

**SAFETY COMMITTEE MEMBERS**

Anne Stoll-Thompson  
Cathy Hill  
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**

**July 21, 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. 9<sup>th</sup> 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](http://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, 2<sup>nd</sup> 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 discussion of Industrial Injury Summary Reports. Discussion will include recommendations of the Committee for prevention of work-related injuries or illnesses.
5. Discussion of Washoe County Code changes. Discussions will include frequency of Safety Committee meetings, composition and terms of members, and other items as submitted by Committee members.
6. Discussion of whether the Safety Committee will recommend bullet proof vests for Sheriff's Office desk personnel and other departments such as Animal Control and Code Enforcement.
7. Discussion of written workplace safety program policy and drivers policy annual reviews.
8. \* Introduction of new management representative to be replacing Ms. Orduna Hastings.
9. Topics for future agendas.
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.
11. \* Adjournment.



- Safety
- Insurance

# WASHOE COUNTY

*"Dedicated to Excellence in Public Service"*

## SAFETY COMMITTEE MEETING MINUTES

### COMPTROLLER CONFERENCE ROOM – 2<sup>ND</sup> FLOOR

**MAY 19, 2016**

**1:30 PM**

#### **Call to Order**

Washoe County Risk Analyst, Celeste Wallick called the meeting to order at 1:33pm.

#### **1. Roll Call**

Lt. Mark Bello	Washoe County Sheriff’s Office
Carla Fells	Washoe County Employee Association – entered at 1:38pm
Cathy Hill	Washoe County Comptroller and Risk Manager
Mary Kandaras	Legal Counsel for Committee
Joey Orduna Hastings	Assistant County Manager
Deputy John Sabo	Washoe County Sheriff’s Office
Celeste Wallick	Washoe County Risk Analyst

#### **Not present**

Anne Stoll-Thompson	Chairperson
Angela Penny	Washoe County Nurse’s Association

#### **Public Present**

None

#### **2. Public Comment**

There was no response to the call for public comment.

#### **3. Approval of minutes from April 21, 2016 meeting**

Item 5 – Page 2 – remove Ms. Orduna Hastings performing additional research and corrected with Ms. Wallick performing additional research

Ms. Wallick made a motion to approve the minutes of the April 21, 2016 meeting, Ms. Orduna-Hastings moved to approve with the change as noted, Lt. Mark Bello seconded the motion; no opposition, minutes unanimously approved.

## **Open Issues**

### **4. Industrial Injury Summary Reports**

Industrial Injury Summary Reports were reviewed – no recommendations were offered. Ms. Orduna Hastings inquired about the Library claims; after review, Ms. Wallick informed the Committee that she will be working with Ms. Gaston on reducing incidents. They have already taken steps by making training on back injury prevention and slips, trips & falls mandatory for all employees.

### **5. Alternate Workstations**

Ball chairs, employees are requesting use – different ball chair designs were discussed as well as bicycle workstations – one County employee is currently using a bicycle workstation; treadmill workstations are discouraged as well as lounge type chairs. Sit/stand stations are currently being used by employees in the County. Employees are responsible for purchasing their own sit/stand stations unless a doctor's note is received. These workstations need to be reviewed for safety features.

Ms. Wallick performed research on ball chairs; more information was found not to be in support of the ball chair surface versus the support of a standard chair. OSHA guidelines were reviewed; back rest, seat, arm rest and base were safety concerns, as these are generally not accessories to the ball chair. Research found that ball chairs should be used in short duration as they are for exercise in nature. OSHA general duty clause “if you know of a hazard and have a hazard you are responsible.” General use without a doctor's note is not recommended. Ms. Wallick will add the OSHA computer workstation information to the Safety intranet. It is recommended Managers contact the Safety Committee for input on the allowance of ball chairs.

### **6. Wellness Resource**

Wellness resource information being offered to Insurance Negotiation Committee – this has not yet been discussed with Ashley Farmer; information has been sent to Truckee Meadows Fire Protection District and Sheriff's office.

### **7. Topic for future agendas –**

- a. Washoe County Code changes regarding the Safety Committee - Frequency of Committee meetings to be reviewed in code – possibility of changing to quarterly meetings. Composition and terms of members. Other items as submitted by Committee members for discussion.
- b. Desk personnel at Sheriff's working the front desk to wear vests – mandatory that uniformed personnel wear bullet proof vests. Consider other departments such as Animal Services, Code Enforcement, etc. who may also have a need for vests.
- c. Written workplace safety program policy review and Drivers Policy annual reviews
- d. New management representative will be replacing Ms. Orduna Hastings

### **8. Public Comment**

There was no response to the call for public comment.

