

SAFETY COMMITTEE MEMBERS

Lt. Marc Bello
Christine Vuletich
Cathy Hill
Melinda Vander-Heyden
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**

**May 17, 2018
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. For possible action a review and approval of the Washoe County Safety Committee meeting minutes of January 18, 2018.
4. For possible action a review and approval of the Washoe County Safety Committee meeting minutes of March 15, 2018.
5. For possible action presentation of Industrial Injury Summary Reports and recommendations of the Committee for prevention of work-related injuries or illnesses.
6. For possible action a discussion and recognition of new member Deputy Vander-Heyden.
7. For possible action changes to the driver policy.
8. For possible action changes to communication and electronic device use guidelines.
9. For possible action a discussion on safety award nominations.
10. For possible action requesting authorizations to obtain driving records.
11. For possible action topics for future agendas for possible action.
12. 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.
13. Adjournment.



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**

January 18, 2018

1:30 PM

Call to Order

Chairperson Lt. Marc Bello called the meeting to order at 1:32pm.

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
Mary Kandaras	Legal Counsel for Committee

Not present

Deputy John Stewart	Washoe County Sheriff's Deputies Association
Christine Vuletich	Washoe County Manager's Office

Public Present

Valerie Wade – Washoe County Human Resources
Patricc McDonald – Washoe County Facilities Supervisor

2. Public Comment

There was no response to the call for public comment.

3. Approval of minutes from November 16, 2017 meeting

Jan Houk made a motion to approve the minutes of the November 16, 2017, safety committee, Anne Stoll-Thompson seconded the motion; no opposition, minutes unanimously approved.

Open Issues

4. Selection of Chairperson for possible action

Celeste Wallick made the motion to nominate Lt. Marc Bello to continue as Chairperson of the Safety Committee, Jan Houk seconded the nomination; no opposition, unanimously approved that Lt. Marc Bello will serve as Chairperson for 2018.

5. Review and Discussion of Industrial Injury Summary Reports

Celeste Wallick instructed the Committee that the reports began on page 7 through page 10 of the packet. Ms. Wallick canvassed the committee for comments and recommendations. Cathy Hill stated that the claims and incidents are down; however this could be related to lack of snow. Cathy Hill inquired to Lt. Bello surrounding incidents involving “being spit on my inmates”. Lt. Bello explained that there are spit hoods if an inmate is known to spit on personnel. Cathy also inquired as to the status of Animal Service employees wearing protective gear. Celeste has spoken with Animal Services on wearing PPE and will continue to work with them on increasing the use of the equipment. It is at the discretion of the employee to wear PPE as it is not mandatory.

Lt. Bello explained the circumstances surrounding the claims associated with hearing issues and a loud explosion that occurred in an enclosed area.

There was no further review or comment.

6. Discussion and possible action regarding inspections, training, and other safety initiatives

Celeste informed the committee that inspections will be scheduled for each department and will be visited each year. Carla Arribillaga from Human Resources will be present as well. This will begin with Technology Services. Celeste will inform the committee of the schedule should a committee member wish to attend.

Training will continue to be offered to assist with corrective actions. There is also online training available. Safety initiatives are occurring through outreach and currently with handouts. Jan Houk asked what is being looked at during the inspections. Celeste explained that an inspection checklist is used – similar to that of OSHA, everything from floor to ceiling for any hazard issues or concerns.

Item 6 was revisited by Celeste Wallick – bleeding control training can be offered, however not at a discount. The supplies for the training will need to be purchased. Celeste suggested the area safety representatives be offered first enrollment with Lt. Bello recommending that the first safety award winner be offered priority enrollment as well.

7. Discussion and possible action on safety award nominations

Currently no additional nominations have been received. The first nomination was awarded to Jeremy Wilson at a Board of County Commissioners meeting. The committee agreed that spreading the word on the nomination program is needed. Suggestions made were writing information for the Manager’s Monday Memo and creating a handout for the HR Reps at their next meeting.

8. Topics for future agendas

- a. Blood training – action item
- b. Signs in front of ice melt buckets
- c. Open Meeting Law review

- d. Checklist for department inspections
- e. Activity or results of HR Rep meeting
- f. Safety award nominations – action item
- g. Results of discussion of blood training ad Department Head’s meeting
- h. Recognition of committee member replacement Deputy Stewart to Deputy

9. Public Comment

Valerie Wade, Human Resources suggested that the training be discussed at a Department Head meeting.

Pat McDonald, Facilities Maintenance Supervisor introduced himself and will be attending meetings as well.

10. Adjournment

Meeting adjourned at 2:31pm.



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

March 15, 2018

1:30 PM

Call to Order

Committee Member Cathy Hill called the meeting to order at 1:34pm.

