

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

Jan/Feb/Mar
Volume 2021, Issue 1



Risk-y Business

2020 Year-End Reports

The 2020 Health and Safety Survey and Year End Reports are required to be submitted to Risk Management by February 12, 2021. Your department/agency/division's Year-End Report must include the following documentation:

- 2020 Health and Safety Survey with supervisor's signature page
- Quarterly Safety Meeting Agendas with Rosters
- Quarterly Site Inspections
- Two Evacuation/Fire Drill Checklist with Rosters
- Written Safety Program
- Emergency Action Plan
- OSHA 300 Log
- Indoor Air Quality Reports (if any were conducted)
- AED Monthly Inspections (found on the Risk Management website at http://risk.nv.gov/Forms/Safety_Forms/)

The survey was sent out via Survey Monkey on December 14, 2020. If you did not receive the survey or have any questions, please contact Adria White at 775-687-1754 or awhite@admin.nv.gov.



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.

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.*

Did You Know?



Maintaining and Tracking Inventory

Agencies are responsible for internally maintaining and tracking all inventory items under \$5,000.00. This includes the description, make/model, amount of purchase and date of purchase. If a claim is submitted for items that have been damaged, stolen etc., agencies will be asked for proof of ownership.



Defensive Driving

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.

2021

New Year, New Rates

The Workers Compensation rate for calendar year 2021 is changing from 2.31 to the new rate of 2.38 starting January 1st.

Volunteer, Intern (Non-Student), Board Member and Inmate Quarterly Reporting:



The Volunteer/Intern/Board Member/Inmate reporting's are based off a calendar year and not a fiscal year. Risk Management sends out notices at the end of every quarter to help remind agencies to report their quarterly reporting's.

Note: Inmates are the only ones that require premiums and a billing claim to be filled out with the volunteer calculator and rosters, the rest are covered under a blanket coverage, but still need to send in the calculator and rosters of attendees. All forms are found on the Risk Management website at <https://risk.nv.gov/>.

Keep an eye out for the 4th quarter notice going out in January for October, November, and December of 2020. If you have any questions regarding the program, please contact Crystal Cruson at 775-687-1751.

Navigating the Dangers of Winter Driving:

Winter is here and with it weather and road conditions generally become more hazardous. According to the NSC on average about 6,000 people are killed and 445,000 are injured in weather-related motor vehicle crashes each year.

AAA recommends the following winter driving tips:

- Avoid driving while you're fatigued. Getting the proper amount of rest before taking on winter weather tasks reduces driving risks.
- Never warm up a vehicle in an enclosed area, such as a garage.
- Make certain your tires are properly inflated.
- Never mix radial tires with other tire types.
- Keep your gas tank at least half full to avoid gas line freeze-up.
- If possible, avoid using your parking brake in cold, rainy and snowy weather.
- Do not use cruise control when driving on any slippery surface (wet, ice, sand).
- Always look and steer where you want to go.
- Use your seat belt every time you get into your vehicle.



Tips for driving in the snow:

- Accelerate and decelerate slowly. Applying the gas slowly to accelerate is the best method for regaining traction and avoiding skids. Don't try to get moving in a hurry. And take time to slow down for a stoplight. Remember: It takes longer to slow down on icy roads.
- Drive slowly. Everything takes longer on snow-covered roads. Accelerating, stopping, turning – nothing happens as quickly as on dry pavement. Give yourself time to maneuver by driving slowly.
- The normal dry pavement following distance of three to four seconds should be increased to eight to ten seconds. This increased margin of safety will provide the longer distance needed if you have to stop.
- Know your brakes. Whether you have antilock brakes or not, the best way to stop is threshold breaking. Keep the heel of your foot on the floor and use the ball of your foot to apply firm, steady pressure on the brake pedal.
- Don't stop if you can avoid it. There's a big difference in the amount of inertia it takes to start moving from a full stop versus how much it takes to get moving while still rolling. If you can slow down enough to keep rolling until a traffic light changes, do it.
- Don't power up hills. Applying extra gas on snow-covered roads just starts your wheels spinning. Try to get a little inertia going before you reach the hill and let that inertia carry you to the top. As you reach the crest of the hill, reduce your speed and proceed down hill as slowly as possible.
- Don't stop going up a hill. There's nothing worse than trying to get moving up a hill on an icy road. Get some inertia going on a flat roadway before you take on the hill.
- Stay home. If you really don't have to go out, don't. Even if you can drive well in the snow, not everyone else can. Don't tempt fate: If you don't have somewhere you have to be, watch the snow from indoors.

