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Is Your Agency Prepared For The Worst?

To give your agency the best shot at success during a disaster, a current tested Business Continuity Plan (BC) needs to be in the hands of all personnel responsible for carrying out any part of that plan. The lack of a plan doesn't just mean your agency will take longer than necessary to recover from an event or incident, it also can prevent your agency from providing the public critical services at a time when those services may be in their highest demand.

What are the key pieces for planning success?

A **Business Continuity (BC) Plan** refers to maintaining business functions or quickly resuming them in the event of a major disruption, whether caused by a fire, flood, epidemic illness or a cyber-event. Every agency must have a specific BC plan outlining the procedures and instructions for the agency to follow in the face of such disasters. The plan should cover the agency's business processes, assets, human resources, business partners and more.

A **Disaster Recovery (DR) Plan**, on the other hand, focuses mainly on restoring support infrastructure and operations after a crisis. It's actually just one piece of a complete business continuity plan, as a BC plan looks at continuity across the entire organization.

The **Information Technology Continuity Plan (IT)** is a subset of business continuity planning and focuses specifically on IT disaster recovery planning and wider IT resilience planning. Each agency must have a specific plan that identifies mission-critical services that are supported by IT resources that would be impacted in the event those IT resources become inaccessible due to a system or application malfunction or hardware failure.

IT Contingency Plans include, but are not limited to documentation, plans, and policies and procedures required to restore mission-critical IT functions to include mainframe, mini-computers, servers, microcomputers, voice and data communications services, applications systems and related data.

For more specific information about continuity planning and disaster preparedness, please contact the Division of Emergency Management (DEM). DEM has a section specifically dedicated to assisting agencies with their continuity and disaster planning: http://dem.nv.gov/about/Planning_Section/

Information about IT continuity plans are included within the State's IT Security Policies, Standards & Procedures. Those IT SOP's can be found at the following website: <http://it.nv.gov/governance/state-policy-procedures/>

Workers Compensation Statistics for Calendar Year 2015

As of March 1, 2016, there were 1100 claims filed for calendar year 2015 and of those there are 332 open claims and 778 closed claims.

There are 161 indemnity (lost time) claims and 939 medical only claims. The total spent, so far, on all filed claims is \$3,871,525.23. The average cost of an indemnity claim is \$42,077.24 with the average cost of a medical only claims being \$1,760.89.

The top five body parts injured were shoulders(s), knee(s), back, neck and face. With the average costs per claim being \$23,041.93, \$10,495.36, \$8,656.53, \$10,571.10 and \$17,334.18 respectively.

Agency	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
DEPT OF CORRECTIONS	\$1,055,582.19	\$1,320,349.56	\$0.00	\$2,375,931.75	297	\$7,999.77
HEALTH AND HUMAN SERVICES	\$876,599.98	\$888,779.98	\$0.00	\$1,765,379.96	283	\$6,238.09
DEPT OF PUBLIC SAFETY	\$700,489.21	\$646,039.59	\$0.00	\$1,346,528.80	137	\$9,828.68
DEPT OF TRANSPORTATION	\$423,792.87	\$649,459.92	\$0.00	\$1,073,252.79	96	\$11,179.72
CONSERVATION & NATURAL RESOURCES	\$154,559.57	\$230,688.02	\$0.00	\$385,247.59	128	\$3,009.75
OFFICE OF THE MILITARY	\$118,070.23	\$194,315.88	\$0.00	\$312,386.11	10	\$31,238.61
DEPT OF MOTOR VEHICLES	\$87,468.77	\$156,121.50	\$0.00	\$243,590.27	27	\$9,021.86
CULTURAL AFFAIRS	\$68,763.49	\$106,286.25	\$0.00	\$175,049.74	9	\$19,449.97
BUSINESS & INDUSTRY	\$25,889.80	\$94,115.63	\$0.00	\$120,005.43	11	\$10,909.58
WILDLIFE	\$75,169.42	\$32,174.00	\$0.00	\$107,343.42	11	\$9,758.49
OFFICE OF VETERANS SERVICES	\$45,853.33	\$57,807.17	\$0.00	\$103,660.50	24	\$4,319.19
ADMINISTRATION	\$32,288.53	\$65,629.48	\$0.00	\$97,918.01	12	\$8,159.83
PUBLIC EMPLOYEES BENEFITS PROGRAM	\$77,321.50	\$0.00	\$0.00	\$77,321.50	2	\$38,660.75
ATTORNEY GENERAL	\$35,779.70	\$34,954.97	\$0.00	\$70,734.67	8	\$8,841.83
GOVERNORS OFFICE	\$9,066.24	\$48,674.32	\$0.00	\$57,740.56	1	\$57,740.56
LEGISLATIVE COUNSEL BUREAU	\$16,860.91	\$7,907.41	\$0.00	\$24,768.32	8	\$3,096.04
SECRETARY OF STATE	\$19,393.84	\$0.00	\$0.00	\$19,393.84	2	\$9,696.92
DEPT OF EDUCATION	\$14,423.34	\$0.00	\$0.00	\$14,423.34	4	\$3,605.84
GAMING CONTROL BOARD	\$6,603.87	\$6,926.76	\$0.00	\$13,530.63	9	\$1,503.40
DEPT OF TAXATION	\$8,865.21	\$3,879.09	\$0.00	\$12,744.30	2	\$6,372.15
DEPT OF AGRICULTURE	\$10,083.50	\$0.00	\$0.00	\$10,083.50	7	\$1,440.50
COLORADO RIVER COMMISSION	\$2,328.13	\$2,709.17	\$0.00	\$5,037.30	1	\$5,037.30
EMPLOYMENT, TRAINING & REHABILITATION	\$3,240.45	\$0.00	\$0.00	\$3,240.45	5	\$648.09
CONTROLLERS OFFICE	\$1,845.97	\$0.00	\$0.00	\$1,845.97	1	\$1,845.97
MINERAL RESOURCES COMMISSION	\$576.93	\$0.00	\$0.00	\$576.93	2	\$288.47
DEPT OF INFORMATION TECHNOLOGY	\$542.83	\$0.00	\$0.00	\$542.83	2	\$271.42
MASON & SMITH VALLEY CONSERVATION DISTRICTS	\$65.42	\$0.00	\$0.00	\$65.42	1	\$65.42
Totals:	\$3,871,525.23	\$4,546,818.70	\$0.00	\$8,418,343.93	1100	\$7,653.04

