

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 Large Conference Room, Building D, 2nd Floor**

November 16, 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, 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. 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. 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 September 21, 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 regarding the status on update of County Code 65.
6. Discussion on requesting a review of safety issues/accidents during employee evaluations.
7. Discussion about offering fire extinguisher classes to Washoe County employees– first one was offered on November 13.
8. Discussion on offering courses on blood training.
9. Discussion and possible action on safety award nominations.
10. Topics for future agendas for possible action.
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. 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**

November 16, 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 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
Christine Vuletich	Washoe County Manager's Office

Not present

Deputy John Stewart Washoe County Sheriff's Deputies Association

Public Present

None

2. Public Comment

There was no response to the call for public comment.

3. Approval of minutes from August 16, 2017 meeting

Christine Vuletich made a motion to approve the minutes of the August 16, 2017 safety minutes with noted changes, Celeste Wallick 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 began on page 6 of the packet ending on page 11. Should the Committee have questions, they can reach out to Celeste. Ms. Wallick canvassed the committee for comments and recommendation.

There was no further review or comment.

5. Discussion about increasing the exposure/awareness of the Safety Committee

Cathy Hill stated that Celeste Wallick will be attending an HR Representatives meeting to explain to the representatives what the Safety Committee does. Ms. Wallick was also previously tasked with reaching out to the Manager's Office to discuss the placement of the "inside Washoe" button on the Inside Washoe/Safety webpage. Celeste informed the Committee that this had already happened.

Lt. Bello asked if Reprographics could make stickers to place on ice melt bags to get the attention of the employees. Celeste and Lt. Bello to work on a mockup of the design of the sticker. Anne Stoll-Thompson asked if the Safety information could be placed on the new calendars being created in Reprographics. Celeste also to locate a safety picture to submit to Reprographics.

6. Discussion and possible action of safety award criteria, nomination and recognition

Celeste distributed to the Committee a final nomination form – if approved a pdf in fillable format will be created. Lt. Bello asked if groups needed to be nominated. Cathy explained that departments will be recognized as a whole; currently the Committee is focusing on individual employees. It was recommended that the certificates that are awarded be co-signed by the County Manager and the Chairperson of the Safety Committee. With the proposed changes a motion was made by Cathy Hill to accept the safety award criteria, seconded by Christine Vuletich; no opposition, safety award criteria unanimously approved.

7. Discussion and possible action of adding safety videos to the Safety website

It was recommended by Anne Stoll-Thompson that a driving video would be appropriate based on the season. Celeste will not need approval to post videos to the website. It was recommended that the Manager's Monday Memo reflect that a new video has been posted to the safety website.

8. Discussion about defensive driving course

Celeste canvassed the committee for their input on who should be required to take the defensive driving course. It was recommended by Cathy Hill that this be discussed at the next HR Representative meeting asking them to consider it as part of their annual checklist and possible new employee hiring. Celeste also to seek input from the HR Representatives on an approach that would work well for implementation.

9. Topics for future agendas

- a. Written workplace safety program
- b. Update on County Code 65
- c. Measurability of safety/accidents that can be discussed in employee evaluations

10. Public Comment

Cathy Hill informed the Committee that the Manager's office supported the Committee in removing a "ball chair" from use in the Manager's office.

