

Affidavit of Publication

STATE OF NEVADA,
County of Washoe—SS.

..... Mary Hefling

being duly sworn, deposes and says that he is the

..... Record Clerk

of The SPARKS TRIBUNE, a weekly newspaper,
published in Sparks, Washoe County, Nevada; that
he has charge of and knows the advertising ap-
pearing in said newspaper, and the

..... Notice of County Ordinance

..... Bill No. 724

..... Ordinance No. 551

of which a copy is hereunto attached, was first
published in said newspaper in its issue dated

..... September 22, 19 82.

and was published in each of the following issues

thereafter: .. September 29, 1982

the date of the last publication being in the issue

of .. September 29, 19 82.

Mary Hefling

Subscribed and sworn to before me this, the

.. 29th .. day of .. September, 19 82

Loretta Dickerson

Notary Public in and for the County of Washoe,
State of Nevada.

My Commission expires: October 25, 1984

NOTICE OF COUNTY ORDINANCE
 NOTICE IS HEREBY GIVEN that Bill No. 724, Ordinance No. 551, amending Ordinance No. 237, entitled, "An Ordinance establishing a Washoe County Safety and Health Program; defining responsibilities; stating policy; creating a Washoe County Safety Committee whose duties shall include evaluation of accidents or incidents involving County employees and volunteers, formulation of a health and safety program which may include a defensive driving program, and preparation of statistical information for accident prevention and loss control purposes; designating the terms of office for Safety Committee members; providing for safety and health inspections; requiring the promulgation of safety rules; providing for injury, accident and incident reports; requiring safety meetings; repealing Washoe County Ordinance No. 205; and providing other matters properly relating thereto" by adding the Civil Defense Director to the Safety Committee, changing the Safety Committee meeting time and other matters properly related thereto was adopted on Tuesday, September 14, 1982, by Commissioners Farr, Ferrari, Brown, and Underwood, with Commissioner Williams being absent.

Typewritten copies of the Ordinance are available for public inspection by all interested persons at the office of the County Clerk.
 Judi Bailey, County Clerk
 Pub: September 22, 29, 1982



SUMMARY: Amends Washoe County Safety and Health Program Ordinance by adding the Civil Defense Director to the Safety Committee, changes the Safety Committees meeting time and other matters properly related thereto.

BILL NO. 724

ORDINANCE NO. 551

AN ORDINANCE AMENDING "AN ORDINANCE ESTABLISHING A WASHOE COUNTY SAFETY AND HEALTH PROGRAM; DEFINING RESPONSIBILITIES; STATING POLICY; CREATING A WASHOE COUNTY SAFETY COMMITTEE WHOSE DUTIES SHALL INCLUDE EVALUATION OF ACCIDENTS OR INCIDENTS INVOLVING COUNTY EMPLOYEES AND VOLUNTEERS, FORMULATION OF A HEALTH AND SAFETY PROGRAM WHICH MAY INCLUDE A DEFENSIVE DRIVING PROGRAM, AND PREPARATION OF STATISTICAL INFORMATION FOR ACCIDENT PREVENTION AND LOSS CONTROL PURPOSES; DESIGNATING THE TERMS OF OFFICE FOR SAFETY COMMITTEE MEMBERS; PROVIDING FOR SAFETY AND HEALTH INSPECTIONS; REQUIRING THE PROMULGATION OF SAFETY RULES; PROVIDING FOR INJURY, ACCIDENT AND INCIDENT REPORTS; REQUIRING SAFETY MEETINGS; REPEALING WASHOE COUNTY ORDINANCE NO. 205; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO" BY ADDING THE CIVIL DEFENSE DIRECTOR TO THE SAFETY COMMITTEE, CHANGING THE SAFETY COMMITTEES MEETING TIME AND OTHER MATTERS PROPERLY RELATED THERETO.

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE DO ORDAIN:

SECTION 1.

The Fourth Whereas clause of Washoe County Ordinance No. 237 is hereby amended to read as follows:

WHEREAS, The Department of Occupational Safety and Health (DOSH), a division of the Department of Industrial Relations has been designated as the agency with primary responsibility for the administration and enforcement of the federal act and the state law, and DOSH has the jurisdiction and authority to require and enforce rules, regulations and standards; and

SECTION 2.

