

SAFETY COMMITTEE MEMBERS

Don Cavallo
Margot Jordan
John Sabo
Marc Bello
Paul McArthur
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**

**July 17, 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, 328-2665, 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), Sparks Justice Court (1675 E. Prater Way, Ste 107, Sparks, NV) and the Nevada Public Notice Website (<https://notice.nv.gov>).

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. D, 2nd Floor, Room 220, Reno, Nevada), or phone 775-328-2665.

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 July 17, 2014.
4. Approval of the Washoe County Safety Committee meeting minutes of May 14, 2014.
5. * Introduction of Paul McArthur, new Washoe County Comptroller and Acting Risk Manager.
6. * Introduction of new WCEA representative.
7. Election of new Chairperson of the Safety Committee.
8. 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.
9. Review and discuss revised *Driver Selection and Training Policy*. Committee will recommend further review or recommend that this policy be presented to the the County Manager and Board of County Commissioners for approval.
10. Review and discuss revised *Safety Policy*. Committee will recommend further review or recommend that this policy be presented to the County Manager and Board of County Commissioners for approval.
11. Discuss on-line training for Safety Committee Members - COMMITMENT TO SAFETY.
12. Topics for future agendas.
13. * 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.
14. Adjournment.

- Safety
- Insurance



WASHOE COUNTY

"Dedicated to Excellence in Public Service"

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SAFETY COMMITTEE MEETING MINUTES OF MAY 14, 2014

The Washoe County Safety Committee Meeting convened at 10:00 a.m. in regular session in the Human Resources Conference Room, Washoe County Administration Complex, 1001 E. Ninth Street, Building A, Second Floor, Reno, Nevada.

1. Roll Call.

Tim Finnegan, Chairperson, called the meeting to order. Members present were:

Tim Finnegan, Animal Control, serving as the representative for the Washoe County Employees' Association

Celeste Wallick, Risk Management Analyst and the County Safety Officer

Margot Jordan, Health Department, serving as the representative for the Washoe County Nurses' Association

Michelle Bello, Sheriff's Deputy, alternate representative for Washoe County Sheriff's Deputies Association

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 May 14, 2014

On motion by Ms. Wallick, 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 March 20, 2014

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

5. Discuss on-line training for Safety Committee members

Ms. Wallick reminded members that there is an on-line training program and asked members if they have been onto it and if there is interest in continuing with the program. Ms.

Jordan said she had done the first set sent by Ms. Wallick and asked if there are other training items. Ms. Wallick said there are probably about 25 or 30 different topics available. Mr. Finnegan suggested that a list be generated of topics indicating what the individuals could choose. Ms. Jordan asked if there are specific topics that are most relevant to the Safety Committee. She also suggested putting specific topics on the Agenda to be viewed before the meeting. Ms. Wallick will send access information and list which topics to review.

6. Review and discuss accident and injury reports. Discussion will include any additional evaluations requested by the committee, recommendations for employee counseling, training, or corrective measures and/or other loss prevention or loss control measures.

Lost Time Claims was the first item for discussion. Ms. Jordan asked about Date of Injury. Ms. Wallick explained that those on the report are people who have lost time in this calendar year. So even though the claim dates back to 2011 or earlier, the employee is still currently missing time in relation to the original injury. It was explained that certain Workers' Comp claims have a lifetime span. Therefore, someone still employed at the County could lose time due to an injury that occurred in the 80's. Mr. Finnegan mentioned that there is a lot of emphasis on driver training and inquired if there are a large number of vehicle related accidents. Ms. Wallick explained that, while the number of incidents is lower, the severity of the injury is greater. Most claims are still slips, trips, and falls.

Injury reports identify what happened, why, and what can be done to try to keep the same type of injury from happening again. Corrective actions already taken or suggested to the department are on the report. It was requested that the committee provide additional recommendations, if any, and report back.

There was discussion on the incident where an employee was cut by a sharps container under the seat and it was noted that employees now keep sharps containers standing up behind the seat of the vehicle. That type of corrective action information will be included on the reports going forward. Ms. Wallick will look into other types of containers that can be used and bring suggestions to the next meeting.

For this fiscal year, there are 179 claims. For last fiscal year at this time the County had 213 claims. Mr. Finnegan asked if injury numbers seem consistent from year to year. Ms. Wallick reported that there were 217 in 2011, 231 in 2012 and 218 in 2013.

7. Driver Selection and Training Policy and Driver Selection Form. The committee will review proposed updates and revise the policy and form as necessary in order for the updated policy and form to be presented to the Board of County Commissioners for approval.

Ms. Wallick stated that the proposed revised policy included in the meeting packets has received Human Resources approval.

