



# State of Nevada

Department of Administration

## Risk-y Business

Risk Management Division

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## NEW RISK MANAGEMENT EMPLOYEE

We are pleased and excited to announce that 'Krista Leach' has joined the Risk Management staff.



Krista has an extensive education and background in insurance. She has worked at the Division of Insurance in the Workers' Compensation section, general insurance section, and in account management and claims at the former State Industrial Insurance System. Most recently Krista has served as a Management Analyst III at the Division of Child and Family Services and at the Division of Health Care Finance and Policy-Medicaid and Medicare programs. Krista is also a licensed Emergency Medical Technician (EMT).

Krista will serve as the Operations/Finance Manager of the Division and will oversee the workers' compensation program. Please join us in welcoming her to our staff. Her telephone number is (775) 687-3191.

## NOW YOU CAN FILL OUT YOUR RISK MANAGEMENT FORMS ONLINE!

All forms on our website [www.risk.state.nv.us](http://www.risk.state.nv.us) are now "Fillable Forms". What that means is that you are now able to fill out the particular form you need right on the computer. No more printing out the form and then having to hand write or type in the information. Once you have completed the form you will notice a "Print"

button on the upper right corner. Print the form out and send to Risk Management. It's that simple. If you have any questions concerning our on-line forms please contact DeAnna Guthrie at (775) 687-3189.

# SLIPS TRIPS AND FALLS

Risk Management is encouraging an anti-slip, trip and fall campaign this year. Accidents of this kind usually cause serious injuries. Please join in the fight against winter falls for your agencies. Posters, e-mails, newsletters and safety meetings are good ways to get the word out. Here are a few tips:

- Keep hands as free as possible.
- Put down mats on slippery entrances.
- Wear Proper shoes/boots for the conditions.
- Put up posters to warn of slippery and icy areas.
- Help others in need when snow or ice is present
- Sand and/or salt slippery walkways and areas in parking lots.

## Did You Know???



State employees can drive a State car , but SAM 1410 # 2 says that board members, contract workers and volunteers can also operate a vehicle with authorization.

## DEFENSIVE DRIVING TRAINING

DATE	TIME	CITY
1/8/2008	12:30PM	LAS VEGAS
1/9/2008	8:30AM	LAS VEGAS
1/15/2008	8:30AM	CARSON CITY
1/17/2008	8:30AM	CARSON CITY
2/5/2008	12:30PM	LAS VEGAS
2/6/08	8:30AM	LAS VEGAS
2/11/2008	12:30PM	CARSON CITY
2/14/2008	8:30AM	CARSON CITY

The Defensive Driving Class is ongoing. Here are some of the classes for January and February. These are accessible through NEATS. Please remember that if you are unable to attend please go into NEATS and drop the class so someone else can sign up. If you are having problems with NEATS the help desk number is 687-9099.

## KUDOS

On behalf of Risk Management, we want to personally thank all agency Safety Coordinators, Chairpersons, Safety Committee members and their staff who support the State's Safety Program. It has been a busy and rewarding year and we are positive it will reflect in the 07 Year End Report. Remember, *safety first!*

## "SAFETY STARS"

**Keith Jaquillard** – Department of Corrections, Las Vegas – Your agency is fortunate to have such a hard worker who passes on such a positive safety attitude. Thanks for being one of the State's Safety Stars.

**Gary Wyatt** – Dept. of Education, Carson City – You continue to amaze us with your energy and concern for your employees. You are always looking for ways to make sure they get the training needed. Thanks for your fortitude!

**Sue Kessner** – Taxation Reno – Thanks for your hard work and dedication to your staff in Reno. Your training workshops and drills, excellent evacuation maps and procedures, and your continued response to the changing needs of Taxation have made them a very safe bunch. They are proud to have you on their team.

**Reese Tietje** – Budget and Planning, Carson City – The Department of Administration is lucky to have a Safety Coordinator who is not reluctant to get involved. You share your duties as an Admin Safety Coordinator, a Capitol Complex Emergency Action Plan Committee member and recently volunteered your valued time to the Department of Homeland Security in an effort to get safety upgrades to the Capitol Complex. We can't thank you enough!

## STAIRWAY SAFETY



Stairs are a major workplace and home hazard.

### Take these precautions:

- Make sure the stairwell is lit.
- Take one step at a time.
- Use the handrails.
- Pay special attention on steep steps.
- Don't use stairs with overloaded arms and limited vision.

# LEAD-The Cumulative Killer

Lead poisoning is one of the oldest known occupational diseases in the world, yet it continues to affect workers today. Lead is a highly toxic element that can cause permanent and deadly damage to the human body.

For many years, lead was an important ingredient in paint. Although it is rarely used in paint now, except for special purposes, there are plenty of items in the workplace still covered with lead-based paint, including window and door frames, pipes, girders, and metal objects of all kinds. Scraping, sanding, sand-blasting, or even flaking of lead-based paint creates a dust that can be easily breathed in.

