

**SAFETY COMMITTEE MEMBERS**

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



**LEGAL COUNSEL TO THE  
SAFETY COMMITTEE**  
Wade Carner

**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  
VIA TEAMS  
(775) 325-0620**

**Meeting ID Conference ID: 637 229 91#**

**March 18, 2021  
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. 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, acknowledgement of adding Jay Slocum to the committee.
4. For discussion, names of each committee member's alternate.
5. For possible action, a review and approval of the Washoe County Safety Committee meeting minutes of January 21, 2021.
6. For possible action, a presentation of Industrial Injury Summary Reports and recommendations of the Committee for prevention of work-related injuries or illnesses.
7. For possible action, a discussion on the Code 65 updates.
8. For possible action, a discussion and recommendations on the update of COVID-19 activities and safety concerns.
9. For possible action, a discussion and recommendations for updates on the Emergency Action policy.
10. For possible action, a discussion and recommendations for updates on the Workplace Safety program policy.
11. For possible action, a discussion and recommendations for updates on the Driver's Policy.
12. For possible action a discussion and recommendation of safety award nominations.
13. Discussion of topics for future agenda items.
14. 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.
15. Adjournment.



**WASHOE COUNTY**  
**COMPTROLLER'S DEPARTMENT**

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

**January 21, 2021**

**1:30 PM**

**Call to Order**

Deputy Melinda Vander-Heyden called the meeting to order at 1:31pm.

**1. Roll Call**

Deputy Melinda Vander-Heyden	Washoe County Sheriff's Deputy Association
Anne Stoll-Thompson	WCEA representative
Celeste Wallick	Safety Analyst
Cathy Hill	Washoe County Comptroller and Risk Manager
Victoria Nicolson-Hornblower	Washoe County Nurse's Association
Wade Carner	Legal Counsel for Committee
Ben West	Washoe County Manager's Office
Captain Marc Bello	Washoe County Sheriff's Supervisory Deputies Association

**Not present**

Patrice McDonald                      Washoe County CSD

**Public Present**

None

**2. Public Comment**

There was no response to the call for public comment.

**3. Nominations for position of Chair of the Committee**

Cathy Hill nominated Deputy Melinda Vander-Heyden as Chair, seconded by Anne Stoll-Thompson; nomination carried unanimously.



4. **A review and approval of the Washoe County Safety Committee meeting minutes of November 19, 2020**

Ben West made a motion to approve the minutes, seconded by Victoria Nicolson-Hornblower; motion passed unanimously. Captain Bello joined the meeting at 1:33pm.

**Open Issues**

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

Cathy Hill inquired about the repeated number of claims associated with needle sticks. Celeste Wallick explained that 2 claims were associated with the same employee at the Medical Examiner's Office. Additional training has been recommended to the department by Celeste Wallick. She will follow up on the status of the training.

Celeste is working on the annual OSHA reports which will show that claims are down from the prior year. She will disseminate the reports to the committee members. Ben West inquired about a trip and fall claim that occurred by an employee that is working from home.

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

This item is tabled until the next meeting. Ben West spoke to Manager Brown about reviewing the update. Cathy Hill directed Ben's inquiry to Deputy District Attorney Mary Kandaras for the information.

7. **For possible action, a discussion and recommendations on the update of COVID-19 activities and safety concerns**

Cathy Hill explained that this is an ongoing item for the committee to review for any concerns expressed by employees on COVID-19 exposure. Celeste informed the committee that she has not heard of any complaints or concerns. Ben West informed the committee that there were 2 concerns at the Mills Lane building. A form is now required for visitors' review, in addition to temperature screening, stating if they have COVID-19 symptoms, then they will need to leave the building. This will be expanded to 75 Court Street and offered to Sparks Justice Court.

Sheriff's Office is continuing to perform screenings for entrance into the building.

8. **Discussion and recommendations for updates on the Emergency Action policy**

Celeste previously distributed the policy to committee members, however only 2 members responded. Cathy Hill stressed the committee members to read the policy and to send changes or questions to Celeste Wallick. This will be tabled until the next meeting.

