



State of Nevada

Department of Administration

Risk-y Business Risk Management Division

Volume 2008 – 1

Jan/Feb/March 2008

WORKERS' COMP INJURY FIRST STOP CLINICS

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Additional facilities have been added to the State of Nevada provider panel for the first stop for an industrial accident. In addition to Concentra Medical Centers in Northern Nevada, the new facilities are ARC Med Centers in Carson City and South Virginia Walk-In Clinic in Reno. The Las Vegas facilities continue to be Concentra Medical Centers and the Centers for Occupational Health and Wellness. Please note the new locations for Concentra Medical Centers on Paradise Road in Las Vegas and the Centers for Occupational Health and Wellness on Pecos Road in Henderson. Both facilities will provide State of Nevada employees the opportunity to go to a location that is less busy and more convenient for them. Below is a list of each facility, the addresses and phone numbers.

SPARKS

Concentra Med. Cntr.
255 Glendale Ave. #12
Sparks, NV 89431
Phone 775-356-8181

CARSON CITY

Concentra Medical Centers
3488 Goni Rd., Bldg. E
Carson City, NV 89706
Phone 775-887-5030

NEW FACILITY
ARC Med. Centers
2874 N. Carson St. #135
Carson City, NV 89706
Phone 775-883-7855

LAS VEGAS

NEW FACILITY
Concentra Med. Centers
3900 Paradise Rd. #V
Las Vegas, NV 89169
Phone 702-369-0560

NORTH LAS VEGAS

Concentra Med. Cntr.
151 W. Brooks Ave.
N. Las Vegas, NV
89030
Phone 702-399-6545

RENO

Concentra Medical Centers
1530 E. 6th St.
Reno, NV 89512
Phone 775-322-5757

NEW FACILITY
S. Virginia Clinic
6580 S. Virginia St.
Reno, NV 89511
Phone 775-853-9959

PREFERRED
LOCATION
Concentra Med. Center
2952 Meade Ave.
Las Vegas, NV 89102
Phone 702-871-1721

Concentra Med. Center
5850 Polaris Ave., #100
Las Vegas, NV 89106
Phone 702-739-9957

Concentra Med. Cntr.
3945 W. Cheyenne
Ave #208
N. Las Vegas, NV
89032
Phone 702-648-8116

HENDERSON

NEW FACILITY
Centers for Occ. Health & Wellness
9005 S. Pecos Rd. #2610
Henderson, NV 89074
Phone 702-474-0472

Concentra Med. Centers
149 N. Gibson Rd. #H
Henderson, NV 89014
Phone 702-558-6275

Centers for Occ. Health
And Wellness
801 S. Rancho Dr. #F4
Las Vegas, NV 89118
Phone 702-474-4454

EARLY RETURN TO WORK PROGRAM

Agency representatives have a significant role to play in the successful outcome of a workers' comp claim. If you believe that your responsibilities end after an injured employee is referred for medical attention, you need to rethink this position. There is a great deal that the employer can do and should do:

1. Communicate with the injured worker on a regular basis. If appropriate, an agency representative should visit the injured worker at home, or send a card from the office wishing them a speedy recovery. (This makes for good team building.)
2. Remember that an employee tends to recover more quickly when participating in agency-based activities that keeps him/her focused on returning to work. It also prevents them from getting hooked on soaps. It is a fact that if an employee is out of work for a period of six (6) weeks, its difficult to get them back in the workforce, resulting in a rehabilitation program and significant expense to the State.
3. Keep personnel issues and workers' comp issues separate—don't use an industrial injury as a way to avoid or initiate disciplinary matters. The two should not be intertwined.

DEFENSIVE DRIVING TRAINING

DATE	TIME	CITY
3/5/2008	8:30AM	LAS VEGAS
3/25/2008	8:30AM	CARSON CITY
3/27/2008	8:30AM	CARSON CITY
4/8/2008	12:30PM	CARSON CITY
4/10/2008	8:30AM	CARSON CITY
4/22/2008	12:30PM	LAS VEGAS
4/24/2008	12:30PM	LAS VEGAS

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.

VOLUNTEER, INTERNS, BOARD MEMBERS & INMATE LABOR REPORTING REQUIREMENT

If your agency has any volunteers, interns, inmate labor or Board Members (who are not within the Central payroll System), you must have them covered under workers' compensation, and manually, report them.

