

SAFETY COMMITTEE MEMBERS

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



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

NOTICE OF MEETING AND AGENDA

WASHOE COUNTY SAFETY COMMITTEE

**Washoe County Administration Complex
1001 E. Ninth Street, Reno, Nevada
Comptroller's Large Conference Room, Building D, 2nd Floor**

November 17, 2016

1:30 PM

NOTE: Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; or may be voted on in a block.

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

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

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

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

Pursuant to NRS 241.020, the Agenda for the Washoe County Safety Committee Meeting has been posted at the following locations: Washoe County Administration Building (1001 E. 9th Street, Bldg. A); Washoe County Courthouse-Second Judicial District Court (75 Court Street); Washoe County – Reno Downtown Library (301 South Center Street); Sparks Justice Court (1675 E. Prater Way, Ste. 107, Sparks, NV); the Washoe County website (www.washoecounty.us/comptroller/board_committees/safety_committee) and the Nevada Public Notice Website (<https://notice.nv.gov>).

Support documentation for the items on the agenda, provided to the Washoe County Safety Committee is available to members of the public by contacting Jeri Renshaw at the Comptroller's Office (1001 E. 9th Street, Bldg. D, 2nd Floor, Room 200, Reno, Nevada), or phone 775-328-2665.

All items numbered below are hereby designated **for possible action** as if the words "for possible action" were written next to each item (NRS 241.020). An item listed with asterisk (*) next to it is an item for which no action will be taken.

1:30 p.m.

1. * Roll Call.
2. * Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Safety Committee agenda. The Safety Committee will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Safety Committee as a whole.
3. Approval of the Washoe County Safety Committee meeting minutes of September 15, 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.
6. Discussion of Workplace Safety Program.
7. * Introduction of new management representative.
8. Discussion of recommendations for FY17 Safety budget expenditures.
9. Topics for future agendas.
10. * Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Safety Committee agenda. The Safety Committee will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Safety Committee as a whole.
11. * Adjournment.



COMPTROLLER
Risk Management
Division

- Safety
- Insurance

WASHOE COUNTY

"Dedicated to Excellence in Public Service"

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SAFETY COMMITTEE MEETING MINUTES COMPTROLLER CONFERENCE ROOM – 2ND FLOOR

SEPTEMBER 15, 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 – WCEA representative
Deputy John Sabo	Washoe County Sheriff's Deputies Association
Angela Penny	Washoe County Nurse's Association
Celeste Wallick	Washoe County Risk Analyst
Keith Munro	Legal Counsel for Committee (sitting in for Mary Kandaras)

Not present

Cathy Hill	Washoe County Comptroller and Risk Manager
Lt. Mark Bello	Washoe County Sheriff's Office
Kevin Schiller	Assistant County Manager
Mary Kandaras	Legal Counsel for Committee

Public Present

Nikki Berry – District Court (Note: Ms. Berry joined the meeting at 1:36pm.)

2. **Public Comment**

There was no response to the call for public comment.

3. **Approval of minutes from July 21, 2016 meeting**

Changes are requested to:

- Remove Carla Fells from the roll call list as she is an Alternate Representative,
- On Item 9, topics under c (ii) and c (vi) are new items rather than tabled items.
- On Item 9 c (vii) should be part of Section 9 b. Topic c (v) is a duplicate.

Deputy John Sabo made a motion to approve the minutes of the July 21, 2016 meeting with the changes noted here, Celeste Wallick seconded the motion; no opposition, minutes unanimously approved.

Open Issues

4. Industrial Injury Summary Reports

Ms. Wallick opened the discussion and asked for input from the Committee for questions or changes to the report. No input was offered from the Committee.

5. Washoe County Code changes

Code changes were attached to the July 21, 2016 meeting; Chairperson Stoll-Thompson asked if the Committee has reviewed the code. Ms. Wallick has some changes but requested that the item be tabled until the November meeting. Tabling of this item was noted by Chairperson Stoll-Thompson.

6. Discussion of Open Meeting Law

Deputy District Attorney Keith Munro presented on behalf of Deputy District Attorney Mary Kandaras explaining to the Committee the purpose of the open meeting law and that it applies to public bodies. Open meeting law was created by order, statute, and municipal code and county code that allows for public comment and input. Open meeting law applies to this safety committee as this committee makes recommendations to other entities. A meeting is described when a quorum/majority of members get together to talk about subject matter of the committee and deliberates towards an issue brought to the committee. Individual members can discuss topics outside of the committee within certain guidelines. The public requires notice of a meeting and this notice must be posted 3 days before the meeting. The posting must include the date, time and location of the meeting. The meeting must have an agenda which must include a clear and complete statement of topics to be discussed at the meetings, describes which items require action, and clearly denoting action may be taken on those items. Supporting material must be provided for each agenda item, public comment required at the start and at the end of the meeting; minutes or recordings that state date, time and place of the meeting, public members who are present, and substance of what was decided.

The Attorney General prosecutes and notifies parties of any violations of open meeting laws with an opportunity to correct the action. Ms. Wallick questioned the need for recording the meetings or taking minutes of the meeting; Deputy District Attorney Munro informed the committee that either is acceptable with approval of the minutes. Emailing information to the entire committee is acceptable as long as you are not soliciting a decision or deliberating towards a decision.