Celeste will verify with Technology Services whether all County locations need to use a 9 before dialing out.

9. **Discussion and recommendations for updates on the Workplace Safety program policy**

This will be tabled until the next meeting.

**10. Discussion and recommendations for updates on the Driver's Policy**

This will be tabled until the next meeting.

**11. For possible action, a discussion on possible change in scheduled meeting dates for calendar year 2021**

This was brought up from the previous meeting on the availability of Deputy Melinda Vander-Heyden. She expressed that no change is needed.

**12. Discussion and possible action on recommendation of safety award nominations**

Celeste Wallick has not received any nominations. Cathy Hill informed the committee that the previous nominations were mentioned at a recent Board of County Commissioners meeting. This will be rescheduled when time allows for the employees to be presented their awards.

**13. Topics for future agendas**

- a. Code 65 update
- b. Emergency Action policy
- c. Workplace Safety program
- d. Driver's Policy
- e. COVID-19 updates
- f. Safety award nominations
- g. Acceptance of additional member to the safety committee
- h. Associations to bring the names of their alternates
- i. Industrial injury summary reports

Captain Bello informed the committee of that the Deputy Supervisor Association board decided to forgo their position on the committee so that another member or group could join the committee. The Association would like to keep the option of petitioning the committee for a spot on the committee should the association decide to rejoin. With this notice Captain Bello has left the committee.

Victoria Nicolson-Hornblower stated that employees have concerns about the County Complex parking lot. Pedestrian activity between the building and COVID activities and incoming traffic and not paying attention are causing concerns for safety. Ben West will reach out to Jim English on these concerns.

**14. Public Comment**

There was no response to the call for public comment.

**15. Meeting adjourned at 2:11 p.m.**

**WORKER'S COMPENSATION  
TIME LOST FROM WORK IN CY21  
as of 3-4-21**

CURRENT STATUS	DEPARTMENT	INCIDENT DATE	DIAGNOSIS	MECHANISM	LOST DAYS	RESTRICTED DAYS
OFF WORK	CSD	7-1-20	TEAR	LIFTED HEAVY ITEM	45	77
RESTRICTED DUTY	CSD	1-21-21	TEAR	LIFTED HEAVY ITEM	8	53
FULL DUTY	SO	4-27-20	STRAIN, TEAR	LIFTED HEAVY ITEM	32	240
RESTRICTED DUTY	SO	2-14-20	STRAIN, TEAR	ALTERCATION WITH INMATE	12	36
OFF WORK	SO	6-25-20	MULTIPLE	MVA - REAR ENDED	178	101

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

Injury Report for

JANUARY 2021

Report as of 3-4-21

DATE	INCIDENT	INJURY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
1-1-21	DISCOMFORT	HEART CLAIM	NORMAL	NORMAL	UNKNOWN	NONE	CLAIM
1-3-21	ALTERCATION WITH INMATE	CONTUSION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
1-7-21	OPENING A CONTAINER	LACERATION	BLADE BROKE	THUMB	UNKNOWN	CHECK TOOLS BEFORE USE	CLAIM
	STRUCK BY BEAM WHEN CO-WORKER LOWERED THEIR END UNEXPECTEDLY	LACERATION, AVULSION		LACK OF TEAMWORK	LACK OF COMMUNICATION	TRAINING	CLAIM
1-12-21		PAIN	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
1-15-21	ALTERCATION WITH INMATE	PAIN	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
1-15-21	ALTERCATION WITH INMATE	PAIN	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
1-16-21	ALTERCATION WITH INMATE	FRACTURE	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
1-21-21	LIFTED CAMPER SHELL TO PUT IN TRUCK	STRAIN, TEAR	NORMAL	NORMAL	IMMEDIATE NEED TO MOVE IT FROM ROAD	NONE	CLAIM
1-24-21	TRAINING - STRUCK AGAINST THE EQUIPMENT (SHIELD)	LACERATION	NORMAL	NORMAL	DEPARTMENT SAID IT WAS FREAK EVENT	PERSON USING EQUIPMENT TO WEAR SHIN GUARDS	CLAIM
1-26-21	TRIP/FALL OVER CHAIR MAT	PAIN	RUG WAS ROLLED UP	INATTENTION	RECENT CARPET CLEANING	PAY ATTENTION & CORRECT HAZARDS WHEN POSSIBLE	CLAIM
1-27-21	DIZZINESS, NAUSEA	ILLNESS	NORMAL	PERSONAL	PERSONAL	NONE	IO
1-28-21	ALTERCATION WITH INMATE	LACERATIONS, ABRASIONS	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO
1-29-21	ALTERCATION WITH ARRESTEE	FRACTURE, CONTUSION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM

CLAIMS	11
INCIDENTS	2
TOTAL	<u>13</u>

Injury Report for			FEBRUARY 2021			Report as of 3-4-21		
DATE	INCIDENT	INJURY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT	
2-1-21	IN CLOSE PROXIMITY TO FIRE ALARMS	EXPOSURE TO LOUD NOISE	ALARM WAS SET OFF BY AN INMATE	NORMAL	CAMERA LOCATED DIRECTLY BENEATH ALARM	CAMERA IS BEING RE-LOCATED, WAIT UNTIL ALARM STOPS BEFORE RETRIEVING CAMERA	CLAIM	
2-1-21	MVA - REAR-ENDED & PUSHED INTO CAR IN FRONT	STRAIN	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM	
2-2-21	SNOW PLOW BLADE STRUCK ASPHALT & STOPPED - EMPLOYEE STUCK & STEERING WHEEL	CONTUSION	ITEM STRUCK WAS UNSEEN UNDER THE SNOW/ICE	NORMAL	NONE - NO SHOULDER BELT ON EQUIPMENT	DEPT HAVING MEETING RE: UNSEEN HAZARDS	CLAIM	
2-3-21	RUNNING DURING PT	PAIN	ICE ON ROADWAY	NORMAL	AVOIDING ICE	NONE	CLAIM	
2-4-21	SCUBA - ATMOSPHERIC PRESSURE	RUPTURED EARDRUM	NORMAL	UNKNOWN	UNKNOWN	REVIEW WITH ALL DIVERS	CLAIM	
2-5-21	TRIP/FALL OVER END OF A BENCH	PAIN	CLUTTERED WORK AREA	INATTENTION	CO-WORKER WAS PACKING UP WORKSTATION	KEEP AREA CLEAN & ITEMS OUT OF WALKWAY, PAY ATTENTION	CLAIM	
2-10-21	WASHING GLASSWARE & IT SLIPPED & BROKE	LACERATION	NORMAL	NORMAL	NORMAL	USE TOOLS TO PICK UP SHARP OBJECTS	IO	
2-18-21	MVA - VEHICLE IN FRONT STOPPED & EE STRUCK REAR	CONTUSION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM	
2-18-21	TRAINING - DEFENSIVE TACTICS	STRAIN	NORMAL	NORMAL	NONE	NONE	CLAIM	
2-19-21	APPREHENDING SUBJECT, K-9 BIT EMPLOYEE ALSO	DOG BITE	NORMAL	NORMAL	ANIMAL	NONE	CLAIM	
2-25-21	MVA - FLEEING SUSPECT STRUCK VEHICLE	STRAIN, CONTUSIONS	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM	
2-25-21	ALTERCATION WITH ARRESTEE	STRAIN	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM	
2-27-21	HANDLING A FERAL CAT	CAT BITE	NORMAL	LACK OF PPE	ANIMAL	EMPLOYEE COUNSELLED TO WEAR GLOVES	IO	

