



State of Nevada

Department of Administration

Risk-y Business Risk Management Division

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Safety Training Requirements-Defensive Driving

In accordance with the provisions of State Administrative Manual Section 0521.0 Safety and Health Program and Subsection 2C-Safety Training-the Risk Management Division has identified the following employee training class topic that must be included in all standard agency safety programs.

Defensive Driving – required for all employees who have essential job functions that require driving a state or personal vehicle on public roads.

Current employees need to participate in the standard 4-hour National Safety Council Driving course or equivalent (or show evidence of prior participation within the last 4 years) by **July 1, 2007**. Refresher training or a repeat of the class is required every 4 years. New employees must be provided a brief orientation (video will suffice) upon hire with the scheduling of the standard 4-hour course within the first year of employment.

Employees who have more than one work related traffic accident (that they are deemed to be at fault), within the 4-year period must be directed to re-take a course within 3 months of the 2nd accident.

A plan is being developed and implemented with State Motor Pool to require evidence of defensive driving training as a condition for daily/weekly rental of Motor Pool vehicles. In light of the excellent response we have had to the recent training that has been offered, the implementation of this requirement is being changed to July 1, 2007 in lieu of January 1, 2007. This should provide ample time for all employees to receive the initial training. The plan is to have the agency submit a copy of the employee's defensive driving card or certificate along with the Motor Pool request or to add a line to the Motor Pool request form where the agency certifies that the employee has taken the required training. Exceptions will be made for unique circumstances. It is not expected that Motor Pool would deny use of a vehicle, at least not in a pinch, a unique circumstance or when a new employee is on board and has not had time to receive the training. However Motor Pool will report to Risk Management situations wherein the required evidence of training has not been conducted. Risk Management will follow up with the agency.

Vehicle accidents contribute to workers' compensation claims, liability claims, automobile physical damage claims and lost work productivity. The risk is higher in the Las Vegas area and emphasis should be made to ensure that employees who drive in this area receive this training on a priority basis.

Risk Management, through Willis Pooling is offering ongoing classes in defensive driving which can be accessed through NEATS. SCATS also offers this training. These classes are the approved National Safety Council course. Agencies can provide evidence of their own defensive driving training courses for review by Risk Management. We will plan to provide a Train the Trainer course and classes will be offered in rural areas. We are working on finding an on-line course that can be used as a refresher course. Risk Management also has videos that an agency can borrow to use for the refresher training.

We need everyone's cooperation to assist us in achieving our goals with this training program.

Nationwide Survey Reveals 'Top 10 Pet Peeves of the Road'

The Hagerty Collector Network surveyed thousands of members nationwide to uncover America's "Top 10 Driving Pet Peeves." The results revealed some surprising, yet common "Sins" of the road every American should know.

What are the "Top 10 Driving Pet Peeves"?

1. Distracted drivers talking on cell phones
2. Slow drivers in the fast lane
3. Pushy drivers who tailgate
4. Drivers who weave through traffic to gain one or two car lengths
5. Obnoxious drivers who speed up to keep you from changing lanes
6. Hasty drivers who change lanes without signaling
7. Road Rage
8. Motorcyclists who race down the middle of a lane, between cars
9. Women applying makeup and men shaving
10. Drivers who leave their turn signal on for miles

Sound familiar? Please remember to drive safely and courteously



HAVE YOU HEARD???

The Grant Sawyer tile removal/replace project is finally under way and moving along. Construction will take approximately a year to complete with beautiful results. I would like to thank all building occupants for their understanding and patience while working under the construction conditions. Risk Management has updates and informative information on their web site for employees to review at www.risk.state.nv.us. Risk Management is also providing an on site safety person to ensure that Safety, Health and Indoor Air Quality concerns are of the utmost priority for our State employees. Please call Risk Management for any questions at (775) 687-3190.

"Special Thanks"

A special "Thank You" goes out to a certain State employee at the Grant Sawyer Building in Las Vegas. This employee works tirelessly and is very committed to the safety and well being of the employees at the Grant Sawyer Building during the construction period. *Thank You Teresa Zellhoefer* with Gaming Control Board! Your concerns and efforts do not go unseen. Teresa has taken over the title of Chairperson on the Grant Sawyer Safety Committee and we are very lucky to have her. So if you see her in the halls, please let her know what a great job she is doing!

