

State of Nevada
Department of Administration
Risk Management Division
201 S. Roop St, Ste. 201
Carson City, NV 89701



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Mission

The mission of Risk Management is to preserve and protect State property and personnel. This is achieved by integrating agency programs that systematically identify and analyze exposures to risk, selecting and implementing appropriate risk control strategies, financing anticipated or incurred losses and regular monitoring for continual improvement and enhancement.

Risk-y Business

New Phone Numbers

The Risk Management Division has new phone numbers:

General Line:	775-687-1750
Jennifer Schober	775-687-1751
Stacie Hancock	775-687-1752
Joseph Reeves	775-687-1753
Mandy Hagler	775-687-1754
Ana Andrews	775-687-1755
Maureen Martinez	775-687-1756
Marlene Foley	775-687-1757
Fax Line	775-687-3195 (<i>Remains the same</i>)

Vision

Our vision is to continually improve our service to the State, to protect the State's human, intellectual, physical and financial assets and resources and to collaborate with staff to help them meet their goals thereby minimizing the probability, occurrence and impact of accidental losses to the Government of the State of Nevada.

Philosophy

We believe that a successful Risk Management program requires proactive vs. reactive plans and actions. We believe that most risks can and must be identified and managed effectively. Overall, it is our belief that *prevention is better than the cure*.



Vehicle/Property Claims

The Risk Management Division is up and running with the new online system to submit car accidents and property loss claims. It's referred to as the Risk Management Information System (RMIS) and was developed by Origami Risk. The new system has electronic forms which are easily accessed from Risk Management's website: www.risk.nv.gov and can be used instead of the traditional paper form. This new system improves customer service immensely as it helps to file and process claims much faster.

To submit a report for a vehicle accident or property loss, go to Risk's website, www.risk.nv.gov, and click on "Vehicle/Property Claims" (located on the right-hand side of the webpage) and then click on "Submit a Vehicle Accident/Property Loss Claim." This takes you to the "Origami Risk" portal to complete and submit either type of claim. Each online form has a selection menu with a list of departments, agencies, buildings and vehicle types to

help make it easier to provide full and complete responses. Once the form is completed with all of the required information, click the "Complete Incident" button (on the upper right-hand side) and the claim will be submitted electronically to Risk Management to start the claim process. After the form is submitted, agencies will continue to receive status updates from Risk Management in the same way they currently do now. **Please note** there are "Origami Data" Entry Tricks and Tips available for you to complete the incident report once you click on the submission form AND in Risk's website under the Vehicle/Property Claims section: <http://risk.nv.gov/LP/APC/>.

We strongly encourage you to use the on-line portal. However, the paper forms will be available in all state vehicles' glove compartment. We know there may be some claims that need to be submitted by paper, but please make these the exception rather than the rule.



Save the Date!

2018 State of Nevada Health and Safety Conference

The Southern Nevada Conference will be held on May 09, 2018 at the Embassy Suites in Las Vegas.

The Northern Nevada Conference will be held on May 23, 2018 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 Joe Reeves at jreeves@admin.nv.gov or call (775) 687-1753.



Staying Hydrated

Summer is fast approaching and water is an essential nutrient for all living things. It makes up 70 percent of the planet and 60 percent of our bodies. It keeps us functioning at optimal performance levels by regulating our core body temperature, carries key nutrients to vital organs, and flushes internal toxins. We simply cannot survive without it.

Whether walking to your car or performing a strenuous task at the jobsite, your body is always working to maintain a balance and sustain its core temperature. And because our bodies are constantly exposed to elements that increase body heat and deplete hydration levels, workers must be extra careful when working in extremely hot or extremely cold conditions. Not only do extreme temperatures take a toll on the body, they make workers more susceptible to becoming dehydrated. Symptoms of dehydration include:

- Thirst
- Fatigue
- Muscle Cramps
- Nausea, dizziness or confusion
- Excessive perspiration
- Hot, dry skin

As a general guideline, the recommended amount of water intake is one quart per hour of active work or exercise for the average adult. That is the equivalent of 128 ounces (3.78 liters) every four hours at minimum. It is also suggested that the water intake be distributed over a period time, such as every 15 minutes per shift. However, every worker is different. The exact amount of hydration intake depends on the individual. It's important to consider the following factors:

- Do any underlying health conditions exist? Taking medication can also alter the body's tolerance to environmental factors.
- What is the level of physical exertion? As the body performs a task, even a basic one like breathing, it loses hydration.
- Is the temperature hot? Is there radiant heat coming from machinery and other power sources?
- If the answer to either of these is yes, then it is likely that individuals will need more fluid replacement.
- Is the environment new to the individual? The human body is very capable of adapting to its environment but time and acclimatization is required in both hot and cold environments.