The Safety Committee is identified on the current policy to set the acceptable criteria for the County's drivers. Drivers' record reports may come back with incidents. What action does the County want to take? If someone with a poor record hurts someone while driving a County vehicle, the injured party could have a strong case against the County. Under the current policy, the department head is to review the driving records/reports and determine if the employee

should be able to drive a County vehicle. Mr. Finnegan suggested that the driving record be requested earlier in the hiring process to give departments time to review so that it would be available during the final hiring process. Ms. Wallick stated that such requests can be made of Human Resources. Driving records are supposed to be run every three years. Ms. Wallick has been the only employee to review reports before they go to the department head. However, she currently has no authority to contact the employee or department and there are no actions delineated regarding findings on a report. Changes to the policy must go to the Board of County Commissioners for approval. A policy change provides a good opportunity to send the policy out to all departments to remind them of their responsibilities and to make sure their drivers' records are being reviewed every three years. Ms. Jordan asked about the wording, where it states that the supervisors are "encouraged" to counsel employees who may be showing deterioration in driving. Language cannot be any stronger, such as "will" or "shall," per HR policies.

Ms. Wallick requests the final draft be presented at the July meeting, with possible approval to go to the BCC. Any suggestions would be appreciated soon, allowing time for HR to review before the July meeting. Associations should be consulted for wording as well. All suggestions should be sent directly to Ms. Wallick to avoid open meeting law violation.

8. Emergency Action Plan. The committee will review proposed updates and revise the Emergency Action Plan as necessary in order for the updated plan to be presented to the Board of County Commissioners for approval.

This document includes updates to the County Emergency Action Plan, including additional sections on earthquake, shelter in place, and lock-down procedures. The Plan was approved by the Workplace Safety Committee and Human Resources. Departments will have specific plans, including contact information, evacuation meeting location, secondary location, etc., based on this document. Mr. Finnegan motioned to present the document as written before the Board of County Commissioners. Ms. Jordan seconded the motion. Motion carried.

9. Topics for future agendas.

An election will be required for the position of Chairman of the Safety Committee, as Mr. Finnegan is resigning as both the Chairman and the WCEA representative. WCEA will decide who to appoint as the WCEA representative.

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.

Ms. Jordan announced that she will be retiring at the end of the year. She is looking for a replacement both for her position on the Safety Committee as well as an alternate.

11. Adjournment – 10:45 a.m.

There being no further business to come before the committee, Mr. Finnegan adjourned the meeting.

WORKER'S COMPENSATION
 LOST TIME CLAIMS
 1-1-14 THRU 7-3-14

Report date 7-3-14

CURRENT STATUS	DEPARTMENT	DOI	DIAG	MECHANISM	LOST	REST
REST - F/U 7-1	ADMINISTRATION	10-3-12	TEAR	REACHING FOR PAPER	21	277
FD - CLOSED	COURTS	12-19-13	FRACTURE	SLIP/FALL ON ICE	31	0
FD - PPD 7-28	LIBRARY	11-24-12	FRACTURE	TRIP/FALL OVER A BIN	42	237
FD - SURGERY 7-11 F/U 7-24	PUBLIC WORKS	4-7-11	STRAIN	SLIP/FALL ON ICE	136	0
REST - F/U 7-9	PUBLIC WORKS	1-6-14	STRAIN	LIFTING LARGE ROCK	92	92
FD - MMI - CP - SUBRO	PUBLIC WORKS	2-3-14	STRAIN	MOTOR VEHICLE ACCIDENT	7	0
OFF - F/U 7-15	PUBLIC WORKS	6-5-14	MULTIPLE	MOTOR VEHICLE ACCIDENT	40	0
REST - F/U 7-24	SHERIFFS OFFICE	8-21-07	TEAR	SLIP NO FALL ON WET FLOOR	214	353
FD - PPD PENDING	SHERIFFS OFFICE	6-10-13	TEAR	TRIP/FALL OVER FLOOR MAT	19	23
OFF - F/U 7-10	SHERIFFS OFFICE	8-8-13	MULTIPLE	STRUCK HEAD ON VAN FRAME	335	0
FD - F/U 7-2	SHERIFFS OFFICE	10-1-13	CTS	REPETITIVE TYPING	14	52
FD - CLOSED	SHERIFFS OFFICE	3-12-14	STRAIN	SLIP/FALL ON WET FLOOR	20	7
REST - F/U 7-9	SHERIFFS OFFICE	4-15-14	TEAR	TWISTED DURING PURSUIT	17	68
REST - F/U 7-31	SHERIFFS OFFICE	5-14-14	FRACTURE	TRAINING	25	53