### **9. Meeting adjourned at 2:11pm.**

WORKER'S COMPENSATION  
 TIME LOST FROM WORK IN CY16  
 as of 7-13-16

CURRENT STATUS	DEPARTMENT	DOI	DIAG	MECHANISM	LOST	REST
RESTRICTED DUTY	COMMUNITY SERVICES	9-29-15	STRAIN, TEAR	CLIMBING A LADDER	53	204
OFF WORK	COMMUNITY SERVICES	12-3-15	MULTIPLE	STRUCK BY TRUCK DOOR	224	0
FULL DUTY - CLOSED	COMMUNITY SERVICES	1-28-16	MULTIPLE	FALL FROM STEP LADDER THAT SLID OUT - STRIKING HEAD ON A WELDING CART	10	36
FULL DUTY	COMMUNITY SERVICES	1-14-16	TEAR	SLIPPED ON ICE GETTING OUT OF VEHICLE	21	83
FULL DUTY	COURTS	4-12-16	FRACTURE, SPRAIN	FALL - SAME LEVEL	49	29
RESTRICTED DUTY	JUVENILE SERVICES	4-16-16	SPRAIN, STRAIN	RETRAINING COMBATIVE INMATE	20	30
RESTRICTED DUTY	SHERIFF'S OFFICE	1-5-15	TEAR	FELL THRU DECK DURING SEARCH	100	0
RESTRICTED DUTY	SHERIFF'S OFFICE	2-12-15	DISC PROTRUSION	CONDUCTING SEARCH	72	120
FULL DUTY	SHERIFF'S OFFICE	4-28-15	CARPAL TUNNEL	TYPING	12	0
RESTRICTED DUTY	SHERIFF'S OFFICE	6-2-15	IMPINGEMENT	TRAINING	176	186
FULL DUTY - PPD	SHERIFF'S OFFICE	11-21-15	SPRAIN, STRAIN, CARTILAGE DAMAGE	TRAINING	16	119
FULL DUTY - CLOSED	SHERIFF'S OFFICE	12-19-15	STRAIN	DEFENSIVE TACTICS TRAINING	35	25
FULL DUTY - PPD	SHERIFF'S OFFICE	1-4-16	FRACTURE	ALTERCATION	6	3
FULL DUTY - PPD	SHERIFF'S OFFICE	1-13-16	SPRAIN, TEAR	SLIPPED ON ICE GETTING OUT OF VEHICLE	14	72
RESTRICTED DUTY	SHERIFF'S OFFICE	1-26-16	STRAIN, TEARS	DESCENDING HILL, KNEE TWISTED	39	149
FULL DUTY	SHERIFF'S OFFICE	2-23-16	FRACTURE	FALL DURING TRAINING	26	60
FULL DUTY	SHERIFF'S OFFICE	4-1-16	FRACTURE	DROPPED TOOL (RAM) ON FOOT	12	33
FULL DUTY - CLOSED	SHERIFF'S OFFICE	4-4-16	SPRAINS	STUMBLED ON STAIRS	26	0
RESTRICTED DUTY	SHERIFF'S OFFICE	4-5-16	SPRAIN	DESCENDING STAIRS	21	78

932 1023

TOTAL

**INJURY REPORT FOR APRIL 2016**

**Date of Report - 7-13-16**

**RED = NEW INFO THAT WAS NOT AVAILABLE AT THE LAST MEETING**

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	Normal duties	Normal duties	None	No recommendations	IO
10-Apr	Training	Sprain	Training	Normal duties	Normal duties	None	No recommendations	Claim
12-Apr	Fall - same level	Fracture	Backpack caught on door	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.	Unsafe controls and actions from vendor. Employee unsafe position.	Vendor: secure load & give room to employees. Employees: stay clear of 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
21-Apr	Slip/fall - same level	Bruises, soreness	Gravel on city street	Unsafe walkway (non-County property)	Inattention	None	Use care	IO
22-Apr	Spit on by inmate	Possible BBP	Inmate	Normal duties	Normal duties	Act of another	No recommendations	Claim
22-Apr	Scrapes, swelling, bruising	Contusions	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	Bite	Dog	Normal duties	Normal duties	Act of another	No recommendations	Claim
27-Apr	Running during assessment	Strain	Pursuit	Normal duties	Normal duties	Animal	Review SOPs including PPE	Claim
28-Apr	Lifting, controlling fallen motorcycle	Strain	Lifting, controlling heavy item	Normal duties	Normal duties	Act of another	No recommendations	Claim
29-Apr	Ill feeling	Illness	Personal illness	Normal duties	Normal duties	None	No recommendations	Claim
29-Apr	Opened security door	Strain	Pushed on heavy door	Normal duties	Normal duties	None	No recommendations	IO
29-Apr	Performed abdominal thrusts on a choking client	Strains	Lifting, controlling a person	Normal duties	Normal duties	None	No recommendations	Claim
29-Apr	Ill feeling	Illness	Illness	Normal duties	Normal duties	None	Adjusted clients diet	Claim
							Per doctor recommendations	Claim

