



# State of Nevada

Department of Administration

## RISK-Y BUSINESS

Risk Management Division

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### In this issue:

New Deputy Risk Manager	1
Safety Star	2
Exercise and Excuses	2
Joan Tearnery Retires	2
Car Accident Tips	3
The Heat Is On	3
Hot	
Work/Impairments	3
Sound Familiar?	3
Coming Soon	4
Training	4
Quest. of the Quarter	4

## RISK MANAGEMENT WELCOMES NEW DEPUTY RISK MANAGER



Ana Andrews has been hired as the new Deputy Risk Manager for the State of Nevada, Risk Management Division.

Ana started her State employment career at the Nevada Attorney General's Office in 1991 working as a legal secretary. She was promoted to Program Assistant IV and then to Supervising Legal Secretary in the Litigation Division. In May 2000 she transferred and promoted to Management Analyst I in the Accounting Division and served as Office Manager as well. After a short stint at the Real Estate Division in 2001, she accepted a position as a Management Analyst II in the Nevada System of Higher Education's Risk Management Division. Promoted again to Insurance and Loss Prevention Specialist in 2005, she remained employed in that position until June of this year when she transferred to the State's Risk Management Office to serve as the Deputy Risk Manager.

She was born in Bogota, Colombia, and is a naturalized U.S. Citizen. Ana is bilingual in English and Spanish, is a certified Court Interpreter and a Notary.

Ana and her husband live in Gardnerville, NV, and have two sons and three grandchildren. Her oldest son, Georag, is a graduate of the U.S. Naval Academy currently a Lieutenant serving aboard the USS Henry M. Jackson (ballistic submarine). Her youngest, Andrew, is a graduate of Syracuse University and a veteran of the war in Afghanistan, currently working for the National Guard Bureau in Washington DC.

She enjoys seeing her grandchildren as often as possible, reading, music, clays/skeet shooting, scrap-booking, gardening and all things patriotic with our flag.

Risk Management is happy to have Ana and we welcome her aboard! She can be reached by phone at (775) 684-3191 or e-mail: [amandrews@risk.state.nv.us](mailto:amandrews@risk.state.nv.us) .

# ★ SAFETY STAR ★



**MELISSA MARR**

**Department of Conservation  
& Natural Resources/Water  
Resources**

Melissa recently took over as the new Safety Coordinator for Water Resources in February of this year. In three short months, she has accomplished the following safety tasks for her agency:

She was instrumental in re-writing and updating the agency's Written Safety Program.

She has incorporated Workplace Violence procedures into the Written Safety Program.

She has put training requirement guidelines in place for all employees, supervisors and Safety Committee members.

She has held 2 Safety Committee meetings (Statewide).

She has incorporated all safety forms into the program and trained all committee members on the procedures for utilizing the forms.



## THE TOP 6 EXERCISE EXCUSES AND HOW TO BEAT THEM.

You know you *should* be exercising. We've all heard that physically active people are healthier. They're less likely to develop heart disease, diabetes, and some cancer, they sleep better, and they feel happier and more energetic. Of course, a fit body looks better, too. But when it comes time to actually get out there and start moving, many of us have a long list of excuses not to exercise -- too little time, too little energy, or we simply don't like to work out.

### No. 1: "I Don't Have Time."

How much television do you watch? During your shows, use resistance bands, or walk in place. If it's work that's sapping all your spare time, try exercising on the job. Close your office door and jump rope for 10 minutes, or walk in place.

People who exercise regularly make it a habit. They haven't bought any more time during the day than anyone else. What they've done is prioritize it. They find time for things they value.

### No. 2: "I'm Too Tired."

Working out actually gives you more energy. Once you get moving, your fatigue will likely disappear. It may help to work out in the morning, before you get wiped out by a demanding workday.

### No. 3: "I Don't Get a Break From the Kids."

The answer is to multitask. Take the kids with you. While they're swinging, you can walk around the playground or the backyard, or jump rope. Walk the kids to school instead of driving them. During their soccer games or practices, walk briskly around the field. When the weather's bad, try active video games like Dance Dance Revolution, Wii Sport, and Wii Fit.

