



State of Nevada

Department of Administration

RISK-Y BUSINESS

Risk Management Division

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In this issue:

DOC Tobacco Free	1
Acting Risk Manager and Deputy	1
RM Training	2
Time Change Safety	2
Contract Corner	3
Don't Let This Happen To You	3
Ergonomics	3
Teamwork	3
Holiday Safety	4
Winter Tips	4
Quest. of the Quarter	4

THE NEVADA DEPARTMENT OF CORRECTIONS WILL BECOME TOBACCO FREE ON JULY 1, 2009

The Nevada Clean Indoor Air Act became effective December 8, 2006, prohibiting the smoking of tobacco in certain areas and allowing voluntary creation of nonsmoking areas by employers. The Nevada Department of Corrections will prohibit the use of all tobacco products by both employees and inmates effective July 1, 2009, in accordance with Administrative Regulation 115. In light of the upcoming tobacco-free environment at NDOC, we wanted to offer information on smoking cessation to all state employees.

MAKE THIS YOUR NEW YEAR'S RESOLUTION!!!

- PPO health plan smoking cessation programs: PEBP offers a \$2,500 wellness benefit that does include smoking cessation programs.
- HPN health plan for those in Southern Nevada offers smoking cessation programs and has been very helpful in getting employees enrolled in these programs. They also offer tobacco cessation medications at extremely reduced rates if the employees participate in smoking cessation classes and trainings.
- Quit Tobacco Program classes at Renown in Reno offers smoking cessation programs that will use an employee's wellness benefit (if they are on the PPO plan). Call Health Management Services at 775-982-5073 for more information or to register.

Nevada Tobacco Users' Helpline, (toll free) 888-866-6642, or visit them on the web at www.livingtobaccofree.com. The Helpline provides a range of treatment and support programming services to meet the needs of its clients. Its program services include (not limited to): **'Quit' Kit(tm)** Clients are tobacco-users who receive telephone-based nicotine dependence assessment, intensive 1-year+ nicotine dependence treatment counseling, and programming support services. Treatment is free and confidential.

QuitNet is home to the world's largest community of smokers and ex-smokers at www.quitnet.com

Receive information and advice about quitting smoking through real time text messaging with a National Cancer Institute smoking cessation counselor at www.smokefree.gov.

American Lung Association Freedom from Smoking online program – www.lungusa.org.

You can also contact the State Health and Wellness Coordinator, Josh Wilson, at 775-323-1656 extension 21, for additional information on smoking cessation.

Effective September 1, 2008, Krista Leach appointed Acting Risk Manager and Maureen Martinez appointed Acting Deputy Risk Manager.

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 December 2008/January 2009

Defensive Driving	12/02/08	Carson City	201 S. Roop St., Suite 201
Defensive Driving	12/04/08	Carson City	201 S. Roop St., Suite 201
Defensive Driving	12/16/08	Las Vegas	4747 Vegas Drive
Defensive Driving	12/17/08	Las Vegas	4747 Vegas Drive
Defensive Driving	01/12/09	Carson City	201 S. Roop St., Suite 201
Defensive Driving	01/15/09	Carson City	201 S. Roop St., Suite 201
Defensive Driving	01/27/09	Las Vegas	555 E. Washington St., Room 1100
Defensive Driving	01/29/09	Las Vegas	555 E. Washington St., Room 1100
Dealing W/Difficult People	12/01/08	Carson City	201 S. Roop St., Suite 201
Dealing W/Difficult People	12/08/08	Las Vegas	4747 Vegas Drive
Dealing W/Difficult People	01/07/09	Carson City	201 S. Roop St., Suite 201
Dealing W/Difficult People	01/29/09	Las Vegas	4747 Vegas Drive
OSHA Record Keeping	12/04/08	Carson City	201 S. Roop St., Suite 201
OSHA Record Keeping	12/10/08	Las Vegas	4747 Vegas Drive
OSHA Record Keeping	01/08/09	Carson City	201 S. Roop St., Suite 201
OSHA Record Keeping	01/30/09	Las Vegas	4747 Vegas Drive
Managing The Threat	01/07/09	Carson City	201 S. Roop St., Suite 201
Managing The Threat	01/29/09	Las Vegas	4747 Vegas Drive
Personal Safety	01/08/09	Carson City	201 S. Roop St., Suite 201
Personal Safety	01/30/09	Las Vegas	4747 Vegas Drive
Emergency Response Plans	12/03/08	Carson City	201 S. Roop St., Suite 201
Emergency Response Plans	12/09/08	Las Vegas	4747 Vegas Drive

Time Change Can Create Hazards

The time change has been known to leave many of us feeling fatigued, which can pose some safety risks at home and at the office. Some of the things to keep in mind about the switch back to standard time are:

Fatigue. Studies suggest that it takes people who work traditional hours several days to fully readjust their sleep schedule after the time change. While it may seem a welcome gift to get an extra hour of sleep as opposed to losing an hour in the spring, there is a physiological consequence to changing our clocks so don't be surprised if you feel a bit sluggish for the first week or so of November.

Accidents. Evidence suggests that time changes increase safety problems both at work and at home. Being aware of the increased risk of accidents in the period immediately following the time change may help you stay alert. Remember to avoid building up a sleep debt in the days before the change. Always wear light or reflective clothing when walking, and carrying a flashlight is a great idea.



Check and replace the batteries in your smoke and carbon monoxide (CO) alarms. Replace any smoke alarms older than 10 years. Replace any CO alarms older than 5 years.

