

SAFETY COMMITTEE MEMBERS

Tim Finnegan, Chairperson
Don Cavallo
Margot Jordan
John Sabo
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**

**March 20, 2014
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. 9th 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, 2nd 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 March 20, 2014.
4. Approval of the Washoe County Safety Committee meeting minutes of January 16, 2014.
5. Discussion and development of proposed action plans in response to the on-line training for Safety Committee members on LEADERSHIP IN SAFETY and VIOLENCE IN THE WORKPLACE.
6. * Review and discuss Industrial Injury Summary Reports. Discussions will include any recommendations of the Committee for prevention of work-related injuries or illnesses to include training of employees.
7. Discussion of County Safety Committee County Codes 65.150 – 65.190, proposed changes, goals, and other issues associated with the Safety Committee.
8. Discuss *Driver Selection and Training Policy* and establish reasonable standards for driver selection.
9. * Topics for future agendas.
10. * 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.
11. Adjournment.

- Safety
- Insurance



WASHOE COUNTY

"Dedicated to Excellence in Public Service"

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SAFETY COMMITTEE MEETING MINUTES OF JANUARY 16, 2014

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.

Celeste Wallick, acting as Chairperson, called the meeting to order. Members present were:

Celeste Wallick, Risk Management Analyst and the County Safety Officer
Tim Finnegan, Animal Control, representative for the Washoe County Employees' Association
Tim Ross, representative for Washoe County Sheriff's Deputies Association
John Sabo, Deputy, representative for Washoe County Sheriff's Deputies Association
Margot Jordan, Health Department and the representative for the Washoe County Nurses' Association Manager
Don Cavallo, Public Administrator and the representative for the department heads;

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 January 16, 2014

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

4. Approval of the Washoe County Safety Committee meeting minutes of November 21, 2013

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

5. Welcome to new WCEA Committee Members.

A welcome was offered to new Safety Committee members Tim Finnegan and John Sabo. Mr. Finnegan is from Animal Services and will represent the WCEA Committee as appointed by the Board. John Sabo will be taking over for Tim Ross as representative for the Sheriff Deputy's Association.

6. Election of new Safety Committee Chairperson.

Stacey Jackson has termed out and is no longer a member of the Safety Committee.

The table was opened to volunteers or nominees to serve as Committee Chairperson. Mr. Finnegan asked for the scope of position. It was explained that Risk Management does minutes and agendas. The Chairman chairs meetings and needs to be available should something arise that requires a Safety Representative. Mr. Finnegan volunteered for the position. By unanimous vote of the quorum (Mr. Bello not in attendance), Mr. Finnegan was appointed Chairman of the Safety Committee for the term of March 2014 to January 2015.

7. Training for Safety Committee members on general OSHA issues.

Ms. Wallick explained the inspection worksheet to the new Committee members. The primary concern is under the general duty clause which states that the employer is responsible for providing a workplace free from recognized hazards. If hazards exist it is necessary to take action to protect the employees from those hazards. Safety Committee members are needed to observe day to day actions for concerns that management may not be aware of and initiate corrective action as needed.

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

Ms. Wallick explained to the new Committee members how the Summary Reports are compiled.

There is a 13% decline in reported injuries from calendar year 2012 to calendar year 2013. There were 1,138 lost work days and 940 restricted duty days accrued in calendar year 2013.

Slips, trips and falls are the number one cause of injury. Ms. Wallick reported that CSD is trying different removable shoe spikes and the Sheriff Department will be next to test them. The spikes cost around \$28 a pair. They are easy to put on and easy to remove though ideally the type chosen will allow the tasks of driving, running, etc. to be performed without removing them.

On the subject of the #2 cause of injuries, lifting and moving injuries, Ms. Wallick said that there has not been a back injury class in awhile, but it is something that is planned for the

near future. Mr. Finnegan suggested having a chiropractor or equal come in to do a class. Ms. Wallick agreed to check with Human Resources to see if they know of someone they could bring in. The question arose of whether or not a Proper Body Mechanics course would be beneficial to Sheriff Department trainees. While body safety is incorporated in the training, it is somewhat less practical to use this type of course to control cadet training injuries than it is for someone with repetitive motion tasks.