CLAIMS 11  
 INCIDENTS 2  
 TOTAL 13

Report as of 3-4-21

**FY 20**  
7-1-19 thru 2-28-20

**FY 21**  
7-1-20 thru 2-28-21

DEPARTMENT	CLAIMS	INCIDENTS	TOTAL	CLAIMS	INCIDENTS	TOTAL
Alternative Sentencing	1	1	2	3	1	4
Animal Services	10	6	16	3	6	9
Assessors		1	1	1		1
Building & Safety			0			0
Clerk's Office			0			0
Crime Lab	4	3	7		2	2
Comptrollers		2	2		1	1
CSD - Facilities & Admin	2	2	4	2		2
District Attorneys		4	4			0
District Court	1	2	3			0
Equipment Services			0			0
Flood			0			0
Health	5	4	9	9	18	27
Human Resources		1	1			0
Human Services	8	4	12	3	4	7
Incline Village Justice Ct.			0			0
Juvenile Services	6	3	9			0
Libraries	3	4	7		1	1
Managers Office	1	2	3			0
Medical Examiner	1	1	2	3		3
Parks	3	1	4			0
Public Administrator			0	1		1
Public Defender		1	1			0
Public Guardian			0			0
Recorders Office	2	1	3			0
Registrar of Voters			0	1		1
Reno Justice Court		1	1	1	1	2
Roads	4	1	5	5	2	7
Sheriffs Office	68	37	105	56	30	86
Sparks Justice Court			0			0
Technology Services			0			0
Treasurers	1		1			0
Water	2		2			0
<b>TOTALS</b>	<b>122</b>	<b>82</b>	<b>204</b>	<b>88</b>	<b>66</b>	<b>154</b>

**MONTHLY COMPARISON**  
as of 3-4-21

	<b>FY20</b>			
	CLAIMS	IR"S	TOTAL	DENIED
JULY	15	19	34	2
AUG	19	8	27	3
SEPT	11	8	19	4
OCT	13	9	22	2
NOV	18	15	33	2
DEC	12	5	17	3
JAN	16	11	27	3
FEB	18	7	25	3
MAR	19	19	38	3
APR	12	17	29	3
MAY	5	7	12	1
JUN	14	11	25	0
	<b>172</b>	<b>136</b>	<b>308</b>	<b>29</b>

	<b>FY21</b>			
	CLAIMS	IR"S	TOTAL	DENIED
	10	12	22	1
	11	8	19	2
	10	9	19	1
	17	25	42	3
	9	4	13	0
	9	4	13	0
	11	2	13	0
	11	2	13	0
	<b>88</b>	<b>66</b>	<b>154</b>	<b>7</b>

as of February 28th

**204**

**154**

# WASHOE COUNTY EMERGENCY ACTION PLAN POLICY

## GENERAL STATEMENT OF POLICY

In compliance with 29 CFR 1910.38

Washoe County is dedicated to the protection of employees and the public while at our properties and desires that all departments have established emergency procedures. Emergency Action Plans, are written documents providing information on the actions to be followed by employees in case of an emergency.

Emergencies include, but are not limited to, alarm activations, fires in or in close proximity to buildings, natural disasters, civil disturbances, bomb threats, chemical release, violent/terrorist activity, or any other situation requiring immediate action.

Departments are to develop procedures that are appropriate for their areas and train their employees on their Department Emergency Action Plan.

Departments overseeing inmates or other detainees will have employees who must perform critical operations before evacuating. The department will establish specific procedures for those persons regarding emergency actions and evacuation within their facilities. No other County departments require personnel to remain to operate critical operations before evacuation.

The execution of this Policy shall be the joint responsibility of the Washoe County Board of County Commissioners, the County Manager, Department Heads, and Risk Management.

## SECTION 1. RESPONSIBILITY FOR EMERGENCY ACTION PLAN

The Board of County Commissioners is responsible to:

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

The County Manager is responsible for:

- The leadership of Emergency Action Plans
- Initiating and directing actions to be taken in emergency situations

Department Heads (or designees) are responsible to:

- Oversee development of Department Emergency Action Plans that meet the needs of the department
- Ensure employees are trained on the Emergency Action Plans
- Communicate with Responders, the County Managers Office, Crisis Action Team, and employees
- Request structural evaluations as needed
- Initiate the Continuity of Operations Plan as needed

Revised:

Employees are responsible to:

- Immediately notify co-workers and Department Heads of emergency situations
- Take appropriate action based on the circumstances and as directed

Risk Management is responsible to:

- Develop and maintain the Washoe County Emergency Action Plan Policy, and updating and distributing as necessary
- Assist departments with Department Emergency Action Plans procedures, training, and drills.

