



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

Risk Management Division

201 S. Roop Street, Ste. 201 | Carson City, Nevada 89701
Phone: (775) 687-3187 | www.risk.nv.gov | Fax: (775) 687-3195

State of Nevada
Risk Management Division
2017 Year End Safety Report

Upon review of all claims and the 2017 Safety Reports received from state agencies, the Risk Management Division (RMD) is pleased to provide the 2017 Year End Safety Report pertaining to the State of Nevada's Occupational Safety and Health.

Executive Summary

Each department/agency/division and location is required to have a dedicated Safety Coordinator that works directly with the Risk Management Safety Specialist/Consultant on various workplace safety issues (S.A.M. 0521). As part of the Safety and Loss Prevention activities, the Risk Management Division reaches out to the respective safety coordinators to provide them with additional opportunities for training, and information pertinent to their safety duties. The Risk Management Division's newly hired Safety Specialist/Consultant is focusing on developing closer relationships with the state agencies' safety coordinators, which number in excess of 130.

Safety Coordinators' duties include, but are not limited to:

- implementation of emergency evacuation drills,
- life and building safety inspections,
- emergency mapping development,
- coordinating safety training,
- assisting in safety program development,
- completing the agency's annual safety report, and
- serve as the liaison to work with Risk Management on any and all safety related issues.

The state's safety coordinators who actively serve in this role are to be commended for their hard work and efforts. The additional training and time spent on safety related duties should be acknowledged because in most cases, these duties are to be performed in addition to their regular job duties.

The Southern, Northern, and Rural groups are urged to be pro-active with safety training and related activities. The RMD understands the needs of the various agencies can be quite

unique, both in capacity and location, thus we address and accommodate special requests whenever possible and as budget permits. These requests encompass safety training on site, rural area training and requests for building safety surveys, coupled with hands on training for new and established safety coordinators and for safety committees.

The division manages claims for the state’s property and auto physical damage (APD) for the state’s fleet. It also oversees the workers’ compensation program administered by a Third Party Administrator (TPA).

- Auto Physical Damage (APD) claims, both in frequency and expense were higher for CY2017 by 18% and 64% respectively:

<i>Calendar Year</i>	<i>Number of Claims</i>	<i>Cost of Claims</i>
2016	365	\$341,110
2017	429	\$557,938

- Risk Management’s property claims increased by 35% in CY2017 and the division’s financial responsibility in CY2017 increased by 186% as follows:

<i>Calendar Year</i>	<i>Number of Claims</i>	<i>Cost of Claims</i>
2016	26	\$329,795
2017	35	\$942,351

Workers’ Compensation Total Claims

In CY2017 the state had a total of 941 claims (down from 1,011 in CY2016) with a total of 7,086 of *work days lost* for state employees (these are the number of days that injured state employees could not work due to their injuries). The work days lost is up by 1,722 days or 32% from CY2016. The total incurred costs of these CY2017 claims as of 12/31/17 are \$6,070,228, a 16% decrease from CY2016. Of those 941 claims, 827 claims were *medical only* claims with incurred costs of \$1,541,536 and an average cost of \$1,864 per claim. Medical claims represent approximately a 16% decrease in costs from CY2016.

Age Group

Consistent with CY2016, **26-35 years old** was the age group with the highest frequency of claims in CY2017. The age group of **55-64 years old** incurred the highest claim costs.

Days of the Week

Wednesday experienced the most filed claims at 219, followed by Tuesday with 177 and then Monday with 151 claims. The middle of the week is most likely higher due to most vacation days being taken on Fridays.

Loss Cause and Injuries

The cause of injury for the most frequent claims proved to be “slip/trip/fall” (150 claims) which also accounted for the highest incurred costs at \$2,350,744 and followed by BBP (blood borne pathogen i.e., exposure to body fluids), 87 claims. The Department of Health and Human Services and the Department of Corrections incurred the bulk of each of the aforementioned claims as those claims are a result of their employees exposure to combative inmates, persons and/or patients in their respective work settings.

Shoulder(s) injury claims (52) caused the highest fiscal impact at \$972,978 in incurred costs, followed by knees (90) at \$652,081 and neck injuries (48) at \$511,452.

Vehicle Accidents

There was a total of 427 vehicle accidents/claims filed (a 17% increase from 2016). 45% of these accidents were deemed to be employee at-fault incidents. Driver inattention was the leading causal factor for these incidents. The total financial impact for the auto physical damage repairs was \$557,938 which is nearly a 64% increase from CY 2016. The Risk Management Division does follow up with the employee’s agency to ensure that the employee involved in the accident has attended the Defensive Driving Training. The division more often than not makes a recommendation to have the employee take a refresher course. It is up to the agency and supervisor to follow the recommendation.

