

**SAFETY COMMITTEE MEMBERS**

Stacey Jackson, Chairperson  
Don Cavallo  
Margot Jordan  
Tim Ross  
Marc Bello  
Cynthia Washburn  
Celeste Wallick



**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**

**November 21, 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 by contacting Jeri Renshaw at the Risk Management Office (1001 E. 9th Street, Bldg. A, 2<sup>nd</sup> Floor, Room A225, Reno, Nevada), or phone 775-328-2071.

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 November 21, 2013.
4. Approval of the Washoe County Safety Committee meeting minutes of September 19, 2013.
5. Training for Safety Committee members on general OSHA issues.
6. Review and discuss Industrial Injury Summary Reports. Discussions will include any recommendations of the Committee for prevention of work-related injuries or illnesses.
7. Review and discuss a draft of the Hazard Assessment and Control Plan.
8. Topics for future agendas.
9. \* 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.
10. 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 21, 2013**

The Washoe County Safety Committee Meeting convened at 1:30 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, representative for the Washoe County Employees' Association  
Celeste Wallick, Risk Management Analyst and the County Safety Officer  
Don Cavallo, Public Administrator and the representative for the department heads;  
Margot Jordan, Health Department and the representative for the Washoe County Nurses' Association  
Cynthia Washburn, Acting Finance Director and Acting County Risk Manager

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

David Watts-Vial

### **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 21, 2013.**

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

### **4. Approval of the Washoe County Safety Committee meeting minutes of September 19, 2013**

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

**5. Training for Safety Committee members on general OSHA issues.**

Fifty-two people took the Fire Extinguisher Training Course.

Emergency Exits – as site inspections are being done, make sure the signs above exit doors are operational. If there are other doors near an exit, they need a “NOT AN EXIT” sign. Ms. Wallick has some signs if they are needed.

The coordination of evacuation representatives and alternates is making progress.

Alarms – make sure alarms (smoke, fire, carbon monoxide and intrusion) are operational and clear; no wires hanging, nothing hanging from them or obstructing them. Sprinklers must have no obstructions within 18 inches. Former employee badges should be deactivated upon their departure.

Working toward the goal of having maps/schematics of emergency features in each location.

**6. Review and discuss Industrial Injury Summary Reports. Discussions will include any recommendations of the Committee for prevention of work-related injuries or illnesses.**

There were no questions on the Work Comp Claims History cost spreadsheet.

There were no claims in November 2013 until the 14<sup>th</sup>. There are now currently 11 claims which is still below last year’s figure in the same time frame.

Slips, trips and falls are the number one cause of injury. Ms. Wallick has met with CSD to discuss solutions. As budget allows, handrails will be implemented along problem areas. Ms. Wallick has also talked to the departments about the possibility of cleats for shoes of those getting in and out of vehicles (Sheriff and Roads) to help prevent slip and falls.

There were 579 lost work days to date this year with 834 restricted duty days accrued.

**7. Review and discuss a draft of the Hazard Assessment and Control Plan.**

The written Workplace Safety Program was approved by the BCC. Part of this program is the Hazard Assessment and Control Plan. Sample provided to members. These will be used as the basis for training, notification and action. The Assessments will be the master documents for OSHA requirements. Specific controls will be on each Assessment depending on the hazard, if hazard cannot be removed.

Assessments will be maintained in the Risk Management department. They will also be maintained on the Intranet when possible.

Ms. Jordan suggested adding cross-referencing whenever another Assessment will have further information regarding a specific hazard control.

Ms. Washburn suggested that HR go through the Assessments to confirm position definitions.

Review sign-off sheet needed to include department heads, human resources, legal, and risk management.

Ms. Jordan offered her assistance with blood borne issues.

**8: Topics for future agendas.**

There were no future agenda topics for consideration.

**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.

**12. Adjournment – 2:08 p.m.**

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

**WORK COMP  
CLAIMS HISTORY**

**AS OF: 10/31/2013**

<b>FY</b>	<b>CLAIMS</b>	<b>PAID</b>	<b>RESERVE</b>	<b>THIRD PARTY RECOVERY</b>	<b>CARRIER REIMBURSED</b>	<b>NET INCURRED</b>	<b>AVG COST / CLAIM (INCURRED)</b>	<b>ACTIVE OPEN CLAIMS</b>	<b>LONG TERM OPEN CLAIMS</b>
82-99	2179	13,011,229	2,767,005	0	219,678	15,778,234	7,241		13
2000	191	328,083	0	0	0	328,083	1,718		
2001	156	878,709	681,353	0	0	1,560,062	10,000		1
2002	197	1,205,949	816,600	0	0	2,022,549	10,267		2
2003	190	1,802,714	1,198,038	185,512	0	2,815,240	14,817		4
2004	219	1,727,256	1,431,121	2,375	0	3,156,002	14,411		4
2005	267	1,665,632	294,778	168,730	0	1,791,680	6,710		3
2006	207	1,037,631	185,230	87,718	0	1,135,143	5,484		3
2007	243	853,485	106,876	10,227	0	950,134	3,910		3
2008	186	652,114	44,462	82,210	0	614,366	3,303	1	1
2009	204	988,668	37,707	19,170	0	1,007,205	4,937	1	2
2010	200	2,058,373	1,264,467	440	0	3,322,400	16,612	1	4
2011	217	1,589,528	441,424	5,786	0	2,025,166	9,333	4	5
2012	230	1,613,977	1,421,236	4,168	0	3,031,045	13,178	4	5
2013	217	900,526	566,602	23,006	0	1,444,122	6,655	30	
2014	68	93,263	132,497	0	0	225,760	3,320	52	

