

**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  
Mt. Rose Room, Building A, Second Floor, Community Services Department**

**September 15, 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 July 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 Open Meeting Law
7. Discussion of written workplace safety program policy and drivers policy annual reviews; authorization to obtain driving record and communication/electronic device use
8. Discussion of website revamping
9. Discussion of employee notification system
10. Review and discussion of workers compensation guide
11. \* Introduction of new management representative to be replacing Ms. Orduna Hastings.
12. Topics for future agendas.
13. \* 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.
14. \* Adjournment.



- Safety
- Insurance

# WASHOE COUNTY

"Dedicated to Excellence in Public Service"

## SAFETY COMMITTEE MEETING MINUTES COMPTROLLER CONFERENCE ROOM – 2<sup>ND</sup> FLOOR

JULY 21, 2016

1:30 PM

### Call to Order

Chairperson Anne Stoll-Thompson called the meeting to order at 1:30pm.

### 1. Roll Call

|                     |  |
|---------------------|--|
| Anne Stoll-Thompson | Chairperson                                |
| Cathy Hill          | Washoe County Comptroller and Risk Manager |
| Mary Kandaras       | Legal Counsel for Committee                |
| Deputy John Sabo    | Washoe County Sheriff's Office             |
| Celeste Wallick     | Washoe County Risk Analyst                 |

### Not present

|                |                                    |
|----------------|------------------------------------|
| Angela Penny   | Washoe County Nurse's Association  |
| Lt. Mark Bello | Washoe County Sheriff's Office     |
| Carla Fells    | Washoe County Employee Association |
| Kevin Schiller | Assistant County Manager           |

### Public Present

None

### 2. Public Comment

There was no response to the call for public comment.

### 3. Approval of minutes from May 19, 2016 meeting

Ms. Wallick made a motion to approve the minutes of the May 19, 2016 meeting, Deputy John Sabo seconded the motion; no opposition, minutes unanimously approved.

### Open Issues

### 4. Industrial Injury Summary Reports

Industrial Injury Summary Reports were reviewed – Ms. Wallick informed the committee that the injury report was for all of May, June and part of July with a couple of additions from April. Ms. Wallick will be meeting with the top 5 departments with the highest activity from the previous year. Juvenile Services has increased in activity replacing Social Services. Social Services fiscal year comparison is up slightly from previous year due to unhealthy homes being visited.

Ms. Kandaras will review statute on restriction for injury claims to officers in a jail setting.

**5. Washoe County Code changes**

Code change to Chapter 65 (65.160) – increasing safety committee memberS to 9 people to include Sheriff Supervisory, Facilities and at large member. Ms. Hill to take additional time to review Section 65. Possible change in code to reflect Safety Committee meeting frequency to quarterly. Suggested that Lt. Bello be the representative for the at large member. This action tabled until Nurses Association is contacted for the at large position versus its current permanent position.

**6. Recommendation on bullet proof vests**

Ms. Kandaras offered that the Sheriff’s department to determine whether bullet proof vests were required of office desk personnel. Ms. Kandaras made a motion that the Safety Committee decline to recommend bullet proof vests for other departments at this time, such as Social Services, seconded by Ms. Hill, no opposition, motion unanimously approved.

**7. Written workplace safety program policy –**

Action tabled so the Committee would review the online policies.

**8. New management representative**

Introduction of new management representative tabled as Assistant County Manager Schiller was not in attendance.

**9. Topic for future agenda**

- a. Open Meeting Law
- b. Website revamping
- c. Tabled items from July 21<sup>st</sup> meeting –
  - i. Code change to Chapter 65
  - ii. Restitution for injury claims to officers in a jail setting
  - iii. Introduction of new management representative
  - iv. Written work place safety program and drivers policy annual reviews; authorization to obtain driving record and communication/electronic device use
  - v. Open meeting law
  - vi. All clear procedures – text versus email – all clear was sent via email – code red and text message did not occur with evacuation.
  - vii. Information Safety Representatives of policies/procedures

**10. Public Comment**

There was no response to the call for public comment.

**11. Meeting adjourned at 1:59pm.**

WORKER'S COMPENSATION  
 TIME LOST FROM WORK IN CY16  
 as of 9-9-16

| CURRENT STATUS  | DEPARTMENT         | DOI     | DIAG                | MECHANISM                                    | LOST | REST |
|-----------------|--------------------|---------|---------------------|--|------|------|
| RESTRICTED DUTY | COMMUNITY SERVICES | 12-3-15 | MULTIPLE            | STRUCK BY A DOOR THAT WAS CAUGHT IN THE WIND | 263  | 30   |
| RESTRICTED DUTY | SHERIFF'S OFFICE   | 2-12-15 | DISC DAMAGE         | SEARCHING INMATE                             | 101  | 158  |
| OFF WORK        | SHERIFF'S OFFICE   | 8-3-15  | IMPINGEMENT         | ALTERCATION WITH INMATE                      | 18   | 230  |
| RESTRICTED DUTY | SHERIFF'S OFFICE   | 4-15-16 | SPRAIN, HERNIATION, |  |      |      |
| RESTRICTED DUTY | SHERIFF'S OFFICE   | 4-16-16 | SPRAIN, STRAIN      | DESCENDING STAIRS                            | 10   | 162  |
| RESTRICTED DUTY | SHERIFF'S OFFICE   | 4-28-16 | TEAR                | ALTERCATION WITH INMATE                      | 26   | 134  |
| RESTRICTED DUTY | SHERIFF'S OFFICE   | 7-25-16 | TEAR                | CHASING A SUSPECT                            | 22   | 27   |
| RESTRICTED DUTY | SHERIFF'S OFFICE   | 8-4-16  | SPRAIN              | MOVING HEAVY OBJECT                          | 13   | 42   |
| FULL DUTY       | SHERIFF'S OFFICE   |         |                     | ALTERCATION WITH INMATE                      | 6    | 6    |

TOTAL

459 759

Injury Report for

JULY 2016

report date: 9-9-16

| DATE   | DESCRIPTION   | TYPE                        | HAZARDOUS CONDITION    | UNSAFE ACT                   | CONTRIBUTING FACTOR   | CORRECTIVE ACTION   | CLAIM or INCIDENT |
|--------|---|-----------------------------|------------------------|------------------------------|-----------------------|---|-------------------|
| 1-Jul  | Abnormal EKG finding at annual physical   | EKG                         | Normal duties          | Normal duties                | None                  | Per doctor recommendations  | Claim             |
| 1-Jul  | Fall to floor when chair broke  | Pain                        | Unsafe equipment       | Normal duties                | None                  | Chair replaced  | IO                |
| 5-Jul  | Struck sharp object that cut through the glove                                    | Laceration                  | Normal duties          | Normal duties                | None                  | New gloves being tried, counseled to use tool to hold item  | Claim             |
| 6-Jul  | Altercation with inmate   | Abrasions                   | Normal duties          | Normal duties                | Act of another        | No recommendations  | Claim             |
| 6-Jul  | Altercation with inmate   | Bite, possible BBP exposure | Normal duties          | Normal duties                | Act of another        | No recommendations  | Claim             |
| 6-Jul  | Fall down stairs when a step was missed   | Pain, bruises, swelling     | Normal duties          | Normal duties                | Inattention           | Use care  | IO                |
| 7-Jul  | Altercation with inmate   | Bite, possible BBP exposure | Normal duties          | Normal duties                | Act of another        | No recommendations  | Claim             |
| 11-Jul | Struck by a tool that a co-worker on a ladder dropped                             | Contusion                   | Normal duties          | Unsafe body position         | Act of another        | Maintain proper body position   | Claim             |
| 11-Jul | A tool broke forcing the employee off balance where he struck a fixed object      | Contusion, Strain           | Unsafe equipment       | Normal duties                | None                  | Check tools prior to use, training  | Claim             |
| 12-Jul | Moving a computer console, employee struck hand against a jack                    | Pain                        | Normal duties          | Normal duties                | None                  | Look at area  | IO                |
| 16-Jul | Struck by a branch when it "kicked back" after being trimmed                      | Laceration                  | Normal duties          | Normal duties                | None                  | No recommendations  | IO                |
| 19-Jul | Opened a door onto the top of the foot  | Injury                      | Normal duties          | Unsafe body position         | None                  | Maintain proper body position   | IO                |
| 19-Jul | Training in a hot room  | Dehydration                 | Closed area            | Normal duties                | None                  | Work order submitted to increase ventilation in the room  | Claim             |
| 19-Jul | Training in a hot room  | Dehydration                 | Closed area            | Normal duties                | None                  | Work order submitted to increase ventilation in the room  | Claim             |
| 19-Jul | Defensive tactics training  | Tear                        | Normal duties          | Normal duties                | None                  | Monitor, supervise and re-evaluate instruction techniques   | Claim             |
| 20-Jul | Chemical (tear gas) contact   | Inhalation                  | Normal duties          | Normal duties                | None                  | No recommendations  | Claim             |
| 20-Jul | Chemical (pepper spray) contact   | Conjunctivitis              | Normal duties          | Normal duties                | None                  | No recommendations  | Claim             |
| 20-Jul | Bitten by dog while making an arrest  | Puncture                    | Normal duties          | Normal duties                | Animal                | No recommendations  | Claim             |
| 24-Jul | Slipped when preparing to descend from the lifeguard stand, falling to the ground | Contusions                  | Normal duties          | Unsafe body position         | Inattention           | Grip on platform is in good repair - remind employees to take their time, pay attention & hold on | Claim             |
| 25-Jul | Moving a heavy object   | Rotator cuff injury         | Normal duties          | Normal duties                | None                  | No recommendations  | Claim             |
| 26-Jul | Stepped on a nail protruding from a board   | Puncture                    | Unsafe walking surface | Failure to follow procedures | Complacency, attitude | Supervisor to ensure procedures are being followed  | IO                |

