



State of Nevada

Department of Administration

Risk-y Business Risk Management Division

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In this issue:

Executive Order	1
Safety Responsibility	2
Safety Stars	2
Did You Know?	3
Fire Drills	3
Defensive Driving	3
Too Hot? Too Cold?	3
Driving Without A License	3
Stop Laptop Theft	4
Question Of The Quarter	4

Governor Gibbons Issues Executive Order to Support Ongoing Implementation of the State’s Safety Program

WHEREAS, the State of Nevada has a moral and fiscal responsibility to provide a healthful and safe workplace for state employees; and

WHEREAS, the State of Nevada will continue efforts to reduce work-related illness and injuries in accordance with this responsibility, and each agency director or other appointing authority shall commit to this endeavor.

NOW, THEREFORE, I, Jim Gibbons, by virtue of the power and authority vested in me by the Constitution and laws of the State of Nevada, hereby issue this Order:

1. Each agency director or other appointing authority shall maintain, implement and monitor its written program of health and safety, including the effective use of safety committees pursuant to Nevada Revised Statutes 618.383, and the policies established in the State Administrative Manual ("S.A.M."), Sections 0520, 0521 and 0524. The goal of these programs is to:

- a. Minimize the frequency and severity of work related illness and injury to the public employee and;
- b. Minimize the cost of work related illness and injuries by participating in the Early Return to Work and Claims Management Program and;
- c. Further the ability of the agency to fulfill its mission.

2. Agencies must review and amend their written safety programs on a periodic basis to ensure ongoing compliance and implementation of these programs.

3. Requirements established in the most recent editions of S.A.M. Sections 0520, 0521 and 0524, shall be implemented on an ongoing basis. All guidelines developed by the Nevada Department of Administration's Risk Management Division shall be followed.

4. Agencies shall cooperate with the Risk Management Division, OSHES, and the Safety Consultation Section of the Nevada Division of Industrial Relations in regard to workplace safety inspections, safety training, and audits related to the ongoing implementation of written safety program requirements.

5. Agencies must provide periodic reports (mid-year and year-end safety reports as directed by Risk Management) detailing their safety program activities and the status of their program implementation upon the request of the Risk Management Division.

6. The Risk Management Division shall provide an annual summary report to the Governor regarding the status of safety program activities within each Department.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Nevada to be affixed at the State Capitol in Carson City this 23rd day of April, in the year Two Thousand Seven.

Signed Jim Gibbons, Governor

SAFETY WHOSE RESPONSIBILITY IS IT ANYWAY?????

It is everyone's, of course!!! Some people however are more safety concious, or more safety oriented. Perhaps something has happened in a person's life to make them realize just how important safety is. Everyone knows a story or two on how an unsafe act or hazard affected someone close to them or someone they know. It only takes a split second for an accident to happen.

Below are a few tips to generate a safe culture in the workplace:

AGENCY HEADS AND MANAGERS need to set the tone, pay attention and be truly interested in the work their Safety Coordinators are trying to accomplish. If your agency needs a Safety budget, remember... the buck starts and stops at the top!

SUPERVISORS are the front line eyes, ears and motivators for the agency's Safety Programs. They need to be involved, and keep the programs alive by speaking up and participating. They are responsible to investigate accidents and coordinate corrective actions to prevent similar accidents in the future.

SAFETY COORDINATOR'S ROLE

- Coordinate the development and ongoing implementation of the safety program.
- Monitor Safety activities.
- Interface with Risk Management, OSHES, SCATS and other agencies as necessary.
- Prepare and submit the periodic reports on program activities.
- Make recommendations to management on improving safety in the workplace.

SAFETY COMMITTEE'S ROLE

- Identify and communicate safety and health issues to the Safety Coordinator or agency head.
- Create and maintain an active interest in safety and health among the employees.
- Actively participate in the planning and presentations of educational programs and emergency plans.
- Review accident and injury trends and make appropriate suggestions.
- Assist in implementing the Safety Program.
- Conduct routine safety inspections.

ALL EMPLOYEES: Each and every employee has a duty to stay safe in their work environment. By following safety policies and procedures and encouraging others to do the same, we can avoid accidents and injuries.



Department of Taxation, Carson City - Barbara Morningstar for her continuous commitment to safety and her outstanding Year End Report!

Legislative Counsel Bureau, Carson City - Ken Kruse for his excellent in-house training programs and Emergency Medical Technician Response Team.

State Controller's Office, Carson City - Mark Taylor and Kathy Menath for their diligent Safety Committee Meetings, fire drills and hazard correction in the workplace.

Department of Agriculture, Las Vegas and Reno - Scott Cichowlaz and Charles Moses for their combined achievements in completing the Department of Agriculture's new Health and Safety Program and addressing life safety issues with outstanding emergency evacuation maps for both north and south offices.

Nevada Supreme Court, Carson City - Dave Albert for your abundance of knowledge on safety and emergency preparedness and response. Risk Management looks forward to working with you.

Gaming Control Board, Las Vegas - Teresa Zellhoefer for her endless efforts to ensure that the employees in the Grant Sawyer Building especially during the long construction period were the number 1 priority for safety and health.

DPS/Capitol Police, Las Vegas - Hadi Sadjadi for your conscientious efforts to protect one of the state's most valuable assets... the state employee. The Grant Sawyer building is both lucky and proud to have you.

