



# State of Nevada

Department of Administration

## RISK-Y BUSINESS

Risk Management Division

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## RISK MANAGEMENT WELCOMES NEW STATE RISK MANAGER



The Risk Management Division is pleased to announce that it has a new Risk Manager at the helm, Karen Caterino. Karen joined the Risk team on March 10, 2009 and hit the ground running. She was formerly with the City of Sparks where she managed its self-insured workers' compensation and benefits programs, in addition to overseeing the

City's claims for general liability, property and casualty.

Karen genuinely enjoys the field of risk management. Some of her accomplishments include an award-winning cardiac wellness program designed for public safety personnel, developing a business continuity plan in the event of pandemic flu and various other risk control programs that improve safety and outcomes.

“What I like the most about my job are the people. Every day presents a unique situation or challenge, and I love problem solving to ensure good outcomes,” says Karen. “My door is always open. I certainly value an opportunity to get out in the field to meet many of you so I am able to get a better understanding of the risks you encounter and what our office can do to help you address those risks.”

Karen currently has a Masters in Business Administration (MBA) and is in the process of completing her Associate degree in Risk Management, Public Entity (ARM-P). She is a charter board member for the Northern Nevada chapter of RIMS (Risk & Insurance Management Society) and volunteers her spare time on projects that protect Lake Tahoe. She is married with four children; her hobbies include running, golf and skiing.

Risk Management thanks Krista Leach for the hard work and diligence she put into her time as acting Risk Manager. Krista has moved on and is now the Deputy Administrator for Rehab at DETR. We wish her luck and know that she will do a wonderful job! She can be reached at (775) 684-4093.

# PLEASE NOTE!

As of March 16, 2009, the Meade center will be used to expedite drug screen/breath alcohol testing. The Cheyenne center will be used to expedite drug screen/breath alcohol testing as well as Department of Transportation physicals (DOT).

For departments who utilized the Meade center, please direct your injured employees to the Polaris or Paradise centers. The preferred location is the Paradise center, which has a low volume of injured employees and is a brand new facility. Hours of operation are 6 am – 10 pm Monday – Friday. The address is 3900 Paradise Rd. Ste. V, Las Vegas, NV. The Polaris center continues to be a 24/7 facility.

For departments, who utilized the Cheyenne center, please direct your injured employees to the Brooks center. Hours of operation are 8 am – 5 pm Monday – Friday. The address is 151 W. Brooks Ave., North Las Vegas, NV.

**Concentra's Meade And Cheyenne Centers No Longer First Stop Clinics**



## 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.

Defensive Driving	04/09/09	Reno	1100 Valley Road
Defensive Driving	04/14/09	Carson City	201 S. Roop St., Suite 201
Defensive Driving	04/28/09	Las Vegas	555 E. Washington St., Room 1100
Defensive Driving	04/30/09	Las Vegas	555 E. Washington St., Room 1100
Dealing W/Difficult People	04/08/09	Las Vegas	4747 Vegas Drive
Dealing W/Difficult People	04/29/09	Carson City	201 S. Roop St., Suite 201
Managing The Threat	04/08/09	Las Vegas	4747 Vegas Drive
Managing The Threat	04/29/09	Carson City	201 S. Roop St., Suite 201
Workers' Comp Overview	04/01/09	Carson City	201 S. Roop St., Suite 201
Workers' Comp Overview	07/16/09	Carson City	201 S. Roop St., Suite 201
Workers' Comp Overview	10/01/09	Carson City	201 S. Roop St., Suite 201
Safety Comm. Training	04/09/09	Las Vegas	4747 Vegas Drive
Safety Comm. Training	04/30/09	Carson City	201 S. Roop St., Suite 201
Written Safety Training	04/10/09	Las Vegas	4747 Vegas Drive
Written Safety Training	04/28/09	Carson City	201 S. Roop St., Suite 201
Business Continuity Plan	04/09/09	Las Vegas	4747 Vegas Drive
Business Continuity Plan	04/30/09	Carson City	201 S. Roop St., Suite 201



Texting while driving is a leading factor in crashes across the nation. More than 158 billion text messages were sent in the USA in 2006, says USA Today, quoting CTIA-The

Wireless Association figures. The relative risk of being in a traffic accident while texting on a cell phone is similar to the hazard associated with driving with a blood alcohol level at the legal limit, and as a result, several states are actively attempting to ban driving while texting.

Nevada has two bills pending: SB136 and AB217. SB136 targets texting while operating a vehicle specifically and AB217 would prohibit minors from using a cell phone or similar devices while operating a vehicle. These measures are in response to a ream of statistics that suggest driving while texting is a growing danger.

As always, caution is strongly urged and a driver is always advised to pull over to the side of the road if use of a mobile device is required.

**TEXTING AND DRIVING DO NOT MIX**

# Vehicle Vandalism and Theft Awareness

Vehicle theft and vandalism are on the rise. Vandalism and theft can't be stopped, but it can be reduced.

The following tips will help reduce your vehicle from becoming a target of vandalism and/or theft:

- Secure valuables in the trunk out of sight.
- Park your vehicle in a well-lit area if possible.
- Try not to leave anything valuable in plain sight.
- Always lock your vehicle, even if you will only be away from your vehicle for a short period of time -Thieves will monitor your activity and rummage through your vehicle searching for fuel credit cards and/or personal information to use at a later date.
- Try to park your vehicle in a high visibility area. Many agencies park their state vehicles in the rear of their building, these areas generally have poor visibility and poor lighting, which attract thieves.



