

**SAFETY COMMITTEE MEMBERS**

Don Cavallo  
Stacey Jackson, Chairperson  
Margot Jordan  
Sheri Mendez – Cynthia Washburn  
Celeste Wallick  
Tim Ross  
Don Gil



**LEGAL COUNSEL TO THE  
SAFETY COMMITTEE**  
David Watts-Vial

**NOTICE OF MEETING AND AGENDA**

**WASHOE COUNTY SAFETY COMMITTEE**

**CAUCUS ROOM, Washoe County Administration Complex  
1001 E. Ninth Street, Building A, Room A205, Reno, Nevada**

**May 16, 2013  
1:30 PM**

**NOTE:** Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; or may be voted on in a block.

The Washoe County Caucus Room is accessible to the disabled. If you require special arrangements for the meeting, call the Risk Management Office, 328-2071, 24-hours prior to the meeting.

**Time Limits.** Public comments are welcomed during the Public Comment periods for all matters, whether listed on the agenda or not, and are limited to two minutes per person. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment on that item at the Safety Committee meeting. Persons may not allocate unused time to other speakers.

**Forum Restrictions and Orderly Conduct of Business.** The Safety Committee conducts the business of Washoe County and its citizens during its meetings. The presiding officer may order the removal of any person whose statement or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive comments or behavior may or may not be given prior to removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

**Responses to Public Comments.** The Safety Committee can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Safety Committee. However, responses from the Safety Committee to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Safety Committee will consider, the Safety Committee may choose not to respond to public comments, except to correct factual inaccuracies, ask for County staff action or to ask that a matter be listed on a future agenda. The Safety Committee may do this either during the public comment item or during the following item: "Topics for Future Agendas".

Pursuant to NRS 241.020, the Agenda for the Washoe County Safety Committee Meeting has been posted at the following locations: Washoe County Administration Building (1001 E. 9<sup>th</sup> Street, Bldg. A), Washoe County Courthouse-Second Judicial District Court (75 Court Street), Washoe County Central Library (301 South Center Street), and Sparks Justice Court (1675 E. Prater Way, Ste 107, Sparks, NV).

Support documentation for the items on the agenda, provided to the Washoe County Safety Committee is available to members of the public at the Risk Management Office (1001 E. 9th Street, Bldg. A, 2<sup>nd</sup> Floor, Room A225, Reno, Nevada).

All items numbered below are hereby designated **for possible action** as if the words “for possible action” were written next to each item (NRS 241.020). An item listed with asterisk (\*) next to it is an item for which no action will be taken.

**1:30 p.m.**

1. \* Roll Call
2. \* Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Safety Committee agenda. The Safety Committee will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Safety Committee as a whole.
3. Approval of the agenda for the Washoe County Safety Committee meeting of May 16, 2013.
4. Approval of the Washoe County Safety Committee meeting minutes of November 15, 2012.
5. Discuss communication to employees of Safety Committee activity via us of intranet site.
6. Discuss changes to roster of Safety Committee.
7. Training for Safety Committee members on general OSHA issues.
8. Review and discuss Industrial Injury Summary Report. Discussion to also include recommendations of the Committee.
9. Written Workplace Safety Program. The committee will review and revise the program as necessary, and work towards a final document to present to the County Manager and Board of County Commissioners for approval.
10. Review drafts of safety policies and hazard assessments. The committee will review and revise the policies as necessary, and work towards final policies to present to the Board of County Commissioners for approval.
11. Topics for future agendas.
12. \* Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Safety Committee agenda. The Safety Committee will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Safety Committee as a whole.
13. Adjournment.

- Safety
- Insurance



# WASHOE COUNTY

*"Dedicated to Excellence in Public Service"*

1001 E. Ninth Street  
P.O. Box 11130  
Reno, Nevada 89520-0027  
Phone: (775) 328-2071  
Fax: (775)-328-2094

## **SAFETY COMMITTEE MEETING MINUTES OF NOVEMBER 15, 2012**

The Washoe County Safety Committee Meeting convened at 1:33 p.m. in regular session in the Caucus Room, Washoe County Administration Complex, 1001 E. Ninth Street, Building A, Room A205, Reno, Nevada.