CLAIMS	18
INCIDENTS	11
TOTAL	29

**INJURY REPORT FOR MAY 2016**

**Date of Report - 7-13-16**

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
8-May	Bit by inmate	Possible BBP exposure	Altercation	Normal duties	Normal duties	Act of another	No recommendations	IO
9-May	Foreign object in eye while pruning trees	Sawdust or debris	Falling, blowing dust	Normal duties	Normal duties	None	Employee states they were wearing eye protection, department will remind all employees	IO
10-May	Training	Dizzy	Dehydration	Normal duties	Normal duties	None	Monitor fluid consumption	Claim
12-May	Working in warehouse	Possible spider bite	Possible spider bite	Normal duties	Normal duties	None	Insect spraying completed	Claim
14-May	Moving a person	Strain	Pushing & pulling	Normal duties	Normal duties	None	Training for all area personnel on proper lifting/moving	Claim
16-May	Stepped in hole while running in a pursuit	Pain	Twisted ankle	Normal duties	Normal duties	None	No recommendations	IO
19-May	Spit on by inmate	Possible BBP	Inmate	Normal duties	Normal duties	Act of another	No recommendations	Claim
23-May	Keeping a tire from falling	Sprain	Twisted wrist	Unexpected movement	Normal duties	None	No recommendations	Claim
23-May	Stood up from a chair	Strain	Twisted body	Normal duties	Unsafe maneuver	None	Proper ergonomics	Claim
26-May	Clearing debris from a road	Strain	Pulling pieces of wood	Normal duties	Normal duties	None	Training for all area personnel on proper lifting/moving	Claim
26-May	Ill feeling	Illness	Illness	Normal duties	Normal duties	None	Per doctor recommendations	Claim
27-May	Motor vehicle accident	Strains	Rear end collision	Normal duties	Normal duties	Act of another	No recommendations	Claim
27-May	Caught in car door	Crush injury	Caught	Normal duties	Unsafe position	Inattention	Use care	Claim
27-May	Exposure to smoke & fumes	Lungs	Life saving action	Normal duties	Normal duties	None	No recommendations	Claim
27-May	Exposure to smoke & fumes	Lungs	Life saving action	Normal duties	Normal duties	None	No recommendations	Claim
29-May	Needlestick when removing a bent needle from a pole	Possible BBP exposure & chemical injection	Sharp object	Unsafe equipment	Unsafe act	None	Training, use tools to remove bent needles	Claim
30-May	Altercation with arrestee	Strain, abrasions, possible BBP exposure	Altercation	Normal duties	Normal duties	Act of another	No recommendations	Claim
31-May	Motor vehicle accident	Contusion	Struck a light pole	Normal duties	Inattention	None	Employee counseled by department	Claim

CLAIMS 20  
 INCIDENTS 3  
 TOTAL 23

**INJURY REPORT FOR JUNE 2016**

**Date of Report - 7-13-16**

DATE	DESCRIPTION	TYPE	CAUSE	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
2-Jun	Trip/fall over equipment	Sprains, contusions	Congested area	Unsafe walking area (County)	Unsafe maneuver	Inattention	Changes to staging procedures made by the department	Claim
3-Jun	Exposure to lice	Exposure	Close proximity to infected person	Normal duties	Normal duties	Act of another	Disinfectant provided immediately	IO
5-Jun	Foot caught under tire when removing a suspect from a vehicle	Pain	Altercation	Normal duties	Normal duties	Act of another	No recommendations	Claim
5-Jun	Twisted ankle during a pursuit	Pain	Hole in grass	Unsafe walking area (Non-County)	Normal duties	None	No recommendations	IO
6-Jun	Caught finger in door	Crush injury	Trying to stop door from closing	Normal duties	Unsafe body position	None	Remind staff to not try to stop doors from closing	Claim
8-Jun	Stood up from a chair	Pain	Twisted foot	Normal duties	Normal duties	None	No recommendations	Claim
8-Jun	Picked up a book	Pain, swelling	Grasping, lifting	Normal duties	Normal duties	None	No recommendations	IO
10-Jun	Lifting, moving heavy items	Pain	Air conditioning units	Normal duties	Normal duties	None	Proper lifting, include buddy lifting when needed	IO
12-Jun	Puncture during search of a purs	Needlestick	Sharp object	Normal duties	Normal duties	None	Reminder to inquire about sharp objects in property & slow down	Claim
14-Jun	Horse stepped on foot	Crush injury	Horse	Normal duties	Unsafe body position	Animal	Review procedures with staff	Claim
15-Jun	Activities at fire site	Smoke inhalation, strain	Emergency actions	Normal duties	Normal duties	None	No recommendations	Claim
15-Jun	Ill feeling	Illness	Illness	Normal duties	Normal duties	None	Per doctor recommendations	IO
19-Jun	Caught in car door	Fracture	Wind blew door	Normal duties	Unsafe body position	None	Use care	Claim
20-Jun	Fell when walking	Pain	Unlevel ground	Unsafe walking area (Non County)	Normal duties	None	No recommendations	IO
21-Jun	Grabbed sharp edge of knife	Laceration	Pulling from backpack	Unsafe tool - would not close	Unsafe act	Lack of training	Training, remove unsafe equipment from use	Claim
24-Jun	Lifted 60 lb dog from floor to table	Strain	Dog twisted & struggled	Normal duties	Normal duties	Animal	Proper lifting, include buddy lifting when needed	Claim
27-Jun	Struck by flying object	Abrasion	Shrapnel from target	Normal duties	Normal duties	None	Looking at area remodel or PPE	Claim
27-Jun	Exposure to smoke & fumes	Inhalation	Life saving action	Normal duties	Normal duties	None	No recommendations	IO

