

**SAFETY COMMITTEE MEMBERS**

Marc Bello - Chair  
Anne Stoll-Thompson  
Cathy Hill  
Melinda Vander-Heyden  
Celeste Wallick  
Ben West  
Victoria Nicolson-Hornblower



**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, 2<sup>nd</sup> Floor**

**January 17, 2019  
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. 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. For possible action and discussion - nomination of Chairperson.
3. 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.
4. For possible action, a review and approval of the Washoe County Safety Committee meeting minutes of November 15, 2018.
5. For possible action, a 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 on the Code 65 updates.
7. For possible action, a discussion and review of the written workplace safety program.
8. For possible action, a discussion on mass notification software.
9. For possible action, Committee members' lists of desired accomplishments.
10. For possible action a discussion on safety award nominations.
11. For possible action topics for future agenda items.
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.



**WASHOE COUNTY**  
**OFFICE OF THE COMPTROLLER**

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**SAFETY COMMITTEE MEETING MINUTES**  
**COMPTROLLER CONFERENCE ROOM – 2<sup>ND</sup> FLOOR**

**November 15, 2018**

**1:30 PM**

**Call to Order**

Member Celeste Wallick called the meeting to order at 1:30pm.

**1. Roll Call**

Victoria Nicolson-Hornblower	Washoe County Nurse’s Association
Deputy Melinda Vander-Heyden	Washoe County Sheriff’s Deputy Association
Ben West	Washoe County Manager’s Office
Anne Stoll-Thompson	WCEA representative

**Not present**

Lt. Marc Bello	Washoe County Sheriff’s Supervisory Deputies Association
Cathy Hill	Washoe County Comptroller and Risk Manager
Mary Kandaras	Legal Counsel for Committee

**Public Present**

Marissa Kuckhoff	Washoe County Treasurer’s Office
Valerie Wade	Washoe County Human Resources
Patricc McDonald	Washoe County Community Services Department

**2. Public Comment**

There was no response to the call for public comment.

**3. A discussion on recognition of new committee members Ben West and Victoria Nicolson-Hornblower**

No discussion occurred.

**4. Approval of Safety Committee minutes from September 20, 2018 meeting**

Celeste Wallick canvassed the Committee for changes or comments on the minutes. Motion was made by Anne Stoll-Thompson to approve the minutes, seconded by Ben West, hearing no opposition the minutes pass unanimously.



## **Open Issues**

### **5. Review and Discussion of Industrial Injury Summary Reports**

Celeste Wallick directed the Committee's attention to pages 6 through 12 asking for questions. Celeste informed the Committee that with winter coming there may be more reports of slips and asked the Committee to remember to spread the available ice melt when needed.

There was no further review or comment.

### **6. Discussion and possible action of Code 65 updates**

This item will be tabled for the next meeting.

### **7. Discussion and possible action a review of the written workplace safety program**

Celeste reviewed the documents that the Safety Committee is responsible for. The workplace safety program, emergency action plan and the driver's policy are to be reviewed by the Committee annually and changes recommended to the Manager's office and the Board of County Commissioners annually. The driver's policy was completed last month. The written workplace safety program is required by OSHA and is specific on certain topics. The Committee was asked to review the safety program for changes, edits, updates, etc. Celeste will be updating the new employee orientation section of this program.

Anne-Stoll Thompson inquired if this update activity should be delayed as there is an anticipated change in the code that the Committee recognize 7 members.

This item will be tabled for the next meeting. Committee members were asked to review the written workplace safety program before the next meeting.

Deputy Vander-Heyden entered the meeting at 1:36pm.

### **8. Discussion and possible action on scheduling and debrief of safety drills**

Ben West suggested that the next drill occur in February or March and should be a shelter in place drill. He also suggested that a fire drill occur between March and October. Ben stated that over all, the results of the last drill went well. A few offices did not participate until an evaluator was seen. There will be a follow up with the vendor to address the issues associated with the fire panel, such as speakers being too loud or not working. Celeste pointed out that there were issues with the alarm in the Senior Center.

Ben and Celeste will be working on a training that will explain the steps of the drill – this should occur in the first part of 2019. The training for evacuation will not be considered mandatory.

### **9. Discussion and for possible action on safety award nominations**

There were no nominations to review.

### **10. Topics for future agendas**

a. Code 65 updates

- b. Written workplace safety program
- c. Safety award nominations
- d. Nomination of Chairperson
- e. Mass notification software review
- f. A list from Committee members of desired accomplishments

**11. Public Comment**

There was no response to the call for public comment.

- 12.** Meeting adjourned at 2:00 pm.

