



# State of Nevada

Department of Administration

## RISK-Y BUSINESS

### Risk Management Division

Volume 2009 – 1

Jan/Feb/Mar 2009

#### In this issue:

Decommissioning Guidelines	1
Continuing Classes	2
Hot Cocoa Cure	2
Office Accidents	2
Health and Safety	2
Wash Away Illness	3
Safe Driving	3
Frozen Pipes	3
Contract Corner	4
Sharing The Road	4
Quest. of the Quarter	4

## DECOMMISSIONING GUIDELINES FOR STATE-OWNED BUILDINGS

When a State-owned building has been or is proposed to be vacated for any reason and is not planned to be occupied for a period of time, the building should be decommissioned. The goal of decommissioning is to reduce or eliminate hazards and liabilities present in the building and its systems while temporarily protecting it until a decision has been made on the future use of the building. This procedure will reduce or eliminate day-to-day operational costs and help mitigate future costs associated with commissioning or startup of the building.

### PROCEDURES

- Contact Risk Management of your intention, reason or purpose, and duration of the proposed building or buildings to be decommissioned, including dates if applicable.
- Provide building decommissioning proposed project costs if applicable.
- Contact the State Historic Preservation Office if the building is listed on the State Register of Historic Places.
- Contact City or County for any additional requirements if applicable.

### GUIDELINES

- Disconnect all utilities to the building per requirements of the utility providers, building equipment specifications, the current adopted editions of the International Building and Fire Codes and Nevada Revised Statutes.
- The water should be turned off and the pipes drained including the fire sprinkler / alarm system. If the fire sprinkler / alarm system is to remain operational, it must be a glycol or dry system to prevent freezing of the pipes. Contact the State Fire Marshal's Office for fire protection system requirements for vacant buildings.
- Shut down HVAC systems per the manufactures specifications.
- The roof and exterior finishes (stucco, masonry, wood, metal) should be weather tight.
- Ventilation of the attic, crawl space and interior should be provided to control excess moisture and humidity.
- All exterior doors, windows and openings should be weather tight. All windows and exterior glazing should be boarded up to prevent vandalism.
- Vegetation surrounding the building should be pruned or removed a minimum of 12 inches away from structure.
- The exterior grade should slope away from the building to prevent water intrusion, especially at roof drain and scupper locations.
- Remove all trash, hazardous materials such as inflammable liquids, poisons, paints and canned goods that could explode, freeze/burst.
- Inspect building at periodic intervals. Recommend at least once every 3 months for the exterior and annually for the interior.

Following the guidelines will protect the building from sudden loss and weatherize and maintain the structure to prevent moisture penetration. Providing temporary protection and stabilization for vacant buildings will prolong the life of the building and its systems, slow down its deterioration, secure it from damage and vandalism and mitigate future start up costs while the future of the building is being decided. A proper approach to building decommissioning will provide the basis for an effective remediation plan and future building use.

# Continuing Classes From Risk Management

To enroll, please use the NEATS System or call Mary Lehrer at (775) 687-3187 with any questions.

## Training Schedule February/March 2009

Defensive Driving	02/10/09	Carson City	201 S. Roop St., Suite 201
Defensive Driving	02/12/09	Carson City	201 S. Roop St., Suite 201
Defensive Driving	02/24/09	Las Vegas	555 E. Washington St., Room 1100
Defensive Driving	02/25/09	Las Vegas	555 E. Washington St., Room 1100
Dealing W/Difficult People	02/05/09	Carson City	201 S. Roop St., Suite 201
Dealing W/Difficult People	02/24/09	Las Vegas	4747 Vegas Drive
Managing The Threat	02/05/09	Carson City	201 S. Roop St., Suite 201
Managing The Threat	02/24/09	Las Vegas	4747 Vegas Drive
Written Safety Program	02/19/09	Carson City	201 S. Roop St., Suite 201
Written Safety Program	02/26/09	Las Vegas	4747 Vegas Drive
Ergonomics	02/19/09	Carson City	201 S. Roop St., Suite 201
Ergonomics	02/25/09	Las Vegas	4747 Vegas Drive
Insurance for State Contracts	02/09/09	Las Vegas	555 E. Washington St., Room 1100
Workers' Comp Overview	02/04/09	Las Vegas	555 E. Washington St., Room 1100
Workers' Comp Overview	03/04/09	Carson City	201 S. Roop St., Suite 201

