

SAFETY COMMITTEE MEMBERS

Anne Stoll-Thompson
Cathy Hill
Joey Orduna Hastings
John Sabo
Marc Bello
Angela Penny
Celeste Wallick



**LEGAL COUNSEL TO THE
SAFETY COMMITTEE**
Mary Kandaras

NOTICE OF MEETING AND AGENDA

WASHOE COUNTY SAFETY COMMITTEE

**Washoe County Administration Complex
1001 E. Ninth Street, Reno, Nevada
Comptroller's Large Conference Room, Building D, Second Floor**

**May 19, 2016
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 Comptroller's Large Conference Room is accessible to the disabled. If you require special arrangements for the meeting, call the Risk Management Office, 328-2665, 24 hours prior to the meeting.

Time Limits. Public comments are welcomed during the Public Comment periods for all matters, whether listed on the agenda or not, and are limited to two minutes per person. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment on that item at the Safety Committee meeting. Persons may not allocate unused time to other speakers.

Forum Restrictions and Orderly Conduct of Business. The Safety Committee conducts the business of Washoe County and its citizens during its meetings. The presiding officer may order the removal of any person whose statement or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive comments or behavior may or may not be given prior to removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

Responses to Public Comments. The Safety Committee can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Safety Committee. However, responses from the Safety Committee to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Safety Committee will consider, the Safety Committee may choose not to respond to public comments, except to correct factual inaccuracies, ask for County staff action or to ask that a matter be listed on a future agenda. The Safety Committee may do this either during the public comment item or during the following item: "Topics for Future Agendas".

Pursuant to NRS 241.020, the Agenda for the Washoe County Safety Committee Meeting has been posted at the following locations: Washoe County Administration Building (1001 E. 9th Street, Bldg. A); Washoe County Courthouse-Second Judicial District Court (75 Court Street); Washoe County – Reno Downtown Library (301 South Center Street); Sparks Justice Court (1675 E. Prater Way, Ste. 107, Sparks, NV); the Washoe County website (www.washoecounty.us/comptroller/board_committees/safety_committee) 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 Comptroller's Office (1001 E. 9th Street, Bldg. D, 2nd Floor, Room 200, 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 April 21, 2016.
4. Review and discuss Industrial Injury Summary Reports. Discussions will include recommendations of the Committee for prevention of work-related injuries or illnesses.
5. Discuss alternate workstations.
6. Discussion of wellness resource information offered to the Insurance Negotiating Committee.
7. Topics for future agendas.
8. * 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.
9. * Adjournment.



- Safety
- Insurance

SAFETY COMMITTEE MEETING MINUTES
COMPTROLLER CONFERENCE ROOM – 2ND FLOOR

APRIL 21, 2016

1:30 PM

Call to Order

Chairperson Ms. Anne Stoll-Thompson called the meeting to order at 1:31pm.

1. Roll Call

| | |
|----------------------|---|
| Lt. Mark Bello | Washoe County Sheriff’s Office |
| Cathy Hill | Washoe County Comptroller and Risk Manager |
| Mary Kandaras | Legal Counsel for Committee |
| Joey Orduna Hastings | Assistant County Manager |
| | entered meeting at 1:41pm |
| Angela Penny | Washoe County Nurse’s Association |
| Anne Stoll-Thompson | Chairperson and Representative for the Washoe County Employees’ Association |
| Celeste Wallick | Washoe County Risk Analyst |

Public Present

| | |
|---------------|-----------------------------------|
| Nikki Berry | Second Judicial District Court |
| Doreen Ertell | Washoe County Senior Risk Analyst |
| Alison Gordon | Washoe County Internal Auditor |

2. Public Comment

There was no response to the call for public comment.

3. Approval of minutes from January 21, 2016 meeting

Ms. Stoll-Thompson made a motion to approve the minutes of the January 21, 2016 meeting, Ms. Wallick moved to approve, Lt. Mark Bello seconded the motion; minutes unanimously approved.

