



# State of Nevada

Department of Administration

## RISK-Y BUSINESS

### Risk Management Division

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## DISTRACTED DRIVING DON'T BECOME A STATISTIC

Despite state and federal laws banning the use of hand-held communication devices while driving, risk and fleet managers are challenged to enforce policies that ban the use of wireless devices while driving.

Data showing the hazards of distracted driving does exist. The National Highway Traffic Safety Administration says nearly 6,000 people died and more

than 500,000 were injured in 2008 crashes involving a distracted driver. Furthermore, the Insurance Institute of Highway Safety says drivers who use hand-held devices are four times as likely to get into a crash.

So far, seven states and the District of Columbia have banned hand-held devices while driving. In addition, 19 states and the District of Columbia have banned texting while driving. In January 2010, U.S. Transportation Secretary Ray LaHood imposed a federal ban on texting on commercial truck drivers.

In a business climate with people always on the go and emphasis on productivity, risk and fleet managers are relying on their employees to be responsible and not talk, or text while driving. If you must talk while driving, always use a hands-free device, and when all possible pull over while speaking and NEVER text while driving. Drive safe. Don't become a statistic.

### FISCAL YEAR 2009 ACCIDENT WRAP-UP

There were a total of 346 car accidents involving State vehicles in Fiscal Year 2009. Of those 346, 294 were accidents that involved damage to the State vehicle and it needing repair; 131 were deemed to be at the fault of the State driver. State agencies paid \$112,600.00 in deductibles.

If you have any questions concerning your agencies accidents or would like other information pertaining to driver's safety please contact DeAnna Guthrie at (775) 687-3189.

AGENCY	ACCIDENTS	REPAIR COSTS
AGING SERVICES	2	1,477.16
AGRICULTURE	12	20,821.99
AG'S	3	815
DAIRY	1	4,124.11
DBI	1	522.00
DCFS	16	24,672.08
DCNR	1	2,887.40
DETR	3	3,046.00
DMV	4	4,845.83
DOC	15	29,359.80
DPS	10	12,332.09
DRC	2	716.02
DWSS	3	8,435.20
EARLY INTERVENTION	2	1,824.25
FORESTRY	5	5,302.12
GCB	6	1,385.58
HEALTH	5	1,152.00
MENTAL HEALTH	2	754.40
HDEP	2	5,481.31
HDOT	8	10,575.40
HEIS	2	1,705.59
HHP	122	80,270.14
P & P	32	19,550.28
PARKS	6	24,154.55
SHAMH	15	8,557.35
VETERANS	1	681.00
WATER RESOURCES	2	1,510.01
WELFARE	1	968.50
WILDLIFE	9	9,689.29
WIIH PROG	1	2,183.40
<b>TOTALS:</b>	<b>294</b>	<b>289,799.85</b>

# Early Return to Work Program

Since January 2010, with help from the State's Workers Compensation liaisons, Risk Management has been able to place three injured employees, whose agency of record could not accommodate the temporary restrictions, into positions at other agencies. This is a testament to the early return to work program which can and does work with the cooperation of the agency of record and agencies willing to provide temporary modified duty for State of Nevada injured workers.

Now is a great time to look at the needs of your agency to find out where you could utilize an extra hand that would be free of charge to your agency. If you agency has a need in the future and can provide temporary modified duty for injured workers, please contact Mary Lehrer at Risk Management: [mlehrer@risk.state.nv.us](mailto:mlehrer@risk.state.nv.us) 775-687-3188.



## SHOULD YOU INSPECT YOUR HVAC SYSTEM?

The short answer is yes and the reasons are many. Let's start with the fact that we want to avoid storing chemicals of any kind near your HVAC intake system as vapors can easily be drawn into the system and contaminate your building. Second, outdoor HVAC systems especially roof mounted models are havens for birds and you do not want birds and their associated droppings inside of your HVAC and

ducting system. Be sure to contact B & G and the property manager to schedule routine inspections of your units to ensure they are secured from birds or any other type of rodent intrusion. Another reason is that OSHA regulations state you must have a vermin control policy in place and birds fit the category of vermin and an inspection will help you satisfy your compliance. If birds or rodents are present make sure B & G or your property manager

contact a properly licensed, insured and qualified contractor to remove these rodents and do not have any type of product sprayed into your HVAC system. Once anything is introduced into your HVAC and ducting it will just spread throughout your building and you will have a big mess on your hands. Please contact B&G if you have question on how, when or who is to inspect these systems and place this inspection on your annual report.

