



# State of Nevada

Department of Administration

## RISK-Y BUSINESS

Risk Management Division

Volume 2013 – 4

Oct/Nov/Dec 2013

### In this issue:

Emergency Action Plan	1
Temp Modified Duty	2
Workers' Comp	
Survey	3
RM New Employee	3
Volunteers/Board	
Members	3
Your Heart Rate	4

# IS YOUR EMERGENCY ACTION PLAN UP TO DATE?

Every agency should have an accurate and up to date Emergency Action Plan (EAP) that addresses the wide variety of possible emergencies, and a plan to deal with any such emergency. All too often we create a plan but fail to update the plan to reflect personnel and/or location changes.

### Developing a Plan

Conducting a comprehensive hazard assessment is a crucial first step in the process. The assessment should be tailored to the individual worksite(s); each site should have an emergency action plan, and include information about all potential sources of emergency. Emergencies may stem from natural occurrences such as wind storms, heavy precipitation (rain/snow) events, earthquake, fire, flooding, and for intricate IT purposes even massive solar flares which can knock out electrical applications. Emergencies can also be human caused events such as acts of workplace violence, bomb threats, and the like. In any case, the EAP must point out the essential means of protecting both our human resources, continuity of operations, and property.

Each agency has specific concerns due to the nature of their business, personnel, location et. al., so no two agencies are likely to have mirroring EAPs.

Risk Management is available to assist you in your review and updates. Please contact David Gould at (775) 687-3190 with any questions or if you would like assistance with developing your EAP

# What is a Temporary Modified-Duty Assignment?

When an injured employee has been released to work and has received temporary work restrictions, the employer should provide a temporary modified-duty assignment. The options available to the employer under the State of Nevada's Early Return to Work Program are:

**Option 1:** Employee remains assigned to regular job with some key tasks/functions temporarily altered or suspended or hours temporarily reduced. If employee is performing at least 51% of the essential functions of their position there will not be a classification issue and this modified duty will not necessarily need to be limited to 90 days as is required with other options and may receive an additional 90 days.

**Option 2:** Medical restrictions prevent the employee from performing significant portions of their regular job tasks. Supplemental tasks not usually done by the employee, but within medical restrictions are identified. Supplemental tasks are assigned to fill employee's allowed work time.

**Option 3:** Employee's medical restrictions prevent employee from accomplishing most of their regular job. A series of supplemental tasks are assembled and combined to fill employee's allowed work time. Creativity is essential-special projects, volunteer related activities, assistance with safety program implementation, etc.

**Option 4:** If the employee's agency cannot accommodate temporary modified duty, an appropriate position from the "Pool of Temporary Modified Duty Jobs" will need to be located. The employee works in a vacant position, volunteer position or special project for a maximum of 90 days. The original agency will continue to pay the employee's salary.

In all options, the employee remains in their regular position and continues to receive regular wages and accrue benefits as usual. Seniority, lay-off rights and other employee rights remain intact.

Options 2, 3 and 4 are *temporary* special assignments, offered when there's medical documentation the employee cannot perform the regular job, but is expected to recover from the injury or illness within a reasonable time period. These special assignments will end when one of the following occurs:

- 90 consecutive calendar days have elapsed from the day the employee accepts the assignment
- The employee is released for regular work (without restrictions)
- Permanent restriction, that prevents the employee from performing the essential functions of their regular position and for which reasonable accommodations cannot be made, is documented.
- The temporary assignment is no longer available or conditions require the agency to stop the temporary assignment.
- Claim for workers' compensation benefits is denied.

Changes in modified duty are based on the treating physician/chiropractor's documented physical limitations. The employee must bring an updated physical assessment form to their supervisor after each medical appointment to evaluate the possibility of changes in the duties.

# !! Upcoming Workers' Compensation Customer Survey !!

Customer Service is one of the top goals of the Risk Management Division. It is Risk Management's standard that all requests must be responded to promptly and with courtesy. It is also important for the state's injured workers to receive quality medical and administrative assistance which is needed in order to recover and return to work as soon as medically possible.

In an attempt to track the quality of the division's services we have asked one of our vendors (Orgill Singer & Associates) to conduct an *on-line independent and confidential* Customer Service Survey. This survey will be sent out in January 2014 to the state's workers' compensation liaisons. The name of the survey program they use is *Survey Monkey*.

## **RISK MANAGEMENT WELCOMES NEW EMPLOYEE**



Risk Management is proud to announce Stacie Hancock as our new Administrative Assistant IV.