CLAIMS 11  
 INCIDENTS 7  
 TOTAL 18



**INJURY REPORT FOR JULY 2016**

**Date of Report - 7-13-16**

DATE	DESCRIPTION	TYPE	CAUSE	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
1-Jul	Abnormal finding	EKG	Annual physical	Normal duties	Normal duties	None	Per doctor recommendations	Claim
1-Jul	Fall to floor	Pain	Chair broke	Unsafe equipment	Normal duties	None	Chair replaced	IO
5-Jul	Struck sharp object	Laceration	Sharp object cut thru glove	Normal duties	Normal duties	None	New gloves being tried, counseled to use tool to hold item	Claim
6-Jul	Altercation with inmate	Abrasions	Altercation	Normal duties	Normal duties	Act of another	No recommendations	Claim
6-Jul	Altercation with inmate	Bite, possible BBP exposure	Altercation	Normal duties	Normal duties	Act of another	No recommendations	Claim
6-Jul	Fall down stairs	Pain, bruises, swelling	Missed steps	Normal duties	Normal duties	Inattention	Use care	IO

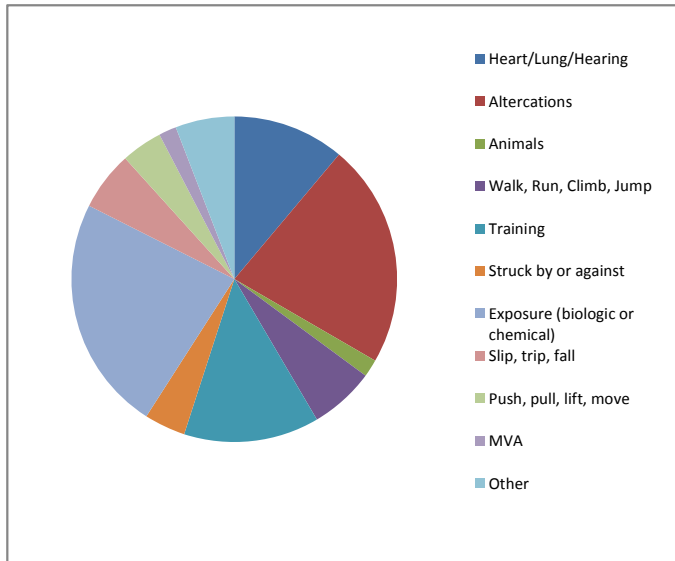
CLAIMS 4  
 INCIDENTS 2  
 TOTAL 6

**DEPARTMENT BREAKDOWN AS OF 7-13-16**

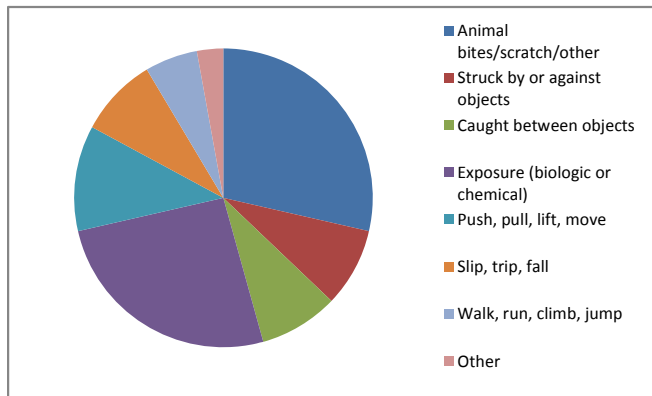
**FY16 7-1-15 thru 6-30-16**

DEPARTMENT	CLAIMS	INCIDENTS	TOTAL FOR DEPT
Alternative Sentencing	1		1
Animal Services	12	23	35
Assessors	2	2	4
Building & Safety	1	2	3
Crime Lab	1	1	2
CSD - Facilities & Admin	2	2	4
District Attorneys	1	3	4
District Court	6	7	13
Equipment Services	5		5
Flood	1		1
Health	7	5	12
Juvenile Services	14	8	22
Libraries	7	9	16