4. Open Issues

- A. Review of Washoe County Audit of the Worker’s Compensation Program – November 17, 2015
A review of the audit was performed by Ms. Gordon - Washoe County Internal Auditor

Highlights presented included:

- Cost comparisons of Washoe County to other local governments
- Peak claims occurred in 2012
- Increase in claims due to heart/lung disease
- Sheriff's department represent 79% of claims
- 81% of the 54 long term claims are for heart/lung claims resulting in \$17m in costs
- Employee claims are submitted timely, supervisors not submitting their forms within 5 days
- Employees time recording for workers compensation claims incorrect

Ms. Wallick offered the following responses to the recommendations detailed in the audit.

Section 2 – Wellness resource information now available to sworn personnel; she will continue to communicate to employees. Ms. Orduna Hastings suggested that Ms. Wallick work with Ms. Ashley Farmer in Human Resources to communicate this information to the INC. Update to be discussed at next meeting.

Section 3 – supervisors and HR Reps will be trained on proper recording and authorization of time categories involving worker's compensation claims and activity.

Section 4 – issue resolved, Comptroller has been hired.

Section 5 – Ms. Gordon suggested, at renewal, Washoe County will build into contract with CCMSI to obtain copy of SSAE 16 report.

Section 6 – Ms. Wallick is working with Technology Services in designing an appropriate database for a case management system.

Section 7 – Website revamping scheduled to begin on April 25, 2016. Update to be discussed at the next meeting.

Workers compensation guide – Ms. Wallick will prepare a workers compensation guide not to be used outside of the committee – this will be reviewed at the next meeting.

There was no further discussion on the internal audit report.

5. Alternative workstations – ball chairs and treadmills

Committee was canvassed for their thoughts

Risk management's position is that treadmills are too much of a distraction, unstable work surface
Ms. Kandaras inquired as to where the requests are being processed – through HR, Risk or Department Manager.

Lt. Bello stated the County promotes health and wellbeing – Safety Committee should consider allowing ball chairs – employees to spend their own money based upon an approved equipment list – worth exploring.

Ms. Orduna Hastings will perform more research and recommendations for guidance – acceptable practices in other governmental entities – OSHA guidelines to be reviewed and bring back to the Committee.

6. Changes to County codes Section 65.150 thru 65.190

Committee was canvassed regarding the appropriate number of members to be on the Safety Committee – Association members to be included – supervisory and nonsupervisory departments
Two representatives from the Sheriff's office to be determined by their associations'?

Section 65.190 – Code references 7 days – committee questioned as to whether this is working, calendar or business days

Deputy District Attorney Kandaras will prepare code adjustments and present at a future meeting.

7. Industrial Injury Summary Reports –

In response to an employee injury, Ms. Orduna Hastings informed the Committee that the trees from Building A have been removed

Ms. Wallick sought input from the Committee on report of claims and incidents

Ms. Kandaras questioned the higher than normal claims from Animal Services

Clarification was sought regarding the accounting for claims – Ms. Wallick explained that 1 claim person per event supports the accounting, not the number of issues in a claim.

No further discussion

8. Topics for future agendas

Ball chair determination

Ms. Kandaras to present code changes

Open Meeting Law

Worker's compensation guide

Wellness resource information offered to INC

Website revamping for easier location of information for worker's compensation

County code update

Ms. Orduna Hastings updated the Committee that a no smoking and no vaping policy was passed by the Washoe County Board of Commissioners. Ms. Orduna Hastings and Mr. Dick, Washoe County Health Department Director, to walk the County complex and determine locations as designated smoking areas and sign placement.

9. Public Comment

There was no response to the call for public comment.