TOTAL FOR CY2014

1013 1162

- 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 EVALUATION
- REST = ON RESTRICTED DUTY
- RTW - RETURN TO WORK
- SUBRO - COLLECT COSTS FROM THE PARTY WHO CAUSED THE INJURY

WORK COMP

AS OF:

6/30/2014

CLAIMS HISTORY

FY	CLAIMS	PAID	RESERVE	THIRD PARTY RECOVERY	CARRIER REIMBURSED	NET INCURRED	AVG COST / CLAIM (INCURRED)	ACTIVE OPEN CLAIMS	LONG TERM OPEN
82-99	2179	13,125,927	2,739,622	0	262,442	15,603,107	7,161		13
2000	191	328,083	0	0	0	328,083	1,718		
2001	156	898,913	661,150	0	0	1,560,063	10,000		1
2002	197	1,231,391	791,158	0	0	2,022,549	10,267		2
2003	190	1,840,292	1,216,812	185,512	0	2,871,592	15,114		4
2004	219	1,760,137	1,404,097	2,375	0	3,161,859	14,438		2
2005	267	1,679,455	274,917	168,730	0	1,785,642	6,688		3
2006	207	1,048,828	163,923	87,718	0	1,125,033	5,435		3
2007	243	922,291	10,335	10,227	0	922,399	3,796		1
2008	186	682,834	36,731	82,210	0	637,355	3,427	1	1
2009	204	994,181	140,944	19,170	0	1,115,955	5,470	1	2
2010	201	2,161,981	1,188,627	440	0	3,350,168	16,668		5
2011	217	1,746,830	453,684	5,786	0	2,194,728	10,114	2	6
2012	231	1,716,455	1,267,712	4,168	0	2,979,999	12,900	1	4
2013	218	1,406,126	373,944	24,576	0	1,755,494	8,053	11	5
2014	199	517,077	543,026	3,747	0	1,056,356	5,308	66	0

TOTALS	5,305	32,060,801	11,266,682	594,659	262,442	42,470,382	8,006	82	52
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TOTAL OPEN: 134

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

DATE	DESCRIPTION	TYPE	AGENCY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	IO OR CLAIM
1-May	Bitten by dog	Puncture	Animal	Normal duties	Normal duties	Animal	Gloves, arm protectors	IO
1-May	Sharp edge	Laceration	Equipment	Unsafe equipment	Lack of awareness, maintenance	Cause of damaged equipment unknown	Equipment replaced - reminder to all Ees to check, fix and/or replace when needed	IO
6-May	Contact w/sharp object	Puncture	Hidden object	Normal duties	Normal duties	Normal duties	Use tongs for search of bins	CLAIM
6-May	Struck by	Laceration	Power tool	Missing guard	Unsafe act by employee	Inattention - training - maintenance	Guard replaced - training	IO
7-May	Climbing into truck bed	Pain	Equipment	Normal duties	Normal duties	Normal duties	Obtain steps for truck?	IO
9-May	Slip, trip, fall	Multiple injuries	rocks & loose dirt	Unstable walking surface	Inattention	Normal duties	Pay attention to surroundings - this was off site	CLAIM
11-May	Bitten by cat	Puncture	Animal	Normal duties	Normal duties	Animal	Gloves, arm protectors	CLAIM
12-May	Annual physical	Heart	None	None	No unsafe act	None	No safety recommendations	CLAIM
14-May	Struck by person	Fracture	Training	Normal duties	Normal duties	Normal duties	Use care	CLAIM
14-May	Lifting, carrying, moving items	Strain	Equipment	Normal duties	Normal duties	Normal duties	Use cart, proper body mechanics	CLAIM
14-May	Walking	Twist	Parking lot	Crack in asphalt	Inattention	Inattention	Off site area - pay attention	IO
17-May	Quickly rising to standing position	Sprain	Exiting vehicle	Normal duties	Normal duties	Unsettled ground	No safety recommendations	CLAIM
19-May	Bitten by cat	Puncture	Animal	Normal duties	Normal duties	Animal	Gloves, arm protectors	CLAIM
19-May	Caught between	Contusion	Door & tray	None	Inattention	Inattention	No safety recommendations	IO
20-May	Grabbing, pulling, twisting, lifting	Sprain	Training	Normal duties	Normal duties	Normal duties	Stretching/strengthening - try to use proper body mechanics	CLAIM
20-May	Annual physical	Heart	None	None	No unsafe act	None	No safety recommendations	CLAIM
21-May	Bitten by dog	Puncture	Animal	Normal duties	Normal duties	Animal	Awareness, bite sticks	CLAIM
24-May	Playing basketball	Strain	Turning	None	Outside duties	Sports activity	Reminder not part of duties	CLAIM
23-May	Fall - no cause	Contusion	Moving items	None	None	Personal factor	Use cart when moving items	IO
26-May	Slip, twist - no fall	Strain	Stairs	None	Inattention	None	No safety recommendations	CLAIM
27-May	Trip, fall	Strain	Exiting equipment	Sharp edge of walk area	Inattention	Inattention	EE counseled on proper mount/dismount of equipment	CLAIM
29-May	Pushing vehicle off road	Strain	Vehicle	City street	Normal duties	Improper body mechanics	No safety recommendations	CLAIM
29-May	Struck against	Pain	Chair	None	Inattention	Inattention	Ask for assistance - use care	IO
30-May	Rear-ended & pushed into front vehicle	Strains	MVA	City street	Normal duties	Act of another person	Leave room in front of vehicle to lessen front impact - not at fault	CLAIM
30-May	Arresting subject	BBP	Hand	Normal duties	Normal duties	Other person	Gloves	CLAIM
31-May	Slip, fall	Sprain	Stairs of bus	None	Inattention	None - wearing proper footwear - steps clean & dry	Hold handrail, ensure feet securely on step	CLAIM