Managers Office		1	1
Medical Examiner	2		2
Parks	2	3	5
Public Administrator			0
Public Defender			0
Recorders Office	1		1
Registrar of Voters	1		1
Reno Justice Court		1	1
Roads	11	5	16
Senior Services	3	1	4
Sheriffs Office	111	60	171
Social Services	10	4	14
Sparks Justice Court	1		1
Technology Services	1	2	3
Treasurers	1		1
Water			0
<b>TOTALS</b>	<b>204</b>	<b>139</b>	<b>343</b>

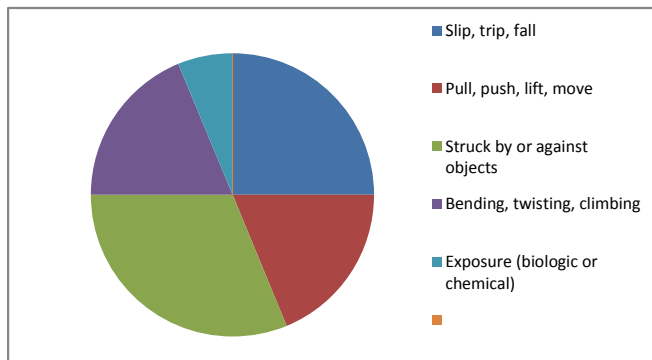
<b>Sheriffs Office</b>	<b>171</b>
Heart/Lung/Hearing	19
Altercations	38
Animals	3
Walk, Run, Climb, Jump	11
Training	23
Struck by or against	7
Exposure (biologic or chemical)	40
Slip, trip, fall	10
Push, pull, lift, move	7
MVA	3
Other	10



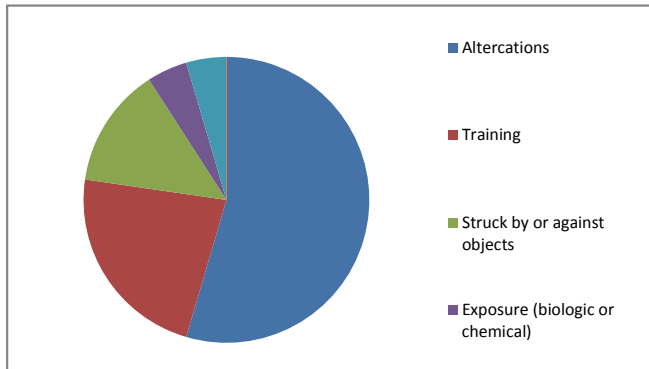
<b>Animal Services</b>	<b>35</b>
Animal bites/scratch/other	10
Struck by or against objects	3
Caught between objects	3
Exposure (biologic or chemical)	9
Push, pull, lift, move	4
Slip, trip, fall	3
Walk, run, climb, jump	2
Other	1



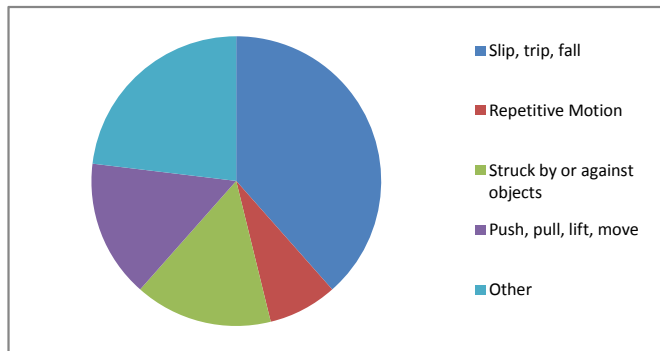
<b>Roads</b>	<b>16</b>
Slip, trip, fall	4
Pull, push, lift, move	3
Struck by or against objects	5
Bending, twisting, climbing	3
Exposure (biologic or chemical)	1



<b>Juvenile Services</b>	<b>22</b>
Altercations	12
Training	5
Struck by or against objects	3
Exposure (biologic or chemical)	1
Slip, trip, fall	1



<b>Library</b>	<b>16</b>
Slip, trip, fall	5
Repetitive Motion	1
Struck by or against objects	3
Push, pull, lift, move	3
Other	4