1. Roll Call

Lt. Michelle Bello	Washoe County Sheriff's Supervisory Deputies Association
Cathy Hill	Washoe County Comptroller and Risk Manager
Jan Houk	Washoe County Nurse's Association
Celeste Wallick	Washoe County Risk Analyst
Mary Kandaras	Legal Counsel for Committee

Not present

Lt. Marc Bello	Chairperson - Washoe County Sheriff's Supervisory Deputies Association
Anne Stoll-Thompson	WCEA representative
Deputy John Stewart	Washoe County Sheriff's Deputies Association
Christine Vuletich	Washoe County Manager's Office

Public Present

Marissa Kuckhoff

2. Public Comment

There was no response to the call for public comment.

3. Approval of minutes from January 18, 2018 meeting

This item was tabled for the next Safety Committee meeting.

Open Issues

4. Review and Discussion of Industrial Injury Summary Reports

Celeste Wallick instructed the Committee that the reports began on page 6 through page 10 of the packet. Ms. Wallick canvassed the committee for comments and recommendations. Cathy Hill questioned the statement on page 8 stating “stumbled/fall leg gave out” being an incident versus a claim and how would the County be responsible for this event. Celeste Wallick responded that the County would usually not be responsible for this type of activity as it was not work related. Cathy Hill also pointed out that on page 9 it appears that Libraries is up on claims and inquired as to what was driving the increase. Celeste believes that the claims are associated with material handling such as lifting and pushing books.

There was no further review or comment.

5. Discussion and possible action recognition of new member Deputy Vander-Heyden

This item was tabled for the next Safety Committee meeting.

6. Discussion and possible action on status of bleeding control classes training and purchase of supplies

Celeste informed the committee that one class had already occurred this week and was attended by 27 people. There are 2 more classes scheduled. 30 bleeding control kits were purchased and will be placed throughout the County.

7. Status of signs in front of ice melt buckets

Signs are in place with positive results. Jan Houk stated that ice melt has been spread more on the north side of the building than previously. Mary Kandaras stated that she has noticed more placement of ice melt outside of the court building downtown.

8. Discussion of a review of Open Meeting Law

Mary Kandaras reviewed with the committee the requirements of open meeting law. This committee advises the BCC therefore it must meet the requirements of open meeting law. All business must be conducted out in the open. A record must be kept. All deliberations must be made out in the public such as votes or discussion surrounding action items. Violations include civil and criminal penalties. Serial communications, the whole group cannot communicate via email, this is considered a deliberation – do not reply to all when receiving safety committee communications. All supporting documents must be available at each meeting to be available to the general public. Mary Kandaras asked the committee if they had any questions.

There was no further review or comment.

9. Discussion and for possible action on checklist for department inspections

Celeste Wallick reviewed the checklist that is used for department inspections. Not all items on the checklist are applicable to every location. OSHA issues and employee/public safety type of circumstances are identified and reviewed for possible correction. The completed inspection reports are posted on the County’s intranet on the Safety Committee page.

Missing or damaged ceiling tiles is frequently noticed as well as space heaters. Hazard assessments are also being performed.

10. Discussion and for possible action on activity or results of the HR Rep meeting

Celeste attended the HR Rep meeting. The HR Reps were supportive of the idea of changing the Driver

Policy to make Defensive Driving class mandatory for every employee and volunteer with a license, because at any time, they may be called upon to drive on behalf of the County. Celeste received input from the Reps for additional training on workers' compensation forms. Some of the HR Reps were aware of the safety recognition program, others were not. Most departments are using the New Employee Safety checklist.

11. Discussion and for possible action safety award nominations

An Animal Control Officer was nominated for her action for quickly and safely putting out a small fire that she noticed while sitting in a training. She immediately left the training and extinguished the flame. An additional nomination was discussed for the actions of an Animal Services Caretaker. This employee routinely shovels snow and spreads ice melt in front of the building so employees and the public will be safe when entering the building. Lt. Michelle Bello inquired if the actions, one being preventive and one being action oriented, both met the criteria of the award. Cathy Hill made a motion that both individuals be awarded a safety pin and certificate at the next available Board of County Commissioners meeting, Celeste seconded the motion – the motion passed unanimously.

12. Discussion on response from Department Head's meeting

Cathy Hill informed the committee that at the last department head's meeting she reminded them of the Safety Recognition program and asked that they remember to nominate, and ask their managers to nominate, employees for an award. Cathy also informed the committee that Manager Slaughter informed them of the bleeding control courses and emphasized the importance of this training and that he will be asking for additional trainings to be offered.

13. Discussion and for possible action changes to driver policy

Mary Kandaras asked that this item be tabled for the next meeting to give her time to review the policy and supporting documents and that any changes recommended by the committee members be sent to her for her review.

14. Topics for future agendas

- a. Approval of January 18, 2018 minutes
- b. Changes to Driver Policy and supporting documents
- c. Recognition of committee member replacement Deputy Stewart to Deputy Vander-Heyden
- d. Industrial injury and summary reports

15. Public Comment

Marissa Kuckhoff stated that she benefited from attending the bleeding control class and would highly recommend that others attend.

