

**SAFETY COMMITTEE MEMBERS**

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

**December 4, 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 September 18, 2014.
4. Review and discuss Industrial Injury Summary Reports. Discussions will include recommendations of the Committee for prevention of work-related injuries or illnesses.
5. Update on Emergency Action Plans.
6. Topics for future agendas.
7. \* 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.
8. Adjournment.



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

- Safety
- Insurance

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

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**SAFETY COMMITTEE MEETING MINUTES OF SEPTEMBER 18, 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.**

**Chairperson Margot Jordon called the meeting to order.**

**Members present were:**

Celeste Wallick, Risk Management Analyst and the County Safety Officer

Paul McArthur, Acting Risk Manager

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

Marc Bello, Sergeant, representative for the Washoe County Sheriff's Supervisors Association

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

David Watts-Vial

**2. \* Public comment.**

There was no response to the call for public comment.

**3. Approval of the Washoe County Safety Committee meeting minutes of July 17, 2014.**

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

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

Mr. McArthur introduced himself to the Committee. Mr. McArthur has been with Washoe County for almost three months. He comes from Toledo, Ohio, and has a family with three daughters. He is a CPA, has an MBA in taxation, and seven plus years using SAP. He has been in government for about seven years and is happy to have accepted the Comptroller position at Washoe County. Mr. McArthur was welcomed by the Committee.

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

Lost time claims may have occurred in prior years, but the employee has lost time during the current calendar year as a result of the prior claim. In an effort to prevent slip and fall claims,

the County is providing non-slip boots to some areas, cutting the cement in places to create traction, and installing handrails in some places. There is one claim that is not on the report that recently occurred at the Sheriff's Office. The employee has a tear to the bicep tendon and went in for surgery Monday (September 15). It was reported that the cause of injury was lifting and moving an object.

The next section is monthly reports of all injuries and includes workers' compensation claims and reports received of incident only. Incidents are included on the report to determine trends for a particular type of incident to take steps to prevent them. The Safety Committee is asked to review reports prior to the meeting, and offer suggestions for corrective action within the Committee meeting in an attempt to prevent similar incidents from occurring in the future. In July there were 17 claims, in August there were 10 claims. A comparison of prior years was done from end of August to end of August, in 2012 there were 246 claims; last year there were 198; this year to date there are 201.

Next are graphical representations of trends. As only two months are included on this report, there are no trends that stand out. The Sheriff's Office is going to have the biggest number of injuries due to the nature of the job. The libraries need to be looked at as far as the number of injuries there. In response, they have increased their training. All employees have gone through moving and lifting training, as well as slips, trips, and falls training. They will be going through defensive driving training next.

Ms. Jordan suggested that the trending comparison format be a year to year comparison. She and Celeste will confer and determine a format.

It was asked if the moving and lifting training was created by the department or if it is available to all employees. Ms. Wallick directed the Committee to the Safety Committee webpage on the intranet (Flipside homepage – "Committees" – "Safety Committee"). Sgt. Bello suggested that the online training would be useful for the Sheriff's Department for post-certification purposes.

Sgt. Bello posed a question as to why the department is not listed on the injury reports. Ms. Wallick explained that the report is designed to give as much information as possible about the incident, without identifying the individual as the Safety Committee Meetings are open to the public and the meeting packets are posted to the external website. Sgt. Bello stated that the corrective action might vary by department. Ms. Wallick stated that she has meetings at the Sheriff's Department every month to discuss the department's claims and that she would be able to make the more specific information available in those meetings.

**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*.**

Ms. Wallick stated that the *Driver Selection and Training Policy* has been presented to the Committee to assist in setting the criteria for drivers of Washoe County vehicles. The final draft reflecting the Committee's previous changes and suggestions was presented. She added that attached to the policy is the *Authorization to Request Driving Record* form. This form is an upgrade of the form the County is currently using and includes more identifying information and a more detailed disclaimer stating where the documents will be retained. The policy and form

have been reviewed by Human Resources and has been approved for Safety Committee consideration. Ms. Wallick stated that the final attachment is the *Cell Phone / Portable Electronic Device (PED) Use* policy is a tool for the departments to use if they choose. It will not be made mandatory.