### **1. Roll Call.**

**Chairperson Stacey Jackson called the meeting to order. Members present were:**

Stacey Jackson, Chairperson and the representative for the Washoe County Employees' Association;

Don Cavallo, Public Administrator and the representative for the department heads;

Sheri Mendez, Finance Director and the County Risk Manager;

Tim Kay, Building and Safety and the representative for the Supervisory Washoe County Employee's Association;

Margot Jordan, Health Department and the representative for the Washoe County Nurses' Association and;

Celeste Wallick, Risk Management Analyst and the County Safety Officer

**Legal Counsel to the Committee present was:**

David Watts-Vial, appeared at 1:55 p.m.

### **2. Public comment.**

**Agenda Subject: "Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Safety Committee agenda. The Safety Committee will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Safety Committee as a whole."**

There was no response to the call for public comment.

### **3. Approval of the agenda for Washoe County Safety Committee meeting of November 15, 2012.**

On motion by Mr. Cavallo, seconded by Ms. Mendez by which motion duly carried, it was ordered that the agenda be approved.

### **4. Approval of the Washoe County Safety Committee meeting minutes of June 21, 2012.**

On motion by Ms. Mendez, seconded by Mr. Cavallo by which motion duly carried, it was ordered that the minutes be approved.

**5. Introduction of the new Washoe County Risk Management Analyst, Celeste Wallick.**

Ms. Mendez, the Finance Director, welcomed Celeste Wallick as the new Washoe County Risk Management Analyst. Ms. Wallick has a vast amount of experience in worker's comp and safety, of which we are very fortunate to get that combination of both talents. Ms. Wallick came from IGT and also worked with the City of Fernley.

Ms. Wallick's main focus and approach to safety is based on the 4 "C's."

- Compliance: Washoe County needs to comply with all of the laws.
- Consistency: Ms. Wallick has already seen that some areas within the County are doing one thing and some areas are doing it another way. Ms. Wallick wants to make sure things are done the same way throughout the County.
- Confidentiality: Ms. Wallick feels that information about an employee's name and the details of their injury should remain confidential. Ms. Wallick advised she is very open and wants to give the committee the information they need, so as a group they can make informed decisions.
- Communication: Ms. Wallick feels communication is very important to make our program successful. Any decisions or new programs that the committee makes will be communicated to the employees.

Ms. Wallick will begin training classes in January 2013. The first training sessions will be Defensive Driving and First Aid/CPR, and then she will take a look at what other training is needed.

Mr. Cavallo said the committee is trying to get information out to the employees that this committee exists, so that employees can come to us or to their respective departments, and advise if there is a potential hazard. Ms. Wallick is going to go to each department to see if she can identify, through the department head, one contact person who employees can go to with their safety concerns. That department contact will be the liaison to communicate employee's safety concerns to the Safety Committee.

**6. County Code 65.150, County Safety Committee: Creation; purposes.**

The committee reviewed the code and has no recommendations to change it.

**7. County Code 65.160, County Safety Committee: Composition; terms of office of members; chairman.**

Ms. Wallick found a current County Safety Committee members list. Ms. Jackson read the list read as follows:

- Risk Manager: Sheri Mendez
- Safety Officer: Celeste Wallick

- Department Head (two year term): Don Cavallo – expires January 2, 2013
- Washoe County Sheriff's Deputies Association (two year term): needs to be filled.
- Washoe County Employee's Association (two year term): Stacey Jackson, Chairperson – expires December 21, 2013.
- Washoe County Nurses' Association (two year term): Margot Jordan – expires January 20, 2013.
- Supervisory Washoe County Employee's Association (one year term): Tim Kay – expired October 19, 2012. This is Mr. Kay's last meeting as he is retiring in December 2012. This position needs to be filled.
- Rotating associations: Nurses' Association Supervisory, Supervisory WCEA, Public Attorney, and WCSO Supervisors.