### No. 4: "Exercise Is Boring."

First, find an activity you love. Think outside the box: try inline skating, dancing, or gardening. Join a sports league. Or, if you love music, try ballroom dancing. There's an exercise for everyone. It doesn't have to be at a gym or unpleasant.

Working out with a group also helps many people. Or simply recruit several friends. And, every once in a while, try something totally new. Mix it up so you don't get bored.

### No. 5: "I Just Don't Like to Move."

There are people who really enjoy not moving. If it's sweating you don't like, you can get a good workout without perspiring excessively. You can work out indoors, where it's air conditioned. You can swim so you won't notice any perspiration. Or, try a low-sweat activity like yoga. If exercise hurts your joints, try starting by exercising in water.

### No. 6: "I Always End up Quitting."

Set small, attainable goals. Then you're more likely to feel like a success, not a failure, says. If you exercise for five minutes a day for a week, you'll feel good -- and more likely to want to try 10 minutes a day the next week. Having an exercise buddy keeps you accountable as well. When you back out of a scheduled workout, you're letting down your buddy as well as yourself.



***Joan Tiarney, the Safety Specialist for the Risk Management Division has retired. Joan's compliance efforts and collaborations with others, her mentoring of numerous safety trainers, and her invaluable resource and guidance to our safety coordinators throughout the State created a safer working environment for countless workers. All of us at Risk Management will miss her and wish her luck on her new adventure-retirement! Risk Management will announce the new Safety Specialist once the position has been filled.***

## CAR ACCIDENT TIPS WHAT TO DO IF YOU'RE IN AN ACCIDENT

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

**Stay calm.** Stay in control of the situation.



**Make sure you and your passengers are OK.** Move as far off the roadway as possible. 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 Form.**

**Exchange vital information with the other driver involved in the car accident.** Write down 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

## Hot Work and Impairment Kits



Risk Management utilizes the services of Global Risk Consultants (GRC) to help us mitigate property losses. GRC's goal is to help you keep your facility safe from fires and other perils. When the Loss Engineer visits your facility, they will be providing two important tools – a Hot Work Kit and an Impairment Kit.

Anytime your facility personnel or outside contractors are engaged in hot work, you should use a hot work kit. Hot work operations impose fire hazards from sparks that fly long distances and stay hot long after they slip out of sight into holes or cracks. Using a hot work permit system, a fire safety supervisor authorizes hot work only under specific fire-safe conditions and has provisions for monitoring areas following the hot work.

Should a fire sprinkler control valve need to be closed for any reason, the local fire department and our loss engineering service, Global Risk Consultants, should be notified prior to impairing any fire systems. The impairment kit will guide you through the process to keep your facility safe until the fire systems are back online and fully operational. GRC Impairment Hotline 888-387-4553

## Sound Familiar?

My back hurts! Are you seated comfortably in a chair that is properly adjusted? My neck hurts! Are you looking up at a monitor that is positioned too high? My elbow hurts! Do you keep your arm extended to the mouse on the desktop? My shoulders hurt! Are you reaching to the keyboard?

Most musculoskeletal disorders give you warning signs long before the need for medical treatment or a workers' compensation claim. An

ergonomic assessment at the first sign of discomfort may provide all you need to work comfortably and productively.

One of the biggest misconceptions is that you need to file a workers' compensation claim to request an ergonomic evaluation. Not true.

If these or other symptoms sound familiar, or you simply want to verify your workstation is ergonomically correct, visit the Risk Management

website to complete an ergonomic self-evaluation checklist. Simply click on the Workers' Comp tab, then click on Ergonomics, and finally on the Ergonomic Self-Evaluation Checklist.

If the assessment does not provide the solution you need, inform your supervisor, and contact Risk Management to request a personalized ergonomic evaluation of your workstation.

Eliminate the pain, and the need for a workers' compensation claim!!