16. Meeting adjourned at 2:09pm.

WORKER'S COMPENSATION
 TIME LOST FROM WORK IN CY18
 as of 5-7-18

CURRENT STATUS	DEPARTMENT	INCIDENT DATE	DIAGNOSIS	MECHANISM	LOST DAYS	RESTRICTED DAYS
RESTRICTED DUTY	COMMUNITY SERVICE	1/12/2018	STRAIN	STEPPED IN HOLE GETTING OUT OF VEHICLE	14	111
FULL DUTY - PPD	SHERIFF'S OFFICE	4/27/2017	DERANGEMENT	RAN ON UNEVEN GROUND	24	23
RESTRICTED DUTY	SHERIFF'S OFFICE	12/16/2017	TEAR	SLIP, FALL ON ICE	19	58
OFF WORK	SHERIFF'S OFFICE	6/16/2017	EPICONDYLITIS	MOTOR VEHICLE ACCIDENT	20	0

TOTALS 77 192

NOTE: TOTAL NUMBER OF LOST AND RESTRICTED WORK DAYS ARE ANY THAT QUALIFY SINCE THE INCIDENT DATE

Injury Report for MARCH 2018

Report as of 5-7-18

Page 1

DATE	INCIDENT	INJURY	CAUSE	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM OF INCIDENT
3-1-18	STRUCK BY A HAND CART	CONTUSION	CART TIPPED BACK	CONGESTED ROOM	NORMAL	NONE	USE CARE, STORE CART IN A LARGER ROOM	CLAIM
3-2-18	SLIP, FALL ON SNOW	FRACTURE	WALKING INTO WORK	UNSAFE WALKING SURFACE (COUNTY)	NORMAL	WEATHER (SNOW)	AREA WAS IN PROCESS OF BEING CLEARED, USE CARE	CLAIM
3-5-18	ALTERCATION	HUMAN BITE	RESTRAINING INMATE	NORMAL	NORMAL	ACT OF OTHERS	NONE	CLAIM
3-18-18	TRIP/FALL ASCENDING STEPS	NONE	UNKNOWN	NORMAL	UNKNOWN	NONE	USE CARE	INCIDENT
3-9-18	FOOT PURSUIT & ALTERCATION	CONTUSION, ABRASION, STRAIN	DURING TRAFFIC STOP & ARREST	NORMAL	NORMAL	ACT OF ANOTHER	NONE	INCIDENT
3-9-18	FOOT PURSUIT & ALTERCATION	CONTUSION, ABRASION, STRAIN	DURING TRAFFIC STOP & ARREST	NORMAL	NORMAL	ACT OF ANOTHER	NONE	INCIDENT
3-10-18	FOOT PURSUIT & ALTERCATION	CHONDROMALACIA	DURING TRAFFIC STOP & ARREST	NORMAL	NORMAL	ACT OF OTHERS	NONE	CLAIM
3-10-18	ALTERCATION	SPRAIN	DURING TRAFFIC STOP & ARREST	NORMAL	NORMAL	ACT OF OTHERS	NONE	CLAIM
3-11-18	DOG BITE	DOG BITE	VISITING FOSTER HOME	PET NOT PUT AWAY	UNSAFE BODY POSITION	ANIMAL	CALL TO ENSURE PETS ARE PUT AWAY BEFORE APPROACHING HOUSE	INCIDENT
3-12-18	HEART CONDITION	HEART CONDITION	HEART CONDITION	NORMAL	NORMAL	NONE	NONE	INCIDENT
3-15-18	SLIP, FALL ON STEP	CONTUSION	RUNNING IN TRAINING	NORMAL	NORMAL	NONE	USE CARE	INCIDENT
3-16-18	SMOKE ODOR	RESPIRATORY	RESTAURANT NEXT DOOR USES WOOD BURNING PIZZA OVEN	SMOKE SMELL IN NEIGHBORHOOD	NORMAL	ACT OF ANOTHER	BEING MONITORED FOR POSSIBLE CHANGES	INCIDENT
3-18-18	SLIP, FALL ON ICE	CONTUSIONS	WALKING TO VEHICLE	UNSAFE WALKING SURFACE (NON- COUNTY)	NORMAL	WEATHER (ICE)	USE CARE	CLAIM
3-19-18	HOT WATER SPLASHED ONTO	EXPOSURE	PUTTING DETERGENT IN DISHWASHER	NORMAL	UNSAFE BODY POSITION	RUSHING	USE CARE	INCIDENT
3-20-18	ALTERCATION	ABRASIONS	MAKING AN ARREST	NORMAL	NORMAL	ACT OF OTHERS	NONE	CLAIM
3-24-18	ALTERCATION	BITTEN	RESTRAINING INMATE	NORMAL	NORMAL	ACT OF OTHERS	NONE	CLAIM
3-26-18	RAKING AND SHOVELING	PAIN	RAKING AND SHOVELING	NORMAL	NORMAL	NONE	USE PROPER BODY MECHANICS, STRETCH	INCIDENT
3-27-18	STRUCK AGAINST A CART	CONTUSION	REACHING FOR A FALLING COFFEE CUP	CONGESTED ROOM	POOR PLANNING	COFFEE WAS ON A CART & BUMPED	NO DRINKS ON OR NEAR LIBRARY MATERIALS	CLAIM
3-27-18	TRIP, FALL FROM A FENCE	HEAD INJURY, LACERATIONS	DURING A FOOT PURSUIT	NORMAL	NORMAL	ACT OF OTHERS	NONE	CLAIM