7. Annual review of the Workplace Safety Program and the Driver Policy, and supporting documents

Celeste Wallick discussed that policies were approved by the BCC last year and informed the committee that this program is mandated by OSHA. An annual review is needed for changes or updates at which point Ms. Wallick solicited the committee for any changes or updates. Chairperson Stoll-Thompson stated that the upcoming code changes should be reflected in the Workplace Safety Program as well. The Workplace Safety Program review is tabled until code changes are made.

Ms. Wallick discussed the Driver Policy and supporting documents to the policy – Authorization to Request Driving Record and Communication and Electronic Device Use Form. Ms. Wallick canvassed the committee for any additional changes as submissions had been previously been received from Cathy Hill and Mary Kandaras. No other input was received. Deputy John Sabo made a motion to approve the Driver Policy and supporting documents; motion seconded by Angela Penny – motion passed unanimously.

8. Website revamping

Celeste Wallick informed the committee that the website has been updated under the intranet site under employee safety. This site includes policies, training, forms, and control plans. Celeste will update with new topics as they arise. CSD is holding daily safety meetings and using the topics from the safety website. Celeste solicited the committee for suggestions to make. Currently, notification to employees about the website is being done through word of mouth at trainings, and discussion with employees as situations arise.

There has not been a formal introduction of what is available. Chairperson Stoll-Thompson recommended using the Manager's Monday Memo. Angela Penny offered adding it to the annual Nurse's Association training. WCEA was to add a link to their site; Celeste will check on the status of the link.

Celeste showed the committee the website and played the emergency action tones for evacuation, shelter-in-place, lockdown, and all clear that have been added on the website.

9. Employee Notification System

The employee notification system was covered under the previous item, number 8. The tones are installed only at the 9th street complex. The white lights installed in the complex are used for evacuation; the amber lights are used for some other kind of notification such as shelter in place or lockdown. Each tone will have a verbal notification. The County is working on placing speakers on top of the buildings so that people outside the building will receive notifications.

10. Worker's Compensation Guide

The completed guide is a result of recommendations made in the worker's compensation audit. The guide is offered as a clearer understanding to employees and supervisors regarding the worker's compensation process. The guide supports the worker's compensation pamphlet. Frequently asked by employees is if employees receive pay for seeking medical attention for a worker's compensation claim. They are instructed that sick leave is to be used when seeking medical services. The committee was sought for changes and recommendations to the guide. No other input was received.

11. New Management Representative

Tabled as Mr. Schiller was not present.

12. Topics for Future Agendas

- a. Washoe County Code
- b. Workplace Safety Program
- c. Introduction of new management representative

13. Public Comment

Nikki Berry from the Second Judicial District Court inquired about the eww website "code red" and if there has been an audit to see if it is working at offsite locations. Also, if there is an issue who should be contacted? Celeste Wallick explained that "code red" is an employee notification system through an outside source. When advised of any incident within 2 blocks of a major county site, 911 can issue a message on the "code red." People may not be getting notifications because some information may not be updated by the employees. The notification will not come from the Manager's office, it will come from the 911 system. Nikki Berry also inquired if exempt versus non-exempt can be broken out for use of sick leave for worker's compensation. Celeste Wallick will review.

No further public comment or discussion.

14. Meeting adjourned at 2:05pm.

Dept Breakdown Summary Report

From: 07-01-2016 To: 11-14-2016

Department	Claims	Incidents	Total For Dept
ANIMAL SERVICES	4	4	8
CHILD PROTECTIVE SERVICES	3	1	4
CORONER	1	0	1
COUNTY MANAGER	1	0	1
DISTRICT COURT	1	0	1
EQUIPMENT SERVICES	2	0	2
HEALTH DEPARTMENT	0	1	1
JUVENILE SERVICES	3	2	5
REGIONAL PARKS AND OPEN SPACE	0	2	2
ROADS	2	0	2
SHERIFF	4	0	4
SOCIAL SERVICES	49	17	66
TECHNOLOGY SERVICES	2	0	2
WATER RESOURCES	0	1	1
	1	0	1

Total Claims Total Incidents Total For All Depts.