report date: 9-9-16

**JULY 2016 (cont.)**

Injury Report for

| DATE   | DESCRIPTION   | TYPE                  | HAZARDOUS CONDITION | UNSAFE ACT    | CONTRIBUTING FACTOR | CORRECTIVE ACTION                  | CLAIM or INCIDENT |
|--------|---|-----------------------|---------------------|---------------|---------------------|------------------------------------|-------------------|
| 26-Jul | Made a sharp turn when running to an emergency call | Strain                | Normal duties       | Normal duties | None                | No recommendations                 | Claim             |
| 29-Jul | Putting on tactical gear                            | Strain                | Normal duties       | Normal duties | None                | No recommendations                 | Claim             |
| 29-Jul | Splashed by contaminated water                      | Possible BBP exposure | Normal duties       | Normal duties | None                | Take time so splash does not occur | Claim             |

CLAIMS 18  
 INCIDENTS 6  
 TOTAL 24

Injury Report for

**AUGUST**

report date: 9-9-16

| DATE   | DESCRIPTION  | HAZARDOUS CONDITION | UNSAFE ACT              | CONTRIBUTING FACTOR | CORRECTIVE ACTION                           | CLAIM or INCIDENT |
|--------|--|---------------------|-------------------------|---------------------|---|-------------------|
| 1-Aug  | Struck by an item while walking by a trash bin           | Protruding item     | Unsafe body position    | Inattention         | Pay attention to surroundings               | Claim             |
| 1-Aug  | Bitten by dog when serving papers                        | Normal duties       | Normal duties           | Animal              | No recommendations                          | Claim             |
| 4-Aug  | Altercation with inmate                                  | Normal duties       | Normal duties           | Act of another      | No recommendations                          | Claim             |
| 6-Aug  | Needlestick  | Normal duties       | Improper body placement | None                | Discussion with employee                    | Claim             |
| 8-Aug  | Altercation with inmate                                  | Normal duties       | Normal duties           | Act of another      | No recommendations                          | Claim             |
| 9-Aug  | Altercation with inmate                                  | Normal duties       | Normal duties           | Act of another      | No recommendations                          | Claim             |
| 10-Aug | Training   | Normal duties       | Normal duties           | None                | No recommendations                          | Claim             |
| 10-Aug | Defensive tactics training                               | Normal duties       | Normal duties           | None                | No recommendations                          | IO                |
| 11-Aug | Training   | Normal duties       | Normal duties           | None                | No recommendations                          | Claim             |
| 15-Aug | Unknown cause  | Normal duties       | Normal duties           | None                | No recommendations                          | Claim             |
| 16-Aug | Fell when walking down a hallway                         | Normal duties       | Normal duties           | None                | Employee asked to slow down                 | Claim             |
| 17-Aug | Struck against machine housing when pulling a start cord | Normal duties       | Improper body placement | None                | Use care                                    | IO                |
| 17-Aug | Fell when running to an emergency call                   | Normal duties       | Normal duties           | None                | No recommendations                          | Claim             |
| 19-Aug | Rendering first aid                                      | Normal duties       | Normal duties           | None                | No recommendations                          | IO                |
| 19-Aug | Altercation  | Normal duties       | Normal duties           | Act of another      | No recommendations                          | Claim             |
| 19-Aug | Close proximity to gun fire                              | Normal duties       | Normal duties           | None                | No recommendations                          | Claim             |
| 19-Aug | Altercation  | Normal duties       | Normal duties           | Act of another      | No recommendations                          | Claim             |
| 20-Aug | Trip / fall while ascending stairs                       | Normal duties       | Improper body placement | Inattention         | Use care                                    | Claim             |
| 23-Aug | Needlestick when holding child getting vaccinations      | Normal duties       | Normal duties           | Unexpected movement | Discussion regarding proper procedures      | Claim             |
| 23-Aug | Item flew into eye as employee was walking at work       | Normal duties       | Normal duties           | None                | No recommendations                          | Claim             |
| 24-Aug | Saliva from inmate got on employee                       | Normal duties       | Normal duties           | Act of another      | No recommendations                          | Claim             |
| 25-Aug | Defensive tactics training                               | Normal duties       | Normal duties           | None                | No recommendations                          | IO                |
| 26-Aug | Defensive tactics training                               | Normal duties       | Normal duties           | None                | No recommendations                          | IO                |
| 30-Aug | Contact with contaminated items                          | Unsafe scene        | Failure to use PPE      | Lack of training?   | Review universal precautions with employees | Claim             |
| 30-Aug | Fell backwards when getting up from a chair              | Normal duties       | Improper body placement | Inattention         | Use care                                    | Claim             |



**TOTALS FOR AUGUST**

CLAIMS 20  
 INCIDENTS 5  
 TOTAL 25

**Injury Report for SEPTEMBER**

report date: 9-9-16

| DATE  | DESCRIPTION               | TYPE      | HAZARDOUS CONDITION | UNSAFE ACT    | CONTRIBUTING FACTOR | CORRECTIVE ACTION  | CLAIM or INCIDENT |
|-------|---------------------------|-----------|---------------------|---------------|---------------------|--------------------|-------------------|
| 3-Sep | Altercation with arrestee | Contusion | Normal duties       | Normal duties | Act of another      | No recommendations | Claim             |

DEPARTMENT BREAKDOWN AS OF 9-9-16

FY17 7-1-16 thru 9-8-16

| DEPARTMENT               | CLAIMS    | INCIDENTS | TOTAL FOR DEPT |
|--------------------------|-----------|-----------|----------------|
| Alternative Sentencing   |           |           |                |
| Animal Services          |           |           |                |
| Assessors                |           |           |                |
| Building & Safety        |           |           |                |
| Crime Lab                |           |           |                |
| CSD - Facilities & Admin |           |           |                |
| District Attorneys       |           |           |                |
| District Court           |           |           |                |
| Equipment Services       | 1         |           | 1              |
| Flood                    |           |           |                |
| Health                   |           | 1         | 1              |
| Juvenile Services        | 1         | 2         | 3              |
| Libraries                |           |           |                |
| Managers Office          |           |           |                |
| Medical Examiner         | 1         |           | 1              |
| Parks                    | 2         |           | 2              |
| Public Administrator     |           |           |                |
| Public Defender          |           |           |                |
| Recorders Office         |           |           |                |
| Registrar of Voters      |           |           |                |
| Reno Justice Court       |           |           |                |
| Roads                    | 2         |           | 2              |
| Senior Services          |           |           |                |
| Sheriffs Office          | 29        | 7         | 36             |
| Social Services          | 3         |           | 3              |
| Sparks Justice Court     |           |           |                |
| Technology Services      |           | 1         | 1              |
| Treasurers               |           |           |                |
| Water                    |           |           |                |
| <b>TOTALS</b>            | <b>39</b> | <b>11</b> | <b>50</b>      |

FY COMPARISON  
as of 9-9-16

|        | 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 | CLAIMS | IR'S | TOTAL | DENIED |
| JULY   | 19     | 9    | 28    | 17     | 19   | 36    | 17     | 6    | 23    | 12     | 12   | 24    | 18     | 6    | 24    |        |      |       |        |
| AUGUST | 27     | 12   | 39    | 16     | 5    | 21    | 10     | 12   | 22    | 22     | 14   | 36    | 20     | 5    | 25    |        |      |       |        |
| SEPT   | 17     | 9    | 26    | 18     | 8    | 26    | 19     | 15   | 34    | 18     | 8    | 26    | 1      | 1    | 1     |        |      |       |        |
| 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   | 39     | 11   | 50    |        |      |       | 0      |
|        |        |      | 29    |        |      | 30    |        |      | 32    |        |      | 23    |        |      |       |        |      |       |        |

- *Safety*
- *Insurance*



## **WASHOE COUNTY WORKPLACE SAFETY PROGRAM**

Washoe County is committed to provide a safe and healthful work place for all employees in order to prevent injuries and illnesses. The County will abide by Federal, State and Local laws and take necessary steps in order to provide employees with a safe workplace.