## THE HOT-COCOA CURE

A steaming mug of Cocoa on a cold night not only warms your spirits but it may also be good for your heart, especially if the drink is sugar-free. Yale researchers found that downing a cup causes blood vessels to temporarily dilate so the heart doesn't have to pump as hard and drops blood pressure by about six points (only three if the cocoa has sugar), which may offer an initial effect similar to medication. Naturally processed cocoa powder has more antioxidants, which improve blood flow, than Dutch-processed.



Falls are the most common office accidents. One of the most common Causes of office falls is tripping over an open desk or file drawer. Bending while seated in an unstable chair and tripping over electrical cords or wires are other common hazards. Office falls are frequently caused by using a chair in place of a ladder and by slipping on wet floors. Objects stored in walkways, and inadequate lighting are other hazards. The following checklist can help stop a fall before it happens:

### OFFICE ACCIDENTS

- Clean up spills immediately.
- Always use a stepladder for reaching.
- Wear stable shoes with non-slip soles.
- Close drawers completely after every use.
- Secure electrical cords/wires.
- Report loose carpeting/damaged flooring.
- Never carry anything that obscures your vision.

### \*\*\*RECOMMIT TO HEALTH AND SAFETY\*\*\*

With the New Year here it's a good time to recommit to the continued success of your agency's health and safety efforts and not allow the continued bad economic news to keep you from making necessary investments in safety. Despite the tough times, there is a reason for this optimism. The BLS state (Bureau of Labor Statistics-you know that survey form state agencies are asked to participate in) that both the rate and number of occupational injuries and illnesses nationwide decreased from 2006 - 2007 by 4% and the number of days away from work decreased by 2%. That is good news, so let's do our part as a state by not cutting safety program polices and procedures, but by being creative and vigilant on even the smallest issues. Let's commit to keeping state employees safe and healthy because it can help reduce health care costs, workers' compensation, training and turnover costs, which in turn could help our budget woes. Risk Management wishes everyone a safe and healthy 2009!





## Wash Away Workplace Illness This Winter

Cold and flu season is here. According to the Centers for Disease Control and Prevention (CDC), frequent and careful hand washing is one of the best ways for your workers to prevent infection – and the spread of infections in the workplace.

Washing hands frequently during the day with soap and water removes germs. It's not a guarantee that an employee won't get sick, but it can certainly help.

When washing hands with soap and water an employee should:

Wet hands with clean running water (warm water if available) and apply soap.

Rub hands together to make lather and scrub all surfaces for 15-20 seconds.

Rinse hands well under running water.

Dry hands using a paper towel or air dryer. If drying hands with a paper towel, use it to turn off the faucet.

If soap and water is not available advise workers to use an alcohol-based hand rub to clean their hands.

If you drive with a cell phone, avoid unnecessary calls and always make the driving task your top priority. Here are a few basic safety tips:

### Keep Your Hands on the Wheel.

*Buckle your seat belt and place all ten fingers on the steering wheel. Wrap them firmly around it, positioned at "8 and 4 o'clock" and keep them there while you drive.*

### Keep Your Eyes on the Road.

*If you must use your phone while driving, learn how to operate your phone without looking at it.*

### Use a Hands-Free Model.

*A hands-free unit lets you keep both hands on the wheel while you talk on the phone. Attach the microphone to the visor just above your line of vision, so you can keep your eyes on the road. You can then talk on the phone as if you were talking to a passenger.*



### Use Speed Dialing.

*Program frequently called numbers and your local emergency number into the speed dial feature of your phone for easy, one-touch dialing.*

### Never Dial While Driving.

*If you must dial manually, do so only when stopped. Pull off the road, or better yet have a passenger dial for you.*

### Take a Message.

*Let your voice mail pick up your calls. It's easy to retrieve your messages later.*

### Know When to Stop Talking.

*Keep conversations brief so you can concentrate on your driving.*

### Don't Take Notes While Driving.

*If you need to take notes, use a tape recorder or pull off the road.*

## Frozen Pipes Are Cracking Many Nerves

Winters fluctuating temperatures can be hazardous, especially when snow begins to melt and refreezes, forming an ice dam on the roof. The good news is there are steps you can take to protect your home or office building, which is important even in warmer climates where pipes running through uninsulated attics or crawl spaces can freeze.