9. Review of County Safety Committee County Codes 65.150 – 65.190.

Code review for new members. Code states that the purpose of the Safety Committee is to serve in an advisory capacity to the Board of County Commissioners, the County Manager, the County Safety Officer and the Risk Manager in all matters relating to safety and health of County officers, employees and volunteers. Volunteers and Reserves are covered under Workers Comp.

Committee has the ability to accept, reject or modify the Risk Management reports presented during Committee meetings.

If any safety issues are brought to the attention of a Committee Member, that issue should be included on the Agenda of the next meeting for discussion.

The position of Risk Manager is being eliminated which requires a change in the code. Ms. Wallick invited the Committee to look over the codes and determine if there are any other recommended changes to be discussed by the Committee at the next meeting.

Specific accidents and incidents are not discussed during general meetings. If something critical occurs, it will be brought before the Committee.

10. Safety concerns and goals for 2014.

There are policies that Risk Management would like to take before the Board of County Commissioners which need to be reviewed by the Safety Committee.

a. Safety Policy: Last review by the BCC was in 1997. It is being updated and will be discussed with Human Resources per Management instruction.

b. Emergency Action Plan: Last reviewed in 1997 or 1998. Policy will include shelter in place and lockdown procedures as well as any training that is needed for employees.

c. Driver's Selection Policy: Policy is being reworked for Safety Committee review.

It is possible that a whole meeting will need to be devoted to policy review. Hazard assessments and control plans will be under those policies.

Mr. Finnegan suggested defensive training for civilian workers such as Animal Services and Social Services. Training to de-escalate a potentially violent situation would be beneficial and possibly life-saving for employees who come into contact with the public in intense situations. Ms. Jordan indicated that there is some training in the Health Department. Ms. Wallick has talked to the Social Services and the Public Defender's office and they do train for defusing and de-escalation. Could possibly discuss the topic with Sgt. Marc Bello. Mr. Finnegan clarified that what he is talking about is not offensive training, which active shooter training would go into. The training he is proposing is strictly defensive training to exit a situation and call for trained assistance.

Regarding training, does HR track the training throughout the County to avoid overlap and allow other departments to attend courses. Also, is there a list of other safety related organizations within the County, such as Emergency Management, to delineate topics of concern and avoid duplicating training. Ms. Wallick will try to provide answers to those questions at the next meeting.

11. Review and discuss Hazard Assessment and Control Plans.

Topic not discussed due to time constraint.

12. Topics for future agendas.

Discussion of goals of the Safety Committee other than policies, training, and overlap committees.

13. 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.

14. Adjournment – 2:32 p.m.

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

NOTE: Pursue subrogation/legal action against inmates who cause injuries to decrease incidents