<b>TOTALS</b>	<b>5,171</b>	<b>30,407,137</b>	<b>11,389,396</b>	<b>589,342</b>	<b>219,678</b>	<b>41,207,191</b>	<b>7,969</b>	<b>93</b>	<b>50</b>
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**TOTAL OPEN: 143**

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

2012			
	CLAIMS	IR'S	TOTAL
JAN	26	20	46
FEB	14	6	20
MAR	18	9	27
APR	18	10	28
MAY	23	10	33
JUN	15	10	25
JULY	19	9	28
AUGUST	27	12	39
SEPT	17	9	26
OCT	20	5	25
NOV	17	13	30
DEC	19	8	27
	233	121	354

DENIED  
6  
3  
4  
0  
8  
2  
7  
3  
1  
2  
3  
0  
39

2013			
	CLAIMS	IR'S	TOTAL
	17	6	23
	15	5	20
	17	11	28
	21	4	25
	12	6	18
	15	8	23
	16	19	35
	15	5	20
	17	8	20
	21	10	20
	0	4	20
	166	86	252

DENIED  
2  
2  
2  
3  
3  
0  
2  
2  
6  
1  
0  
23

OCT 2012	vs	OCT 2013
197		166
16 % decline		

MECHANISM OF INJURY

- SLIP/TRIP/FALL 38
- OTHER PERSONS 32
- TRAINING 21
- LIFTING/MOVING 26
- STRUCK BY,AGAINST 22
- ANIMALS 14
- ANNUAL PHYSICAL 21
- BEND/TWIST/KNEEL 15
- BBP 11
- MOTOR VEHICLES 13
- OTHER 15
- PERSONAL 9
- SHARP OBJECTS 8
- REPETITIVE 4
- CHEMICAL 3

TOP 3 INJURY TYPES

- SPRAIN/STRAIN/TEAR
- ABRASION/CONTUSION
- HEARING/HEART/LUNG

252

report date 11-12-13

WORKER'S COMPENSATION  
 LOST TIME CLAIMS  
 1-1-13 THRU 11-13-13

Report date 11-13-13

CURRENT STATUS	DEPARTMENT	DOI	DIAG	MECHANISM	LOST	REST
FD - PPD	LIBRARY	3-6-13	FRACTURE	SLIP/FALL ON ICE	13	58
FD MMI - SUBRO	PUBLIC DEFENDER	2-11-13	STR/CONT	STUCK BY CAR CROSSING	9	0
FD CLOSED	PUBLIC WORKS	1-11-13	STRAIN	SLIP/FALL ON ICE	7	0
REST F/U 11-21	PUBLIC WORKS	4-10-13	MULTIPLE	MVA	23	90
FD - CLOSED	PUBLIC WORKS	5-28-13	STRAIN	MOVING LARGE ROCKS	25	70
FD	PUBLIC WORKS	8-5-13	INFECTION	VECTOR BORNE ILLNESS	28	0
REST F/U 10-28	PUBLIC WORKS	2-15-13	TEAR	FALL - PULLING UP ON BOX LID	29	133
OFF PENDING IME	PUBLIC WORKS	7-1-13	CONCUSSION	MVA	145	6
OFF - F/U 11-27	PUBLIC WORKS	8-29-13	STRAIN	LOADING EQUIP INTO TRUCK	16	0
FD CLOSED	SHERIFFS OFFICE	1-5-13	SPRAIN	SLIP/FALL ON ICE	7	0
REST F/U 12-10	SHERIFFS OFFICE	2-18-13	TEAR	SLIP IN MUD - FELT "POP"	43	259
FD - PPD	SHERIFFS OFFICE	5-21-13	TEAR	TURNT/TWISTED WHILE LOADING EQUIPMENT	62	20
OFF - F/U PENDING - 2 SPECIALISTS	SHERIFFS OFFICE	8-8-13	MULTIPLE	STRUCK HEAD ON VAN FRAME PUSHING INMATE IN A WHEELCHAIR UP THE VAN RAMP	113	0
FD - F/U 12-6	SHERIFFS OFFICE	4-15-13	CTS	TYPING	33	0
REST - F/U 11-21	SHERIFFS OFFICE	6-2-13	TEAR	APPREHENDING SUSPECT	13	80
REST F/U 12-9	SHERIFFS OFFICE	6-27-13	STRAIN	DEFENSIVE TACTICS TRAINING	13	118

CP = CLOSURE PENDING

FD = FULL DUTY

F/U - FOLLOW UP DOCTORS APPOINTMENT DATE

MMI = HAS COMPLETED CARE

OFF = OFF WORK & RECEIVING DISABILITY

REST = ON RESTRICTED DUTY

RTW - RETURN TO WORK

579 834