Ms. Jordan asked if the first item on the cell phone use policy is “Department’s guidelines” possessive. Ms. Wallick confirmed and indicated that she will change the master form.

Sgt. Bello questioned whether the Sheriff’s Department would be exempt from the driver policy especially in regard to use of communication devices while driving. Ms. Wallick pointed out that the fifth paragraph of the policy outlines that exception.

Ms. Wallick asked for a motion to approve the *Driver Selection and Training Policy*. Ms. Jordan moved that the *Driver Selection and Training Policy* be approved by the Safety Committee and that the Policy be taken forward to the Board of County Commissioners for approval. Mr. McArthur seconded. With no opposition, the motion carried.

Ms. Wallick moved that along with the *Driver Selection and Training Policy*, the *Authorization to Request Driving Record* form and the *Cell Phone / Portable Electronic Device (PED) Use* policy be presented to the Board of County Commissioners. Sgt. Bello seconded. With no opposition, the motion carried.

(For the record, Angie Penny entered the meeting as the previous motion was carrying. Ms. Jordan asked to introduce her to the Committee. Ms. Penny is a nurse with the Washoe County Health Department and the Washoe County Nurse’s Association. She will be one of Ms. Jordan’s backups to represent the Association at future Safety Committee meetings. Ms. Penny was asked by Ms. Jordan to sit in to observe some of the meeting process.)

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

It was discussed that the topic encompasses the general ideas that the Committee should know. Ms. Wallick recommended that the members who have not watched it take a few minutes to look at it along with any other topics they may be interested in. The genesis of the on-line training was a desire to do some training for the Committee members regarding responsibilities as well as general safety issues.

Ms. Wallick asked the Committee what topics they feel that training would benefit them, i.e. issues they have observed or become aware of. Mr. McArthur relayed an incident of a fire alarm sounding while employees from another building were present. Rather than follow the exit strategy of the building they were in, they tried to get back to their own buildings, potentially putting them in danger. He asked if there was a way to convey the idea that whoever is hosting a meeting becomes the safety representative to the guests in case of emergency.

## **12. Topics for future agendas.**

- Evacuation: update on the emergency action plan, responsibilities and authority.
- Locks on department doors

- Consider Safety Committee content on Flipside website for communication with employees.

**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 – 2:08 p.m.**

There being no further business to come before the committee, Ms. Jordan asked for a motion to adjourn. Ms. Wallick moved to adjourn the Safety Committee meeting. Mr. McArthur seconded. With no opposition, the motion carried. Ms. Jordan adjourned the meeting.

WORKER'S COMPENSATION  
 LOST TIME CLAIMS  
 1-1-14 THRU 11-13-14

Report date 11-13-14

CURRENT STATUS	DEPARTMENT	DOI	DIAG	MECHANISM	LOST	REST
FD - PPD 3% - CLOSED	ADMINISTRATION	10-3-12	TEAR	REACHING FOR PAPER	21	277
FD - MMI - SUBRO	ANIMAL SERVICES	7-22-14	CRUSH INJURY	STRUCK BY CAR	13	39
FD - CLOSED	COURTS	12-19-13	FRACTURE	SLIP/FALL ON ICE	31	0
FD - PPD 8% - CLOSED	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	150	11
PERM RESTS - 3%PPD -VR	PUBLIC WORKS	1-6-14	STRAIN	LIFTING LARGE ROCK	92	92
FD - CLOSED	PUBLIC WORKS	2-3-14	STRAIN	MOTOR VEHICLE ACCIDENT	7	0
REST - F/U 12-1	SOCIAL SERVICES	3-17-14	SPRAIN	TRIP/FALL OVER RUG	15	177
FD - MMI - CP - SUBRO	PUBLIC WORKS	6-5-14	MULTIPLE	MOTOR VEHICLE ACCIDENT	42	0
FD - SURGERY PENDING	SHERIFFS OFFICE	8-21-07	TEAR	SLIP NO FALL ON WET FLOOR	214	378
FD - PPD 0%	SHERIFFS OFFICE	6-10-13	TEAR	TRIP/FALL OVER FLOOR MAT	19	23
OFF	SHERIFFS OFFICE	8-8-13	MULTIPLE	STRUCK HEAD ON VAN FRAME	365	0
FD - PPD 10% - CLOSED	SHERIFFS OFFICE	10-1-13	CTS	REPETITIVE TYPING	14	52
FD - PPD 11-20	SHERIFFS OFFICE	11-20-13	HERNIATION	PULLING ON HEAVY EQUIPMENT	14	101
FD - F/U JAN 2015	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
FD - PPD PENDING	SHERIFFS OFFICE	4-15-14	TEAR	TWISTED DURING PURSUIT	17	149
FD - SURGERY PENDING	SHERIFFS OFFICE	5-14-14	FRACTURE	TRAINING	25	149
OFF - F/U 11-24	SHERIFFS OFFICE	8-28-14	TEAR	GRABBING ITEM DURING SEARCH	71	17

