

SAFETY COMMITTEE MEMBERS

Lt. Marc Bello
Christine Vuletich
Cathy Hill
Angela Penny
Ann Stoll-Thompson
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**

**May 18, 2017
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. NRS 241.020(2)(d)(6) and (7).
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.

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 March 16, 2017, **for possible action.**
4. Review and discussion of Industrial Injury Summary Reports. Discussion will include recommendations of the Committee for prevention of work-related injuries or illnesses **for possible action.**
5. Approval of safety incentives criteria **for possible action.**
6. Approval of safety pin design **for possible action.**
7. Discussion of creation of link in intranet for nominations.
8. Discussion on training for the Committee on OSHA requirements and inspections .
9. Discussion on Committee members assistance in the next lockdown drill.
10. Topics for future agendas.
11. 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.
12. Adjournment.

- Safety
- Insurance



WASHOE COUNTY

"Dedicated to Excellence in Public Service"

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SAFETY COMMITTEE MEETING MINUTES **COMPTROLLER CONFERENCE ROOM – 2ND FLOOR**

MARCH 16, 2017

1:30 PM

Call to Order

Chairperson Lt. Mark Bellow called the meeting to order at 1:31pm.

1. Roll Call

Lt. Marc Bello	Chairperson - Washoe County Sheriff's Supervisory Deputies Association
Christine Vuletich	Assistant County Manager
Cathy Hill	Washoe County Comptroller and Risk Manager
Jan Houk	Washoe County Nurse's Association (for Angela Penny)
Celeste Wallick	Washoe County Risk Analyst
Mary Kandaras	Legal Counsel for Committee
Keith Munro	Legal Counsel for Committee
Deputy John Sabo	Washoe County Sheriff's Deputies Association
Anne Stoll-Thompson	WCEA representative

Not present

Deputy Jon Sabo	Washoe County Sheriff's Deputies Association
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Public Present

None

2. Public Comment

There was no response to the call for public comment.

3. Approval of minutes from January 19, 2017 meeting

Cathy Hill made a motion to approve the minutes of the January 19, 2017 meeting, Anne Stoll-Thompson seconded the motion; no opposition, minutes unanimously approved.

Open Issues

4. Presentation of Industrial Injury Summary Reports

Celeste Wallick presented the summary reports and explained that the reports are from November 2016. The reports include incidents and claims. Celeste asked the Committee for their input under the section of corrective actions for areas that can be improved. There was an increase in slip and falls due to the recent winter weather. Christine Vuletich asked if there was a pattern as to where the slip and falls were happening; Celeste clarified that there was not a pattern, slip and falls were occurring on and off County property.

Cathy Hill asked about the report containing the department breakdowns and noted that administrative departments had recorded accidents and inquired to the cause. It was pointed out that slip and falls were the major cause of the accidents recorded. Repetitive motion for predominantly administrative departments can also be the main cause for report claims. Also noted was that the Comptroller's department was not included as a department. Celeste will add Comptroller's department on future reports.

Jan Houk asked if the ergonomic assessments were part of the list as a claim – Celeste explained that it would only be listed as a claim if someone were to seek medical attention or file an incident report.

5. Incentive Awards Program

Cathy Hill explained that at the previous meeting the Committee had discussed possibly creating a program where the Committee would design a safety pin to be awarded to employees for their efforts on recognizing or fixing a safety issue. The pin could be designed to wear on an employee's lanyard. The Committee is to decide the best approach in starting this program and awarding safety pins. The Committee is to define the criteria for the awarding of a pin, such as how frequently to award, departments involvement on nominations, and whether the actions were consistent or a large event. The departments would receive an award annually that would be a trophy or a plaque, individual employees will be awarded a pin on a quarterly basis

An action button will need to be created on the Risk intranet that will include an email address for the safety committee for the purpose of employee's nominating employee's for a safety award.