**WORKER'S COMPENSATION  
TIME LOST FROM WORK IN CY19  
as of 1-7-19**

CURRENT STATUS	DEPARTMENT	INCIDENT DATE	DIAGNOSIS	MECHANISM	LOST DAYS	RESTRICTED DAYS
OFF	TECHNOLOGY SVCS	4/14/2005	MULTIPLE	MOTOR VEHICLE ACCIDENT	180	180
RESTRICTED DUTY	SHERIFF'S OFFICE	11/27/2018	FRACTURED FOOT	SLIP, FALL OVER ROCK	30	10

TOTALS 210 190

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

Injury Report for

NOVEMBER 2018

Report as of 1-7-19

DATE	INCIDENT	INJURY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
11-5	RESTRAINING AN INMATE	PAIN, STIFFNESS	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO
11-5	STUMBLED IN OFFICE AREA	NONE REPORTED	NORMAL	NORMAL	PERSONAL HISTORY	NO REPORT PROVIDED	IO
11-6	CAUGHT IN VEHICLE DOOR	CRUSH INJURY	NORMAL	UNSAFE BODY POSITION	NONE	USE CAUTION	CLAIM
11-6	TRIPPED BY AN INMATE BEING ESCORTED	PAIN	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO
11-7	HANDLED POSSIBLY CONTAMINATED ITEM	POSS BBP EXP	BIOHAZARD WARNING LABEL WAS COVERED UP W/ PAPERWORK	NORMAL	ACT OF ANOTHER	REMINSTAFF TO NOT COVER BIOHAZARD LABELS OR ADD ANOTHER LABEL & WEAR GLOVES WHEN HANDLING EVIDENCE	2 IOS
11-9	SHOOTING PISTOL MULTIPLE TIMES WHILE IN A SMALL SPACE	HEARING LOSS, TINNITUS	NORMAL	NORMAL	MULTIPLE EXPOSURES DURING TRAINING EXERCISE	ROTATE PARTICIPANTS MORE FREQUENTLY - INCREASE HEARING PROTECTION	CLAIM
11-10	RESTRAINING JUVENILE	LACERATION, POSSIBLE BBP METAL DEBRIS WENT IN EYE	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
11-13	USING AIR TO BLOW OFF WORKSPACE	CHEMICAL EXPOSURE	NORMAL	TRYING TO SAVE TIME	NORMAL PRACTICE IN THE AREA	USE BRUSH INSTEAD OF AIR, WEAR PPE	CLAIM
11-13	CLEANING A SWITCH ON A COOLING TOWER	CHEMICAL EXPOSURE	UNSAFE EQUIPMENT - FAILED FLOW SWITCH	NORMAL	LACK OF MAINTENANCE, P	WEAR PPE	IO
11-16	STEPPED OFF CURB, ROLLED ANKLE & FELL	SCRAPE, BRUISE	NORMAL	UNKNOWN	WAS OUTSIDE FOR EVACUATION ALARM	REMINSTEMPLOYEES TO STAY ON WALKWAYS, USE CARE	IO
11-18	FELL DESCENDING A STEP	CONTUSION	NORMAL	NORMAL	NONE	NONE	CLAIM
11-19	CONTROLLING AN INMATE	POSSIBLE BBP	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
11-20	DT TRAINING, PARTNER TWISTED ARM DURING FALL	SPRAIN	NORMAL	NORMAL	NORMAL	AWARENESS TRAINING	CLAIM
11-20	KNIFE WAS PROTRUDING FROM EVIDENCE BOX BEING MOVED	PUNCTURE, POSS BBP EXP	UNSAFE ITEM	NORMAL	ACT OF ANOTHER	ADVISE EMPLOYEES ON PROPER PACKING OF SHARP OBJECTS	CLAIM
11-21	STRUCK GROUND WHEN SUBDUING A FLEEING SUBJECT	CONTUSION, POSSIBLE RIB FX	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
11-26	EMPLOYEE NOTICED A RED BURN AREA ON SKIN BUT DID NOT KNOW WHEN OR HOW IT HAPPENED	CHEMICAL EXPOSURE?	NORMAL	UNKNOWN	UNKNOWN	EVALUATE AREA & PROCEDURES, WEAR PPE	IO
11-27	SLIPPED ON A ROCK & FELL	FRACTURE, CONTUSION	NORMAL	NORMAL	TALKING TO CO-WORKER	PAY ATTENTION	CLAIM
11-28	UPSET CLIENT OVERTURNED A TABLE WHICH STRUCK EMPLOYEE	BRUISE	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO

CLAIMS	10
INCIDENTS	9
TOTAL	19

Report as of 1-7-19

DECEMBER 2018

Injury Report for

DATE	INCIDENT	INJURY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
12-2	ALTERCATION WHEN MAKING AN ARREST	LACERATIONS, ABRASIONS	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
12-3	PULLED FORCEFULLY ON A STUCK/LOCKED DOOR	SPRAIN	NORMAL	NORMAL	NONE	FIX STUCK DOOR IF NEEDED	CLAIM
12-5	FELL WHEN STEPPING ONTO CURB	FRACTURE, SPRAIN	UNSAFE SURFACE (NON-COUNTY)	NORMAL	WEATHER (ICE/SNOW)	USE CARE, PROPER FOOTWEAR	CLAIM
12-7	FELL ON ROADWAY SHOULDER DURING TRAFFIC STOP	STRAIN, CONTUSION	UNEVEN SURFACE (NON-COUNTY)	NORMAL	DARKNESS	NONE	CLAIM
12-7	TRIP / FALL OVER PAVER	CONTUSION, STRAIN	UNEVEN SURFACE (COUNTY)	NORMAL	NONE	FIX PAVER, USE CARE	CLAIM
12-7	DOG WAS BEHIND DUMPSTER	DOG BITE	NORMAL	NORMAL	ANIMAL	NONE	CLAIM
12-7	FELL WHEN A DOG PULLED HARD ON THE SNARE	SCRAPES, SORE	NORMAL	NORMAL	ANIMAL	NONE	IO
12-10	TRIP OVER RUG	SPRAIN	CURLED EDGE ON RUG	INATTENTION	NOT REPORTED BY AREA EMPLOYEES	RUG SECURED, TRAINING FOR EMPLOYEES, PAY ATTENTION	CLAIM
12-11	TRYING TO CATCH A DOG	DOG BITE	NORMAL	NORMAL	ANIMAL	NONE	CLAIM
12-11	SLIPPED ON WET STAIR & FELL INTO WALL	CONTUSION	UNSAFE WALKING SURFACE (COUNTY)	NORMAL	WEATHER - MELTING SNOW	WORKING WITH FACILITIES ON OPTIONS FOR OUTSIDE STAIRS	CLAIM
12-12	LIFTING CHAIR TO STACK IT ON A CART EE FELT PAIN	STRAIN	NORMAL	LIFTED CHAIR OVER HEAD	CLEANING ROOM	STAFF INFORMED TO NOT TO STACK THE CHAIRS HIGH	CLAIM
12-13	SLAMMED THUMB IN CAR DOOR	HEMATOMA	NORMAL	UNSAFE BODY POSITION	HAND SLIPPED	PAY ATTENTION	CLAIM
12-13	LIFE-SAVING	EXPOSURE	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO
12-13	LIFE-SAVING	EXPOSURE	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO
12-16	MAKING AN ARREST, SUBJECT RELEASED HIS DOG TO ATTACK	DOG BITE	NORMAL	NORMAL	ANIMAL	NONE	CLAIM
12-21	USING KEYBOARD & MOUSE	TENDONITIS	NORMAL	NORMAL	NONE	ERGO ASSESSMENT DONE, EXERCISES GIVEN	IO
12-25	SLIPPED ON LADDER CLIMBING INTO VEHICLE	STRAIN	NORMAL	NORMAL	WEATHER (ICE)	NONE	CLAIM
12-26	CONTACT WITH SHARP PIN ON AN INMATES CLOTHES	PUNCTURE, POSS BBP EXP	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
12-27	EXERCISING DURING LUNCH BREAK	STRAIN, TEAR, FRACTURE	NORMAL	UNSAFE BODY POSITION	NONE	NONE	CLAIM
12-27	WORKING OUTSIDE THE WIND BLEW SOMETHING INTO EYE	ABRASION	NORMAL	NORMAL	WEATHER (WIND)	NONE	CLAIM
12-30	NORMAL JOB DUTIES	STRESS	NORMAL	NORMAL	NONE	REFERRED TO EAP	CLAIM

CLAIMS	17
INCIDENTS	4
TOTAL	21



**FY 18**  
7-1-17 thru 12-31-17

**FY 19**  
7-1-18 thru 12-31-18

DEPARTMENT	CLAIMS	INCIDENTS	TOTAL	CLAIMS	INCIDENTS	TOTAL
Alternative Sentencing			0	2		2
Animal Services	3	6	9	6	6	12
Assessors			0	1		1
Building & Safety			0			0
Clerk's Office	1		1	1		1
Crime Lab	2	3	5	3	3	6
Comptrollers			0		2	2
CSD - Facilities & Admin	1	2	3	3	1	4
District Attorneys	1		1	2		2
District Court	1	1	2	1		1
Equipment Services			0	1		1
Flood			0			0
Health	3		3		3	3
Human Resources			0			0
Human Services	9	2	11	6	1	7
Incline Village Justice Ct.			0	1		1
Juvenile Services	5		5	3		3
Libraries	2	4	6	1	4	5
Managers Office	1		1			0
Medical Examiner		1	1			0
Parks	1		1	1		1
Public Administrator			0			0
Public Defender			0	1	1	2
Public Guardian			0	1		1
Recorders Office	1		1			0
Registrar of Voters			0		1	1
Reno Justice Court			0			0
Roads	1		1	4	1	5
Sheriffs Office	58	27	85	56	20	76
Sparks Justice Court			0			0
Technology Services			0	1	1	2
Treasurers			0		1	1
Water			0	1	1	2
<b>TOTALS</b>	<b>90</b>	<b>46</b>	<b>136</b>	<b>96</b>	<b>46</b>	<b>142</b>