This written Workplace Safety Program is presented per direction from the Nevada Revised Statute NRS 618.383 and Nevada Administrative Codes 618.538 to 618.544, inclusive. Its purpose is to inform employees of the County's plan to identify, correct, and control hazards, and is provided as a tool for all employees' use, and will be updated as necessary.

The Program's effectiveness relies on a shared responsibility. Each employee must contribute their share in order for the County's Program to remain successful. Prevention of accidents and mishaps is crucial in order to avoid work-related injuries and illnesses. Every employee of Washoe County is expected to participate in the safe workplace endeavor - and to integrate safety and health awareness, and behaviors, into every part of their daily activities. Every employee is encouraged to identify unsafe conditions or procedures and to feel free to report any concerns to management without fear of retaliation.

Management will take responsibility for assuring employees are provided the tools, training and resources necessary to accomplish their job tasks in a safe manner, and for not tolerating any violations of safety and health policies and/or procedures.

Please review this written Workplace Safety Program on a regular basis and provide your input to enhance the program. If every employee does their part, we will all have a safer place to work.

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## RESPONSIBILITIES

### COUNTY MANAGER / BOARD OF COUNTY COMMISSIONERS

- Ultimately responsible for workplace safety and health programs for County employees
- Provide the leadership and resources necessary to effectively implement programs
- Delegate to Risk Management the ability to review and enhance safety programs, including the Written Workplace Safety Program, policies, Hazard Assessments, Control Plans, training programs, and accompanying documentation as needed
- Participate in and promote the importance of a safe and healthful workplace

### MANAGEMENT

- Ensure execution of safety and health programs within their area of responsibility
- Ensure that employees comply with safety and health policies and procedures
- Inspect work areas to ensure that hazards are promptly identified, removed, and/or corrected
- Ensure that equipment is properly maintained
- Ensure that employees are provided with, and correctly use, appropriate safety devices, safeguards, and personal protective equipment
- Ensure employees receive safety training and are knowledgeable of the safety issues relevant to their jobs as well as any changes in processes, equipment, or assignments
- Investigate and report promptly to Risk Management all injury, illness and property damage incidents, including “near-miss” incidents
- Ensure the County’s safety program and discipline policies are fairly administered

### EMPLOYEES

- Be an active participant in the safety and health program
- Perform all tasks in accordance with established policies, procedures, and safe work practices, including the use of personal protective equipment
- Perform a safety evaluation of his or her work space daily or as conditions warrant and report any areas of concern to department management
- Inspect all tools and equipment prior to use to identify any hazards and take action to report and correct any deficiencies
- Ask questions and/or report any unsafe or unhealthy practice or condition
- Promptly report any injury, illness, hazard, incident, or “near-miss” to the appropriate person within their department or Risk Management

### RISK MANAGEMENT

The County Manager and Board of County Commissioners has appointed the Risk Management Department to serve as their representatives in safety and health related matters.

- Ensure compliance with applicable federal, state, and local safety and health requirements

- Develop, publicize, implement and oversee the County's safety and health programs, policies and procedures
- Establish appropriate safety and health training programs
- Conduct inspections to assess program effectiveness and compliance
- Make recommendations to management for the correction of hazards
- Provide assistance, advice, and guidance to management and employees on safety and health matters, including action to solve safety concerns
- Ensure that incidents, injuries and illnesses are promptly reported and investigated
- Maintain required records and program documentation
- Assess and analyze data to determine trends and address problem areas
- Review safety and health programs when changes in operations dictate, and update programs, documentation and training as necessary (at least annually)

## HAZARD IDENTIFICATION, ANALYSIS, AND CONTROL

The County takes a pro-active stance toward the identification, analysis, and control of any existing or potential hazards in the workplace in order to prevent occupational injury or illness.

The main goal of identifying hazards is to remove or control any hazardous conditions. For hazards that may not be removed, the County will implement controls to protect employees from injury or illness.

Failure to correct identified hazards can leave an employer open to legal actions in addition to potential OSHA citations and penalties.

Hazard identification will be accomplished through inspections, trend analysis, and communication.

### INSPECTIONS

- Each worksite will be evaluated by the department management and Risk Management to obtain information regarding the factors that could create an unsafe workplace and to identify actions needed to remove or control those factors.
- Worksite supervisors will be responsible for conducting continual inspections to ensure safety procedures and equipment are being used correctly by employees.
- Risk Management will initiate formal inspections of work areas and maintain the inspection checklist for three (3) years.
- Safety Committee members, or representatives of other departments, may participate during inspections.
- Hazards, and the County's plan to protect employee from hazards will be documented, in writing, on HAZARD ASSESSMENT AND CONTROL PLAN forms.
- Identified hazards that may not be corrected immediately will be documented in writing. Risk Management will assign each such hazard a priority for correction based on its hazard potential and severity.
- The status and progress of corrective actions identified will be tracked by both the supervisor and Risk Management until completion.
- When a hazard is found to be an imminent threat to life, health, or property, Risk Management, management of the area, and/or the worksite supervisor shall take immediate action to stop work and remove personnel from the danger. Work will not start without the abatement of the hazard. Such situations are to be reported to Risk Management.

### TREND ANALYSIS

Risk Management will conduct periodic accident trend analyses to identify accident potentials that need to be addressed. The analysis may include evaluating the work environment,



equipment, procedures, training and supervision. Sources of information that may aid in the trend analysis include:

Loss & Incident Reports  
OSHA Logs  
Job Safety Analysis  
Safety Committee input

Employee Input  
Personal Observations  
Inspection Reports

## COMMUNICATION

The goal of communication in hazard recognition is to learn from employees what hazards exist so that they may be corrected. Employees are encouraged to report known or suspected hazards to their direct supervisor and work with their department management toward an acceptable permanent solution.

Any employee may also make suggestions for safety program improvement, or notification of recognized or suspected hazards to the Safety Committee, or any of its representatives. Hazards reported to Risk Management or the Safety Committee by employees will be forwarded to the corresponding department management for review and action. Information forwarded will explain the hazard but not who reported the hazard unless the employee has given permission, in writing, to release his or her name.

Adverse action will not be taken against any employee for identifying a safety or health hazard. Employees will be fully informed of hazards within their areas that are not able to be removed through Engineering and Administrative controls. Employees will be provided training on how to safely work within the areas or when performing the tasks where hazards exist.

HAZARD ASSESSMENT AND CONTROL PLANS will be posted on the County intranet site and available to all employees for review.

## HAZARD ASSESSMENT AND CONTROL PLAN

Information regarding hazards will be charted by Risk Management and identified on a HAZARD ASSESSMENT AND CONTROL PLAN form. Included will be an assessment of the hazard severity and probability.

Severity means “what type of damage or injuries would result if an accident does occur?”

High: death, dismemberment, permanent disability, chronic / irreversible illness

Medium: temporary injury, reversible illness, possible hospitalization or disability

Low: temporary injury or illness requiring only supportive treatment

Probability means “what is the likelihood than an accident will occur?” and are rated as Greater or Lesser based on their chance of happening.