JANUARY 2014

DATE	DESCRIPTION	TYPE	AGENCY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	SAFETY COMMITTEE RECOMMENDATIONS
1-Jan	Restraining inmate	Strain	Other person	Normal duties	Normal duties	Other person	Subrogation/legal action	
1-Jan	Restraining inmate	Abrasion	Other person	Normal duties	Normal duties	Other person	Subrogation/legal action	
1-Jan	Restraining inmate	Contusion	Other person	Normal duties	Normal duties	Other person	Subrogation/legal action	
2-Jan	Retrieving item from vehicle. Car door swung back - striking employee	Struck by	Car door	Unsafe position	Unsafe maneuver / inattention	Ineffective safety inspection	EE stated they knew door did not lock open unless pushed all the way back. No other similar incidents.	
2-Jan	Struck by plant leaf while reaching around plant	Stuck by	Leaf	Unsafe position	inattention	Inattention	The plant was moved	
3-Jan	Struck by weapon when it discharged	Struck by	weapon	Unsafe position	unsafe position	Skill / Inattention	Training	
5-Jan	Restraining inmate	Strain	Other person	Normal duties	Normal duties	Other person	Subrogation/legal action	
5-Jan	Restraining inmate	Abrasion	Other person	Normal duties	Normal duties	Other person	Subrogation/legal action	
6-Jan	Bitten by a dog	Puncture	Animal	Normal duties	Normal duties	Animal	No on County property. EES defend themselves when they are able	
6-Jan	Lifted, carried & tossed a large rock with a co-worker	Overexertion	Rock	None	Unsafe maneuver	Attitude	Supervisor remind all EES to use equipment to move heavy items. (a backhoe was present)	
8-Jan	Struck against vehicle when opening box	Contusion	Vehicle	None	inattention	None	Remind Ees to pay attention	
8-Jan	Slip - no fall on ice	Strain	Ice	Unsafe walkway	inattention	Lack of preventative maintenance	Shoveling, de-icing, EE was wearing appropriate shoes, use alternate doors	
10-Jan	Slip/fall on ice	Strain	Ice	patchy ice	inattention	Maintenance / attitude	The area was mostly clear and dry. Remind that EES can use icemelt by doors.	

JANUARY 2014

NOTE: Pursue subrogation/legal action against inmates who cause injuries to decrease incidents

DATE	DESCRIPTION	TYPE	AGENCY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	SAFETY COMMITTEE RECOMMENDATIONS
13-Jan	Needlestick - lost grip on syringe	BBP	syringe	None	Using tools unsafely	Inattention / Hurrying?	Dept is educated on BBP and safe handling. Complaints of heavy case load/need to rush/need for additional staff. Recommend possible counseling and monitoring of EE workpractices	
13-Jan	Assisting ill customer	BBP	Other person	Unexpected movement	No unsafe act	Other person	Proper decontamination done asap recognizing signs of illness & taking precaution	
13-Jan	Audio test malfunctioned	Hearing Loss	Malfunction	Vendor unsafe inspection	Vendor unsafe inspection	Other person	Vendor notified to fix problem - subrogate - sent EE to alternate site to check hearing	
14-Jan	Struck by weapon when it discharged #1	Struck by	weapon	Normal duties	Normal duties	Unsafe position	Training	
14-Jan	Struck by weapon when it discharged #2	Struck by	weapon	Normal duties	Normal duties	Unsafe position	Training	
14-Jan	Needlestick - replacing cap on sterile syringe	Puncture	syringe	None	Unsafe maneuver	Lack of skill? Training?	All Ees reminded to use the recapping device	
14-Jan	Trip/fall in pothole	Abrasions	Pothole	Unsafe walkway	inattention	Lack of preventative maintenance	Level out area of parking lot? Remind Ees to pay attention to where they are walking	
16-Jan	Annual physical	Heart	None	None	No unsafe act	None	No safety recommendation	
20-Jan	Restraining suspect	BBP	Other person	Normal duties	Normal duties	Other person	Don gloves if time permits. Dept states this is usually not feasible. Decon & eval took place asap.	

NOTE: Pursue subrogation/legal action against inmates who cause injuries to decrease incidents