**MONTHLY COMPARISON  
as of 1-7-19**

	FY14			FY15			FY16			FY17			FY18			FY19			
	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL	DENIED
JULY	17	19	36	17	6	23	12	12	24	17	6	23	8	12	20	10	8	18	1
AUG	16	5	21	10	12	22	22	13	35	22	5	27	19	7	26	19	3	22	7
SEPT	18	8	26	19	15	34	18	8	26	18	12	30	14	6	20	17	9	26	3
OCT	21	11	32	22	7	29	15	7	22	15	5	20	17	7	24	23	13	36	2
NOV	17	9	26	12	11	23	15	4	19	14	3	17	15	12	27	10	9	19	1
DEC	14	5	19	14	10	24	18	9	27	22	8	30	17	2	19	17	4	21	0
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	12	16	28				
APR	19	5	24	18	8	26	18	11	29	12	11	23	13	9	22				
MAY	18	8	26	16	9	25	20	3	23	13	8	21	10	29	39				
JUN	13	7	20	11	12	23	13	8	21	14	4	18	21	35	56				
	<b>206</b>	<b>111</b>	<b>317</b>	<b>195</b>	<b>112</b>	<b>307</b>	<b>206</b>	<b>136</b>	<b>342</b>	<b>211</b>	<b>87</b>	<b>298</b>	<b>167</b>	<b>154</b>	<b>321</b>	<b>96</b>	<b>46</b>	<b>142</b>	<b>14</b>

thru Dec 31st

160

155

153

147

136

142

**INJURY ANALYSIS  
CLAIMS ONLY  
rept date 1-7-19**

	FY13	FY14	FY15	FY16	FY17	FY18	FY19	TOTAL
ALTERCATION	20	23	16	42	26	26	14	167
ANIMALS/INSECTS	11	15	8	9	18	7	10	78
CAUGHT IN OR BETWEEN	1	1	4	3	1	4	0	14
EXPOSURE (BIOLOGIC OR CHEMICAL)	8	22	19	11	22	15	6	103
HEART/LUNG/HEARING	23	26	19	19	10	13	4	114
LIFTING/MOVING/PULLING	27	22	22	16	9	9	10	115
MVA	11	10	5	7	7	15	6	61
OTHER	11	8	10	9	12	7	9	66
REPETITIVE MOVEMENTS	8	4	9	3	6	3	0	33
SHARP OBJECTS	10	11	12	4	8	5	5	55
SLIP, TRIP, FALL	45	27	22	31	42	21	14	202
STRUCK BY OR AGAINST	15	11	21	15	14	11	6	93
TRAINING	19	18	16	26	25	22	5	131
WALKING/RUNNING	9	8	13	11	11	9	7	68
<b>TOTAL CLAIMS FOR YEAR</b>	<b>218</b>	<b>206</b>	<b>196</b>	<b>206</b>	<b>211</b>	<b>167</b>	<b>96</b>	<b>1300</b>

- *Safety*
- *Insurance*



## WASHOE COUNTY WORKPLACE SAFETY PROGRAM

Washoe County is committed to provide a safe and healthful work place for its employees in order to prevent injuries and illnesses. The County will abide by Federal, State, and local laws and take necessary steps in order to provide employees with a safe workplace.

This written Workplace Safety Program is presented per direction from the Nevada Revised Statute NRS 618.383 and Nevada Administrative Codes 618.538 to 618.544, inclusive. Its purpose is to inform employees of the County's plan to identify, correct, and control hazards, and is provided as a tool for all employees' use, and will be updated as necessary.

The Program's effectiveness relies on a shared responsibility. Each employee must contribute their share in order for the County's Program to remain successful. Prevention of accidents and mishaps is crucial in order to avoid work-related injuries and illnesses. Every employee of Washoe County is expected to participate in the safe workplace endeavor - and to integrate safety and health awareness, and behaviors, into every part of their daily activities. Every employee is encouraged to identify unsafe conditions or procedures and to feel free to report any concerns to management without fear of retaliation.

Management will take responsibility for assuring employees are provided the tools, training and resources necessary to accomplish their job tasks in a safe manner, and for not tolerating any violations of safety and health policies and/or procedures.

Please review this written Workplace Safety Program on a regular basis and provide your input to enhance the program. If every employee does their part, we will all have a safer place to work.

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## RESPONSIBILITIES

### COUNTY MANAGER / BOARD OF COUNTY COMMISSIONERS

- Ultimately responsible for workplace safety and health programs for County employees
- Provide the leadership and resources necessary to effectively implement programs
- Delegate to Risk Management the ability to review and enhance safety programs, including the Written Workplace Safety Program, policies, Hazard Assessments, Control Plans, training programs, and accompanying documentation as needed
- Participate in and promote the importance of a safe and healthful workplace

### MANAGEMENT

- Ensure execution of safety and health programs within their area of responsibility
- Ensure that employees comply with safety and health policies and procedures
- Inspect work areas to ensure that hazards are promptly identified, removed, and/or corrected
- Ensure that equipment is properly maintained
- Ensure that employees are provided with, and correctly use, appropriate safety devices, safeguards, and personal protective equipment
- Ensure employees receive safety training and are knowledgeable of the safety issues relevant to their jobs as well as any changes in processes, equipment, or assignments
- Investigate and report promptly to Risk Management all injury, illness and property damage incidents, including “near-miss” incidents
- Ensure the County’s safety program and discipline policies are fairly administered

### EMPLOYEES

- Be an active participant in the safety and health program
- Perform all tasks in accordance with established policies, procedures, and safe work practices, including the use of personal protective equipment
- Perform a safety evaluation of his or her work space daily or as conditions warrant and report any areas of concern to department management
- Inspect all tools and equipment prior to use to identify any hazards and take action to report and correct any deficiencies
- Ask questions and/or report any unsafe or unhealthy practice or condition
- Promptly report any injury, illness, hazard, incident, or “near-miss” to the appropriate person within their department or Risk Management

### RISK MANAGEMENT

The County Manager and Board of County Commissioners has appointed the Risk Management Department to serve as their representatives in safety and health related matters.

