



State of Nevada

Department of Administration

RISK-Y BUSINESS

Risk Management Division

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Workers' Compensation Volunteer Insurance Coverage

CHANGES EFFECTIVE JANUARY 1, 2017

The Risk Management Division has successfully negotiated Workers' Compensation insurance coverage on a blanket basis for all State of Nevada volunteers as defined in Nevada Revised Statutes Chapters 616A to 616D for Calendar year 2017 (January 1-December 31, 2017) with the exception of inmate volunteers. This blanket coverage includes volunteers, interns, civil air patrol, court appointed workers, social work interns, Board/Commission members (non-paid), Legislators (when in non-paid status), vocational rehabilitation trainees, volunteers at mental health institutions, and federal training program participants/trainees.

This blanket coverage excludes all inmate volunteers.

The procedures to request coverage for volunteers or reporting volunteers remain unchanged, with one exception, your agency will no longer be required to pay premiums for this insurance coverage. However, in order to ensure your agency's volunteers are covered should they be injured while volunteering, Risk Management will continue to send out, on a quarterly basis, a request for the number of volunteers that must be completed and returned to Risk Management as well as a roster containing the names of the volunteers.

Please follow this link to Risk Management's website for the updated forms for the workers' compensation volunteer program <http://risk.nv.gov/WC/Volunteers/>

You can contact either Stacie Hancock at 775-687-3187 by email shancock@admin.nv.gov or Mandy Hagler at 775-687-3191 by email mhagler@admin.nv.gov, should you have any questions or concerns.

Getting Started

Tips for Long-Term Exercise Success

Walking, swimming, cycling, jogging, skiing, aerobic dancing or any of dozens of other activities can help your heart. They all cause you to feel warm, perspire and breathe heavily without being out of breath and without feeling any burning sensation in your muscles. Whether it is a structured exercise program or just part of your daily routine, all exercise adds up to a healthier heart. Take the first step by walking. It's free, easy to do and when you have a walking companion, you're more likely to stay motivated.

Here are some tips for exercise success:

Dress for success!

Wear comfortable, properly fitted sneakers or flat shoes with laces.

Wear comfortable, loose fitting clothing appropriate for the weather and activity.

Make the time!

Start slowly. Gradually build up to at least 30 minutes of activity on most or all days of the week (or what your doctor recommends).

Exercise at the same time of day so it becomes a regular part of your lifestyle.

Find a convenient time and place to do activities, try to make it a habit, but be flexible.

Keep reasonable expectations of yourself!

If you have a high risk of coronary heart disease or some other chronic health problem, check with your healthcare provider before beginning a physical activity program.

Look for more chances to be more active during the day. Walk the mall before shopping, take the stairs instead of the elevator or take 10-15 minute breaks while watching TV or sitting for walking. Don't get discouraged if you stop for a while. Get started again gradually and work up to your old pace.

Make it fun!

Choose activities that are fun, not exhausting. Add variety. Develop a repertoire of several activities that you can enjoy. That way, exercise will never seem boring.

Use variety to keep your interest up. Walk one day, swim the next, and go for a bike ride on the weekend.

Use music or audio books to keep you entertained.

Ask family and friends to join you-you may be more likely to stick with it if you have company.

Track and celebrate your success!

Note your activities on a calendar or in a logbook. Write down the distance or length of time of your activity and how you feel after each session.

Reward yourself at special milestones with non-food items, like a small gift or shopping trip for yourself. Nothing motivates like success.

DID YOU KNOW??

The most common error encountered by state employees is not being able to enroll in a class.

This is usually due to the fact that the employee is logged into NEATS through the external website address.

To view and enroll in state classes you must login through this website address:

<https://neats.state.nv.us/NEATS/admin/Home.aep>

New Short and Standard Contract Forms

The Purchasing Division has released new forms to be used for short contracts in amounts less than \$50,000 and standard contracts.

Purchasing was able to develop these forms in coordination with the Governor's Finance Office and the Office of the Attorney General. Their intent is to simplify the contracting process for State agencies and the vendor community.