JANUARY 2014

DATE	DESCRIPTION	TYPE	AGENCY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	SAFETY COMMITTEE RECOMMENDATIONS
20-Jan	Escorting suspect	BBP	Other person	Normal duties	Normal duties	Other person	Don gloves if time permits. Dept states this is usually not feasible. Decon & eval took place asap.	
20-Jan	Restraining inmate	Contusions	Floor	Normal duties	Normal duties	Act of another	Subrogation/legal action	
21-Jan	Falling object	Puncture	Scissors	Unsafe work station	Unexpected movement	Ineffective safety inspection	Scissors hang on a magnet on wall. Contact may have been lost by improper placement, dirty, worn, bumped. Consider alternate (pocket, velcro)	
21-Jan	Needlestick	BBP	syringe	None	Using tools unsafely	Attitude	Training, counseling	
21-Jan	Annual physical	Heart	None	None	No unsafe act	None	No safety recommendation	
22-Jan	Restraining inmate	contusions / abrasions	Other person	Normal duties	Normal duties	Act of another	Subrogation/legal action	
22-Jan	Restraining inmate	BBP	Other person	Normal duties	Normal duties	Act of another	Use face masks? Subrogation/legal action	
22-Jan	Annual physical	Heart	None	None	No unsafe act	None	No safety recommendation	
23-Jan	Annual physical	Heart	None	None	No unsafe act	None	No safety recommendation	
24-Jan	Typing	Strain	Keyboard	None	No unsafe act	None	Ergo eval - stretching/strengthening exercises	
24-Jan	Felt heart racing	Personal	Personal	None	No unsafe act	None	Personal	
26-Jan	Struck by falling object	Contusion	Book	Unsafe work station	Unsafe loading	None	Awareness of loading carts, use more carts if needed	
29-Jan	Bitten by human	BBP	Other person	Normal duties	Normal duties	Act of another	Subrogation/legal action	
30-Jan	Physical training	Strain	Training	Normal duties	Normal duties	Physical limitations	Increase stretching	

NOTE: Pursue subrogation/legal action against inmates who cause injuries to decrease incidents

JANUARY 2014

DATE	DESCRIPTION	TYPE	AGENCY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	SAFETY COMMITTEE RECOMMENDATIONS
31-Jan	Slip/fall on ice	Strain	Ice / Snow	Unsafe walkway	inattention	Lack of preventative maintenance	Shoveling, de-icing, remind Ees to pay attention & use prevention techniques	

CLAIMS	27
INCIDENTS ONLY	10
TOTAL	37

FEBRUARY 2014

NOTE: Pursue subrogation/legal action against inmates who cause injuries to decrease incidents

DATE	DESCRIPTION	TYPE	AGENCY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	SAFETY COMMITTEE RECOMMENDATIONS
3-Feb	Motor Vehicle Accident	Whiplash	Other person	Normal duties	No unsafe act	Act of another	Rear-ended. Non-preventable	
3-Feb	Bitten by bug/spider	Allergy?	Unknown	Poor housekeeping	No unsafe act	Lack of Preventative maintenance	Area immediately sprayed with insecticide	
7-Feb	Slip/fall on ice	Contusion	Ice	At a residence	Normal duties	None	EE was wearing appropriate shoes, reminder to take care	
7-Feb	Bitten by a dog	Puncture	Animal	Normal duties	Normal duties	Animal	Puncture resistant gloves	
10-Feb	Contact with blade left on table	Laceration	razor knife	Unsafe work station	Inattention	Ineffective safety inspection / act of another	Proper storage of equipment when not in use	
11-Feb	Motor Vehicle Accident	Whiplash	Other person	Normal duties	No unsafe act	Act of another	Rear-ended. Non-preventable	
11-Feb	Struck against rock	Contusion	Rock	Normal duties	No unsafe act	None	EE had no control over river current, safety features were in place	
11-Feb	Restraining inmate	Contusion	Other person	Normal duties	Normal duties	Act of another	Subrogation/legal action	
12-Feb	Struck by weapon when it discharged	Contusion	Weapon	Unsafe position	Unsafe position	Skill / inattention	Training	
12-Feb	Struck by weapon when it discharged	Contusion	Weapon	Unsafe position	Unsafe position	Skill / inattention	Training	
13-Feb	Fall when chair rolled away	Contusion	Chair	None	Inattention	Inattention	Remind EES to pay attention	
15-Feb	Needlestick - clean	Puncture	Syringe	None	Unsafe maneuver	Inattention	On-going training	
17-Feb	Pulling clutch	Sprain	Motorcycle	Normal duties	Normal duties	None	Stretching/strengthening	
17-Feb	Restraining suspect	Sprain	Other person	Normal duties	Normal duties	Act of another	Subrogation/legal action	

