



# State of Nevada

Department of Administration

## RISK-Y BUSINESS

Risk Management Division

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## Risk Management Safety & Health Conference A Success!

In early spring, the State of Nevada Risk Management Division hosted a Health and Safety Conference for State of Nevada Safety Coordinators in Mesquite, NV. Willis Pooling was the key host for the conference and with the help of our many valued vendors, including Orgill Singer, Concentra, Sierra Nevada Administrators and Health South it was a great success.

Guest speakers included Brent Jones-Nye County Emergency Manager; James Wright-State Fire Marshal; Joe Nugent-Safety Consultation and Training Supervisor from SCATS; Josh Wilson-Wellness Consultant from Willis Pooling; Sheila Reinhart-Wilcher and Associates; Mel Iida-Willis Pooling; Claire Veyveris and Marilyn Fink-Health South and Cliff Dew-Crime Stop USA. These speakers contributed to a 3-day jam-packed informative conference.

Approximately 50 representatives attended. Safety Coordinators liked the round table discussions and enjoyed networking between the north and south. Topics included Office Ergonomics; the State Fire Marshal's Office strategic plan and inspection practices; the OSHA Voluntary Protection Program and SCATS resources and Upper Extremity Exercises and resources to treat injuries. A Health, Nutrition and Diabetes Epidemic Presentation was informative and the handouts exceptional. Personal Safety is a popular topic and it was a pleasure to have Cliff Dew with Crime Stop USA end the conference with a serious, but entertaining, presentation on protecting yourself from being the victim of a violent crime.

The informal after-conference agenda included dining, networking, dancing and bowling!! Coordinators, Vendors and Risk Management staff enjoyed safe fun and made some new friendships. Check out our website at [www.risk.state.nv.us](http://www.risk.state.nv.us) under "What's New" for some fun photos of the event.

It was the goal of Risk Management to thank the Statewide Safety Coordinators for a job well done, and send them back to their agencies with increased motivation along with confidence and a better understanding of their valuable role as Safety Coordinators. Sharing agency practices and experiences helped to develop a "Special bond" among the participants that we hope will continue to grow and further promote safety and health in the workplace.

Risk Management is planning to host another Health and Safety Conference in the North next year, so stay tuned.



## KEEPING YOUR LAPTOP SAFE



Laptops are increasing in popularity for business use and we must be aware of the security risks from the loss or theft of laptops, and take proper precautions. The potential loss is twofold; the loss of the laptop itself and any personal, private or sensitive information that it may contain.

Laptops can easily be stolen from the locked trunk of a car, at an airport security checkpoint, at an Internet cafe or even from a hotel room. Keep these tips in mind when you travel with your laptop:

- **Don't store your password with your laptop.** You should secure your laptop with a strong password, but don't keep the password in the laptop case or on a piece of paper stuck to the laptop.
- **Don't leave your laptop in your car.** Don't leave your laptop on the seat or even locked in the trunk. Locked cars are often the target of thieves.
- **Don't store your laptop in checked luggage.** Always carry it with you.
- **Keep track of your laptop when you go through airport screening.** Hold onto your laptop until the person in front of you has gone through the metal detector. Watch for your laptop to emerge from the screening equipment.
- **Record identifying information and mark your equipment.** Record the make, model and serial number of the equipment and keep it in a separate location. Label the case with your organization's contact information.
- **Backup your files.** Make a backup of your files before every trip. In the event that your laptop is lost or stolen, you will still have a copy of your data.

## ACCIDENT TIPS

Car accidents can be very stressful. Read the tips below to learn what you should do if you're involved in one.



**STAY CALM.** Keeping a normal demeanor helps you stay in control of the situation.

### **MAKE SURE YOU AND YOUR PASSENGERS ARE OK.**

Move as far off the roadway as possible, but stay at the scene of the accident. Warn oncoming traffic by activating your hazard warning lights and/or setting flares.