73 Print Report 28 Search Report 101

Safety Committee Injuries & Illnesses Summary Report

November 2016 meeting

Claim or Incident

Hazardous Condition

Date

Diagnosis

Description

Unsafe Act

Contributing Factors

Corrective Actions

Claim or Incident

Date	Diagnosis	Description	Unsafe Condition	Unsafe Act	Contributing Factors	Corrective Actions	Claim or Incident
7/1/2016	PAIN	CHAIR BROKE AS EMPLOYEE SAT DOWN	UNSAFE EQUIPMENT	NORMAL DUTIES	NONE	CHAIR REPLACED PROCEDURE CHANGE TO USE TOOL TO	Incident
7/5/2016	LACERATION	SHARP EDGE OF A BOLT	NORMAL	NORMAL DUTIES	NONE	HOLD BOLTS	Claim
7/6/2016	CONTUSION	ALTERCATION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
7/6/2016	ABRASION	ALTERCATION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
7/6/2016	PAIN	FALL WHEN "MISSED" THE LAST STEPS	NORMAL	INATTENTION	NONE	REMEMBER TO BE AWARE	Incident
7/7/2016	BITE, POSS BBP	ALTERCATION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
7/11/2016	CONTUSION	CO-WORKER DROPPED TOOL ONTO EE	NORMAL	UNSAFE BODY		NON-SLIP GLOVES, TRAINING ON BODY	
7/11/2016	MULTIPLE	TOOL BROKE CAUSING FALL	UNSAFE EQUIPMENT	POSITION	ACT OF ANOTHER, TRAINING	POSITIONING, AWARENESS	Claim
7/12/2016	PAIN	STRUCK A PLUG RECEPTACLE WHEN MOVING OFFICE EQUIPMENT	NORMAL	UNSAFE BODY	NONE	CHECK TOOLS PRIOR TO USE - TRAINING	Claim
7/16/2016	LACERATION	A BRANCH KICKED BACK WHILE BEING TRIMMED	NORMAL	POSITION	INATTENTION	REMEMBER TO BE AWARE	Incident
7/19/2016	PAIN	TRAINING	NORMAL	NORMAL DUTIES	NONE	REMEMBER TO BE AWARE	Incident
7/19/2016	DEHYDRATION	TRAINING	NORMAL	NORMAL DUTIES	HOT ROOM W/ LIMITED VENTILATION	NO RECOMMENDATIONS	Claim
7/19/2016	PAIN	OPENED DOOR ONTO FOOT	NORMAL	UNSAFE BODY		HYDRATION	Claim
7/19/2016	DEHYDRATION, HEAT	TRAINING	NORMAL	POSITION	INATTENTION	REMEMBER TO BE AWARE	Incident
7/20/2016	EXHAUSTION	DOG BITE WHILE MAKING AN ARREST	NORMAL	NORMAL DUTIES	HOT ROOM W/ LIMITED VENTILATION	WORK ORDER TO INCREASE VENTILATION.	Incident
7/20/2016	BITE	TRAINING	NORMAL	NORMAL DUTIES	VENTILATION	HYDRATION	Claim
7/20/2016	CHEMICAL INHALATION	TRAINING	NORMAL	NORMAL DUTIES	ANIMAL	NO RECOMMENDATIONS	Claim
7/20/2016	CHEMICAL INHALATION	TRAINING	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Claim
7/20/2016	CHEMICAL INHALATION	TRAINING	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Claim
7/24/2016	MULTIPLE	SLIP/FALL FROM LIFEGUARD STAND	NORMAL	UNSAFE BODY		STAND WAS DRY & GRIP IN GOOD	
7/25/2016	STRAIN	MOVING HEAVY ITEM	NORMAL	POSITION	NONE	CONDITION, REMINDER TO HOLD ON	Claim
7/26/2016	STRAIN	RUNNING TO AN EMERGENCY	NORMAL	NORMAL DUTIES	NONE	IT IS A ONE PERSON OPERATION USING A HYDRAULIC TOOL, USE CARE, STRETCH	Claim
7/26/2016	PUNCTURE	STEPPED ON A BOARD WITH A NAIL IN IT	NORMAL	FAILURE TO FOLLOW DIRECTION	NONE	NO RECOMMENDATIONS	Claim
7/29/2016	POSS BBP EXP	SPLASHED WITH DIRTY WATER	NORMAL	NORMAL DUTIES	COMPLACENCY / ATTITUDE	INCREASE SUPERVISION, LOOK AT FOOTWEAR REQUIREMENTS	Incident
7/29/2016	STRAIN	PUTTING ON PPE	NORMAL	NORMAL DUTIES	NONE	SLOW DOWN	Claim
8/1/2016	LACERATION	STRUCK BY AN ITEM IN A DUMPSTER	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Claim
						REMEMBER TO BE AWARE	Claim