10. Meeting adjourned at 2:26pm.

WORKER'S COMPENSATION
 TIME LOST FROM WORK IN CY16
 as of 5-11-16

| CURRENT STATUS | DEPARTMENT | DOI | DIAG | MECHANISM | LOST | REST |
|---------------------|--------------------|----------|------------------|--|------|------|
| RESTRICTED DUTY | COMMUNITY SERVICES | 9-29-15 | STRAIN, TEAR | CLIMBING A LADDER | 53 | 171 |
| OFF WORK | COMMUNITY SERVICES | 12-3-15 | MULTIPLE | STRUCK BY TRUCK DOOR | 165 | 0 |
| FULL DUTY | COMMUNITY SERVICES | 1-28-16 | MULTIPLE | FALL FROM STEP LADDER THAT SLID OUT - STRIKING HEAD ON A WELDING CART | 10 | 36 |
| RESTRICTED DUTY | COMMUNITY SERVICES | 1-14-16 | TEAR | SLIPPED ON ICE GETTING OUT OF VEHICLE | 21 | 83 |
| OFF WORK | COURTS | 4-12-16 | FRACTURE, SPRAIN | FALL - SAME LEVEL | 44 | 0 |
| RESTRICTED DUTY | JUVENILE SERVICES | 4-16-16 | SPRAIN, STRAIN | RETRAINING COMBATIVE INMATE | 20 | 15 |
| OFF WORK | SHERIFF'S OFFICE | 1-5-15 | TEAR | FELL THRU DECK DURING SEARCH | 70 | 0 |
| OFF WORK | SHERIFF'S OFFICE | 2-12-15 | DISC PROTRUSION | CONDUCTING SEARCH | 30 | 85 |
| FULL DUTY | SHERIFF'S OFFICE | 4-28-15 | CARPAL TUNNEL | TYPING | 12 | 0 |
| RESTRICTED DUTY | SHERIFF'S OFFICE | 6-2-15 | IMPINGEMENT | TRAINING | 176 | 148 |
| FULL DUTY - PPD | SHERIFF'S OFFICE | 11-21-15 | SPRAIN, STRAIN, | | | |
| FULL DUTY - CLOSED | SHERIFF'S OFFICE | 12-19-15 | CARTILAGE DAMAGE | TRAINING | 16 | 119 |
| FULL DUTY - PPD | SHERIFF'S OFFICE | 1-4-16 | STRAIN | DEFENSIVE TACTICS TRAINING | 35 | 25 |
| FULL DUTY - PPD | SHERIFF'S OFFICE | 1-13-16 | FRACTURE | ALTERCATION | 6 | 3 |
| RESTRICTED DUTY | SHERIFF'S OFFICE | 1-26-16 | SPRAIN, TEAR | SLIPPED ON ICE GETTING OUT OF VEHICLE | 14 | 72 |
| RESTRICTED DUTY | SHERIFF'S OFFICE | 2-23-16 | STRAIN, TEARS | DESCENDING HILL, KNEE TWISTED | 26 | 82 |
| RESTRICTED DUTY | SHERIFF'S OFFICE | 4-1-16 | FRACTURE | FALL DURING TRAINING | 26 | 60 |
| FULL DUTY - CLOSURE | SHERIFF'S OFFICE | 4-4-16 | FRACTURE | DROPPED TOOL (RAM) ON FOOT | 12 | 30 |
| PENDING | SHERIFF'S OFFICE | | SPRAINS | STUMBLED ON STAIRS | 26 | 0 |