Above all, prevention is key to minimizing the risks associated with the effects of dehydration. An employer should consider implementing the following simple strategies to promote hydration in the workplace:

- Have water easily and readily available
- Set up shelter and enforce breaks for all employees
- Provide appropriate personnel protective equipment to help workers stay cool
- Provide incentives such as reusable water bottles and/or hydration packs
- Education and training are key to prevention



5 Things to Do Daily to Keep Your Heart Healthy

You know that exercise and a good diet can keep your heart healthy. But what else can you do to keep your ticker going strong? Here are five key things you need to do every day to help your heart work most efficiently.

1. Eat healthy fats, NOT trans fats

We need fats in our diet, including saturated and polyunsaturated and unsaturated fats. One fat we don't need is trans fat, which is known to increase your risk of developing heart disease or having a stroke over a lifetime. This is because trans fat clogs your arteries by raising your bad cholesterol levels (LDL) and lowering your good cholesterol levels (HDL). By cutting them from your diet, you improve the blood flow throughout your body. So, what are trans fats? They are industry-produced fats often used in packaged baked goods, snack foods, margarines and fried fast foods to add flavor and texture.



2. Practice good dental hygiene, especially flossing your teeth daily

Dental health is a good indication of overall health, including your heart, because those who have periodontal (gum) disease often have the same risk factors for heart disease. Studies continue on this issue, but many have shown that bacteria in the mouth involved in the development of gum disease can move into the bloodstream and cause an elevation in C-reactive protein, a marker for inflammation in the blood vessels. These changes may in turn, increase your risk of heart disease and stroke.

3. Get enough sleep

Sleep is an essential part of keeping your heart healthy. If you don't sleep enough, you may be at a higher risk for cardiovascular disease no matter your age or other health habits. Researchers believe sleeping too little causes disruptions in underlying health conditions and biological processes, including blood pressure and inflammation.

4. Don't sit for too long at one time

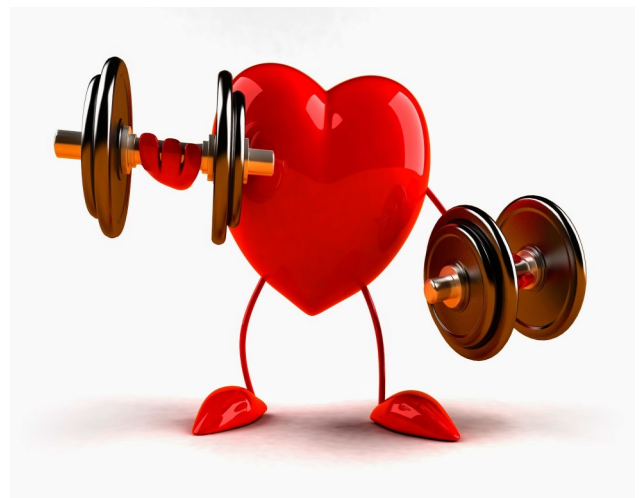
In recent years, research has suggested that staying seated for long periods of time is bad for your health no matter how much exercise you do. This is bad news for the many people who sit at sedentary jobs all day. When looking at the combined results of several observational studies that included nearly 800,000 people, researchers found that in those who sat the most, there was an associated 147 percent increase in cardiovascular events and a 90 percent increase in death caused by these events.

5. Avoid secondhand smoke like the plague

Studies show that the risk of developing heart disease is about 25 to 30 percent higher for people who are exposed to secondhand smoke at home or work. According to the American Heart Association, exposure to tobacco smoke contributes to about 34,000 premature heart disease deaths and 7,300 lung cancer deaths each year.

Follow these five tips and you'll be doing your heart a favor. You'll feel better and be able to stay active with a heart-healthy lifestyle.

Contributor: A. Marc Gillinov, MD





Meet Our New Program Officer

Risk Management is proud to announce Stacie Hancock as our new Program Officer. Stacie has over 25 years working for the State of Nevada. Stacie has worked for Risk Management since September 2013. Stacie oversees the program for Auto/Property Claims. Please help us to congratulate Stacie in her new position. She can be reached at shancock@admin.nv.gov or at (775) 687-1752.