11. Meeting adjourned at 2:06 pm.

WORKER'S COMPENSATION
 TIME LOST FROM WORK IN CY17
 as of 11-6-17

CURRENT STATUS	DEPARTMENT	INCIDENT DATE	DIAGNOSIS	MECHANISM	LOST DAYS	RESTRICTED DAYS
FULL DUTY	ASSESSORS OFFICE	2/22/2017	FRACTURE	SLIP/FALL ON ICE (COUNTY)	50	110
RESTRICTED DUTY	COMMUNITY SERVICES	12/3/2015	MULTIPLE	STRUCK BY CAR DOOR	396	317
RESTRICTED DUTY	COMMUNITY SERVICES	7/11/2016	MULTIPLE	FELL ONTO EQUIPMENT	48	391
RESTRICTED DUTY	COMMUNITY SERVICES	2/23/2017	TEAR	SLIPPED ON ICE	21	88
FULL DUTY - CLOSED	COMMUNITY SERVICES	3/20/2017	FRACTURE	SLIP/FALL ON TRUCK	27	44
RESTRICTED DUTY	COMMUNITY SERVICES	6/8/2017	TEAR	TWISTED ON A ROCK	18	72
FULL DUTY - CLOSED	COMMUNITY SERVICES	7/25/2017	FRACTURE	CAUGHT IN EQUIPMENT	15	0
FULL DUTY - CLOSED	HUMAN SERVICES	10/5/2016	TEAR	TRIP/FALL ON SIDEWALK	14	81
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 - CLOSED	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	86	406
FULL DUTY - CLOSED	SHERIFF'S OFFICE	4/29/2016	TEAR	LIFTING ITEM	28	54
RESTRICTED DUTY	SHERIFF'S OFFICE	11/3/2016	MULTIPLE	MOVING BINS OVER HEAD	77	258
RESTRICTED DUTY	SHERIFF'S OFFICE	1/17/2017	MULTIPLE	MOTOR VEHICLE ACCIDENT	88	228
FULL DUTY	SHERIFF'S OFFICE	1/29/2017	MULTIPLE	ALTERCATION	18	246
FULL DUTY	SHERIFF'S OFFICE	2/21/2017	STRAINS, CONTUSIONS	CAUGHT BETWEEN VEHICLES	34	58
FULL DUTY - CLOSED	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
RESTRICTED DUTY	SHERIFF'S OFFICE	6/30/2017	FRACTURE	ALTERCATION	14	120
FULL DUTY	SHERIFF'S OFFICE	7/21/2017	STRAIN	TRAINING	7	5
RESTRICTED DUTY	SHERIFF'S OFFICE	7/25/2017	STRAIN	TRAINING	61	58
FULL DUTY	SHERIFF'S OFFICE	8/13/2017	MULTIPLE	ALTERCATION	9	11
RESTRICTED DUTY	TECH SERVICES	4/14/2005	MULTIPLE	MOTOR VEHICLE ACCIDENT	180	180

1361 3358

Injury Report for SEPTEMBER 2017

Report as of 11-6-17

DATE	INCIDENT	INJURY	CAUSE	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
4-Sep	HEART ATTACK	HEART ATTACK	HEART ATTACK	NORMAL	NORMAL	NONE	NONE	CLAIM
5-Sep	EMERGENCY RESPONSE	PAIN	STEPPED DOWN & TWISTED	NORMAL	NORMAL	NONE	NONE	INCIDENT
6-Sep	STRUCK AGAINST CHAIR	FRACTURE	SITTING DOWN	CHAIR IN CLOSE PROXIMITY TO DESK	UNSAFE BODY POSITION	NONE	MOVE CHAIR, BE AWARE	CLAIM
8-Sep	LOUD SOUND OVER RADIO	HEARING PROBLEMS	UNKNOWN REASON	UNKNOWN	UNKNOWN	UNKNOWN	CHECK EQUIPMENT TO FIND CAUSE, REPAIR/REPLACE/TRAIN	INCIDENT
11-Sep	EMERGENCY RESPONSE	STRESS	EMERGENCY RESPONSE	NORMAL	NORMAL	NONE	INFORMED OF EAP	INCIDENT
12-Sep	DT TRAINING	CONTUSION	PHYSICAL MANEUVERS	NORMAL	NORMAL	NONE	NONE	CLAIM
12-Sep	DT TRAINING	STRAIN	PHYSICAL MANEUVERS	NORMAL	NORMAL	NONE	ROTATE MORE OFTEN	CLAIM
12-Sep	DT TRAINING	STRAIN	PHYSICAL MANEUVERS	NORMAL	NORMAL	NONE	NONE	CLAIM
12-Sep	DT TRAINING	PAIN	PHYSICAL MANEUVERS	NORMAL	NORMAL	NORMAL	NONE	INCIDENT
14-Sep	CONTACT WITH SHARP OBJECT	SCRATCH	BROKEN HANDLE ON DESK	UNSAFE EQUIPMENT	LACK OF MAINTENANCE	NONE	HANDLE REMOVED	INCIDENT
14-Sep	CHEST PAIN	CHEST PAIN	HEART	NORMAL	NORMAL	NONE	NONE	CLAIM
16-Sep	TURNED WHILE WALKING	STRAIN	TWISTING MOVEMENT	NORMAL	NONE	PRIOR ALTERCATION	TRAINING	CLAIM
19-Sep	SWAT TRAINING	LACERATION	BROKEN GLASS	NORMAL	NORMAL	NONE	DEPT PURCHASING KEVLAR GLOVES FOR TEAM	CLAIM
20-Sep	SAGEBRUSH BLEW INTO EYE	ABRASION	WIND	NORMAL	NORMAL	WEATHER (WINDY)	WEAR SAFETY GLASSES	CLAIM
21-Sep	TRIP, FALL	BRUISE, LACERATION	CLIMBING STEPS	NORMAL	INATTENTION	NONE	PAY ATTENTION - TRAINING	INCIDENT
21-Sep	TRIP, FALL	ABRASIONS	OUTSIDE BUILDING	UNEVEN SURFACE (COUNTY)	INATTENTION	NONE	PAY ATTENTION - TRAINING	INCIDENT
22-Sep	HEART ATTACK	HEART ATTACK	HEART ATTACK	NORMAL	NORMAL	NONE	NONE	CLAIM
22-Sep	FALL	PAIN	DOWN 2 STEPS	NORMAL	UNKNOWN	STEEP STAIRS	STAIRS CHECKED BY DEPT, RISK & FACILITIES - USE ELEVATOR	CLAIM
25-Sep	BIT BY DOG	BITE	MICROCHIPPING	NORMAL	NORMAL	ANIMAL	WEAR PPE	CLAIM
27-Sep	OFFICE DUTIES	PAIN	BACK PAIN WORSENS WHEN SITTING	NORMAL	NORMAL	NONE	DR SAID TO ALLOW SIT/STAND	CLAIM
28-Sep	ALTERCATION	CONTUSIONS	ALTERCATION	NORMAL	NORMAL	ACT OF OTHERS	WORKSTATION	CLAIM
							NONE	CLAIM

