



## Risk-y Business

### Catalytic Converter Theft is on the Rise

Across the country, and here in Nevada, there has been a rise in catalytic converter thefts. While most of the thefts involve personal vehicles, Risk Management recently received claims for stolen catalytic converters. The increase in thefts is directly related to the precious metals used in a catalytic converter: platinum, palladium and rhodium. The cost to replace a catalytic converter can range anywhere from \$1,000 - \$3,000.

Due to COVID-19, many agencies are working remotely, and vehicles are not being driven as frequently, which can make them an easy target. We recommend agencies move State vehicles periodically, and park in different parking spots, so it appears the vehicles are being used on a regular basis. Agencies should also be performing routine inspections for signs of vandalism.

Here are some other ways to mitigate the risk of theft:

- Park in a garage when possible
- Park in a well-lit area close to building entrances, or near a curb
- Park in areas that are heavily trafficked
- Set car alarm and if possible, calibrate your alarm to sound if there is vibration
- Park in view of a security camera

#### 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.*

# Training Classes

The Risk Management Division has several training classes available in Smart 21. All classes available are being offered virtual through Microsoft Teams. Below is a list of dates/times that these courses are available.

## Tuesday April 20, 2021

Risk Management – [Defensive Driving](#), 8:30am-12:30pm

Risk Management – [Accident Investigations](#), 1:30pm-3:00pm

## Thursday April 22, 2021

Risk Management – [Workplace Violence: Recognition and Prevention](#), 8:30am-12:30pm

Risk Management – [Basic Office Ergonomics](#), 1:30pm-3:00pm

## Tuesday April 27, 2021

Risk Management – [Workplace Violence: Recognition and Prevention](#), 8:30am-12:30pm

Risk Management – [Accident Investigations](#), 1:30pm-3:00pm

## Thursday April 29, 2021

Risk Management – [Defensive Driving](#), 8:30am-12:30pm

Risk Management – [Basic Office Ergonomics](#), 1:30pm-3:00pm

### In order to access/view these courses in Smart21, please follow the steps below:

- Click the Learning Tile on your home page.
- Type Risk Management in the Find Learning box and click Go.

There will be multiple tiles that populate with all Risk Management courses. If there are classes available, you will see a little link that says “[See Classes.](#)” Once you have clicked on it scroll down. All classes listed will have a register now link and then follow the prompts. You will also see the Microsoft TEAMS class link that will allow you to access the class when the time comes.

Currently, there are plenty of slots available. If there are no students enrolled in the course one day prior to the course, then, unfortunately, the class will be cancelled. Please reach out to Crystal Cruson at 775-687-1751 or via email at [crystal.cruson@admin.nv.gov](mailto:crystal.cruson@admin.nv.gov) if you have any questions.



# 5 Easy Ways to Find Healthier Options While Grocery Shopping

Want to make smart food choices but confused by all the health claims, messages and logos on foods? Use these tips to avoid the brain strain while shopping online or in-person at the store.

1. **Read [food nutrition labels](#), even for so-called “healthier” foods.** Ingredients and nutrient content can vary a lot by brand and preparation. When there’s more than one choice, compare labels. Choose the item with the lowest amounts of sodium, saturated fat, trans fat and added sugars.
2. **Beware of sneaky [ingredients](#).** For example, [sodium](#) and [added sugars](#) go by many different names, making it harder to tell just how much is in there.
3. **Choose [frozen, canned or dried produce](#) when fresh isn’t available or practical.** It can be just as nutritious as fresh and will last longer. Choose canned fruit packed in water, light syrup or its own juice. With canned and frozen vegetables, choose the product with the lowest amount of sodium. Heavy syrups and sauces can add unwanted ingredients to your healthy fruits and veggies.
4. **Choose [whole-grain](#) foods.** Lots of products claim to be, but there’s a simple way to know for sure. Look for the word “whole-grain” (or “whole” followed by the grain name) as the first item in the ingredients list. And we’re talking more than just bread. Include crackers, cereals, tortillas, pasta and other grain foods in your whole-grain quest.
5. **Look for the [Heart-Check mark](#)** to quickly and easily identify foods that can be part of an overall healthy eating plan. When it’s on the label, you know the product has been certified by the American Heart Association to meet specific [science-based nutrition requirements](#). The Heart-Check is easy to spot and takes some of the guesswork out of comparing Nutrition Facts label information.



Keep in mind, not all red hearts or check marks on food packages are the trusted Heart-Check mark! Look for the American Heart Association name if you’re unsure. And, the Heart-Check program is voluntary. That means not every heart-healthy food, such as fruits and vegetables, will apply for a Heart-Check mark. But you won’t find the Heart-Check on desserts, candy, chips and other foods that do not meet our nutrition requirements.

American Heart Assoc. 2020



# PROTECT YOURSELF!

## WORKERS MAY BE EXPOSED TO BLACK WIDOW SPIDERS

The black widow belongs to a group of spiders commonly known as cobweb spiders. The characteristic hourglass is located on the underside of the abdomen. Female black widows are dangerous and can bite and inject toxic venom.