### **CALL THE POLICE TO REPORT THE ACCIDENT.**

### **CONTACT YOUR SUPERVISOR AND COMPLETE THE ACCIDENT REPORT FORM.**

The sooner Risk Management knows about the accident, the sooner they can start working to resolve your claim.

### **DO NOT ADMIT FAULT OR DISCUSS WITH ANYONE OTHER THAN THE POLICE.**

### **EXCHANGE VITAL INFORMATION**

Get the name, address, phone number and license numbers for all drivers and witnesses. Ask for the insurance companies and policy numbers for drivers involved in the car accident

## N.E.A.T.S.

If you have changed agencies, or have taken a class and have not gotten confirmation etc remember to update your NEATS e-mail. This can be done on the NEATS homepage under the "Update My Contact Information". Or when you have a life status change or a change in your beneficiary be sure to update in three areas:

PERS (retirement)  
PEBP (death benefit)  
NEATS (payroll)

## DID YOU KNOW



You have very little time in reserve but you feel comfortable because you have purchased short term disability. So you know that if something happens and you cannot work you will have money coming in. But, huh-oh you have an injury at work; will your short term disability be able to assist?

No, if you have an industrial injury your short term disability does not pay. If you have questions on your individual short term disability please call your individual insurance company to get clarification.

# Continuing Classes From Risk Management

To enroll please use the NEATS System. If you do not have the resource to use NEATS, or have any questions please call Mary Lehrer at (775) 687-3187.

## Training Schedule June 2008

Defensive Driving	6/10/2008	Las Vegas	4747 Vegas Drive
Defensive Driving	6/17/2008	Carson City	201 S. Roop St., Suite 201
Dealing with Difficult People	6/10/2008	Carson City	201 S. Roop St., Suite 201
Dealing with Difficult People	6/23/2008	Las Vegas	555 E. Washington Rm 1100
Managing the Threat of Workplace Violence	6/10/2008	Carson City	201 S. Roop St., Suite 201
Managing the Threat of Workplace Violence	6/26/2008	Las Vegas	555 E. Washington Rm 1100
Earthquake Preparedness	6/05/2008	Reno	1100 Valley Road
Earthquake Preparedness	6/25/2008	Las Vegas	555 E. Washington Rm 1100
Ergonomics	6/13/2008	Carson City	201 S. Roop St., Suite 201
Ergonomics	6/24/2008	Las Vegas	555 E. Washington Rm 1100
Personal Safety	6/05/2008	Reno	1100 Valley Road
Personal Safety	6/24/2008	Las Vegas	555 E. Washington Rm 1100
Emergency Planning	6/19/2008	Carson City	201 S. Roop St., Suite 201
CPR/AED/First Aid	6/04/2008	Reno	1100 Valley Road
Blood Borne Pathogens	6/04/2008	Reno	1100 Valley Road

## Contract Corner



The roll out of the new model contract forms and our new insurance manual has been very positive. All managers should be using revised independent contractor form along with Risk Management's insurance manual. If you missed the December announcement regarding the new contract forms, you can find announcement on the Division of Budget & Planning website under Memo #2007-33.

The revised independent contractor form contains significant changes to the insurance section, paragraph 16 and a new ATTACHMENT BB, which is designed to incorporate our new insurance schedules. The required insurance schedules are published within Risk Management's new insurance manual. The insurance manual is located on our website under the contract drop down menu. Our manual has numerous insurance schedules based on the scope of work required under the vendor's contract. Users are asked to cut & paste the applicable schedules within Attachment BB.

We do recognize that some of our current contracts may not meet the specifications as listed in our new manual. It is not necessary to revise those contracts that are currently in force; rather the new requirements should be introduced upon contract renewal. Additionally, we also recognize that some agreements may pose specialized risks that require further review. In those cases, agencies are still encouraged to contact the Risk Management department for additional information. Any agreements which include performance bonding should be reviewed by Risk Management.

Risk Management will be offering new training classes in support of this new manual and will be working with purchasing to revise the curriculum offered in junction with their contact classes. Look for those classes on the NEATS system in the near future.