**FY COMPARISON**  
as of 7-13-16

	FY 13			FY 14			FY 15			FY 16			FY 17		
	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL
JULY	19	9	28	17	19	36	17	6	23	12	12	24	4	2	0
AUGUST	27	12	39	16	5	21	10	12	22	22	14	36			
SEPT	17	9	26	18	8	26	19	15	34	18	8	26			
OCT	20	5	25	21	11	32	22	7	29	15	7	22			
NOV	17	14	30	17	9	26	12	11	23	15	5	20			
DEC	19	9	27	14	5	19	14	10	24	18	9	27			
JAN	17	7	24	27	10	37	16	8	24	23	22	45			
FEB	15	5	20	11	12	23	18	6	24	17	21	38			
MAR	18	11	29	15	12	27	22	8	30	15	20	35			
APR	21	5	26	19	5	24	18	8	26	18	11	29			
MAY	12	7	19	18	8	26	16	9	25	20	3	23			
JUN	16	9	25	13	7	20	11	12	23	11	7	18			
	218	102	318	206	111	317	195	112	307	204	139	343	4	2	0
			29			30			32			23			0

CHAPTER 65

SAFETY AND DISASTER SERVICES

Safety and Health of County Officers and Employees

General Provisions

- 65.010 Definitions.
- 65.020 Creation of risk management division.
- 65.030 County risk manager: Creation; powers; duties.
- 65.040 Safety and health inspections.
- 65.050 Preparation of statistical information for development of accident-prevention measures.
- 65.060 Safety program: Legislative findings, declaration.
- 65.070 Policy of the board.
- 65.080 Safety program.
- 65.090 County safety officer: Duties.
- 65.100 Posting of safety notices.
- 65.110 Written reports required for occupationally related injury, illness.
- 65.120 Emergency reports.
- 65.140 Requirements for investigation, evaluation of accidents, incidents.
- 65.145 Request of review of report of the findings and conclusions.
- 65.150 County safety committee: Creation; purposes.
- 65.160 County safety committee: Composition; terms of office of members; chairman.
- 65.170 Meetings of county safety committee.
- 65.180 When member of county safety committee prohibited from participating; effect on quorum and action.
- 65.190 Responsibilities of the county safety committee with respect to accidents and incidents.
- 65.200 Property/Casualty: Reporting requirements following accident, incident or injury.
- 65.210 Transmittal of written reports by department heads to county risk manager; additional reports.
- 65.220 Use, form, contents of written documentation of accidents, incidents.
- 65.240 Authority of county risk manager to administer claims on behalf of Washoe County.

65.060 Safety program: Legislative findings, declaration. The board of county commissioners finds and declares:

1. The Nevada Occupational Safety and Health Act (NOSHA) (chapter 618 of NRS) was enacted to provide safe and healthy~~ful~~-working conditions for every employee and to establish the division of industrial relations of the department of business and industry of

the state to supervise and regulate all matters relating to the protection of the safety and health of employees in conformity with the provisions of chapter 618 of NRS.

2. Pursuant to chapter 618 of NRS, all employers in Nevada have duties with respect to places of employment, to furnish safety devices and safeguards, to post information informing employees, and other matters as set forth in chapter 618 of NRS.

3. Pursuant to chapter 618 of NRS, all employers in Nevada must establish a written safety program containing such matters as are covered in NRS 618.383.

4. The Washoe County safety program provides Washoe County officers and employees with conditions of employment consistent with the objective of NOSHA.

[Preamble, Ord. No. 237; A Ord. No. 558; repealed '2, Ord No. 987; reenacted, renumbered and amended '8, Ord. No. 987]

65.070 Policy of the board.

1. The board of county commissioners declares that this section constitutes the safety policy of the board. The policy shall be published as part of the safety program as a separate document and posted in appropriate areas readily accessible to county officers and employees.

2. The personal safety and health of each employee of Washoe County is of primary importance. To the greatest degree possible, the board of county commissioners shall provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

3. It is the board of county commissioners' policy that Washoe County maintain a safety program conforming with the best practices of local government programs. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of department heads, supervisor and employees and requires cooperation in all safety and health matters, not only among department heads, supervisors and employees, but also between each employee and his fellow workers. Only through such a cooperative effort can a safety record in the best interests of all be established and preserved.

4. The objective of the board of county commissioners is a safety program which will reduce the number of injuries and illnesses to a minimum, not merely in keeping with but surpassing the best experience of other governmental units.

[Part '2, Ord. No. 237; A Ord. No. 381; repealed '2, Ord. No. 987; reenacted '9, Ord. No. 987]

65.080 Safety program. The county risk manager shall prepare and keep updated a safety program for adoption by the board of county commissioners which program shall comply with NRS 618.383 and NAC 618.540 and 618.542. The safety program shall contain goals to achieve a safe and healthy work environment for county officers and

employees. The safety program shall specify the obligations of county and officers and employees with respect to carrying out the provisions of the safety program. The safety program shall also contain procedures for identifying and controlling hazards, requirements for safety training, procedures for accident investigation and corrective action, methods of communicating the safety program and enforcement provisions.