TOY SAFETY

When purchasing toys for children, it is important to consider several safety factors. Toys should be age-appropriate, well-constructed, durable, and suited for each particular child's physical, mental and social capabilities.

Safety Regulations

The U.S. Consumer Product Safety Commission (CPSC) sets mandatory toy safety regulations, as follows:

All Ages

- Electrical toys should have no shock or thermal hazards.
- Toys should not contain toxic materials in or on them.
- Toy paint should not contain traces of lead.
- Art materials used by children under 12 should be non-hazardous.
- Latex toys, games and balloons must contain warning labels regarding the choking and suffocation hazards.

Ages 3 to 6

- All toys and games with small parts must be labeled to warn of the choking hazards.
- All toys and games with balls less than 1.75 inches diameter must be labeled to warn of choking hazards.
- All toys and games with marbles must be labeled for choking hazards.

Under Age 8

- Electrically operated toys should not have heating elements.
- No toys should have sharp points or edges.

TIPS FOR PARENTS

Parents can take a number of steps to help reduce their child's risk for toy-related injuries:

- Make sure to refer to age and safety labels.
- Keep deflated balloons and broken balloon pieces away from children.
- Keep objects that can easily fit into a child's mouth out of reach.
- Read all toy warnings and instructions.
- Keep a child's ability in mind, in addition to age, when purchasing toys.
- Avoid purchasing toys with sharp or rigid points, spikes, rods and dangerous edges.
- Repair or replace any damaged or defective toys.
- Supervise children's craft projects, as scissors and glue are among the most dangerous products for children.

You can report a dangerous toy. If you think a toy or product is hazardous, contact the CPSC at 800-638-2772 or www.cpsc.gov

Top 10 Causes and Direct Costs of the Most Disabling U.S. Workplace Injuries

Whether you are a small business owner or a risk manager at a large corporation, you know the importance of safety in your workplace.

The Liberty Mutual Workplace Safety Index helps employers, risk managers and safety practitioners make workplaces safer by identifying critical risk areas so that businesses can better allocate safety resources. Developed annually by the Liberty Mutual Research Institute for Safety, the index ranks the top 10 causes of serious, nonfatal workplace injuries and their direct costs to U.S. businesses.

For more information please visit their link:

http://www.libertymutualgroup.com/omapps/ContentServer?c=cms_document&pagename=LMGResearchInstitute%2Fcms_document%2FShowDoc&cid=1240029888340

If you have any questions, contact Justin Harris at (775) 687-3190.

Save the Date!

2016 State of Nevada Health and Safety Conference

The Southern Nevada conference will be held on May 11, 2016, at the Embassy Suites in Las Vegas.

The Northern Nevada Conference will be held on May 19, 2016, at the Plaza Hotel and Event Center in Carson City.