For More info: <https://www.nsc.org/home-safety/tools-resources/seasonal-safety/winter/driving>

Last updated: 12/2020

The Heart and Lung Program in 2020

The year 2020 will be remembered for a lot of challenges, with the Heart and Lung program not being immune to these challenges. However, the program also saw a lot of accomplishments throughout the year, with one of the biggest accomplishments being the procurement of two contracted vendors, Concentra and Nevada Occupational Health Clinic. Concentra has been providing out of State services for the State since 2000, and as a secondary vendor in the South since 2015, and Nevada Occupational Health Clinic has been a secondary vendor in the North since 2015, both under the prior contract. Unfortunately, though, with these new contracts, there were no services offered to the rural locations of Lovelock, Ely, and Elko.

No sooner were both these vendors up and running when the COVID-19 pandemic hit, which created challenges for both agencies and vendors. Unfortunately, physicals had to be suspended for a time to allow each vendor to adjust their protocols to ensure the safety of not only the clinic staff but also State of Nevada employees. During this time, however, Risk Management was able to finalize sole source contracts with Pershing General Hospital Clinic in Lovelock and William Bee Ririe Hospital in Ely to provide services in the rural areas. This was a great achievement following the Governor's goal to keep business opportunities in rural communities and help to fill in the missing locations for our rural officers. It was also soon after these sole source contracts were put into place that physicals began again throughout the State.

The last rural location that still needed coverage was Elko. Fortunately, Nevada Occupational Health Clinic was able to open a location in Elko in order to assist the State with physicals. Nevada Occupational Health Clinic began performing physicals in Elko in December 2020, which helped to end the year on a positive note.

So, as 2020 came to an end, Risk Management is happy to announce the entire State has coverage for its Heart and Lung physicals.

Heart and Lung Vendor Contact Information And Locations

For scheduling physicals and other appointments contact:

- **Concentra**, Brandy Brockman, 702-399-6545 x 118
- **Nevada Occupational Health Clinic**, Carson City and Elko - Joanna Fife, 775-350-9315
- **Pershing General Hospital Clinic**, Lovelock - Vanessa Campbell, 775-273-2621 x 1205
- **William Bee Ririe Hospital Clinic**, Ely - Paula Carson, 775-289-3001 x 346

Clinic Locations:

Concentra: South

- 151 W. Brooks Ave, Las Vegas, NV
- 5850 Polaris Ave., Ste. 100, Las Vegas, NV. 89118
- 3900 Paradise Rd., Ste V, Las Vegas, NV 89169

Concentra: North

- 6410 S Virginia St., Reno, NV 89511
- 255 Glendale Ave., Ste. 12, Sparks, NV 89431

Nevada Occupational Health Center

- 3488 Goni Rd. #141, Carson City, NV 89706
- 3920 Idaho St., Ste 2, Elko, NV 89801

Pershing General Hospital Clinic

- 855 6th Street, Lovelock, NV 89419

William Bee Ririe Hospital Clinic

- 1500 Avenue H, Ely, Nevada 89301



Annual Value Collection Survey

2020 is over and we begin a New Year. It is now that time of year that Risk Management gets ready to make a new list but.... it's not THAT list.



It is the annual building and lease location list for the State Property schedule!

Risk Management can't do it alone, so we are asking for assistance from our agencies.

Risk Management is preparing to send to State agencies, the annual online property values collection survey. This survey sent via Origami Risk includes a listing of all the state-owned buildings and lease locations. We send that survey out each year to capture any location changes that may have occurred during the past year.

Last year:

- Did your agency move into a newly constructed building?
- Did your agency substantially remodel your existing building?
- Did you agency move into a new leased location?

All these changes must be reported to our insurance company so that your agency's property is adequately insured. So, we are asking our agency liaisons to review their list of locations and update the location information listed within the survey.

With property insurance premiums increasing each year, it becomes vitally important that we provide the insurance company accurate information to help keep the property insurance costs down. The insurance underwriters are also becoming increasing stricter about the information provided and are now asking for detailed information about each building's construction, building usage and location along with the building values and square footage. **Agencies should be aware that the insurance company (and Risk Management) may deny future property claims if the property information is incomplete.**

Risk Management will be releasing a new property values survey to prepare for the July 2021 property renewal information no later than January 18, 2021. We encourage agencies to keep a lookout for emails about the survey and request agencies to review their specific schedule to ensure they are accurate and complete.

If you need more information about the Origami Risk Values Collection Survey, please contact Maureen Martinez at memartinez@admin.nv.gov.