State of Nevada Annual Loss Prevention Seminar September 12th & 14th

Once Again Risk Management is hosting a Loss Prevention Seminar. FM Global will put on a seminar for Facility Managers and interested Safety Coordinators of State agencies. Topics include "Ten qualities of a well protected property", "Inspection testing and maintenance programs for effective fire protection", "Dealing with contractors", "Emergency response" and much more. Please join us and sign up early. There will be one class in Carson City and on 9/12 and one class in Las Vegas on 9/14 and there is no cost to attend.

To sign up, please contact Mary Lehrer at (775) 687-3188.

KATY MARINER HAS RETIRED

Effective July 14, Katy has left State service to spend time with family and take a much needed rest. We thank her for her years of service and wish her the best. We are currently recruiting for her position. In the meantime all requests that would normally be directed to Katy can be forwarded to Sue Dunt at 687-3192 or Mary Lehrer at 687-3188. We have made arrangements for contract support services through one of our brokers to assist with insurance requirements and complex insurance matters that may come up. Please be patient with us as we transition to a new representative to serve you.

Most Improved Safety Program

FY 2006

Office of the Attorney General - Carson City

Risk Management acknowledges Safety Coordinator Chairperson Rebekah Jenkins and Co-Chair Heather Procter for their dedication, hard work and continued efforts for a safe workplace. We congratulate the Attorney Generals office as the most improved agency this year as they continue to hold Safety Committee Meetings, assure that their employees receive adequate training and have re-written, re-energized and implemented their agency Safety Program.

Congratulations to a job well done!
Sue Dunt, Risk Manager

Contract Insurance Certificates

Just a reminder that agency contract monitors need to follow up on tracking the status of insurance certificates for their contracts. The Purchasing database has provided you a tool to easily determine the expiration dates of current certificates and allow you to follow up as necessary. Risk Management has the ability to audit this. In the future we will implement a quarterly audit to assist in following up on this important component of contract monitoring.

Tip: Place a tickler on your calendar to check this database on a set day each month or on the date that you know the certificates expire. This will help establish a consistent monitoring process.

Workers' Compensation First Stops

Where to go if you get injured on the job? If it is an emergency or life threatening, call 911. But if it is not urgent, we recommend that you go to one of the listed "First-Stops". There is basically two reasons why we make this recommendation: 1) If you go to an emergency room or an urgent care, you will have to wait until you are triaged in...this could be awhile if you do not have urgent needs, and 2) The first stops only handle Occupational Injuries or Illness...this means you are not waiting for the six preschoolers in front of you to be seen. Also, since the first stops only do workers' compensation, they know the "system" (what forms, procedures, etc.). As an incentive, the State has a policy that if the injured worker utilizes one of the first stops for his/her initial visit, the cost of that visit will be paid under workers' compensation whether the claim is accepted or denied AND so will the first week of medication. Below is a list of first stops:

<p>Concentra Medical Center 149 N. Gibson Rd., Suite H Henderson (702) 558-6275 (702) 856-3198 Fax Hours: 8:00am - 5:00pm</p>	<p>Concentra Medical Center 5850 S. Polaris Rd. Ste. 100 Las Vegas (702) 739-9957 (702) 739-9370 Fax Hrs: 24 hrs/7 days a week</p>	<p>Center for Occupational Health 801 S. Rancho Drive Ste F4 Las Vegas (702) 474-4454 (702) 747-4424 Fax Hours: 7:00am - 5:00pm</p>
<p>Concentra Medical Center 1530 E. 6th St Reno (775) 322-5757 (775) 322 5776 Fax Hours: 8:00am – 5:00pm After Hours Care: Call (775) 356-8181</p>	<p>Concentra Medical Center 255 Glendale Ave Ste 12 Sparks (775) 356-8181 (775) 332-8060 Fax Hrs: M-F 7:00am – 6:00pm Sat: 9:00am – 1:00pm</p>	<p>Concentra Medical Center 3488 Goni Road, Bldg E #141 Carson City (775) 887-5040 (775) 881-5040 Fax Hours: 8:00am - 5:00pm After Hours Care: Call (775) 887-5030</p>