- Ensure compliance with applicable federal, state, and local safety and health requirements

- Develop, publicize, implement and oversee the County's safety and health programs, policies and procedures
- Establish appropriate safety and health training programs
- Conduct inspections to assess program effectiveness and compliance
- Make recommendations to management for the correction of hazards
- Provide assistance, advice, and guidance to management and employees on safety and health matters, including action to solve safety concerns
- Ensure that incidents, injuries and illnesses are promptly reported and investigated
- Maintain required records and program documentation
- Assess and analyze data to determine trends and address problem areas
- Review safety and health programs when changes in operations dictate, and update programs, documentation and training as necessary (at least annually)

## HAZARD IDENTIFICATION, ANALYSIS, AND CONTROL

The County takes a pro-active stance toward the identification, analysis, and control of any existing or potential hazards in the workplace in order to prevent occupational injury or illness.

The main goal of identifying hazards is to remove or control any hazardous conditions. For hazards that may not be removed, the County will implement controls to protect employees from injury or illness.

Failure to correct identified hazards can leave an employer open to legal actions in addition to potential OSHA citations and penalties.

Hazard identification will be accomplished through inspections, trend analysis, and communication.

### INSPECTIONS

- Each worksite will be evaluated by the department management and Risk Management to obtain information regarding the factors that could create an unsafe workplace and to identify actions needed to remove or control those factors.
- Worksite supervisors will be responsible for conducting continual inspections to ensure safety procedures and equipment are being used correctly by employees.
- Risk Management will initiate formal inspections of work areas and maintain the inspection checklist for three (3) years.
- Safety Committee members, or representatives of other departments, may participate during inspections.
- Hazards, and the County's plan to protect employee from hazards will be documented, in writing, on HAZARD ASSESSMENT AND CONTROL PLAN forms.
- Identified hazards that may not be corrected immediately will be documented in writing. Risk Management will assign each such hazard a priority for correction based on its hazard potential and severity.
- The status and progress of corrective actions identified will be tracked by both the supervisor and Risk Management until completion.
- When a hazard is found to be an imminent threat to life, health, or property, Risk Management, management of the area, and/or the worksite supervisor shall take immediate action to stop work and remove personnel from the danger. Work will not start without the abatement of the hazard. Such situations are to be reported to Risk Management.

### TREND ANALYSIS

Risk Management will conduct periodic accident trend analyses to identify accident potentials that need to be addressed. The analysis may include evaluating the work environment,



equipment, procedures, training and supervision. Sources of information that may aid in the trend analysis include:

Loss & Incident Reports	Employee Input
OSHA Logs	Personal Observations
Job Safety Analysis	Inspection Reports
Safety Committee input	

## COMMUNICATION

The goal of communication in hazard recognition is to learn from employees what hazards exist so that they may be corrected. Employees are encouraged to report known or suspected hazards to their direct supervisor and work with their department management toward an acceptable permanent solution.

Any employee may also make suggestions for safety program improvement, or notification of recognized or suspected hazards to the Safety Committee, or any of its representatives. Hazards reported to Risk Management or the Safety Committee by employees will be forwarded to the corresponding department management for review and action. Information forwarded will explain the hazard but not who reported the hazard unless the employee has given permission, in writing, to release his or her name.

Adverse action will not be taken against any employee for identifying a safety or health hazard. Employees will be fully informed of hazards within their areas that are not able to be removed through Engineering and Administrative controls. Employees will be provided training on how to safely work within the areas or when performing the tasks where hazards exist.

HAZARD ASSESSMENT AND CONTROL PLANS will be posted on the County intranet site and available to all employees for review.

## HAZARD ASSESSMENT AND CONTROL PLAN

Information regarding hazards will be charted by Risk Management and identified on a HAZARD ASSESSMENT AND CONTROL PLAN form. Included will be an assessment of the hazard severity and probability.

Severity means “what type of damage or injuries would result if an accident does occur?”

High: death, dismemberment, permanent disability, chronic / irreversible illness

Medium: temporary injury, reversible illness, possible hospitalization or disability

Low: temporary injury or illness requiring only supportive treatment

Probability means “what is the likelihood than an accident will occur?” and are rated as Greater or Lesser based on their chance of happening.

Hazards will be approached as outlined below:

- Any hazard that can be eliminated will be eliminated.
- Department Management is to correct hazards within their control.
- Hazards that cannot be removed due to the requirements of the work will be controlled by using engineering, administrative, work practice controls, personal protective equipment controls, training, or a combination of these as appropriate.
- Work areas, tasks, and controls will be evaluated on a regular basis and changes may be suggested or implemented by, the department management and/or Risk Management, possibly with the assistance of employees in the affected area, the Safety Committee or other County departments.