Prepare a disaster supply kit (water, food, flashlights, batteries, blankets, etc.). Once you've created your disaster kit, use the semi-annual time change to check its contents (including testing/replacing flashlight batteries).

Winterize your vehicles by flushing your coolant systems and replacing old anti-freeze. Replace windshield wipers and keep washer fluid reservoirs full. Make sure all vehicle lights are working and headlights are adjusted properly. Don't out-drive your headlights.



So you have been asked by your agency to put together a contract with a local vendor. It is not time to panic! Here are some FAQs to help you get through the process!

What contract form do I use and where is it located?

Contract templates are located on State Purchasing’s website within their Contracting Tool Box section. We have a link to that section on our website as well! See the link located within the Important Links section at <http://risk.state.nv.us/ImportantLinks.htm> under our “Contracts” drop-down menu.

What insurance should I use for my contract?

Risk Management has developed an insurance manual that provides insurance requirements for twenty-six different scenarios. Within those scenarios, the requirements listed are designed to be the insurance schedule which is “cut and pasted” into the Attachment BB (Insurance Schedule) of your contract form.

Do we still need the insurance section approved by Risk Management if we use one of the schedules from the Insurance Manual?

No. The schedules were specifically developed to address the risks posed within the scope of work associated within the various scenarios.

What do I do if my particular contract does not fit within the scenarios listed or my scope of work poses unusual risks or hazards?

Contact Maureen Martinez at (775) 687-3193; she can review your scope of work and if necessary provide a customized schedule to fit your particular contract needs. Please allow 24–48 hours for a response. For complex contacts, telephone conference or meeting may be necessary.

My vendor does not have some of the insurance policies listed on the insurance schedule. Can insurance coverages be waived?

Only with the approval of Risk Management! Insurance schedules were designed to provide your agency the maximum protection from your contracting risks and the insurance coverage required is an integral part of the protection. When appropriate, insurance coverages may be modified only after Risk Management has been consulted and approved the modification.

My vendor has asked to modify the language within the indemnification section of the insurance schedule. Does Risk Management approve those changes as well?

No. Since indemnification addresses risk transfer within the agreement, Risk Management can review and make some suggestions for you. However, it is up to your DAG at the Attorney General’s Office to provide final approval to any changes of the legal language contained within your contract including the indemnification language.

Don't Let This Happen To you!

Recently the Oklahoma Department of Human Services realized that human error allowed confidential records to get into the hands of the general public. The owner of a check-cashing establishment discovered the records stuffed into the back of a file cabinet which the state had sold as surplus. Found among the files were such items as names and Social Security numbers for children as young as two, as well as payroll information on the worker to whom the case files belonged.

Although this has yet to be reported within the State of Nevada, it’s important that we learn from this lesson. All items sent to State Purchasing to surplus or even thrown out should be searched for confidential documents which need to be shredded.

Please note that confidential files should also not be left unattended in vehicles.

HOW ARE YOUR ERGONOMICS?



Please Visit the Risk Management website to see how you rate.

Go to the "What's New" Box on the main page. Click on the "Ergonomic Self-Evaluation Checklist"

Complete the checklist yourself or with a Supervisor and see how you are set up on your workstation. Just by following the checklist you can improve your posture and your productivity.

“Teamwork makes the Dream work”

In this day and age and stressful times, teamwork is essential; whether you’re working on new budgets, getting year-end projects done or trying to maintain a Safety Committee.

Remember, the ultimate goal of a Safety Committee is to maintain a safe and healthy work environment. It will soon be another new year, so let’s all work together, because “Teamwork makes the Dream work.”

Winter Safety Tips

Keep your workers safely on their feet. Preventing slips and falls is a major concern for everyone when outdoor surfaces are wet, icy, or slippery underfoot.

Here are some suggestions to help your employees prevent falls and possible injuries:



Wear appropriate footwear with non-slip soles on wet, icy, or snowy days.

Take extra care when walking on wet, icy, or snow-covered walkways. Walk slowly and slide your feet on slippery surfaces. Avoid turning sharply when you walk on a slippery surface.

Hold onto the railing when using outdoor stairways.

Be especially careful when carrying packages, equipment, materials, etc.

Wipe your feet when entering a building so that your wet soles won't cause you to slip on indoor flooring.

If you slip and start to fall, limit your injuries by bending your elbows and knees and using your legs and arms to absorb the fall.



HOLIDAY SAFETY

Keep trees away from ignition sources such as fireplaces, space heaters, candles and overhead lights.

Make sure extension cords are large enough to carry the intended load.

Inspect cords for damaged insulation, splices or loose plugs before using. Never use a cord with damage.

Do not overload outlets. Use surge protectors if multiple outlets are needed.

Match plugs with outlets. Don't force a 3-pronged plug into a 2-pronged outlet or extension cord.

While attending holiday parties, never drink and drive and provide non-alcoholic drinks for designated drivers.



Happy Holidays From Risk Management



Workers' Comp Question of the Quarter:



I don't think that this injury occurred at work. Do I still need to fill out a C-3?

Yes, an employer must fill out a C-3 within 6 working days of receipt of the C-4 pursuant to NRS 616C.045, no exceptions. In fact on the C-3 there is a box that states "If validity of claim is doubted, state reason." If the employer has suspicions that the injury or accident did not occur at work, it is imperative that they communicate all of the findings and evidence to the insurer/third party administrator. The employer has the opportunity to state why they doubt the validity of the claim but not make a determination on the compensability of the claim. Acceptance or denial of a claim is the responsibility of the insurer/third party administrator.



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