Section 2 of Washoe County Ordinance No. 237 is hereby amended to read as follows:

SECTION 2. Washoe County Safety Committee.

- A. The Washoe County Safety Committee is hereby created.
- B. The purpose of the Safety Committee is to:
 - (1) Serve in an advisory capacity to the Board of County Commissioners, the County Manager, the

County Safety Officer and the County Risk Management Analyst in all matters relating to safety and health of County employees and volunteers;

- (2) Communicate safety policies to all employees and volunteers;
 - (3) Review all accidents or incidents referred by the Safety Officer or County Risk Management Analyst and, where deemed necessary, conduct additional evaluations and make findings and recommendations regarding the cause and effect of accidents, corrective measures, disciplinary measures and future accident prevention or loss control measures;
 - (4) Review and recommend action on all safety suggestions.
- C. The Safety Committee shall consist of the following members to be selected subsequent to adoption of this ordinance:
- (1) Two department heads, appointed by the Board of County Commissioners;
 - (2) One representative of the Washoe County Sheriff's Association, appointed by the Association;
 - (3) One representative of the Washoe County Employees Association, appointed by the Association;
 - (4) The District Health Officer or his designated representative;
 - (5) The County Safety Officer;
 - (6) The County Risk Management Analyst; and
 - (7) The Civil Defense Director.
- D. The term of office of each member of the Safety Committee, other than the District Health Officer, Civil Defense Director, County Safety Officer and County Risk Management Analyst, is two years, commencing with appointment, except that the initial members of the Safety Committee appointed after adoption of this ordinance shall serve terms as follows:
- (1) One department head and one representative of the Washoe County Employees Association shall

serve for terms of three years, beginning the first day of the month following their appointment;

- (2) One department head and one representative of the Washoe County Sheriff's Association shall serve for terms of two years, beginning the first day of the month following their appointment;
 - (3) The District Health Officer or his designated representative, the Civil Defense Director, the County Safety Officer and the County Risk Management Analyst shall be permanent members, effective upon adoption of this ordinance.
- E. The Safety Committee shall meet once each month or upon the call of the Chairman. The Chairman shall be chosen by the members of the committee and shall not be the County Safety Officer or County Risk Management Analyst.
- F. A member of the Safety Committee shall not participate in the evaluation of an accident involving his own employee or a volunteer working in his department. The member shall excuse himself from participating in the employee's or volunteer's review and shall not make findings or recommendations regarding the employee or volunteer.

SECTION 3.

Section 9 of Washoe County Ordinance No. 237 is hereby amended to read as follows:

SECTION 9. Safety and health inspections.

- A. The Department of Occupational Safety and Health of the Employment Security Department of the State of Nevada and the Federal Office of Occupational Safety and Health have the authority to conduct physical inspections of work places to determine whether or not an employer is complying with the safety and health standards adopted by the federal and state governments. Compliance officers are authorized to conduct such inspections at any reasonable time and to question privately any employer or employee. No advance notice of an inspection is required to be given by the compliance officer; however, the compliance officer shall present his credentials to the supervisor or person in charge. A written report of the inspection will be submitted by the compliance officer to the appropriate agency with a copy to the County Safety Officer.

- B. The County Safety Officer or his designated representative shall conduct inspections in order to note and correct safety and health deficiencies. Personnel from the Building and Safety Division of the Washoe County Public Works Department shall assist in the conduct of fire-prevention inspections. Such inspections shall be coordinated with department heads.

SECTION 4.

Section 11 of Washoe County Ordinance No. 237 is hereby amended to read as follows:

SECTION 11. Accident, incident or injury reporting requirements.