['3, Ord. No. 237; A Ord. No. 656; repealed '2, Ord. No. 987; reenacted '10, Ord. No. 987]

65.090 County safety officer: Duties. The county safety officer, who shall administer the county safety program, shall perform his duties under the direction of the county risk manager.

['3, Ord. No. 237; A Ord. No. 656; repealed '2, Ord. No. 987; reenacted, renumbered and amended '11, Ord. No. 987]

65.100 Posting of safety notices. Department heads shall select a heavily traveled, conspicuous area for a bulletin board where safety notices, bulletins, regulations and posters can be posted. One copy of each of the following publications shall be posted in each designated area:

1. Washoe County safety policy.
2. Departmental safety programs.
3. "Safety and Health Protection on the Job," published by the state division of industrial relations and explaining chapter 618 of NRS.
4. OSHA Form 200, "Summary of Occupational Injuries and Illnesses" (this Summary must remain posted for 30 Days).
5. Emergency telephone numbers.

['15, Ord. No. 237; renumbered '14 by Ord. No. 381; A Ord. No. 558; repealed '2, Ord. No. 987; reenacted, renumbered and amended '12, Ord. No. 987]

65.110 Written reports required for occupationally related injury, illness. The following reports: C1 Notice of Injury or Occupational Disease (to be completed by the employee), Supervisor's Report of Injury (to be completed by the supervisor), and C3 Employer's Report of Industrial Injury or Occupational Disease (to be completed by the department head or designee), shall be submitted to the county safety officer when any occupationally related injury or illness results in:

1. Death, regardless of the time between the injury and death or the length of the illness.
2. Absence from work.
3. Necessity for transfer to another job or termination of employment.
4. Loss of consciousness.
5. Restriction of work or movement.
6. Medical treatment of any kind, including first aid.



These reports shall be prepared and submitted as soon as possible, but not later than 5 days after the injury or illness is reported.

[Part '11, Ord. No. 237; A Ord. Nos. 381, 558, 656, 863; repealed '2, Ord. No. 987; reenacted, renumbered and amended '13, Ord. No. 987]

65.120 Emergency reports. An immediate report shall be made by telephone to the risk management division after any accident which results in serious injury, fatality, possible fatality or which requires hospitalization of three or more employees.

[Part '11, Ord. No. 237; A Ord. Nos. 381, 656; repealed '2, Ord. No. 987; reenacted, renumbered and amended '14, Ord. No. 987]

### Safety and Health Program

65.140 Requirements for investigation, evaluation of accidents, incidents. The county safety officer or the county risk manager shall review each accident or incident report prepared by county officers, employees or volunteers, and conduct such investigation as deemed necessary to determine the circumstances related to the accident or incident. The county risk manager or his designee shall specifically review all auto accidents or incidents pursuant to the driver's selection training policy, other than those involving peace officers employed by the Washoe County Sheriff's Office, which accidents or incidents shall be subject to the review process of the sheriff's office. A report of the findings and conclusions of the risk manager about the cause of each accident or incident and recommendations on preventing reoccurrence shall be provided to any employee that is the subject of the investigation, the employee's department head and the president of any recognized collective bargaining association that represents such an employee. The report shall include a statement that the report can be reviewed by the safety committee at the request of the employee, the employee association that represents the employee acting through its authorized representatives or the employee's department head.

[Part '11, Ord. No. 237; A Ord. Nos. 381, 656; repealed '2, Ord. No. 987; reenacted, renumbered and amended '15, Ord. No. 987; A Ord. No. 1296 eff. 5-5-06]

65.145 Request of review of report of the findings and conclusions. Any employee who is the subject of a report by the risk manager pursuant to this chapter, the employee association that represents the employee acting through its authorized representatives, the department head of the department in which the employee works or the risk manager may request that the report and the underlying matter be reviewed by the safety committee by sending a written request to the risk manager within 30 days of the date of the delivery of the report.

[ '1, Ord. No. 1296 eff. 5-5-06]

65.150 County safety committee: Creation; purposes.

1. The county safety committee is hereby created.
2. The purposes of the county safety committee are to:
  - (a) Serve in an advisory capacity to the board of county commissioners, the county manager, the county safety officer and the county risk manager in all matters relating to safety and health of county officers, employees and volunteers.
  - (b) Communicate safety policies to all employees and volunteers.
  - (c) Review the report of the risk manager of the accidents or incidents pursuant to the driver's selection training policy upon the request of a person authorized by this chapter to request review. Following the requested review the safety committee may accept, reject, amend or modify the report of the risk manager.
  - (d) Review all on-the-job accidents or injuries which result in lost time compensation pursuant to the county=s workers compensation program, and all accidents or incidents referred by the county safety officer or county risk manager. Where deemed necessary by the committee, the county safety committee may conduct additional evaluations. The county safety committee may recommend employee counseling, training or corrective measures, and other future accident-prevention or loss-control measures.
  - (e) Review and recommend action on all safety issues brought before the safety committee.
3. The county safety committee does not recommend any disciplinary measures. Any discipline shall, subject to applicable personnel rules, be imposed as appropriate by the responsible supervising authorities and reviewed in accordance with county policy by the personnel division.