Dept. of Wildlife, Las Vegas - Fred Henson for your statewide enthusiasm and coordination for a safe and healthy workplace. Keep the torch lit!

Taxi Cab Authority, Las Vegas - Natalie Infurno for all your questions and readiness to participate in workplace safety and health programs. Your hard work will enable the Authority compliance with the many regulations and fulfill the overall mission of your program.

Did you know?

Employee Drug & Alcohol Testing

In conformance with the State policy for Reasonable Suspicion Drug and Alcohol Testing, employees may be subject to post-accident drug and alcohol testing if:

- 1) there is more than \$2,500 worth of property damaged involved;
- 2) the employee has 2 or more accidents within a 1-year period; or
- 3) bodily harm has occurred.

The employee's supervisor must complete the appropriate State Personnel Form. If the employee is injured and is seeking medical care subsequent to an accident, the supervisor can fax the form to the first-stop clinic, Concentra, and request that the testing be conducted in conjunction with the medical treatment. Otherwise the procedures outlined in the State policy must be followed.

FIRE DRILLS



According to the State Fire Marshall, all State Agencies need to conduct annual fire drills. The Safety Officer is to keep a record of the response time and list any deficiencies. Please contact State Buildings and Grounds or State Risk Management before hand to help set up your drills.

DEFENSIVE DRIVING

To date, 3152 employees have attended Defensive Driving. The comments after class are always interesting from "I never knew that loose objects in my car could become projectiles and could injure or kill me" or "I could have been killed and I did not know that it was my fault". July 1 is approaching and any employee with driving in their essential functions should have taken or be scheduled to take Defensive Driving by July 1. This class will continue to be offered for new hires, change of positions, etc., on an ongoing basis.

I'm TOO Hot!!



I'm TOO Cold!!



The American Society of Heating, Refrigeration and Air Conditioning (ASHRAE) currently recommends a temperature range of 74.0 degrees Fahrenheit to 80.0 degrees Fahrenheit in the Summer months and 68.5 degrees Fahrenheit to 76.0 Fahrenheit in the Winter months.

Everyone has their own temperature that they are comfortable with, and obviously it's not going to be the same for every employee.

It is easier to get warm than it is to cool off while in an office setting, so bring a sweater or light jacket to keep at your desk when the temperature is too cool for you.



Employees Driving Without A Valid Driver's License

An employee who operates or drives a State vehicle, or a privately owned vehicle on State business, as per NRS 483.550, and does not possess the appropriate valid driver's license, may be terminated from employment on the first offense. This does not mean that if a license were left on a dresser, an employee would be terminated. However, a common problem we see is when an employee moves and does not notify the DMV of an address change. In that instance, if the DMV needs to contact an individual and they cannot due to invalid address; the DMV may suspend their license without the individual knowing about it. If the need arises to check the status of an employee's driver's license and it is not valid, and the employee is found to have driven on state business, the state employee can risk termination. Agency management should monitor this matter.

HOW TO STOP A LAPTOP THIEF

A recent survey states loss by U.S. companies from laptop theft in 2003 at \$6.8 million, but that doesn't necessarily include the value of the data lost. The estimate that a single stolen laptop can cost a company is more than \$6,000 for hardware, software, restoring data (assuming it was backed up in the first place) and user downtime. One should also note that this number doesn't account for the cost of any data lost or exposed.



What can agencies do to stop computers from being stolen? The first thing is to stop the mentality that "Security is someone else's problem, not mine." Agencies and employees must pay attention to four areas: user awareness, physical security, new and old technologies, and policy. You have to consistently enforce these.

Laptop thieves typically do not operate alone, but in small groups or rings. They case office buildings to see when they can slip past security guards and to figure out when reception desks are unoccupied. They pretend to have job interviews or simply ask to fill out an application for employment. If the receptionist leaves the area, the thief will slip in; swipe a notebook, and then duck out.

People on the road need to treat their laptops as if they were hefty, bulky wallets. That means not leaving them in cars or on a table when mingling with the audience after a speech or training class.

The majority of laptop thefts occur at hotels and airports when employees are traveling on business. Both are magnets for laptop thieves: They look for weary business travelers who aren't paying attention or who set their laptop cases down for a moment. Keep that in mind next time you are asked to travel for your agency.

Here are some tips to help prevent theft:



EDUCATE USERS. Bombard new users with the statistics on theft and the horror stories. Drill the fear of laptop theft into their heads.



ESTABLISH DATA POLICIES. For users with sensitive data access, make sure they need a password to access their hard drives. Encrypt sensitive data and use automated backup.



DO NOT LEAVE COMPANY VISITORS UNATTENDED.

Most laptop computer losses fall under the State Risk Management deductible of \$2,500.00 and are the full responsibility of the agency.



Workers' Comp Question of the Quarter:



Are persons ordered by the court to do community service required to have workers' compensation coverage?

Yes!!! NRS § 616A.195 deems a person that is ordered by the court to do community service "A employee of the supervising authority." Interesting enough, this is the only time that I know of where an employee can be ordered to pay for their own workers' compensation coverage. NRS § 176.087 allows the court to collect a sum of money from the convicted person to pay for their insurance. Who has to get the insurance coverage? The supervising authority or whom they are actually working for!!! As a reminder, workers' compensation benefits cannot be waived by the employee as per NRS § 616B.609 and NRS § 617.190.



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