Date	Diagnosis	Description	Hazardous Condition	Unsafe Act	Contributing Factors	Corrective Actions	Claim or Incident
8/1/2016	BITE	DOG BITE WHILE SERVING PAPERS	NORMAL	NORMAL DUTIES	ANIMAL	NO RECOMMENDATIONS	Claim
8/4/2016	SPRAIN	ALTERCATION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
8/6/2016	POSS BBP EXP	NEEDLESTICK	NORMAL	NORMAL DUTIES	UNEXPECTED MOVEMENT	REMINDER TO BE AWARE	Claim
8/8/2016	OTHER	ALTERCATION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
8/9/2016	BITE,POSS BBP EXP	ALTERCATION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
8/10/2016	STRAIN	TRAINING	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Claim
8/10/2016	PAIN	TRAINING	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Incident
8/11/2016	STRAIN	TRAINING	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Claim
8/15/2016	DERMATITIS	UNKNOWN	NORMAL	NORMAL DUTIES	UNKNOWN	NO RECOMMENDATIONS	Claim
8/16/2016	SPRAIN	WALKING (COUNTY)	NORMAL	HURRYING	HIGH HEELED SHOES	SLOW DOWN	Claim
8/17/2016	STRAIN	STANDING UP FROM PRONE POSITION	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Claim
8/17/2016	ABRASION	PULLING START CORD ON EQUIPMENT	NORMAL	NORMAL DUTIES	NONE	REMINDER TO BE AWARE	Incident
8/17/2016	CONTUSIONS	RUNNING TO AN EMERGENCY	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Claim
8/19/2016	MULTIPLE	ALTERCATION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
8/19/2016	HEARING LOSS	GUNFIRE (NON-RANGE)	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Claim
8/19/2016	POSS BBP EXP	FIRST AID	NORMAL	NORMAL DUTIES	NONE	USE PPE WHEN POSSIBLE	Incident
8/19/2016	MULTIPLE	ALTERCATION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
8/20/2016	SPRAIN	MISSED A STEP	NORMAL	INATTENTION	NONE	REMINDER TO BE AWARE	Claim
8/23/2016	POSS BBP EXP	NEEDLESTICK	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	DISCUSS PROPER PROCEDURES	Claim
8/23/2016	FOREIGN OBJECT IN EYE	WALKING OUTSIDE (COUNTY)	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Claim
8/24/2016	POSS BBP EXP	SALIVA FROM INMATE	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
8/25/2016	PAIN,STRAIN	TRAINING	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Incident
8/26/2016	PAIN	TRAINING	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Incident
8/30/2016	POSS BBP EXP	CONTAMINATED ITEMS	EMERGENCY	LACK OF PPE	NONE	TRAINING, UNIVERSAL PRECAUTIONS, PPE	Claim
8/30/2016	CONTUSION,STRAIN	FALL WHEN GETTING OUT OF A CHAIR	NORMAL	UNSAFE BODY POSITION	NONE	REMINDER TO BE AWARE	Claim
9/3/2016	CONTUSION	ALTERCATION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
9/7/2016	STRAIN	ALTERCATION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
9/7/2016	PUNCTURE	BROKEN ITEM PROTRUDED THRU BAG	PROTRUDING OBJECT	INATTENTION	NONE	REVIEW SAFE HANDLING PROCEDURES INCLUDING AWARENESS	Incident
9/9/2016	INHALATION	HANDRAILS HAD BEEN PAINTED	FUMES	NORMAL DUTIES	NONE	INCREASE VENTILATION & BREAKS, THOSE WITH SENSITIVITIES AVOID THE AREA, PAINT IN SMALLER SECTIONS	Incident
9/9/2016	INHALATION	HANDRAILS HAD BEEN PAINTED	FUMES	NORMAL DUTIES	NONE	SEE ABOVE	Claim
9/9/2016	INHALATION	HANDRAILS HAD BEEN PAINTED	FUMES	NORMAL DUTIES	NONE	SEE ABOVE	Incident
9/9/2016	POSS BBP EXP	FIRST AID	NORMAL	NORMAL DUTIES	NONE	USE PPE WHEN POSSIBLE	Incident
9/9/2016	POSS BBP EXP	FIRST AID	NORMAL	NORMAL DUTIES	NONE	USE PPE WHEN POSSIBLE	Incident
9/12/2016	PERSONAL	PERSONAL	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Claim
9/12/2016	MULTIPLE	MVA - NOT AT FAULT	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
9/12/2016	STING	WASP/BEE STING	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Claim

Date	Diagnosis	Description	Hazardous Condition	Unsafe Act	Contributing Factors	Corrective Actions	Claim or Incident
9/14/2016	CONTUSION	TRAINING	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Incident
9/14/2016	SPRAIN	TRAINING	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Claim
9/14/2016	LACERATION	SHARP METAL EDGE ON VEHICLE	UNSAFE EQUIPMENT	NORMAL DUTIES	LACK OF MAINTENANCE	VEHICLE REPAIRED	Incident
9/15/2016	SPRAIN	WALKING ON A RAMP (COUNTY)	UNEVEN WALKING SURFACE	UNSAFE BODY POSITION (TWISTED)	NONE	REMINDER TO BE AWARE	Claim
9/15/2016	CONTUSION,SPRAIN	TRAINING	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Claim
9/16/2016	LACERATION	SHARP BOLT CUT THRU GLOVE	NORMAL	NORMAL DUTIES	NONE	PROCEDURE CHANGE TO USE TOOLS	Claim
9/18/2016	POSS BBP EXP	NEEDLESTICK DURING A SEARCH	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
9/19/2016	PAIN	SLIDING BOXES ON A TABLE	NORMAL	UNSAFE BODY POSITION	NONE	REVIEW PROPER BODY MECHANICS	Incident
9/23/2016	MULTIPLE	ALTERCATION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
9/26/2016	OTHER	REPETITIVE OFFICE DUTIES	NORMAL	NORMAL DUTIES	NONE	ERGONOMIC EVALUATION	Claim
9/26/2016	SCRATCHES	ALTERCATION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Incident
9/26/2016	OTHER	3RD PARTY SAID THEY HAVE COMMUNICABLE CONDITION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	UNIVERSAL PRECAUTIONS	Incident
9/27/2016	AVULSION	OPENED DOOR ONTO FOOT	UNSAFE EQUIPMENT	UNSAFE BODY POSITION	INATTENTION	FIX DOOR - REMINDER TO BE AWARE	Claim
9/28/2016	STRAIN	TRAINING	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Claim
9/28/2016	BITE	CAT BEING PLACED IN A CAGE	NORMAL	NORMAL DUTIES	ANIMAL	ANIMAL EVALUATIONS BEING DONE, PPE	Claim
9/29/2016	STRAIN	ALTERCATION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
9/29/2016	BITE	DOG BEING LEASHED	NORMAL	NORMAL DUTIES	ANIMAL	ANIMAL EVALUATIONS BEING DONE, PPE	Incident
9/30/2016	CONTUSION	SLIP/FALL FROM WET BOOTS ON A DRY FLOOR	NORMAL	NORMAL DUTIES	NEW BOOTS	ROUGH UP BOOTS TO MAKE THEM LESS SLICK	Incident
9/30/2016	SPRAIN	WALKING (NON-COUNTY)	UNEVEN WALKING SURFACE	NORMAL DUTIES	DARKNESS	REMINDER TO BE AWARE	Claim
10/1/2016	CONTUSION	ALTERCATION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
10/4/2016	STRAIN	ALTERCATION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
10/5/2016	CONTUSION,STRAIN	WALKING (NON-COUNTY)	UNEVEN WALKING SURFACE	NORMAL DUTIES	NONE	REMINDER TO BE AWARE	Claim
10/7/2016	OTHER	TRAINING	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Claim
10/8/2016	PAIN	SLIP IN A DITCH (NON-COUNTY)	NORMAL	NORMAL DUTIES	NONE	REMINDER TO BE AWARE	Incident
10/10/2016	POSS BBP EXP	ALTERCATION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
10/11/2016	CONTUSION	ALTERCATION	NORMAL	NORMAL DUTIES	ACT OF ANOTHER	NO RECOMMENDATIONS	Incident
10/11/2016	SPRAIN	TRAINING	NORMAL	NORMAL DUTIES	NONE	NO RECOMMENDATIONS	Claim
10/13/2016	SPRAIN	HIT HEAD ON A DOOR FRAME & FELL TO LOWER LEVEL	NORMAL	UNSAFE BODY POSITION	NOT THE NORMAL WORKING SITE	REMINDER TO BE AWARE	Claim

