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# RISK & INSURANCE ALERT

## Upcoming Events

### **NEW DATE: JUNE 14 QUARTERLY RISK MANAGERS MEETING**

The next risk managers meeting has moved from June 23 to June 14, and instead of being held at the 1500 Jefferson Building. It will be held in the Columbia Room of the Legislative Building ([see map](#)). The presenters at this meeting will be the actuaries who calculate SILA (Self Insured Liability Account) premiums every biennium. Mujtaba Dato and John Griffith will present general information about the state's outstanding liabilities and how premiums are calculated. They will be available to answer specific questions about your agency's premiums. You are encouraged to bring others from your agency who might be interested.



- **Please note:** There will be two sessions:
- 10 to Noon - The morning session will be offered for small- and mid-sized agencies.
- 1 to 3 p.m. - The afternoon session will be offered for DOC, DSHS, DOT and WSP.

We hope to videotape the morning presentation for those who cannot attend. If you have any questions, please contact DES Loss Prevention Manager [Jean Jelinek](#).

### **NEXT PRIMA WEBINAR**

The next PRIMA (Public Risk Managers Association) webinar will be held in Room 2208 of the 1500 Jefferson Building in Olympia on Wednesday, May 18 from 9 to 10:30 a.m. The topic is "Recreational Risks: It's All fun and Games Until..." For more information about these training opportunities, please contact DES Loss Prevention Manager [Jean Jelinek](#).

## Agency Spotlight

### **DEPARTMENT OF REVENUE EXCELS IN ENTERPRISE RISK MANAGEMENT**

**Congratulations to the Department of Revenue (DOR) Enterprise Risk Management program** for winning the 2016 Federation of Tax Administrators (FTA) Award for Outstanding Management and Organization.

The FTA's press release about the award states that the DOR Enterprise Risk Management program "is a comprehensive approach to minimizing the risk of mistakes in a government operation... The program recognizes that, for a tax agency, risk management goes beyond employee safety to include a fiduciary responsibility to the state. Risk management must consider risks at the strategic level of the organization and define areas that could keep the agency from achieving its business plan goals. The program establishes a disciplined approach for employees to identify and tackle all the types of obstacles that would impede success... The agency has refined the program as it matures, creating tools such as a Risk Radar and a Fundamentals Map (which includes outcome measures and process measures), and developing a 'risk appetite.'"

DOR Director Vikki Smith and Deputy Director Marcus Glasper will travel to Annapolis, MD to receive the award in June. DOR's ERM report (which includes the Risk Radar mentioned in the award) can be found on the DES Risk Management SharePoint site under [Risk Management Resources](#). **This is a remarkable achievement. Well done!**

## Loss Prevention Information

### **FIVE BASIC BACKING SAFETY TIPS**

Washington state employees are involved in more than 200 backing incidents per year. Here are some tips for preventing this common, and usually preventable, type of accident.

Although drivers are almost always moving forward, a disproportionate number of collisions take place when they are backing. In fact, the National Safety Council estimates that 25 percent of accidents can be blamed on poor backing techniques. Another estimate produced by the National Safety Council places 500 deaths and 15,000 injuries annually on poor backing techniques.

Here are five relatively simple, but very effective, tips for minimizing the chance of your being the cause (or victim) of a backing accident:

1. Avoid situations when parking that will force you to back rather than pull forward when departing. This is especially critical in shopping center parking lots. Pull through one parking space when you park so that when you exit you are driving forward – not backwards.
2. Before entering your vehicle, note any non-moving (or other objects) that may present a maneuvering challenge if you are required to back.
3. Never rely solely on vehicle mirrors and/or cameras as an indication that it is safe to back. Always take the time to turn your head and look over your shoulder to verify that your path is clear. While backing, continue to look backwards and proceed slowly until you are sure you have cleared all potential hazards. Once you have determined that your path is clear, you may then use the accelerator (if necessary) to complete your maneuver.
4. As long as your vehicle is moving backwards, your vision should also be focused backwards.
5. If you happen to be parked between two large objects/vehicles and your view of rear-passing traffic is obstructed:
  - a) Back out slowly and “toot” your horn a couple times to warn pedestrians and vehicle traffic of your movement.
  - b) If you have a competent traveling companion, have them stand outside and off to the side behind your vehicle to warn others of your backing and to warn you of any sudden approaching hazards.

If you have questions, contact DES Tort Claims Investigator [Reginald Cuffee](#).

### **HIPAA Training**

On April 21, 2016, the DES Office of Risk Management hosted a training session about Health Insurance Portability and Accountability Act (HIPAA) compliance for agencies that have HIPAA

compliance needs. Randy Gainer, from the law firm of Baker Hostetler, was the presenter for this session.

Key takeaways from this session:

- The Federal Department of Health and Human Service, Office of Civil Rights (OCR), investigates 100 percent of breaches involving electronic patient health information that affect 500 or more individuals.
- During an investigation, the ORC will ask for your policies, procedures, risk assessments, mitigation plans, and evidence your agency has followed its policies and procedures for the past six years.
- HIPAA requires a Risk Assessment conducted against the requirements of the HIPAA Security Rule.
- Become compromise ready – e.g., be ready to work with OCR if you have a breach.
- Practice your “breach” incident response plan – an annual exercise is recommended.
- Evaluate your cyber liability insurance coverage – is it what you need?

Presentation slides can be found on the DES Risk Management SharePoint site under [Risk Management Resources](#).

If you have questions or need assistance with HIPAA compliance, contact DES Cyber Loss Prevention Specialist Doug Selix at [doug.selix@des.wa.gov](mailto:doug.selix@des.wa.gov) or (360) 407-8081.

### Important Reminder

#### **CONTACT INFORMATION UPDATE?**

Have you had a change of Risk Manager or insurance contact? If so, please send your updates to DES Program Specialist [Kim Haggard](#).