Hazards will be approached as outlined below:

- Any hazard that can be eliminated will be eliminated.
- Department Management is to correct hazards within their control.
- Hazards that cannot be removed due to the requirements of the work will be controlled by using engineering, administrative, work practice controls, personal protective equipment controls, training, or a combination of these as appropriate.
- Work areas, tasks, and controls will be evaluated on a regular basis and changes may be suggested or implemented by, the department management and/or Risk Management, possibly with the assistance of employees in the affected area, the Safety Committee or other County departments.

## CONTROLS

There are situations faced by County employees that possess hazards inherent with the tasks that are being performed. For those hazards, controls will be designated and employees will be trained regarding the hazards and effective safety measures required to avoid injury or illness.

Control measures will be applied in this descending order:

1. Engineering Controls - Eliminate or reduce exposure to a hazard through the use of substitution, or redesigning equipment, tools, work organization and workplaces through enclosure, isolation & ventilation. (i.e. guards, barricades, ventilation systems, etc.)
2. Administrative Controls - Reduce the amount of time and employee is exposed to a hazard. (i.e. relief workers, breaks, rotation, etc.)
3. Personal Protective Equipment – Equipment worn to protect employees from hazards (i.e. goggles, gloves, boots, etc.)

Any procedural changes will require a re-evaluation of controls.

## **SAFETY AND HEALTH TRAINING**

Safety and Health training is required for all personnel performing work for, or on behalf of, the County and includes persons who may be designated as temporary, intermittent, interns, or volunteers. Such personnel are to be included under the term “employee(s)” as used within this Safety and Health Training section of the Written Workplace Safety Program.

Hazards associated with a job will be explained to employees by their department management, or HR representative, on an employee’s first day of work. Employees will be trained on how to properly use any tools and safety equipment, including personal protective equipment.

Positions requiring specific training for continued licensing, certification, or to remain in an acceptable status (POST, DOT, PIT, CEUs, etc.), are to have their training completed on or before the date needed. NOTE: Personnel who require special licensing or certifications may not be allowed to perform certain job tasks without current licensing and/or certification.

### **RESPONSIBILITY**

Risk Management, Human Resources, and individual Department management, will be jointly responsible for identifying and providing the safety training needs for County employees. Training requirements will be established based on laws and the hazards identified under job titles, work environments, tools, and tasks.

The Direct Supervisor and Department Management is responsible to:

- ensure employees receive required formal and practical training prior to beginning work,
- re-evaluate training needs whenever there are any changes to equipment, conditions, PPE, processes, procedures, and/or products used within the work environment or job tasks,
- ensure training and/or certifications are kept current

Risk Management is responsible:

- to inform management of any new safety and health rules, policies and/or procedures,
- to develop training programs and make any changes to program content, the positions affected, and retraining requirements as needed

### **NEW EMPLOYEE ORIENTATION**

Every new employee will receive basic safety and health information at New Employee Orientation. Training topics presented by Risk Management will include:

- Nevada Workplace Safety from the Division of Industrial Relations,
- Accident and incident reporting
- Safe lifting techniques,
- Hazard Communication awareness,
- Proper storage awareness,

- Personal Protective Equipment (PPE) awareness,
- Walking and working surface awareness,
- Lockout/Tagout awareness,
- Bloodborne Pathogen awareness,
- Universal Precautions, and
- County safety rules.

At the department level, new employees, as well as those who have transferred to a new position or location, or who have not participated in New Employee Orientation, are to receive detailed safety and health training specific to all activities required of his or her job prior to the start of work, including detailed information on the items covered by Risk Management during New Employee Orientation. Additionally, the department is to provide employees training on:

- Emergency action plan - including evacuation procedures and exits
- Fire prevention and location of fire extinguishers
- Departmental safety rules (if applicable)
- Chemicals and Safety Data Sheets, eyewash stations, first aid supplies
- PPE requirements, usage, cleaning and storage
- Hazards, instructions and controls specific to the work area, job tasks and/or equipment

## TRAINING PROGRAM

Affected personnel's requirements for training and re-training will be established based on laws, certification requirements, job title, tasks performed, or as directed by Department management, Risk Management and/or the Safety Committee.

Courses may be conducted in a classroom setting, through practical demonstration of skills, or a combination of these methods.

Employees who demonstrate a possible lack of knowledge of safety rules, procedures, skills, or participate in potentially unsafe behavior(s), as determined by department management, Risk Management, and/or the Safety Committee, will be prohibited from working at the tasks involving possible deficient knowledge, skill or behavior until there is documentation of retraining, recertification, or other action as appropriate.

## DOCUMENTATION / RECORDKEEPING

All training is to be documented and is to include (at a minimum) the date and topic of training, person providing training, and signature of person(s) trained.

Records of orientation and training necessary for employee certification / qualification shall be maintained in each employee's personnel file for the duration of record retention as prescribed by law.

Risk Management shall keep a record of each safety training event that they conduct, arrange for, or oversee, for three (3) years.

## **ACCIDENT REPORTING AND INVESTIGATION**

Employees are required to report all accidents, work-related injuries and illnesses, property damage, theft, and near miss incidents immediately to their direct supervisor. If their supervisor is not available, notification may be made to a higher level of their management, their area HR Representative, or Risk Management.

The department is to ensure that employees are provided appropriate medical care, if needed, and that the following forms, and other documentation requested by Risk Management, are completed and sent to Risk Management within the timeframes designated.

Property Damage – SAF 7

County Automobile Damage – SAF 5

Work-Related Injury and/or Illness – C-1, C-3, and Supervisor's Report of Injury

### **PROPERTY DAMAGE REPORTING**

Any loss or damage of County property is to be reported on the SAF 7 Form and provided to the Department Head as soon as practicable or within 24 hours, or the next working day, after its occurrence or discovery. The Department Head shall forward the SAF 7 and material relating to the accident or incident to Risk Management within 24 hours, or the next working day, after their receipt of the SAF 7. Police reports, surveillance tapes, witness statements, etc. are to be included as soon as possible.

Serious incidents such as fire, earthquake, etc. will require an investigation and determination on the safety and health of a building or work environment. For a property that has known, or suspected, structural damage due to fire, earthquake, or other disaster, the affected building's department management is to contact Risk Management to coordinate the assessment with Building Codes, Facilities, Health Department, and others as necessary. Employees will not be allowed to return to work within an area that has known or suspected structural damage, until cleared by Building Codes. Employees may be referred to alternate worksites by their department management and, as part of the department's Continuity of Operations Plan, employees are to maintain contact with their management to let them know how to contact them. Work orders for needed repair are to be completed by Department Management.

### **AUTOMOBILE DAMAGE REPORTING**

Employees are to initiate care for any injured persons due to a motor vehicle accident without delay, and complete reports after care is rendered.

For any loss or damage to a County vehicle, documents in the red envelope, provided and placed in each County vehicle, are to be completed and given to the Department Head as soon as practicable or within 24 hours, or the next working day after the occurrence or discovery. The Department Head shall forward the SAF 5 and material relating to the accident or incident to Risk Management within 24 hours, or the next working day, after receipt of the SAF 5. Police reports, surveillance tapes, witness statements, etc. are to be included as soon as possible.

County vehicles are to be taken to the Washoe County Equipment Services Division for evaluation. Damage to a personal vehicle will be referred to the employee's personal vehicle insurance carrier.

## WORK RELATED INJURY OR ILLNESS REPORTING

For any potentially life-threatening injury or illness, County personnel shall call 911 and request immediate assistance and transportation to the closest available emergency room. The supervisor is to contact Risk Management within one (1) business day for any work-related injury or illness that results in transportation via ambulance.

The County requires that employees immediately report a work-related injury or illness, regardless of whether medical attention is sought. Reporting is accomplished by completing the Notice of Injury or Occupational Disease (C-1 Form). State law provides a maximum of seven (7) days to report, however, the County directs employees to report immediately so appropriate care and actions may be taken. Exceptions to completing the C-1 may be made if the employee is physically incapable of completing the C-1 due to the seriousness of their condition, they are travelling, or otherwise incapacitated. Employees are to provide the completed C-1 Form to their direct supervisor or area HR Rep, as directed by their department.

If the employee requires medical attention, they will also need to complete a C-4 Form while at the initial care medical providers in order to initiate a Worker's Compensation claim. A County approved provider for Worker's Compensation will submit the form directly to the County.

Supervisors or departmental HR Reps are to complete the Employer's Report of Industrial Injury or Occupational Disease (C-3 Form) and the Supervisor's Report of Injury and send the C-1, C-3, and Supervisors Report to Risk Management.