FEBRUARY 2014

NOTE: Pursue subrogation/legal action against inmates who cause injuries to decrease incidents

DATE	DESCRIPTION	TYPE	AGENCY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	SAFETY COMMITTEE RECOMMENDATIONS
18-Feb	Twisted ankle/knee stepping onto curb	Strain	Curb	Inadequate lighting	Inattention	Inattention	Remind EES to watch their step especially after dark	
22-Feb	Escorting inmate	BBP	Other person	Normal duties	Normal duties	Act of another	Use face shields when possible Subrogation/legal action	
22-Feb	Training	Strain	Shield	Normal duties	Normal duties	Skill	Training	
23-Feb	Caught between bins	Contusion	Bins	None	Unsafe loading	Attitude	Remind EES to only stack one bin at a time	
26-Feb	Jarred when EE sat down in chair that was lower than expected	Strain	Chair	None	Inattention	Ineffective safety inspection	Remind EES chairs may have been altered and they need to look before sitting down	
27-Feb	Needlestick	BBP	Syringe	None	Unsafe position	Attitude / Training	Remind everyone to use one hand only when transferring blood from syringe to tubes	
27-Feb	Kicked by suspect	Contusion	Other person	Normal duties	Normal duties	Act of another	Subrogation/legal action	
28-Feb	Annual physical	Heart	None	None	No unsafe act	None	No safety recommendations	
28-Feb	Annual physical	Lungs	None	None	No unsafe act	None	No safety recommendations	

CLAIMS	11
INCIDENTS ONLY	12
TOTAL	23

NOTE: Pursue
 subrogation/legal action
 against inmates who cause
 injuries to decrease incidents

MARCH
as of 3-12-14

DATE	DESCRIPTION	TYPE	AGENCY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	SAFETY COMMITTEE RECOMMENDATIONS
1-Mar	Restraining inmate	Strain	Other person	Normal duties	Normal duties	Act of another	Subro/legal action	
6-Mar	Grabbing, lifting	Sprain	metal grate	Normal duties	None	None		
10-Mar	Struck against	Strain	ground vault	None			Investigating	
11-Mar	Annual physical	Heart	None	None	No unsafe act	None	No safety recommendations	

WORKER'S COMPENSATION
 LOST TIME CLAIMS
 1-1-14 THRU 3-12-14

Report date 3-12-14

CURRENT STATUS	DEPARTMENT	DOI	DIAG	MECHANISM	LOST	REST
OFF? GIVEN RESTS 3-3 - AWAITING RESPONSE FROM DEPT ON RTW	LIBRARY	11-24-12	FRACTURE	TRIP/FALL OVER A BIN	50	188
FD - PPD 3-5	COURTS	12-19-13	FRACTURE	SLIP/FALL ON ICE	31	0
REST - F/U 3-20	SHERIFFS OFFICE	8-21-07	TEAR	SLIP NO FALL ON WET FLOOR	214	214
HO OVERTURNED DENIAL TO AO 3-25-14 - SUBRO	ADMINISTRATION	9-24-13	MULTIPLE	MOTOR VEHICLE ACCIDENT	TERMED EE	0
OFF - F/U AFTER INJECTION	PUBLIC WORKS	1-6-14	STRAIN	LIFTING LARGE ROCK	30	37
REST - F/U 4-2	SHERIFFS OFFICE	10-1-13	CTS	REPETITIVE TYPING	14	52
FD - MMI - CP - SUBRO	PUBLIC WORKS	2-3-14	STRAIN	MOTOR VEHICLE ACCIDENT	7	0
AWAITING RESPONSE FROM DEPT ON RTW - F/U 4- 3	ADMINISTRATION	10-3-12	TEAR	REACHING FOR PAPER	39	179
OFF - SURGERY 3-5	SHERIFFS OFFICE	6-10-13	TEAR	TRIP/FALL OVER FLOOR MAT	30	0
OFF - F/U 4-3	SHERIFFS OFFICE	8-8-13	MULTIPLE	STRUCK HEAD ON VAN FRAME	237	0