WORKER'S COMPENSATION
 TIME LOST FROM WORK IN CY16
 as of 11-10-16

CURRENT STATUS	DEPARTMENT	DOI	DIAG	MECHANISM	LOST	REST
FULL DUTY	COMMUNITY SERVICES	9-7-15	EPICONDYLITIS	SLIP/FALL, STRIKING A ROCK	14	183
FULL DUTY - PPD	COMMUNITY SERVICES	9-29-15	STRAIN, TEAR	CLIMBING A LADDER	53	234
OFF WORK	COMMUNITY SERVICES	12-3-15	MULTIPLE	STRUCK BY TRUCK DOOR	266	52
FULL DUTY - CLOSED	COMMUNITY SERVICES	1-28-16	MULTIPLE	FALL FROM STEP LADDER TO LOWER LEVEL	10	36
FULL DUTY - CLOSED	COMMUNITY SERVICES	1-14-16	TEAR	SLIPPED ON ICE GETTING OUT OF VEHICLE	21	83
FULL DUTY - CLOSED	COMMUNITY SERVICES	8-17-16	STRAIN	STANDING UP FROM PRONE POSITION	5	22
FULL DUTY - CLOSED	COURTS	4-12-16	FRACTURE, SPRAIN	FALL - SAME LEVEL	49	29
OFF WORK	JUVENILE SERVICES	4-16-16	SPRAIN, STRAIN	ALTERCATION	26	175
FULL DUTY - PPD	SHERIFF'S OFFICE	1-5-15	TEAR	FALL THRU DECK TO LOWER LEVEL	73	57
RESTRICTED DUTY	SHERIFF'S OFFICE	2-12-15	DISC PROTRUSION	CONDUCTING SEARCH	101	199
FULL DUTY	SHERIFF'S OFFICE	4-28-15	CARPAL TUNNEL	TYPING	24	0
FULL DUTY - PPD	SHERIFF'S OFFICE	6-2-15	IMPINGEMENT	TRAINING	176	251
RESTRICTED DUTY	SHERIFF'S OFFICE	8-3-15	IMPINGEMENT	ALTERCATION	18	281
FULL DUTY - CLOSED	SHERIFF'S OFFICE	11-21-15	SPRAIN, STRAIN, CARTILAGE DAMAGE	TRAINING	16	119
FULL DUTY - CLOSED	SHERIFF'S OFFICE	12-19-15	STRAIN	TRAINING	35	25
FULL DUTY - CLOSED	SHERIFF'S OFFICE	1-4-16	FRACTURE	ALTERCATION	6	3
FULL DUTY - CLOSED	SHERIFF'S OFFICE	1-13-16	SPRAIN, TEAR	SLIPPED ON ICE GETTING OUT OF VEHICLE	14	72
RESTRICTED DUTY	SHERIFF'S OFFICE	1-26-16	STRAIN, TEARS	DESCENDING HILL	39	195
FULL DUTY	SHERIFF'S OFFICE	2-23-16	FRACTURE	TRAINING	26	60
FULL DUTY - CLOSED	SHERIFF'S OFFICE	4-1-16	FRACTURE	DROPPED TOOL	12	33
FULL DUTY - CLOSED	SHERIFF'S OFFICE	4-4-16	SPRAINS	STUMBLED ON STAIRS	26	0
RESTRICTED DUTY	SHERIFF'S OFFICE	4-15-16	SPRAIN	DESCENDING STAIRS	10	210
FULL DUTY - PPD	SHERIFF'S OFFICE	4-28-16	TEAR	CHASING SUSPECT	22	27
FULL DUTY - CLOSED	SHERIFF'S OFFICE	5-6-16	SPRAIN	ALTERCATION	7	0
FULL DUTY	SHERIFF'S OFFICE	7-25-16	TEAR, STRAIN	MOVING HEAVY EQUIPMENT	13	39
FULL DUTY - CLOSED	SHERIFF'S OFFICE	8-4-16	SPRAIN	ALTERCATION	6	6
FULL DUTY	SHERIFF'S OFFICE	8-19-16	DERANGEMENT	MOTOR VEHICLE ACCIDENT	6	46
RESTRICTED DUTY	SHERIFF'S OFFICE	9-30-16	SPRAIN	STEPPED IN A HOLE	9	57
OFF WORK	TECH SERVICES	4-14-05	MULTIPLE	MOTOR VEHICLE ACCIDENT	100	100