Additional information regarding the injury or illness may be forwarded at the time of initial reporting, or may be requested at any time during a claim.

## INVESTIGATION

The purpose of investigating incidents is to determine the root cause of the incident in order to prevent a reoccurrence of the incident, or one that may be associated with it, in order to prevent future loss to persons or property.

The direct supervisor of employees involved in all incidents is responsible for conducting an initial investigation, completing forms, gathering information, identifying steps that may be taken to prevent a re-occurrence, and forwarding all of the above to Risk Management.

Information on claims, notices, or near-misses may be reviewed by the Safety Committee, at Risk Management's discretion.

Employees directly responsible for any damage, loss, injury/illness, or a near-miss that indicate there may have been a violation of a law, certification, or policy/procedure will be notified if the incident will be reviewed by the Safety Committee and they will have opportunity to be present and speak at the Safety Committee meeting.

Investigation results that indicate there may have been a violation of a law, certification, or policy or procedure will be sent to department management and Human Resources to become a part of the responsible employee's personnel file. Employees will receive a copy of any information to be included in their personnel file.

If a serious accident occurs, Risk Management may assume full responsibility for the investigation or form an accident investigation team.

Recommendations resulting from accident investigations will be tracked by Risk Management until completion.

## RECORDKEEPING

Risk Management will maintain files containing Property, Vehicle, and Workers Compensation claims. Risk Management will maintain files of Incidents, recommendations for corrective action, and OSHA reports.

Department Management may keep files of property and vehicle damage or loss and copies of the most recent restrictions given to employees with Worker's Compensation claims.

Human Resources individual employment files will retain information regarding violations of law, certification, and/or policies and procedures.

## FATALITY OR CATASTROPHIC EVENT

These guidelines are to be used for any situation resulting in a work related fatality of one or more employees, or the in-patient hospitalization of three (3) or more employees due to the same incident. This will also be referred to herein as a catastrophic event. Catastrophic events are "reportable" to OSHA within defined timeframes.

**Report any fatality, as well as the hospitalization of three or more employees, to Risk Management IMMEDIATELY.**

All available information regarding the incident is to be provided to Risk Management during that call - including the name and phone number of the responsible contact person at the incident site. Risk Management will be responsible for notifying other County personnel and activating necessary investigative teams.

Personnel are not to discuss the incident with any person or group other than as directed. Media inquires shall be referred to the County Public Information Officer without further comment.

Human Resources will notify the emergency contacts of record for each individual involved. If the incident involved motor vehicles and occurred on a State, County, or City thoroughfare, investigation will be handled by appropriate enforcement agencies.

If the incident occurs within a County worksite – after emergency medical care personnel have gone, the area immediately surrounding the scene is to be cordoned off and secured against entry by anyone other than the investigation team.

Nothing within the accident scene shall be touched or otherwise disturbed. No equipment shall be moved, removed, or dismantled unless necessary to free any person trapped by equipment or to ensure the safety of, or prevent further injury to, any person. In such cases, the equipment may be moved or dismantled only to the extent necessary to free a trapped person or ensure the safety of others.

Investigation shall be conducted by designated County personnel and/or representatives of OSHA. Investigation shall commence as soon as possible.

Employees necessary for the completion of the investigation shall be made available for questioning. This shall include, but not be limited to, the direct supervisor of any injured employee(s) and any employee(s) who witnessed the incident or actions leading up to the incident. All evidence secured as a result of the investigation will be maintained at location(s) designated by Risk Management.

One person, under the direction of the County Manager, will report the incident to the Nevada Occupational Safety and Health Administration (OSHA) within eight (8) hours of receiving notification that the situation becomes reportable. The initial report to OSHA is to provide the department name, location, time of incident, number of fatalities and/or hospitalized employees, a brief description of the incident, and the contact names and phone numbers.

If the incident falls under the scope of the Regional Emergency Operations Center, REOC guidelines are to be followed.



## **ENFORCING SAFETY PRACTICES**

Employees are responsible for their actions and are expected to work safely at all times. Direct supervisors may include evidence of an employee's safe or unsafe behaviors on the employee's evaluation forms which will be included within the employees personnel file.

Direct supervisors are required to impose appropriate disciplinary action for violations of safety rules, policies, procedures, and/or violations of law or certifications, as applicable per the contract provisions of the appropriate Bargaining Agreement.

Volunteers for the County who violate any rules, policies, procedures, laws or certifications may be removed from Volunteer service immediately.

## **SAFETY COMMITTEE**

The County recognizes that cooperative effort is required to ensure the effectiveness of the safety program and established a County Safety Committee that is detailed under County Code 65.150 – 65.190.

### **PURPOSES OF THE COUNTY SAFETY COMMITTEE:**

1. To 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;
2. Communicate safety policies to all employees and volunteers;
3. 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;
4. 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;
5. Review and recommend action on all safety issues brought before the safety committee;
6. 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.

The Safety Committee shall be composed of seven (7) members with membership selection and terms identified under County Code. Employee Committee members may be selected from volunteers whenever possible.

Even though an employee may not be actively serving as a Committee member, all employees are eligible to submit safety and health topics to the Committee for consideration. Notification of a requested agenda item may be made by contacting a Safety Committee member or Risk Management. Employees may be requested to present additional information or appear in person to the Committee meeting to discuss any requested items placed on the agenda.

Risk Management will serve as the safety committee advisor and is responsible for providing meeting agendas, assignments given to the committee, and publicizing committee accomplishments. Safety Committee meeting minutes and attendance rosters shall be maintained for three (3) years.

Risk Management is responsible for assuring that committee members are adequately trained to perform their committee duties and responsibilities.

Meetings will be held on the third (3<sup>rd</sup>) Thursday of every odd numbered month or more often as needed.

Departments are encouraged to form departmental safety committees. Membership and meetings may be established by the participating departments. Representatives of Risk Management or the County Safety Committee may participate in departmental safety meetings.

Safety Committee members will receive their regular rates of pay while performing safety committee duties. Time spent performing safety committee duties shall be documented using normal time reporting procedures.

# **DRIVER POLICY**

## **~~TO REPLACE DRIVER SELECTION AND TRAINING POLICY~~**

### **General Statement of Policy**

It is expected that persons who drive a vehicle on behalf of Washoe County will operate vehicles in a safe and lawful manner and maintain a good driving record.

The operation of vehicles is indispensable in conducting County business. The manner in which each vehicle is used directly affects Washoe County. Lives are at stake, and vehicle collisions are potentially the most costly losses we can incur when property damage, injuries, fatalities, and liability suits are taken into consideration.

Whether an employee **volunteer or other BCC approved driver** is to drive a County vehicle, or their personal vehicle to conduct County business, they are covered under this Policy. They will hereafter be referred to as "County Drivers". **Sworn officers of the Washoe County Sheriff's Office, and their Volunteer affiliates, are subject to the procedures established by the Sheriff's Office.**

**For our purposes, "Vehicles" are defined as any motorized device used for transporting people or goods and will include, but not be limited to, cars, vans, busses, trucks, off road vehicles, powered industrial trucks, and equipment used for the maintenance of roads, grounds, and facilities.**

Employees with Class A or Class B licenses ~~and~~ **who** operate County vehicles within those categories are to abide by the requirements of this Policy as well as Department of Transportation regulations and any other requirements for Commercial Drivers. Employees who drive equipment, either on or off recognized roadways, are covered under this policy.

Although it is legal in Nevada to use a hands-free communication device while driving, County Drivers are prohibited from talking on a cell phone (Hands Free or Not) or using other communication or electronic devices while driving. The directive is to make or take calls and manipulate controls of electronic devices when the vehicle is stopped and out of a lane of traffic. Communication devices include cell phones, two way radios, satellite radios, etc. Other electronic devices that may lead to distraction include, but are not limited to, radio/CD players, iPods, MP3, GPS **devices** ~~units~~, laptop or other computers, etc.

Departments may make exceptions to allow the use of radios or hands free devices under certain circumstances (i.e. emergency response). Department **Heads** must establish the criteria when communication or other electronic devices may be used and notify those affected employees through written documentation ~~on~~ when the exception(s) may be made. Completion of the COMMUNICATION / ELECTRONIC DEVICE USE form to document the departments exceptions and instructions is required. Any exceptions given by departments will NOT include texting while driving, which is against Nevada law and strictly prohibited at all times and under all circumstances.

