

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, 2nd Floor**

**March 21, 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. 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. For possible action - nomination and election 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 January 17, 2019.
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 and review of the parking lot accidents and recommendations of the Committee for the prevention of parking lot accidents.
9. For possible action, a discussion and recommendations for increasing employee awareness of the Safety Committee.
10. For possible action, a discussion and recommendations for manager/supervisor/department head notification of concerns surrounding an employees driving history and appropriate action.
11. For possible action, a discussion and recommendations of space heaters and ongoing cold weather issues.
12. For possible action, a discussion and recommendations of mass notification software.
13. For possible action a discussion and recommendation of safety award nominations.
14. Discussion of topics for future agenda items.
15. 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.
16. Adjournment.



WASHOE COUNTY

COMPTROLLER'S DEPARTMENT

SAFETY COMMITTEE MEETING MINUTES

COMPTROLLER CONFERENCE ROOM – 2ND FLOOR

January 17, 2019

1:30 PM

Call to Order

Member Celeste Wallick called the meeting to order at 1:34pm.

1. Roll Call

Deputy Melinda Vander-Heyden	Washoe County Sheriff's Deputy Associatio
Ben West	Washoe County Manager's Office
Anne Stoll-Thompson	WCEA representative
Mary Kandaras	Legal Counsel for Committee
Celeste Wallick	Safety Analyst

Not Present

Lt. Marc Bello	Washoe County Sheriff's Supervisory Deputies Association
Cathy Hill	Washoe County Comptroller and Risk Manager
Patrice McDonald	Washoe County CSD
Victoria Nicolson-Hornblower	Washoe County Nurse's Association

Public Present

Charlie Moore, Truckee Meadows Fire Department
Marissa Kuckhoff, Treasurer's Department

2. Election of Chairperson

This item is tabled until the next meeting

3. Public Comment

Charlie Moore, Fire Chief, stated he has witnessed 2 accidents in the County parking lot by the Senior Center. He stated he has almost been hit at the same location and has asked that stop signs be placed in the parking lot.



4. A review and approval of the Washoe County Safety Committee meeting minutes of November 15, 2018.

Anne Stoll-Thompson made a motion to approve the minutes, seconded by Ben West. The motion passed unanimously.

Open Issues

5. Review and Discussion of Industrial Injury Summary Reports

Celeste Wallick directed the Committee's attention to pages 6 through 11 asking for questions and comments. Hearing none, she directed the attention to page 9 which shows a slight increase from the prior year. Anne Stoll-Thompson pointed out that Animal Services claims continue to increase. Celeste stated that the majority of the claims are animal bite related. The employees at Animal Services are allowed to use protective equipment at their discretion.

There is an analysis on page 11 showing the types of injuries that are occurring. Celeste informed the committee that she thought this information may be useful to the Committee to see the claims that are received on a regular basis. She reviewed each type of claim with the Committee. Celeste asked for suggestions or recommendations for improvements. Anne Stoll-Thompson suggested that a notice on the Manager's Monday Memo be placed to remind employees to be aware of their surroundings. Ben West offered to speak to Nancy Leuenhagen about having a consistent message placed on the Manager's Monday Memo.

6. Discussion and possible action of Code 65 updates

Mary Kandaras informed the Committee that the updates were pulled from the Board of County Commissioner's agenda and is hopeful that it will be revisited soon.

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

This is to be discussed when the Code 65 update is completed. Ben suggested updating titles to some of the positions that have changed. He will send the changes to Celeste. Mary Kandaras asked the Committee to send any changes to Celeste and not directly to the Committee.

8. Discussion and possible action a discussion on mass notification software

Ben stated that he has received 2 more submissions from vendors for this software. He will bring the information to the March meeting and ask for a recommendation from the Committee.

9. Discussion and for possible Committee members lists of desired accomplishments

Celeste explained that this agenda item is asking Committee members what they would like to see done in calendar year 2019. Melinda Vander-Heyden stated she would like to see reduced incidents for any type of injuries, also working more with facilities discussing safety issues at the Sheriff's location.

Celeste asked the Committee if they would like more training on how to coach people on safety items. Ben and Mary were in agreement that the training would be beneficial. Celeste will organize the trainings.

Marissa Kuckhoff asked if the training would be for the Committee only or if anyone could attend. It was decided that the trainings would be open to employees. Ben will work on notifications to the County on the available trainings.

10. Discussion and for possible action a discussion on safety award nominations.

Ben West has nominated Shannon Scott and Sue Dufva for noticing that a vehicle was operating recklessly in the parking lot and notified security. Security asked Shannon to call the Sheriff's. While waiting for the Sheriff's office to show up, she stayed in her car. During this time another employee, Sue Dufva, arrived at work. She informed her employee of the activity and suggested that they walk into work together. Sue took the initiative to inform the Assessor's office of the activity and reminded them to be safe.

