



State of Nevada

Department of Administration

Risk-y Business

Risk Management Division

Volume 2005 – 02

April/May/June 2005

New Safety Specialist



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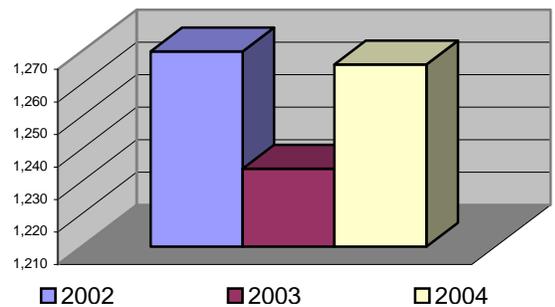
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The Risk Management Division is pleased to announce that Joan Tiearney has filled the Safety Specialist position. Joan comes to Risk Management from the Occupational Safety and Health Administration Section (formerly OSHES) of the Division of Industrial Relations, Business and Industry Department where she has worked for the past 21 years. Prior to that she held other positions within the Division of Industrial Relations and the State Treasurer's Office having nearly 25 years of State service. Her extensive training and experience in both Construction and General Industry Safety will be an asset to this Division and to other State agencies, which this Division serves. Joan is a long time resident of Carson City and she says she will not miss the commute to Reno everyday. Joan will be meeting with Agency Safety Coordinators and Agency Heads in the near future to review and discuss individual agency safety needs. Please extend a warm welcome to Joan at 775-687-3190 or jtiearney@risk.state.nv.us

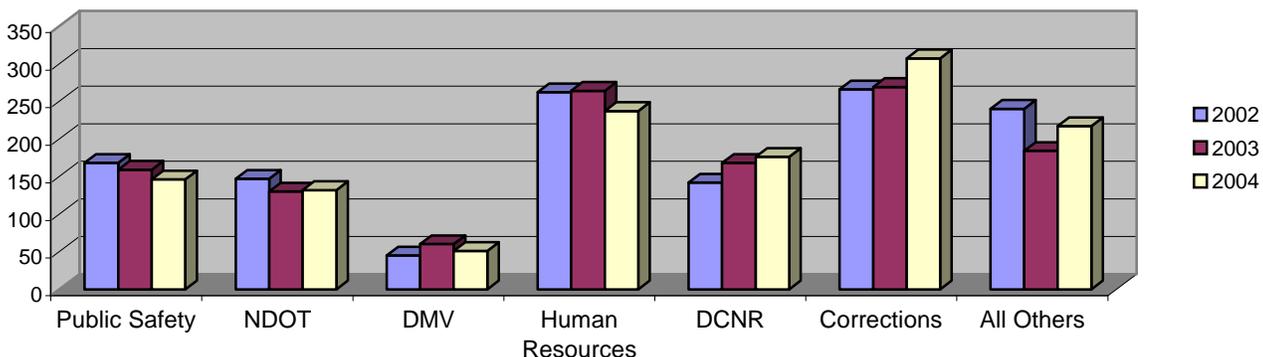
WORKERS' COMPENSATION STATISTICS CALENDAR YEAR 2004

In reviewing the Workers' Compensation Statistics for 2004, there's good news and bad news. The good news is that the total average cost per claim for 2004 was \$6,113 as compared to \$6,576 in 2003. The bad news was that the total number of claims rose from 1234 in 2003 to 1266 in 2004.

TOTAL STATE INJURIES



Number of Injuries by Department



AMAZING ALLERGY FACTS

Hay fever sufferers should wash hair at night to remove any pollen and keep it from settling on pillows and bedding. Avoid common irritants like tobacco smoke, automobile exhaust, hair spray and perfume... wash hands frequently .. Venture outdoors only when pollen counts are down.

The best time to take an antihistamine, which helps block allergic reactions, is before symptoms surface. Remember, antihistamines can cause sleepiness. So never take when

you need to be alert for safety purposes.

Australian researchers found a simple solution if you're allergic to dust mites and suspect your area rugs make you sneeze and itch: Place the rug outdoors in direct sunlight for a few hours. This dries and heats them exterminating mites.

Moving to another location is no guarantee of relief for allergy sufferers. Many people will develop allergies to their new region's pollens and molds within a few

years of moving. Many allergy-provoking grasses are widespread throughout the world.

As many as 20% of Americans believe they have a food allergy.But less than 1% really do.

Ask your local garden center for plants and trees that have less allergy producing pollens. Some trees can be sex changed to a female tree which does not produce irritating pollen.