TOTAL

762 758

INJURY REPORT FOR APRIL 2016

Date of Report - 5-11-16

| DATE | DESCRIPTION | TYPE | CAUSE | HAZARDOUS CONDITION | UNSAFE ACT | CONTRIBUTING FACTOR | CORRECTIVE ACTION | CLAIM or INCIDENT |
|--------|--|-----------------------------|--|---|--|----------------------|--|-------------------|
| 1-Apr | Battering ram fell onto foot | Fracture | Dropped heavy item | Normal duties | Improper body position | None | Proper lifting/carrying | Claim |
| 4-Apr | Ascending stairs - twisted | Sprain | Stair | None | Improper body position | None | Use care | Claim |
| 4-Apr | Defensive tactic | Contusion | Training | Normal duties | Normal duties | None | No recommendations | Claim |
| 4-Apr | Heart claim | Heart | Annual physical | Normal duties | Normal duties | None | Medical evaluation | Claim |
| 5-Apr | Descending stairs - twisted | Strain | Stair | None | Improper body position | None | Use care | Claim |
| 9-Apr | Caging a cat and kittens | Scratches | Feral cat | Normal duties | Normal duties | Animal | Use PPE | IO |
| 9-Apr | Caging a cat and kittens | Bite | Feral cat | Normal duties | Normal duties | Animal | Use PPE | IO |
| 9-Apr | Life saving maneuvers | Strain, scratches | Lifting, moving in close quarters | Normal duties | Normal duties | None | No recommendations | IO |
| 12-Apr | Fall - same level | Fracture | Backpack caught on doorknob | None | Improper body position | Inattention | Use care | Claim |
| 15-Apr | Descending stairs | Pain | Prior condition | None | Normal duties | None | Use care | Claim |
| 16-Apr | Altercation with inmate | Bite, possible BBP | Altercation | Normal duties | Normal duties | Act of another | No recommendations | Claim |
| 16-Apr | Altercation with inmate | Strains | Altercation | Normal duties | Normal duties | Act of another | No recommendations | Claim |
| 16-Apr | Altercation with inmate | Pain | Altercation | Normal duties | Normal duties | Act of another | No recommendations | 3 - IO's |
| 18-Apr | Struck by a bookcase that fell when being moved around a corner | Strain | Steel cabinet was not secured to the hand truck before being moved | Unsafe controls and actions from vendor. Employee normal duties | Unsafe controls and actions from vendor. Employee unsafe position. | Complacency - vendor | Talk to vendor about securing loads and to slow and give room to employees passing in walkways. Employees reminded to not walk or be close to items being moved. | IO |
| 19-Apr | When moving a printer, a laptop was knocked off the desktop and fell onto foot | Contusion | Falling heavy item | Unsafe work station | Unsafe maneuver | Inattention | Training to be aware of hazards and move or remove items to make area safe | IO |
| 22-Apr | Spit on by inmate | Possible BBP | Inmate | Normal duties | Normal duties | Act of another | No recommendations | Claim |
| 22-Apr | Fall - same level | Scrapes, swelling, bruising | Shoe heel got caught in crack in cement | Unsafe walkway (non-County property) | Improper body position | Inattention | Use care | IO |
| 24-Apr | Altercation with inmate | Contusions | Altercation | Normal duties | Normal duties | Act of another | No recommendations | Claim |
| 27-Apr | Bitten during assessment | Bite | Dog | Normal duties | Normal duties | Animal | Review SOPs including PPE | Claim |
| 28-Apr | Running during pursuit | Strain | Pursuit | Normal duties | Normal duties | Act of another | No recommendations | Claim |
| 29-Apr | Lifting, controlling fallen motorcycle | Strain | Lifting, controlling heavy item | Normal duties | Normal duties | None | No recommendations | Claim |
| 29-Apr | Ill feeling | Illness | Personal illness | Normal duties | Normal duties | Personal | No recommendations | Claim |

CLAIMS 15
 INCIDENTS 9
 TOTAL 24

INJURY REPORT FOR MAY 2016

Date of Report - 5-11-16

| DATE | DESCRIPTION | TYPE | CAUSE | HAZARDOUS CONDITION | UNSAFE ACT | CONTRIBUTING FACTOR | CORRECTIVE ACTION | CLAIM or INCIDENT |
|-------|----------------------------------|----------------|-------------------------|---------------------|---------------|---------------------|--|-------------------|
| 2-May | Spit on by inmate | Possible BBP | Inmate | Normal duties | Normal duties | Act of another | No recommendations | Claim |
| 2-May | Training maneuver | Sprains | Hyperextended | Normal duties | Normal duties | None | Training | Claim |
| 3-May | Training maneuver | Strain, sprain | Pushed | Normal duties | Normal duties | None | Training | Claim |
| 4-May | Vehicle seat bounced up and down | Pain | Hit bumps while driving | Uneven surface | Normal duties | None | Looking at seat, cushions, reducing speed, grating, etc. | Claim |
| 6-May | Altercation with arrestee | Strains | Altercation | Normal duties | Normal duties | Act of another | No recommendations | Claim |