Cathy is to reach out to the Manager's office to find out who designs the County's pins and come up with a design for the safety pin using the "triangle" logo from CSD, with a mock up to be brought to the next Committee meeting. Lt. Bello to reach out to the awards committee as the Sheriff's office to get their nomination forms.

Awards could also be noted at BCC meetings much like that of the Human Resources certificate program.

Cathy Hill motioned the Committee to move forward in a creating a pin mock up, review of the nominating form and the creation of a link on the intranet for employee voting. Anne Stoll-Thompson seconded the motion; no opposition, minutes unanimously approved.

6. Presentation of Open Meeting Law

Deputy District Attorney Keith Munro discussed open meeting law and statues and its necessity with regards to the Safety Committee. Also discussed was that all meetings of the public meeting are subject to open meeting law requires an agenda. (NRS Chapter 241)

What is a public body? One that is created by statute, code or Board of County Commissioners. The Safety Committee was formed in compliance with statute and County Code. Bodies that are supported by tax dollars are required to act within accordance of open meeting laws. As members of the Committee are employees of the County supported by tax dollars, this meets the supported by tax dollars requirement in addition to the facilities being supported by tax dollars.

What is a meeting? When you have 2 or more members, or a quorum, of the body meeting – quorum plus deliberation or action constitutes a meeting.

Deliberation means when 2 members talk about or discuss their opinions about actions – this including emails. Attorney General has subpoena power. Cathy Hill inquired when draft meeting minutes are sent to members of the committee for their review prior to the meeting was acceptable. This is not allowed and should be presented at the next scheduled meeting with the committee canvassed for edits and input.

Agenda items – clear and complete statement of the items to be discussed at the meeting.

Clear and complete – “The ball was thrown” – not clear and complete, passive. “Tom Brady threw the ball” – clear and transitive. “Tom Brady threw Gronk the ball” – better – who is doing what and who is catching it.

Agendas should be followed at all meetings; items on the agenda may be taken out of order, be clear when items are called. Agenda items can be combined as long as they are called as such; agenda items can also be skipped as long as the action it is called out.

Public Access – you must be clear on where and when the meeting will be held with enough room to accommodate the expected public.

Anne Stoll-Thompson – entered meeting at 1:37pm.

7. Information presentation on pothole repair and snow removal

Celeste Wallick informed the Committee that CSD has made several advances in filling potholes.

8. Topics for Future Agendas

- a. Safety incentives – criteria and pin design
- b. Safety incentives – review of nominating form
- c. Safety incentives – creation of link on Safety intranet for nominations
- d. Review of Industrial Summary Reports
- e. Training to the Committee on OSHA requirements and area inspections
- f. Committee members assistance in the next lockdown drill

9. Public Comment

No further public comment or discussion.

10. Meeting adjourned at 2:22pm.

WORKER'S COMPENSATION
 TIME LOST FROM WORK IN CY17
 as of 5-9-17

CURRENT STATUS	DEPARTMENT	DOI	DIAG	MECHANISM	LOST	REST
RESTRICTED DUTY	ASSESSORS OFFICE	2/22/2017	FRACTURE	SLIP/FALL ON ICE (COUNTY)	50	40
FULL DUTY	COMMUNITY SERVICES	3/20/2017	FRACTURE	SLIP/FALL ON TRUCK	27	10
RESTRICTED DUTY	JUVENILE SERVICES	4/16/16	IMPINGEMENT, SPRAIN, STRAIN	ALTERCATION	88	306
FULL DUTY	JUVENILE SERVICES	10/11/2016	TEAR, STRAIN	TRAINING	12	128
RESTRICTED DUTY	MEDICAL EXAMINERS	1/8/2017	LACERATION	ALTERCATION	9	103
FULL DUTY	SHERIFF'S OFFICE	4/29/2016	TEAR, STRAIN	LIFTING ITEM	28	54
FULL DUTY	SHERIFF'S OFFICE	2/19/2016	IMPINGEMENT, SPRAIN, STRAIN	ALTERCATION	72	321
RESTRICTED DUTY	SHERIFF'S OFFICE	1/17/2017	MULTIPLE	MOTOR VEHICLE ACCIDENT	12	106
RESTRICTED DUTY	SHERIFF'S OFFICE	2/21/2017	STRAINS, CONTUSIONS	CAUGHT BETWEEN VEHICLES	34	44
OFF	SHERIFF'S OFFICE	3/31/2017	TRIGGER FINGER	ALTERCATION	12	33
FULL DUTY	SOCIAL SERVICES	10/5/2016	TEAR, STRAIN, CONTUSIONS	TRIP/FALL ON SIDEWALK (NON- COUNTY)	14	81
RESTRICTED DUTY	TECH SERVICES	4/14/2005	MULTIPLE	MOTOR VEHICLE ACCIDENT	180	180

