastrophically injured employees to work.

A NHP Trooper, who was hit by a vehicle going 90 MPH in April 2001, and who endured over 20 surgeries, was recently returned to work on a permanent basis via an on-the-job training program coordinated with Nevada Administrators. At the end of the OJT program, the plan is to reclassify the Trooper position to a Program Officer position. The success of this plan occurred through the dedicated effort of many individuals from NHP, the Department of Public Safety, Nevada Administrators, Risk Management and of course the employee himself. This has by far been the most complex RTW plan accomplished to date. A big thank you to all who assisted in making this work!

A NDOT worker, who also suffered a catastrophic injury including an amputation, has been able to return to his

regular job. NDOT has worked closely with this employee and Nevada Administrators during the course of his recovery and through modified duty and diligent follow-up; this employee has remained on the job throughout the majority of his recovery period. Good job!

The Department of Corrections was also able to recently offer an alternate position to a correctional officer, who was not able to return to his pre-injury job duties as a result of his work injury. A vacant Program Officer position was identified, offered and accepted subsequent to the receipt of permanent work restrictions.

The Return to Work program is a win-win for all involved. The State is able to retain valuable employees, the employee receives continued job and financial security and the claim costs are controlled and reduced. Again thank you to all agencies that have cooperated with this important program.

SO JUST WHAT DOES A SAFETY COORDINATOR DO?

If you ever wondered what the role and responsibilities of a “Safety Coordinator” are? Listed below is a general outline of the duties, keeping in mind that many of our safety coordinators still have to do their “other” job. Assignment as a Safety Coordinator can take a chunk of time, depending on the size of the agency. Some of the larger agencies have full time safety coordinators.

- Coordinate the ongoing implementation of the Division’s Written Safety Program as required by NRS 618.383 and SAM Section 0520.
- Participate in all Safety Committee meetings
- Conduct routine Safety Inspections of work areas
- Coordinate annual emergency evacuation drills
- Maintain and update the OSHA 300 Log and post the log in all workplaces in February
- Maintain required records of Safety Committee Meetings, Safety Training, Accident Investigations and Notice of Injury (C-1) Forms.
- Follow up to make sure that Supervisors complete Accident Investigation Reports as necessary.
- Review accident/injury reports, evaluate and provide recommendations to Department and/or Division Head.
- Interface with Risk Management, Nevada Administrators, OSHES, SCATS, Fire Marshal’s Office.
- Ensure that updated safety and worker’s compensation posters are posted in all work areas.
- Ensure that new supervisors receive appropriate safety and health training.
- Assist supervisors in developing safety rules, safe job procedures, checklists, etc.
- Ensure that new employees are provided information, UPON HIRE, on the Department’s Written Safety Program, Emergency Evacuation Plan, accident reporting, etc.
- Identify safety-training needs and develop action plans to complete training. Ensure that annual refresher training is accomplished as needed.
- Identify budget needs and submit to proper agency representatives.
- Complete semi-annual reports as requested by the Risk Management Division.

Latest Report on Smoking by the Surgeon General

Four decades after the surgeon general’s first report on smoking and health linked cigarette use to lung cancer, larynx cancer and bronchitis, the latest annual report has further expanded the list of smoking-related diseases.

The new report, issued Thursday by Surgeon General concludes that in addition to the many other diseases listed in the intervening years, smoking can cause cancers of the cervix, kidney, pancreas and stomach, as well as abdominal aortic aneurysms, acute myeloid leukemia, cataracts, pneumonia and gum disease.

Among the other disorders listed since the first report, in 1964, are cancers of the esophagus, throat and bladder, chronic lung disease; and chronic heart and cardiovascular diseases.

Government figures show that 440,000 Americans a year are now dying of smoking-related illnesses. Smokers typically die 13 to 14 years earlier than nonsmokers. Treating those diseases costs about \$75 billion a year, according to government figures, and an even greater amount is sacrificed in lost productivity.

For the first time, however, the number of Americans who have quit smoking edges out the number who still smoke, the surgeon general said. An estimated 46 million Americans “have managed to beat the habit and quit,” he said, “while 45.8 million continue to smoke.” Of the entire adult population, people 18 or older, smokers now account for only 22 percent.

THUNDERSTORM SAFETY



- Attempt to get into a building or car.
- If no structure is available, get to an open space and squat low to the ground as quickly as possible. (If in the woods, find an area protected by low clump of trees--never stand underneath a single large tree in the open.)
- Crouch with hands on knees.
- Avoid tall structures such as towers, tall trees, fences, telephone lines, or power lines.
- Stay away from natural lightning rods such as golf clubs, tractors, fishing rods, bicycles, or camping equipment.
- Stay from rivers, lakes, or other bodies of water.
- If you are isolated in a level field or prairie and you feel your hair stand on end (which indicates that lightning is about to strike), bend forward, putting your hands on your knees. A position with feet together and crouching while removing all metal objects is recommended. Do not lie flat on the ground.

Two Great New Databases

Contract Insurance Certificate Tracking Tool

Purchasing is rolling out their new database to develop and track contract information. Each agency is required to have at least one certified contract manager who's responsibilities include entering the contract and insurance data and tracking the insurance certificate expiration dates.

Through this database, Risk Management will now have the ability to audit compliance of the insurance requirements found on page four of the Independent Contractor contract and to readily identify contracts in which the required insurance is being provided by an Insurer who is financially

declining. We will be able to audit information that previously took up to four months to complete. In addition

this database will provide each agency's contract monitor a method to track insurance certificate expiration dates regularly so that compliance is easier to achieve.