TOTAL FOR CY2014

1179 1709

- 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
2-Sep	Contact with sharp object	Puncture	Scalpel	Normal duties	Unexpected movement	Inattention	Caution, training, cut-resistant gloves	Claim
2-Sep	Leaning over	Strain	Leaning Over	None	Unsafe maneuver	prior injury	Stretching/Strengthening - training	Claim
3-Sep	Arresting subject #1	BBP	Blood	Normal duties	Failed to wear PPE	None	Wear PPE	IO
3-Sep	Arresting subject #2	BBP	Blood	Normal duties	Failed to wear PPE	None	Wear PPE	IO
3-Sep	Arresting subject #3	BBP	Blood	Normal duties	Failed to wear PPE	None	Wear PPE	IO
3-Sep	Arresting subject #4	BBP	Blood	Normal duties	Failed to wear PPE	None	Wear PPE	IO
3-Sep	Contact with sharp object	Laceration	Sharp object	Normal duties	Unsafe maneuver	None	Use tools, instead of hands, to retrieve sharp objects	Claim
3-Sep	Foreign object	Lodged in ear	Broken PPE	Manufacturer Defect	using Defective equipment	ineffective safety inspection	Discontinue use of earpiece	Claim
7-Sep	Arresting subject	Sprain	Combative person	normal Duties	Normal duties	Act of another	No safety recommendations	Claim
8-Sep	Trip/fall in parking lot	Scrapes	Cement parking block	Unknown if block had been moved	inattention	None	Ensure blocks are in their proper positions - paint with high visibility paint	IO
8-Sep	Escorting inmate	BBP	Sputum	Normal duties	Normal duties	Act of another	Subrogation/legal action	Claim
9-Sep	Caught between tool & ground	Laceration	Tool slipped while connecting parts	Normal duties	Normal duties	None	Training. Replaced part of tool with more stable option	Claim
10-Sep	Arresting subject	BBP	Blood	Normal duties	Failed to wear PPE	None	Wear PPE	Claim
10-Sep	Trip/fall to ground	Pain	Arresting subject	Unsafe terrain	Normal duties	Act of another	Subrogation/legal action	Claim
10-Sep	Struck by sharp object	Laceration	Sharp item was infringing on work site	Normal duties	Unsafe work station	None	Awareness of surroundings & correct hazardous conditions before beginning work	Claim
11-Sep	Caught under file cabinet being moved	Bruise	Cabinet set down before foot was out of the way	Team moving a heavy, awkward item up stairs, unsafe position, unexpected movement	Unsafe position, unsafe maneuver, failure to warn	Act of another, physical limitation	Dept was using multiple people, handtruck & rope. Lead person needs to get people working together & increase communication. Use slower pace. Use elevator.	IO
12-Sep	trip/no fall and cut by sharp object	Bruises, cuts	umbrella stand / sharp container	No unsafe condition	Inattention - using material unsafely	Inattention	Awareness of surroundings - use care with sharp objects	IO
12-Sep	Cat bite	puncture	Cat	Normal duties	none	None	Puncture resistant gloves	IO