## CONTROLS

There are situations faced by County employees that possess hazards inherent with the tasks that are being performed. For those hazards, controls will be designated and employees will be trained regarding the hazards and effective safety measures required to avoid injury or illness.

Control measures will be applied in this descending order:

1. Engineering Controls - Eliminate or reduce exposure to a hazard through the use of substitution, or redesigning equipment, tools, work organization and workplaces through enclosure, isolation & ventilation. (i.e. guards, barricades, ventilation systems, etc.)
2. Administrative Controls - Reduce the amount of time and employee is exposed to a hazard. (i.e. relief workers, breaks, rotation, etc.)
3. Personal Protective Equipment – Equipment worn to protect employees from hazards (i.e. goggles, gloves, boots, etc.)

Any procedural changes will require a re-evaluation of controls.

## SAFETY AND HEALTH TRAINING

Safety and Health training is required for all personnel performing work for, or on behalf of, the County and includes persons who may be designated as temporary, intermittent, interns, or volunteers. Such personnel are to be included under the term “employee(s)” as used within this Safety and Health Training section of the Written Workplace Safety Program.

Hazards associated with a job will be explained to employees by their department management, or HR representative, on an employee’s first day of work. Employees will be trained on how to properly use any tools and safety equipment, including personal protective equipment.

Positions requiring specific training for continued licensing, certification, or to remain in an acceptable status (POST, DOT, PIT, CEUs, etc.), are to have their training completed on or before the date needed. NOTE: Personnel who require special licensing or certifications may not be allowed to perform certain job tasks without current licensing and/or certification.

## RESPONSIBILITY

Risk Management, Human Resources, and individual Department management, will be jointly responsible for identifying and providing the safety training needs for County employees. Training requirements will be established based on laws and the hazards identified under job titles, work environments, tools, and tasks.

### The Direct Supervisor and Department Management is responsible to:

- ensure employees receive required formal and practical training prior to beginning work,
- re-evaluate training needs whenever there are any changes to equipment, conditions, PPE, processes, procedures, and/or products used within the work environment or job tasks,
- ensure training and/or certifications are kept current

### Risk Management is responsible:

- to inform management of any new safety and health rules, policies and/or procedures,
- to develop training programs and make any changes to program content, the positions affected, and retraining requirements as needed

## NEW EMPLOYEE ORIENTATION

Every new employee will receive basic safety and health information at New Employee Orientation. Training topics presented by Risk Management will include:

- Nevada Workplace Safety from the Division of Industrial Relations,
- Accident and incident reporting
- Safe lifting techniques,
- Hazard Communication awareness,
- Proper storage awareness,

- Personal Protective Equipment (PPE) awareness,
- Walking and working surface awareness,
- Lockout/Tagout awareness,
- Bloodborne Pathogen awareness,
- Universal Precautions, and
- County safety rules.

At the department level, new employees, as well as those who have transferred to a new position or location, or who have not participated in New Employee Orientation, are to receive detailed safety and health training specific to all activities required of his or her job prior to the start of work, including detailed information on the items covered by Risk Management during New Employee Orientation. Additionally, the department is to provide employees training on:

- Emergency action plan - including evacuation procedures and exits
- Fire prevention and location of fire extinguishers
- Departmental safety rules (if applicable)
- Chemicals and Safety Data Sheets, eyewash stations, first aid supplies
- PPE requirements, usage, cleaning and storage
- Hazards, instructions and controls specific to the work area, job tasks and/or equipment

## TRAINING PROGRAM

Affected personnel's requirements for training and re-training will be established based on laws, certification requirements, job title, tasks performed, or as directed by Department management, Risk Management and/or the Safety Committee.

Courses may be conducted in a classroom setting, through practical demonstration of skills, or a combination of these methods.

Employees who demonstrate a possible lack of knowledge of safety rules, procedures, skills, or participate in potentially unsafe behavior(s), as determined by department management, Risk Management, and/or the Safety Committee, will be prohibited from working at the tasks involving possible deficient knowledge, skill or behavior until there is documentation of retraining, recertification, or other action as appropriate.

## DOCUMENTATION / RECORDKEEPING

All training is to be documented and is to include (at a minimum) the date and topic of training, person providing training, and signature of person(s) trained.

Records of orientation and training necessary for employee certification / qualification shall be maintained in each employee's personnel file for the duration of record retention as prescribed by law.

Risk Management shall keep a record of each safety training event that they conduct, arrange for, or oversee, for three (3) years.

## **ACCIDENT REPORTING AND INVESTIGATION**

Employees are required to report all accidents, work-related injuries and illnesses, property damage, theft, and near miss incidents immediately to their direct supervisor. If their supervisor is not available, notification may be made to a higher level of their management, their area HR Representative, or Risk Management.

The department is to ensure that employees are provided appropriate medical care, if needed, and that the following forms, and other documentation requested by Risk Management, are completed and sent to Risk Management within the timeframes designated.