Consumption of alcohol or a controlled substance anytime immediately prior to, or during the workday, is unacceptable whether the individual is impaired or not. Prescription medication is to be monitored by County Drivers to ensure they are safe to operate motor vehicles.

## PURPOSE

This policy was created to:

- Notify County Drivers ~~what~~ **of the** standards ~~are~~ required to be allowed to operate a vehicle while conducting County business and inform County Drivers that action(s) may be taken for failure to maintain acceptable driving standards
- Notify County Drivers that driving records will be obtained, reviewed, and retained
- Specify responsibilities

## SECTION 1. Responsibility

This policy shall be the joint responsibility of the Board of County Commissioners, County Manager, Department Heads or designees, County Drivers, Safety Committee, Human Resources, and Risk Management.

The Board of County Commissioners will:

- Provide authorization to the responsible parties to perform actions under this policy

The County Manager is responsible for:

- The leadership of this County Policy
- Initiating and directing actions to be taken by County employees

Department Management will:

- select County Drivers based on essential job functions, and department needs
- ensure that documentation is submitted to request driving records of County Drivers within their area
- arrange for employees to attend Defensive Driving training
- take prompt, appropriate action whenever they are notified of circumstances which may affect a person's ability to be a County Driver

County Drivers will:

- adhere to the Driver Policy and the Communication / Electronic Device Use directives
- immediately notify their department head whenever there is a situation which may affect their ability to operate a vehicle or be a County Driver, which includes, but is not limited to; a citation either during or off work hours that results in a suspension, cancellation or revocation of license, or a medical condition or use of a prescription medication which could impair the drivers ability to safely operate a vehicle

Risk Management will:

- Conduct, or arrange for, Defensive Driving courses
- Request and review driving records from the Nevada Department of Motor Vehicles (DMV)
- Provide information to other responsible parties as indicated within this Policy

Human Resources will:

- Identify driving activities as essential functions
- Assist department management with employment issues as needed

The Safety Committee will:

- establish standards for County Drivers
- review accident reports and related information and provide recommendations as requested
- Review the Driver Policy and referenced forms annually and update as needed

## **SECTION 2. Drivers Training**

Employees are required to participate in a County held Defensive Driving class within three (3) months of their hire date into a position where they will be a County Driver and attend Defensive Driving classes once every three (3) years thereafter ~~if still~~ while conducting activities as a County Driver, as well as periodic refreshers when directed by their Department Management.

Alternative Defensive Driving classes, may be approved by Risk Management in place of the County's Defensive Driving class.

Employees who complete a County Defensive Driving class, and have not been referred to classroom style refresher training by their Department Management, may conduct their refresher training by completing an on-line course as designated by Washoe County Risk Management. The Certificate of Completion must be submitted to Risk Management in order to show compliance with this requirement.

Departments may allow new employees to drive on behalf of the County prior to them completing their initial training.

## **SECTION 3. Standards for County Drivers**

County Drivers are required to meet the following criteria:

- Possess a valid Nevada drivers license for the proper class vehicle(s) they are operating, or in the case of an employee who resides in an adjoining state, a valid drivers license of the proper class from that state.
- Pass valid eye tests and physical examinations when a question of fitness to drive arises.
- Pass Defensive Driving courses.
- Demonstrate familiarity and safe driving actions with the type of vehicles assigned. Supervisors, or their designee, may conduct a ride along with the employee in order to assess the County Drivers ability to correctly and safely perform tasks.
- Demonstrate their ability to safely and lawfully operate vehicles. Information to determine their ability to safely and lawfully operate vehicles may be obtained from their own admission, doctor reports, notice of accidents/incidents/citations, driving record reports,

and/or witnessed driving actions. Violations as identified in Section 5 of this policy may lead to an employee not meeting the demonstration of their ability to safely and lawfully operate vehicles.

#### **SECTION 4. Driving Records**

County Drivers must complete an AUTHORIZATION TO REQUEST DRIVING RECORD Form after being offered employment, **and** every three (3) years while continuing to drive on behalf of the County, and upon the Department Head, Risk Management, or the Safety Committee's request.

Should a person possess a drivers license from a state other than Nevada, or possess a Nevada drivers license for less than three (3) years, that person will obtain and present a copy of their three (3) year driving record from the state(s) of licensure to their department head within thirty (30) days from request.

The department will ensure the AUTHORIZATION TO REQUEST DRIVING RECORD forms are completed and will review the information provided by the employee, as well as any out-of-state driving records, to ensure they meet the standards for County Drivers prior to forwarding the form to Risk Management. **Departments may allow new employees to drive on behalf of the County prior to receipt of the driving record report from DMV.**

Risk Management will request drivers record reports from Nevada DMV and review the report when received. Findings on the report showing violations that are identified within this Policy will be forwarded to the department head.

The department will compare the form and report with the standards established in this Policy and the department head will take appropriate hiring action or employment action as needed.

Completed AUTHORIZATION TO REQUEST DRIVING RECORD forms and the DMV driving record reports will be maintained by Risk Management for three (3) years from the report date.

#### **SECTION 5. Driving Record Review & Appropriate County Action**

Unsafe or unlawful actions, as may be found on driving record reports, may be grounds for denying employment to a prospective employee or for employee counseling, training, or other corrective measures.

No person will be allowed to drive as a County Driver if they have a currently suspended, canceled or revoked license. Proof of license reinstatement must be provided to the Department Head and Risk Management. Employees will not drive on County business until the department head authorizes, in writing, that the employee may operate a vehicle on County business.

Employees shall inform their department head within seven (7) calendar days of any citations or convictions for offenses which result in revocation or suspension of their license, or an accumulation of **eight (8)** demerit points within the past **twelve (12)** month period.

Department heads will take appropriate action when advised of citations or convictions, including but not limited to, any of the following, whether as a result of personal activities or while driving on County business:

Suspended, canceled or revoked license;

Manslaughter as a result of operating a vehicle;

Driving under the influence of, or impaired by alcohol, a controlled substance or other drug;

Failure to stop, failure to give information or failure to render assistance in the event of an accident;

Reckless, aggressive, careless or imprudent driving;

Passing a school bus while loading or unloading passengers;

Speed contest, drag racing or exhibition of speed;

Accumulation of demerit points as defined by Nevada laws totaling 8 or more points in the past 12 month period; or,

Failure to have a valid license for the class of vehicle operated

Department Heads will counsel County Drivers upon notification that the following have occurred within the past 12 months:

Three or more moving violations

Two or more moving violations, in combination with an at-fault accident

Two or more at-fault **or preventable** accidents

Sustained complaints on driver activities due to separate incidents

Any moving violation that occurs while on County business

## **SECTION 6. Accident Review**

Risk Management investigates each incident involving a County vehicle to determine if the incident was preventable or non-preventable. The goal is to provide recommendations on how to prevent similar incidents.

“Preventable” means any incident where the County Driver’s actions, or failure to act, contributed to the incident.

“Non-Preventable” means any incident where the County Driver operated the vehicle as safely as possible under the conditions existing at the time of the incident, whose actions or inactions were not



the cause of the incident, and the driver did not violate any law or ordinance which contributed to the incident.

At Risk Management's discretion, reports of significant preventable incidents may be made available to the County Safety Committee for review. Based on the facts of the incident, and/or the employee's driving record, the Safety Committee may make recommendations for counseling, training, or corrective measures to the Department or Division Head that shall be recorded in the employee's personnel file.

AUTHORIZATION TO REQUEST DRIVING RECORD

Name \_\_\_\_\_ Driver's License # \_\_\_\_\_  
PLEASE PRINT (last) (first) (middle) State where license issued \_\_\_\_\_

Address \_\_\_\_\_  
(street) (city) (state) (zip)

Job Title/Department \_\_\_\_\_ Hire Date \_\_\_\_\_

Vehicles driven for County business (circle all that apply) car van truck (type) \_\_\_\_\_ other (identify) \_\_\_\_\_

**Driving Record**

1. At-fault accidents for the past three years. Check here if **None** ( )

Date Description and citations issued  
\_\_\_\_\_  
\_\_\_\_\_

2. Moving violations or convictions (exclude parking tickets) for the past three years. Check here if **None** ( )

Date Description and citations issued  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you ever been denied a license, permit, or privilege to operate a motor vehicle? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain below.