Injury Report for			MARCH 2018				Report as of 5-7-18			Page 2
DATE	INCIDENT	INJURY	CAUSE	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM OF INCIDENT		
3-27-18	SPLASHED BY UNKNOWN LIQUID	EXPOSURE	INMATE THREW ONTO EMPLOYEE	NORMAL	NORMAL	ACT OF ANOTHER	NONE	INCIDENT		
3-27-18	SPLASHED BY UNKNOWN LIQUID	EXPOSURE	INMATE THREW ONTO EMPLOYEE	NORMAL	NORMAL	ACT OF ANOTHER	NONE	INCIDENT		
3-28-18	HELD ONTO A CLIENT	NONE	PHYSICALLY PREVENTED THEM FROM FALLING	NORMAL	NORMAL	ACT OF ANOTHER	NONE	INCIDENT		
3-30-18	DRILL UNEXPECTEDLY TWISTED IN HAND	SPRAIN	CUTTING HOLE IN CONCRETE	NORMAL	NORMAL	NONE	TRAINING	CLAIM		

CLAIMS 11
 INCIDENTS 12
 TOTAL 23

Report as of 5-7-18

APRIL 2018

Injury Report for

DATE	INCIDENT	INJURY	CAUSE	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM OF INCIDENT
4-2-18	DOG BITE	DOG BITE	RESTRAINING DOG BEING VACCINATED & MICROCHIPPED	NORMAL	NORMAL	ANIMAL	WEAR PPE	INCIDENT
4-3-18	STRUCK AGAINST DOOR KNOB	CONTUSION	WALKING INTO OFFICE AREA	NORMAL	UNSAFE BODY POSITION	NONE	BE AWARE OF SURROUNDINGS	CLAIM
4-3-18	CAT BITE	CAT BITE	SCANNING FOR A MICROCHIP	NORMAL	NORMAN	ANIMAL	WEAR PPE	CLAIM
4-3-18	TRAINING	CONTUSION	BOXING TRAINING	NORMAL	NORMAL	NONE	NONE	CLAIM
4-6-18	HEARING	HEARING LOSS	ANNUAL PHYSICAL	NORMAL	NORMAL	NONE	NONE	CLAIM
4-6-18	SLIP, FALL ON WET STAIRS	STRAIN	CALL AT A RESIDENCE	UNSAFE WALKING SURFACE (NON-COUNTY)	NORMAL	WEATHER (RAIN)	NONE	CLAIM
4-6-18	SHARP OBJECT INSIDE A BOOK BIN	LACERATION	JAGGED EDGE OF A SCREW HOLE	UNSAFE EQUIPMENT	NORMAL	UNSEEN HAZARD	BIN FIXED & MOVED IT TO A LESS USED AREA	INCIDENT
4-7-18	SPIT ON BY INMATE	EXPOSURE	SPIT ON BY INMATE	NORMAL	NORMAL	ACT OF ANOTHER	NONE	INCIDENT
4-12-18	VEHICLE ACCIDENT	CONTUSION	MVA - BROADSIDED	NORMAL	NORMAL	ON A CALL	NONE	CLAIM
4-14-18	BITTEN BY K9	DOG BITE	SEARCHING A BUILDING	NORMAL	NORMAL	ANIMAL	WENT AROUND VEST	CLAIM
4-18-18	SMOKE ODOR	RESPIRATORY	RESTAURANT NEXT DOOR USES WOOD BURNING PIZZA OVEN	SMOKE SMELL IN NEIGHBORHOOD	NORMAL	ACT OF ANOTHER	INVESTIGATED & BEING MONITORED FOR POSSIBLE CHANGES	INCIDENT
4-20-18	SMOKE ODOR	RESPIRATORY	RESTAURANT NEXT DOOR USES WOOD BURNING PIZZA OVEN	SMOKE SMELL IN NEIGHBORHOOD	NORMAL	ACT OF ANOTHER	INVESTIGATED & BEING MONITORED FOR POSSIBLE CHANGES	INCIDENT
4-20-18	INSECT WENT AROUND GLASSES & INTO EYE	FOREIGN OBJECT, IRRITATION	ON MOTORCYCLE PATROL	NORMAL	NORMAL	INSECT	NONE	CLAIM
4-21-18	FELL DESCENDING STAIRS	PAIN	KNEE "GAVE OUT"	NORMAL	NORMAL	NOT USING HANDRAIL	NONE	CLAIM
4-23-18	PROTRUDING SCREW	LACERATION	MOVING RAILROAD TIE	UNSEEN HAZARD	NORMAL	NONE	CHECK DEBRIS BEFORE HANDLING	CLAIM
4-24-18	TRAINING	CRUSH INJURY	OTHER RECRUIT FELL ONTO THEM	NORMAL	NORMAL	NONE	TRAINING	CLAIM
4-26-18	POKED BY A NEEDLE	NEEDLESTICK	SEARCHING A SUBJECT	NORMAL	NORMAL	ACT OF OTHERS	NONE	CLAIM
4-28-18	FALL DURING FOOT PURSUIT	ABRASIONS, CONTUSIONS	CHASING SUSPECT	NORMAL	NORMAL	ACT OF OTHERS	NONE	CLAIM