[Part '2, Ord. No. 237; A Ord. Nos. 381, 656; repealed '2, Ord. No. 987; reenacted, renumbered and amended '16, Ord. No. 987; A Ord. No. 1048; A Ord. No. 1296 eff. 5-5-06]

65.160 County safety committee: Composition; terms of office of members; chairman.

1. The county safety committee consists of ~~seven~~nine members and a majority of the committee constitutes a quorum. The committee members are to be selected as follows:
  - (a) One department head, appointed by the county manager;
  - (b) One representative of the Washoe County Sheriff's Deputies Association appointed by the association ~~or the Washoe County Sheriff=s Supervisory Association~~;
  - (c) One representative of the Washoe County Employees' Association, appointed by the association;
  - (d) One representative of the Washoe County Nurses' Association, appointed by the association;
  - (e) One representative chosen annually by and from the remaining employee organizations which represent county employees which

selection shall be made on a rotating basis among those organizations;

(f) The county safety officer; ~~and~~

(g) The county risk manager;

(h) One representative of the Washoe County Sheriff's Supervisory Association appointed by the association; and

(i) One representative from Community Services as designated by the department head.

2. The term of office of each member of the county safety committee is as follows:

(a) The county safety officer and the county risk manager are permanent members;

(b) The department head, the representative from the sheriff's associations, the representative from the nurses' association and the representative from the county employees' association are 2-year appointments; and

(c) The one representative from the remaining employee organizations which represent county employees is a one-year appointment.

3. At the first meeting of the county safety committee held each year, the committee shall elect a chairman from among its members who shall not be the county safety officer or the county risk manager.

4. Committee members shall make their best efforts to attend all committee meetings. If a committee member, for good cause, is unable to attend a meeting, another employee designated by the member or the member's association may appear and vote in such member's place and stead.

[Part '2, Ord. No. 237; A Ord. Nos. 381, 558, 656, 791; repealed '2, Ord. No. 987; reenacted, renumbered and amended '17, Ord. No. 987; A Ord. No. 1048; A Ord. No. 1296 eff. 5-5-06]

65.170 Meetings of county safety committee. The county safety committee shall meet ~~every other month~~quarterly and upon the call of the chairman.

[Part '2, Ord. No. 237; A Ord. Nos. 381, 656; repealed '2, Ord. No. 987; reenacted and renumbered '18, Ord. No. 987]

65.180 When member of county safety committee prohibited from participating; effect on quorum and action.

1. A member of the county safety committee shall not participate in the evaluation of an accident involving an officer, employee or a volunteer working under that member's direct supervision. The member shall not participate in such officer's, employee's or volunteer's review and shall not make findings or recommendations regarding that officer, employee or volunteer.

2. When a member of the county safety committee abstains from participating in a matter by virtue of the provisions of subsection 1, the number of members necessary to constitute a quorum, and the number necessary to take action is deemed reduced by the number of

persons abstaining.

[Part '2, Ord. No. 237; A Ord. No. 381; repealed '2, Ord. No. 987; reenacted, renumbered and amended '19, Ord. No. 987; A Ord. No. 1048]

65.190 Responsibilities of the county safety committee with respect to accidents and incidents.

1. After an investigation or hearing the county safety committee or the county risk manager or his designee may require additional written information from the officer, employee or volunteer and may interview that person if it deems necessary. The county safety committee or the county risk manager or his designee may request from the sheriff, the district attorney or other appropriate personnel technical assistance for the conduct of additional investigation if deemed necessary.

2. After investigation and evaluation, the county safety committee or the county risk manager or his designee may if deemed necessary submit to the head of the department in which the accident occurred, a recommendation as to whether or not employee counseling, training or non-disciplinary corrective measures should be taken and what other future accident prevention or loss control measures might be taken. The county safety committee may also recommend that the person be required to participate in a driving course. The county safety committee shall make such other recommendations as it deems warranted by the circumstances of each case.

3. A recommendation for employee counseling, training or corrective measures (such as additional defensive driving courses) shall be placed in the employee's personnel file.

4. A department head shall, within seven (7) days after receipt of a safety committee recommendation for employee counseling, training or corrective measures, or other future accident prevention or loss control measures, provide a written response to the risk manager detailing what action, other than employee discipline, has or will be taken.

[Part '11, Ord. No. 237; A Ord. Nos. 381, 656; repealed '2, Ord. No. 987; reenacted, renumbered and amended '20, Ord. No. 987; A Ord. No. 1048; A Ord. No. 1296 eff. 5-5-06]