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Injury Report for MARCH 2017

DATE	DESCRIPTION	TYPE	CAUSE	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
2-Mar	TRIP/FALL	CONTUSIONS	CORDS NEAR WALKWAY	UNSAFE WALKWAY (COUNTY)	INATTENTION	LACK OF MAINTENANCE	CORDS MOVED	Claim
4-Mar	TRAINING	STRAIN	DEFENSIVE TACTICS	NORMAL	NORMAL	NONE	NO RECOMMENDATIONS	Claim
5-Mar	MVA	STRAINS	NOT AT FAULT	SLIPPERY ROADWAYS	NORMAL	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
5-Mar	SLIP/FALL	CONTUSIONS	SHOVELLING SIDEWALK	UNSAFE WALKING SURFACE (COUNTY)	NORMAL	WEATHER	NON-SLIP FOOTWEAR	IO
5-Mar	SHARP OBJECTS	GLASS	MVA SITE	NORMAL	NORMAL	NONE	NO RECOMMENDATIONS	IO
8-Mar	NEEDLE PUNCTURE	POSSIBLE BBP	PROPERTY SEARCH	NORMAL	NONE	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
8-Mar	TRIP/FALL	TENDONITIS	DURING A SEARCH	UNSAFE WALKWAY (NON-COUNTY)	NORMAL	NONE	NO RECOMMENDATIONS	Claim
9-Mar	OFFICE WORK & DRIVING	PAIN, BACK LOCKED UP	UNKNOWN	NORMAL	NORMAL	PRIOR HISTORY, SHOVELLING SNOW	VENDOR TO DO SHOVELLING	Claim
11-Mar	SLIP/FALL	STRAIN	SNOWSHOEING	UNSAFE WALKWAY (NON-COUNTY)	NORMAL	WEATHER	NO RECOMMENDATIONS	Claim
13-Mar	HEARING LOSS	ACUTE	SUDDEN LOUD SOUND OVER EARPIECE	NORMAL	NORMAL	NO VOLUME CONTROL ON THAT EQUIPMENT	NO RECOMMENDATIONS	Claim
13-Mar	OVEREXERTION	STRAIN	DOG PULLED HARD ON LEASH	NORMAL	NORMAL	ANIMAL	NO RECOMMENDATIONS	IO
14-Mar	EXPOSURE	POSSIBLE BBP	INTERVIEWING	POSSIBLE ILL PERSON	NORMAL	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
15-Mar	ALTERCATION	CONTUSIONS	INMATE/SUSPECT	NORMAL	NORMAL	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
15-Mar	ALTERCATION	STRAIN	INMATE/SUSPECT	NORMAL	NORMAL	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
15-Mar	TRAINING	STRAIN	DEFENSIVE TACTICS	NORMAL	NORMAL	NONE	NO RECOMMENDATIONS	IO
20-Mar	SLIP / STRIKING OBJECT	FRACTURE	SLIPPERY STEP	UNSAFE WALKWAY (COUNTY)	NORMAL	WEATHER	NO RECOMMENDATIONS	Claim
21-Mar	TRAINING	STRAIN	DEFENSIVE TACTICS	NORMAL	NORMAL	NONE	NO RECOMMENDATIONS	IO
23-Mar	TRAINING	STRAIN	LIFTING/MOVING ITEMS	NORMAL	NORMAL	NONE	NO RECOMMENDATIONS	Claim
28-Mar	CAUGHT BETWEEN OBJECTS	CONTUSIONS	CLOSED IN DOOR JAMB	NORMAL	UNSAFE BODY POSITION	NONE	PAY ATTENTION	IO
29-Mar	TRAINING	STRAIN	DEFENSIVE TACTICS	NORMAL	NORMAL	NONE	NO RECOMMENDATIONS	Claim
29-Mar	TRAINING	STRAIN	DEFENSIVE TACTICS	NORMAL	NORMAL	NONE	NO RECOMMENDATIONS	Claim
30-Mar	ILL FEELING	ILLNESS	UNKNOWN	NORMAL	NORMAL	UNKNOWN	NO RECOMMENDATIONS	Claim
30-Mar	ALTERCATION	CONTUSIONS	INMATE/SUSPECT	NORMAL	NORMAL	ACT OF ANOTHER	NO RECOMMENDATIONS	IO
30-Mar	EXPOSURE	POSSIBLE BBP	HANDCUFFING	NORMAL	NORMAL	NONE	NO RECOMMENDATIONS	IO
31-Mar	ALTERCATION	TRAUMA	INMATE/SUSPECT	NORMAL	NORMAL	ACT OF ANOTHER	NO RECOMMENDATIONS	Claim
31-Mar	SAT DOWN HARD	NONE	COULD NOT STRAIGHTEN LEG	NORMAL	PERSONAL	RECENT SURGERY	DOCTOR APPROVED RETURN TO WORK	IO

