

COMPTROLLER
Risk Management
Division

- Safety
- Insurance



WASHOE COUNTY

"Dedicated to Excellence in Public Service"

1001 E. Ninth Street
P.O. Box
11130 Reno, Nevada
89520-0027 Phone:
(775) 328-2665 Fax:
(775)-325-8063

SAFETY COMMITTEE MEETING MINUTES COMPTROLLER CONFERENCE ROOM – 2ND FLOOR

MAY 18, 2017

1:30 PM

Call to Order

Chairperson Lt. Marc Bello called the meeting to order at 1:30pm.

1. Roll Call

Lt. Marc Bello	Chairperson - Washoe County Sheriff's Supervisory Deputies Assoc
Cathy Hill	Washoe County Comptroller and Risk Manager
Cheryl Bennett	Washoe County Nurse's Association
Celeste Wallick	Washoe County Risk Analyst
Keith Munro	Legal Counsel for Committee
Deputy John Stewart	Washoe County Sheriff's Deputies Association
Christine Vuletich	Washoe County Manager's Office

Not present

Anne Stoll-Thompson WCEA representative

Public Present

None

2. Public Comment

There was no response to the call for public comment.

3. Approval of minutes from March 16, 2017 meeting

Cathy Hill made a motion to approve the minutes of the March 16, 2017 meeting, Celeste Wallick seconded the motion; Deputy John Stewart abstained; no opposition, minutes unanimously approved.

Open Issues

4. Review and Discussion of Industrial Injury Summary Reports

Celeste Wallick directed the Committee's attention to page 6 of the reports and explained that "lost time" means missed days from work for 2017. A running tally is kept for each calendar year. Deputy Stewart questioned whether the report referenced individual employees or days lost. Celeste Wallick explained that each line is a single claimant and their status. The report details the date of the injury, diagnosis and department. It is intentional that the report is generic not including identifying characteristics so that an employee cannot be identified in the report. The County does not include lost days that are less than 5 consecutive days as they are not considered lost days under OSHA.

Celeste directed the Committee's attention to pages 7 through 9 which are the monthly breakdown injury reports for claims and incidents. If an employee reports that something happened and does not seek medical attention then it remains an incident. It does not become a claim until paperwork is completed and medical treatment is sought. This report allows Celeste to see if a trend is occurring; if so, she can then review for the possible need of appropriate action. Cathy Hill inquired as to why an employee would feel compelled to record an incident of "sitting down too hard". Celeste explained that the particular employee came back too soon after a medical procedure. Cathy Hill also pointed out that repeating events appear to be trips and falls due to cords, and protective wear for Animal Services. Celeste informed the Committee that Animal Services does have the bite sleeve gloves to wear when encountering a stray animal. Celeste will discuss with Animal Services the need to wear the necessary equipment to avoid injuries.

5. Approval of Safety Incentives Criteria

Cathy Hill reminded the Committee of creating a safety pin and determining the criteria to award a pin. The Committee is tasked with creating the criteria to award a safety pin, such as one act, continual activity, awarded annually, etc. How does one get nominated for a recognition of an award or a pin? Should the Committee award a plaque to a department and at what intervals. Marc Bello suggested that a constant steward of safety is worthy of a nomination; employees that recommend a process that reduces injuries would qualify for recognition. It was agreed that employees cannot self-nominate. Christine Vuletich suggested that the activity should not be too difficult or narrowly defined and should be associated with improving safety. Ideas from Marc Bello included someone who is a constant steward of safety in the workplace or promoting safety programs that help reduce injuries in the workplace. The Committee was tasked with bringing 3 suggestions to the next meeting for safety recognition nominations. Employees/departments recognized for safety activity will be recognized at the Board of County Commissioner meetings. Marc Bello will bring information on the Sheriff's Department award activities and criteria.

Keith Munro suggested that employee nominations should be submitted to that employees department head. This will allow the department head to act as a gatekeeper of nominations.

Next committee meetings are scheduled for July 20, 2017 and September 21, 2017.

6. Approval of Safety Pin Design

Cathy Hill presented to the Committee the design received from the vendor who currently works with Washoe County and already has the setup for the County logo. The pin was designed to mirror that of the current sticker that states "see something, say something, do something". The pin design

includes the County’s logo with a red triangle that is approximately 1” and says “Safety” at the top.

Marc Bello suggested that a printed certificate also be given to the employee that receives a safety pin to assist in recognizing their efforts.

Each member will receive a pin for their committee work as well as the employee who designed the “see something, say something, do something.”

Christine Vuletich made a motion to approve the final safety pin design, John Stewart seconded the motion; no opposition, design of the safety pin unanimously approved.

7. Creation of link in intranet for nominations

Cathy Hill explained to the Committee that this agenda item ties back to agenda item number 5, to create a link in the intranet should occur when the release of information about the safety pin program is given to the County, possibly through the Manager’s Monday memo. The department head will use the link to make their nomination. The safety site on the County’s intranet will be the venue where the link is placed. Celeste Wallick inquired as to who will update the website. Cathy Hill explained that the Comptroller’s department will be responsible for updating the intranet.

8. Training for the Committee on OSHA requirements and inspections

Celeste Wallick discussed the forms that she uses when she performs a safety inspection at a department. The form is shared with the safety representative in the department.

Cathy Hill asked if there was a list of safety representatives for each department – Celeste stated that she maintains the list.

Mandatory posting requirements were discussed. Celeste asked that if OSHA shows up at a facility or department – they should immediately notify Celeste.

Celeste also handed out a safety orientation checklist. John Stewart asked that Celeste email to the committee members the posters/pamphlets she has available.

Celeste continued to review each of the items listed on the checklist. Celeste asked that Safety Committee members attend safety inspections.

9. Committee members assistance on next lockdown drill

This item was not ready for discussion by Celeste Wallick as a lockdown drill has not been scheduled. Celeste asked that this item be removed.

10. Topics for future agendas

- a. Status of rewriting of Code 65 Safety Section – invite Jen Gustafson from the District Attorney’s Office.
- b. Defensive Driving – need 100% attendance? Who should attend?
- c. Exposure of Safety Committee
- d. Written workplace safety program

11. Public Comment

No further public comment or discussion.

12. Meeting adjourned at 2:34 pm.