- A. Any person who, while performing services for Washoe County as an employee or volunteer, is involved in an accident or incident involving damage to any property or injury to any other person shall:
1. As required by ordinance or state law, report the accident or incident to the proper authority;
 2. Notify the head of his department as soon as practicable after the accident or incident;
 3. Forward a written report of the accident or incident to the head of his department within 24 hours of its occurrence.
- B. The head of a department who receives a written report pursuant to part A(3) of this section shall forward the report and any other material relating to the accident or incident to the County Risk Management Analyst. The County Risk Management Analyst may require additional reports to be filed if, in his opinion, the written report is insufficient.
- C. A written report is required when any occupationally related injury or illness occurs. The report shall be submitted in such form as may be prescribed by the County Risk Management Analyst.
- D. Reports to heads of departments pursuant to part A(3) of this section:
1. Shall be for the confidential use of the department involved, the County Safety Officer, the County Risk Management Analyst, the Safety Committee and the County Manager;
 2. Shall be for use in accident prevention, loss control and such disciplinary action as may be

warranted against the employee involved;

3. Shall be submitted in such form as may be prescribed by the County Risk Management Analyst; and
 4. May include estimates of vehicle, property and liability losses as well as information sufficiently detailed to disclose, with reference to the accident or incident, its cause, the conditions then existing and the persons and property involved.
- E. Emergency reports. An immediate report shall be made by telephone to the County Safety Officer after any accident which results in serious injury, fatality, possible fatality or which requires hospitalization of five or more employees.
- F. Occupational injury or illness reports. Appropriate forms shall be completed and distributed as directed for each occupational injury or illness described in Section 11(C). Reports shall be prepared and submitted as soon as possible, but not later than five days after the injury or illness.
- G. Requirements for investigation and evaluation of accidents or incidents.
1. The County Safety Officer or County Risk Management Analyst shall review each accident or incident report prepared by Washoe County employees or volunteers. Any report deemed to require further investigation shall be referred to the Safety Committee for evaluation. The Safety Committee may require additional written information from the employee or volunteer and may interview him if it deems necessary. The Safety Committee may request from the Washoe County Sheriff, Washoe County District Attorney or other appropriate personnel, technical assistance for the conduct of additional investigation if deemed necessary.
 2. After investigation and evaluation, the Safety Committee shall submit to the County Manager a report of vehicle, property and liability loss, recommendations as to whether or not disciplinary action should be taken against the employee, including its form and severity, and what future accident prevention or loss control measures might be taken. If, after investigation and evaluation, the Safety Committee finds that the employee or volunteer is responsible for the loss sustained to County or other property, and

if the employee or volunteer desires to make restitution, the Safety Committee may recommend restitution. The Safety Committee may also recommend that the person be required to participate in a defensive driving course. The Safety Committee shall make such other recommendations as it deems warranted by the circumstances of each case.

3. The report, recommendation and a record of any action taken by the head of the department shall be placed in the employee's personnel file for purposes of performance evaluation. The record shall remain in the file permanently and shall be transmitted for informational purposes to the Board of County Commissioners.

SECTION 5.

Section 13 of Washoe County Ordinance No. 237 is hereby amended to read as follows:

SECTION 13. Safety meetings.

Employee safety meetings shall be scheduled periodically in order that employees may be trained and educated in safe working procedures.

SECTION 6.

Section 14 of Washoe County Ordinance No. 237 is hereby amended to read as follows:

SECTION 14. Posting of safety notices. Department heads shall select a heavily traveled, conspicuous area for a bulletin board where safety notices, bulletins, regulations and posters can be posted. One copy each of the following publications shall be posted in each designated area:

- A. Washoe County Safety and Health Policy.
- B. General Safety Rules.
- C. Safety and Health Protection on the Job, Published by the State Department of Occupational Safety and Health and explaining Chapter 618 of NRS.
- D. OSHA Form 200, Summary of Occupational Injuries and Illnesses (this summary must remain posted for 30 days).
- E. Emergency telephone numbers.

Proposed on the 20th day of July, 1982.
Proposed by Commissioner Ferrari.

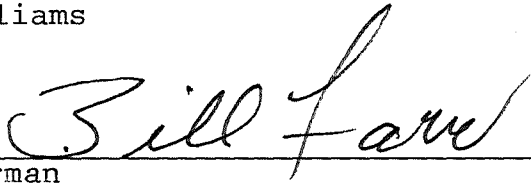
Passed on the 14th day of September, 1982.

Vote:

Ayes: Commissioners: Farr, Ferrari, Brown & Underwood

Nays: Commissioners: None

Absent: Commissioners: Williams


Chairman

ATTEST:


County Clerk

This ordinance shall be in force and effect from and after
the 29th day of September, 1982.