Ben West made a motion to give a safety award to Shannon Scott and Sue Dufva, motion seconded by Anne Stoll-Thompson, motion passed unanimously.

11. Topics for future agendas

- a. Nomination and election of Chairperson
- b. Mass notification software review
- c. Parking lot accidents/issues
- d. Increasing the awareness of the Safety Committee
- e. Space heater questions from Sheriff's

12. Public Comment

There was no response to the call for public comment.

13. Meeting adjourned at 2:17 pm.

**WORKER'S COMPENSATION
TIME LOST FROM WORK IN CY19
as of 3-6-19**

CURRENT STATUS	DEPARTMENT	INCIDENT DATE	DIAGNOSIS	MECHANISM	LOST DAYS	RESTRICTED DAYS
FULL DUTY	COMMUNITY SERVICES	1/12/2019	STRAIN	PULLING HEAVY ITEMS	11	33
RESTRICTED DUTY	DISTRICT COURT	12/5/2018	FRACTURED ANKLE	SLIP, FALL ON ICE	31	55
RESTRICTED DUTY	HUMAN SERVICES	7/13/2018	MULTIPLE	TRIP, FALL OVER CONCRETE	49	134
RESTRICTED DUTY	JUSTICE COURT	8/20/2018	TEAR	TRIP, FALL OVER A FAN	16	136
RESTRICTED DUTY	SHERIFF'S OFFICE	11/27/2018	FRACTURED FOOT	SLIP, FALL OVER ROCK	30	10
RESTRICTED DUTY	SHERIFF'S OFFICE	9/12/2018	TEAR	DEFENSIVE TACTICS TRAINING	44	135
RESTRICTED DUTY	SHERIFF'S OFFICE	10/25/2018	MULTIPLE	ALTERCATION	42	92
OFF	TECHNOLOGY SVCS	4/14/2005	MULTIPLE	MOTOR VEHICLE ACCIDENT	180	180
TOTALS					11	33

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

Report as of 3-6-19

JANUARY 2019

Injury Report for

DATE	INCIDENT	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
1-1	NEEDLE IN POCKET OF PERSON BEING SEARCHED	UNSEEN HAZARD IN POCKET	NORMAL	ACT OF ANOTHER	USE CARE	CLAIM
1-1	FELL OFF AN OFFICE CHAIR	NORMAL	ROLLED OVER A MAT	CHAIR TIPPED ON EDGE OF THE MAT	MOVE MAT, GET UP FROM CHAIR, USE CARE	IO
1-3	USING BLOWER, SAWDUST BLEW BACK ON EMPLOYEE	NORMAL	NORMAL	WIND	WEAR SAFETY GOGGLES	IO
1-6	MOVING FERAL CAT TO A BOX	NORMAL	IMPROPER HANDLING OF FERAL	ANIMAL	TRAINING, WEAR PPE	IO
1-6	SLIP/FALL ON ICE	ICY SURFACE (NON-COUNTY)	NORMAL	ICE	PROPER FOOTWEAR, USE CARE	IO
1-7	MOVING CAT TO A CAGE	NORMAL	NORMAL	ANIMAL	TRAINING, WEAR PPE	CLAIM
1-8	SLIP/FALL ON ICE	ICY SURFACE (COUNTY)	NORMAL	ICE	PROPER FOOTWEAR, USE CARE	IO
1-8	MVA - VEHICLE PULLED OUT OF A PARKING SPACE IN FRONT OF EE	NORMAL	NORMAL	ACT OF ANOTHER	AWARENESS	IO
1-10	SLIP/FALL ON ICE	ICY SURFACE (COUNTY)	NORMAL	ICE	PROPER FOOTWEAR, USE CARE	IO
1-12	PULLING TREE LIMBS	NORMAL	NORMAL	NONE	USE PROPER BODY MECHANICS, GET ASSISTANCE	CLAIM
1-17	CLOSED IN VEHICLE DOOR	NORMAL	UNSAFE BODY POSITION	INATTENTION OR TRYING TO HURRY	PAY ATTENTION	CLAIM
1-23	SLIP/FALL ON ICE	ICY SURFACE (NON-COUNTY)	NORMAL	ICE	PROPER FOOTWEAR, USE CARE	IO
1-24	MVA - SIDESWIPE BY ANOTHER VEHICLE	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
1-25	STRUCK BY A SHOVEL THAT WAS BEING USED TO CLEAR A FLUME	THE FAN WAS STILL RUNNING ON THE PLOW	WORKING ON MOVING EQUIPMENT	TRYING TO SAVE TIME	COUNSELLING, TRAINING	IO
1-29	RESPONDING TO AN ALARM	NORMAL	NORMAL	ANIMAL	NONE	IO
1-29	STRUCK BY VEHICLE WHEN WALKING ON SIDE OF ROAD	MOVING TRAFFIC AT A SCENE	TOO CLOSE TO ROADWAY	DISTRACTED DRIVER	WEAR REFLECTIVE VEST, WALK FURTHER AWAY FROM ROAD	IO
1-31	SHARP OBJECT IN INMATES BAG	UNSEEN HAZARD	NORMAL	TIGHT SPACE, IMPROPERLY MARKED BAG	REMINDER TO ALL EMPLOYEES TO MARK BAGS PROPERLY	IO