CLAIMS 17
 INCIDENTS 9
 TOTAL 26

Injury Report for APRIL 2017

DATE	DESCRIPTION	TYPE	CAUSE	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
3-Apr	ALTERCATION	PAIN, ABRASIONS	INMATE/SUSPECT	NORMAL	NORMAL	ACT OF ANOTHER	NO RECOMMENDATIONS	IO
3-Apr	ALTERCATION	PAIN	INMATE/SUSPECT	NORMAL	NORMAL	ACT OF ANOTHER	NO RECOMMENDATIONS	IO
4-Apr	STRUCK BY	CONTUSION	PULLED GATE OVER FOOT	NORMAL	UNSAFE BODY POSITION	NONE	PAY ATTENTION	IO
7-Apr	ALTERCATION	LACERATION	INMATE/SUSPECT	NORMAL	NORMAL	ACT OF ANOTHER	NO RECOMMENDATIONS	CLAIM
9-Apr	TRAINING	CONTUSION	TRIP/FALL	NORMAL	NORMAL	NONE	NO RECOMMENDATIONS	IO
11-Apr	TRIP/FALL	PAIN	STEPPED IN HOLE	UNSAFE WALKWAY (COUNTY)	NORMAL	NONE	USE CARE	CLAIM
11-Apr	TRIP/FALL	MULTIPLE	FLOOR POWER OUTLET	UNSAFE WALKWAY (COUNTY)	INATTENTION	ACT OF ANOTHER	TABLE MOVED BACK OVER OUTLET & CORDS ZIPTIED TOGETHER	CLAIM
12-Apr	ANIMALS	DOG BITE	LEASING A STRAY	NORMAL	NORMAL	ANIMAL	USE PPE	CLAIM
12-Apr	SHARP OBJECTS	LACERATION	REACHING UNDER DASHBOARD	NORMAL	NORMAL	NONE	NO RECOMMENDATIONS	CLAIM
14-Apr	SPLASHED BY HOT WATER	BURN	MOVING FOOD WARMING PAN	HOT ITEM	UNSAFE ACT	NONE	LET ITEMS COOL	CLAIM
16-Apr	TRAINING	STRAINS	PUNCHING BAG	NORMAL	NORMAL	NONE	NO RECOMMENDATIONS	IO
17-Apr	TRAINING	PAIN	DEFENSIVE TACTICS	NORMAL	NORMAL	NONE	NO RECOMMENDATIONS	IO
18-Apr	TRIP/FALL	CONTUSIONS, ABRASION	WRITING WHILE WALKING	NORMAL	INATTENTION	NONE	PAY ATTENTION	IO
18-Apr	SLIP/FALL	SPRAIN, STRAIN	SEARCHING ON A HILL	UNSAFE WALKWAY (NON-COUNTY)	NORMAL	WEATHER	NO RECOMMENDATIONS	CLAIM
19-Apr	TRAINING	STRAIN	DEFENSIVE TACTICS	NORMAL	NORMAL	NONE	NO RECOMMENDATIONS	CLAIM
21-Apr	JUMPED OVER OBSTACLE	JAMMED	DURING PURSUIT	NORMAL	NORMAL	ACT OF ANOTHER	NO RECOMMENDATIONS	IO