CLAIMS 13
 INCIDENTS 5
 TOTAL 18

Report as of 5-7-18

MAY 2018

Injury Report for

DATE	INCIDENT	INJURY	CAUSE	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
4-24, 4-30, 5-1 & 5-2	SMOKE ODOR	RESPIRATORY	RESTAURANT NEXT DOOR USES WOOD BURNING PIZZA OVEN	SMOKE SMELL IN NEIGHBORHOOD	NORMAL	ACT OF ANOTHER	INVESTIGATED & BEING MONITORED FOR POSSIBLE CHANGES	INCIDENTS FOR EACH DATE
5-3-18	SMOKE ODOR	RESPIRATORY	RESTAURANT NEXT DOOR USES WOOD BURNING PIZZA OVEN	SMOKE SMELL IN NEIGHBORHOOD	NORMAL	ACT OF ANOTHER	INVESTIGATED & BEING MONITORED FOR POSSIBLE CHANGES	9 INCIDENTS

CLAIMS
INCIDENTS
TOTAL

DEPARTMENT	FY18 7-1-17 thru 4-30-18			FY17 7-1-16 thru 4-30-17		
	CLAIMS	INCIDENTS	TOTAL	CLAIMS	INCIDENTS	TOTAL
Alternative Sentencing	1		0			0
Animal Services	5	8	13	9	6	15
Assessors			0	1		1
Building & Safety			0			0
Crime Lab	3	4	7		1	1
Clerks Office	1		1			0
Comptrollers			0			0
CSD - Facilities & Admin	1	4	5	1	2	3
District Attorneys	1	1	2		4	4
District Court	3	5	8	3	2	5
Equipment Services			0	3	1	4
Flood			0			0
Health	3		3	3	2	5
Human Resources			0	1		1
Human Services	9	4	13	8	3	11
Juvenile Services	7		7	7	4	11
Libraries	4	5	9	1	3	4
Managers Office	2		2	2		2
Medical Examiner		2	2	5	1	6
Parks	5		5	3		3
Public Administrator			0	1		1
Public Defender			0	1		0
Recorders Office	1		1	1	1	2
Registrar of Voters			0			0
Reno Justice Court		1	1			0
Roads	2	2	4	11	3	14
Sheriffs Office	86	46	132	117	41	158
Sparks Justice Court			0	1		1
Technology Services			0	3	1	4
Treasurers			0			
Water	1		1	2		2
TOTALS	135	82	216	184	75	258

FY COMPARISON
as of 4-30-18

	FY14			FY15			FY16			FY17			FY18		
	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL
JULY	17	19	36	17	6	23	12	12	24	17	6	23	8	12	20
AUG	16	5	21	10	12	22	22	13	35	22	5	27	19	7	26
SEPT	18	8	26	19	15	34	18	8	26	18	12	30	14	6	20
OCT	21	11	32	22	7	29	15	7	22	15	5	20	17	7	24
NOV	17	9	26	12	11	23	15	4	19	14	3	17	15	12	27
DEC	14	5	19	14	10	24	18	9	27	22	8	30	17	2	19
JAN	27	10	37	16	8	24	23	22	45	24	10	34	10	5	15
FEB	11	12	23	18	6	24	17	21	38	22	5	27	11	14	25
MAR	15	12	27	22	8	30	15	18	33	18	10	28	11	12	23
APR	19	5	24	18	8	26	18	11	29	12	11	23	13	5	18
MAY	18	8	26	16	9	25	20	3	23	13	8	21			
JUN	13	7	20	11	12	23	13	8	21	14	4	18			
	206	111	317	195	112	307	206	136	342	211	87	298	135	82	217
			30			32			28			30			19

to end of April

271

259

298

259

217

DRIVER POLICY

~~TO REPLACE DRIVER SELECTION AND TRAINING POLICY~~

General Statement of Policy

It is expected that persons who drive a vehicle on behalf of Washoe County will operate vehicles in a safe and lawful manner and maintain a good driving record.

The operation of vehicles is indispensable in conducting County business. The manner in which each vehicle is used directly affects Washoe County. Lives are at stake, and vehicle collisions are potentially the most costly losses we can incur when property damage, injuries, fatalities, and liability suits are taken into consideration.

Any persons, whether an employee, volunteer, or other BCC approved driver, who may at any time be charged with ~~is to driving~~ a County vehicle, or their personal vehicle to conduct County business, ~~they~~ are covered under this Policy. They will hereafter be referred to as "County Drivers". Sworn officers of the Washoe County Sheriff's Office, and their Volunteer affiliates, are subject to the procedures established by the Sheriff's Office.