<p>Concentra Medical Center 151 W. Brooks Ave North Las Vegas (702) 339-6545 (702) 642-1767 Fax Hours: 8:00am - 5:00pm</p>	<p>Concentra Medical Center 3945 W. Cheyenne Ste 208 North Las Vegas (702) 648-8116 (702) 648-8259 Fax Hours: 8:00am - 5:00pm</p>
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****Reminder****

All state agencies should be conducting fire drills to be in compliance with the annual requirement from the State Fire Marshall. Please call Buildings and Grounds to coordinate with fire alarm testing if your building is state owned. Risk Management will be happy to assist and observe your drill.



Does talking on a cell phone interfere with driving?

The single most common cause of motor vehicle collisions is **driver inattention!** Are we distracted from our primary responsibility when talking on a cell phone? You bet we are! The stats prove it. Here are some details of a sample survey undertaken at four-way stops. For the purpose of this survey, stopping, and, at the correct place, were the criteria for the violation. This was secretly monitored by State Troopers to ensure the accuracy and uniformity of results.

21.4 percent of the drivers who were *not* seen to be using a cell phone failed to stop or stop correctly for the stop signs. For those drivers who *were* seen to be using a cell phone however, the proportion leaps dramatically and 74.5 percent of them failed to stop or stop correctly.

If you are in the habit of using your cell phone when driving...you should stop before the distraction becomes more serious than a violation! Remember...drive as though your life depends on it! Drive Defensively!

REACTING TO DIFFICULT PEOPLE

When dealing with people, be ready to react to the actions of different personalities. Some examples:

The Aggressor, who is intimidating, hostile and loves to threaten. **What to do:** Listen to everything the person has to say. Avoid arguments and be formal, calling the person by name. Be concise and clear with your reactions.

The Underminer, who takes pride in criticism and is sarcastic. **What to do:** Focus on the issues and don't acknowledge sarcasm. Don't overreact.

The Unresponsive, who is difficult to talk to and never reveals his or her ideas. **What to do:** Ask open-ended questions, learn to be silent and wait for the person to say something. Be patient and friendly.

The Egotist, who knows it all and feels and acts superior. **What to do:** Make sure you know the facts. Agree when possible and ask questions and listen. Disagree only when you know you're right.

Risk Management will offer the following Training in August and September:

- CPR/AED
- Defensive Driving
- Safety Committees
- Workplace Inspections
- Hazard Communication
- Ergonomics for Supervisors
- Personal Safety Awareness
- Dealing with Difficult People
- Blood borne Pathogen Awareness
- Managing the Threat of Workplace Violence

Sign up on the NEATS system or call (775) 687-3188 for assistance



Workers' Comp Question of the Quarter:



How Do I Budget for Safety?

Now that we are starting the FY08-09 budget cycle, we should be looking to the area of loss prevention. Every year the Risk Management Division is asked to help agencies purchase items relating to safety and ergonomics because the agency didn't budget for these items. Ergonomics items, such as keyboards, keyboard trays and chairs seem to be the most common pieces needed. These items are not that expensive considering that a Carpal Tunnel Syndrome claim can be in excess of \$20,000. A good keyboard tray costing less than \$100 could have probably prevented one of these claims. Now is the time to do an audit of your agency looking to see what items you could purchase to prevent a workers' compensation claim. Some things to look at: Does everyone that uses a computer more than 50% of their time have an adjustable keyboard tray with an attached mouse area? Is your agency buying new computers? That is a good time to order a "Wave" or "Natural" keyboard. The curved keyboards are an optional item, usually at no additional cost. These keyboards can also be bought outright for around \$50. Are your chairs adjustable? Ergonomic chairs should have at least 4 adjustments, including height, arm rest adjustment, a pan (the part you sit on) adjustment forward/backwards, and a back support adjustment. A good chair with these adjustments and more can be purchased for under \$500. A good ergonomic workstation with the above basics can be bought for around \$650....you can buy a lot of these to prevent one \$20,000 claim!!!



Be sure and check out our award winning website at: www.risk.state.nv.us