21-Apr	TRAINING	CHEMICAL	PEPPER SPRAY	NORMAL	NORMAL	NONE	NO RECOMMENDATIONS	IO
25-Apr	ANIMALS	SCRATCHES	MOVING CAT	NORMAL	NORMAL	ANIMAL	PPE	IO
26-Apr	CAUGHT BETWEEN OBJECTS	LACERATION, CRUSH INJURY	CLOSED IN VAN DOOR	NORMAL	UNSAFE BODY POSITION	NONE	PAY ATTENTION	CLAIM
27-Apr	RUNNING	STRAIN	DIRECTING TRAFFIC	MOVING VEHICLES, UNEVEN SURFACE	RAN AFTER CAR	NONE	MOVE CAREFULLY AROUND TRAFFIC	CLAIM
29-Apr	EXPOSURE	POSS BBP EXP	ASSISTING VICTIM	NORMAL	NORMAL	NONE	NO RECOMMENDATIONS	CLAIM

CLAIMS	11
INCIDENTS	10
TOTAL	21

DATE	DESCRIPTION	TYPE	CAUSE	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
1-May	TRAINING	STRAIN	DEFENSIVE TACTICS	NORMAL	NORMAL	NONE	NO RECOMMENDATIONS	IO
2-May	SLIP - NO FALL	STRAIN	ON LOBBY FLOOR	NORMAL	NORMAL	NONE	USE CARE	CLAIM
2-May	TRAINING	STRAIN	DEFENSIVE TACTICS	NORMAL	NORMAL	NONE	NO RECOMMENDATIONS	CLAIM

CLAIMS 2
 INCIDENTS 1
 TOTAL 3

DEPARTMENT BREAKDOWN AS OF 5-9-17

FY17 7-1-16 thru 5-4-17

DEPARTMENT	CLAIMS	INCIDENTS	TOTAL FOR DEPT
Alternative Sentencing			0
Animal Services	9	6	15
Assessors	1		1
Building & Safety			0
Crime Lab		1	1
Comptrollers			0
CSD - Facilities & Admin	1	2	3
District Attorneys		4	4
District Court	3	1	4
Equipment Services	3	1	4
Flood			0
Health	3	2	5
Human Resources	1		1
Human Services	8	3	11
Juvenile Services	7	4	11
Libraries	1	3	4
Managers Office	2		2
Medical Examiner	5	1	6
Parks	3		3
Public Administrator	1		1
Public Defender	1		1
Recorders Office	2		2
Registrar of Voters			0
Reno Justice Court			0
Roads	11	4	15
Senior Services			0
Sheriffs Office	114	41	155
Sparks Justice Court	1		1
Technology Services	3	1	4
Treasurers			0
Water	2		2
TOTALS	182	74	256