CLAIMS 18

INCIDENT ONLY 8

26

DATE	DESCRIPTION	TYPE	AGENCY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	IO OR CLAIM
1-Jun	Bitten by dog	Puncture	Animal	Normal duties	Normal duties	None	Puncture resistant gloves	IO
3-Jun	Slip/fall	Concussion - contusions - sprains	Ice	Ice on floor not reported	Normal duties	Lack of maintenance - inattention	Mats placed immediately - equipment being repaired	CLAIM
3-Jun	Repetitive motion	Sprain - bursitis	Kneeling	Normal duties	Normal duties	Varying surfaces	Wear kneepads when kneeling on hard surface	CLAIM
3-Jun	Running	Pain	Training	Normal duties	Normal duties	None	No safety recommendations	IO
5-Jun	Caught between objects	Contusions Lacerations	Door & door jamb	None	Inattention	Inattention	Remind staff to pay attention of hands	CLAIM
5-Jun	Contact with sharp object	Puncture	Tools	Using unsafe equipment	Unsafe placement of tools	Lack of maintenance - inattention	Store tools correctly in safe bag, move out of the way when performing work	IO
5-Jun	Motor vehicle accident	Multiple injuries	MVA	Normal duties	City street	Act of another	Other driver at fault	CLAIM
6-Jun	Contact with sharp object & chemical	Puncture	Needle	Unexpected movement	Not securing object	Act of another	Training	CLAIM
7-Jun	Attacked by inmate	Pain	Other person	Normal duties	Normal duties	Other person	Subro / legal action	IO
12-Jun	Performing First Aid	BBP	Hands/arm	BBP	Normal duties	Normal duties	Wear gloves & other PPE	CLAIM
12-Jun	Scratched by	Scratches	Cat	Normal duties	Normal duties	None	Wear gloves - training	IO
13-Jun	Performing First Aid #1	BBP	Hands	BBP	Normal duties	Normal duties	Wear gloves & other PPE	CLAIM
13-Jun	Performing First Aid #2	BBP	Hands	BBP	Normal duties	Normal duties	Wear gloves & other PPE	CLAIM
16-Jun	Struck against	Strain - Pain	Large rock	Unexpected movement	Normal duties	Property owned by another was rotten	Investigate situation before attempting to move it	IO
24-Jun	Running	Strain	Foot pursuit	Normal duties	Normal duties	Act of another	No safety recommendations	CLAIM
25-Jun	Disrupted flying insects	Bite/sting	Wasps	Normal duties	Normal duties	None	Protective clothing - spray area before pruning	CLAIM
26-Jun	Struck by	Laceration	Firearm	Unsafe weapon	Failure to adjust to circumstances	Act of another	If suspect dangerous weapon, fire remotely, department will purchase shooting gloves	CLAIM
26-Jun	Bitten by cat	Puncture	Animal	Normal duties	Normal duties	None	Was using gloves & tongs - puncture resistant gloves	CLAIM
26-Jun	Annual physical exam	Pain	Exam	Normal duties	None	None	No safety recommendations	IO
26-Jun	Fall descending ladder	Strain	Step ladder	Normal duties	Inattention to where foot was	Inattention	Another employee holds ladder - pay attention	IO

DRIVER SELECTION FORM
AUTHORIZATION TO ORDER EMPLOYEE DRIVING RECORD

Name _____ Driver's License # _____
(last) (first) (middle) State where license issued _____

Address _____
(street) (city) (state) (zip)

Job Title/Department _____ Hire Date _____

Vehicles driven for County business (circle) car van truck (type) _____ other (identify) _____

Driving Record

1. Accident record for the past three years. Check here if **None** ()

Date	Description
_____	_____
_____	_____

2. Moving **violations** or convictions (exclude parking tickets) for the past three years. Check here if **None** ()

Date	Charge and Penalty
_____	_____
_____	_____

3. Have you ever been denied a license, permit, or privilege to operate a motor vehicle?

Yes _____ No _____. If yes, please explain below.