Ms. Mendez read the County Code explaining how the committee members are to be selected.

- (a) One department head, appointed by the county manager;
- (b) One representative of the Washoe County Sheriff's Deputies Association appointed by the association or the Washoe County Sheriff's Supervisory Association;
- (c) One representative of the Washoe County Employees' Association, appointed by the association;
- (d) One representative of the Washoe County Nurses' Association, appointed by the association;
- (e) One representative chosen annually by and from the remaining employee organizations which represent county employees which selection shall be made on a rotating basis among those organizations;
- (f) The county safety officer; and
- (g) The county risk manager.

Ms. Wallick will update the Safety Committee member list, along with contact phone numbers and send it out to everyone.

### **8. Safety Program Update.**

Ms. Wallick is developing a written Workplace Safety Program. She has identified that some things are in place, but some things need to be improved on. This is going to be a long process and she is seeking any assistance that the Safety Committee members can provide.

Ms. Wallick explained what the General Duty Clause for OSHA is. It states we have a requirement to provide a safe and healthy workplace. Ms. Wallick feels that the Safety Committee can work together and come up with recommendations. After we identify what is needed, we will put it in writing. If OSHA ever needs to see our Workplace Safety Program, we will have it available to them.

Ms. Mendez added that she wants everyone to take a fresh look at our safety program. She has given Ms. Wallick a lot of free reign in coming up with a cohesive safety plan that we can communicate on an on-going basis with the departments. We want to get everyone educated and on the same page about our safety program. Ms. Wallick has been coming up with some great suggestions, and is evaluating our training program to see if there is a better way we can do things.

One of the things we are looking at is partnering with the Sheriff's Office on the Driver's Safety Training course. We are also looking at doing more on-line training, so people don't have to take time off work to go to a class. We are taking a fresh approach and coming up with some new ideas, and we welcome any of the member's ideas and input.

Ms. Jackson asked if every department has a fire master or contact person, in the case of an emergency. Ms. Wallick said she found some information on this, but it appears to be very outdated. Ms. Mendez indicated that Risk Management's main focus is to get things documented and written down. We will continue to give updates as to where we are in the process.

### **9. Safety First Aid Kits Memo**

Ms. Wallick distributed a draft First Aid Kits memo for the committee members to review and make changes. Ms. Mendez suggested the following change: "First aid kits should not contain any over the counter medications other than those noted above, such as ibuprofen, aspirin, antacids, etc."

Mr. Watts-Vial suggested that over the counter medications should be addressed in the memo by saying: "It is expected that employees will supply their own over the counter medications as they deem necessary. They are not to be stored in the County's First Aid Kits."

Mr. Watt-Vial also suggested putting a description of what the purpose of a first aid kit is in the memo. Ms. Mendez suggested the wording say: "A First Aid Kit should be provided for the following purposes... And should your department have a First Aid Kit, here are the minimal items it should have, and here are the things it should not have."

Ms. Wallick will make the suggested changes and will define more clearly who ANSI is and how they relate to OSHA. Mr. Cavallo suggested she send the draft memo to the chairman and to the Deputy DA to have them review it. Ms. Mendez would like to distribute this memo at the Department Head meeting first before launching it county-wide. The next Department Head meeting is the 2<sup>nd</sup> Wednesday in December.

### **10: Industrial Injury Summary Report**

Ms. Wallick distributed a report showing how many open claims the county has. Ms. Wallick asked the committee if this is something they want to see and if so, how often. Ms. Mendez said she would like to see this report every quarter, because it gives some trends to see if claims are increasing or decreasing, and if our safety program is improving.

Ms. Mendez recommended a change to the report's header to say "Open Claims Filed by Fiscal Year." She also would like to see how many claims are filed per fiscal year, and to go back at least five fiscal years, so the committee can see trend information.

Ms. Wallick advised she has three "lost time" claims to report on. She handed out a report and gave a quick snapshot about what these claims are about and what the codes mean.