It is an easy process, you can access all required forms on Risk Management's website (www.risk.state.nv.us) you will find the forms under Workers' Compensation section or call Risk Management at 775-687-3188 and Mary Lehrer will send you the required job description, memorandum of understanding and the program procedures.

After you are established in the program, each agency will be responsible for maintaining a monthly roster of volunteers, interns, Board Members and inmate labor and to report volunteer/intern activities as well as any inmate labor pay related workers' compensation premium costs on a quarterly basis.

When a budget is setup in the system, your agency will be sent a notice on a quarterly basis from Risk Management. If at anytime during a month your agency uses volunteers, interns, inmate labor or if your Board Members meet, premiums will be due.

Is My Personal Property Covered At Work?

The answer is no. The Property Insurance Program for the State of Nevada combines self-funding and commercial insurance to provide blanket coverage on all State-owned buildings and contents. If you have

any questions concerning your personal property at the workplace, please contact DeAnna Guthrie at (775) 687-3189.



NAC 284.294 Reimbursement for furnishing own tools. (NRS 284.155, 284.175)

1. An employee who is required to furnish his own tools may elect to be reimbursed for the use, loss, theft and breakage of the tools at the rate of \$35 per month if the monetary value of the tools is more than \$300 and less than \$1,000, or at the rate of \$50 per month if the monetary value exceeds \$1,000. This monthly allowance must not be considered part of the employee's base rate of pay.
2. The payment of reimbursement pursuant to subsection 1 absolves the agency of any responsibility for the employee's tools if the loss per occurrence is \$1,000 or less. If the loss is more than \$1,000 and is covered under the terms and conditions of the policy of property insurance or program of self-insurance maintained by the state, the loss must be paid by the insurer or the state, as appropriate.
3. If the employee does not elect to be paid a monthly reimbursement for furnishing his own tools pursuant to subsection 1 and a loss occurs which is covered by the policy of property insurance or program of self-insurance maintained by the state, the first \$1,000 of the loss must be paid to the employee by the agency and the balance by the insurer or the state, as appropriate.
4. Agencies must approve and maintain a listing of those tools, that are required.
5. As used in this section, "tools" does not include weapons or other protective equipment





You get to work in the morning and immediately dive into the tasks at hand. The phone rings, you cradle it on your shoulder for a 20-minute conversation while you reach across your desk to finish inputting case-notes from yesterday's phone conversations! Halfway through the day, your head is aching, your neck is in spasms, your elbow is sore, or you just can't shake that numbness from your hand. You go home at the

end of day and start the 2nd shift. By 10 p.m. you're looking for the ice pack or heating pad to relieve the pain or numbness. And don't forget to take the ibuprofen before going to bed or you won't be able to get back out of bed tomorrow to continue this vicious cycle!



Help is on the way! And you are your own hero. That is, you and good ergonomics.

WHY SHOULD I CARE ABOUT PROPER ERGONOMICS, I.E. PROPER WORKSTATION SETUP?

Eventually, if you are exposed to ergonomic risk factors for long periods of time, your body will let you know why you should care! Common risk factors include, but aren't limited to:

- Awkward Postures
- Excessive Repetition
- Excessive Force
- Work Station Setup
- Vibration
- Contact Stress
- Lighting

SO WHAT'S THE OUTCOME OF ALL THESE RISK FACTORS?

Discomfort! Symptoms are characterized by pain, numbness, burning, tingling sensations, cramping, or stiffness.

HOW DO I STOP HURTING MYSELF?

Identify the activities that are causing your discomfort and stop performing them in a way that hurts you. Your body is calling out to you. Listen to it! "But I can't just stop working!" No, but you may need to make some changes in *how* you do things.

DO I NEED TO PURCHASE NEW "ERGONOMIC" FURNITURE AND EQUIPMENT?

In many cases, no! Although it is sometimes necessary to obtain equipment or furniture that will adjust to fit the user, often times the bigger problem is *where* your current equipment is placed and *how* you use it. Risk Management is focusing on providing *no- or low-cost solutions* to the ergonomic problems we face.

