

**SAFETY COMMITTEE MEMBERS**

Don Cavallo  
Margot Jordan  
John Sabo  
Marc Bello  
Carla Fells  
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**

**September 18, 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. 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), 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, 2<sup>nd</sup> 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 Washoe County Safety Committee meeting minutes of July 17, 2014.
4. \* Introduction of Paul McArthur, new Washoe County Comptroller and Acting Risk Manager.
5. Review and discuss Industrial Injury Summary Reports. Discussions will include recommendations of the Committee for prevention of work-related injuries or illnesses.
6. Review and discuss finalized *Driver Selection and Training Policy* and supporting documents: *Authorization to Request Employee Driving Record* and *Cell Phone / Portable Electronic Device Use*.
7. Discuss on-line training for Safety Committee Members – COMMITMENT TO SAFETY.
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.



**COMPTROLLER**  
**Risk Management Division**

- Safety
- Insurance

**WASHOE COUNTY**  
*"Dedicated to Excellence in Public Service"*

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**SAFETY COMMITTEE MEETING MINUTES OF JULY 17, 2014**

The Washoe County Safety Committee Meeting convened at 1:35 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 called the meeting to order.**

**Members present were:**

Celeste Wallick, Risk Management Analyst and the County Safety Officer  
Cynthia Washburn, Acting Risk Manager  
Margot Jordan, Health Department Manager and the representative for the Washoe County Nurses' Association  
Wendy Leonard, Lieutenant, representative for the Washoe County Sheriff's Deputies Association  
Carla Fells, temporary representative for the Washoe County Employees' 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 July 17, 2014.**

It was noted by Counsel that for future meetings, the approval of the Agenda is not required. For this meeting, on motion by Ms. Jordan, seconded by Lt. Leonard by which motion duly carried, it was ordered that the agenda be approved.

**7. Election of new Chairperson of the Safety Committee.**

Item number 7 was taken out of Agenda order to elect a Chairperson to continue the meeting proceedings. Ms. Wallick announced that Ms. Jordan had accepted a nomination to Chair the Committee. Lt. Leonard seconded the nomination and Ms. Jordan was duly elected as Chairperson of the Safety Committee through Calendar Year 2014.

**4. Approval of the Washoe County Safety Committee meeting minutes of May 14, 2014**

On motion by Ms. Wallick, seconded by Ms. Fells by which motion duly carried, it was ordered that the minutes be approved.

**5. Introduction of Paul McArthur, new Washoe County Comptroller and Acting Risk Manager.**

Mr. McArthur was not available. Cynthia Washburn was sitting in as Acting Risk Manager. Item tabled until next meeting.

**6. Introduction of new WCEA representative.**

Carla Fells is the Executive Director of the Washoe County Employees Association and was appointed temporarily by the WCEA to be the representative on the Committee. The Washoe County code does not state that a Committee member must be a Washoe County employee, therefore Ms. Fells may serve as the representative until another WCEA member is appointed.

**7. Election of new Chairperson of the Safety Committee.**

Item taken out of order and executed after the approval of the Agenda.

**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.**

Lost time claims first item for discussion. The report shows the days lost from work during the 2014 calendar year. Though the date of injury may be much earlier, if the employee has lost work days during the current calendar year, they will be included on the report.

Individual departments will be asked to look into solutions to prevent slip, trip, and fall incidents. Changes, such as spikes on shoes and additional training, have been implemented. Training depends on the type of work the employee is doing. Working at heights, for example, requires specialized training, whereas walking on sidewalks and in offices is general awareness.

The two motor vehicle accidents were questioned. Ms. Wallick stated that defensive driving classes are given to employees every three years. In these two instances, the employee was not at fault.

The second report is the Workers' Compensation Claim history since the County became self-insured in 1982. The number of employees with Work Comp claims since 1982 is 5,305. There was discussion to define the terms of the column headings. Reserve is what the County expects to continue to pay on open claims. Third Party Recovery is the money the County received from at-fault parties. Active Open Claims are those where an employee is still being treated, is waiting for disability status, or where there is a legal delay. Long Term Open are persons on permanent total disability, taking installments on permanent partial disability, or survivor benefits. The 134 total open claims is average for the County. At the date that the report was prepared the total number of claims for 2014 was 199. At the close of Fiscal Year 2014, there were 203 open claims. To date in Fiscal Year 2015, there are 5 claims.

The Reports of Injury report is for the Committee to review prior to the Committee Meeting and bring any questions or suggestions for corrective action to the table. Ms. Jordan questioned the blood-borne pathogen reports and the corrective action to wear gloves. Her question being, are they not wearing gloves? Ms. Wallick reported that there have been 12 blood-borne pathogen incidents in the Sheriff's Office this calendar year. She has taken the issue to Management. The Department has addressed this with the Sheriff's Officers, reinforcing the need to protect themselves in the field whenever possible. There are situations that cannot be controlled due to time constraints in responding to an emergency situation. The Officers do carry gloves in their pocket and there is annual PPE training. One recent incident involved an eye splash during a DNA test collection, wherein the swab entering the collection container caused a splash back. Ms. Jordan suggested that the Sheriff's Office ask the manufacturer to send a representative to conduct training on how to safely use that particular type of DNA collection kit.