4. Has any driver's license, permit, or privilege ever been suspended or revoked?

Yes _____ No _____. If yes, please explain below.

I authorize Washoe County to request and obtain information from the Department of Motor Vehicles pertaining to my driving record for the past three (3) years. Information obtained from a driving record report will be used to determine my ability to drive for the County according to the acceptable driving standards within the Driver Policy, and may affect my employment.

I hereby certify that the foregoing information is true to the best of my belief.

I understand that:

Falsification of any of this information may be grounds for denial of employment, my ability to drive on County business, or disciplinary action if employed.

A copy of the driving record report, may be made available to my Department Head and will be retained in my personnel file. I have the ability to receive a copy of this record.

____ Yes, provide me a copy of records obtained from the Department of Motor Vehicles that will be placed in my personnel file.

Signed _____ Date _____

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 Washoe County department and division. Lives of people are at stake, and 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 maintaining 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.

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.

County Drivers Employees who operate County vehicles or operate personal vehicles while on County business are required to pull to the side of the road while prior to talking on a cell phone (Hands Free or Not). There are exceptions to allow the use of radios or hands free phones during an emergency response or for departments with established criteria when radios or hands free communication devices may be used and have notified their employees through written documentation on when the exception may be made. Texting, or otherwise using a mobile device to view or compose email while driving is strictly prohibited. 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.

Consumption of alcohol or a controlled substance anytime immediately prior to, or during the workday, is unacceptable whether the individual is impaired or not. Prescription medication is to be monitored by County Drivers to ensure they are safe to operate motor vehicles.

SCOPE

Whether an employee is to drive a County vehicle, or their personal vehicle to conduct County business under Washoe County Code, they are covered under this Policy. They will hereafter be referred to as "County Drivers".

Employees with Class A or Class B licenses and operate County vehicles within those categories are to abide by the requirements of this Policy as well as Department of Transportation regulations and any other requirements for Commercial Drivers.

PURPOSE

This policy was created to:

- Notify County Drivers of the acceptable standards required to be allowed to operate a vehicle while conducting County business and that action(s) may be taken for failure to meet acceptable driving standards
- Notify County Drivers that driving records will be obtained, reviewed, and retained
- Specify responsibilities

SECTION 1. Responsibility for ~~Driver Selection and Training Program~~

~~This execution of this policy shall be the joint responsibility of the Board of County Commissioners, the department heads or designees, County Drivers, the Safety Committee, Human Resources, and the Risk Management Division.~~

~~The Board of County Commissioners will: 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.~~

- Provide authorization to the responsible parties to perform actions under this policy

~~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.~~

Department Management will:

- select County Drivers based on essential job functions, and department needs
- ensure that driving records are requested for County Drivers
- arrange for employees to attend Defensive Driving training
- take prompt, appropriate action whenever a Driver or Risk Management notifies them of circumstances which may affect a person's ability to operate a vehicle on behalf of the County

~~County Drivers employees will: 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.~~

- adhere to the Driver Policy
- immediately notify their department head whenever there is a situation which may affect their ability to operate a vehicle

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

- ~~Conduct defensive driving courses~~
- ~~Request and review driving records from the Nevada Department of Motor Vehicles (DMV)~~

Human Resources ~~will:~~

- ~~Identify driving activities as essential functions~~
- ~~Assist department management with employment issues as needed~~

The Safety Committee ~~will: is responsible for establishing reasonable standards for drivers 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.~~

- ~~establish acceptable standards for County Drivers~~
- ~~present this policy for approval by the Board of County Commissioners~~
- ~~review preventable accident reports and related information~~
- ~~Review the Driver Policy and referenced forms annually and update as needed~~

SECTION 2. Drivers Training

~~Full-time and designated part-time County Drivers employees driving County vehicles or personal vehicles while on County business are required to attend a Defensive Driving Classes Courses (DDC) during regular paid hours. 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.~~

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

~~If the Current employees drives a County vehicle or drives a personal vehicle while on County business, the employee is required to will participate in a DDC the Defensive Driver's Training classes once every three years, and periodic refreshers 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.~~