If you do need to obtain equipment or furniture, Risk Management is in the process of compiling a recommended list of items (through approved vendors) that have been found to be truly "ergonomic" with a variety of prices for each category of equipment or furniture. Remember, this is science, and as it changes, so will the recommendations. Also, there are no regulations that govern the use of the term "ergonomic" in product marketing. It could say "ergonomic" just because the handle is curved the wrong way.

WHO CAN TELL ME IF I'M "ERGONOMICALLY" CORRECT, AND IF NOT, HOW TO FIX IT?

You can! In the near future, you can visit the State of Nevada Risk Management website to view the new statewide "Ergonomics Policy." It's an easy read filled with useful information. While there, you'll also be able to take the ergonomics "self-assessment" to identify risks and find out how you can make changes in your own environment. Or, you can follow the links to other user-friendly sites for additional tips.

In the meantime, *we can help you help yourself!* Call us! *Let your supervisor know* of your concerns. We can find solutions by providing you with information, or coming to your workstation to perform a no-cost ergonomic evaluation to determine what you can do to work smarter, safer, and more comfortably!

SAFETY STARS

Dottie Martin – Personnel Analyst, Desert Regional Center, Las Vegas – Your Safety Committee is active and excited to attain future agency goals such as special training in Dealing with Difficult People and Workplace violence for your Technicians and Specialists. You understand the importance of a good Safety program and value your fellow employees. Risk Management looks forward to working with you and DRC employees statewide.

Andrea Felesina, R.N., Director of Training and Compliance Services, Rural Clinics, Carson City – I am proud to say that your immediate involvement for the safety and health of Rural Clinics agencies is commended. Your coordination with Risk Management for "Safety Committee Member Training" for your rural offices will be a big success using WEBX. Also, thank you for sharing this training to other rural state agencies whose employees are unable to travel to LV, CC or Reno. Your quality time and efforts are appreciated!



PLAN AHEAD:

EARTHQUAKES

- Stock up on emergency supplies, learn to use a fire extinguisher, know how to shut down utilities, etc.
- Agree on an out-of-town number for all family members to call so that everyone can call in to verify their safety.

DURING AN EARTHQUAKE:

- Find a heavy object under which you can take shelter and be prepared to move with it.
- Stay inside the building if you're inside. Think shelter, not escape. Stay away from windows.
- Stay outside if you are outside. Stay away from tall objects such as trees, buildings and power lines.
- Do not use matches, candles or open flames due to the possibility of gas leaks.
- Do not operate electrical switches, light switches or appliances.
- Check for safety hazards such as fire, gas leaks, water flow, sewage leaks, etc.
- Do not use roads unless absolutely necessary.
- Be prepared for aftershocks.
- Stay informed. Listen to the radio or monitor television broadcasts.



STORE EMERGENCY SUPPLIES:

It is strongly recommended that these items be collected in advance and be placed in a portable container, such as a rolling trash can, before an emergency occurs.

Water
Battery powered radio
Clothing, rain gear, shoes
First Aid kit
Moist towelettes
Prescription medication

Can opener/No perishable food
Cooking and eating utensils
Bleach
Cash or travelers checks
Important documents
Whistle

Assorted hand tools
Dust masks
Blankets or sleeping bag
Plastic bags, trash can
Duct tape
Personal hygiene products

Workers' Comp Question Of The Quarter:

Are contagious diseases, like the flu, compensable under workers' comp?

Generally no. Statutes related to occupational diseases are governed by NRS 617.440. There are four specific criteria that must be met:

- There is a direct causal connection between the working conditions and the occupational disease
- It can be connected as a natural incident of the work, based on the nature of the employment (black lung in mining occupations)
- The disease can be fairly traced to the employment as the proximate cause
- It does not come from a hazard to which the worker would have been equally exposed outside of employment

Since an employee could catch the flu from multiple sources such as the post office, grocery store, etc., and often times the flu is not a natural incident of a type of occupation, this type of contagious disease is difficult to definitively connect to a work environment.

There are certain exceptions for TB and Hepatitis for police/fire, EMTs, and other employees who provide medical care, as outlined in NRS 616A.035, related to preventive care. NRS 617.450 identifies a specific list of recognized occupational diseases. In accordance with the workers' compensation statutes, the burden of proof falls on an employee in regard to providing information to meet the requirements of NRS 617.440. This information most generally is obtained through an Occupational Health Physician.



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