For our purposes, "Vehicles" are defined as any motorized device used for transporting people or goods and will include, but not be limited to, cars, vans, busses, trucks, off road vehicles, powered industrial trucks, and equipment used for the maintenance of roads, grounds, and facilities.

~~Employees~~ County Drivers with Class A or Class B licenses and who operate County vehicles within those categories are to abide by the requirements of this Policy as well as Department of Transportation regulations and any other requirements for Commercial Drivers. ~~Employees~~ County Drivers who drive equipment, either on or off recognized roadways, are covered under this policy.

Although it is legal in Nevada to use a hands-free communication device while driving, County Drivers are prohibited from talking on a cell phone (Hands Free or Not) or using other communication or electronic devices while driving. The directive is to make or take calls and manipulate controls of electronic devices when the vehicle is stopped and out of a lane of traffic. Communication devices include cell phones, two way radios, satellite radios, etc. Other electronic devices that may lead to distraction include, but are not limited to, radio/CD players, iPods, MP3, GPS devices units, laptop or other computers, etc.

Departments may make exceptions to allow the use of radios or hands free devices under certain circumstances (i.e. emergency response). Department Heads must establish the criteria when communication or other electronic devices may be used and notify those affected ~~employees~~ County Drivers through written documentation ~~or~~ when the exception(s) may be made. Completion of the COMMUNICATION / ELECTRONIC DEVICE USE form to document the departments exceptions and instructions is required.

Any exceptions given by departments will NOT include texting while driving, which is against Nevada law and strictly prohibited at all times and under all circumstances.

Consumption of alcohol or a controlled substance anytime immediately prior to, or during the workday, is unacceptable whether the individual is impaired or not. Prescription medication is to be monitored by County Drivers to ensure they are safe to operate motor vehicles.

PURPOSE

This policy was created to:

- Notify County Drivers ~~what~~ **of the** standards ~~are~~ required to be allowed to operate a vehicle while conducting County business and inform County Drivers that action(s) may be taken for failure to maintain acceptable driving standards
- Notify County Drivers that driving records will be obtained, reviewed, and retained
- Specify responsibilities

SECTION 1. Responsibility

This policy shall be the joint responsibility of the Board of County Commissioners, County Manager, Department Heads or designees, County Drivers, Safety Committee, Human Resources, and Risk Management.

The Board of County Commissioners will:

- Provide authorization to the responsible parties to perform actions under this policy

The County Manager is responsible for:

- The leadership of this County Policy
- Initiating and directing actions to be taken by County employees

Department Management will:

- ~~select County Drivers based on essential job functions, and department needs~~
- ensure that documentation is submitted to **Risk Management in order to** request driving records of County Drivers within their area
- arrange for **all employees, volunteers, and BCC approved drivers within their areas** to attend Defensive Driving training
- take prompt, appropriate action whenever they are notified of circumstances which may affect a person's ability to be a County Driver

County Drivers will:

- adhere to the Driver Policy and the Communication / Electronic Device Use directives
- immediately notify their department head whenever there is a situation which may affect their ability to operate a vehicle or be a County Driver, which includes, but is not limited to; a citation either during or off work hours that results in a suspension, cancellation or revocation of license, or a medical condition or use of a prescription medication which could impair the drivers ability to safely operate a vehicle

Risk Management will:

- Conduct, or arrange for, Defensive Driving courses

- Request and review driving records from the Nevada Department of Motor Vehicles (DMV)
- Provide information to other responsible parties as indicated within this Policy

Human Resources will:

- Identify driving activities as essential functions
- Assist department management with employment issues as needed

The Safety Committee will:

- establish standards for County Drivers
- review accident reports and related information and provide recommendations as requested
- Review the Driver Policy and referenced forms annually and update as needed

SECTION 2. Drivers Training

~~Employees~~ **County Drivers** are required to participate in a County held Defensive Driving class within three (3) months of their hire date into a position where they will be a County Driver and attend Defensive Driving classes once every three (3) years thereafter ~~if still~~ **while** conducting activities as a County Driver, as well as periodic refreshers when directed by their Department Management.

Alternative Defensive Driving classes, may be approved by Risk Management in place of the County's Defensive Driving class.

County Drivers who complete a County Defensive Driving class, and have not been referred to classroom style refresher training by their Department Management, may conduct their refresher training by completing an on-line course as designated by Washoe County Risk Management. The Certificate of Completion must be submitted to Risk Management in order to show compliance with this requirement.

Departments may allow new employees to drive on behalf of the County prior to them completing their initial training.

SECTION 3. Standards for County Drivers

County Drivers are required to meet the following criteria:

- Possess a valid Nevada drivers license for the proper class vehicle(s) they are operating, or in the case of an employee who resides in an adjoining state, a valid drivers license of the proper class from that state.
- Pass valid eye tests and physical examinations when a question of fitness to drive arises.
- Pass Defensive Driving courses.
- Demonstrate familiarity and safe driving actions with the type of vehicles assigned. Supervisors, or their designee, may conduct a ride along with the employee in order to assess the County Drivers ability to correctly and safely perform tasks.