\_\_\_\_\_  
\_\_\_\_\_

4. Has any driver's license, permit, or privilege ever been suspended or revoked? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain below.

\_\_\_\_\_  
\_\_\_\_\_

*I authorize Washoe County to request and obtain information from the Department of Motor Vehicles pertaining to my driving record for the past three (3) years. Information obtained from a driving record report will be used to determine my ability to drive for the County according to the acceptable driving standards within the Driver Policy, and may affect my employment.*

*I hereby certify that the foregoing information is true **and correct** to the best of my belief. I understand that falsification of any information may be grounds for denial of employment, my ability to drive on County business, or disciplinary action **up to and including termination of employment**, if employed.*

*A copy of the driving record report, may be made available to my Department Head, or designee, Risk Management, the Safety Committee, and/or Human Resources, will be retained by the County, and may be included in my personnel file. I have the ability to receive a copy of the driving record report by indicating below.*

\_\_\_ Yes, provide me a copy of the report obtained from the Department of Motor Vehicles  
\_\_\_ No, I am not requesting a copy of the report obtained from the Department of Motor Vehicles at this time

Signed \_\_\_\_\_ Date \_\_\_\_\_

## COMMUNICATION / ELECTRONIC DEVICE USE

A goal of Washoe County is to prevent incidents that could result in personal injury or property damage. This is a supporting document to the Driver Policy.

Any activity that causes a person to lose focus on the task of driving vehicles, or operating equipment, is considered a distraction. Distractions must be controlled while employees are driving any class of vehicles or equipment on or off roadways. The term "equipment" for purposes of this document will refer to equipment being driven or directly operated by employees, which will include, but not be limited to, forklifts, backhoes, tractors, loaders, cranes, lift trucks, lawnmowers, etc.

Although it is legal in Nevada to use a hands-free communication device while driving, the Washoe County Driver Policy prohibits the use of communication and electronic devices while driving. The directive is to make or take calls and manipulate controls of electronic devices when the vehicle is stopped and out of a lane of traffic **or actively involved in a job task**. Communication devices include cell phones, two way radios, satellite radios, etc. Other electronic devices that may lead to distraction include, but are not limited to, radio/CD players, iPods, MP3, GPS units, laptop or other computers, etc.

Some job positions or tasks require the use of communication or electronic devices while driving in order to complete County objectives. Examples would be Sheriff's Office and Animal Services personnel who are responding ~~on~~ **to** official business. Universal exceptions may be made by departments for those situations.

Department Heads may make exceptions to allow their employees to use communication or electronic devices while driving vehicles or operating equipment under certain circumstances. Those circumstances are to be documented on the attached form. Use of communication or electronic devices while driving or operating equipment will not be allowed unless specifically documented by the department.

Any exceptions given by departments will NOT include texting while driving, which is against Nevada law and strictly prohibited at all times and under all circumstances.

Department management is responsible for determining when exceptions may be made to allow for communication or other electronic devices to be used when driving or operating equipment, completion of the Communication / Electronic Device Use Form, training for their employees, and monitoring and enforcing the Driver Policy and Communication / Electronic Device Use form for their department.

Employees are responsible for reading and acknowledging receipt of the Drivers Policy and the Communication / Electronic Device Use form and complying with the directions of the County and their department.

**COMMUNICATION / ELECTRONIC DEVICE USE FORM**

**WASHOE COUNTY \_\_\_\_\_ DEPARTMENT**

The above department has determined that the following situations may require employees to use communication and/or other electronic devices while driving or operating motorized equipment. Unless specifically annotated on this form, and properly signed and dated by the Department Head (or designee), use of communication or other electronic devices while driving or operating motorized equipment is prohibited.

**1. Cell phones / satellite phones may be used in the following circumstances:**

\_\_\_\_\_  
\_\_\_\_\_

**NOTE:**

Calls are limited to those requiring an immediate decision or attention in response to County business only. Duration of calls are to be kept to a minimum. Personal calls do not fall under this exception and are not allowed while driving or operating equipment. A hands free device shall be used whenever possible.

**2. Communication radios may be used in the following circumstances:**

\_\_\_\_\_  
\_\_\_\_\_

**NOTE:**

Washoe County's two way radio system is recommended for communication of work related issues. They should not be used in heavy traffic conditions, while navigating intersections, or in school zones. **Prior to use**, stop the vehicle out of the path of traffic whenever possible.

**3. Other electronic devices may be used in the following circumstances:**

Radio / CD players / iPod / MP3: \_\_\_\_\_

GPS: \_\_\_\_\_

Laptop or other computers: \_\_\_\_\_

Other: \_\_\_\_\_

**NOTE:**

Devices placed in or around an ear that are not assigned for the job task can disrupt the ability to hear sounds such as sirens, horns, backup alarms, etc. and are considered a safety concern and **are** prohibited.

**FORM COMPLETED BY (Print Name):** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

I HEREBY ACKNOWLEDGE THAT I HAVE READ, RECEIVED TRAINING, AND UNDERSTAND THE DRIVERS POLICY AND THE COMMUNICATION /ELECTRONIC DEVICE USE DIRECTIVE OF THE WASHOE COUNTY \_\_\_\_\_ DEPARTMENT. I HAVE BEEN GIVEN **THE** OPPORTUNITY TO ASK QUESTIONS ABOUT THESE DOCUMENTS AND MY EXPECTED RESPONSIBILITIES AND UNDERSTAND THAT IT IS MY RESPONSIBILITY TO FOLLOW THE REQUIREMENTS OF THESE DOCUMENTS.

Employee Name \_\_\_\_\_  
(PRINT)

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor or Trainer \_\_\_\_\_  
(PRINT)

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **GUIDE TO WORKER'S COMPENSATION**

Worker's Compensation (Work Comp) benefits are available for injuries or illnesses that arise in the course and scope of employment and meet the criteria of the Work Comp statutes (NRS Chapters 616 and 617 and NAC 616 and 617). An injury or illness must occur in the "course and scope of employment". If an employee is doing their job, in the way they are supposed to, and suffer an injury or illness, it will likely be covered by Work Comp. Employees must follow all rules, regulations, policies, directives, and job requirements such as using tools and equipment properly. Benefits may be denied or reduced for failure to follow job requirements or use safety precautions.

Not all conditions are covered by Work Comp. A condition may manifest itself at work, but not qualify as a work related injury or illness. Examples include conditions with unknown origins, or a personal health condition. Personal health insurance is to be utilized for non-occupational injuries or illnesses or denied Work Comp claims. Each claim is considered on its unique characteristics. Every situation or "what if" scenario that occurs in regard to an injured or ill employee cannot be presented in this guide. For information other than what is covered here, please contact Risk Management.

All health information regarding an injured worker is treated as confidential. Information identifying injured workers is to be shared only with those persons with a "business need to know".

### **WHAT TO DO ON THE DAY OF INJURY OR ILLNESS**

**LIFE-THREATENING:** Call 911 (or 9-911 on a County phone) immediately for life-threatening conditions such as: chest pains, difficulty breathing, unconsciousness, severe bleeding, a fall from greater than a person's height, a serious motor vehicle accident, head injury, etc. The safety and health of employees is paramount. Seek medical treatment if unsure. An ambulance may transport to the closest available hospital.

**NON LIFE-THREATENING:** Employees and their supervisors are to determine if immediate medical care shall be sought. Safety and health of employees is paramount. Medical care is not required, but seek medical treatment if unsure. The employee's supervisor may request an employee to get a doctor's note. Any employee who wishes to seek medical attention and file a Work Comp claim will be allowed to do so.

Approved urgent care providers for Work Comp shall be used during their operating hours. A hospital emergency room may be used outside of the urgent cares operating hours. A list of hospitals and urgent care providers is available on the Risk Management – Worker's Compensation website. Employees seen at an emergency room are to follow up at one of the approved urgent care providers on their next business day, unless released from medical care by the emergency room medical provider.

If there is a question of an employee's ability to safely operate a motor vehicle to seek medical care, then arrangements for alternative transportation are to be made.

**Chemical exposure:** Should an employee inhale, ingest, or absorb a chemical in a level that could cause illness, as determined from the Safety Data Sheet (SDS), then:

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- Follow the First Aid steps on the SDS.
- Provide for the safety of others in the area if needed.
- Safety Data Sheets may be found on the Washoe County internal website - Employee Safety. Copy the SDS on the product for the medical provider, and provide specific information about the exposure type (inhalation, ingestion, absorption), quantity of the chemical involved, and first aid measures that were taken.
- Keep all persons out of the area until proper clean-up has been completed.
- Notify your department management and Risk Management promptly.
- Complete and submit Work Comp claim forms, including a copy of the SDS.