## **SECTION 2. GENERAL INFORMATION**

In order for appropriate emergency actions to successfully take place, emergency and life-saving equipment (fire extinguishers, sensors, alarms, earthquake kits, first aid kits, etc.) and communication devices must be kept in good working condition and with free access to the equipment. Facilities must be maintained so that all areas are clean and orderly and all exit paths are clear without any objects protruding into the exit paths. Employees shall correct or report situations that need correction whenever necessary.

Responders as used within this document, refer to professional Emergency Response personnel (Sheriff, Police, Fire, or other Emergency Operations personnel). Due to a delay between reporting of an emergency and Responders arrival and set up on the scene, Responders may not be able to immediately provide information. As soon as possible, information will be provided to employees through Washoe County management.

In an immediate emergency situation, employees must determine their first actions of whether it is safer to stay within the facility or go outside. Department Heads will make the determination of appropriate action whenever possible. However, in life or death situations, each employee will need to take the initiative and determine the safest action to take. As soon as safely possible employees are to then report their location to their Evacuation Representative or Department Head.

The Department Head, County Manager's Office, Risk Management staff, and Facilities Maintenance staff will rely on Responders direction before notifying employees of other actions. Any of the above may give clearance to personnel to re-enter buildings following an evacuation or to cease Shelter in Place. Responders from law enforcement will clear employees from a Lockdown situation.

## **SECTION 3. NOTIFICATION OF AN EMERGENCY**

Communication of an emergency situation may be done by alarms, verbal notice (overhead paging system, phone, voice, etc.), electronic communication (e-mail, text, etc.) or any combination of the above.

The first important action is to summon Responders by calling 911/9-911 or activate alarms with a direct connection to 911 immediately.

Simultaneously, notification is to be given to others within the work area of the emergency situation. Communication will be as determined on the Department Emergency Action Plans.

As soon as possible a message should be sent to the Crisis Action Team using the Emergency contact on Outlook. The message should advise of the location of the emergency, the situation, the number of persons involved, actions that are being taken, and the main contacts phone numbers. Updates should be provided via email to the Emergency contact as situations change.

Inquiries from the media are to be referred to the Communications and Engagement Team in the Manager's Office without further comment by employees or Department Heads.

Employees are encouraged to register for Code Red to receive messages from the emergency response system about events that are at or near one of the County locations.

### **BUILDING WITH ALARM SYSTEMS**

In the event of an alarm sounding:

- Identify the type of alarm by the audible tone (evacuate, shelter in place, or lockdown) or by the verbal commands given
- Take immediate action as directed under the Department Emergency Action Plan to evacuate, shelter in place, or lockdown

### **BUILDING WITHOUT ALARM SYSTEMS**

For County buildings that are not equipped with alarm systems notification of an emergency situation may be verbal and/or electronic devices.

When an employee discovers a situation requiring emergency action that employee will:

- Immediately call 911/9-911 and notify the Department Head and co-workers
- Take immediate action as directed under the Department Emergency Action Plan to evacuate, shelter in place, or lockdown

## **SECTION 4. EMERGENCY PROCEDURES**

Some emergencies require evacuation or escape procedures, while in some emergencies, it is safer to remain inside of a building. Actions taken by employees should be for the safety of employees and public within County facilities.

Department Emergency Action Plans may specify additional requirements that are to be implemented in addition to the steps designated below.

### **FIRE OR STRONG SMELL OF SMOKE IN COUNTY BUILDINGS**

If an employee notices a fire or strong smell of smoke within, or immediately adjacent to, a County building, they must immediately notify the fire department and their Department Head/co-workers and notify the Crisis Action Team.