- Demonstrate their ability to safely and lawfully operate vehicles. Information to determine their ability to safely and lawfully operate vehicles may be obtained from their own admission, doctor reports, notice of accidents/incidents/citations, driving record reports, and/or witnessed driving actions. Violations as identified in Section 5 of this policy may lead to an employee not meeting the demonstration of their ability to safely and lawfully operate vehicles.

SECTION 4. Driving Records

County Drivers must complete an AUTHORIZATION TO REQUEST DRIVING RECORD Form after being offered employment, and every three (3) years while continuing to drive on behalf of the County, and upon the Department Head, Risk Management, or the Safety Committee's request.

Should a person possess a drivers license from a state other than Nevada, or possess a Nevada drivers license for less than three (3) years, that person will obtain and present a copy of their three (3) year driving record from the state(s) of licensure to their department head within thirty (30) days from request.

The department will ensure the AUTHORIZATION TO REQUEST DRIVING RECORD forms are completed at least every three years and will review the information provided by the employee, as well as any out-of-state driving records, to ensure they meet the standards for County Drivers prior to forwarding the form to Risk Management. Departments may allow new employees to drive on behalf of the County prior to receipt of the driving record report from DMV.

Risk Management will request drivers record reports from Nevada DMV and review the report when received. Findings on the report showing violations that are identified within this Policy will be forwarded to the department head.

The department will compare the form and report with the standards established in this Policy and the department head will take appropriate hiring action or employment action as needed.

Completed AUTHORIZATION TO REQUEST DRIVING RECORD forms and the DMV driving record reports will be maintained by Risk Management for three (3) years from the report date.

SECTION 5. Driving Record Review & Appropriate County Action

Unsafe or unlawful actions, as may be found on driving record reports, may be grounds for denying employment to a prospective employee or for employee counseling, training, or other corrective measures.

No person will be allowed to drive as a County Driver if they have a currently suspended, canceled or revoked license. Proof of license reinstatement must be provided to the Department Head and Risk Management. County Drivers will not drive on County business until the department head authorizes, in writing, that the employee may operate a vehicle on County business.

County Drivers shall inform their department head within seven (7) calendar days of any citations or convictions for offenses which result in revocation or suspension of their license, or an accumulation of **eight (8)** demerit points within the past **twelve (12)** month period.

Department heads will take appropriate action when advised of citations or convictions, including but not limited to, any of the following, whether as a result of personal activities or while driving on County business:

Suspended, canceled or revoked license;

Manslaughter as a result of operating a vehicle;

Driving under the influence of, or impaired by alcohol, a controlled substance or other drug;

Failure to stop, failure to give information or failure to render assistance in the event of an accident;

Reckless, aggressive, careless or imprudent driving;

Passing a school bus while loading or unloading passengers;

Speed contest, drag racing or exhibition of speed;

Accumulation of demerit points as defined by Nevada laws totaling 8 or more points in the past 12 month period; or,

Failure to have a valid license for the class of vehicle operated

Department Heads will counsel County Drivers upon notification that the following have occurred within the past 12 months **of the date of the DMV report or Washoe County reports:**

Three or more moving violations

Two or more moving violations, in combination with an at-fault accident

Two or more at-fault **or preventable** accidents

Sustained complaints on driver activities due to separate incidents

Any moving violation that occurs while on County business

SECTION 6. Accident Review

Risk Management investigates each incident involving a County vehicle to determine if the incident was preventable or non-preventable. The goal is to provide recommendations on how to prevent similar incidents.

“Preventable” means any incident where the County Driver’s actions, or failure to act, contributed to the incident.

“Non-Preventable” means any incident where the County Driver operated the vehicle as safely as possible under the conditions existing at the time of the incident, whose actions or inactions were not the cause of the incident, and the driver did not violate any law or ordinance which contributed to the incident.

At Risk Management’s discretion, reports of significant preventable incidents may be made available to the County Safety Committee for review. Based on the facts of the incident, and/or the employee’s driving record, the Safety Committee may make recommendations for counseling, training, or corrective measures to the Department or Division Head that shall be recorded in the employee’s personnel file.

COMMUNICATION / ELECTRONIC DEVICE USE

A goal of Washoe County is to prevent incidents that could result in personal injury or property damage. This is a supporting document to the Driver Policy.

Any activity that causes a person to lose focus on the task of driving vehicles, or operating equipment, is considered a distraction. Distractions must be controlled while employees are driving any class of vehicles or equipment on or off roadways. The term "equipment" for purposes of this document will refer to equipment being driven or directly operated by employees, which will include, but not be limited to, forklifts, backhoes, tractors, loaders, cranes, lift trucks, lawnmowers, etc.

Although it is legal in Nevada to use a hands-free communication device while driving, the Washoe County Driver Policy prohibits the use of communication and electronic devices while driving. The directive is to make or take calls and manipulate controls of electronic devices when the vehicle is stopped and out of a lane of traffic **or actively involved in a job task**. Communication devices include cell phones, two way radios, satellite radios, etc. Other electronic devices that may lead to distraction include, but are not limited to, radio/CD players, iPods, MP3, GPS units, laptop or other computers, etc.