A Gem from S.A.M.

A short in the lighting system in a public portion of your State-owned building occurs and sparks are flying!!

Is there funding for emergency repairs?

S.A.M. to the Rescue

Board of Examiners' Emergency Fund 2536.0

Agencies funded with General Fund dollars may apply to the Board of Examiners for an additional appropriation if the purpose of the additional funding constitutes an emergency as defined below:

1. Invasion, disaster, insurrection, riot, breach of the peace, substantial threat to life or property, epidemic or the imminent danger thereof; or
2. Money is available to address **Damage** to or disintegration of a **building owned by the State or of mechanical or electrical system of such building when immediate repairs are necessary to maintain the integrity of the structure or its mechanical or electrical system**

Contact Risk Management if you have an emergency that may qualify for this fund. We can help!

What Can Occupants Do to Improve the Air Quality in Their Office?

- Do not block air vents or grilles.
- Set temperature controls to on versus auto.
- Comply with the office and building smoking policy.
- Water and maintain office plants properly.
- Dispose of garbage promptly and properly.
- Store food properly.
- Avoid bringing products into the building that could release harmful or bothersome odors or contaminants.
- Notify your building or facility manager immediately if you suspect an indoor air quality problem.

The results of recent indoor air quality surveys have shown that there is a dramatic increase in the use of scented candles in the workplace. These have been seen in congested office environments, industrial assembly floors, and even elementary school classrooms.

The burning of scented candles or oils has become a more common practice as retail stores and multi-level marketing programs have been developed as a way to sell these products. Often they are brought into a workspace to "improve" the odors found in the area. While they may improve overall odors by inserting cinnamon, vanilla, or citrus odors into the space, they really function by "masking" the initial odors and don't address the original problem. The process of burning candle wax and wicks to create an odor carries with it other more harmful consequences.



Besides the potential for fires, the smoke and soot released by these candles are causing custodial nightmares and heightened indoor air quality problems. The size of the particles released through this burning of candles can even be harmful to people with upper respiratory or other types of breathing problems. Our guidance on scented candles is a simple one. Prohibit their use in the workspace. They create a potential liability over which you have no control! The State Fire Marshal prohibits the burning of candles in state offices!

Coping With Employee Fear and Low Morale

Q: When should individuals who have witnessed or been involved in a disaster or other traumatic experience seek professional help?

A: If individuals feel that they are unable to regain control of their lives or experience any of the following symptoms for more than one month, they should consider seeking outside professional mental health assistance. According to the American Psychological Association, these symptoms include:

- Recurring thoughts or nightmares about the incident.
- Sleeplessness or change of appetite.
- Having memory lapses, especially with aspects of the trauma.
- Difficulty concentrating or making decisions; feeling scattered.
- Feeling anxious or fearful, especially when sounds or smells recall the incident.
- Feeling on-edge, easily startled or overly alert.
- Feeling depressed or sad, or having low or no energy.
- Feeling irritable, easily agitated, or angry and resentful.
- Feeling emotionally numb, withdrawn, disconnected or different from others.
- Feeling a sense of emptiness, despair or hopelessness about the future.
- Feeling guilty about having survived—or not having done enough to prevent—the incident.
- Isolating themselves from others.
- Being overly protective of their own and their families' safety.
- Experiencing increased conflict with family members.
- Being tearful or crying for no apparent reason.

Crisis Management Essentials

Every agency would be well served to spend time planning how it will cope with a crisis. The crisis management plan for your nonprofit will detail how you will deliver your organization's programs despite adverse conditions. The strategies should encompass events such as fires, explosions, power outages, natural disasters, theft, embezzlement or the death of the CEO/executive director, with obvious negative impact. But also plan for seemingly positive events that, with poor planning, could turn against you. For example:

1. Formulate a crisis communications team to craft messages and communicate within the company/entity/organization and with public officials, deal with the media and take care of employees from post event until the situation is resolved.
2. Keep a comprehensive directory of personnel up-to-date, with copies maintained off site. Be diligent in maintaining emergency contact information for all staff.
3. Carefully inventory the physical assets needed to continue mission-critical operations, even at vastly reduced levels.

4. Maintain a backup of your computer file server and key databases and financial files. Update the backup at least every week and store a copy off-site or in a fireproof safe.

5. Review emergency and crisis management procedures at least once a year with key personnel. Make it a top priority to create procedures indicating who does what in the event of an emergency with alternates to replace them.