Ms. Jordan questioned why the Departments are not listed on the Injury Report. Ms. Wallick reminded them it had been decided by the Committee that information provided be more anonymous. Mr. Watts-Vial questioned if there is enough information on the report for the Committee to make a corrective action suggestion per County Code. Ms. Wallick recommended that, as the reports go out prior to the meetings, the Committee review the reports ahead of time and, if someone wants more information about a particular incident, Ms. Wallick will be prepared to provide that during the meeting for the Committee to make recommendations for corrective action. Ms. Jordan suggested that the Unsafe Act column should include more specific details of the incidents.

Lt. Leonard asked if Ms. Wallick does trend tracking. Upon receiving affirmation of trend tracking, it was questioned if there are charts and graphs to represent that tracking. Lt. Leonard suggested it would be helpful to see a graphic representation by Department Loss as well as per Department by Incident Type. Ms. Washburn suggested that the graph should represent only the Incident Type and not Department as some Departments are small and the incident percentage would be skewed. Ms. Wallick suggested showing the 5 largest departments. Mr. Watts-Vial called for a motion. Ms. Washburn moved that, Ms. Wallick create a graphical portrayal of the injury reports which shows the major departments, possibly top 5 or 6, with comparison of injury type, the goal of which is to look for trends and emerging issues for Committee focus. Lt. Leonard seconded and motion carried with unanimous Committee vote.

**9. Review and discuss revised *Driver Selection and Training Policy*. Committee will recommend further review or recommend that this policy be presented to the County Manager and Board of County Commissioners for approval.**

The current driver policy has been in place for several years and is in need of update. Part of the policy is that the Safety Committee determines the acceptable criteria for County drivers. Within the current policy, there aren't many criteria other than that the driver must have a valid driver's license for the proper class of vehicle that the employee will be driving. The Committee is tasked to determine acceptable and unacceptable criteria for the policy.

Ms. Fells pointed out that the policy states that "the Supervisor will ride along with the employee in order to assess the driver's ability to correctly perform tasks." In some departments,

such as Roads, they have their own trainer who is not necessarily the supervisor. Suggested to add “or designated trainer.”

Regarding temporary suspension of an employee’s driver’s license, the action taken would need to be on a case by case basis. It would be the responsibility of the department head to determine if the employee could temporarily perform other duties for the County during the license suspension. Ms. Wallick noted that the Sheriff’s Department and the Truckee Meadows Fire Department have their own, more detailed driver policies. The policy in question for the Safety Committee to review is for other County drivers. Departments can tighten their own driver restrictions. The *Driver Selection and Training Policy* is a guideline for the departments to follow. The policy is modeled on the Industry standard. It has also been compared to the list of moving violation points from the DMV, to ensure that they match.

It was suggested that the listed citations or convictions can be open to additional types of incidents by including the language, “including, but not limited to.” It was discussed that receiving “three or more complaints from the public” before counseling should be changed to “any complaints from the public.” Ms. Wallick stated that once she receives a complaint she takes it to the department head. Therefore changing the wording would put the policy in line with what is currently being done. Discussion continued regarding the wording of that particular portion of the policy. It was determined that the policy should read, “Sustained complaints.” In the leading paragraph the wording should be changed to “Department heads are to investigate and, if required, counsel in cases...” The frequency of running driver’s reports was questioned. It was stated that it is cost/time prohibitive to run the reports more often than every 3 years.

The policy states that the driver must notify the department head when there is a situation that prohibits the employee from driving. Ms. Fells noted that this could mean a medical condition, not just a moving violation. Mr. Watts-Vial suggested adding to the end of the policy statement, “which includes, but is not limited to, a citation either during or after work, prescriptions which could impair a driver’s ability to safely operate a vehicle, or a medical condition.”

Ms. Jordan suggested changing the word “citation” to “moving violation” throughout the document as something such as a parking ticket counts as a citation. There was discussion regarding whether or not an employee is required to report every moving violation that they get in their personal car. It was recommended that a balance needs to be determined between professional and personal moving violations. Lt. Leonard read the Nevada point system to the Committee. It was decided that the number of points requiring the employee to report to their department head would be 8, which would involve at least 2 minor violations.

Ms. Wallick will clean up the policy and distribute clean copies at the next meeting. Lt. Leonard moved to accept the edits as discussed and to send a clean copy out to the members of the Committee who can then have them reviewed by their Associations to bring back to the next meeting. Ms. Wallick seconded, and the motion was unanimously carried by a quorum.

Note: Ms. Fells had stepped out to take a phone call and did not vote, but returned to the meeting as the motion was carried.

Counsel reminded the members that the Safety Committee is subject to Open Meeting Laws. Any discussion of Agenda items outside of the Public Meeting must be contained to

fewer members than would constitute a quorum. Any discussion with enough members to make a quorum is a misdemeanor. It was advised that any suggested changes should be sent only to Ms. Wallick.