### TO PREVENT FROZEN PIPES

Let faucets drip.

Bring water hoses inside.

Insulate pipes in crawlspace or attic.

Maintain heat in building at a comfortable level.

Protect outdoor electrical equipment to prevent power outage.

Seal any leaks in the building that allows cold air inside.

Insulate the outdoor water meter box, and be sure the lid is on tight.

### IF PIPES FREEZE

Contact a plumber for assistance.

Turn off the water at shut off valve.

Do not use electrical appliances to thaw frozen pipes.



## Contract Corner



Contracting can be a real challenging and stressful process. First, the scope has to be defined; an RFP is created and released. Then potential vendors have to be found at a price that fits in with the Agency's budget. Finally after several weeks (or possibly months), a contract is born! You are ready to have the contract sent to BOE for approval. But at the eleventh hour, you discover that the insurance attachment is missing or your vendor has not complied with the insurance requirements. All of a sudden the process grinds to sudden halt and the panic begins...Does this scenario sound all too familiar?

Risk Management is here to help! Here are some tips and recommendations to help you avoid the last-minute pitfalls that can stop the contracting process cold in its tracks.

First, remember that the insurance is probably the least understood aspect of your contract. So we recommend that you discuss and verify the insurance requirements with your vendor early within the contracting process.

Risk Management has developed an online manual with insurance schedules crafted to address the risks associated with certain activities. Those schedules include indemnification language and insurance limits that have been pre-approved for your use. They are designed to serve as your Attachment BB, the insurance schedule.

We recommend that you bookmark our website and spend some time reviewing the scenarios outlined in the manual. If your contract activity is similar to one of the described scenarios, you are free to use the limits and language as published without any further approval from Risk Management.

Also, keep in mind that your vendor is probably working with an insurance agent or broker, so it may take extra time for your vendor to obtain the insurance called for within your contract. Your vendor may need to be educated as to the insurance requirements requested in the contract. Feel free to direct your vendor to our website and the insurance manual as well. The manual has a glossary which defines some of the insurance terms along with sample certificates/additional insured endorsements.

Risk Management offers a class that provides education about the business insurance used in contracts and how our manual is used to aid the contracting process. The class called, "Insurance for State Contracts" is open to all state agencies and is offered through the NEATS system.

Lastly, Risk Management has an Insurance Specialist, Maureen Martinez, who can answer your contract questions. She can be reached at 775-687-3193 or e-mailed at [memartinez@risk.state.nv.us](mailto:memartinez@risk.state.nv.us). As some contracts may require specialized specifications or additional review, PLEASE ALLOW UP TO TWO WEEKS FOR A RESPONSE. The period right before BOE deadline becomes extra busy so please plan accordingly.

### SHARING THE ROAD WITH SNOWPLOWS

To keep employees safe on the roads, here are some do's and don'ts for sharing the roads with snowplows:



**DO** remember that snowplow drivers have limited visibility.

**DO** be careful entering freeways, trucks plowing the shoulder have a hard time seeing a merging motorist.

**DO** keep a safe distance back from the snowplows.

**DO** be patient. Expect the snowplow to be moving slowly.

**DON'T** pass plows and drive through "White-outs" caused by plowing snow.

**DON'T** travel beside a snowplow.

**DON'T** assume you'll have good traction because the road looks sanded. Sand can sink into the snow-packed leaving a slick surface.



### Workers' Comp Question of the Quarter:



#### Am I Covered for Athletic or Social events?

"Our agency has an exercise room. If I use it am I covered under workers' compensation?" Generally No! NRS 616A.265, states: "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 the event." This type of activity is considered voluntary on the part of each employee and it is entirely at his or her own risk. There are occasional exceptions to this rule, however, and each situation may need to be evaluated on its own merit.