## THE HEAT IS ON!

Now that summer is here, it's important to recognize the hazards of hot weather and ways to prevent them.

### HAZARDS

Heat rash—not dangerous, but definitely uncomfortable

Heat Stress—symptoms as extreme thirst, fatigue, dizziness, and even trouble seeing.

Heat cramps—painful muscle spasms in arms, legs, or intestines.

Heat exhaustion—weakness, dizziness, headache, nausea, chills with clammy skin and profuse sweating.

Heatstroke – Life threatening. The skin may be hot to the touch; the victim may appear confused and show poor coordination.

### PREVENTION

Schedule heaviest work during coolest parts of the day.

Allow frequent breaks (out of the sun).

Have cool water available and encourage workers to drink frequently and plentifully.

Wear lightweight, light-colored, and loose fitting clothes, plus a lightweight cotton hat.

# !!!!!!!!!!!!!! COMING SOON.....FITNESS FOR DUTY EVALUATION TRAINING !!!!!!!!!!!!!!!

What is a Fitness for Duty Evaluation? How do you know when an employee may need a Fitness for Duty Evaluation and when it is a disciplinary issue?

These questions can be very daunting to an employer. Risk Management, along with State Personnel, will soon have classes that will help you answer all your questions. Classes should be available sometime in August/September, so keep checking NEATS under Risk Management for the upcoming training.

## 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	07/23/09	Carson City	201 S. Roop St., Suite 201
Defensive Driving	08/10/09	Carson City	201 S. Roop St., Suite 201
Defensive Driving	08/13/09	Las Vegas	3016 Washington, Suite 200
Defensive Driving	08/19/09	Las Vegas	3016 Washington, Suite 200
Defensive Driving	08/20/09	Las Vegas	3016 Washington, Suite 200
Dealing W/Difficult People	07/29/09	Las Vegas	4747 Vegas Drive
Dealing W/Difficult People	08/11/09	Carson City	201 S. Roop St., Suite 201
Dealing W/Difficult People	08/18/09	Las Vegas	4747 Vegas Drive
Managing The Threat	07/29/09	Las Vegas	4747 Vegas Drive
Managing The Threat	08/11/09	Carson City	201 S. Roop St., Suite 201
Managing The Threat	08/18/09	Las Vegas	4747 Vegas Drive
Emergency Planning	07/23/09	Carson City	100 N Stewart St.
Emergency Planning	07/28/09	Las Vegas	4747 Vegas Drive
CPR/AER/FA	07/22/09	Carson City	201 S. Roop St., Suite 201
CPR/AER/FA	07/30/09	Las Vegas	4747 Vegas Drive
CPR/AER/FA	08/12/09	Carson City	201 S. Roop St., Suite 201
CPR/AER/FA	08/19/09	Las Vegas	4747 Vegas Drive
Written Safety Training	08/13/09	Carson City	201 S. Roop St., Suite 201
Written Safety Training	08/20/09	Las Vegas	555 E. Washington Room 1100
Bloodborne Pathogens/Hazcom	08/13/09	Carson City	201 S. Roop St., Suite 201
Bloodborne Pathogens/HazCom	08/20/09	Las Vegas	555 E. Washington Room 1100
Ergonomics for Supervisors	07/23/09	Carson City	201 S. Roop St., Suite 201
Ergonomics for Supervisors	07/28/09	Las Vegas	4747 Vegas Drive

### Workers' Comp Question of the Quarter:



Do I need to fill out a C-1 for an incident or accident even if I'm not seeking treatment?



The answer is YES! You must report ALL incidents and accidents as soon as possible to your supervisor (or his/her designee in the event of an absence), preferably by the end of the shift and complete a Notice of Injury (C-1) Form. The Notice of Injury (C-1) Form must be completed and submitted to your supervisor unless immediate medical attention is sought. This form serves as a record in the event that medical treatment is sought at any future date. You will receive a copy and your supervisor will retain a copy. The Insurer is required to deny a claim for injuries if this C-1 Form is not completed within 7 days of the incident/accident. (NRS 616C.015)

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