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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
 SUBRO - COLLECT COSTS FROM THE PARTY WHO CAUSED THE INJURY

DRIVER SELECTION AND TRAINING POLICY

General Statement of Policy

The operation of vehicles is indispensable in conducting County business. The use of each vehicle and the manner in which it is handled directly affects the production of each County department and division. Vehicle collisions are potentially the most costly losses we can incur when property damage, employee injuries, bodily injury, fatalities and liability suits are taken into consideration.

It is County policy that a good driving record is a condition of employment with Washoe County for those persons who may drive a vehicle on behalf of the County. A good driving record is also a consideration for continued employment for those employees who are required to drive as part of their regularly assigned duties as County employees.

Employees who operate County vehicles or operate personal vehicles while on County business are required to pull to the side of the road while talking on a cell phone, (Hands Free or Not) texting, or otherwise using a mobile device to view or compose email. These activities are prohibited while operating a County vehicle or personal vehicle while on County business. As of Oct. 2010 OSHA has recognized that texting, talking on cell phones or other mobile devices can cause automobile accidents. It has been proven that the use of these devices could cause a driver to miss approximately 70% of the traffic control devices. It is currently against the General Duty Clause to text/talk on cell phones or use a mobile device while driving, which could result in a citation if a violation occurs.

The primary emphasis of this policy is to use counseling as the principal form of action in order to prevent poor driving habits from affecting the employee's status and from increasing liability to the County as a result of such habits.

Department heads are encouraged to counsel in nearly all cases where driving habits are beginning to deteriorate. This is particularly important where the incident or citations have occurred during off-duty hours. However, there may be exceptions in severe cases which should be considered carefully and with consultation from the Safety Committee, Risk Management and Human Resources. Where the incident or citation occurs on County business, counseling is required.

The execution of this policy shall be the joint responsibility of the Board of County Commissioners, the department head, the Safety Committee and the Risk Management Division.

SECTION 1. Responsibility for Driver Selection and Training Program

The Board of County Commissioners is responsible for the leadership of the Driver Selection and Training Program, for its effectiveness and improvement, and for authorizing the training required for ensuring safe operation of County vehicles or personal vehicles on behalf of the County.

The department heads and division heads who select employees to drive vehicles on County business shall require employees to demonstrate their qualifications to drive in conformity with the standards set forth herein.

County employees are responsible for adherence to all aspects of the Driver Selection and Training Program, including compliance with all rules and regulations and for continuously practicing safe driving while performing their duties.

The Risk Management Division and the department are responsible for providing defensive driving courses to employees.

The Safety Committee is responsible for establishing reasonable standards for driver selection in order to ensure that qualified drivers are selected and that proper employee counseling, training, or corrective measures are recommended concerning employees' driving. The Safety Committee also is responsible for reviewing accident reports and related information including driving records and advising the department head concerning any employee whose driving qualifications do not meet the standards set forth.

SECTION 2. Standards for Driver Selection

The lives of people and the professionalism of County employees is under public scrutiny every time a vehicle is operated on County business. It is of paramount importance that County employees have a positive attitude toward their driving responsibilities.

Drivers of vehicles on County business shall be required to meet the following criteria:

- Possess a valid Nevada drivers license of the proper class or, in the case of an employee who resides in an adjoining state, a valid drivers license of the proper class from that state.
- Capable of passing valid eye tests and physical examinations when a question of fitness to drive arises.
- Capable of passing the defensive driving course.

- Capable of demonstrating familiarity with the type of vehicles assigned and passing a driving check ride when required.

SECTION 3. Driver Selection

Every County employee who will drive a vehicle on County business must complete a Driver Selection Form after being offered employment.

