

Spotlight

Focusing on Risk Management News and Information for Washington State Agencies

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Risk Management Link Highlights



NHTSA STUDY PROVIDES NON-TRAFFIC AND NON-CRASH FATALITY AND INJURY INCIDENT DATA - The National Highway Traffic Safety Administration has completed an assessment of injuries and fatalities involving motor vehicles not in traffic. The new study concluded that more than 1,700 fatalities and over 840,000 injuries annually can be attributed to vehicle incidents off public highways. It also ranks injuries and fatalities by incident type. This data and report will continue to be published bi annually. [Report Summary](#)

INTERNATIONAL ROAD SAFETY CONFERENCE FOLLOW-UP - In February 2009, the first International Conference on Road Safety at Work brought together 220 delegates from 44 countries to discuss strategies to prevent road traffic injuries in the workplace. The meeting was organized by NIOSH and co sponsored by the World Health Organization, International Labor Organization, National Safety Council, World Bank, and U.S. Department of State. [Proceedings draft](#)

PRIMA LINKS TO RISK MANAGEMENT RESOURCES - Add this one to your Favorites. The [Public Risk Management Association \(PRIMA\)](#) website provides links to valuable risk management related web site and products that public sector risk managers may find helpful.

NATIONAL WORK ZONE AWARENESS WEEK: DRIVE TO SURVIVE-OUR FUTURE IS RIDING ON IT The tenth annual National Work Zone Awareness Week (NWZAW) is April 6-10, 2009, with the theme "Drive to Survive Our Future is Riding on It." Roadway work zones are hazardous for motorists and workers. By slowing down, obeying posted speed limits, and exercising caution when driving through work zones, motorists make work zones safer for everyone. For more information [NWZAW](#) or [NIOSH](#) work zone safety research.

EFFORTS SURGE TO LIMIT MOTORISTS' CELL USA Today More than 250 bills prohibiting or restricting cell phone use while driving are pending in 42 legislatures despite disagreement over the risks cell phones pose and the effectiveness of enforcement. The number is up from about 120 bills in 18 states 10 months ago, according to an analysis by the Insurance Institute for Highway Safety.
Governing

Agency Focus

A Time to Share and **Shine**

Agencies may differ by the services they provide, but share common ground in their desire to deliver those services as effectively as possible—especially in these challenging economic times. For that reason, opportunities to hear about another agency's risk management successes, best practices, good ideas (and even challenges) are welcomed with open arms.

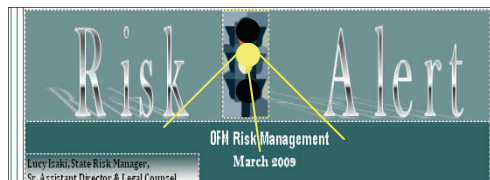
It's with that concept in mind, that *Spotlight* introduces a new feature—"Agency Focus". Each issue will 'focus' on a different agency, starting with a brief profile of the agency's services and programs. Following that is a brief risk management profile that may include a discussion of goals, activities, successes or challenges—whatever is relevant for sharing.

No idea, suggestion or "best practice" is too small to share. We would like to feature your agency in the next issue. Contact [Jolene Bellows](#) for more details at 360-902-7312.

Spotlight Change

Risk Management's *Spotlight* publication is back with a new look and format! The former monthly *Highlights* is combined with the existing quarterly *Spotlight*, to provide a more concise publication for agency risk manager news and information. The new *Spotlight* is published quarterly.

In another change, and with a similar design, the former *RiskWatch* is now '*Risk Alert*'. Look for it to bring featured 'late breaking' risk news, hot button risk information, and risk management training announcements.



Newsletter suggestions and feedback are always welcomed.
Contact [Jolene Bellows](#) at 360-902-7312.

Risk Management



RMD Update

CLAIMS

Tip 1: It is the claimant's responsibility to properly file the tort claim—not the state agency's responsibility.