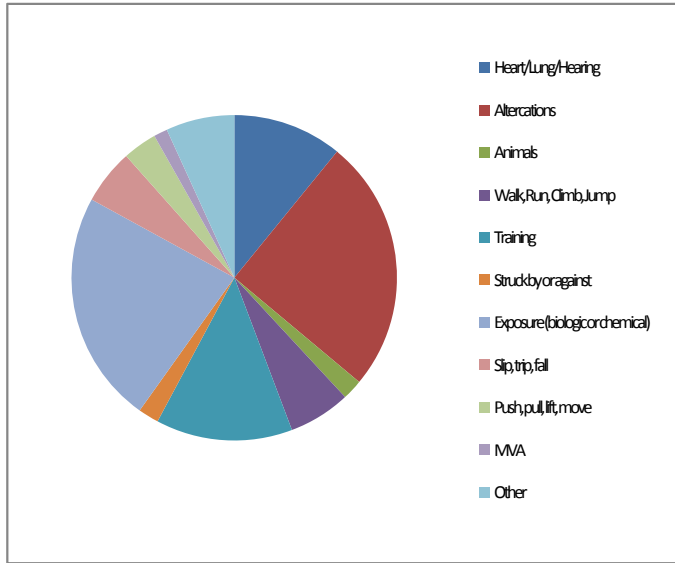
CLAIMS 5
 INCIDENTS 0
 TOTAL 5

DEPARTMENT BREAKDOWN AS OF 5-11-16

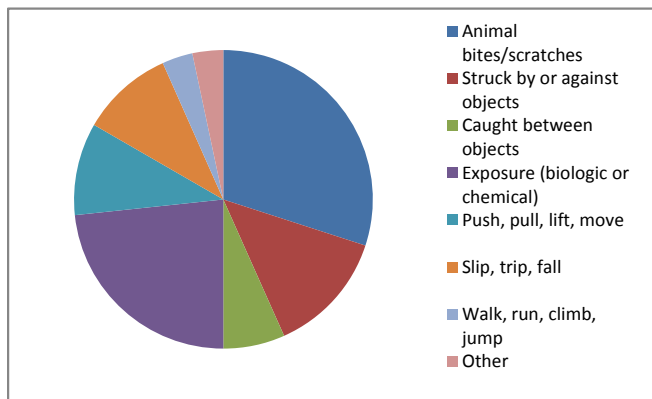
FY16 7-1-15 thru 5-11-16

| DEPARTMENT | CLAIMS | INCIDENTS | TOTAL FOR DEPT |
|--------------------------|------------|------------|----------------|
| Alternative Sentencing | 1 | | 1 |
| Animal Services | 8 | 22 | 30 |
| Assessors | 2 | 2 | 4 |
| Building & Safety | 1 | 2 | 3 |
| Crime Lab | | 1 | 1 |
| CSD - Facilities & Admin | 2 | 2 | 4 |
| District Attorneys | 1 | 3 | 4 |
| District Court | 6 | 7 | 13 |
| Equipment Services | 4 | | 4 |
| Flood | 1 | | 1 |
| Health | 5 | 4 | 9 |
| Juvenile Services | 13 | 8 | 21 |
| Libraries | 7 | 8 | 15 |
| Managers Office | | 1 | 1 |
| Medical Examiner | 1 | | 1 |
| Parks | 2 | 1 | 3 |
| Public Administrator | | | 0 |
| Public Defender | | | 0 |
| Recorders Office | 1 | | 1 |
| Registrar of Voters | | | 0 |
| Reno Justice Court | | 1 | 1 |
| Roads | 10 | 4 | 14 |
| Senior Services | 3 | 1 | 4 |
| Sheriffs Office | 92 | 55 | 147 |
| Social Services | 9 | 3 | 12 |
| Sparks Justice Court | 1 | | 1 |
| Technology Services | 1 | 2 | 3 |
| Treasurers | 1 | | 1 |
| Water | | | 0 |
| TOTALS | 172 | 127 | 299 |