12-Sep	Biologic contaminants - animal waste #1	Inhalation - fumes/vapors	Dwelling	Normal Duties	Improper PPE	Act of another	Paper mask used - upgrade to	IO
12-Sep	Biologic contaminants - animal waste #2	Inhalation - fumes/vapors	Dwelling	Normal Duties	Improper PPE	Act of another	Wear better masks	IO
12-Sep	Biologic contaminants - animal waste #3	Inhalation - fumes/vapors	Dwelling	Normal Duties	Improper PPE	Act of another	Wear better masks	IO
12-Sep	Biologic contaminants - animal waste #4	Inhalation - fumes/vapors	Dwelling	Normal Duties	Improper PPE	Act of another	Wear better masks	IO
12-Sep	Biologic contaminants - animal waste #5	Inhalation - fumes/vapors	Dwelling	Normal Duties	Improper PPE	Act of another	Wear better masks	Claim
12-Sep	Trip/fall to ground	Sprain and contusions	Stepped backward into shallow dip	Unsafe walkway	Unsafe maneuver, Inattention	Inattention	Awareness of surroundings - move forward not backwards	Claim
13-Sep	Controlling inmate	Bruise, swelling	Combative person	Normal Duties	Normal duties	Act of Another	No recommendations	IO
13-Sep	Lifting / moving item	Strain & contusions	Large, heavy object	Normal duties	Failed to get assistance	Complacency, lack of training	Ask for assistance, use cart, back injury prevention training	Claim
15-Sep	Performing First Aid	BBP	Blood	Normal duties	Failed to wear PPE	None	Wear PPE	Claim
18-Sep	Trip/fall	Soreness	Office desk	No unsafe condition	Inattention	None	Remind employees to be aware of their environment & body movements	IO
19-Sep	Repetitive motions	Carpal Tunnel Syndrome	Office equipment	Normal duties	Normal duties	None	Equipment has been upgraded to limit repetitive movements. Suggest Ergonomic evaluation & stretching/strengthening	Claim
19-Sep	Performing CPR	BBP	Blood	Normal duties	Failed to wear PPE	none	Wear PPE	IO
19-Sep	Twisted upper body & lower body differently	Muscle tear	Exiting row on an airplane	Congested walking area	Improper body movement	None	Use caution, move slower	Claim
23-Sep	Struck by yard tool	Bruise	Put hand in the way of a hoe being used by another person	Unsafe position	Unsafe position, poor judgment	Act of another, lack of skill	Lead person needs to get people working together and increase communication. Use slower pace. Training.	IO
24-Sep	Overexertion while pulling	Strain	Desk	No unsafe condition	Failed to get assistance, poor judgment	Physical limitations	Remind employees to not move heavy things by themselves. Await work crew that was already scheduled.	IO
24-Sep	Ergonomic	Strain	Driving	Normal duties	None	None	Stretching & Strengthening	Claim
24-Sep	Repetitive motions	Carpal Tunnel Syndrome	Office equipment	Normal duties	Normal duties	None	Ergonomic evaluation & stretching/strengthening.	IO
27-Sep	Dog bite	Puncture	Dog	Normal Duties	Unsafe maneuver	Lack of training	Training, PPE	IO
27-Sep	Cat scratches	Scratches	Cat	Normal Duties	Unsafe maneuver	Lack of training	Training, PPE	IO

30-Sep	Lifting / moving object that had been secured by another employee	Strain	Trailer	Unexpected condition of equipment	Inattention, failure to warn	Act of another, ineffective safety inspection	check equipment to ensure it is safe before moving, increase communication between employees	IO
30-Sep	Contact with sharp object	Laceration	Glass vial	Normal duties	None	None	Use care, consider using different vials that would be less likely to break	Claim
30-Sep	Trip/fall	Abrasioin	curb	No unsafe condition	Inattention	none	Remind employees to be aware of their environment & body movements	IO

