

**SAFETY COMMITTEE MEMBERS**

Marc Bello  
Christine Vuletich  
Cathy Hill  
John Stewart  
Jan Houk  
Anne 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 Small Conference Room, Building D, 2<sup>nd</sup> Floor**

**September 21, 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 Small Conference Room is accessible to the disabled. If you require special arrangements for the meeting, call the Risk Management Office, 328-2665, at least 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.

**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. Comments are to be made to the Safety Committee as a whole.
3. A review and approval of the Washoe County Safety Committee meeting minutes of August 16, 2017 for possible action.
4. Presentation of Industrial Injury Summary Reports and recommendations of the Committee for prevention of work-related injuries or illnesses for possible action.
5. Discussion about increasing the exposure/awareness of the Safety Committee
6. Discussion and possible action of safety award criteria, nomination and recognition
7. Discussion and possible action of adding safety videos to the Safety website
8. Discussion about Defensive Driving Course
9. Topics for future agendas for possible action.
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. 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 – 2<sup>ND</sup> FLOOR**

**August 16, 2017**

**1:30 PM**

#### **Call to Order**

Chairperson Lt. Marc Bello called the meeting to order at 1:31pm.

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

Lt. Marc Bello	Chairperson - Washoe County Sheriff's Supervisory Deputies Association
Anne Stoll-Thompson	WCEA representative
Cathy Hill	Washoe County Comptroller and Risk Manager
Jan Houk	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**

#### **Public Present**

None

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

There was no response to the call for public comment.

#### **3. Approval of minutes from May 18, 2017 meeting**

Christine Vuletich made a motion to approve the minutes of the May 18, 2017 meeting, Cathy Hill seconded the motion; no opposition, minutes unanimously approved.

#### **Open Issues**

**4. Review and Discussion of Industrial Injury Summary Reports**

Celeste Wallick instructed the Committee that the reports have not been updated since the last meeting, however for the next meeting there will be an update. Ms. Wallick canvassed the committee for comments and recommendation. Christine Vuletich commented that overall claims are down for the year.

Committee member John Stewart entered the meeting at 1:34pm.

There was no further review or comment.

**5. Approval of Safety Incentives Criteria**

Christine Vuletich offered to the committee criteria that she found on the internet from several universities that have useful criteria and award categories that Washoe County could implement.

Lt. Bello brought a copy of the Washoe County Sheriff's nomination form and procedures on recommendations for award.

Cathy Hill offered, in the interest of time, that the information brought to the meeting be given to Celeste Wallick to review and prepare a form for recommendation for the next meeting so that the program can be implemented. The next meeting is scheduled for September 21, 2017.

**6. Presentation of Safety Pins**

Cathy Hill presented to each of the Committee members a safety pin. As members of the Committee, they are the first to receive a Washoe County safety pin. These are the pins that will be awarded to each of the successfully nominated employees.

**7. Written Workplace Safety Program**

This item was tabled.

**8. Discussion on increasing the awareness of the Safety Committee**

Cathy Hill stated that the award of the safety pin will assist in awareness of the Safety Committee as well as committee member Anne Stoll-Thompson attending the safety review meeting with the Regional Animal Services along with Celeste Wallick.

The Committee's input was solicited for thoughts on how to further the awareness of the Safety Committee. Celeste Wallick added magnetic pictures frames are being handed out to Washoe County employees. Celeste Wallick will also be handing out the picture frames at new employee orientation.

The Manager's Monday Memo will also be used to recognize the recipients of safety pins along with the appropriate timing of highlighting Celeste Wallick on the employee spotlight. This should help with the exposure and awareness of the Safety Committee.

Anne Stoll-Thompson suggested that the Communications Leadership Committee be asked to place the Inside Washoe button on the Safety Committees site on the intranet. Christine Vuletich will reach out to

Nancy Leuenhagen to facilitate the placement of the Inside Washoe button. Making or placing videos on the Safety website was also recommended.

This item to be added to the agenda for the next meeting.