The conferences are for *safety coordinators* only. You can find more information in NEATS under the training section tab – Risk Management. Please feel free to send any questions about the conference to Justin Harris at gjharris@admin.nv.gov or call (775) 687-3190.



DIGITAL DETOX

Are you addicted to your phone or I-Pad or computer? Many people are and the numbers are increasing! Are you texting while driving even though you know how dangerous it is? If your phone makes any noise at all do you automatically reach for it? Do you suffer from anxiety if you cannot immediately locate it? Every once in a while it's not a bad idea to digitally detox. The benefits may be life changing for you! Here are some ideas...

✓ **Relax**

Power down! Not silence or airplane mode...turn it off! If your phone or tablet isn't buzzing, beeping or vibrating in your hand or pocket every few seconds, you begin breathing deeper and being less on edge. You relax. You slow down.

✓ **Exercise your brain**

If you are asked a question and the answer doesn't come to you immediately, do you grab your smart phone to ask Siri or to Google it? Use your brain power. You might surprise yourself and come up with the answer without its help.

✓ **Exercise your body**

Take a walk without your phone. Turn off your phone when you work out at home or at the gym. Physical activity has been proven to help improve brain function as well.

✓ **Read a book**

A real book. Not a kindle or an audio book. Avoid looking at a screen or letting someone else be your "character voice." One of the best things about reading a book is that you decide what a character will sound like in your mind.

✓ **Set a curfew**

Example...don't turn on the television. If that seems overwhelming you might try picking 2 or 3 nights each week to keep it off. Power down your computers at or before 8pm. Give yourself some needed peace and quiet from all that stimulus. You might discover that you may go to sleep earlier and sleep longer.

✓ **Reduce that pain in the neck**

Bending your neck down and holding it in that position while looking at your smart phone is, well, not that smart. It can create discomfort or outright pain in the cervical disc area if continued.

Too many of us suffer from FOMO. The Fear Of Missing Out! Social media has taken over and it's up to us to reduce the effects of our digital world! You may find that if you disconnect occasionally you may end up reconnecting with the people in your life and the world around you!

Ideas to Get Your Family Active

Research shows active parents raise active children. Fitness should always be a priority in a family's daily schedule. The American Heart Association recommends that healthy children, age 2 and older, participate in an hour of moderate to vigorous activity every day. Children who meet this goal will find it easier to maintain a healthy weight as they work to prevent heart disease, cancer and stroke.

While an hour each day might sound like a large chunk of time, there are many ways to incorporate activity into your family's routine. It all adds up.

Here are some ideas:

- **Enjoy the great outdoors!** Hike a local nature trail or ride a bicycle path.
- **Join a team.** Encourage children to join school or club sports teams.
- **Schedule family playtime.** Choose activities like taking a walk, playing tag, bowling, or playing catch.
- **Give children toys that encourage physical activity,** such as balls, kites, skateboards and jump ropes.
- **Limit screen time.** Experts warn that one to two hours of screen time a day should be the limit for children, but some are logging more than double that amount. Set boundaries, keep the television and electronic media out of your child's bedroom and limit computer usage to school projects.
- **Plant a garden.** Caring for plants gives your children a reason to get outside each day. Learning how to grow a garden teaches the food system, while sampling the harvest encourages healthy eating habits.
- **Chip in with chores.** Rake leaves, shovel snow and do other home-maintenance projects as a family.

Distracted Driving Comes In 3 Different Forms

Cognitive

When a driver's mind isn't focused on driving. Talking to another passenger or being preoccupied with personal, family, or work-related issues are some examples. Even drivers listening to their favorite podcast or radio station are at risk; the audio can take drivers' focus away from their driving and overall surroundings.

Visual

This occurs when a driver looks at anything other than the road ahead. Drivers who check the kids' seat belts while driving are visually distracted. Electronic devices for the car, such as GPS devices and portable DVDs/digital entertainment systems, also distract drivers.

Manual

A distraction when the driver takes one or both hands off the wheel for any reason. Common examples include eating and drinking in the car, adjusting the GPS, or trying to get something from a purse, wallet, or briefcase.

Tips to avoid common driving distractions:

- **Turn off your cell phone.** If you need to be reachable at all times, get a hands-free device to use only in case of emergency. Why only in emergencies? Because studies have shown that hands-free devices prove just as distracting as normal cell phone use while driving.
- **When driving with children or pets,** make sure the kids are strapped into their seats and pets are in carriers. If they need your attention during the drive, pull over before handling the situation.
- **Eat before or after you drive.** Don't eat while driving.
- **Program your GPS before you leave the driveway.**