The Driver's Selection Form was next for discussion. It was noted that the title of the form had been changed to *Authorization to Order Employee Driving Record* to more accurately reflect the purpose of the form. It was determined that out-of-state applicants would be responsible for providing their own driving record as a condition of employment. Due to time constraint, further discussion was deferred to the next meeting.

**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.**

Due to time constraint, tabled until next meeting.

**11. Discuss on-line training for Safety Committee Members - COMMITMENT TO SAFETY.**

On line training modules are available on the Flipside, on the Safety Committee page. These training modules are more generic than the specific department training. Ms. Washburn suggested that an announcement of these available safety training modules be sent through HR to all employees. It was established that, if an employee is not comfortable reporting a safety issue to their department, they can report directly to Ms. Wallick. Each location of each department has a Safety Rep. Some Reps are volunteers and some are appointed by their department head.

**12. Topics for future agendas.**

- Finalization of the Driver Training Policy and Authorization to Order Employee Driving Record form.
- Tabled Agenda Items 5 and 10.
- Further discussion of Agenda Item 11.

**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."**

There was no response to the call for public comment.

**11. Adjournment – 3:05 p.m.**

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

WORKER'S COMPENSATION  
 LOST TIME CLAIMS  
 1-1-14 THRU 9-8-14

Report date 9-8-14

| CURRENT STATUS          | DEPARTMENT      | DOI      | DIAG         | MECHANISM                  | LOST | REST |
|-------------------------|-----------------|----------|--------------|----------------------------|------|------|
| FD - PPD 3%             | ADMINISTRATION  | 10-3-12  | TEAR         | REACHING FOR PAPER         | 21   | 277  |
| REST - F/U 9-15         | ANIMAL SERVICES | 7-22-14  | CRUSH INJURY | STRUCK BY CAR              | 13   | 42   |
| FD - CLOSED             | COURTS          | 12-19-13 | FRACTURE     | SLIP/FALL ON ICE           | 31   | 0    |
| FD - PPD 8%             | LIBRARY         | 11-24-12 | FRACTURE     | TRIP/FALL OVER A BIN       | 42   | 237  |
| REST - F/U 9-11         | PUBLIC WORKS    | 4-7-11   | STRAIN       | SLIP/FALL ON ICE           | 132  | 11   |
| PERM RESTS - 3% PPD -VR | 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    |
| FD - MMI - CP - SUBRO   | PUBLIC WORKS    | 6-5-14   | MULTIPLE     | MOTOR VEHICLE ACCIDENT     | 42   | 0    |
| FD - F/U 9-11           | SHERIFFS OFFICE | 8-21-07  | TEAR         | SLIP NO FALL ON WET FLOOR  | 214  | 353  |
| FD - F/U 9-8            | SHERIFFS OFFICE | 6-10-13  | TEAR         | TRIP/FALL OVER FLOOR MAT   | 19   | 23   |
| OFF - SURGERY PENDING   | SHERIFFS OFFICE | 8-8-13   | MULTIPLE     | STRUCK HEAD ON VAN FRAME   | 365  | 0    |
| FD - PPD 10%            | SHERIFFS OFFICE | 10-1-13  | CTS          | REPETITIVE TYPING          | 14   | 52   |
| REST - F/U 10-1         | SHERIFFS OFFICE | 11-20-13 | HERNIAION    | PULLING ON HEAVY EQUIPMENT | 14   | 80   |
| FD - F/U 10-15          | SHERIFFS OFFICE | 1-17-14  | HEART        | ANNUAL PHYSICAL            | 7    | 0    |
| FD - CLOSED             | SHERIFFS OFFICE | 3-12-14  | STRAIN       | SLIP/FALL ON WET FLOOR     | 20   | 7    |
| REST - F/U 9-5          | SHERIFFS OFFICE | 4-15-14  | TEAR         | TWISTED DURING PURSUIT     | 17   | 126  |
| FD - F/U 10-3           | SHERIFFS OFFICE | 5-14-14  | FRACTURE     | TRAINING                   | 25   | 88   |