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

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

SECTION 3. Standards for Drivers Selection

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

- Possess a valid Nevada drivers license of the proper class **for the vehicle(s) they are operating**, 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 courses.
- ~~Capable of demonstrating~~ familiarity with the type of vehicles assigned and **passing a driving check ride, wherein the Supervisor will ride along with the employee in order to assess the drivers ability to correctly perform tasks, when requested or** required.
- **Demonstrate their ability to safely and lawfully operate vehicles as may be determined by review of their driving records, and/or their driving actions**

SECTION 4. ~~Driver Selection~~ Driving Records

~~Every County employee~~ **County Drivers** ~~who will drive a vehicle on County business~~ must complete **an AUTHORIZATION TO REQUEST EMPLOYEE DRIVING RECORD** ~~Driver Selection~~ Form after being offered employment, every three (3) years while continuing to drive on behalf of the County, or at the department head or Safety Committee's request.

~~Should a potential new hire possess a drivers license from a state other than Nevada, or possess a Nevada drivers license for less than three (3) years, the potential new hire will be responsible for obtaining and presenting a copy of their three year driving record to their department head within 30 days from request.~~

~~The~~ **AUTHORIZATION TO REQUEST EMPLOYEE DRIVING RECORD** forms, and any driving records supplied by potential new hires, will be reviewed by the department head ~~or division head~~ or designee and forwarded to Risk Management. ~~and the~~

~~Risk Management Division~~ will **request** ~~make a motor vehicle~~ a drivers record report from the Nevada DMV, at no cost to the County, and review the report ~~record check~~. If there are findings as identified within this Policy, the DMV report will be forwarded to the department head. The department head will compare the record with the standards established **in this Policy** ~~by the~~

~~Safety Committee~~ and the appropriate hiring action **or employment action** will be taken by the department head. ~~or division head in accordance with those standards.~~

Completed AUTHORIZATION TO REQUEST EMPLOYEE DRIVING RECORD form and the DMV driving record reports will be maintained by Risk Management for three (3) years.

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

Driving record deficiencies **as found on driving record report** may be grounds for denying employment to a prospective employee or for employee counseling, training, or corrective measures.

No person will be allowed to drive as a County Driver if they have a currently suspended, canceled or revoked license. Proof of license reinstatement must be provided to the Department Head and Risk Management. Employees will not drive on County business until the ~~appointing authority~~ **the department head** has been notified and ~~he/she~~ **authorizes, in writing, that** the employee ~~may~~ **to** operate a vehicle on County business.

Current employees shall inform their ~~appointing authority~~ **department head** within **seven (7) calendar** days of any **citations or convictions for traffic offenses which result in automatic revocation or suspension of their license or an accumulation of 8 demerit points.** ~~of a moving violations resulting in an accumulation of 8 demerit points or a suspension of driving privileges as defined in Nevada Laws.~~

Department heads will ~~counsel such employees and~~ take appropriate action when advised of the following circumstances. ~~any of these citations or convictions or 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, **or impaired by** alcohol, **a** 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, **aggressive 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.

Department heads are **encouraged** to counsel in ~~nearly all~~ cases where driving habits are beginning to deteriorate **as may be identified by the department or from information on the driving records.** ~~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. 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.~~

The following citations, within the past 12 months, indicate a need for counseling:

Three or more moving violations

Two or more moving violations, in combination with an at-fault accident

Two or more at-fault accidents

Three or more complaints from the public due to separate incidents

When ~~re~~ the incidents or citations occurs **while** on County business, counseling is required.

SECTION 6. Accident Review

Risk Management investigates each incident involving a County vehicle to determine if the incident was preventable or non-preventable and to provide recommendations on how to prevent similar incidents.

~~Reports indicating an incident was preventable will be made available to the~~ ~~Whenever an employee has an accident subject to review by the County Safety Committee.~~ ~~The Safety Committee shall review the circumstances and possibly obtain the driving record., and~~ ~~Based upon the facts of the accident and the employee's driving record, and~~ **the Safety Committee may** make **additional** recommendations for counseling, training, or corrective measures to the department or division head ~~that 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 7. 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~~ **traffic** accident where the vehicle operators **actions, or failure to act, did not violate any law or ordinance contributing**ed 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~~ **traffic** accident where the vehicle operator ~~did~~ drove or **parked** 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.
Revised: 1/31/11 **2014**

WASHOE COUNTY SAFETY POLICY

TO REPLACE PROGRAM APPROVED BY BCC 3-18-1997

PURPOSE

Washoe County requires that action be taken to provide a safe and healthful work environment in order to protect individuals from injury or illness.

The purpose of this policy is to:

Define responsibilities for evaluation, awareness, and control of hazards;

Support the WASHOE COUNTY WRITTEN WORKPLACE SAFETY PROGRAM;

Support and direct the actions identified within HAZARD ASSESSMENT AND CONTROL PLANS.