Tip 2: If someone contacts agency staff with questions about the tort claim filing procedure, it is permissible to refer that person to OFM's Risk Management Division for assistance.

Contact RMD at 360-902-7303 or email ofmriskmanagement@ofm.wa.gov

COMMERCIAL INSURANCE

In fall 2008, RMD solicited for a new broker of record contract for property and casualty insurance services. Wells Fargo Northwest, Inc. successfully bid the contract, and began work January 1, 2009. Info/Questions: [Claudia Schmitz](mailto:Claudia.Schmitz@ofm.wa.gov) 360-902-7306 .

LOSS PREVENTION

Shooting for the employment practices loss prevention video is wrapping up and moving to the editing stage. Watch *Spotlight* for updates. Info/Questions: [Jolene Bellows](mailto:Jolene.Bellows@ofm.wa.gov) 360-902-7312.

Enterprise risk management (ERM) training is available for agency management teams. Contact [Drew Zavatsky](mailto:Drew.Zavatsky@ofm.wa.gov) for more information or to schedule training, 360-902-9813.

RMIS

iVOS, RMD's new risk management information system, was launched in mid-August 2008. Agency Risk Managers can obtain claims information through direct access to the system. Agency risk managers are urged to check it out, or if there are question, go to RMDRMISsupport@ofm.wa.gov. Info/Questions: [Joan Mackey](mailto:Joan.Mackey@ofm.wa.gov) 360-902-0133.

RISK MANAGEMENT QUESTIONS & ANSWERS



What must Agencies Report to OFM's Risk Management Division?



The Statewide Administrative and Accounting Manual (SAAM) 20.30.20.d requires agencies to report a suspected loss to the Office of Financial Management, Risk Management Division. Questions? Contact [Brian Agar](mailto:Brian.Agar@ofm.wa.gov).

SF 137

If the loss involves a state vehicle, SAAM 12.20.20.40.c states that "within 48 hours of a vehicle accident that results in damage to a state vehicle, the owning agency must forward a copy of the [State of Washington Vehicle Accident Report \(SF 137\)](#) completed by the state driver to OFM's Risk Management Division". SAAM-Chapter 12 also covers other policies addressing state vehicles and drivers of state and privately owned vehicles. <http://www.ofm.wa.gov/policy/12.htm>. Questions? Contact [Michael Hopkins](mailto:Michael.Hopkins@ofm.wa.gov).



RCW 43.41.370 directs OFM to establish guidelines on how agencies are to notify OFM of incidents that may be reviewed under the [Loss Prevention Review Team](#) program. This includes reporting incidents involving:

- ▶ Deaths
- ▶ Significant bodily injury
- ▶ Substantial property loss (in excess of \$100,000)
- ▶ Substantial loss related to agency policies, procedures, or management practices, particularly where it appears there is a risk the event may recur
- ▶ Substantial loss related to litigation or defense practices

Reporting [guidelines](#) for state agencies include criteria for determining which incidents are to be reported OFM. An [Incident Report Form](#) is available for agency reporting. Questions? Contact [Kim Haggard](mailto:Kim.Haggard@ofm.wa.gov).

Workers' Comp Coverage for Out-of-State State Employees



Employees of state agencies are covered by the Department of Labor and Industries' (L&I) workers' compensation ('comp') insurance. This required insurance pays benefits for work-related injury or illnesses sustained by employees at worksites within the borders of Washington State.

Agencies with state employees working *outside* the borders of Washington State must also provide workers' comp coverage. However, in this situation, agencies may be required to secure separate workers' comp insurance that meets the requirements of the law of the state in which the agency's employee works.

If your agency needs to arrange workers' comp coverage for out-of-state employees, the Risk Management Division provides an application request form and can assist with questions on the process for obtaining coverage. Contact [Claudia Schmitz](mailto:Claudia.Schmitz@ofm.wa.gov) 360-902-7306 .