# of IO's	22
# of Claims	18
Total	40

DATE	DESCRIPTION	TYPE	CAUSE	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	IO or CLAIM
2-Oct	Standing Up	Strain	Office work	Normal Duties	None	None	Back injury prevention training	Claim
3-Oct	Chemical splash	Eye exposure	Moving product	Normal Duties	No PPE	Wet container	Training, PPE whenever handling chemicals	Claim
4-Oct	Dog bite	Puncture	Dog	Normal Duties	None	None	No recommendations	Claim
5-Oct	Biologic contaminant #1	"Bed bugs"	Dwelling	Normal Duties	PPE	Act of Another	Use PPE whenever possible	IO
5-Oct	Biologic contaminant #2	"Bed bugs"	Dwelling	Normal Duties	PPE	Act of Another	Use PPE whenever possible	IO
6-Oct	Fall	Sprain / Strain	Assisting ill person	Normal Duties	None	Act of Another	No recommendations	Claim
7-Oct	Trip/fall	Strain and pain	Stairwell	None	Inattention	none	Awareness of surroundings	IO
8-Oct	Laceration	Finger	Scalpal	Cluttered area	Inattention	none	Separate cutting tools from other items in bin	Claim
8-Oct	Caught between	Avulsion	Opening door	Normal Duties	Inattention, improper hand placement	Complacency	Awareness of surroundings, slow down	Claim
10-Oct	Struck against	Pain	Pillar	Normal Duties	Inattention - trying to hurry	None	Awareness of surroundings, slow down	IO
12-Oct	Exposure	Rash-Arms & Legs	Unknown	Crime Scene	None	None	No recommendations	Claim
14-Oct	Trip/fall	Abrasions and Contusions	tripped over Co-worker	Normal Duties	Inattention	Act of another	Awareness of surroundings, use caution when moving around others	Claim
15-Oct	Trip/fall	Contusions	Controlling inmate	Normal Duties	Normal Duties	Act of Another	No recommendations	Claim
15-Oct	Whiplash strain	Cervical	Vehicle Accident	Normal Duties	Normal Duties	Act of Another	No recommendations	Claim
15-Oct	Whiplash strain	Cervical	Vehicle Accident	Normal Duties	Normal Duties	Act of Another	No recommendations	Claim
16-Oct	Overexertion	Cervical	Lifting / carrying heavy object	Normal Duties	Failure to get assistance	Complacency	Back injury prevention training, get assistance	Claim
17-Oct	Exposure	Possible BBP	Arresting Subject	Normal Duties	No PPE	Act of Another	Use PPE whenever possible	Claim
17-Oct	Running	Strain	Chasing suspect	Normal Duties	Normal Duties	Act of Another	No recommendations	Claim
17-Oct	Exposure	Possible BBP	Arresting Subject	Normal Duties	Normal Duties	Act of Another	Use PPE whenever possible	Claim
19-Oct	Trip/fall	Lacerations, bruises	Fall on same level	Looking down at laptop while walking	Inattention	None	Avoid distractions when walking	Claim
20-Oct	Abrasion	scratch and bruises	Controlling inmate	Normal Duties	Normal Duties	Act of Another	No recommendations	Claim
21-Oct	Twisted ankle	Sprain	Walking	Slippery floor	Inattention	None	Awareness of surroundings, with extra care working on uneven ground, wet/dry conditions, slip/trip/fall training	Claim
22-Oct	Trip/fall	Bruise	Cords	Unsecured wires	Inattention	None	Awareness, secure cords, use proper walking areas	IO
23-Oct	Slip/fall	Contusions	Wet Floor	Slippery floor	Inattention, inadequate housekeeping	Ineffective safety inspection	Awareness, training, housekeeping	Claim
24-Oct	Overexertion	Strain	Lifting / carrying heavy object	Normal Duties	Failure to get assistance	Complacency	Back injury prevention training, get assistance	Claim

28-Oct	Overexertion	Strain			Normal Duties	Failure to get assistance	Complacency	Carry fewer items, back injury prevention training, get assistance	IO
30-Oct	Strain	Back Strain	controlling inmate		Normal Duties	Normal Duties	Act of Another	No recommendations	Claim
30-Oct	Struck by	Strain and sprain	Training exercise		Normal Duties	Normal duties	Act of another	Exercise caution	Claim

# of IO's	6
# of Claims	22
Total	28