SCOPE

This policy, and Hazard Assessment and Control Plans, shall apply to all employees, and those individuals working with, or on behalf of, Washoe County, who may be exposed to hazards within the workplace.

The term “Employee” as used within this document is to include volunteers, interns, and members of work crews while performing work on behalf of the County.

Contractors, and those working for Contractors, are not considered to be “Employees” but will be included in regard to their need to abide by OSHA rules, County directives, and their own company policies / procedures while working on County projects, properties, and/or with County employees. The Contractor is responsible for their personnel in regard to any costs associated with training, personal protective equipment, and Worker’s Compensation claims.

POLICY

A written WORKPLACE SAFETY PROGRAM has been approved by the Board of County Commissioners.

The Board of County Commissioners directs that County employees are required to abide by the Written Workplace Safety Plan and the HAZARD ASSESSMENT AND CONTROL PLANS for each occupational hazard, as well as any supporting documents and subsequent revisions.

RESPONSIBILITY

Board of County Commissioners will:

- Provide authorization to the responsible parties to carry out the implementation of HAZARD ASSESSMENT AND CONTROL PLANS
- Provide authorization to Risk Management to review and update the HAZARD ASSESSMENT AND CONTROL PLANS, and supporting documents, as needed

Employees will:

- Comply with the WORKPLACE SAFETY PROGRAM, SAFETY POLICY, and HAZARD ASSESSMENT AND CONTROL PLANS
- Report to their department management any issues or concerns regarding safety in the workplace

Department Management will:

- Identify job titles, areas, procedures, and tasks where employees may reasonably be exposed to hazards and complete DEPARTMENT EXPOSURE AND CONTROL PLANS
- Provide reports and information regarding changes to worksites, tasks and/or procedures to Risk Management
- Implement controls identified on the HAZARD ASSESSMENT AND CONTROL PLANS
- Ensure compliance with all Safety policies and Control Plans
- Take appropriate steps to counsel, retrain, remove persons from unsafe work sites or tasks, and/or initiate disciplinary action when needed

Risk Management will:

- Coordinate with department management to gather information on employees effected by hazards in the workplace
- Compile information to complete HAZARD ASSESSMENT AND CONTROL PLANS
- Ensure that documentation complies with OSHA standards
- Develop training programs and provide, or arrange for, training as required
- Assist department management with administration of safety and health issues
- Review the HAZARD ASSESSMENT AND CONTROL PLANS and all referenced forms at least annually, update as needed, and communicate any changes to affected personnel

EXPOSURE RISK ANALYSIS AND DETERMINATION

HAZARD ASSESSMENT AND CONTROL PLANS shall be the master documents for each type of hazard. These documents will compile information regarding employees affected by specific hazards and detail the actions that will be taken by the County in order to protect employees from injury or illness.

The HAZARD ASSESSMENT AND CONTROL PLANS are to include:

1. Determination of employee exposure
2. Analysis and implementation of various methods to control exposures, including Engineering, Administrative, and Safe Work Practice Controls and Personal Protective Equipment
3. Post-Exposure Evaluation and Follow-Up
4. Communication of Hazards to Employees
5. Training and re-training
6. Recordkeeping

Departments are to delegate at least one individual who will be responsible to ensure that controls are being used, in good repair, and available to employees.

CONTROL METHODS

The goal of the County is to remove hazards from worksites whenever feasible.

ENGINEERING CONTROLS – Eliminate or reduce exposure to a hazard through the use of substitution, or redesigning equipment, tools, work organization and workplaces through enclosure, isolation & ventilation

Each affected area Department Management and Risk Management will evaluate circumstances when Engineering Controls may be used and initiate corrective action when feasible. The following actions may be considered and reported on the HAZARD ASSESSMENT AND CONTROL PLANS:

- Enclose processes
- Ventilation
- Isolation of hazards from employees or work areas
- Substitution to less hazardous products
- Dilution of hazardous products
- Machine guards
- Increased distance between employees and the hazardous condition

ADMINISTRATIVE CONTROLS – Reduce the amount of time and employee is exposed to a hazard through relief workers, breaks and rotation

Each affected area Department Management and Risk Management will evaluate circumstances when Administrative Controls may be used and initiate corrective action when feasible. The following actions may be considered and reported on the HAZARD ASSESSMENT AND CONTROL PLANS:

- Limit the amount of time workers spend at a hazardous task
- Increase staff to perform a specific task in less time
- Outsource tasks

WORK PRACTICE CONTROLS - Reduce the likelihood of exposure by altering the manner in which a task is performed

Each Employee is requested to actively participate in maintaining a safe workplace and to communicate with their Department Management regarding issues of concern.