### Identification

- The female black widow is normally shiny black, with a red hourglass marking (see photo) on the underside of the abdomen.
- The abdominal marking may range in color from yellowish orange to red and its shape may range from an hourglass to a dot.
- The body of an adult black widow female is about 1/2 inch long.

### Habitat

The black widow is commonly found in the following places:

- Outdoors - woodpiles, rubble piles, under stones, in hollow stumps, and in rodent burrows, privies, sheds and garages.
- Indoors - undisturbed, cluttered areas in basements and crawl spaces.

### Symptoms

- The bite of the black widow may be painful, or it may go unnoticed.
- The skin may display one or two bite marks with local swelling. Pain usually progresses from the bite site and eventually to the abdomen and back.
- Severe cramping or rigidity may occur in the abdominal muscles.
- Symptoms may include nausea, profuse perspiration, tremors, labored breathing, restlessness, increased blood pressure and fever.
- The pain from the bite will usually persist for the first 8-12 hours.
- Symptoms may continue for several days.

### Protection

- Wear a long-sleeved shirt, hat, gloves, and boots when handling boxes, firewood, lumber, and rocks, etc.
- Inspect and shake out clothing and shoes before getting dressed.
- Use insect repellants, such as DEET or Picaridin, on clothing and footwear.

### Treatment

- Clean the bite area with soap and water.
- Apply ice to the bite area to slow absorption of the venom.
- Elevate and immobilize the extremity.
- Capture the spider, if at all possible, for identification purposes.
- Seek medical attention immediately.
- If you have a heart condition or other heart problem, you may need hospitalization.



For more information, go to OSHA's website at [www.osha.gov](http://www.osha.gov)

# FINE ARTS/MUSEUM POLICY

## DID YOU KNOW...

The State has a separate property insurance policy that provides specialized coverage for works of art, interpretive exhibits, and other museum collections?

What type of property is coverage under this policy?

**Property Covered:** Policy covers fine arts and collectible objects of every description including but not limited to paintings, etchings, drawings, photographs, ceramics, sculpture, pottery, porcelain, rare books, coins, manuscripts, rugs, tapestries, statuary, and other bona fide works of art, rarity, historic value, or artistic merit and all associated property including but not limited to frames, glasses, shadow boxes, crates and other display equipment, and technical equipment including video monitors, projectors, EDP hardware and software of a non-artistic value used in association with, or as part of an exhibit but only such equipment used in direct association with an installation or exhibition



The policy is underwritten by Lloyds of London and the coverage afforded under the policy provides broad form coverage for both owned and borrowed items.

Each year, we ask agencies to provide us updates via the property values survey. We just want to remind agencies to not forget about that additional insurance coverage available and to separately report the values of their “fine arts” along with the values for the building and contents.

Also, if your agency needs to obtain coverage for borrowed items, we ask the agencies to report those items/exhibits to us prior to the exhibition and provide us copies of the lease agreement outlining the agreed replacement costs.

For more questions about this policy, please contact Maureen Martinez, Insurance & Loss Prevention Specialist at 775 687-1756 or [m martinez@admin.nv.gov](mailto:m martinez@admin.nv.gov).

## WHAT ARE ALL THESE WORKERS' COMPENSATION FORMS?!?!?

When looking at paperwork for workers' compensation, do you ever wonder what all the forms are and who needs to complete what? Here you will find a breakdown of the four most common forms that are completed when there is a workplace injury.



**C-1 or Notice of Injury or Occupational Disease:** this form is completed by employee as soon as possible after an incident/accident, but not more than 7 days. The form can be completed by either the employee or the supervisor if the employee is unable to complete the form themselves.

**Supervisor's Accident Investigation Form:** this form is completed by the employer whenever there is a minor, serious, and/or near miss accident with a potential for injury. It is important to complete this form in its entirety to aid in the prevention of future workplace injuries of a similar nature.

**C-4 or Employee's Claim for Compensation/Report of Initial Treatment:** this form is completed by both the employee and physician. This form is only completed when an injured employee seeks medical attention. The physician only has 3 working days to complete and send this form to CCMSI. It is important to note, an employee only has 90 days to seek medical treatment after an injury occurs at the workplace.

**C-3 or Employer's Report of Industrial Injury or Occupational Disease:** this form is completed by the employer when the injured employee advises they will be seeking medical attention, or receipt of the C-4. It is important to note that this form must be completed and sent to CCMSI within working 6 days of the employer learning there was medical attention provided.

In order to access these forms, please visit the Risk Management website at: <https://risk.nv.gov/WC/ProceduresForms/>.

Feel free to reach out to Adria White with any questions on these forms or the workers' compensation process at 775-687-1754 or [awhite@admin.nv.gov](mailto:awhite@admin.nv.gov).