Risk Quick Tips

December 2010

Risk Management Division OMB

From the Desk of the Director

As you are aware, in 2006 our office decided to host the Risk Management Seminar on a semi-annual basis that coincides with the State's semi-annual Legislative Session. This practice enables us to review the current session's legislation that potentially impacts the State's risk management and workers compensation process. Along with the review, for the 2011 Risk Management Seminar we hope to plan numerous break-out sessions which will allow us to focus on a variety of topics that will build awareness and provide you with tools to identify analyze and streamline your loss control efforts to address integrated potentials for loss.

As we start the process of formulating the seminar agenda we would like to invite all risk management and workers compensation program contacts to provide us with their thoughts and suggestions on topics you would like discussed at the seminar that you feel would most benefit your agency's loss control efforts. Please email your suggestions to drwaliser@nd.gov no later than January 15, 2011.

Tag Anderson, Director
Risk Management Division

Mission

The mission of the Risk Management Division of the Office of Management and Budget is to protect the assets of the state of North Dakota – its people, property and financial resources – so that the state can continue to meet its obligations to its citizens.

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IN THIS ISSUE

This newsletter may be forwarded or printed and shared in its entirety within your institution.

May Peace, Joy, Hope and Happiness be yours during this Holiday Season and throughout the New Year.

The staff of the
Risk Management Division

FYI.............

The next Risk Management Seminar will be held in May 2011. If there are any suggested topics you would like discussed at the seminar, email Diane Waliser at drwaliser@nd.gov.

Safety Doesn't Take a Holiday

The following guidelines are offered to all State Agencies regarding the decorations utilized for the holiday seasons. These guidelines which are based on the state fire code requirements are recommended operating policy for all State Agencies.

Holiday Decorations and Trees

1. Only miniature electric lights will be permitted and must display the UL label. The period for Christmas decorative lighting must not exceed 90 days.

2. Christmas trees that are entirely metal in construction are prohibited from using any type of electrical lighting or wiring for decorations.

3. Decorations other than Christmas trees that might be used should also be noncombustible. This includes tinsel, paper, sprays or other materials that might be used to decorate individual rooms, corridors, stairways or places of assembly.

4. The location of the tree or decorations shall not block, nor restrict, the use of halls, exits, or stairways. They shall not cover any exit signs.

5. Trees shall be located in areas as remote as possible from stairways.

6. Fire Codes requires that: "Extension cords and flexible cords shall not be affixed to structures; extend through walls, ceilings, and floors, under doors or floor coverings; or be subject to environmental or physical damage." With this requirement it must also be noted that all appliances, fixtures and cords must be "UL" approved.

7. Live Christmas Trees shall not be used unless potted or treated with fire retardancy as is evidenced by a label attached to the tree.

Questions regarding any of the above recommended policies should be directed to the State Fire Marshal at 328-5555.

FY' 11 Risk Management Fund Discount Applications

Fifty-seven (57) accounts received discounts on their FY' 11 Risk Management Fund contributions. The average discount given was 14%. The total amount given back to the agencies was $101,367.58.

Congratulations to those agencies that received a discount on their FY' 11 Risk Management Fund contributions.

In preparation for the next discount application, keep the following points in mind. Carefully review the questions and provide a response to all of the inquiries. Criteria may request additional explanations or documentation and sometimes this additional part of the question is not responded to.

One example from this past year's review could be found in question #6. Question #6 addresses proper procurement practices, including insurance and indemnification requirements. Generally, agencies provided an explanation or statement regarding following the proper requirements. However, some agencies did not indicate how the requirements/policies were communicated to staff. It's important for all employees to be aware of how contracts are handled in the agency and who is trained and authorized to address contract issues.

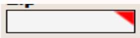
Another example is in question #5, which addresses records management. Agencies typically responded to part 1 of the question and provide documentation/explanations of the agency records management plan that was implemented according to ITD's requirements. However, some agencies did not '*describe the process your agency uses to retain records, including electronic records, in the event an incident/claim gives rise to a possible claim/lawsuit*', which is commonly known as the Litigation Hold Process or Destruction Hold Process. This process is not an ITD Records Management requirement. Rather, it is an addition to the plan to ensure that agencies have a process in place to preserve records related to a pending or reasonably foreseeable litigation.

A final reminder when submitting documentation for your discount application, the discount period runs from July 1 to June 30. Documentation submitted that is intended to identify loss control efforts within the discount period (i.e. inspections, training), must fall within the specific discount fiscal year to be considered for the question.

Any questions about the Risk Management Fund Discount Program can be directed to Vicki Ableidinger at 328-7581 and Dawn Moen at 328-7584.

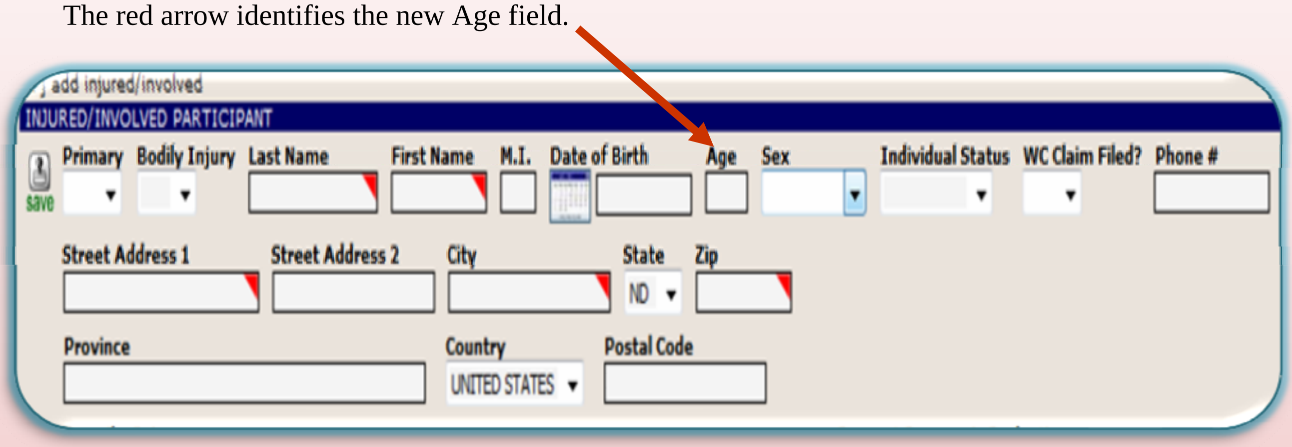
New Fields in RiskVision – Coming Soon

A couple of new fields will be added to the reporting forms in RiskVision. The changes are expected to be put into production this week.

The first is the addition of the **Age** field to the right of the **Date of Birth** field, which allows you to enter the participant's actual age number, rather than the month/day/year. However, if the Date of Birth field is completed, the Age will automatically be populated based upon the birth date entered. These are not required fields (which are only those identified with red triangles ), but this information can be helpful in administration of a claim.

The other change you will see is the option to identify a Canadian address. There are 2 print screens below that show you how the fields will look. Note that the print screens are from the Risk Management Fund Incident Report (SFN 50508), but the changes will also be made to the Risk Management Fund Motor Vehicle Accident Report (SFN 51301).

❶ Entry of a **United States** address remains the same.
The red arrow identifies the new Age field.



❷ If the address is Canadian, you can choose ***CANADA*** from the drop down list in the **Country** field, which will automatically change the **State** field to ***NA*** and the **Zip** field to ***00000***. The fields of **Province** and **Postal Code** have been added to better identify the Canadian address.