Property Damage – SAF 7

County Automobile Damage – SAF 5

Work-Related Injury and/or Illness – C-1, C-3, and Supervisor's Report of Injury

### **PROPERTY DAMAGE REPORTING**

Any loss or damage of County property is to be reported on the SAF 7 Form and provided to the Department Head as soon as practicable or within 24 hours, or the next working day, after its occurrence or discovery. The Department Head shall forward the SAF 7 and material relating to the accident or incident to Risk Management within 24 hours, or the next working day, after their receipt of the SAF 7. Police reports, surveillance tapes, witness statements, etc. are to be included as soon as possible.

Serious incidents such as fire, earthquake, etc. will require an investigation and determination on the safety and health of a building or work environment. For a property that has known, or suspected, structural damage due to fire, earthquake, or other disaster, the affected building's department management is to contact Risk Management to coordinate the assessment with Building Codes, Facilities, Health Department, and others as necessary. Employees will not be allowed to return to work within an area that has known or suspected structural damage, until cleared by Building Codes. Employees may be referred to alternate worksites by their department management and, as part of the department's Continuity of Operations Plan, employees are to maintain contact with their management to let them know how to contact them. Work orders for needed repair are to be completed by Department Management.

### **AUTOMOBILE DAMAGE REPORTING**

Employees are to initiate care for any injured persons due to a motor vehicle accident without delay, and complete reports after care is rendered.

For any loss or damage to a County vehicle, documents in the red envelope, provided and placed in each County vehicle, are to be completed and given to the Department Head as soon as practicable or within 24 hours, or the next working day after the occurrence or discovery. The Department Head shall forward the SAF 5 and material relating to the accident or incident to Risk Management within 24 hours, or the next working day, after receipt of the SAF 5. Police reports, surveillance tapes, witness statements, etc. are to be included as soon as possible.

County vehicles are to be taken to the Washoe County Equipment Services Division for evaluation. Damage to a personal vehicle will be referred to the employee's personal vehicle insurance carrier.

## WORK RELATED INJURY OR ILLNESS REPORTING

For any potentially life-threatening injury or illness, County personnel shall call 911 and request immediate assistance and transportation to the closest available emergency room. The supervisor is to contact Risk Management within one (1) business day for any work-related injury or illness that results in transportation via ambulance.

The County requires that employees immediately report a work-related injury or illness, regardless of whether medical attention is sought. Reporting is accomplished by completing the Notice of Injury or Occupational Disease (C-1 Form). State law provides a maximum of seven (7) days to report, however, the County directs employees to report immediately so appropriate care and actions may be taken. Exceptions to completing the C-1 may be made if the employee is physically incapable of completing the C-1 due to the seriousness of their condition, they are travelling, or otherwise incapacitated. Employees are to provide the completed C-1 Form to their direct supervisor or area HR Rep, as directed by their department.

If the employee requires medical attention, they will also need to complete a C-4 Form while at the initial care medical providers in order to initiate a Worker's Compensation claim. A County approved provider for Worker's Compensation will submit the form directly to the County.

Supervisors or departmental HR Reps are to complete the Employer's Report of Industrial Injury or Occupational Disease (C-3 Form) and the Supervisor's Report of Injury and send the C-1, C-3, and Supervisors Report to Risk Management.

Additional information regarding the injury or illness may be forwarded at the time of initial reporting, or may be requested at any time during a claim.

## INVESTIGATION

The purpose of investigating incidents is to determine the root cause of the incident in order to prevent a reoccurrence of the incident, or one that may be associated with it, in order to prevent future loss to persons or property.

The direct supervisor of employees involved in all incidents is responsible for conducting an initial investigation, completing forms, gathering information, identifying steps that may be taken to prevent a re-occurrence, and forwarding all of the above to Risk Management.

Information on claims, notices, or near-misses may be reviewed by the Safety Committee, at Risk Management's discretion.

Employees directly responsible for any damage, loss, injury/illness, or a near-miss that indicate there may have been a violation of a law, certification, or policy/procedure will be notified if the incident will be reviewed by the Safety Committee and they will have opportunity to be present and speak at the Safety Committee meeting.

Investigation results that indicate there may have been a violation of a law, certification, or policy or procedure will be sent to department management and Human Resources to become a part of the responsible employee's personnel file. Employees will receive a copy of any information to be included in their personnel file.

If a serious accident occurs, Risk Management may assume full responsibility for the investigation or form an accident investigation team.

Recommendations resulting from accident investigations will be tracked by Risk Management until completion.

## RECORDKEEPING

Risk Management will maintain files containing Property, Vehicle, and Workers Compensation claims. Risk Management will maintain files of Incidents, recommendations for corrective action, and OSHA reports.

Department Management may keep files of property and vehicle damage or loss and copies of the most recent restrictions given to employees with Worker's Compensation claims.

Human Resources individual employment files will retain information regarding violations of law, certification, and/or policies and procedures.

## FATALITY OR CATASTROPHIC EVENT

These guidelines are to be used for any situation resulting in a work related fatality of one or more employees, or the in-patient hospitalization of three (3) or more employees due to the same incident. This will also be referred to herein as a catastrophic event. Catastrophic events are "reportable" to OSHA within defined timeframes.