The first "lost time" claim is for a deputy with a hernia. Mr. Watts-Vial said he thought spondylosis was a degenerative condition and not something you get by an acute injury. Ms. Wallick said this is something she absolutely needs to address. What she is seeing with the third party administrator (TPA) is that they are not separating out and denying personal health as much as they should. Ms. Mendez advises we are getting more aggressive with monitoring what

the TPA does. This claim is old and will have to run its course. The doctor feels that this deputy will be able to go back to work full duty. The prognosis is good.

The second "lost time" claim is for a deputy who had a procedure that takes a very long time to heal. Again this is an old claim. She already has 152 lost days. Normally in a situation like this, if it didn't look like the employee wasn't able to come back to work, Ms. Wallick would get this employee into vocational rehabilitation. She would get her into training to go into another field. But with the doctor saying that she may be able to go back to her normal job, our hands are tied. Mr. Watts-Vial asked why the first surgery failed. Ms. Wallick will find out and report back at the next meeting.

The last "lost time" claim is a Truckee Meadows Fire Protection District claim. Ms. Wallick is going to more aggressive with this claim. The surgery for rotator cup surgery was back in August 2012. Ms. Wallick feels he should be able to come back to work doing light duty. It was decided by the Safety Committee that TMFPD "lost time" claims will not be addressed at these meetings.

Ms. Wallick advised she noticed that the Sheriff's Office has a lot of injuries due to inmate contact. She is working with the Sheriff's Office to put the inmates on notice that they may be held liable for payment of any costs they cause to an officer; therefore they would be subrogating the costs back to the inmate. Whether we ever get any money or not, the goal is to put the inmate on notice. Mr. Watts-Vial commented that people that are unimpressed by uniforms will be unimpressed by signs. Ms. Mendez concurred that we are going to actively subrogate against the inmates, and possibly get the money from their commissary account. Ms. Mendez said it may be a deterrent to the inmates, if they are unable to buy cigarettes, etc.

Ms. Wallick advised that the Sheriff's Office is reviewing the subrogation process and hopefully it will be implemented soon. Mr. Watts-Vial suggested that Ms. Wallick contact Mary Kandaras with the District Attorney's Office for suggestions about this procedure.

Ms. Wallick asked the committee members about the report and if they want to see it in a different format. She advised she will get the report to the members prior to the meeting. Ms. Jordan suggested the report might be easier to read if the injuries are sorted by location, position, and department.

Ms. Mendez asked Mr. Watts-Vial if the report might be providing too much information and violating the HIPPA rights of the employee, Mr. Watts-Vial will look into this and see how we are to discuss these in an open meeting.

Ms. Wallick advised she will be doing an investigation on those claims that warrant an investigation. She will include in the report, the department, and the mechanism of the injury, what happened, and the investigation results. Ms. Mendez said the safety committee's role is to find out what was the loss, how could it or if it could have been prevented, and if actions are being taken to prevent it in the future.

## **11. Topics for future agendas.**

- Ms. Mendez wanted Ms. Wallick to include a claims history in the Industrial Injuries Report, indicating the number of claims filed, the number of claims denied, and the number of claims accepted to date.
- Safety Committee Members Training: Hazard Recognition Training given by Ms. Wallick.

- General Safety Issues. Ms. Wallick will be more specific on the next agenda, as to the subject matter

## **12. Public Comment**

**Agenda Subject: “Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Safety Committee agenda. The Safety Committee will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Safety Committee as a whole.”**

There was no response to the call for public comment.

## **10. Adjournment – 2:56 p.m.**

There being no further business to come before the committee, Ms. Jackson adjourned the meeting.