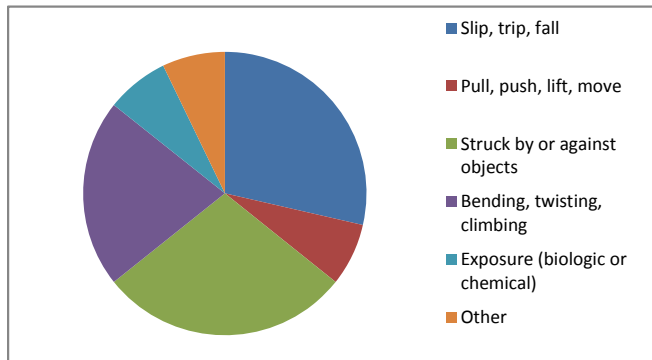
| | |
|---------------------------------|------------|
| Sheriffs Office | 147 |
| Heart/Lung/Hearing | 16 |
| Altercations | 37 |
| Animals | 3 |
| Walk, Run, Climb, Jump | 9 |
| Training | 20 |
| Struck by or against | 3 |
| Exposure (biologic or chemical) | 34 |
| Slip, trip, fall | 8 |
| Push, pull, lift, move | 5 |
| MVA | 2 |
| Other | 10 |



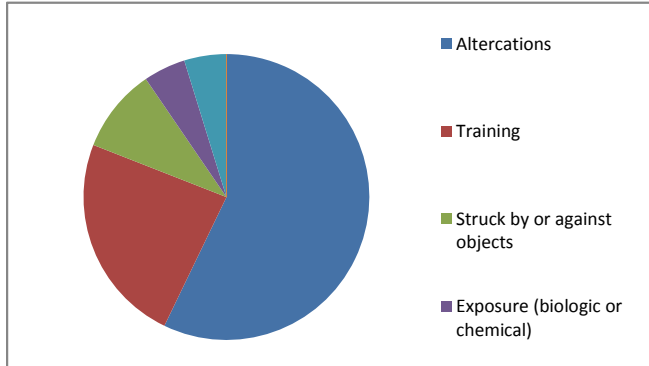
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|---------------------------------|-----------|
| Animal Services | 30 |
| Animal bites/scratches | 9 |
| Struck by or against objects | 4 |
| Caught between objects | 2 |
| Exposure (biologic or chemical) | 7 |
| Push, pull, lift, move | 3 |
| Slip, trip, fall | 3 |
| Walk, run, climb, jump | 1 |
| Other | 1 |



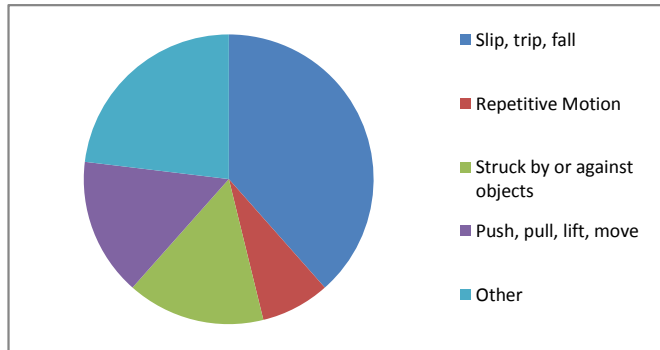
| | |
|---------------------------------|-----------|
| Roads | 14 |
| Slip, trip, fall | 4 |
| Pull, push, lift, move | 1 |
| Struck by or against objects | 4 |
| Bending, twisting, climbing | 3 |
| Exposure (biologic or chemical) | 1 |
| Other | 1 |