If you have not read the *Nevada State Purchasing All Agency Memo 2017-02*, please follow this link:

http://purchasing.nv.gov/uploadedFiles/purchasingnv.gov/content/state_agencies/2017/2017_02_New_Short_and_Standard_Contract_Forms.pdf if you want to go straight to the forms please follow this link to Purchasing's Contracting Tool Box <http://purchasing.nv.gov/Contracts/ToolBox/>.

Save the Date!

2017 State of Nevada Health and Safety Conference

The Southern Nevada conference will be held on May 10, 2017, at the Embassy Suites in Las Vegas.

The Northern Nevada Conference will be held on May 18, 2017, 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.

Electrical Safety

According to the Bureau of Labor Statistics (BLS) about 76,000 office workers nationwide receive disabling injuries every year. Although the most frequent types of incidents are falls (either from height, tripping or slippery surfaces), many injuries also occur as the result of contact with electrical equipment or appliances.

Almost everything in an office setting today operates on electricity. Electrical equipment used in an office is potentially hazardous and can cause serious shock and burn injuries if improperly used or maintained. If a part of the body comes in contact with the electrical circuit, a shock will occur. The electrical current will enter the body at one point and leave at another. The passage of electricity through the body can cause great pain, burns, destruction of tissue, nerves, and muscles and even death.

Here are some important tips to follow.



- Use only equipment that is properly grounded or double-insulated.
- Do not overload outlets.
- Do not plug multi-outlet bars to other multi-outlet bars.
- Only use equipment that has been approved by a national testing laboratory.
- Minimize the use of extension cords. Do not plug two extension cords together.
- Do not cover power cords or extension cords with rugs or mats.
- Do not run electrical cords through pedestrian aisles, this can damage the cords and create a tripping hazard as well.
- Unplug or disconnect machines before servicing or repairing.
- Do not ignore the warning signs. If an item feels hot, makes an unusual noise (buzz or hum), smokes or sparks, have the item taken out of service immediately and tagged “Do Not Use”.
- Inspect cords and equipment regularly, and report any defects immediately.
- Cover or guard any exposed electrical components or wires.
- Unplug cords from the outlet by gripping the plug. Do not pull the cord.
- Do not use electrical equipment or appliances near water or wet surfaces.
- Never use electrical equipment when hands or the equipment are wet.
- Never use any electrical devices such as space heaters, microwaves, etc. without approval.

As with all workplaces, protecting employees by eliminating or controlling hazards should be everyone’s goal, employer and employee alike.

RMIS

Risk Management Information System

Risk Management is working on the implementation of a Risk Management Information System (RMIS). The goal of this new system is to help Risk Management control the cost of risk by streamlining the tracking of the State's insurable assets and automating the submission of property and auto physical damage (APD) insurance claims. Along with better oversight, this new technology will allow Risk Management to offer agencies more online services.

This project could not be in progress without the cooperation of our division's partners Public Works, Attorney General's Office and Nevada Department of Transportation-NDOT.

Look for more updates about this system implementation over the next couple months.

FOR YOUR INFORMATION....

There may be times that Risk Management needs to cancel a class or classes due to an illness, extreme weather or unforeseen circumstances. While this does not happen frequently it does happen.

Should Risk Management need to cancel a class you will be notified via email, through the NEATS system. Please check your email or call Risk Management at 775-687-3187, to ensure that the class has not been cancelled, especially during the winter months.

How Serious Is Distracted Driving? Deadly Serious.

Researchers found that talking on a cell phone quadruples your risk of an accident, about the same as if you were driving drunk. That risk doubles again, to eight times normal, if you are texting.

A 2010 study sponsored by the Federal Motor Carrier Safety Administration examined commercial vehicle crashes and concluded that text messaging creates a crash risk 23 times greater than driving without distraction. Sending or receiving a text message distracts a driver for about five seconds; at highway speeds, that represents a distance of about 300 feet in which the car is essentially out of human control.

According to the National Highway Traffic Safety Administration (NHTSA) as of 2014, over 3,179 people were killed and over 431,000 injured in motor vehicle accidents connected to distracted driving. The National Safety Council disputes these findings and says that at least 28 percent of vehicle crashes are caused by *texting and cell phone use alone*—never mind other distractions.

Young drivers are at the greatest risk for distracted driving incidents. Some researchers speculate that this is because inexperienced drivers are the most likely to overestimate their ability to multitask. The NHTSA says that in 2014, 10 percent of teen drivers involved in a fatal crash were reported to have been distracted.