CLAIMS 5
 INCIDENTS 12
 TOTAL 17

DATE	INCIDENT	INJURY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
2-27	ANNUAL PHYSICAL	ABNORMAL FINDING	NORMAL	NORMAL	UNKNOWN	NONE	CLAIM
2-27	TRIP/FALL OVER CRACKED PAVEMENT ON SIDEWALK	LACERATION, SWELLING	UNSAFE WALKING SURFACE (NON-COUNTY)	NORMAL	INATTENTION, LOOKING FOR AN ADDRESS	PAY ATTENTION	IO
2-28	ALTERCATION WHEN MAKING AN ARREST	ABRASION, CONTUSION, POSS BBP EXP	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM

CLAIMS 11
 INCIDENTS 14
 TOTAL 25

Injury Report for **MARCH 2019** Report as of 3-6-19

DATE	INCIDENT	INJURY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
3-1	REPETITIVE USE OF COMPUTER WORKING IN A SHED, THE SLIDING GLASS DOOR CAME OFF ITS TRACKS & HIT EE	TENDINITIS	NORMAL	NORMAL	UNKNOWN	ERGO EVAL, EXERCISES	CLAIM
3-1		SORENESS	UNSAFE BUILDING COMPONENT (NON- COUNTY)	NORMAL	LACK OF MAINTENANCE (3RD PARTY)	NONE	IO
3-4	PHYSICAL TRAINING	SPRAIN	NORMAL	NORMAL	OBSTACLE COURSE	NONE	CLAIM
3-4	PHYSICAL TRAINING	BRUISE, STIFFNESS	NORMAL	NORMAL	OBSTACLE COURSE	NONE	IO

CLAIMS 2
 INCIDENTS 2
 TOTAL 4

FY 18

7-1-17 thru 3-31-18

DEPARTMENT	CLAIMS	INCIDENTS	TOTAL
Alternative Sentencing	1		1
Animal Services	4	7	11
Assessors			0
Building & Safety			0
Clerk's Office	1		1
Crime Lab	3	4	7
Comptrollers			0
CSD - Facilities & Admin	1	4	5
District Attorneys	1	1	2
District Court	3	5	8
Equipment Services			0
Flood			0
Health	3		3
Human Resources			0
Human Services	9	6	15
Incline Village Justice Ct.			0
Juvenile Services	7		7
Libraries	4	4	8
Managers Office	2		2
Medical Examiner		2	2
Parks	4		4
Public Administrator			0
Public Defender			0
Public Guardian			0
Recorders Office	1		1
Registrar of Voters			0
Reno Justice Court		1	1
Roads	3	2	5
Sheriffs Office	75	45	120
Sparks Justice Court			0
Technology Services			0
Treasurers			0
Water	1		1
TOTALS	123	81	204

FY 19

7-1-18 thru 3-6-19

DEPARTMENT	CLAIMS	INCIDENTS	TOTAL
Alternative Sentencing	3		3
Animal Services	7	8	15
Assessors	1		1
Building & Safety			0
Clerk's Office	1		1
Crime Lab	3	3	6
Comptrollers	1	1	2
CSD - Facilities & Admin	3	2	5
District Attorneys	2	3	5
District Court	1	2	3
Equipment Services	1		1
Flood			0
Health		4	4
Human Resources			0
Human Services	6	1	7
Incline Village Justice Ct.	1		1
Juvenile Services	4	1	5
Libraries	1	4	5
Managers Office			0
Medical Examiner		2	2
Parks	2		2
Public Administrator			0
Public Defender	1	2	3
Public Guardian	1		1
Recorders Office	1		1
Registrar of Voters		1	1
Reno Justice Court	1		1
Roads	4	4	8
Sheriffs Office	72	33	105
Sparks Justice Court			0
Technology Services	1	1	2
Treasurers		1	1
Water	1	1	2
TOTALS	119	74	193

MONTHLY COMPARISON
as of 3-6-19

	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	20	3	23	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	11	10	21	1
DEC	14	5	19	14	10	24	18	9	27	22	8	30	17	2	19	20	3	23	0
JAN	27	10	37	16	8	24	23	22	45	24	10	34	10	5	15	5	12	17	
FEB	11	12	23	18	6	24	17	21	38	22	5	27	11	14	25	11	14	25	
MAR	15	12	27	22	8	30	15	18	33	18	10	28	12	16	28	2	2	4	
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				
	206	111	317	195	112	307	206	136	342	211	87	298	167	154	321	119	74	193	14

thru March 31st

247

233

269

236

204

193

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 **hazardous** situations faced by County employees that ~~possess hazards~~ **are** inherent with the tasks that are being performed. For those **types of** 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 and 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 (**PPE**) – 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 – re-worked whole section

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.~~

~~Courses~~ **Training** may be conducted **one-on-one**, in a classroom setting, through practical demonstration of skills, **computer based learning**, or a combination of these methods.