| | |
|---------------------------------|-----------|
| Juvenile Services | 21 |
| Altercations | 12 |
| Training | 5 |
| Struck by or against objects | 2 |
| Exposure (biologic or chemical) | 1 |
| Slip, trip, fall | 1 |



| | |
|------------------------------|-----------|
| Library | 15 |
| Slip, trip, fall | 5 |
| Repetitive Motion | 1 |
| Struck by or against objects | 4 |
| Push, pull, lift, move | 2 |
| Other | 3 |



FY COMPARISON
as of 5-11-16

| | CLAIMS | IR'S | TOTAL | DENIED |
|--------|--------|------|-------|--------|
| JULY | 19 | 9 | 28 | 6 |
| AUGUST | 27 | 12 | 39 | 5 |
| SEPT | 17 | 9 | 26 | 1 |
| OCT | 20 | 5 | 25 | 2 |
| NOV | 17 | 14 | 30 | 3 |
| DEC | 19 | 9 | 27 | 1 |
| JAN | 17 | 7 | 24 | 1 |
| FEB | 15 | 5 | 20 | 2 |
| MAR | 18 | 11 | 29 | 2 |
| APR | 21 | 5 | 26 | 3 |
| MAY | 12 | 7 | 19 | 3 |
| JUN | 16 | 9 | 25 | 0 |
| | 218 | 102 | 318 | 29 |

| | CLAIMS | IR'S | TOTAL | DENIED |
|--|--------|------|-------|--------|
| | 17 | 19 | 36 | 1 |
| | 16 | 5 | 21 | 3 |
| | 18 | 8 | 26 | 6 |
| | 21 | 11 | 32 | 2 |
| | 17 | 9 | 26 | 1 |
| | 14 | 5 | 19 | 1 |
| | 27 | 10 | 37 | 3 |
| | 11 | 12 | 23 | 3 |
| | 15 | 12 | 27 | 1 |
| | 19 | 5 | 24 | 5 |
| | 18 | 8 | 26 | 4 |
| | 13 | 7 | 20 | 0 |
| | 206 | 111 | 317 | 30 |

| | CLAIMS | IR'S | TOTAL | DENIED |
|--|--------|------|-------|--------|
| | 17 | 6 | 23 | 2 |
| | 10 | 12 | 22 | 3 |
| | 19 | 15 | 34 | 2 |
| | 22 | 7 | 29 | 2 |
| | 12 | 11 | 23 | 2 |
| | 14 | 10 | 24 | 2 |
| | 16 | 8 | 24 | 4 |
| | 18 | 6 | 24 | 2 |
| | 22 | 8 | 30 | 2 |
| | 18 | 8 | 26 | 6 |
| | 16 | 9 | 25 | 3 |
| | 11 | 12 | 23 | 2 |
| | 195 | 112 | 307 | 32 |

| | CLAIMS | IR'S | TOTAL | DENIED |
|--|--------|------|-------|--------|
| | 12 | 12 | 24 | 2 |
| | 22 | 14 | 36 | 1 |
| | 18 | 8 | 26 | 1 |
| | 15 | 7 | 22 | 0 |
| | 15 | 5 | 20 | 3 |
| | 18 | 9 | 27 | 1 |
| | 23 | 22 | 45 | 2 |
| | 17 | 21 | 38 | 0 |
| | 12 | 20 | 32 | 1 |
| | 15 | 9 | 24 | 1 |
| | 5 | 0 | 5 | 0 |
| | 172 | 127 | 299 | 12 |

first eleven months
 FY13 293
 FY14 297
 FY15 284
 FY16 299