The Driver Selection Form will be reviewed by the department head or division head and the Risk Management Division will make a motor vehicle record check. The department head will compare the record with the standards established by the Safety Committee and the appropriate hiring action will be taken by the department head or division head in accordance with those standards.

Current employees shall inform the appointing authority within 7 days of any convictions of a moving violation resulting in an accumulation of 8 demerit points or a suspension of driving privileges as defined in Nevada Laws. Employees will not drive on County business until the appointing authority has been notified and he/she authorizes the employee to operate a vehicle on County business.

All employees who drive on behalf of the County will complete a Driver Selection Form at least once every three years or at the request of the department or division head. The form will be retained in the employee's file in Human Resources.

SECTION 4. Drivers Training

Full-time and designated part-time employees driving County vehicles or personal vehicles while on County business are required to attend a Defensive Driving Course (DDC). DDC classes are offered by the County's Risk Management Division and the employee's department. Employees may also be required to attend periodic refresher DDC classes as directed.

- Assignments for classes shall be made by the employee's department or division head in coordination with the Risk Management Division.
- Departments will be required to determine which of their employees will need to participate in additional drivers training classes.

If the employee drives a County vehicle or drives a personal vehicle while on County business, the employee is required to participate in the Defensive Driver's Training classes once every three years.

The Risk Management Division will conduct DDC classes recommended by the County's Safety Committee and special periodic refresher classes.

New employees whose jobs require them to drive will participate in a County Defensive Driving Course within three months of his/her hire date.

Alternative defensive driving courses, approved by the Risk Management Division, can be used in place of the County's Defensive Driving Course for the required training in this section.

SECTION 5. Accident/Driving Record Review & Appropriate County Action

Driving record deficiencies may be grounds for denying employment to a prospective employee or for employee counseling, training, or corrective measures. Department heads will counsel such employees and take appropriate action when advised of the following circumstances.

- Any of these convictions for violations whether as a result of personal activities or while driving on County business:
 - Manslaughter as a result of operating a vehicle;
 - Driving under the influence of alcohol, controlled substance or other drug;
 - Failure to stop, failure to give information or failure to render assistance in the event of an accident;
 - Reckless driving;
 - Careless or imprudent driving;
 - Passing a school bus while loading or unloading passengers;
 - Speed contest, drag racing or exhibition of speed;
 - Accumulation of demerit points as defined by Nevada laws totaling 8 or more points in any 12 month period; or,
 - All other moving violations resulting in demerit points.
- Suspended, canceled or revoked licenses.
- Failure to have a valid drivers license of the proper class for the vehicle operated.

Whenever an employee has an accident subject to review by the County Safety Committee, the Safety Committee shall review the circumstances, obtain the

driving record, and based upon the facts of the accident and the employee's driving record, and make recommends for counseling, training, or corrective measures to the department or division head.

All Safety Committee recommendations for employee counseling, training, or corrective measures shall be recorded in the employee's personnel file.

The Safety Committee may at its discretion refer a particular accident to the County Manager for review and appropriate action without hearing the facts and making a recommendation.

The County Safety Committee does not recommend any disciplinary measures. Any discipline shall, subject to applicable personnel rules, be imposed as appropriate by the responsible supervising authorities and reviewed in accordance with County policy by Human Resources.

SECTION 6. Definitions

“Traffic Accident” means an unplanned happening involving a vehicle in motion, or an object set in motion by a vehicle, which results in death, bodily injury, or damage to property. A traffic accident may occur anywhere, on or off the highway.

“Preventable Accident” means any vehicle accident where the vehicle operator did not violate any law or ordinance contributing to the happening of such accident, however, the operator failed to drive or park the involved vehicle properly or as safely as possible under the conditions existing at the time of the accident.

“Non-Preventable Accident” means any vehicle accident where the vehicle operator did drive or park the involved vehicle properly and as safely as possible under the conditions existing at the time of the accident, and the operator did not violate any law or ordinance, which contributed to the accident.

Approved by BCC Jan 13, 2009
Replaces prior policy.
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