TOTAL FOR CY2014

1075 1388

- 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



| DATE   | DESCRIPTION               | TYPE                   | CAUSE   | HAZARDOUS CONDITION        | UNSAFE ACT                     | CONTRIBUTING FACTOR                     | CORRECTIVE ACTION   | IO OR CLAIM |
|--------|---------------------------|------------------------|---|----------------------------|--------------------------------|---|---|-------------|
| 1-Jul  | Contact with sharp object | Puncture - BBP         | Needle  | Unexpected movement        | Unsafe maneuver                | Inattention                             | Training, cut-resistant gloves, caution   | CLAIM       |
| 1-Jul  | Annual physical exam      | Hearing loss           | Normal duties   | Normal duties              | Normal duties                  | None                                    | Investigating all HL claims & devices to identify changes   | CLAIM       |
| 2-Jul  | Dog bite                  | Puncture               | Stray dog   | Normal duties              | Lack of PPE                    | None                                    | Gloves - training   | CLAIM       |
| 3-Jul  | Sharp object              | Laceration             | Staple on belt  | Normal duties              | Inattention                    | Ineffective safety inspection           | Do visual scan first before patting down  | CLAIM       |
| 6-Jul  | Contact with body fluid   | BBP                    | splash from container                                 | Unsafe design of container | Unsafe position                | TBD                                     | Department made a training video on PPE and procedures  | IO          |
| 7-Jul  | Fall to floor from chair  | Strain                 | pushed back & chair came out from underneath employee | None                       | Inattention - overexertion - ? | Unknown                                 | Chair safe - unknown why employee would fall out of a chair while sitting in it - no recommendations                                | CLAIM       |
| 9-Jul  | Lifting & twisting action | Strain                 | putting child in carseat                              | Unsafe position            | Normal duties                  | None                                    | Stretching/strengthening, back injury training for department   | IO          |
| 9-Jul  | Motor Vehicle Accident    | Pain                   | Other person  | Normal duties              | Normal duties                  | Act of another                          | Non-preventable   | CLAIM       |
| 14-Jul | Struck against desk       | Contusion              | Corner of desk  | None                       | Unsafe position                | None                                    | Attention to surroundings and body when moving chair - department looking at putting foam on uprights                               | CLAIM       |
| 15-Jul | Fall to floor from chair  | Strains and contusions | chair rolled when employee stood up                   | Unsafe position            | Inattention                    | Ineffective safety inspection           | Attention to surroundings - identify where chair is prior to sitting down   | CLAIM       |
| 17-Jul | Annual physical exam      | Heart                  | None  | None                       | Normal duties                  | None                                    | No safety recommendations   | CLAIM       |
| 18-Jul | Dog bite                  | Puncture               | Dog   | Normal duties              | Poor judgment                  | Act of another in not controlling dog   | Stand away from dogs even if they are leashed   | CLAIM       |
| 19-Jul | Arresting subject         | Possible BBP exposure  | Other person  | Normal duties              | Failure to wear PPE            | No time to don PPE in critical response | Wear gloves when possible - BBP reminder to all employees   | CLAIM       |
| 19-Jul | Arresting subject         | Strains and contusions | Other person  | Normal duties              | Normal duties                  | Act of another                          | No safety recommendations   | CLAIM       |
| 19-Jul | Lifting & twisting action | Strain                 | box of books  | Unsafe position            | Unsafe maneuver                | Complacency                             | All employees completed training on back safety - have person donating books place box on counter then break out into smaller loads | CLAIM       |

| DATE   | DESCRIPTION                                  | TYPE          | CAUSE                                    | HAZARDOUS CONDITION               | UNSAFE ACT  | CONTRIBUTING FACTOR                                     | CORRECTIVE ACTION   | IO OR CLAIM |
|--------|--|---------------|--|-----------------------------------|---|---|---|-------------|
| 19-Jul | Walking up stairs                            | Strain        | Other person                             | None                              | Co-worker was "playing a joke" by telling this employee the elevator was broken | Act of another & physical limitations of injured worker | Co-worker was written up. This employee could have verified information           | IO          |
| 22-Jul | Struck by van                                | Multiple      | Working in driveway                      | Congested area - unsafe work area | Failure to warn - poor planning - unsafe position                               | Complacency - lack of instruction                       | Instructed again to position truck to protect work area and use lights as warning | CLAIM       |
| 22-Jul | Trip - fall stopped by bracing hand on shelf | Pain          | Bin on floor (normal area)               | Object in walkway                 | Inattention   | Vision obstructed by items being carried                | Department new policy to remove bins from area when only one left                 | CLAIM       |
| 23-Jul | Walking in parking lot                       | Twisted ankle | crack in pavement                        | crack in pavement                 | Inattention   | None  | Awareness of area to avoid hazards - fill cracks                                  | IO          |
| 24-Jul | Repetitive motions                           | Carpal Tunnel | Hand controls on machine                 | None                              | Normal duties   | None  | Training for all employees on proper grip strength                                | CLAIM       |
| 24-Jul | Struck against shelf                         | Laceration    | Moving cord, stood up & struck shelf     | Unsafe maneuver                   | Inattention   | None  | Moved a cabinet under the shelf   | IO          |
| 25-Jul | Reached into mail envelope                   | Spider bite   | Spider in envelope                       | Unexpected object                 | Normal duties   | None  | Department was sprayed 5 months ago - spraying done on request                    | IO          |
| 29-Jul | Overexertion                                 | Strain        | Quick action required to avoid collision | Normal traffic duties             | None  | Act of another  | Non-preventable   | CLAIM       |

JULY

|                    |          |
|--------------------|----------|
| CLAIMS             | 17       |
| INCIDENT ONLY (IO) | <u>6</u> |
|                    | 23       |

