



COMPTROLLER
Risk Management Division

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WASHOE COUNTY
"Dedicated to Excellence in Public Service"

1001 E. Ninth Street
P.O. Box 11130
Reno, Nevada 89520-0027
Phone: (775) 328-2665
Fax: (775)-325-8063

SAFETY COMMITTEE MEETING MINUTES OF DECEMBER 4, 2014

The Washoe County Safety Committee Meeting convened at 1:33 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

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

John Sabo, Deputy, representative for the Washoe County Sheriff's Deputies Association

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

Don Cavallo, Public Administrator and the representative for the department heads

Angela Penny, Guest and future representative for the representative for the Washoe County Nurses' 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 September 18, 2014.

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

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

Ms. Wallick referred the Committee Members to page 7 of the meeting packet to discuss lost time. She noted that, although the date of injury (DOI) may be in a prior year, the employee has lost time during this calendar year due to the prior year claim. Ms. Wallick also noted that the report includes the department and basic details of the injury so as not to identify the individual who was injured. The departments are permitted to contact Ms. Wallick to request further information on any injury, as are the members of the Safety Committee individually. Per the report, there were 1,179 lost work days this calendar year.

NOTE FOR THE RECORD: Carla Fells, representative of the Washoe County Employees' Association, joined the meeting at this time.

There were no questions regarding the Lost Time Report. Mr. Cavallo noted that the majority of the injuries appear to be avoidable accidents. Ms. Wallick confirmed that inattention or hurriedness are the cause of most injuries. Regarding slip and falls, specifically on ice or snow, the County has taken steps to attempt to reduce these accidents. The cement has been scored in problematic areas, some handrails have been added, and studded shoe covers have been issued to some departments.

Ms. Wallick noted that the injury report includes claims and incidents. The designation "IO" is for "Incident Only", where the employee has reported an injury, but did not seek medical attention. These are included on the report to track the types of injuries that do occur to look for trends that require attention.

Ms. Fells questioned if the "improper PPE" listed as the cause of incident, specifically regarding animal waste on the report, is the improper donning of the PPE or if improper PPE had been issued to the employee. It was discussed that this particular case involved going into a house which turned out to be a hazardous environment. It was determined that Animal Control does have the proper masks for such a situation, but that the masks are not standard issue to the Sheriff's Department. This is an issue that is being considered. However there will continue to be instances when the situation at hand calls for immediate action and there will not be time to put on PPE, especially with the Sheriff's Deputies.

Ms. Wallick asked the Committee if they had any safety recommendations to offer regarding the items on the injury report. Sgt. Bello indicated that the Sheriff's Office does do a briefing on using any PPE available if they can. He suggested that putting out a reminder might be beneficial. It was discussed that perhaps extra PPE supplies could be carried in Sheriff's Department supervisor and other support vehicles.

The next quarterly summary report/chart will be included in the January meeting.

5. Update on Emergency Action Plans.

All departments (excluding the Sheriff's Department) have a fold out emergency action plan which shows the floor plan of the department, including the location of fire extinguishers, alarm pull stations, and AED's. The plan also includes where to go in the case of an evacuation and any code words to use if necessary. Some areas are still in the process of updating their emergency action plans. The goal is to have emergency action plans in place by the end of December.

The Workplace Safety Team has been rolled into the Emergency Planning Commission and is involved in the emergency action planning. Shelter in place and lockdown drills should begin in January.

6. Topics for future agendas.

- Orientation for department heads and elected officials to introduce them to what the Safety Committee is and what it does

- Communication with the Associations to answer questions about the Safety Committee
- Election of new Chairperson

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.”

There was no response to the call for public comment.

8. Adjournment – 2:00 p.m.

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