**9. Discussion about Defensive Driving Course**

The video currently being in the defensive driving course is outdated, therefore Celeste will try to locate an updated video to use in new employee orientation.

Celeste informed the Committee that the driver's policy has been in place with the County for many years with the training mandatory. In 2015 the policy was changed to allow refresher training to be performed online but must be performed within 3 years. Celeste has discovered that departments are lagging in the training and is seeking a solution to make everyone compliant. She also questioned as to why it is mandatory only for some employees. Celeste asked the Committee if the defensive driving course should be mandatory for everyone. Christine Vuletich and Anne Stoll-Thompson stated they think that every county employee should be required to take this course. Jan Houk stated that mandatory trainings are part of each of the Health Department's employee evaluation.

Anne Stoll-Thompson suggested that Celeste Wallick attend the HR Rep meetings to seek input from the group.

The committee was instructed to review the policy online and re-familiarize themselves with the safety website.

**10. Topics for future agendas**

- a. Increasing the awareness of the Safety Committee
- b. Defensive Driving – need 100% attendance? Who should attend? Policy change?
- c. Written workplace safety program
- d. Containers/shakers for the ice melt bags

**11. Public Comment**

No further public comment or discussion.

**12. Adjournment**

Meeting adjourned at 2:17pm.

WORKER'S COMPENSATION  
 TIME LOST FROM WORK IN CY17  
 as of 9-11-17

CURRENT STATUS	DEPARTMENT	DATE OF INCIDENT	DIAGNOSIS	MECHANISM	LOST	REST
FULL DUTY	ASSESSORS OFFICE	2/22/2017	FRACTURE	SLIP/FALL ON ICE (COUNTY)	50	110
OFF WORK	COMMUNITY SERVICES	12/3/2015	MULTIPLE	STRUCK BY CAR DOOR	315	88
OFF WORK	COMMUNITY SERVICES	7/11/2016	MULTIPLE	FELL ONTO EQUIPMENT	30	366
RESTRICTED DUTY	COMMUNITY SERVICES	2/23/2017	TEAR	SLIPPED ON ICE	21	25
FULL DUTY - CLOSED	COMMUNITY SERVICES	3/20/2017	FRACTURE	SLIP/FALL ON TRUCK	27	44
OFF WORK	COMMUNITY SERVICES	6/8/2017	TEAR	TWISTED ON A ROCK	20	57
FULL DUTY	COMMUNITY SERVICES	7/25/2017	FRACTURE	CAUGHT IN EQUIPMENT	15	0
FULL DUTY - CLOSED	JUVENILE SERVICES	4/16/16	MULTIPLE	ALTERCATION	88	306
FULL DUTY - CLOSED	JUVENILE SERVICES	10/11/2016	TEAR	TRAINING	12	128
FULL DUTY	MEDICAL EXAMINERS	1/8/2017	LACERATION	ALTERCATION	9	103
FULL DUTY	SHERIFF'S OFFICE	5/31/2009	FRACTURE	ALTERCATION	44	71
RESTRICTED DUTY	SHERIFF'S OFFICE	2/19/2016	MULTIPLE	ALTERCATION	72	357
FULL DUTY - CLOSED	SHERIFF'S OFFICE	4/29/2016	TEAR	LIFTING ITEM	28	54
OFF WORK	SHERIFF'S OFFICE	11/3/2016	MULTIPLE	MOVING BINS OVER HEAD	30	258
OFF WORK	SHERIFF'S OFFICE	1/17/2017	MULTIPLE	MOTOR VEHICLE ACCIDENT	30	197
OFF WORK	SHERIFF'S OFFICE	1/29/2017	MULTIPLE	ALTERCATION	14	210
FULL DUTY	SHERIFF'S OFFICE	2/21/2017	STRAINS, CONTUSIONS	CAUGHT BETWEEN VEHICLES	34	58
FULL DUTY	SHERIFF'S OFFICE	3/31/2017	TRIGGER FINGER	ALTERCATION	12	23
FULL DUTY - CLOSED	SHERIFF'S OFFICE	4/26/2017	LACERATION, CRUSH	CLOSED IN VEHICLE DOOR	5	0
FULL DUTY	SHERIFF'S OFFICE	7/21/2017	STRAIN	TRAINING	7	5
RESTRICTED DUTY	SHERIFF'S OFFICE	7/25/2017	STRAIN	TRAINING	20	43
FULL DUTY	SHERIFF'S OFFICE	8/13/2017	MULTIPLE	ALTERCATION	9	11
FULL DUTY - CLOSED	SOCIAL SERVICES	10/5/2016	TEAR	TRIP/FALL ON SIDEWALK (NON-COUNTY)	14	81
RESTRICTED DUTY	TECH SERVICES	4/14/2005	MULTIPLE	MOTOR VEHICLE ACCIDENT	180	180