As the saying goes...Hang up and drive. It could save a life, including your own.

Workers Compensation Statistics for Calendar Year 2016

As of March 1, 2017, there were 1025 claims filed for calendar year 2016 and of those there are 251 open claims and 774 closed claims.

There are 147 indemnity (lost time) claims and 878 medical only claims. The total spent, so far, on all filed claims is \$3,575,924.83. The average cost of an indemnity claim is \$41,988.48 with the average cost of a medical only claim being \$1,631.68.

The top five body parts injured were knee(s), shoulders(s), back, multiple body parts and neck. With the average costs per claim being \$15,652.12, \$22,454.18, \$11,110.18, \$8,111.52 and \$17,334.18 respectively.

Agency	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
DEPT OF CORRECTIONS	\$963,519.21	\$1,020,436.94	\$0.00	\$1,983,956.15	296	\$6,702.55
DEPT OF PUBLIC SAFETY	\$575,381.79	\$907,637.37	\$647.96	\$1,482,371.20	137	\$10,820.23
DEPT OF TRANSPORTATION	\$622,061.66	\$638,841.84	\$0.00	\$1,260,903.50	89	\$14,167.46
HEALTH AND HUMAN SERVICES	\$681,078.43	\$471,891.57	\$4,561.41	\$1,148,408.59	263	\$4,366.57
BUSINESS & INDUSTRY	\$153,071.29	\$318,278.26	\$0.00	\$471,349.55	13	\$36,257.66
ADMINISTRATION	\$96,275.96	\$232,146.49	\$0.00	\$328,422.45	20	\$16,421.12
OFFICE OF VETERANS SERVICES	\$129,031.84	\$97,101.13	\$0.00	\$226,132.97	24	\$9,422.21
WILDLIFE	\$76,384.98	\$118,381.36	\$0.00	\$194,766.34	14	\$13,911.88
CONSERVATION & NATURAL RESOURCES	\$103,402.46	\$9,446.90	\$0.00	\$112,849.36	83	\$1,359.63
ATTORNEY GENERAL	\$22,516.59	\$75,676.41	\$0.00	\$98,193.00	8	\$12,274.13
DEPT OF MOTOR VEHICLES	\$22,071.78	\$57,660.06	\$0.00	\$79,731.84	22	\$3,624.17
EMPLOYMENT, TRAINING & REHABILITATION	\$33,193.74	\$45,958.86	\$0.00	\$79,152.60	17	\$4,656.04
LEGISLATIVE COUNSEL BUREAU	\$29,056.04	\$17,072.02	\$0.00	\$46,128.06	8	\$5,766.01
GAMING CONTROL BOARD	\$25,288.01	\$15,971.22	\$0.00	\$41,259.23	2	\$20,629.62
CULTURAL AFFAIRS	\$10,753.36	\$5,291.27	\$0.00	\$16,044.63	5	\$3,208.93
NEVADA JUDICIARY	\$7,463.81	\$4,351.26	\$0.00	\$11,815.07	7	\$1,687.87
OFFICE OF THE MILITARY	\$8,137.54	\$2,636.42	\$0.00	\$10,773.96	7	\$1,539.14
DEPT OF EDUCATION	\$5,940.45	\$2,528.91	\$0.00	\$8,469.36	3	\$2,823.12
COLORADO RIVER COMMISSION	\$8,837.34	\$0.00	\$7,105.17	\$1,732.17	2	\$866.09
BOARD OF LANDSCAPE ARCHITECTURE	\$1,200.14	\$0.00	\$0.00	\$1,200.14	1	\$1,200.14
SECRETARY OF STATE	\$519.84	\$0.00	\$0.00	\$519.84	1	\$519.84
GOVERNORS OFFICE	\$462.53	\$0.00	\$0.00	\$462.53	1	\$462.53
DEPT OF AGRICULTURE	\$263.74	\$0.00	\$0.00	\$263.74	1	\$263.74
CONTROLLERS OFFICE	\$12.30	\$0.00	\$0.00	\$12.30	1	\$12.30
Totals:	3,575,924.83	4,041,308.29	12,314.54	7,604,918.58	1025	\$7,419.43