Meet Our New Administrative Assistant IV

Risk Management is proud to announce Jennifer Schober as our new Administrative Assistant IV. Jennifer began working for the state in 2008 for the Department of Public Safety as a Public Safety Dispatcher. From there, she went to the Carson City Sheriff's Office and Storey County Communications working as a 911 dispatcher until December 2016 when she accepted a position with DETR as a Clerical Trainee. After being promoted twice with DETR, she recently accepted the Admin. Asst. IV position with Risk Management. Please help us to give Jennifer a warm welcome! She can be reached at jschober@admin.nv.gov or at 775-687-1751.



Meet Our New Safety Specialist

Risk Management is proud to announce Joe Reeves as our new Safety Specialist. Joe's State service began in 2005. He spent 13 years as a Highway Maintenance Worker and Equipment Operator Instructor with the Nevada Department of Transportation, during which time he additionally served as a trainer in various subjects ranging from accident investigation's, defensive driving, flagging certification and training on various types of heavy equipment. Please help us to give Joe a warm welcome! He can be reached at jreeves@admin.nv.gov or at (775) 687-1753.

SLIPS...TRIPS...FALLS

Second only to motor vehicle accidents; slips, trips and falls are the most frequent accidents leading to personal injury. They can result in head injuries, back injuries, broken bones, cuts and lacerations, or sprained muscles. State Risk Management has identified "slips, trips and falls" as the top cause of workers' compensation claims over the last six years.

A **"slip"** occurs when there is too little traction or friction between the shoe and walking surface. A **"trip"** occurs when a person's foot contacts an object in their way or drops to a lower level unexpectedly, causing them to be thrown off-balance. A trip most often results in a person falling forward, while a slip most often results in the person falling backward. A **"fall"** occurs when you are too far off-balance.

There are many situations that may cause slips, trips, and falls, such as ice, wet spots, grease, polished floors, loose flooring or carpeting, uneven walking surfaces, clutter, electrical cords, open desk drawers and filing cabinets. Loose, irregular surfaces such as gravel, shifting floor tiles, and uneven sidewalks, can make it difficult to maintain your footing.

Most slip, trip and fall incidents are preventable with general precautions and safety measures.

Injuries from falls may be caused by a variety of sources. Many of these sources, like curbs, flaws in parking lots and uneven lawns, are not of significant height, but have the potential to cause significant injuries. The best way to prevent injuries such as these is to be aware of where you are going and pay attention to your walking surface.

Remember to always report "near misses." It could prevent someone from experiencing a more serious injury down the line.

Some of the Factors Contributing to Slips, Trips and Falls Include:

- ♦ **Wet or Slippery Surfaces**
- ♦ **Environmental Conditions**
- ♦ **Insufficient or Inadequate Lighting**
- ♦ **Changes in Elevation:**
 - Climbing or Descending Stairways**
 - Housekeeping Issues in Working and Walking Areas**

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Defensive Driving Training Requirement

In accordance with the provisions of the State Administrative Manual Section 0521.0, Safety and Health Program and Subsection 2-C, Safety Training – the Risk Management Division has identified the following employee training topic that must be included in all State agency safety programs:

DEFENSIVE DRIVING

The Defensive Driving course is required for all “Executive” branch employees whose job functions require driving a State vehicle for State business. The standard 4-hour Defensive Driving class or an equivalent (must show evidence of prior participation within the last 4 years) must be completed. Agencies can present an alternative training course to Risk Management for review and approval.

Employees will need to attend the standard 4-hour classroom course as soon as available or within the first year of employment. Refresher training or a repeat class is required every 4 years. Risk Management and various agency trainers are offering this course on an ongoing basis. Agency representatives may request on site training classes for a group of 10 or more employees. All employees attending the 4-hour class in its entirety will receive a certificate of completion.

The refresher class may be taken by State employees online at: <http://nvelearn.nv.gov>. The refresher class for NSHE employees may be taken on line at: <https://campus.extension.org/>.

New employees must be provided with a brief orientation upon hire explaining the State’s policies and practices when utilizing a State owned motor vehicle. Employees who have had more than one work related traffic accident or ticket (that they are deemed to be at fault) within the 4 year period, must be directed to re-take the classroom Defensive Driving course within 3 months of the second accident.

Exceptions: Peace Officers or EMT’s who participate in Emergency Vehicle (EVOC) training
Elected Officials
Legislative Council Bureau employees
Board and Commission Members

Questions regarding this topic can be directed to Risk Management at (775) 687-1750. Thank you for your cooperation as the training program is intended to reduce and minimize workers’ compensation, liability and vehicle damage costs. Risk Management strives to be proactive instead of reactive.

We also want to hear from you and receive feedback and suggestions. Please follow this link to send an email to the division’s administrator: <http://risk.nv.gov/Forms/Feedback/>