**Injury Report for JULY 2017**

DATE	INCIDENT	INJURY	CAUSE	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
1-Jul	FALL IN DRIVEWAY	FRACTURE, DISLOCATION	INCLINE & PERSONAL REASONS	INCLINED AREA	WALKING IN DRIVEWAY	PERSONAL	TAKE DIFFERENT ROUTE	INCIDENT
3-Jul	PUTTING CAT IN CAGE	SCRATCHES	ANIMAL	NORMAL	NORMAL	ANIMAL	WEAR PPE	INCIDENT
4-Jul	ALTERCATION	PAIN	ALTERCATION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	INCIDENT
4-Jul	TRIP/FALL	MULTIPLE	TRACK ON FLOOR	NORMAL	INATTENTION	NONE	AREA BEING REMODELED	CLAIM
6-Jul	FALL IN OFFICE	PAIN	CHAIR TIPPED OVER	NORMAL	UNSAFE POSITION	UNKNOWN	BE AWARE	INCIDENT
8-Jul	STRUCK AGAINST DESK	CONTUSIONS	RUSHING TO ANSWER PHONE	NORMAL	NORMAL	TRYING TO SAVE TIME	BE AWARE	INCIDENT
10-Jul	STRUCK BY BIN DOOR	SWELLING	DOOR FELL ONTO HAND	UNSAFE POSITION OF EQUIPMENT	NOT SECURING EQUIPMENT	NEW AREA FOR EMPLOYEE	TRAINING	INCIDENT
12-Jul	FEEDING DOGS	PAIN	LIFTING, MOVING	NORMAL	NORMAL	NONE	TRAINING	INCIDENT
13-Jul	EVACUATING RESIDENTS	SMOKE INHALATION	WILDFIRE	NORMAL	NORMAL	NONE	WEAR PPE	3 INCIDENTS
19-Jul	MVA	STRAIN	REAR-ENDED	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
21-Jul	TRAINING EXERCISE	STRAIN	TWISTED	NORMAL	NORMAL	ACT OF ANOTHER	TRAINING ON COMMUNICATION	CLAIM
23-Jul	REMOVING BOOKS FROM BIN	UNKNOWN	BOARD HOLDING BOOKS FELL OVER	NORMAL	NORMAL	NONE	TRAINING	INCIDENT
25-Jul	CAUGHT IN BELT	FRACTURE	WANTED TO SLOW EQUIPMENT BELT	NORMAL	UNSAFE POSITION	TRYING TO SAVE TIME	GUARD, TRAINING, COUNSELING	CLAIM
25-Jul	TRAINING EXERCISE	TEAR	RUNNING UP STAIRS	NORMAL	NORMAL	NONE	NONE	CLAIM
26-Jul	FALL IN PARKING LOT	CONTUSIONS	STEPPED OFF CURB	NORMAL	NORMAL	UNKNOWN	UNEVEN PAVEMENT	CLAIM
26-Jul	TRAINING EXERCISE	ABRASIONS	MOTORCYCLE FELL	NORMAL	NORMAL	NONE	TRAINING	INCIDENT
30-Jul	PERSONAL ILLNESS	ILLNESS	PERSONAL ILLNESS	NORMAL	NORMAL	NONE	NONE	CLAIM
31-Jul	STRUCK AGAINST DOOR	CONCUSSION	PICKED UP ITEM FROM FLOOR	NORMAL	UNSAFE POSITION	INATTENTION	BE AWARE	CLAIM