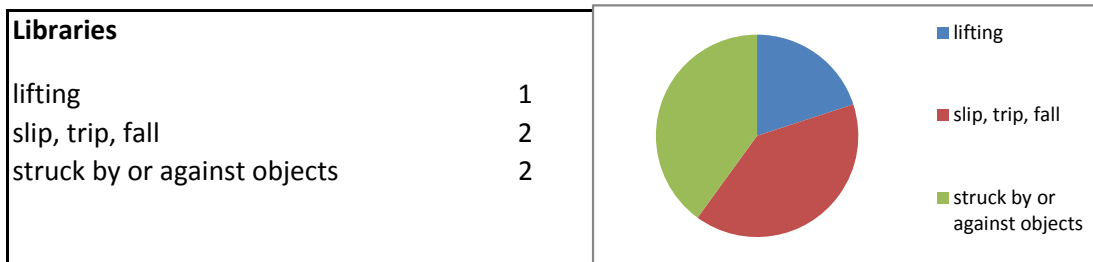
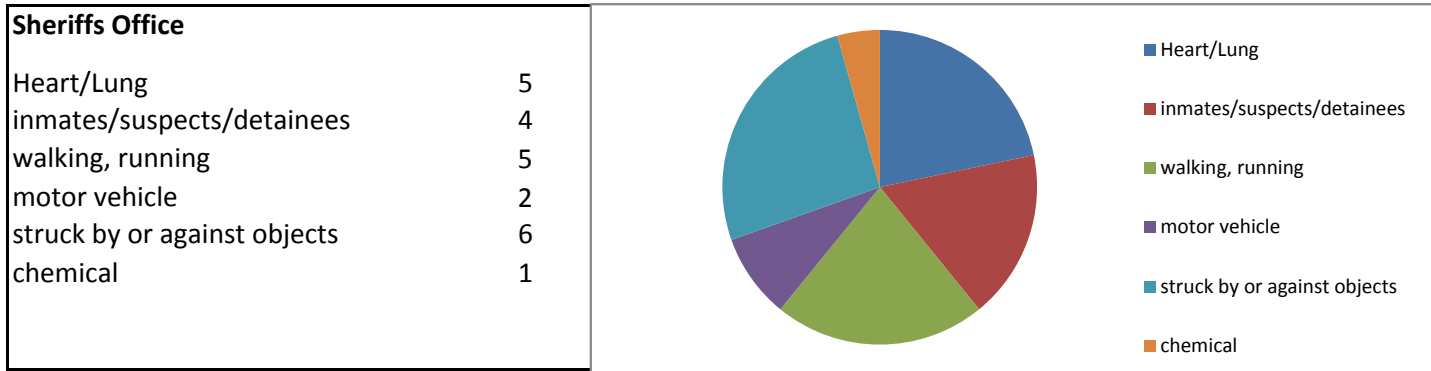
| DATE   | DESCRIPTION                 | TYPE                      | CAUSE  | HAZARDOUS CONDITION                                    | UNSAFE ACT   | CONTRIBUTING FACTOR              | CORRECTIVE ACTION   | IO OR CLAIM |
|--------|-----------------------------|---------------------------|--|--|--|----------------------------------|---|-------------|
| 4-Aug  | Overexertion                | Strain                    | Running training course                          | Normal duties  | Normal duties  | None                             | Reminder to stretch before physical activity                                      | IO          |
| 4-Aug  | Slip/fall to floor          | Contusions                | Wet shoes  | Unsafe walkway   | Inattention  | Lack of preventative maintenance | Purchase floor mat - proper footwear  | IO          |
| 6-Aug  | Insect stings               | Punctures                 | disturbed wasp nest                              | unseen nest (underground)                              | Normal duties  | Lack of PPE                      | PPE not normally worn for landscaping activities - if signs of insects spray area | CLAIM       |
| 6-Aug  | Trip - no fall              | Scratch, bruise, swelling | Tripped over an item left on the floor by a desk | Unsafe walkway   | Poor judgment in placing item - inattention          | Ineffective safety inspection    | Advised employees not to leave items in walk areas                                | IO          |
| 8-Aug  | Annual physical exam        | Heart                     | Normal duties                                    | None   | None   | Normal duties                    | No recommendations  | CLAIM       |
| 13-Aug | Struck against vehicle door | Abrasion                  | exiting vehicle                                  | None   | Inattention  | None                             | Awareness reminder  | CLAIM       |
| 13-Aug | Caught in leash             | Strain                    | Moving, twisting animal                          | Normal duties  | Normal duties  | None                             | Awareness training  | IO          |
| 14-Aug | Caught between door & gate  | Contusions                | Failed to move hand                              | None   | Inattention - unsafe position                        | Lack of training                 | Awareness training  | IO          |
| 15-Aug | Arresting subject           | Strains & contusions      | Combative person                                 | Normal duties  | Normal duties  | Act of another                   | No recommendations  | CLAIM       |
| 15-Aug | Walking                     | Sprain                    | Normal duties                                    | None   | Normal duties  | None                             | No recommendations  | CLAIM       |
| 15-Aug | Slip/fall to ground         | Sprain                    | Lost balance when log rolled out from under foot | Unsafe walk area - unexpected movement                 | Normal duties  | Darkness                         | Attention to surroundings   | IO          |
| 17-Aug | Overexertion                | Strain                    | Bending, lifting, carrying, walking              | None   | Unsafe position                                      | None                             | Training for all employees on body position                                       | CLAIM       |
| 18-Aug | Chemical exposure           | Inhalation                | Extinguishing fire                               | Fire, smoke, chemical, moving vehicles, congested area | Emergency response actions appropriate               | Normal duties                    | Emergency situations may not allow time for PPE or placement of body up-wind      | IO          |
| 19-Aug | Struck by object            | Laceration                | When being lowered, dock plate bounced up        | Defective equipment                                    | Unsafe position - failure to fix defective equipment | Lack of preventative maintenance | Department will have equipment fixed (8-22)                                       | IO          |
| 20-Aug | Annual physical exam        | Hearing loss              | Normal duties                                    | Normal duties  | None   | Normal duties                    | Investigating all HL claims & devices to identify changes                         | CLAIM       |

