



COMPTROLLER
Risk Management Division

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WASHOE COUNTY
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SAFETY COMMITTEE MEETING MINUTES OF JANUARY 15, 2015

The Washoe County Safety Committee Meeting convened at 1:33 p.m. in regular session in the Comptroller Conference Room, Washoe County Administration Complex, 1001 E. Ninth Street, Building D, 2nd Floor, Reno Nevada.

1. * Roll Call.

Don Cavallo called the meeting to order.

Members present were:

Celeste Wallick, Risk Management Analyst and the County Safety Officer
Paul McArthur, Acting Risk Manager
Carla Fells, representative for the Washoe County Employees' Association
Don Cavallo, Public Administrator and the representative for the department heads

Legal Counsel to the Committee present were:

Mary Kandaris
David Watts-Vial

Guest present was:

Dave Hughes, Safety and Training Coordinator, CSD

2. * Public comment.

There was no response to the call for public comment.

3. Approval of the Washoe County Safety Committee meeting minutes of December 4, 2014.

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

4. Election of Chairperson for the Safety Committee.

Mr. Cavallo opened the floor to the Committee to nominate candidates for Safety Committee Chairperson. Ms. Fells nominated Don Cavallo. Mr. McArthur seconded the nomination. There being no further nominations, Mr. Cavallo closed nominations and moved for a vote to confirm Don Cavallo as the Chairperson until January 2016. With only one opposed, by majority vote, the motion duly carried.

5. Discuss information available on the Intranet (Flipside) Safety Committee site.

Mr. Cavallo explained, for any member not familiar, that there is a link on the far right side of the Flipside home page that links to the Safety Committee site. Ms. Wallick stated that when she goes out to departments, she verbally informs them that there is information on the Safety site and she also shows them how to find it. On January 14th, an e-mail was sent to all of the area Safety Reps letting them know about the information on the Safety site. There has been positive response.

Ms. Wallick brought up the Safety page on a projection screen and pointed out that all of the Committee members' information is included. It was noted that Mary Kandarlis will be replacing Dave Watts-Vial as Legal Counsel to the Committee and that the information will need to be updated on the site. Also included on the site are the future Committee meeting dates and information of where to locate agendas and minutes.

Ms. Wallick pointed out that the site includes the *Emergency Action Plan Policy* which has been approved by the Board of County Commissioners. This plan is the general action plan. Department action plans will not be published on the site as the plans include confidential information.

The County is mandated by OSHA to have a written workplace safety plan. The *Washoe County Safety Program* on the Safety site is that plan. The posted plan was approved by the Safety Committee in 2014 and subsequently approved by the Board of County Commissioners. Part of the written Work Place Safety Program states that the County will do hazard assessments and control plans for those hazards under OSHA that we are required to have a written program and a written training program. These have been posted online as well. Ms. Wallick reminded the Committee that these are general hazard assessments and control plans. Each area will have unique assessments and plans based on their work environment.

In the past there has been interest in on-line safety training videos. The Safety site includes a link to free 20-25 minute training videos that are available. There has been an effort to encourage departments such as Facilities to use this resource. The Library is doing a lot of its training using the videos such as safe lifting and slips, trips, and falls.

There is an extensive list of Safety Meeting Topics that has been compiled and Mr. Hughes is now helping with refining and adding topics to this list. These are 5-10 minute safety talks that departments can utilize to train their staff on topics relevant to their area. At least one topic will be added to the list per week. Various departments have also been asked for their input as to the safety information they might be able to provide that might be useful across the County.

Chairman Cavallo suggested that the site include a link to the County Code that governs the Safety Committee. This information would be of assistance in letting employees know that the Committee's goal is to keep them safe, not point out individuals' safety compliance or lack thereof.

Ms. Fells questioned if there is information available regarding active shooters or how to handle mentally ill individuals. Ms. Wallick stated that the Emergency Planning Commission is actively involved in getting procedures organized for such emergencies as active shooter, lock down, and shelter in place. When the procedures are finalized, information can be added to the Safety site. As for diffusing volatile situations such as a mentally ill individual, much of that information falls under workplace violence. Links can be added that will take the employee to

the place on the County site where they can view the Active Shooter and Workplace Violence training videos that were presented last year (an hour each).

Ms. Wallick pointed out information that can be found on the Risk Management intranet site including the Safety Committee summary and purpose. Also available, under the Workers' Comp site, is a list of Urgent Care Providers.

Mr. Cavallo mentioned that it is a challenge to get the information regarding the websites to the employees as the Safety Committee is a small group. Ms. Fells stated that the WCEA is preparing to roll out a contest for members to draw them to the Association site. She suggested that a link to the Safety site be added to the Association site and stated that she would have a member of the Association contact Ms. Wallick to discuss the link.

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

Mr. Cavallo called for comments. Ms. Wallick mentioned the elevator incident (December 16, 2014, One South Sierra, employee elevator) and stated that the incident is being investigated by Facilities. Maintenance is done quarterly on the elevators. The head of Facilities is going to continue to monitor to see what additional steps can be taken to prevent any repeats of the incident.

Mr. Cavallo thanked Ms. Wallick for her work on the format of the report to make it readable and understandable. He also mentioned that the number of unavoidable incidents, such as slip and falls and dog bites, seems to be decreasing as is the amount of comp expenditures. He stated that this is a testament to the work of the Committee to increase employee awareness to prevent injury when possible.

7. Discuss orientation for department heads and elected officials to introduce them to what the Safety Committee is and what it does.

There is a report that has a department breakdown of injuries, lost days, restricted duty, etc. That report will be presented to department heads. It was stated that Department Head meetings are held monthly and would be able to provide a forum for the Safety Committee and Aaron Kenniston to differentiate the objectives of the Safety Committee from the objectives of Emergency Management. It was agreed by the Committee that Ms. Wallick should represent the Committee at a presentation to the department heads. It was suggested that the presentation include demonstration of finding information on the website.

8. Discuss communication with the Associations to answer questions about the Safety Committee.

Mr. McArthur suggested creating a "road show" that could be presented to the various Associations during their member meetings. Ms. Fells pointed out that, of the 1,200 members of the WCEA, only about 200 at best will attend an Association meeting. It was suggested that perhaps a rotating banner could be added to Association websites directing employees to the Safety website. Mr. McArthur recommended sending a message to the Associations with a sample banner to get feedback on putting the banner on their website. Ms. Fells agreed to connect with Associations outside of the WCEA to determine their interest. Mr. Cavallo called

for a motion. Mr. McArthur moved to explore Association interest in placing a banner on their websites directing them to explore the Safety website. Ms. Fells seconded and motion carried unopposed.

9. Topics for future agendas.

- A brief refresher discussion of the open meeting law.
- Final draft of Drivers' Policy and attachments for Committee approval.
- Discussion of notification of employees regarding insurance of County vehicles and possible implementation of a card with NRS code that covers all County vehicles.
- Discuss adding more earthquake kits throughout County buildings.

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."

There was no response to the call for public comment.

11. Adjournment – 2:16 p.m.

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