Bleeding wound and/or exposure to another person's blood or body fluids:

- To avoid exposure, use Personal Protective Equipment (PPE) when rendering First Aid.
- Try to keep injured employees in one place and bring bandages, towels, etc. to them to decrease the likelihood of spreading fluids in common areas where others may come into contact with it.
- Keep all persons out of the area until proper clean-up has been completed.
- Notify your department management and Risk Management promptly.
- Follow the directions on the Bloodborne Pathogens Protocols, and complete and submit the Bloodborne Pathogen exposure forms in addition to the other Work Comp claim forms.

## **REPORTING INJURY OR ILLNESS**

Forms may be obtained from the direct supervisor, department HR Rep, Risk Management or on the Intranet at <http://eww/comptroller/Pages/Workers-Compensation.aspx>.

**By Employee on Day of Injury or Illness.** The injured or ill employee is to complete a **C-1 NOTICE OF INJURY OR OCCUPATIONAL DISEASE** before the end of the shift in which the injury/illness occurred, or before seeking medical care. An exception will be made if the employee is so severely injured or ill that medical care cannot be delayed, but then the C-1 must be obtained as soon as possible. Employees are to be provided a copy of this completed form by the department.

Employees must report and document all work related injuries or illnesses by completing the C-1 Form regardless of whether or not medical attention is sought. If their direct supervisor is unavailable, it may be reported to other department management, the department HR Representative, or Risk Management. Letting a co-worker know is not sufficient for reporting.

**By Department on Day of Injury or Illness.** The direct supervisor, department management, or the department HR Representative shall complete a **C-3 EMPLOYER'S REPORT OF INDUSTRIAL INJURY OR OCCUPATIONAL DISEASE** Form. Employees are to be provided a copy of this completed form by the department.

The direct supervisor is to complete the **SUPERVISOR'S REPORT OF INJURY**. This report shall make a determination on the cause of the incident and a recommendation of what needs to be corrected in order to keep a similar incident from happening to someone else.

Witnesses may provide a written statement detailing what they witnessed and/or their involvement in the incident.

**Within 5 days from the Injury or Illness:** The C-1, C-3, Supervisor's Report, Witness statements, and any other supporting documents are to be sent to Risk Management **as soon as possible** from the date of injury, but no later than **5 days** from its occurrence per County Code.

If medical treatment is sought, the form **C-4 EMPLOYEE'S CLAIM FOR COMPENSATION** is available at the place of initial treatment. Reports received by Risk Management where medical attention is not sought within 90 days, or a C-4 completed, will be retained as an "Incident Only".

## **CONTINUED MEDICAL CARE**

Employees shall use an approved provider for medical care.

There will be one Treating Physician authorized per claim. The Treating Physician shall determine the treatment plan and work abilities and the need for any referrals.

At each appointment, the Treating Physician will address which activities are safe to perform, and which activities should be limited. Documentation will be given to the employee indicating current work abilities. Employees shall provide those documents to their direct supervisor on the day of, or no later than the next working day after each appointment. Supervisors will note any temporary restrictions given and follow up appointments before forwarding the reports to Risk Management.

Employees may request a change of Treating Physicians from a panel of providers that are pre-authorized by Washoe County. This request must be submitted in writing to the Third Party Administrator (TPA). Written approval from the TPA is required in order for costs to be considered by Work Comp. TPA contact information may be found on the Risk Management – Worker's Compensation web site.

Upon completion of care, the Treating Physician will indicate that an employee is at Maximal Medical Improvement (MMI). The employee may be released to Full Duty or given Permanent Restrictions.

Full duty – no additional steps are needed by the department through claim closure.

Permanent restrictions - if an employee is given restrictions that are lifelong due to the injury, Washoe County must determine if there is work available within those restrictions and will strive to make accommodations as appropriate. When work is not available, employees will be separated from employment and referred for Vocational Rehabilitation no later than 30 days from the receipt of the notice of permanent restrictions that is received from the TPA.

## **TEMPORARY RESTRICTED/LIGHT DUTY**

A Treating Physician may want to limit specific physical activities. These may be called either "restricted duty" or "light duty".

Restrictions are in effect from the date they are issued and expire on the date of the next scheduled follow-up appointment or a date specified by the Treating Physician. An employee will not be allowed to work without a current work abilities document from the Treating Physician. Time missed due to not

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providing a current note will be charged to the employee's available Leave banks as appropriate under the CBA.

If work is available within the given restrictions, a **LIGHT DUTY OFFER** letter must be completed by the Department supervisor or manager, and the employee, within 10 days. Light Duty Offer letters may be found on the Risk Management web site and are to be sent to Risk Management upon completion.

When possible, departments will have employees continue working within their current job, or another job within their department, while on restricted/light duty. If this is not possible, employees may be placed in another department on a temporary basis, for all or any part of the time they are on restricted/light duty. See the Washoe County Modified Duty Policy on the Risk Management web site or call Risk Management for more information.

If a suitable light duty job cannot be located, employees may be eligible for temporary total disability after 5 calendar days missed from work. Fewer than 5 calendar days missed are to be coded to the employee's Leave or as appropriate under the CBA.

Disability benefits are not available if an employee declines light duty work when it is offered, or are not available to take a suitable assignment.

## **EXPENSES**

Costs for care given under the direction of the Treating Physician and authorized by the TPA will be considered for payment on a Work Comp claim.

Employees will be responsible to submit bills to their personal health insurance, or self-pay, for:

- Treatment before a C-4 is completed,
- Visits to unauthorized medical providers and/or for unauthorized treatment,
- Personal health issues,
- Expenses incurred after a claim is closed, or
- Denied claims

Washoe County will request reimbursement for claim costs from any legal action proceeds against third parties, as allowed by law.

Should an employee with an accepted claim receive bills for approved care, they are to provide the bills to Risk Management or the TPA.

Reopening of a closed claim - The timelines and instructions on what is needed to reopen a claim are attached to the Notice of Intention to Close Claim that is provided by the TPA. Certain costs may be reimbursed if the claim is reopened.

## **PAY ISSUES**

Unless an employee is required to travel 50 miles or more for care, Nevada Revised Statutes do not require payment for time away from work for:

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- Initial medical care on the date of injury,
- Initial medical care after the date of injury,
- Follow-up medical appointments,
- Referrals to specialists,
- Diagnostic tests,
- Physical therapy appointments,
- Picking up prescriptions or other supplies,
- Administrative Hearings or Appeals, or
- Any other time away from work on a claim (excluding disability)

Sick Leave is to be used for time away from work due to a Work Comp claim. Refer to your labor Agreement for additional information on exceptions, flex time, and time coding.

## **DISABILITY**

Different types of disability benefits are available for accepted Worker’s Compensation claims.

Temporary Total Disability (TTD) – Employees may qualify for TTD if they miss work either because the Treating Physician took them off of work, or Washoe County does not have a job they can perform within the restrictions given by the Treating Physician for 5 or more calendar days either consecutively, or within a 20 day period of time.

The TTD rate is based on the average monthly wage for 12 weeks prior to the date of injury or illness, up to a State maximum. This rate will be used to determine benefits, regardless of an employee’s rate of pay when the employee become eligible for benefits.

Employees may receive their full pay by supplementing TTD with available leave. This election is to be made in writing. Contact Risk Management for the forms and additional information regarding TTD.

Temporary Partial Disability (TPD) – If an employee will not be receiving their regular pay because they have been released to work only part of a day, they may request TPD. This benefit makes up the difference between pay for time worked and the TTD rate. Employees need to submit paystubs to the TPA for consideration.

Permanent Partial Disability (PPD) - Upon completion of treatment, the Treating Physician may indicate that an employee has a permanent impairment. If so indicated, an employee will be evaluated by an independent rating physician to determine any disability resulting from the claim.

Permanent Total Disability (PTD) – If a Treating Physician directs that an employee cannot return to work they will be separated from employment as soon as possible, but no later than 30 days from receipt of the notice from the TPA.

This guide is not to be construed as a policy or other governing document. Issues discussed in this guide are based on County policy, State statutes, Labor Agreements, and/or standard operating procedures.