Of course, paint isn't the only source of lead. Various types of construction materials, including bricks and mortar, roofing material, insulation, pipes, and solder, can all contain lead.

## SIGNS OF POISONING

Inhaling lead dust or fumes is the most common way lead poisoning occurs. Inhaling or swallowing lead (often due to contaminated hands touching food or the face) can introduce lead into the body.

The symptoms of lead poisoning can vary with different individuals. A low level of lead in the blood can cause flu-like symptoms, weakness and numbness in the arms and legs, poor circulation, forgetfulness, or anemia (low blood count). Other signs of poisoning include tiredness, insomnia, stomach problems, constipation, and headaches. It can also cause reproductive problems.

Higher levels of lead in the blood can lead to kidney damage, problems with the brain such as seizures and coma, and even death.

## GET THE LEAD OUT

Since lead is so highly toxic, the ideal situation would be to eliminate it from the workplace and substitute materials that do not contain lead. However, this is not always possible.

Lead can be introduced through ventilation and by workplace changes. So if you know you work with lead-containing materials:

- Follow the safety practices given to you by your supervisor.
- Check the material safety data sheets and chemical labels on materials you come into contact with at the job site.
- Read warning signs and any printed material that your employer has posted in the work.
- Rotate jobs or duties if instructed to do so by your employer.
- Cooperate with any medical surveillance measures taken by your employer, such as blood tests and physical exams.

## Fire Impairments

As part of the new property insurance program, we are working with a new loss prevention provider, Global Risk Consultants (GRC) in order to supply us with services formerly offered through FM Global. One of the loss prevention services GRC provides is **impairment reporting**. Impairment reporting becomes necessary when fire protection systems are shut down for any reason. Fire protection can be impaired due to multiple reasons including maintenance, renovation, new construction or



equipment failure. When this happens, your facility is at greater risk of fire and property damage. The danger becomes even more acute when contractors are engaging in any type of hot work. It is each agency's responsibility to report impairments to GRC and follow their instructions to minimize risk to your facility.

**GRC's Impairment Reporting Number Is: 1-888-387-4533**

New Impairment Coordinator Kits with instructions and tags will be distributed to facility managers over the next couple of weeks. Should you have an immediate need for a kit, please call Joan Tiearney at 775-687-3190.

## DRIVING AT NIGHT



Although we do most of our driving during daylight hours, the Department Of Transportation says that 57 percent of all traffic fatalities happen at night. Reduced visibility, people driving under the influence or too fast for conditions, poor weather, failure to stay alert, and unsafe vehicles all contribute to the higher nighttime death toll.

- **Clean the windows.** Fogged windows, road film and fingerprints decrease visibility. Fill the washer reservoir full of windshield cleaner and replace worn wiper blades.
- **Have headlights aligned.** Have the headlights aligned to provide maximum visibility. Also, make sure that turn signals, parking lights, license plate lights and taillights are clean and working.
- **Improve the lighting.** While all new vehicles come equipped with ultra-bright halogen lights, many older vehicles may not have these brighter lamps. Replace the traditional lights with halogen or the newer, blue HID (High Intensity Discharge) bulbs to improve visibility.
- **Be more visible.** A clean car reflects light better than a dirty one and looks nicer, too. So, wash up. Stick reflective tape to the bumpers and side moldings to help others see you better.
- **Breakdown safety.** Turn on the emergency flashers when you pull over and before attempting any outside repairs, such as fixing a flat. Use traffic flares and a safety reflector to alert others to your presence on the side of the road.
- **Stay alert.** Don't drive when tired or sleepy. A fatigued driver has reduced reaction time and has an increased chance of falling asleep. Make sure you are alert and awake
- **Drive sober.** Drunk drivers are a major cause of nighttime traffic fatalities. Never, ever drink and drive. If you have had even one drink, wait an hour or more before getting behind the wheel of a vehicle.
- **Slow down.** Darkness reduces overall visibility and your ability to properly judge distance. Decrease speed from the posted limit by 5 mph and increase your following distance.
- **Drive defensively.** Always give yourself an out. This means that no matter what the traffic conditions, you have enough space to avoid trouble by either stopping in time or by having the room to go around. Keep an eye out for pedestrians, stray animals, cars without lights, bicyclists, drunks and other road hazards.



### Workers' Comp Question of the Quarter:



**Does workers' compensation cover me if I am injured at work while using available exercise equipment?**

The answer is NO. NRS 616A.265. Specifically outlines that any injury sustained by an employee while engaging in an athletic or social event sponsored by his employer shall be deemed NOT to have arisen out of or in the course of employment unless the employee received remuneration for participation in the event. Exception: If the employer allows employees to use the equipment during paid time (i.e. not on breaks, lunch or before/after work) The agency would need to have a policy allowing exercise during paid time to qualify.



Be sure and check out our award winning website at: [www.risk.state.nv.us](http://www.risk.state.nv.us)