TOTAL 1183 2360

WASHOE COUNTY CODE
CHAPTER 65
SAFETY AND DISASTER SERVICES
CODES FOR CONSIDERATION: 65.020 through 65.240

65.020 Creation of risk management division.

1. There is hereby created the Washoe County division of risk management, which is a division of the ~~Comptroller's~~ department of finance.
2. The purpose of the division is to administer the property/casualty program and the safety program of the county.

65.030 County risk manager: Creation; powers; duties.

1. The position of county risk manager is hereby created. The risk manager shall be appointed by the county manager ~~upon recommendation of the director of finance~~ **County Manager** and serves at the pleasure of the county manager. The county risk manager is in the unclassified service of the county, and shall receive a salary to be set by the county manager within the range approved by the board of county commissioners.
2. The risk manager shall:
 - (a) Administer the risk management division, including administration of the property/casualty program and the safety program of the county;
 - (b) Administer the self-insurance funds;
 - (c) Review and approve or disapprove all expenditures from the funds;
 - (d) Pursue subrogation where feasible;
 - (e) Administer all contracts related to the property/casualty program and the safety program;
 - (f) Develop, initiate and carry out systems of premium charges and deductibles where feasible;
 - (g) Recommend levels of self-funding and purchased insurance, subject to county commission approval when required, which will protect the operating revenues of Washoe County from the effects of claims and litigation;
 - (h) Analyze and assess the risks of county activities and business transactions and make recommendations to minimize the risks presented by such activities;
 - (i) Approve and execute, on behalf of Washoe County, indemnity and hold harmless agreements whereby Washoe County agrees to release third parties from liability under appropriate circumstances;

(j) Review all claims and suits against Washoe County, initiate investigations, coordinate the defense of Washoe County and maintain all necessary records to ensure that adequate data are available for use when reviewing self-insurance funding levels. In the absence of the risk manager, the ~~director of finance~~ Assistance County Manager or the County Manager shall perform the duties specified in this subsection; and

(k) In consultation with and approval of the district attorney's office, retain outside counsel where appropriate, and retain such other investigators and experts in the defense of claims and suits as may be necessary. The retention of such professionals shall be upon such terms and in such amounts as may be necessary and deemed appropriate by the risk manager and are not governed by section 15.530.

65.040 Safety and health inspections.

The risk management division shall conduct inspections of county facilities and operations in order to note and make recommendations to ~~correct~~ increase safety and fire prevention. ~~and health deficiencies.~~ Such inspections shall be coordinated with the department under inspection.

65.050 Preparation of statistical information for development of accident-prevention measures.

The county risk manager shall have each accident or incident report received in compliance with section 65.010 to 65.220, inclusive, tabulated and analyzed and shall maintain adequate records of insurance losses, injuries, fatalities, and other statistical information useful in the development and maintenance of accident prevention and loss control measures.

65.060 Safety program: Legislative findings, declaration.

The board of county commissioners finds and declares:

1. The Nevada Occupational Safety and Health Act (NOSHA) (chapter 618 of NRS) was enacted to provide safe and healthful working conditions for every employee and to establish the division of industrial relations of the department of business and industry of the state to supervise and regulate all matters relating to the protection of the safety and health of employees in conformity with the provisions of chapter 618 of NRS.
2. Pursuant to chapter 618 of NRS, all employers in Nevada have duties with respect to places of employment, to furnish safety devices and safeguards, to post information informing employees, and other matters as set forth in chapter 618 of NRS.
3. Pursuant to chapter 618 of NRS, all employers in Nevada must establish a written safety program containing such matters as are covered in NRS 618.383.
4. The Washoe County safety program provides Washoe County officers and employees with conditions of employment consistent with the objective of NOSHA.