Stacie began working for the State in 1992 as a clerical trainee.

During the last 19 years Stacie gained experience and knowledge and advanced through the series to an Accounting Assistant III.

Stacie is married and has a son who is 22 months old and keeps her moving. When Stacie is not working she loves to hang out with her family. Her hobbies include working out and she is an avid runner.

Stacie can be reached at 775-687-3188 or [shancock@admin.nv.gov](mailto:shancock@admin.nv.gov)

## Guidelines for Volunteers/Board Members Worker's Comp Coverage

Volunteers provide a valuable service to the state without being paid and they must be covered for workers' compensation. Each agency is responsible for requesting workers' compensation coverage for its volunteers. Risk Management has all the necessary information on this topic in our website.

In a nutshell, since volunteers are "unpaid" workers, the Division of Industrial Relations (DIR) sets a "deemed wage" of \$100 per month for volunteers. There are other volunteer categories that have slightly different deemed wages and if you follow this link <http://risk.nv.gov/WC/Volunteers/> you are able to download the form that you can use to calculate the work comp premium owed for your volunteers.

Agencies are on their honor to report their volunteers and Risk sends out a notice to all agencies in the "volunteer" database on a quarterly basis. Please note that if a volunteer is injured while doing work for your agency and a work comp claim is filed, Risk Management will request the proper documentation e.g., Volunteer Memo of Understanding signed by the volunteer to determine if there is work comp coverage for the injured volunteer.

The current rate is \$1.55 per \$100 of "deemed" wages (see our Excel Calculator) which translates into \$1.55 per month or \$4.65 per quarter. Note that we must collect premium for each month of the quarter in question, even if the volunteer only worked one month of the quarter. *Note: The rate for CY 2014 will be increased to \$2.88 per \$100 dollars of deemed wages.*

Again, please follow this link: <http://risk.nv.gov/WC/Volunteers/> for more information and feel free to contact us with questions.

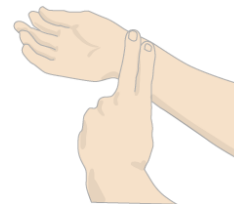
# WHAT SHOULD YOU KNOW ABOUT YOUR HEART RATE?

Knowledge about your heart rate can help you monitor your fitness level — and it might even help you spot developing health problems. Your heart rate, or pulse, is the number of times your heart beats per minute. Normal heart rate varies from person to person. Knowing yours can be an important heart-health gauge.

To get the most accurate reading, put your finger over your pulse and count the number of beats in 60 seconds. The best places to find your pulse are the:



- wrists
- inside of your elbow
- side of your neck
- top of the foot



Your resting heart rate is the heart pumping the lowest amount of blood you need because you're not exercising. If you're sitting or lying and you're calm, relaxed and aren't ill, your heart rate is normally between 60 beats per minute and 100 beats per minute.

A heart rate lower than 60 doesn't usually signal a medical problem. It could be the result of taking a drug such as a beta blocker. A lower heart rate is also common for people who get a lot of physical activity or are very athletic. Active people often have lower heart rates because their heart muscle is in better condition and doesn't need to work as hard to maintain a steady beat.

## How Other Factors Affect Heart Rate

- **Air temperature:** When temperatures (and the humidity) soar, the heart pumps a little more blood, so your pulse rate may increase, but usually no more than five to 10 beats a minute.
- **Body position:** Resting, sitting or standing, your pulse is usually the same. Sometimes as you stand for the first 15 to 20 seconds, your pulse may go up a little bit, but after a couple of minutes it should settle down. **Emotions:** If you're stressed, anxious or "extraordinarily happy or sad" your emotions can raise your pulse.
- **Body size:** Body size usually doesn't change pulse. If you're very obese, you might see a higher resting pulse than normal, but usually not more than 100.
- **Medication use:** Meds that block your adrenaline (beta blockers) tend to slow your pulse, while too much thyroid medication or too high of a dosage will raise it.

## When To Call Your Doctor

Your doctor may ask you to monitor and log your heart rate if you're on a beta blocker to decrease your heart rate (and lower blood pressure) or to control a common abnormal rhythm (arrhythmia). Keeping tabs on your heart rate can help your doctor determine whether to change the dosage or switch to a different medication.

If your pulse is very low or if you have frequent episodes of unexplained fast heart rates, especially if they cause you to feel weak or dizzy or faint, tell your doctor, who can decide if it's an emergency. Your pulse is one tool to help get a picture of your health.