**WORK COMP  
CLAIMS HISTORY**

**AS OF: 4/30/2013**

FY	CLAIMS	PAID	RESERVE	THIRD PARTY RECOVERY	CARRIER REIMBURSED	NET INCURRED	AVG COST / CLAIM (INCURRED)	ACTIVE OPEN CLAIMS	LONG TERM OPEN
82-99	2179	12,929,760	2,760,972	0	178,959	15,511,773	7,119		13
2000	191	328,083	0	0	0	328,083	1,718		0
2001	156	863,557	696,505	0	0	1,560,062	10,000		1
2002	197	1,187,139	851,421	0	0	2,038,560	10,348		3
2003	190	1,781,844	1,214,407	185,512	0	2,810,739	14,793		4
2004	219	1,707,130	1,443,747	2,375	0	3,148,502	14,377		2
2005	267	1,652,185	279,983	168,730	0	1,763,438	6,605	1	3
2006	207	1,022,761	172,956	87,718	0	1,107,999	5,353		3
2007	243	789,592	111,846	10,227	0	891,211	3,668	2	2
2008	186	635,043	51,532	82,210	0	604,365	3,249	1	1
2009	204	986,951	41,107	19,170	0	1,008,888	4,946	1	2
2010	200	2,008,414	1,229,480	440	0	3,237,454	16,187	1	4
2011	217	1,515,602	288,525	5,786	0	1,798,341	8,287	3	5
2012	230	1,243,016	1,716,632	4,168	0	2,955,480	12,850	13	4
2013	179	355,256	561,273	1,578	0	914,951	5,111	65	0

<b>TOTALS</b>	<b>5,065</b>	<b>29,006,333</b>	<b>11,420,386</b>	<b>567,914</b>	<b>178,959</b>	<b>39,679,846</b>	<b>7,834</b>	<b>87</b>	<b>47</b>
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**TOTAL OPEN: 134**

**NOTE: FINANCIAL TRANSACTIONS ARE ATTACHED TO THE DATE OF INJURY - NOT TO THE DATE PAYMENT IS MADE**

2012				
	CLAIMS	IR'S	TOTAL	DENIED
JAN	26	20	46	6
FEB	14	6	20	3
MAR	18	9	27	4
APR	18	10	28	0
MAY	23	10	33	8
JUN	15	10	25	2
JULY	19	9	28	7
AUGUST	25	12	37	3
SEPT	17	9	26	1
OCT	21	5	26	2
NOV	17	13	30	3
DEC	19	8	27	0
	232	121	353	39

2013				
	CLAIMS	IR'S	TOTAL	DENIED
	16	6	22	1
	15	5	20	2
	16	11	27	1
	17	4	21	
	64	26	90	

as of 5-3-13

26% less than same time last year

2013 CATEGORIES OF REPORTED INJURIES/ILLNESSES

SLIP/TRIP/FALL	18
TRAINING	11
ANIMALS	9
STRUCK BY/AGAINST	8
INMATES/DETAINEES	8
LIFTING/MOVING OBJECTS	6
BENDING/TWISTING	5
MOTOR VEHICLES	5
POSSIBLE BBP EXPOSURE	4
SHARP OBJECTS	4
HEARING LOSS	3
OTHER/PERSONAL	9
	90