65.070 Policy of the board.

1. The board of county commissioners declares that this section constitutes the safety policy of the board. The policy shall be published as part of the safety program as a separate document and posted in appropriate areas readily accessible to county officers and employees.
2. The personal safety and health of each employee of Washoe County is of primary importance. To the greatest degree possible, the board of county commissioners shall provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.
3. It is the board of county commissioners' policy that Washoe County maintain a safety program conforming with the best practices of local government programs. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of department heads, supervisor and employees and requires cooperation in all safety and health matters, not only among department heads, supervisors and employees, but also between each employee and his fellow workers. Only through such a cooperative effort can a safety record in the best interests of all be established and preserved.
4. The objective of the board of county commissioners is a safety program which will reduce the number of injuries and illnesses to a minimum, not merely in keeping with, but surpassing the best experience of other governmental units.

65.080 Safety program.

The county risk manager shall prepare and keep updated a safety program for adoption by the board of county commissioners which program shall comply with NRS 618.383 and NAC 618.540 and 618.542. The safety program shall contain goals to achieve a safe and healthy work environment for county officers and employees. The safety program shall specify the obligations of county officers and employees with respect to carrying out the provisions of the safety program. The safety program shall also contain procedures for identifying and controlling hazards, requirements for safety training, procedures for accident investigation and corrective actions, methods of communicating the safety program and enforcement provisions.

65.090 ~~County safety officer: Duties. The title of safety officer no longer exists~~ Risk Management Division

The ~~county safety officer~~ risk management division, who shall administer the county safety program, shall perform ~~the~~his duties under the direction of the county risk manager.

65.100 Posting of safety notices.

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

1. Washoe County ~~Workplace Safety Program~~ policy.
2. Departmental safety programs.

3. ~~“Safety and Health Protection on the Job”~~ Posters published by the state division of industrial relations and explaining chapter 618 of NRS ~~and state and federal OSHA.~~
4. OSHA Form 300A 200, “Summary of Occupational Work-Related Injuries and Illnesses” ~~(this Summary must remain posted for 30 days for the mandated timeframe identified on the form).~~
5. Emergency telephone numbers.

65.110 Written reports required for occupationally related injury, illness.

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

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

These reports shall be prepared and submitted as soon as possible, but not later than 5 ~~calendar~~ days after the injury or illness. ~~is reported.~~ Risk Management is responsible for forwarding appropriate documentation to the Third Party Administrator for administration of Worker’s Compensation claims.

Risk Management may make recommendations to the department for preventing reoccurrences.

65.120 Emergency report.

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

65.140 Requirements for investigation, evaluation of accidents, incidents.

~~The county safety officer or the county risk manager~~ Risk Management shall review each ~~accident or incident report prepared by county officers, employees or volunteers,~~ and conduct an investigation as deemed necessary to determine the circumstances related to the accident or incident.

The county risk manager or his designee shall specifically review all auto accidents or incidents ~~pursuant to the driver’s selection training policy,~~ other than those involving peace officers employed by the Washoe County Sheriff’s Office, which accidents or incidents shall be subject to the review process of the sheriff’s office. A report of the findings and conclusions of the risk manager about the cause of each ~~auto~~ accident or incident and recommendations on preventing reoccurrence shall be provided to any employee that is the subject of the investigation, the employee’s department head and the president of

any recognized collective bargaining association that represents such an employee. The report shall include a statement that the report can be reviewed by the safety committee at the request of the employee, the employee association that represents the employee acting through its authorized representatives or the employee's department head.

65.145 Request of review of report of the findings and conclusions.

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

65.150 County safety committee: Creation; purposes.

1. The county safety committee is hereby created.

2. The purposes of the county safety committee are to:

(a) Serve in an advisory capacity to the board of county commissioners, the county manager, ~~the county safety officer~~ and the county risk manager ~~ment division~~ ~~department~~ in all matters relating to safety and health of county officers, employees and volunteers.

(b) Communicate safety policies to all employees and volunteers.

(c) Review the report of the risk manager of the accidents or incidents pursuant to the driver's ~~selection training~~ policy upon the request of a person authorized by this chapter to request review. Following the requested review the safety committee may accept, reject, amend or modify the report of the risk manager.

(d) Review all on-the-job accidents or injuries which result in lost time compensation pursuant to the county's workers compensation program, and all accidents or incidents referred by the ~~county safety officer~~ or county risk manager. Where deemed necessary by the committee, the county safety committee may conduct additional evaluations. The county safety committee may recommend employee counseling, training or corrective measures, and other future accident-prevention or loss-control measures.

(e) Review and recommend action on all safety issues brought before the safety committee.

3. The county safety committee does not recommend any disciplinary measures. Any discipline shall, subject to applicable personnel rules, be imposed as appropriate by the responsible supervising authorities and reviewed in accordance with county policy by the personnel division.

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

1. The county safety committee consists of ~~seven~~-~~nine~~ members and a majority of the committee constitutes a quorum. The committee members are to be selected as follows:

(a) One department head, appointed by the county manager;

(b) One representative of the Washoe County Sheriff's Deputies Association appointed by the association ~~or~~ **and one representative of the Washoe County Sheriff's Supervisory Association appointed by the association;**

(c) One representative of the Washoe County Employees' Association, appointed by the association;

(d) One representative of the Washoe County Nurses' Association, appointed by the association;

(e) One representative chosen annually by and from the remaining employee organizations which represent county employees which selection shall be made on a rotating basis among those organizations;

(f) One representative of the Community Services Department, appointed by the Department Head;

(f) The ~~county safety officer~~ **Risk Analyst responsible for Safety;** and

(g) The county risk manager.

