



State of Nevada

Department of Administration

RISK-Y BUSINESS

Risk Management Division

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STATE OR LEASED BUILDING WATER IMPACT RESPONSE

There were several property claims filed with Risk Management over the summer months due to the heavy rain storms, which contributed to water damage done by those storms and flash flooding. With the winter months upon us, there remains a risk for more potential claims and damage.

Risk Management, along with State Public Works Division, has created a step-by-step guideline to help agencies in State owned and leased buildings take proper action when addressing facility water intrusion events.

It addresses small building flooding due to a mechanical system failure, small localized flood (flash flood) and water intrusions due to a rain/snow event through the building envelop (roof and windows). In the event of water damage/intrusion, all agencies are asked to please refer to, and following these guidelines.

This information can be found on the Risk Management website here:

http://risk.nv.gov/uploadedFiles/risknv.gov/content/Loss_Prevention/StateOrLeaseBuildingWaterImpactResponse.pdf

If you have questions, please contact DeAnna Guthrie by phone at (775) 687-3189 or email dguthrie@admin.nv.gov.

FIRST AID REGULATIONS

The Occupational Safety and Health Administration's (OSHA's) medical services and first aid regulation, 29 Code of Federal Regulations (CFR) 1910.151(b) states, "In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Adequate first aid supplies shall be readily available."

The American National Standards Institute (ANSI) and International Safety Equipment Association (ISEA) American National Standard – Minimum Requirements for Workplace First Aid Kits and Supplies (ANSI/ISEA Z308.1-2015) establishes minimum performance requirements for first aid kits and their supplies. First aid kits are classified based on the assortment and quantity of first aid supplies intended to deal with most types of injuries and sudden illnesses that may be encountered in the workplace. These may include major and minor wounds; minor burns; sprains and strains; and eye injuries. As each work environment is unique, it is expected that the contents of each kit will be supplemented as needed based upon the recommendations of a person competent in first aid.

ANSI Z308.1-2015, TABLE 1: CLASSES OF FIRST AID KITS & REQUIRED SUPPLIES

First Aid Supply	Minimum Quantity		Minimum Size or Volume	
	Class A Kits	Class B Kits	(U.S.)	(Metric)
Adhesive Bandage	16	50	1 x 3 in.	2.5 x 7.5cm
Adhesive Tape	1	2	2.5 yd. (total)	2.3m
Antibiotic Application	10	25	1/57 oz.	0.5g
Antiseptic	10	50	1/57 oz	0.5g
Breathing Barrier	1	1		
Burn Dressing (Gel Soaked)	1	2	4 x 4 in.	10 x 10cm
Burn Treatment	10	25	1/32 oz.	0.9g
Cold Pack	1	2	4 x 5 in.	10 x 12.5cm
Eye Covering (with Means of Attachment)	2	2	2.9 sq. in.	19 sq. cm
Eye/Skin Wash	1 fl. oz. total			29.6mL
	4 fl. oz. total			118.3mL
First Aid Guide	1	1	N/A	N/A
Hand Sanitizer	6	10	1/32 oz.	0.9g
Medical Exam Gloves	2 pair	4 pair	N/A	N/A
Roller Bandage (2 inch)	1	2	2 in. x 4 yd.	5cm x 3.66m
Roller Bandage (4 inch)	0	1	4 in. x 4 yd.	10cm x 3.66m
Scissors	1	1	N/A	N/A
Splint	0	1	4.0 x 24 in.	10.2 x 61cm
Sterile Pad	2	4	3 x 3 in.	7.5 x 7.5cm
Tourniquet	0	1	1 in. (width)	2.5cm (width)
Trauma Pad	2	4	5 x 9 in.	12.7 x 22.9cm
Triangular Bandage	1	2	40 x 40 x 56 in.	101 x 101 x 142cm

Classification of First Aid Kits

The newest ANSI/ISEA standard introduces two classes of first aid kits: Class A and Class B. Class A kits are designed to deal with the most common types of workplace injuries. Class B kits are designed with a broader range and quantity of supplies to deal with injuries in more complex or high-risk environments. This table is a listing of the minimum required components for both Class A and Class B kits. The assortment and quantity of supplies included in the kits were chosen based upon reviews of workplace incidents requiring first aid treatment, similar international standards and current injury treatment practices. The quantity and size specifications given are the minimum necessary to comply with the 2015 standard.