WORKER'S COMPENSATION  
 LOST TIME CLAIMS  
 10-1-12 THRU 5-8-13

Report date 5-8-13

STATUS	DEPARTMENT	DOI	DIAG	BODY PT	MECHANISM	LOST	REST
FD MMI	ANIMAL SERVICES	7-3-12	TEAR	KNEE	FALL DOWN EMBANKMENT	29	232
FD MMI CP	ANIMAL SERVICES	11-6-12	SPRAIN/STRAIN	NECK & BACK	MVA - T-BONED ANOTHER VEH	22	0
FD F/U 5-14	LIBRARY	11-24-12	FRACTURE	ELBOW	TRIP/FALL OVER BIN	18	62
REST F/U 5-20	LIBRARY	3-6-13	FRACTURE	WRIST	SLIP/FALL ON ICE	13	62
FD MMI - SUBRO	PUBLIC DEFENDER	2-11-13	STRAIN/CONTUSION	LEGS, BACK	STRUCK BY CAR	9	0
EX EMPLOYEE	PUBLIC WORKS	2-18-11	TEAR	SHOULDER	SLIP/FALL ON ICE	X	X
SX 4-18 F/U 6-10	PUBLIC WORKS	3-7-12	TEAR	SHLDR	SLIP - GRABBED ONTO TRUCK	53	261
FD MMI - PPD 4%	PUBLIC WORKS	5-2-12	TEAR	SHOULDER	PULLING PROPANE TANK	46	248
FD MMI	PUBLIC WORKS	8-10-12	TEAR	SHOULDER	MOVING HOSE	63	196
OFF - SX 3-25	PUBLIC WORKS	8-14-12	TEAR	SHOULDER	SLIP ON ICE - GRABBED TRUCK	45	23
REST F/U 6-10	PUBLIC WORKS	12-22-12	TEAR	SHOULDER - ARM	SLIP/FALL ON ICE	18	72
FD MMI - CP	PUBLIC WORKS	1-11-13	SPRAIN	SHOULDER	SLIP/FALL ON ICE	7	0
TERM 3-18	PUBLIC WORKS	3-16-13	FRACTURES	ARM	SLIP/FALL DUE TO TRASH BAG	2	0
FD F/U 5-7	PUBLIC WORKS	4-10-13	MULTIPLE	MULTIPLE	MVA	5	8
OFF SX 4-16 F/U 5-23	SHERIFFS OFFICE	8-21-07	TEAR	KNEE	SLIP ON WET FLOOR	136	203
OFF - SX 4-2 F/U 5-14	SHERIFFS OFFICE	10-21-10	DISC/NERVE	NECK & BACK	HIKING, SEARCHING	42	45
FD F/U 5-29	SHERIFFS OFFICE	8-23-11	EPICONDYLITIS	ELBOW/WRIST	RESTRAINING SUSPECT	15	107
REST - SX 5-14	SHERIFFS OFFICE	9-9-11	TEAR/CTS	SHOULDER/WRIST	COMBATIVE PERSON	33	42
FD MMI - PPD 1%	SHERIFFS OFFICE	1-26-12	TEAR	KNEE	STRUCK CAR DOOR	28	0
REST F/U 5-8	SHERIFFS OFFICE	3-24-12	DERANGEMENT	KNEE	RUNNING TO ASSIST OFFICER	154	255
OFF - VOC REHAB	SHERIFFS OFFICE	4-20-12	HERNIATION	NECK & BACK	DEFENSIVE TACTICS TRAINING	239	211
FD MMI - PPD PENDING	SHERIFFS OFFICE	5-15-12	TEAR	KNEE	RESTRAINING INMATE	35	40
FD MMI - PPD 4%	SHERIFFS OFFICE	5-25-12	TEAR	SHOULDER	INMATE GRABBED & PULLED	166	56
FD MMI - PPD PENDING	SHERIFFS OFFICE	9-18-12	FRACTURE/TEAR	FINGER /KNEE	COMBATIVE INMATE	38	86
FD - CP	SHERIFFS OFFICE	10-5-12	FX/LAC/ABR	NOSE ELBOW/FACE	TRIP/FALL DURING APPREHENSION	23	29
FD F/U 5-20	SHERIFFS OFFICE	10-6-12	CTS	WRISTS	TYPING	13	104
FD MMI - CP	SHERIFFS OFFICE	11-18-12	CONTUSIONS	HAND	APPREHENDING SUSPECT	9	0
OFF F/U 5-10	SHERIFFS OFFICE	1-5-13	SPRAIN	BACK,SHLDR, ARM	SLIP/FALL ON ICE	7	0

CP = CLOSURE PENDING  
FD = FULL DUTY  
F/U - FOLLOW UP DOCTORS APPOINTMENT DATE  
MMI = HAS COMPLETED CARE  
OFF = OFF WORK & RECEIVING DISABILITY  
PPD = PERMANENT PARTIAL DISABILITY  
REST = ON RESTRICTED DUTY  
SX = SURGERY  
VOC REHAB = VOCATIONAL REHABILITATION