## A CUT ABOVE THE REST



The U.S. Department of Agriculture says plastic or glass cutting boards are safer than wooden ones. Glass and plastic cutting boards are nonporous and less likely to harbor bacteria when cutting meat and poultry. They recommend washing all cutting boards thoroughly after each use. Either run them through a dishwasher or soak in hot, soapy water, rinse, and then let air dry. You should also replace older boards because deep grooves can be hard to clean properly. If you choose to use wooden boards, wash your board with hot, soapy water after each use. Then, disinfect it by spraying with a solution of one-tablespoon chlorine bleach to one gallon of water.

## ALLERGY SEASON IS UPON US 4 AMAZING ALLERGY FACTS



1. Wash your hair before bedtime. You will remove any pollen and keep it from settling on pillows and bedding. Plan your outdoor activities when pollen counts are low. Wash your hands frequently and avoid irritants such as tobacco smoke, hair spray and perfume.
2. The best time to take an antihistamine, which helps block allergic reactions, is before symptoms start. Some allergy medications can cause sleepiness. Ask your health care provider about antihistamines that cause less drowsiness.
3. Dust mites are known to nest in area rugs, causing you to sneeze and itch. Place area rugs outdoors in direct sunlight for a few hours until they become warm and dry. The result: Mites dry up and die.
4. Moving to another location does not guarantee allergy relief. People usually develop allergies to their new region's pollens within a few years of moving. Plus, most allergy-provoking grasses are widespread throughout the world.



## DID YOU KNOW

“An employee who operates or drives a State vehicle, as per NRS 483.550, when he does not possess the appropriate valid driver's license may be terminated from employment on the first offense.” This does not mean that if a license were left on a dresser, an employee would be terminated. However, a common problem we

see is when an employee moves and does not notify the DMV of an address change. In that instance, if the DMV needs to contact an individual and they cannot due to invalid address; the DMV may suspend their license without the individual knowing about it. If the need arises to check the status of an employee's driver's license and it is not valid, and the employee is found to have driven on state business, the state employee can risk termination.



## NEW AND IMPROVED ERGO ROOM



Supervisors, employees and purchasing personnel who are interested in looking at ergonomic office furniture and supplies should check out the State's ergonomic showroom, located at the Blasdel Building. There are chairs, keyboard trays, document holders, foot rests and much, much more. There are four vendors showing off their wares: Machabee, Kahl, Reno Business Interiors and Office Depot/3M. Please call Risk Management at 687-3188 or 687-3190 to set up a date and time to meet at the ergo room. The address is 209 E. Musser Street in Carson City.

# Walk Your Way To A Healthier You

Walking is the easiest exercise with the lowest dropout rate of any physical activity. Walking can add years to your life and it couldn't be easier. There is no need to join a health club; you just need sturdy comfortable shoes and start walking. Walking is a joint saver, delivering only about a quarter of the jolt you receive from jogging,

making it much easier on your joints and muscles. And you can burn about as many calories per mile as jogging. Walking conditions your heart and lungs and raises your body's ability to use oxygen more efficiently. Research has shown that the benefits of walking briskly for at least 30 minutes a day can help you:

Reduce the risk of osteoporosis

Reduce the risk of coronary heart disease

Improve blood pressure and blood sugar levels

Reduce the risk of non-insulin dependent diabetes



Improve blood lipid profile

Lessens stress and lightens depression

Reduce the risk of breast and colon cancer

Maintain body weight and lower the risk of obesity

National Start Walking Day is Wednesday, April 8. What better time to start walking and support the fight against heart disease! For more information go to [www.americanheart.org](http://www.americanheart.org)



## Prevent Slips, Trips & Falls

### Recognize the Hazards

- Messy, cluttered work areas
- Tools, materials, and cords lying on the floor
- Poor visibility caused by inadequate lighting or burned-out bulbs
- Carrying something you can't see over
- Running or walking too fast
- Spills and wet floors
- Open drawers (a not-so-obvious trip hazard!)
- Uneven, defective flooring, worn stairs, or worn spots in carpets that nobody has reported or fixed
- Failure to use handrails when going up or down the stairs
- Not enough caution on ladders
- Wearing shoes that are not appropriate for the work

### Eliminate Trip Hazards

#### Do:

- Keep work areas neat and tidy
- Pick up items off the floor
- Step over or around obstructions, not on them
- Walk slowly and change directions slowly
- Watch for changes in floor level
- Report lighting problems, such as burned-out bulbs, to maintenance right away

#### Don't:

- Don't leave boxes, bags, or tools on the floor
- Don't block walkways with equipment, or materials
- Don't leave cords or cables in walkways
- Don't place anything on stairs
- Don't leave drawers open



## Workers' Comp Question of the Quarter:



Can I utilize my accrued annual, sick and compensatory leave while collecting Workers' Compensation Temporary Total Disability (TTD) benefits?

Yes, but only the portion of your regular salary that is not compensated by Workers' Compensation. State employees can elect to use their accrued leave to offset TTD benefits which are paid at 66 2/3 of the employee's average monthly gross. If an employee elects to use their accrued leave during the time that they are eligible for TTD benefits, the TTD check will be forwarded to their agency for the appropriate buy back of time. For more information regarding TTD and use of accrued leave, please refer to State Personnel NAC 284.5775.



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