Maintenance and Inspection

To ensure the completeness and usable condition of all supplies, first aid kits should be inspected and maintained on a regular basis. Some supplies may have expiration dates; any that are beyond that marked date should be replaced.

To reduce the risk of exposure, follow these engineering and work practice controls:

- Use biohazard bags to dispose of contaminated materials, such as used gloves and bandages.
- Biohazard warning labels are required on any container holding contaminated materials.
- Use sharps disposal containers to place sharps items, such as needles.
- Clean and disinfect all equipment and work surfaces soiled by blood or body fluids.
- Use a fresh disinfectant solution of approximately 1½ cups of liquid chlorine bleach to { 1 gallon of water (1 part bleach per 9 parts water, or about a 10% solution) and allow it to stand for at least 10 minutes. Scrub soiled boots, leather shoes and other leather goods, such as belts, with soap, { a brush and hot water. If worn, wash and dry uniforms according to the manufacturer's instructions.

SAFETY TIPS FOR DRIVING IN ADVERSE CONDITIONS

Inclement weather can dramatically decrease visibility and increase the risk of accidents. Proper driving techniques and precautions can help prevent an accident in such conditions as rain, snow, ice, and fog.

- ✓ **Check wiper blades.** Deterioration and wear can smear water and dirt and significantly decrease visibility.
- ✓ **Check lights.** Make sure lights are working. If windshield wipers are in use, headlights should be too.
- ✓ **Check tires.** Tires should be inflated to manufacturers' recommended levels and have sufficient tread depth.
- ✓ **Follow preventative maintenance program.** Make sure that your vehicle is in good condition.
- ✓ **Plan accordingly.** Keep an eye on local weather forecasts and try to avoid traveling through major storms.
- ✓ **Keep emergency kit.** Kit should include flares, first aid supplies, jumper cables, non-perishable food, water, and cold-weather gear (if traveling in winter weather).
- ✓ **Defog your windows.** Make sure that all windows are clear before starting your trip.
- ✓ **Exercise extreme caution.** Dirt on roads can become slick when wet, especially right after a long dry period.
- ✓ **Allow for additional time.** Do not rush to your destination.
- ✓ **Do not use cruise control.** If you begin to hydroplane, cruise control causes a further loss of control.
- ✓ **Avoid driving through pools of standing/running water.** Hazards may be beneath the water's surface.
- ✓ **Increase your following distance.** Increase the space between your vehicle and the vehicle in front of you.
- ✓ **Brake early.** Brake early as a safety measure and to notify other drivers that you are slowing or stopping.
- ✓ **Avoid stopping on the shoulder.** If necessary use emergency signals and keep sufficient clearance between your vehicle and traffic.

DRIVING IN SNOW AND ICE

- **Keep your gas tank full.** The extra weight will provide additional traction on slick and icy roads.
- **Watch for pedestrians.** The sound of rain can make it difficult for pedestrians to hear oncoming traffic.
- **Avoid abrupt stops.** If your vehicle has an anti-lock braking system (ABS), apply firm pressure. If your vehicle does not have ABS, pump the brakes to gradually slow to a stop.
- **Avoid stopping on hills or icy spots.** When the vehicle starts again, it might not have a chance to gain solid traction.
- **Maintain distance from trucks.** Avoid driving behind or near large trucks, as they create visibility issues and have a harder time stopping.
- **Do not attempt to make sharp turns.** Plan ahead to make wider, slower turns. Avoid jerky movements and maintain a slow, comfortable speed through the turn.