CLAIMS	8
INCIDENTS	12
TOTAL	20

Injury Report for AUGUST 2017

DATE	INCIDENT	INJURY	CAUSE	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
2-Aug	OPENING BOX	LACERATION	USING BOX CUTTER	NORMAL	UNSAFE POSITION & USE OF TOOL	NONE	TRAINING	CLAIM
4-Aug	ALTERCATION	POSSIBLE BBP	ALTERCATION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
6-Aug	ALTERCATION	CONTUSIONS	ALTERCATION	NORMAL	NORMAL	ACT OF ANOTHER	WARNING ISSUED	CLAIM
9-Aug	PICKED UP VEST	RUPTURED TENDON	PICKED UP VEST	NORMAL	NORMAL	NONE	USE BOTH HANDS	CLAIM
10-Aug	MVA	ABRASIONS	REAR-ENDED	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
10-Aug	MVA	NONE	REAR-ENDED	NORMAL	NORMAL	ACT OF ANOTHER	NONE	INCIDENT
13-Aug	ALTERCATION	SPRAIN	ALTERCATION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
13-Aug	ALTERCATION	CONTUSIONS, SPRAIN	ALTERCATION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
14-Aug	MVA	STRAIN, MIGRAINE	REAR-ENDED	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
16-Aug	LIFTING, MOVING ITEMS	STRAIN	SETTING UP SALE	NORMAL	NORMAL	NONE	ASK FOR ASSISTANCE, TRAINING	CLAIM
16-Aug	FALL DOWN 5-6 RISER STEPS	MULTIPLE	LOST BALANCE WHEN STANDING ON TIP TOES	UNSAFE POSITION OF EQUIPMENT	NOT GETTING HELP	TRYING TO SAVE TIME	KEEP PROJECTOR PLUGGED IN, GET HELP, TRAINING	CLAIM
17-Aug	LONG ASSIGNMENT	DEHYDRATION	SUN, HEAT	HIGH TEMPERATURE	NOT ENOUGH WATER	NONE	TRAINING, SUPPORT FROM CO-WORKERS	CLAIM
17-Aug	STRUCK BY A SUPPORT BOARD	LACERATION	MOVING ITEMS FROM A CLOSET	NORMAL	NORMAL	NONE	BE AWARE	INCIDENT
18-Aug	GOING THRU DOOR	CONTUSION	CAUGHT IN DOOR JAMB	NORMAL	UNSAFE POSITION	NONE	BE AWARE	CLAIM
19-Aug	MVA	NONE	CARS PULLING TO SIDE	EMERGENCY SITUATION	NORMAL	ACT OF ANOTHER	BE AWARE	INCIDENT
21-Aug	ALTERCATION	SPRAIN, CONTUSION	AROUND AN ACCIDENT	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
21-Aug	ALTERCATION	POSSIBLE BBP	ALTERCATION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	INCIDENT
22-Aug	ALTERCATION	CONTUSIONS	ALTERCATION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
22-Aug	ALTERCATION	MULTIPLE	ALTERCATION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
22-Aug	ALTERCATION	MULTIPLE	ALTERCATION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
23-Aug	ABNORMAL	ABNORMAL	ANNUAL PHYSICAL	NORMAL	NORMAL	NONE	NONE	CLAIM
25-Aug	SEARCHING VEHICLE	INHALATION OF UNKNOWN	SUBSTANCE IN CAR	NORMAL	NORMAL	ACT OF ANOTHER	TRAINING	CLAIM
27-Aug	TRAINING EXERCISE	ALLERGIC REACTION	POSSIBLY TO MATS?	NORMAL	NORMAL	PERSONAL	ADVISED TO WASH AFTER TRAINING	CLAIM
28-Aug	TRAINING EXERCISE	PAIN	TRAINING	NORMAL	NORMAL	NONE	NONE	INCIDENT