CLAIMS 14
 INCIDENTS 7
 TOTAL 21

Report as of 11-6-17

OCTOBER 2017

Injury Report for

DATE	INCIDENT	INJURY	CAUSE	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
3-Oct	SLIP, FALL	SPRAIN, CONTUSIONS	DOWN APPROX 6 STEPS	NORMAL	UNKNOWN	NONE	STAIRS CHECKED BY DEPT, RISK & FACILITIES - USE ELEVATOR	CLAIM
4-Oct	DT TRAINING	STRAIN	PHYSICAL MANEUVERS	NORMAL	NORMAL	NONE	NONE	CLAIM
4-Oct	DT TRAINING	STRAIN	PHYSICAL MANEUVERS	NORMAL	NORMAL	NONE	NONE	CLAIM
4-Oct	ALTERCATION	CONTUSIONS	ALTERCATION	NORMAL	NORMAL	ACT OF OTHERS	NONE	CLAIM
6-Oct	BIT BY DOG	BITE	HOME VISIT	NORMAL	NORMAL	ANIMAL	CALL HOMEOWNER BEFORE APPROACHING IF POSSIBLE - DOG AWARENESS TRAINING	CLAIM
6-Oct	OFFICE DUTIES	CARPAL TUNNEL	REPETITIVE MOTION	NORMAL	NORMAL	NONE	WORKSTATION CHANGES PER ERGO EVAL, TRAINING	CLAIM
6-Oct	EMERGENCY RESPONSE	CONTACT W/BLOOD	EMERGENCY RESPONSE	NORMAL	NORMAL	NONE	NONE	INCIDENT
7-Oct	ALTERCATION	SPRAIN, TEARS	ALTERCATION	NORMAL	NORMAL	ACT OF OTHERS	NONE	CLAIM
10-Oct	DT TRAINING	SPRAIN	TRIPPED OVER MAT	NORMAL	UNSAFE POSITION	NONE	NONE	CLAIM
12-Oct	ANNUAL PHYSICAL	SPRAIN	ON TREADMILL	NORMAL	NORMAL	NORMAL	NONE	INCIDENT
13-Oct	JUMPED UP TO STAY ACTIVE	TEAR	HAD BEEN SITTING FOR A LONG TIME	NORMAL	JUMPING	NONE	NONE	CLAIM
13-Oct	TWISTED WHEN EXITING VEHICLE	STRAIN	WEARING TACTICAL GEAR	NORMAL	NORMAL	WEARING EXTRA GEAR	NONE	CLAIM
18-Oct	MVA - REAR-ENDED	CONTUSION, STRAINS	STOPPED & PUSHED INTO FRONT VEHICLE	NORMAL	NORMAL	ACT OF OTHERS	NONE	CLAIM
19-Oct	CUT ON SCALPEL BLADE	LACERATION, POSS BBP EXPOSURE	OPENING BAG	NORMAL	UNSAFE BODY POSITION	NONE	CONSIDER PPE UPGRADE	CLAIM
20-Oct	CAT BITE	BITE	REMOVING OBSTACLE FROM KITTENS BODY	NORMAL	NORMAL	ANIMAL	TRAINING, PPE	INCIDENT
24-Oct	DT TRAINING	PAIN	PHYSICAL MANEUVERS	NORMAL	NORMAL	NORMAL	NONE	INCIDENT
26-Oct	TWISTED WHEN WALKING	SPRAIN	UNEVEN GROUND AT JOB SITE	UNEVEN WALKING SURFACE (NON-COUNTY)	NORMAL	NONE	DEBRIEF, OJT	CLAIM
29-Oct	TRIP/FALL	CONTUSION	ENTERING BUILDING	ONE STEP HIGHER THAN OTHERS (COUNTY)	NORMAL	NONE	MARKING, TRAINING	CLAIM
29-Oct	STOOD UP	PAIN	SITTING TO STANDING	NORMAL	NORMAL	NORMAL	NONE	INCIDENT
31-Oct	EMERGENCY RESPONSE	EXPOSURE	EXPOSURE	NORMAL	NORMAL	ACT OF OTHERS	CONTINUED TRAINING, PPE	CLAIM
31-Oct	EMERGENCY RESPONSE	EXPOSURE	EXPOSURE	NORMAL	NORMAL	ACT OF OTHERS	CONTINUED TRAINING, PPE	CLAIM
31-Oct	K9 TRAINING	STRAIN	K9 PULLED UNEXPECTEDLY	NORMAL	NORMAL	ANIMAL	CONTINUED TRAINING	CLAIM
31-Oct	TRIP, FALL	BRUISES	OVER CONFERENCE ROOM CHAIR	NORMAL	NORMAL	WALKING BEHIND SOMEONE	PAY ATTENTION	INCIDENT