Risk Management, Human Resources, and individual department management, will be jointly responsible for identifying and providing the safety training **and re-training** needs for County ~~employees~~. Training **and re-training** requirements will be established based on **policies, procedures, certifications**, laws, and the hazards identified under job titles, work environments, tools, ~~and tasks~~, **and employees behaviors**.

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.

~~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:~~

RESPONSIBILITY

Risk Management is responsible to:

- ~~to~~ inform management of any new safety and health rules, policies and/or procedures,
- **to** develop **safety** training programs and make any changes to program content, the positions affected, and retraining requirements as needed
- **present the** Nevada Workplace Safety **video** from the Division of Industrial Relations **regarding the rights and responsibilities of employees and employers to promote safety in the workplace and receive** basic safety and health **and Risk Management** information at New Employee Orientation.

NEW EMPLOYEE ORIENTATION

~~Training topics presented by Risk Management will include:~~

- ~~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.~~

~~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.~~

The Direct Supervisor and Department Management ~~are~~ is responsible to:

- ensure employees receive required formal and practical training **and complete all components of the New Employee Safety Checklist** prior to beginning work,
- ensure training and/or certifications are kept current
- 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,
- **evaluate training needs based on employees behaviors and schedule or conduct training to improve safe behaviors**
- ~~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.~~

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 **the** possible deficient knowledge, skill or behavior until there is documentation of retraining, recertification, or other action as appropriate.

DOCUMENTATION / RECORDKEEPING

Documentation of a~~All training is required and shall include 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, **at a minimum.**

~~Records of orientation and Training~~ records will 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~~ retain records of each safety training event that they conduct,
arrange for, or oversee, for a minimum of three (3) years.

ACCIDENT REPORTING AND INVESTIGATION

Employees are required to provide a written report of 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 appropriate reporting 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~~

(moved up) WORK RELATED INJURY OR ILLNESS REPORTING

For any potentially life-threatening injury or illness, County personnel shall call 911/9-911 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 the injured
worker 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.

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. **or other type of disaster or event** 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 **or event**, the affected building's department management is to contact Risk Management to coordinate the **building** 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 or their designee.**

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.

Employees are to walk around County vehicles prior to each use to look for damaged or unsafe vehicle components. Damaged or unsafe conditions are to be reported immediately. For any loss or damage to a County vehicle, **employees are to follow the directions on documents** in the red envelope, ~~provided and placed~~ in each County vehicle, ~~are to be completed~~ and given **documents** 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, **photographs**, 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.

INVESTIGATION

The purpose of investigating incidents is to determine the root cause of the incident **so corrective action may be taken** 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.~~

Reporting

Department management must report any fatality, as well as the hospitalization of three or more employees, the loss of an eye, or amputation of a body part, to Risk Management and the Emergency contact on Outlook IMMEDIATELY after calling emergency response personnel.

All available information regarding the incident is to be provided to Risk Management during that call. The initial report to OSHA is to provide:

- the department name,
- location of the incident,
- time of incident,
- name(s) of injured person(s) and location of where they are being treated,
- name(s) and number of fatalities and/or hospitalized employees,
- a brief description of the incident,
- names and business relationship of any other involved parties,
- and the contact names and phone numbers of the responsible contact person at the incident site.

Risk Management will be responsible for notifying other County personnel and activating necessary investigative teams.

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.

Human Resources will notify the emergency contacts of record for each individual involved.

Personnel are not to discuss the incident with any person or group other than as directed. Media inquiries shall be referred to the County Public Information Officer **Managers Office Communication and Engagement team** without further comment.

Secure the Scene

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 **until formally released by the investigating parties**. 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

Investigation shall be conducted by designated County personnel and/or representatives of OSHA or other enforcement agencies. 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.

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 **counseling and/or** 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. **Recurring unsafe behaviors or actions that could put the lives or well-being of themselves, or others, in danger must be addressed immediately. Corrective actions needed to address these circumstances may include upper level management, other departments representatives, and/or labor organization representatives.**

Interns or 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, **policies, procedures and directives** 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 **are** identified **under in Washoe** County Code **65**. 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 (3rd) 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.