## RISE IN GASOLINE THEFTS

Risk Management has had a sharp increase in reported gasoline thefts. Some reports have turned into vandalism claims as the thieves no longer take the time to siphon the gas, but rather puncture the tank from underneath the vehicle and allow it to drain into a container.

Once an agency has been hit, past history shows that they continue to be a target for additional thefts and vandalism of this kind if the agencies have not been pro-active and made certain changes.

The following tips can help prevent your agency from experiencing this type of loss:

Avoid parking in dark, isolated areas.

Park your vehicle so that the fuel door can be easily seen from the road

If you park on the street, position your vehicle under street lighting

If you have any question concerning this topic or would like more tips, please contact DeAnna Guthrie at (775) 687-3189



# STATE INJURY RATE BACK UP AGAIN

Unfortunately, the State of Nevada incurred 333 more workers' compensation claims in 2007 as compared to 2006. There were 1,237 claims in 2003, 1,319 in 2004, 1,467 in 2005, 1,276 in 2006, and 1,609 in 2007. This represents a 26.1% increase in injuries from 2006 to 2007 after a 13% drop from 2005 to 2006. As can be seen from the accompanying charts, the major increases occurred within DCNR, Corrections, and DHHS. The Risk Management Division would like to

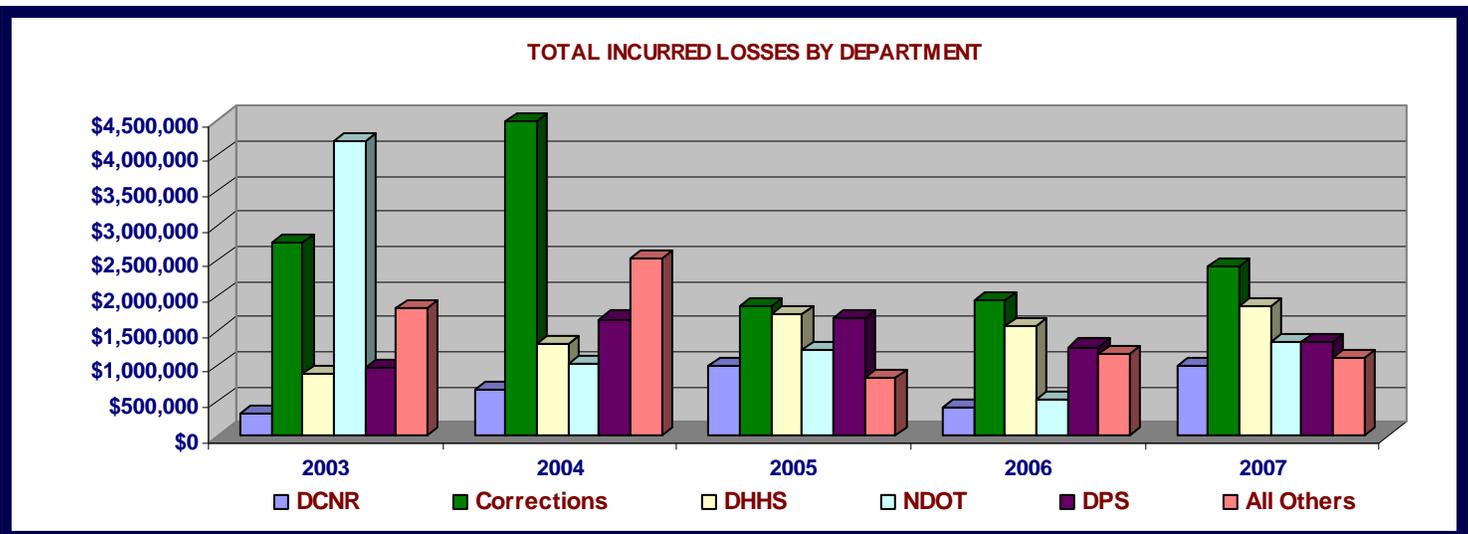
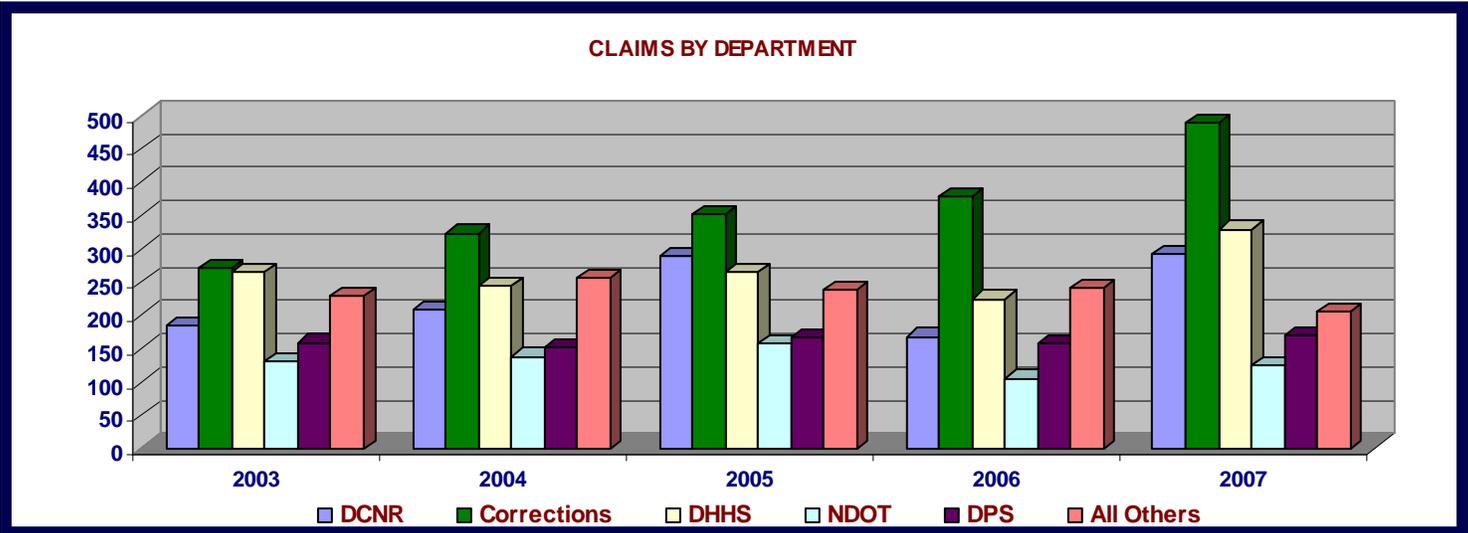
congratulate DPS and All Others in particular in keeping both the frequency and the severity of their claims lower or level. We also acknowledge NDOT for their consistent claims frequency. Reducing the frequency and severity of claims is critical for future workers' compensation premium pricing especially in these tight budget times. We encourage all state employees to actively be aware of unsafe conditions and work toward correcting them in order to avoid future accidents.

2007

Department	# of Claims	Total Paid	Total Reserves	Total Recovery	Total Incurred
DCNR*	292	\$396,975	\$607,135	\$203	\$1,003,906
Corrections	489	\$1,146,740	\$1,277,723	\$0	\$2,424,463
DHHS	329	\$1,088,799	\$777,103	\$1,253	\$1,864,649
NDOT	124	\$677,625	\$682,198	\$9,185	\$1,350,638
DPS	169	\$771,982	\$629,440	\$50,078	\$1,351,344
All Others	206	\$592,706	\$546,343	\$19,932	\$1,119,117
<b>TOTAL</b>	<b>1,609</b>	<b>\$4,674,828</b>	<b>\$4,519,940</b>	<b>\$80,651</b>	<b>\$9,114,117</b>

\*includes Department of Wildlife

Data as of 4/30/2008



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