CLAIMS 19  
 INCIDENTS 5  
 TOTAL 24



Injury Report for SEPTEMBER 2017

DATE	INCIDENT	INJURY	CAUSE	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
4-Sep	HEART ATTACK	HEART ATTACK	HEART	NORMAL	NORMAL	NONE	NONE	CLAIM
5-Sep	RESPONDING TO EMERGENCY	PAIN	STEPPED DOWN & TWISTED	NORMAL	NORMAL	NONE	NONE	INCIDENT
6-Sep	STRUCK AGAINST CHAIR LEG	FRACTURE	SITTING DOWN	NORMAL	UNSAFE BODY POSITION	NONE	BE AWARE	CLAIM
8-Sep	DOING A SEARCH	LOUD NOISE	SUDDEN LOUD TRANSMISSION OVER RADIO EARPIECE	UNKNOWN	UNKNOWN	UNKNOWN	CHECK EQUIPMENT TO FIND CAUSE; REPAIR/REPLACE/TRAIN AS APPROPRIATE	INCIDENT

**FY18 as of 9-11-17**

DEPARTMENT	CLAIMS	INCIDENTS	TOTAL
Alternative Sentencing			
Animal Services	1	2	3
Assessors			
Building & Safety			
Crime Lab	1	1	2
Comptrollers			
CSD - Facilities & Admin	1		1
District Attorneys			
District Court		1	1
Equipment Services			
Flood			
Health			
Human Resources			
Human Services	3		3
Juvenile Services			
Libraries	2	3	5
Managers Office			
Medical Examiner			
Parks			
Public Administrator			
Public Defender			
Recorders Office			
Registrar of Voters			
Reno Justice Court			
Roads			
Senior Services			
Sheriffs Office	21	12	33
Sparks Justice Court			
Technology Services			
Treasurers			
Water			
<b>TOTALS</b>	<b>29</b>	<b>19</b>	<b>48</b>

**FY COMPARISON**  
as of 9-11-17

	FY14				FY15				FY16				FY17				FY18			
	CLAIMS	IR'S	TOTAL	DENIED	CLAIMS	IR'S	TOTAL	DENIED	CLAIMS	IR'S	TOTAL	DENIED	CLAIMS	IR'S	TOTAL	DENIED	CLAIMS	IR'S	TOTAL	DENIED
JULY	17	19	36	1	17	6	23	2	12	12	24	2	17	6	23	1	8	12	20	1
AUG	16	5	21	3	10	12	22	3	22	14	36	1	22	5	27	5	19	5	24	0
SEPT	18	8	26	6	19	15	34	2	18	8	26	1	18	12	30	1	2	2	4	0
OCT	21	11	32	2	22	7	29	2	15	7	22	0	15	5	20	2				
NOV	17	9	26	1	12	11	23	2	15	5	20	3	14	3	17	3				
DEC	14	5	19	1	14	10	24	2	18	9	27	2	22	8	30	6				
JAN	27	10	37	3	16	8	24	4	23	22	45	5	24	10	34	1				
FEB	11	12	23	3	18	6	24	2	17	21	38	0	22	6	28	3				
MAR	15	12	27	1	22	8	30	2	15	20	35	4	18	11	29	4				
APR	19	5	24	5	18	8	26	6	18	11	29	3	12	11	23	1				
MAY	18	8	26	4	16	9	25	3	20	3	23	4	13	8	21	1				
JUN	13	7	20	0	11	12	23	2	13	7	20	3	14	3	17	2				
	<b>206</b>	<b>111</b>	<b>317</b>	<b>30</b>	<b>195</b>	<b>112</b>	<b>307</b>	<b>32</b>	<b>206</b>	<b>139</b>	<b>345</b>	<b>28</b>	<b>211</b>	<b>88</b>	<b>299</b>	<b>30</b>	<b>29</b>	<b>19</b>	<b>48</b>	<b>1</b>

2 MTHS 57 45 60 50 48