Employees are to use all safe handling precautions and personal protective equipment as directed on chemical labeling, Safety Data Sheets, and tool/equipment manuals.

Employees are to always use appropriate tools and equipment when performing tasks.

Employees are to ensure tools and equipment are in good working order prior to use. If equipment is manufactured with machine guards, it is mandatory that the guards be in place and secured properly prior to equipment being used. If guards are missing or damaged, equipment is to be taken out of service until repair or replacement is made.

Employees working with tools, equipment, or chemicals where there is potential for by-standers to come into contact with their work product are responsible for moving the by-standers away from a hazardous area or providing protection.

PERSONAL PROTECTIVE EQUIPMENT (PPE) - specialized clothing or equipment worn by an employee for protection against an exposure

Employees are required to use Personal Protective Equipment for the type of hazard that may be present while performing tasks and as identified on the HAZARD ASSESSMENT AND CONTROL PLANS and its supporting documentation, including future revisions.

The highest level of protection is to be used when there is the possibility of multiple hazards.

COSTS

Departments with employees identified under HAZARD ASSESSMENT AND CONTROL PLANS are responsible for costs associated with:

- Training and retraining
- Employee time for training
- Control Methods
- Personal Protective Equipment
- Signs, labels
- Medical assessments and vaccinations as necessary
- Emergency first aid applicable to the hazards

Departments are responsible for providing initial and regularly scheduled replacement Personal Protective Equipment at no cost to employees. As allowed under OSHA guidelines, Personal Protective Equipment that was provided by the County to employees but was intentionally damaged, misused, or lost is to be replaced at the employee's personal expense.

Should employees purchase their own Personal Protective Equipment, it must meet the minimum requirements as set forth in OSHA or ANSI guidelines.

Washoe County, as a Self-Insured employer, assumes costs for Employees accepted Worker's Compensation claims as directed under Nevada Revised Statutes and Nevada Administrative Code.

Contractors are responsible for supplying their own personnel with training, Personal Protective Equipment, and their personnel's Worker's Compensation claims.

POST-INCIDENT REPORTING, EVALUATION AND FOLLOW UP

Employees are to immediately notify their direct Supervisor of any occupational injury or illness and seek first aid or medical attention at one of the County's preferred providers as appropriate.

Department management is to make provisions for transportation to medical care for employees who experience a serious injury or illness and cannot safely transport themselves.

If an injury or illness is due to a chemical exposure, the Safety Data Sheet on the product is to be sent with the injured worker when they go for medical attention.

Worker's Compensation claim paperwork is to be submitted to Risk Management.

COMMUNICATION OF HAZARDS TO EMPLOYEES

Formal notification of hazards shall be done through labels, signs, and training.

LABELS / SIGNS

Department management will obtain and post labels and signs as needed to warn employees of hazards and the actions necessary in order to protect employees from hazards.

Whenever safety signs are posted, the direction given on the sign applies to all individuals who work in, or enter, those areas for any reason, and for any duration of time.

TRAINING TOPICS/FREQUENCY

Each employee who may be exposed to a hazard shall be trained on the hazard and how to protect themselves from injury or illness.

The department is responsible for ensuring employees receive training as part of their paid duties.

Initial training shall be conducted prior to an employee being assigned to a position or task as identified on the HAZARD ASSESSMENT AND CONTROL PLAN for that hazard.

Affected employees will be provided training that will include, but not be limited to:

- A copy of the applicable OSHA standard
- Copies and explanation of the HAZARD ASSESSMENT AND CONTROL PLAN and supporting documents
- An explanation of signs, labels or other warning devices
- Information on the types, location, removal, limitations, and use of applicable protective equipment
- Emergency action steps
- Contacts for employees to obtain further information

Employees must demonstrate an understanding of the training material through written evaluation and/or personal demonstration of understanding of the training material before being allowed to perform hazardous work.

Retraining will be done as directed by OSHA requirements and/or when there are any changes to the workplace, procedures, equipment, protective equipment, or when there is reason to believe that an employee may need a refresher, and/or at department management's discretion.

TRAINING METHODS/RESPONSIBILITY

Training may be conducted using lecture, personal demonstration, video, DVD, and/or printed material or a combination of any of these methods. Training materials will be available for review at any reasonable time.

The person conducting the training shall be knowledgeable on the safety aspects of the subject. Employees will be given the opportunity for interactive questions and answers.

The person conducting the training is responsible for completing training records to include:

- Date of training session
- Contents of the training session
- Name of the instructor
- Names and job titles of all persons attending the training session
- Written evaluations

RECORDKEEPING

Training documentation will become a part of the employee's personnel record and may be used in investigation of safety issues and claims.