- If the building has an alarm system – activate the closest pull station (which will notify 911 dispatch) and evacuate to their closest safe meeting point
- If the building does not have an alarm system - call 911/9-911, verbally notify all persons in the area, and evacuate to their closest safe meeting point

After making these notifications, employees trained in the use of portable fire extinguishers may attempt to extinguish a fire if it is small.

If employees are not trained in the use of portable fire extinguishers, or the fire is large, they are to close the door to the area where the fire is and initiate an evacuation.

### **BOMB THREAT AND/OR EXPLOSION**

Bomb threats or explosions require special precautions to be taken to protect employees and the public.

Employees who receive a bomb threat are to report it to their Department Head immediately.

The Department Head will:

- Initiate an evacuation of the building - DO NOT use the alarm system\*
- Call 911/9-911 and request the bomb squad. The Department head and any person with information regarding a bomb threat are to answer all questions asked by dispatch or bomb squad personnel
- Notify the Crisis Action Team

\* On occasion bombs have been tied into alarm systems and detonated when the alarm system is activated.

If there has been an explosion, employees are to be aware of any hazards created by the explosion such as exposed electrical wires, fallen objects, etc. Employees are to look for anything unusual that may indicate additional explosive materials or other hazards while on the way to the meeting area and report any findings to the Department Head, evacuation representative, and/or Responders.

### **EARTHQUAKE**

Employees inside a building are to take action and assist others to:

- DUCK under a sturdy desk or table or crouch near an inside wall

- COVER their heads and eyes and turn away from glass or mirrors that may break
- HOLD onto the desk or table to keep it above them

After shaking has stopped, employees are to evaluate the area, looking for injured persons and for new hazards, and then proceed with following department direction, which may include evacuating via the safest route. Should the inside area be hazardous due to exposed electrical wires or other hazards, and if there is no immediate threat from any other danger, employees may shelter in place until the area can be made safe by Responders.

In case of an earthquake when employees are outside of a building, they are to:

- Stay clear of overhead utility lines, buildings, bridges or other structures
- Proceed to the evacuation meeting site and await instruction

If you are off site from your department when an earthquake strikes, contact your Supervisor for direction.

Department Heads will:

- Call 911/9-911 if there is an immediate threat to life or health
- Make an initial evaluation of structural damage
- Notify the Crisis Action Team of the current situation within the department
- Provide employees direction on further actions to take

## **EVACUATION**

“Evacuation” means that all persons must leave the affected building. After an alarm is sounded, or verbal notification is given to evacuate

Employees will:

- Secure financial instruments (cash, checks, etc.)
- Immediately exit the building via the closest exit route, assisting others as needed
- Not attempt to carry out nonessential equipment or personal belongings
- Not use elevators
- Walk, not run
- Stay calm
- Proceed to the designated evacuation meeting site for their department
- Assist supervisors in accounting for missing personnel
- Remain at the meeting site awaiting further instruction

Each department will designate at least one person from every area for every shift to act as an Evacuation Representative.

Evacuation Representatives will

- Check conference rooms, public rooms or other enclosed spaces to ensure that all persons within their area have evacuated
- Direct and assist a safe and orderly evacuation
- Assist, or arrange for, extra assistance to persons with special needs
- Proceed to the evacuation meeting site and determine if all personnel are accounted for
- Notify the department head of the status of employees (present or missing)

Department Heads will:

- Notify the on-scene Responders if employees are unaccounted for and provide information on where they may possibly be within the building
- Notify the Crisis Action Team
- Provide employees direction on further actions to take

No employees are to return to the building(s) until advised by Facilities, County Manager, Risk Management, Responders, Department Heads or their designees after the determination has been made that re-entry is safe.

### **SHELTER IN PLACE**

"Shelter-in-place" means taking refuge within the facility as danger MAY be in the vicinity of or on County property. In some situations such as a natural disaster, chemical release from a truck, railcar, or other outside source, or a civil disturbance, etc., it is safer to remain within the facility than to be outside and potentially exposed to the hazard.