State Property Claims

Property claims for 2017 totaled 35 at a cost of \$942,351, natural episodes (flooding and other weather-related issues) was the leading cause for property claims. The dollar figure above excludes agency deductible obligations.

Safety Training Conducted by Risk Management (most attended classes)

# of Employees	Class Title – all class room style
1312	Defensive Driving

# of Employees	Class Title – all class room style
338	Workplace Violence
317	Basic Office Ergonomics
273	Accident Investigations
242	Workers' Compensation
187	CPR / AED / First Aid
57	CPR for Healthcare Providers
59	Annual Safety Conference
0	Safety Audit Inspection
0	Fitness for Duty
Online Training Classes	
3932	Defensive Driving Refresher
0	Safety Committee Basics

In order to conduct this training, the division utilized in-house trainers, its vendors, and our cooperative partners: Nevada OSHA SCATS and the State Fire Marshall's Office.

Other classes currently offered by Risk Management include: Safety Audit Inspections, the Annual Health and Safety Conference, Workplace Evaluation and Management Tools (offered by SCATS), and Written Safety Programs.

Office Ergonomics

A total of 125 office ergonomic evaluations were conducted with the assistance of Risk Management's contracted vendors. This was an increase of 52 evaluations over those performed during CY2016.

2017 Annual Year End Survey Reports

For CY2016, the division received 146 completed reports, in CY2015 the division received 95. The Year End Safety Report was requested by Risk Management later this year giving the agencies less time to respond thus leading to a decrease in the number of agencies that submitted reports. This was due to an extended vacancy of the Safety Specialist, Consultation.

Following is a summary of the reports received (**51** reports) for calendar year 2017.

Annual Safety Survey Responses - CY2017

<i>Question</i>	<i>Response</i>
Conducted Emergency Evacuation Drill	50-yes, 1-No completed a fire/evacuation drill

Written Safety Plan	42-Yes, 9-No
Workplace Safety Inspection Completed	40-Yes, 11-No
Safety Committee in place	42-Yes, 10-No (5 not required)
Up to date Defensive Driving	46-Yes, 5-No
Ergonomic Policy Accessible	32-Yes, 19-No
Ergonomic evaluation conducted	13-Yes, 38-No
Workplace Violence Incidents	7-Yes*, 44-No
Indoor Air Quality Issues	3-Yes, 48-No
Risk Management Division Training Rating (Scale 1=Fair, 2=Average, 3=Excellent)	Average for evaluation of courses – 2.85
Safety Training Conducted	48-Yes, 3-No
OSHA 300 Log Sent In	27-Yes, 24-No
Survey reviewed by Agency Head	19-Yes, 32-No

*** These are counts for the total agencies reporting not the total WPV incidents as some agencies have multiple WPV incidents.**

Goals for 2018

Upon review of the 2017 Year End Reports received by our office, the tools that we started using in 2016 for better communication with the state safety coordinators have improved communication. We utilized Survey Monkey and LIST SERV as tools to help better serve the safety coordinators, this year we saw a decrease in the number of surveys received by 95 year-end safety reports. The decrease in year-end reports is due to the extended vacancy of the Safety Specialist, Consultation position at the end of the year. Risk Management would like to have a survey submitted by each safety coordinator, as it is imperative to help us recognize our safety and training needs. The Annual Safety and Health Conference for the Safety Coordinators is conducted to raise awareness on the latest safety trends and ideas.

The division's Safety Specialist/Consultant reaches out to the newly appointed safety coordinators to educate them on their responsibilities as safety coordinators. Also, the quarterly safety coordinators' meetings will continue to be used to discuss and implement improved support for safety committee members. New safety training has been added to help the agency better identify safety hazards and how to mitigate those hazards before an accident occurs.

We will focus on continuing to provide communication and guidance on the resources available to agencies through both Risk Management and OSHA/SCATS, which offers its services both to the private sector and the public sector. We have added new training classes in 2017 – Digital Detox, Safety Inspections and updated the online Defensive Driving Refresher course.

Workplace Violence (WPV) issues are addressed as soon as they are reported, and Risk Management wants to ensure managers, supervisors and employees are well-trained to

respond to this real threat. The division received and handled 13 WPV incidents during CY2017 a decrease of 6 incidents when compared to CY2016. This issue and the process to be followed when a state employee or agency experiences a workplace violence incident is covered in three different training courses offered by Risk: Workplace Violence Recognition and Prevention, Supervisors' Safety Training & Workplace Violence Awareness and Active Assailant Awareness training in both general overview and agency specific upon request. Capitol Police is a training partner in this endeavor.

Risk Management staff strives to provide those we serve with the best customer service with the goal to exceed expectations. Staff will continue work to engage in activities to educate themselves with the goal to stay current on their respective assignments, and to reduce expenditures while maximizing results.