## Are You Covered?

Are you operating a Motor vehicle for State business? Have questions about the insurance? Risk Management has developed a new chart which outlines various insurance coverage's depending on the parties involved and the type of vehicle being operated. The chart is available at

<http://risk.state.nv.us/Auto%20Insurance%20Coverage%20Matrix.pdf>

Please make sure to review prior to operating your vehicle as this provides valuable coverage and contact information.



## WORKING OUTDOORS IN THE SUMMER HEAT

Jobs that take employees outside definitely have their appeal, especially to the office-based cubical crowd. But people whose line of work requires them to be outdoors in the hot summer months, from construction and agriculture workers to parks employees, face unique health hazards. So the Occupational Safety and Health Administration (OSHA) is offering some tips on working outdoors in warm climates.

**Clothing and Sunscreen:** Employees who are working outside in the heat should wear light, loose-fitting clothing. But to avoid harmful UV rays, stick to long pants and long-sleeved shirts, and apply plenty of sunscreen.

**Breaks for Water and Shade:** If you're working in the heat, your employer should provide you with plenty of water, and breaks to drink it. Drink small amounts frequently, rather than a lot of water all at once. If your work is particularly strenuous and takes place in the direct sunlight, you should also be given regular work breaks in a "shade tent" or other rest area.

**Heat Stroke/Heat Exhaustion:** High temperature, high humidity and physical exertion that comes with some outdoor jobs raises the risk that workers will suffer heat stroke or heat exhaustion. Some warning signs are headaches, confusion, lightheadedness, irrational behavior, loss of consciousness, abnormally high body temperature and hot, dry skin.

**Lyme Disease, Poison Ivy, and West Nile Virus:** Working in the great outdoors, especially in the summer months, can mean exposure to some of Mother Nature's less pleasurable offerings, including ticks that can carry Lyme Disease and other bacteria, mosquitoes that can transmit West Nile Virus and poisonous plants that can cause skin problems. It's important to be aware of your surroundings and always use the correct insect spray to protect you.



# GET FIT DIET VS. EXERCISE



In a perfect world, everyone would work out enough and eat right all the time. But that's not always possible. Experts have determined what really matters most - dieting or exercise - for losing weight, fighting disease, and boosting overall well-being.

**Lose Weight ~ The Winner: DIET**

The reason: As research makes clear, trimming calories from your diet is the most direct route to a smaller you. It's much easier to cut 500 calories than to spend an hour in the gym burning 500 calories every day. However, both diet and exercise are essential for keeping that weight off.

**Boost Energy ~ The Winner: EXERCISE**

The reason: Exercise causes the brain to pour out invigorating neurotransmitters like dopamine and nor-epinephrine. People who train consistently report surges in energy, according to some 70 studies.

**Reduce Risk of Heart Disease ~ The Winner: DIET**

The reason: If you had to focus on one nutrient that would lower your heart disease risk, it would be omega-3 fatty acids. In studies, omega-3s from oily fish lower heart disease risk by up to 64 percent. That said, working out does strengthen your cardiovascular system.

**Prevent Diabetes ~ The Winner: EXERCISE**

The reason: Nearly 18 million Americans have diabetes. Achieving a healthy weight through diet and exercise is the strongest defense against the disease, but physical activity has a slight edge. Active muscles gobble up glucose from the blood for fuel, which helps keep blood-sugar levels stable.

**Prevent Cancer ~ The Winner: BOTH**

The reason: Eating a mostly plant-based diet and exercising regularly remain the gold standard for warding off cancer. Keep in mind: Studies have found the more consistently you work out, the greater the protection.

**Improve Mood ~ The Winner: EXERCISE**

The reason: A 20-minute sweat session can be enough to perk up your mood for a whopping 12 hours. It may also be as effective as medication for treating depression in some people. And exercise can lead to changes in the brain that strengthen your resolve against stress.