DRIVING IN FOG

- **Avoid using your high beams.** When driving in fog, do not use your high beams, as they can further decrease visibility.
- **Do not overdrive your headlights.** Maintain low enough speeds that your stopping distance is not greater than the range of your lights.

Defensive Driving Stats

Does talking on a cell phone interfere with driving?

The single most common cause of motor vehicle collisions is **driver inattention!** Let's look at some recent findings. Here are some details of sample surveys undertaken at four-way stops. For the purposes of these surveys, stopping, and, at the correct place, were the criteria for the violation. This was secretly monitored by State Troopers to ensure the accuracy and uniformity of results.

As can be seen by the table below, **21.4** percent of the drivers who were **not** seen to be using a cell phone failed to stop or stop correctly for the stop signs. For those drivers who **were** seen to be using a cell phone however, the proportion leaps dramatically and **74.5** percent of them failed to stop or stop correctly.

<u>Driver Actions</u>	<u>Traffic Violation</u>	<u>No Traffic Violation</u>	<u>Totals</u>
Driver Using Cell Phone	82 (74.5%)	28	110
Driver Not Using Cell Phone	352 (21.4%)	1286	1638
Totals:	434	1314	1754

Are we distracted from our primary responsibility when talking on a cell phone? You bet we are! The stats prove it. I wonder how many of the drivers not seen using a cell phone were actually talking on a hands free system. If you are in the habit of using your cell phone when driving...you should stop before the distraction becomes more serious than a violation!

Remember...drive as though your life depends on it! Drive Defensively!

NEW HEALTH AND WELLNESS COORDINATOR

Risk Management would like to welcome Laura Streeper, MS., who has been hired as the Health and Wellness Coordinator for the State of Nevada police officers and firefighters through its vendor Willis Pooling.

Most recently, Laura worked with the State of Nevada as the Wellness Coordinator for the NVision Health & Wellness Program. Soon after the NVision Program was canceled, Laura decided to move on. She will now manage the Health and Wellness program part of the Heart and Lung Program for the State of Nevada. Prior to her time working with the State, Laura worked as an Exercise Physiologist in the Orthopedic Institute at the University of California, San Francisco. At the same time, she was also finishing up her Masters of Science degree in Exercise Physiology at San Francisco State University. In addition, Laura has worked as fitness specialist and running coach at numerous fitness establishments throughout the Sacramento and San Francisco Bay Area.

Laura is very excited to be joining the Risk Management Team and aid in the state's goal to improve the overall health and well-being of our police officers and firefighters. You can contact Laura at 775-323-1656 ext. 23, or by email Laura.Streeper@Willis.com

FACTS ABOUT THE FLU

The flu is an infection of the respiratory tract caused by the influenza virus. It usually causes mild to severe illness, but sometimes it can cause fatal complications.

Flu Symptoms

A person who has the flu often feels some or all of these symptoms:

Fever and/or chills Headache Fatigue Cough and/or sore throat Nasal congestion Muscle or body aches
Stomach ailments such as nausea, vomiting and diarrhea (more common in children than adults)

How the Flu is Spread

The flu spreads primarily when someone coughs, sneezes or talks, allowing the virus to become airborne and then infect other people. It can also spread if a healthy individual touches a surface that was previously touched by an infected person, and then the healthy individual touches his or her own mouth, eyes or nose. People are typically contagious from the day before symptoms start until seven days after symptoms appear.

The timing of the flu virus is very unpredictable and can vary from season to season. Flu activity most commonly peaks in the United States between December and February. However, seasonal flu activity can begin as early as October and continue as late as May.

If You Get the Flu

If you contract the flu, it is important to take good care of yourself. The Centers for Disease Control and Prevention (CDC) recommends the following:

**Stay home from work! It's your best chance for recovery, and you will avoid spreading the disease to others.*

**Get sufficient sleep. *Take over-the-counter (OTC) medications appropriate for your symptoms. *Drink plenty of fluids*

**Most people do not need medical care, but consult your doctor if you are concerned.*

Prevention

Serious complications can arise from the flu, including bacterial pneumonia, ear infections, sinus infections, dehydration and worsening of chronic medical conditions. This is why it is crucial to prevent contracting the virus in the first place. These simple steps should be taken in order to avoid the flu:

Get a yearly flu vaccine. It is the most important step in protecting against the virus. Flu vaccines are needed on a yearly basis because the body's immune response to a vaccination declines over time and because flu viruses are constantly mutating.