**Report any fatality, as well as the hospitalization of three or more employees, to Risk Management IMMEDIATELY.**

All available information regarding the incident is to be provided to Risk Management during that call - including the name and phone number of the responsible contact person at the incident site. Risk Management will be responsible for notifying other County personnel and activating necessary investigative teams.

Personnel are not to discuss the incident with any person or group other than as directed. Media inquires shall be referred to the County Public Information Officer without further comment.

Human Resources will notify the emergency contacts of record for each individual involved. If the incident involved motor vehicles and occurred on a State, County, or City thoroughfare, investigation will be handled by appropriate enforcement agencies.

If the incident occurs within a County worksite – after emergency medical care personnel have gone, the area immediately surrounding the scene is to be cordoned off and secured against entry by anyone other than the investigation team.

Nothing within the accident scene shall be touched or otherwise disturbed. No equipment shall be moved, removed, or dismantled unless necessary to free any person trapped by equipment or to ensure the safety of, or prevent further injury to, any person. In such cases, the equipment may be moved or dismantled only to the extent necessary to free a trapped person or ensure the safety of others.

Investigation shall be conducted by designated County personnel and/or representatives of OSHA. Investigation shall commence as soon as possible.

Employees necessary for the completion of the investigation shall be made available for questioning. This shall include, but not be limited to, the direct supervisor of any injured employee(s) and any employee(s) who witnessed the incident or actions leading up to the incident. All evidence secured as a result of the investigation will be maintained at location(s) designated by Risk Management.

One person, under the direction of the County Manager, will report the incident to the Nevada Occupational Safety and Health Administration (OSHA) within eight (8) hours of receiving notification that the situation becomes reportable. The initial report to OSHA is to provide the department name, location, time of incident, number of fatalities and/or hospitalized employees, a brief description of the incident, and the contact names and phone numbers.

If the incident falls under the scope of the Regional Emergency Operations Center, REOC guidelines are to be followed.



## **ENFORCING SAFETY PRACTICES**

Employees are responsible for their actions and are expected to work safely at all times. Direct supervisors may include evidence of an employee's safe or unsafe behaviors on the employee's evaluation forms which will be included within the employees personnel file.

Direct supervisors are required to impose appropriate disciplinary action for violations of safety rules, policies, procedures, and/or violations of law or certifications, as applicable per the contract provisions of the appropriate Bargaining Agreement.

Volunteers for the County who violate any rules, policies, procedures, laws or certifications may be removed from Volunteer service immediately.

## **SAFETY COMMITTEE**

The County recognizes that cooperative effort is required to ensure the effectiveness of the safety program and established a County Safety Committee that is detailed under County Code 65.150 – 65.190.

### **PURPOSES OF THE COUNTY SAFETY COMMITTEE:**

1. To serve in an advisory capacity to the board of county commissioners, the county manager, the county safety officer, and the county risk manager in all matters relating to safety and health of county officers, employees, and volunteers;
2. Communicate safety policies to all employees and volunteers;
3. Review the report of the risk manager of the accidents or incidents pursuant to the driver's selection training policy upon the request of a person authorized by this chapter to request review. Following the requested review the safety committee may accept, reject, amend, or modify the report of the risk manager;
4. Review all on-the-job accidents or injuries which result in lost time compensation pursuant to the county's workers' compensation program, and all accidents or incidents referred by the county safety officer or county risk manager. Where deemed necessary by the committee, the county safety committee may conduct additional evaluations. The county safety committee may recommend employee counseling, training or corrective measures, and other future accident-prevention or loss-control measures;
5. Review and recommend action on all safety issues brought before the safety committee;
6. The county safety committee does not recommend any disciplinary measures. Any discipline shall, subject to applicable personnel rules, be imposed as appropriate by the responsible supervising authorities and reviewed in accordance with county policy by the personnel division.

The Safety Committee shall be composed of seven (7) members with membership selection and terms identified under County Code. Employee Committee members may be selected from volunteers whenever possible.

Even though an employee may not be actively serving as a Committee member, all employees are eligible to submit safety and health topics to the Committee for consideration. Notification of a requested agenda item may be made by contacting a Safety Committee member or Risk Management. Employees may be requested to present additional information or appear in person to the Committee meeting to discuss any requested items placed on the agenda.

Risk Management will serve as the safety committee advisor and is responsible for providing meeting agendas, assignments given to the committee, and publicizing committee accomplishments. Safety Committee meeting minutes and attendance rosters shall be maintained for three (3) years.

Risk Management is responsible for assuring that committee members are adequately trained to perform their committee duties and responsibilities.

Meetings will be held on the third (3<sup>rd</sup>) Thursday of every odd numbered month or more often as needed.

Departments are encouraged to form departmental safety committees. Membership and meetings may be established by the participating departments. Representatives of Risk Management or the County Safety Committee may participate in departmental safety meetings.

Safety Committee members will receive their regular rates of pay while performing safety committee duties. Time spent performing safety committee duties shall be documented using normal time reporting procedures.