## UNSEEN OFFICE HAZARDS 3 WAYS TO FIND AND CORRECT THEM

More than 30,000 accidents occur in the workplace everyday in the U.S. – and that's just counting slips, trips and falls. Look around your office right now and ask yourself: How safe is this workplace? Are there cluttered areas filled with papers and boxes? How about wobbly office chairs or tears in your carpet? Is there enough lighting in your parking lot? Let's look at the possible hazards in your workplace, and what you can do about them:

**PAPER AND BOXES-** Piles of papers are more than potential fire hazards. They could injure you if they fall off your desk, file cabinets or shelves. And if there are piles on the floor, you or someone walking by could trip over them. The same holds true for boxes blocking aisles and hallways. **Solution:** Look around your workspace. If there's anything that could topple over – or is blocking a walkway – remove it. No place to put those papers or boxes? Suggest finding an unused closet in your building or adding a cabinet.



**ELECTRICAL CIRCUITS -** We all work in offices filled with computers, printers, monitors, scanners, fax machines and lamps. Overloaded electrical circuits pose risks for fire and electrocution. **Solution:** You can't control how many outlets are in your office, but there are precautions you can take: Make sure your office uses UL listed power strips. Give power strips plenty of air circulation to disperse the heat. Don't run electrical cords under carpets or where chairs can roll over them.

**Office Equipment -** A loose desk drawer or broken chair can easily cause an injury. Review the area where you're sitting right now. Check the condition of your chair's arms, legs and casters. If anything's loose, talk to your office or facility manager. Use duct tape to smooth rough edges on your desk, table or cabinet. Staring at a computer for much of the day can put you at risk for headaches or blurred vision. **Solution:** Keep the screen and document holder at the same distance from your eyes. Also, make sure the top line of your monitor is no higher than your eyes when you're sitting.



## 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:

- 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.
- Park your vehicle in a well lit area if possible.
- 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 attracts thieves.
- Some agencies utilize secured parking areas, e.g., fenced and gated; this is excellent but still be sure to lock the vehicle.
- Try not to leave anything valuable in plain site. Secure valuables in the trunk out of sight.



## ITS SHOWTIME

Risk Management has a great VIDEO LIBRARY! So all you Safety Coordinators out there call and reserve a safety video for your next Safety Committee Meeting. We have videos including but not limited to: "Office Safety" to "Workplace Violence" to "Defensive Driving" to "Blood Borne Pathogens". The Library list is also on our website @ [www.risk.state.nv.us](http://www.risk.state.nv.us). Call and reserve today. For more information please contact Risk Management at (775) 687-3187.

## REACTING TO DIFFICULT PEOPLE

When dealing with people, be ready to react to the actions of different personalities. Some examples:

*The Aggressor*, who is intimidating, hostile and loves to threaten. *What to do:* Listen to everything the person has to say. Avoid arguments and be formal, calling the person by name. Be concise and clear with your reactions.

*The Underminer*, who takes pride in criticism and is sarcastic, *What to do:* Focus on the issues and don't acknowledge sarcasm. Don't overreact.

*The Unresponsive*, who is difficult to talk to and never reveals his or her ideas. *What to do:* Ask open ended questions, learn to be silent and wait for the person to say something. Be patient and friendly.

*The Egotist*, who knows it all and feels and acts superior. *What to do:* Make sure you know the facts. Agree when possible and ask questions and listen. Disagree only when you know you're right.



## Workers' Comp Question of the Quarter:

### Compensable Or Not Compensable?



An employee parked in a designated parking area following a snowstorm; they slipped and fell suffering injuries. This claim would be accepted as a compensable claim as they were in the provided parking area and it is covered by the "Coming and Going Rule". If the facts were different, for example, they had walked from their home a few blocks away, and fell in their own driveway they would not be covered. The employee was not in a provided parking area and the employer has no control over the potential risks of the employee between their home and office. You may ask, "Does the State have control over the parking areas that are provided"? In some cases the property is owned and maintained directly by the State of Nevada, in other cases they lease that property and the owner of the property (or more correctly, the property management company) would then be responsible for maintenance. In the case where the property is leased, CCMSI as the claims administrator would work with Risk Management to determine what remedies may be in place to recover the State's losses from the leasing agent; however the claim for injury by the employee would be managed the same as any other Workers Compensation claim for injury.