Take preventive actions. Cover your mouth when you sneeze or cough. Try to avoid close contact with sick people and avoid touching your eyes, nose and mouth. Wash your hands often or use alcohol-based hand sanitizer.

Take antiviral drugs if your doctor recommends them. These are prescription drugs that fight the flu by keeping the viruses from reproducing in your body.

Maintain a healthy immune system by eating healthy food, exercising, getting adequate sleep, controlling your stress level and avoiding smoking.

Flu Vaccination

The CDC recommends yearly flu shots for all individuals over six months of age. Vaccination is especially important for people who are at high risk for serious flu complications, such as young children, pregnant women, people with chronic medical conditions and people 65 years and older. While there are many different flu viruses, the seasonal flu vaccine is designed to protect against the main flu viruses that research suggests will cause the greatest spread of illness during the upcoming flu season. However, it is still possible to become ill from a strain of influenza not included in the vaccine. Even so, antibodies from a vaccination of one flu virus can sometimes provide protection against different but related viruses, and all recipients of a flu vaccine will be protected from the two main A-strains of flu, which are generally considered the most dangerous.

Influenza is a serious disease that can lead to hospitalization and sometimes even death. Every flu season is different, and influenza can affect people differently. Even healthy people can get very sick from the flu and then spread it to others.

The Public Employees Benefits Program (PEBP) has schedule vaccination clinics – Please follow this link for the locations/schedule: http://www.pebp.state.nv.us/pebp_news.htm

Three Simple Steps to a Healthy Heart

The track to a healthy heart is not a sprint, but a marathon. And if slow and steady wins the race, the healthy lifestyle habits you implement today can help you maintain good heart health now and in the future.

1. Exercise. Exercise. Exercise.

You do not need to belong to a gym. In fact, the time spent just driving to the health club could have been all the time you needed to improve your physical fitness and reduce your risk for heart disease – at home in and around your own neighborhood.

2. If you are sitting, stand up.

Stand up for as much of the day as you can rather than sit. Over time the added calories burned can add up to pounds lost. And that can translate to a decrease in central obesity and thus reduce the risk for heart disease.

3. Enliven your diet with healthy foods.

Try Meatless Monday. Make your Monday meals veggie-based instead of meat-based.

Also try to incorporate nutrient-dense, unprocessed foods that are high in heart-healthy dietary fiber such as beans. An example of a tasty heart healthy recipe is a whole-wheat and blue-corn tortilla taco filled with black beans, fresh salsa and fat-free cheese topped with cilantro, lime and Greek yogurt instead of sour crème.

Renown Institute for Heart & Vascular Health

LOSS CONTROL SERVICES

Did you know that Risk Management offers numerous loss control services and training opportunities for free to our State Agencies and employees? Examples of these services include one hour webinars on various topics hosted by our insurance carriers.

Upcoming webinar schedule from Alliant Insurance Property Program (APIP)

Wednesday, November 11, 2015:

Contractor Controls – Protecting Deep Pockets

Wednesday, December 9, 2015:

Emergency Response Preparedness – Preparing for the Unexpected

Wednesday, January 13, 2016:

Boiler and Machinery Oil Analysis – Optimizing Preventative Maintenance

All webinar programs will be held from 10 a.m. to 11 a.m. Pacific Time

To enroll in any of these upcoming webinars, please contact the APIP Webinar Coordinator: Call (949) 260-5042 or e-mail: riskcontrol@alliant.com. More information about additional future webinars can be found on our website at <http://risk.nv.gov/uploadedFiles/risknv.gov/content/Training/WebinarSchedule.pdf>.