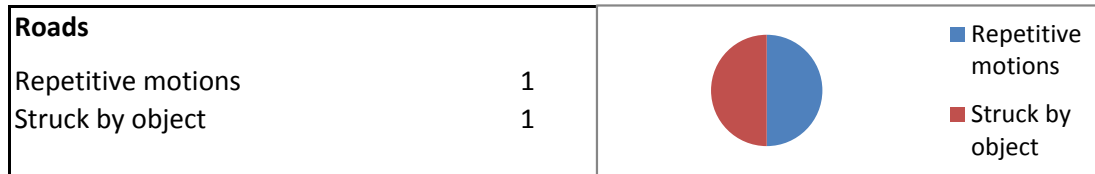
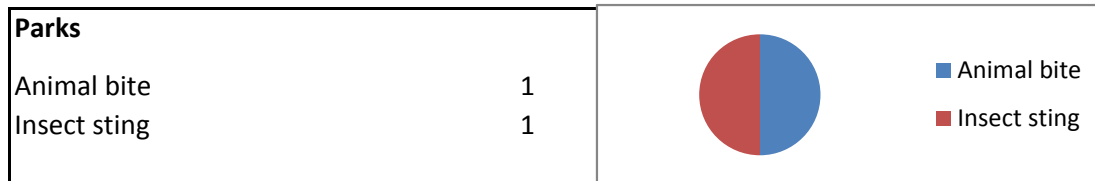
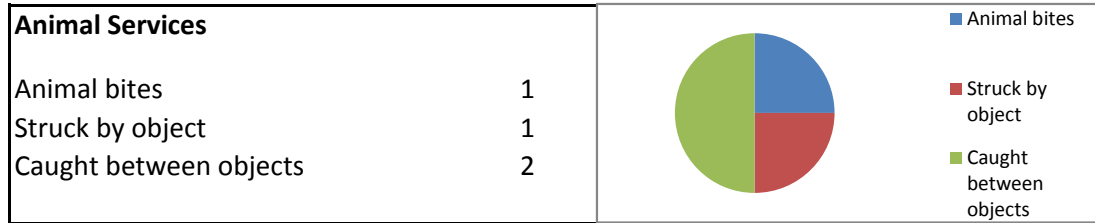
| DATE   | DESCRIPTION           | TYPE       | CAUSE   | HAZARDOUS CONDITION         | UNSAFE ACT                           | CONTRIBUTING FACTOR         | CORRECTIVE ACTION  | IO OR CLAIM |
|--------|-----------------------|------------|---|-----------------------------|--------------------------------------|-----------------------------|--|-------------|
| 20-Aug | Annual physical exam  | Heart      | Normal duties                                   | Normal duties               | None                                 | Normal duties               | No recommendations   | CLAIM       |
| 22-Aug | Struck by object      | Laceration | Object fell from truck onto toe                 | None                        | Unsafe loading                       | Lack of training            | Employee not able to get assistance - closed toed shoes - training on material handling  | IO          |
| 26-Aug | Struck against object | Contusion  | Walked into step stool that was around a corner | Unsafe walkway              | Inattention                          | Act of another              | All department employees received slip/trip/fall training - be aware of surroundings   | IO          |
| 27-Aug | Overexertion          | Strain     | pulling/lifting cart with heavy load            | Heavy load & uneven surface | Unsafe loading - trying to save time | None                        | Department reminded employee to not do activities out of job duties, make multiple trips with lighter load, flatten surface with boards, use different material handler, buddy lifting | CLAIM       |
| 28-Aug | Ergonomic             | Tear       | grabbing, squeezing, twisting motions           | Normal duties               | Unsafe position                      | None                        | Use two hands for moving awkward items   | CLAIM       |
| 28-Aug | Struck by object      | Laceration | Object fell from truck onto head                | Unsafe position             | Unsafe placing                       | Attitude - lack of training | Do not place objects standing up - training on material handling   | IO          |

AUGUST

|                    |           |
|--------------------|-----------|
| CLAIMS             | 10        |
| INCIDENT ONLY (IO) | <u>11</u> |
|                    | 21        |

| DEPT             | # of reports |
|------------------|--------------|
| Sheriffs Office  | 23           |
| Libraries        | 5            |
| Animal Services  | 4            |
| Parks            | 2            |
| Roads            | 2            |
| Social Services  | 2            |
| Assessors        | 1            |
| Health Dept      | 1            |
| Managers         | 1            |
| Medical Examiner | 1            |
| Treasurers       | 1            |
| Water            | 1            |
|                  | <hr/> 44     |





## DRIVER POLICY – DRAFT OF UPDATES SEPTEMBER 2014

### 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 Washoe County. Lives are at stake, and vehicle collisions are potentially the most costly losses we can incur when property damage, injuries, 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. 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.