Some job positions or tasks require the use of communication or electronic devices while driving in order to complete County objectives. Examples would be Sheriff's Office and Animal Services personnel who are responding ~~on~~ **to** official business. Universal exceptions may be made by departments for those situations.

Department Heads may make exceptions to allow their employees to use communication or electronic devices while driving vehicles or operating equipment under certain circumstances. Those circumstances are to be documented on the attached form. Use of communication or electronic devices while driving or operating equipment will not be allowed unless specifically documented by the department.

Any exceptions given by departments will NOT include texting while driving, which is against Nevada law and strictly prohibited at all times and under all circumstances.

Department management is responsible for determining when exceptions may be made to allow for communication or other electronic devices to be used when driving or operating equipment, completion of the Communication / Electronic Device Use Form, training for their employees, and monitoring and enforcing the Driver Policy and Communication / Electronic Device Use form for their department.

Employees are responsible for reading and acknowledging receipt of the Drivers Policy and the Communication / Electronic Device Use form and complying with the directions of the County and their department.

COMMUNICATION / ELECTRONIC DEVICE USE FORM

WASHOE COUNTY _____ DEPARTMENT

The above department has determined that the following situations may require employees to use communication and/or other electronic devices while driving or operating motorized equipment. Unless specifically annotated on this form, and properly signed and dated by the Department Head (or designee), use of communication or other electronic devices while driving or operating motorized equipment is prohibited.

1. Cell phones / satellite phones may be used in the following circumstances:

NOTE:

Calls are limited to those requiring an immediate decision or attention in response to County business only. Duration of calls are to be kept to a minimum. Personal calls do not fall under this exception and are not allowed while driving or operating equipment. A hands free device shall be used whenever possible.

2. Communication radios may be used in the following circumstances:

NOTE:

Washoe County's two way radio system is recommended for communication of work related issues. They should not be used in heavy traffic conditions, while navigating intersections, or in school zones. **Prior to use**, stop the vehicle out of the path of traffic whenever possible.

3. Other electronic devices may be used in the following circumstances:

Radio / CD players / IPod / MP3: _____

GPS: _____

Laptop or other computers: _____

Other: _____

NOTE:

Devices placed in or around an ear that are not assigned for the job task can disrupt the ability to hear sounds such as sirens, horns, backup alarms, etc. and are considered a safety concern and **are** prohibited.

FORM COMPLETED BY (Print Name): _____

POSITION: _____

DATE: _____

SIGNATURE: _____

Revised

I HEREBY ACKNOWLEDGE THAT I HAVE READ, RECEIVED TRAINING, AND UNDERSTAND THE DRIVERS POLICY AND THE COMMUNICATION /ELECTRONIC DEVICE USE DIRECTIVE OF THE WASHOE COUNTY _____ DEPARTMENT. I HAVE BEEN GIVEN **THE** OPPORTUNITY TO ASK QUESTIONS ABOUT THESE DOCUMENTS AND MY EXPECTED RESPONSIBILITIES AND UNDERSTAND THAT IT IS MY RESPONSIBILITY TO FOLLOW THE REQUIREMENTS OF THESE DOCUMENTS.

Employee Name _____
(PRINT)

Signature _____ Date: _____

Supervisor or Trainer _____
(PRINT)

Signature _____ Date: _____

AUTHORIZATION TO REQUEST DRIVING RECORD

Name _____ Driver's License # _____
PLEASE PRINT (last) (first) (middle) State where license issued _____

Address _____
(street) (city) (state) (zip)

Job Title/Department _____ Hire Date _____

Vehicles driven for County business (circle all that apply) car van truck (type) _____ other (identify) _____

Driving Record

1. At-fault accidents for the past three years. Check here if **None** ()

Date	Description and citations issued
_____	_____
_____	_____

2. Moving violations or convictions (exclude parking tickets) for the past three years. Check here if **None** ()

Date	Description and citations issued
_____	_____
_____	_____

3. Have you ever been denied a license, permit, or privilege to operate a motor vehicle? Yes _____ No _____
If yes, please explain below.

4. Has any driver's license, permit, or privilege ever been suspended or revoked? Yes _____ No _____
If yes, please explain below.

I authorize Washoe County to request and obtain information from the Department of Motor Vehicles pertaining to my driving record for the past three (3) years. Information obtained from a driving record report will be used to determine my ability to drive for the County according to the acceptable driving standards within the Driver Policy, and may affect my employment.

I hereby certify that the foregoing information is true and correct to the best of my belief. I understand that falsification of any information may be grounds for denial of employment, my ability to drive on County business, or disciplinary action up to and including termination of employment, if employed.

A copy of the driving record report, may be made available to my Department Head, or designee, Risk Management, the Safety Committee, and/or Human Resources, will be retained by the County, and may be included in my personnel file. I have the ability to receive a copy of the driving record report by indicating below.

___ Yes, provide me a copy of the report obtained from the Department of Motor Vehicles

___ No, I am not requesting a copy of the report obtained from the Department of Motor Vehicles at this time

Signed _____ Date _____