The insurance data section was just recently placed on-line. Contract monitors who already have taken the training without the benefit of learning the insurance data base part are encouraged to contact Purchasing regarding an upcoming special class that is being considered. This is really a great tool and each agency is encouraged to input the insurance data on contracts that have already been entered into this new database.

If you have any questions contact Kimberlee Tarter at 694-8676.

Property Information Database

The other new database that is being developed is the result of a joint effort of the Department of Administration's Budget, Risk Management, State Public Works and Building and Grounds Divisions.

This multi-purpose database will be the State's definitive list of state-owned buildings. B&G will use it to collect rents from agencies in state-owned buildings, while Risk Management will use it to gather and store the data needed for property insurance purposes.

The more complete the information can be on specific construction type, occupancy, protection and building age of each structure, the stronger our negotiating position is with prospective insurers.

This information will also be used for the annual property and contents insurance billing. Agencies will be able to view this information through NEBS and it will be used as a budgeting tool.

Safety driving tips

Fasten Seat Belts~That's the Law. Make sure your children use child safety seats properly installed in the back seat in accordance with the manufacturer guidelines. Older children who do not use The child safety seats should also ride in the back seat with their seat belts securely fastened.

Directions ~ Only ask for directions from a law enforcement officer. Do not pull to the side of the road to study your map.

No Free Rides ~ Never pick up hitchhikers. Keep windows up when driving.

Out Of Sight, Out Of Mind
Always lock luggage/valuables in the trunk.

Avoid Short Cuts ~ Stick to main streets and well-lit highways.



Park In Well- Lit Areas ~ Bright light! Make the extra effort to park in illuminated lots. When returning to your parked car keep your keys in your hand and check the back seat before opening the door. As soon as you get in the car, lock your doors. It can't hurt to play it safe.

* Safety Conference *

Willis-Pooling is hosting a Safety Conference on July 29, 2004 from 8:30 to 4:30 at the State Library. There will be presentations on Thermal Imaging, AED's, Bomb Threats and Earthquake Preparation. Vendors will be present and refreshments will be served. There will be a flyer sent out in the near future.

OSHA OFFERS TIPS FOR WORKING/PLAYING IN HOT WEATHER



The sun and warm weather of summer can also bring special hazards for those working outdoors. To help employers and workers stay safe throughout the summer months, OSHA offers tips that can help

prevent many heat-related deaths, illnesses, and injuries. Summer is a time to be enjoyed, but it's also a season that can present unique hazards to those who work outdoors or in very hot environments. Simple precautions can often save lives.

The combination of heat, humidity and physical labor can lead to fatalities.

Recognizing warning signs and taking quick action can make a difference



Sunburn

Symptoms: Skin redness and pain, possible swelling, blisters, fever, headaches. *First Aid:* Take a shower, using soap, to remove oils that may block pores preventing the body from cooling naturally. If blisters occur, apply dry, sterile dressings and get medical attention.

Heat Cramps

Symptoms: Painful spasms usually in leg and abdominal muscles. Heavy sweating. *First Aid:* Firm pressure on cramping muscles or gentle massage to relieve spasm. Give sips of water. If nausea occurs, discontinue.

Heat Exhaustion

Symptoms: Heavy sweating, weakness, skin cold, pale and clammy. Weak pulse. Normal temperature possible. Fainting, vomiting. *First Aid:* Get victim to lie down in a cool place. Loosen clothing. Apply cool, wet cloths. Fan or move victim to air-conditioned place. Give sips of water. If nausea occurs, discontinue. If vomiting occurs, seek immediate medical attention.

Heat Stroke (Sun Stroke)

Symptoms: High body temperature (106+). Hot, dry skin. Rapid, strong pulse. Possible unconsciousness. Victim will likely not sweat. *First Aid:* Heat stroke is a severe medical emergency. Call 9-1-1 or emergency medical services or get the victim to a hospital immediately. Delay can be fatal. Move victim to a cooler environment. Try a cool bath or sponging to reduce body temperature. Use extreme caution. Remove clothing. Use fans and/or air conditioners. DO NOT GIVE FLUIDS.



Workers' Comp Question of the Quarter:



Forms and Deadlines

The C-1, Notice of Injury or Occupational Disease (Incident Report): NRS § 616C.015 applies. "An **employee**, ... shall provide written notice of an injury that arose out of and in the course of employment to the employer of the employee as soon as practicable, but within **7 days after the accident**."

The C-4, Employee's Claim for Compensation/Report of Initial Treatment: NRS § 616C.040 applies. "... a **treating physician or chiropractor** shall, **within 3 working days after first providing treatment** to an injured employee for a particular injury, complete and file a claim for compensation with the employer of the injured employee and the employer's insurer."

The C-3, Employer's Report of Industrial Injury or Occupational Disease: NRS § 616C.045 applies. "...**within 6 working days after the receipt of a claim for compensation** from a physician or chiropractor, ..., **an employer** shall complete and file with his insurer or third-party administrator an employer's report of industrial injury or occupational disease."

In summary, here is the normal flow of events:

C-1: Within 7 days of incident and filled out by injured employee.

**Note: Since filing the C-1 the injured employee has up to 90 days to seek treatment.*

C-4: Within 3 working days of initial treatment and filled out by treating provider.

C-3: Within 6 working days of receipt of the C-4 and filled out by the employer.

Also, you don't have to wait until the deadline to fill out the forms. If you know the employee went for treatment, it is OK to go ahead and fill out the C-3.