County Drivers are required to pull to the side of the road prior to talking on a cell phone (Hands Free or Not). Texting, or otherwise using a mobile device to view or compose email while driving, is strictly prohibited.

There are exceptions to allow the use of radios or hands free devices during an emergency response or for departments with established criteria when radios or hands free communication devices may be used and the departments have notified their employees through written documentation on when the exception may be made. [The CELL PHONE/PORTABLE ELECTRONIC DEVICE \(PED\) USE procedures may be used to document the department’s instructions.](#)

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.

### PURPOSE

This policy was created to:

- Notify County Drivers that standards are required in order to be allowed to operate a vehicle while conducting County business and also inform County

Drivers that action(s) may be taken for failure to maintain acceptable driving standards

- Notify County Drivers that driving records will be obtained, reviewed, and retained
- Specify responsibilities

## **SECTION 1. Responsibility**

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

The Board of County Commissioners will:

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

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 will:

- adhere to the Driver Policy
- immediately notify their department head whenever there is a situation which may affect their ability to operate a vehicle or be a County Driver, **which includes, but is not limited to, a citation either during or off work hours that result in a suspension, cancellation or revocation of license, or a medical condition or use of a prescription medication which could impair a drivers ability to safely operate a vehicle**

Risk Management will:

- Conduct Defensive Driving courses
- Request and review driving records from the Nevada Department of Motor Vehicles (DMV)
- Provide information to other responsible parties as indicated

Human Resources will:

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



The Safety Committee will:

- establish standards for County Drivers
- review accident reports and related information and provide recommendations as requested
- Review the Driver Policy and referenced forms annually and update as needed

## **SECTION 2. Drivers Training**

Employees are required to participate in a County held Defensive Driving class within three months of ~~his/her~~ **their** hire date into a position where they will be a County Driver, and **attend** Defensive Driving classes once every three (3) years thereafter if still conducting activities as a County Driver. **When directed by their Department Management, County Drivers will participate in periodic refreshers.**

Alternative Defensive Driving classes, may be approved by Risk Management in place of the County's Defensive Driving class.

## **SECTION 3. Standards for County Drivers**

County Drivers are required to meet the following criteria:

- Possess a valid Nevada drivers license for the proper class 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.
- Pass valid eye tests and physical examinations when a question of fitness to drive arises.
- Pass Defensive Driving courses.
- Demonstrate familiarity and safe driving actions with the type of vehicles assigned. Supervisors, or their designee, may conduct a ride along with the employee in order to assess the County Drivers ability to correctly and safely perform tasks.
- Demonstrate their ability to safely and lawfully operate vehicles. Information to determine their ability to safely and lawfully operate vehicles may be obtained from their own admission, doctor reports, notice of accidents/incidents/citations, driving record reports, and/or witnessed driving actions. Violations as identified in Section 5 of this policy may lead to an employee not meeting the demonstration of their ability to safely and lawfully operate vehicles.

#### **SECTION 4. Driving Records**

County Drivers must complete an AUTHORIZATION TO REQUEST DRIVING RECORD Form after being offered employment, every three (3) years while continuing to drive on behalf of the County, and upon the department head, Risk Management, or the Safety Committee's request.

Should a person possess a drivers license from a state other than Nevada, or possess a Nevada drivers license for less than three (3) years, they will need to obtain and present a copy of their three year driving record from that state to their department head within 30 days from request.

The department will ensure the AUTHORIZATION TO REQUEST DRIVING RECORD forms are completed as indicated. The department will review information provided by the employee, as well as any out-of-state driving records, to ensure they meet the standards for County Drivers prior to forwarding them to Risk Management.

Risk Management will request drivers' record reports from Nevada DMV and review the report when received. Findings on the report showing violations that are identified within this Policy will be forwarded to the department head.

The department will compare the form and report with the standards established in this Policy with appropriate hiring action or employment action taken by the department head as needed.

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

#### **SECTION 5. Driving Record Review & Appropriate County Action**

Unsafe or unlawful actions, as may be found on driving record reports, 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 department head authorizes, in writing, that the employee may operate a vehicle on County business.

Employees shall inform their department head within seven (7) calendar days of any citations or convictions for traffic offenses which result in revocation or suspension of their license or an accumulation of 8 demerit points within the past 12 month period.

Department heads will take appropriate action when advised of citations or convictions, **including but not limited to** for any of the following, whether as a result of personal activities or while driving on County business:

Suspended, canceled or revoked license;

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, aggressive, 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,

Failure to have a valid license for the class of vehicle operated.