CLAIMS 17
 INCIDENTS 6
 TOTAL 23

FY18 as of 11-6-17

DEPARTMENT	CLAIMS	INCIDENTS	TOTAL
Alternative Sentencing			0
Animal Services	2	3	5
Assessors			0
Building & Safety			0
Crime Lab	2	1	3
Clerks Office	1		1
Comptrollers			0
CSD - Facilities & Admin	1	2	3
District Attorneys			0
District Court	1	1	2
Equipment Services			0
Flood			0
Health	1		1
Human Resources			0
Human Services	6		6
Juvenile Services	2		2
Libraries	2	3	5
Managers Office			0
Medical Examiner			0
Parks	1		1
Public Administrator			0
Public Defender			0
Recorders Office			0
Registrar of Voters			0
Reno Justice Court			0
Roads			0
Senior Services			0
Sheriffs Office	39	21	60
Sparks Justice Court			0
Technology Services			0
Treasurers			0
Water			0
TOTALS	58	31	89

FY COMPARISON
as of 11-6-17

	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	6	25	3
SEPT	18	8	26	6	19	15	34	2	18	8	26	1	18	12	30	1	14	7	21	7
OCT	21	11	32	2	22	7	29	2	15	7	22	0	15	5	20	2	17	6	23	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				
	206	111	317	30	195	112	307	32	206	139	345	28	211	88	299	30	58	31	89	13

4 MTHS

115

108

108

100

89

SAFETY RECOGNITION NOMINATION FORM

Washoe County Employee (s) being nominated

Jeremy Wilson - Human Services Principal Account Clerk

Why are you recommending/nominating this/these employees?

Jeremy volunteered to become an instructor for Defensive Driving classes for Washoe County employees, Interns and Volunteers. He has become a valuable asset in furthering our safety goals by teaching classes to Human Services and the Public Defenders office.

Details –

Date(s) of action from May 19, 2017 forward

Location of action 350 S. Center Street

Describe the situation

To comply with our Drivers Policy, Defensive Driving is a mandatory course for all persons who drive vehicles on behalf of the County. Risk Management offers monthly classes and over 1,100 persons have attended this classroom training over the last 3 years. There is more and more interest to provide this valuable training to all employees.

Action taken by nominee

Jeremy approached Risk Management to let them know that he is a nationally certified Defensive Driving instructor, and has been teaching that course for many years. He offered his services as another instructor. He also was instrumental in shortening the training time and developing a test that can be used going forward.

Was the action taken for the safety of employees public both

Is ongoing action needed Yes No

If yes, what action is needed?

Both Jeremy and Risk Management will continue with training.

Names of any other employees involved?

Leslie Williams - Director who allows Jeremy time to assist with the training
Erick Willrich - Added the course to New Employee Orientation

Submitted by Celeste Wallick 328-2662
Name Phone

Send completed nomination form and supporting documents to Celeste Wallick in Risk Management for submission to upcoming Safety Committee meetings.