A representative from Human Resources is requested to attend committee meetings.

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

(a) The ~~county safety officer~~ **Risk Analyst** and the county risk manager are permanent members;

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

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

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

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

65.170 Meetings of county safety committee.

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

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

1. A member of the county safety committee shall not participate in the evaluation of an accident involving an officer, employee or a volunteer working under that member's direct supervision. The member shall not participate in such officer's, employee's or volunteer's review and shall not make findings or recommendations regarding that officer, employee or volunteer.
2. When a member of the county safety committee abstains from participating in a matter by virtue of the provisions of subsection 1, the number of members necessary to constitute a quorum, and the number necessary to take action is deemed reduced by the number of persons abstaining.

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

1. After an investigation or hearing the county safety committee or the county risk manager or his designee may require additional written information from the officer, employee or volunteer and may interview that person if it deems necessary. The county safety committee or the county risk manager or his designee may request from the sheriff, the district attorney or other appropriate personnel technical assistance for the conduct of additional investigation if deemed necessary.
2. After investigation and evaluation, the county safety committee or the county risk manager or his designee may if deemed necessary submit to the head of the department in which the accident occurred, a recommendation as to whether or not employee counseling, training or non-disciplinary corrective measures should be taken and what other future accident prevention or loss control measures might be taken. ~~The county safety committee may also recommend that the person be required to participate in a driving course. The county safety committee shall make such other recommendations as it deems warranted by the circumstances of each case.~~
3. A recommendation for employee counseling, training or corrective measures ~~(such as additional defensive driving courses)~~ shall be placed in the employee's personnel file.
4. A department head shall, within seven (7) days after receipt of a safety committee recommendation for employee counseling, training or corrective measures, or other future accident prevention or loss control measures, provide a written response to the risk manager detailing what action, other than employee discipline, has or will be taken.

65.200 Property/Casualty: Reporting requirements following accident, incident or injury.

Any person who, while performing services for Washoe County as an officer, employee or volunteer, is involved in an accident or incident involving damage to any property or injury to any other person shall:

1. When required by law, report the accident or incident to the proper authority.
2. Notify the head of his department as soon as practicable after the accident or incident.
3. Forward a written report of the accident or incident to the head of his department within 24 hours or the next working day after its occurrence.

65.210 Transmittal of written reports by department heads to county risk manager; additional reports.

1. The head of a department who receives a written report pursuant to section 65.200 shall forward the report and any other material relating to the accident or incident to the county risk manager within 24 hours or the next working day of receipt of the written report.

2. The county risk manager may require additional reports to be filed if, in his opinion, the written report is insufficient. In addition, the department head will provide any documents and information requested by the county risk manager to assist the county risk manager in his investigation of claims.

65.220 Use, form, contents of written documentation of accidents, incidents.

Departmental reports and any other materials relating to an accident or incident which are submitted to the county risk manager pursuant to section 65.210:

1. Remain the property of the department or office which submitted the report or other material.
2. Are confidential and shall not be released to any person other than the district attorney, the county safety officer, the county manager, ~~the director of finance~~ and the county risk manager unless the approval of the district attorney is first obtained, except that the county risk manager may release the following reports and materials to a claimant or his legal representative:
 - a. Accident, incident or injury reports specifically made on forms provided by the county risk manager and prepared for the county risk manager; and
 - b. Booking and Property Reports, sheriff's office form S-15, pertaining to any claim that the sheriff's office lost the property of an inmate

The county risk manager or ~~county safety officer~~ or its designee shall provide access to records as provided in NAC 618.577.

3. Are for use in accident prevention, loss control and such disciplinary action as may be warranted against the employee involved.
4. Shall be submitted in such form as may be prescribed by the county risk manager.
5. May include estimates of vehicle, property and liability losses as well as information sufficiently detailed to disclose, with reference to the accident or incident, its cause, the conditions then existing and the persons and property involved.

65.240 Authority of county risk manager to administer claims on behalf of Washoe County.

1. The county risk manager shall review all claims submitted to or by Washoe County and shall either approve or disapprove such claims pursuant to the provisions of this section.

~~2.~~ 5The county risk manager may settle a claim up to \$1,000. Once a week, the risk manager shall prepare a list of all claims which have been settled pursuant to this subsection and forward it to the ~~direction of finance~~ district attorney's office.

~~3.~~ 2The county risk manager, after consultation with the ~~director of finance and the~~ district attorney, has sole authority to negotiate and settle any claim or suit for damages payable or recoverable to the county if the amount sought in the claim or suit is less than \$10,000.

~~4.~~ 3The county manager, after consultation with the county risk manager, ~~the director of finance~~ and the district attorney, has sole authority to settle any claim or suit for damages payable by or recoverable to the county if the amount sought in the claim or suit is \$10,000 or more but less than \$25,000.

~~5.~~ 4The board of county commissioners, after consultation with the county risk manager and district attorney, has sole authority to settle any claim or suit for damages payable by or recoverable to the county if the amount sought in the claim or suit is \$25,000 or more.

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Comment [a1]: Increase limit of Risk Manager to \$25,000 and County Manager to \$50,000???

Comment [a2]: Increase to over \$50,000??