Department heads are to investigate and, **if required**, counsel employees, ~~if needed~~, in cases where driving habits are beginning to deteriorate as may be identified by the department or from information on the driving records.

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;

Sustained complaints due to separate incidents.

Counseling is required when moving violations occur while on County business.

**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.

“Preventable” means any incident where the County Driver’s actions, or failure to act, contributed to the incident.

“Non-Preventable” means any incident where the County Driver operated the vehicle as safely as possible under the conditions existing at the time of the incident, whose actions or inactions were not the cause of the incident, and the operator did not violate any law or ordinance which contributed to the incident.

Reports of significant preventable incidents may be made available to the County Safety Committee for review. Based on the facts of the incident and the employee’s driving record, the Safety Committee may make recommendations for counseling, training, or corrective measures to the department or division head that shall be recorded in the employee’s personnel file.

**AUTHORIZATION TO REQUEST DRIVING RECORD**

Name \_\_\_\_\_ Driver's License # \_\_\_\_\_  
(last) (first) (middle)

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 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 or designee, Risk Management, the Safety Committee, and/or Human Resources and will be retained by the County. I have the ability to receive a copy of the driving record report by initialing here \_\_\_Yes, provide me a copy of report obtained from the Department of Motor Vehicles that will be maintained by Washoe County.***

Signed \_\_\_\_\_ Date \_\_\_\_\_

**WASHOE COUNTY \_\_\_\_\_ DEPARTMENT**

**CELL PHONE / PORTABLE ELECTRONIC DEVICE (PED) USE – MASTER form DRAFT**

**1. PURPOSE**

- A. The purpose of this policy is to define Washoe County \_\_\_\_\_ Departments guidelines on the use of communication radios, cellular/mobile phones or other communication devices while operating equipment or vehicles and when performing safety sensitive work.
- B. To define the department’s policy on the use of portable electronic devices (AM/FM radios, CD players, iPods, etc.) when performing safety sensitive work.

Safe practices contained herein are also to be adhered to when using other potentially distracting devices such as GPS units, Laptop computers, satellite phones, CD players, iPods, paper maps, etc.

**2. INTRODUCTION**

It is the intention of Washoe County to prevent any person from being injured, and to prevent vehicle and property damage.

Cell phone or portable electronic device usage during the operation of vehicles and equipment or in the performance of safety sensitive work can cause employees to lose focus on the task being performed.

Personal cell phones shall not be used while driving or operating equipment. Calls should be returned when the vehicle is parked, turned off, or otherwise secured. Employees shall strive to use personal cell phones on their scheduled breaks and lunch period. Excessive personal cell phone or text messaging during work hours will not be tolerated.

**3. RESPONSIBILITIES**

- A. Supervisors: are responsible for communicating, monitoring and enforcing this policy.
- B. Employees: are responsible for complying with all items contained within this policy.

**4. POLICY**

**A. Cell Phone and Radio Use While Driving Vehicles or Equipment**

Employees should allow calls to forward to voice mail, or pull over and communicate when the vehicle or equipment is parked or turned off.

The \_\_\_\_\_ department has determined that an exception to communication using phones and radios while driving or operating equipment may take place in the following circumstances only:

Emergency situations: (define) \_\_\_\_\_

Other: \_\_\_\_\_

Calls shall be limited to those which demand an immediate decision or attention in response to County business only. If it is necessary to answer or make a call, a hands free device shall be used. Duration of calls shall be kept to a minimum.

Washoe County's two way radio system is strongly recommended for communication of work related issues. The two way radio system should not be used in heavy traffic conditions, while navigating intersections, or in school zones.

Reading, sending e mail, or text messaging is prohibited at all times while driving or operating equipment.

**B. Cell Phone and Radio Use While Performing Safety Sensitive Tasks**

Safety sensitive work means any job or task that could put any person at risk for injury if the employee in question is impaired and not fully focused on the work at hand.

Safety sensitive work for \_\_\_\_\_ department would include, but is not limited to, the following job tasks:

Cell phones and radios shall generally not be used while performing safety sensitive tasks. The department has determined that an exception may take place in the following circumstances only:

Emergency situations: (define) \_\_\_\_\_

Other: \_\_\_\_\_

Calls shall be limited to those which demand an immediate decision or attention in response to the work being performed.

Precautions must take place to ensure safety for all persons and property.

**C. Portable Electronic Device (PED) ( Radio, IPod, CD Player) Use**

The use of portable electronic devices while performing safety sensitive work is prohibited.

Any device that can be placed in or around an employee's ear that can disrupt the employee's ability to hear certain sounds (siren, honking horns etc.) is considered a safety concern and is prohibited.

Any device that can cause an employee to lose focus on the task he is performing is considered a safety concern and is prohibited.

**I HEREBY ACKNOWLEDGE THAT I HAVE READ, RECEIVED TRAINING, AND UNDERSTAND THE CELL PHONE/PED USE DIRECTIVE OF WASHOE COUNTY \_\_\_\_\_ DEPARTMENT. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO FOLLOW THE ESTABLISHED GUIDELINES IN THIS DOCUMENT.**

**Employee Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_