



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Risk Management Division***

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**State of Nevada**  
**Risk Management Division**  
**2018 Year End Safety Report**

Upon review of all claims and the 2018 Safety Reports received from state agencies, the Risk Management Division (RMD) is pleased to provide the 2018 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 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).

### **Vehicle Accidents**

There was a total of 401 vehicle accidents/claims filed (a 6% decrease from 2017). 55% of these accidents were deemed to be employee at-fault incidents. Driver inattention was the leading causal factor for these incidents. 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.

- Auto Physical Damage (APD) claims, both in frequency and expense were lower for CY2018 by 7% and 15% respectively:

<i>Calendar Year</i>	<i>Number of Claims</i>	<i>Cost of Claims</i>
<b>2017</b>	429	\$557,938
<b>2018</b>	401	\$476,731

### **State Property Claims**

Property claims for CY2018 totaled 43 at a cost of \$561,345, natural episodes (flooding and other weather-related issues) was the leading cause for property claims. The dollar figure below excludes agency deductible obligations.

- Risk Management's property claims increased by 23% in CY2018 and the division's financial responsibility in CY2018 decreased by 40% as follows:

<i>Calendar Year</i>	<i>Number of Claims</i>	<i>Cost of Claims</i>
<b>2017</b>	35	\$942,351
<b>2018</b>	43	\$561,345

### Workers' Compensation Total Claims

In CY2018 the state had a total of 967 claims (up from 941 in CY2017) with a total of 7,111 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 25 days or 0.35% from CY2017.

- Risk Management's workers' compensation claims increased by 2.8% in CY2018 and the divisions financial responsibility in CY018 increased by 5.6% as follows:

<i>Calendar Year</i>	<i>Number of Claims</i>	<i>Cost of Claims</i>
<b>2017</b>	941	\$6,070,228
<b>2018</b>	967	\$6,416,056

- Risk Management's medical only claims increased by 6% in CY2018 and the divisions financial responsibility in CY018 increased by 39% as follows:

<i>Calendar Year</i>	<i>Number of Claims</i>	<i>Cost of Claims</i>
<b>2017</b>	827	\$1,541,536
<b>2018</b>	876	\$2,144,749

### Age Group

Consistent with CY2017, **26-35 years old** was the age group with the highest frequency of claims in CY2018. The age group of **55-64 years old** incurred the highest claim costs.

### Days of the Week

Tuesday experienced the most filed claims at 185, followed by Thursday with 184 and then Wednesday 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” (151 claims) which also accounted for the highest incurred costs at \$1,281,447 and followed by BBP (blood borne pathogen i.e., exposure to body fluids), 109 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.

Back injury claims (94) caused the highest fiscal impact at \$824,577 in incurred costs, followed by neck (90) at \$762,377 and knee(s) injuries (92) at \$761,160.

### **Safety Training Conducted by Risk Management**

<b># of Employees</b>	<b>Class Title – all class room style</b>
1,276	Defensive Driving
492	Workplace Violence
467	Basic Office Ergonomics
338	Accident Investigations
215	Workers’ Compensation
279	CPR / AED / First Aid
99	CPR for Healthcare Providers
73	Annual Safety Conference
61	Safety Committee Basics
0	Safety Audit Inspection
0	Fitness for Duty
<b>Online Training Classes</b>	
3932	Defensive Driving Refresher

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 164 office ergonomic evaluations were conducted with the assistance of Risk Management’s contracted vendors. This was an increase of 39 evaluations over those performed during CY2017.

## 2018 Annual Year End Survey Reports

For CY2018, the division received 134 completed reports, in CY2017 the division received 51. The Year End Safety Report was requested by Risk Management earlier this year giving the agencies more time to respond thus leading to an increase in the number of agencies that submitted reports.

Following is a summary of the reports received (134 reports) for calendar year 2018.

### **Annual Safety Survey Responses - CY2018**

<i>Question</i>	<i>Response</i>
Conducted Emergency Evacuation Drill	129-Yes, 5-No
Written Safety Plan	127-Yes, 7-No
Workplace Safety Inspection Completed	119-Yes, 15-No
Safety Committee in Place	125-Yes, 9-No <b>(5 not required)</b>
Up to Date Defensive Driving	128-Yes, 6-No
Ergonomic Policy Accessible	134-Yes, 0-No
Ergonomic Evaluation Conducted	17-Yes, 117-No
Workplace Violence Incidents	9-Yes*, 125-No
Indoor Air Quality Issues	7-Yes, 127-No
Risk Management Division Training Rating (Scale 1=Fair, 2=Average, 3=Excellent)	Average for evaluation of courses 2.71
Safety Training Conducted	127-Yes, 7-No
OSHA 300 Log Sent In	129-Yes, 5-No
Survey Reviewed by Agency Head	130-Yes, 4-No

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

### Goals for 2019

Upon review of the 2018 Year End Reports received by our office, the tools that we started using in 2017 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. 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 added new training classes in 2018 – Safety Committee Basics, 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 21 WPV incidents during CY2018 an increase of 8 incidents when compared to CY2017. 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.

### **Agencies that did not submit a Report for the End of Year 2018**

Department of Agriculture  
Department of Education  
Legislative Council Bureau  
Department of Employment, Training, & Rehabilitation  
Southern Nevada Adult Mental Health