Employees will:

- Stay inside the building
- Close doors, windows, blinds, shades and curtains
- Proceed to the department designated Shelter in Place location
- If there is potential of a dangerous person entering the building, lock public entry doors
- Be vigilant and report any change in circumstances to the Evacuation Representative or Department Head
- Remain in place awaiting further instruction

Evacuation Representatives will:

- Gather emergency supplies
- Determine if all personnel are accounted for and notify the Department Head of the status of employees (present or missing)
- If there is potential of contamination, secure the area per the department procedures

Department Heads will:

- Call 911/9-911 if there is an immediate threat to life or health

- Notify the Crisis Action Team
- Provide employees direction on further actions to take

### **LOCKDOWN**

"Lockdown" means taking refuge within the facility when there is IMMEDIATE DANGER in the vicinity of or on County property. In situations such as a violent person, it is safer to stay in a locked indoor space than to be outside and exposed to the hazard.

Guidance on emergency actions to take in case of a violent person (Run, Hide, Fight) may be found on the Washoe County Sheriff's Office webpage.

When given direction to lockdown, or upon witnessing an immediate threat, employees are to immediately:

- Call 911/9-911 when safe to do so
- Lock public entry doors (if the threat is outside and not inside the building)
- Go to the closest protected area and lock the internal door(s)
- Lock windows, close blinds, shades, curtains, and move away from the windows
- Barricade the door if possible
- Sit down on the floor
- Remain silent \*
- Do not allow anyone into or out of the area
- Remain in the area and await further instruction from law enforcement ONLY

\*It is imperative that employees locations are not discovered during lockdown so personal phones should be silenced and voice calls are not allowed. Phone calls to Responders or County Management are to be made by the Department Head only, on a limited basis, and only when safe to do so.

### **SECTION 5: TRAINING**

Utilizing the New Employee Safety Checklist, new employees receive training on their area, exit routes, fire extinguisher and alarm pull station locations, designated evacuation meeting sites, and any department specific communication and emergency procedures. Additionally, employees are to receive this training:

- Initially when the plan is approved,
- When the employee is assigned to a new job or worksite location,
- Whenever an employee's responsibilities or designated actions under the plan change,
- Whenever new equipment, materials, or processes are introduced into the workplace,
- Whenever the layout or design of the facility changes,
- As frequent reminders during safety meetings, and
- Whenever the plan is changed.

The Department Emergency Action Plan material given to employees may contain personal phone numbers of County personnel. Personal phone numbers are to be kept in a safe place, not to be distributed to anyone who does not have a business need to know, and are to be used in the event of an emergency only.

## **SECTION 6: DRILLS**

Drills for Evacuation, Shelter-In-Place and Lockdown will take place as coordinated by the departments and Risk Management, on behalf of the County Manager.

Drills of emergency actions should take place annually at each physical location in which County employees report to work.

Following drills, the effectiveness of the Department Emergency Action Plan will be evaluated. Input from employees regarding the effectiveness of the Department Emergency Action Plan is encouraged so the plans may be updated and improved.



## **WASHOE COUNTY WORKPLACE SAFETY PROGRAM**

Washoe County is committed to providing a safe and healthy workplace for all employees in order to prevent accidents, injuries, illnesses and property damage. The County will abide by Federal, State and Local laws in order to provide employees with a safe workplace.

This written Workplace Safety Program (Program) is presented pursuant to the Nevada Revised Statutes (NRS) 618.383 and Nevada Administrative Code (NAC) 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 needed.

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 report any concerns to management, or correct unsafe situations if it is within their ability, 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. Violations of safety and health policies and/or procedures will not be tolerated.

Please review this written Workplace Safety Program on a regular basis and provide your input to enhance the program. If we all do our part, we will all have a safer work environment.

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## RESPONSIBILITIES

### COUNTY MANAGER / BOARD OF COUNTY COMMISSIONERS

- Ultimately responsible for workplace safety and health programs
- 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 healthy workplace

### MANAGEMENT

- Ensure execution of safety and health programs within their area of responsibility
- Ensure that employees, interns, Volunteers, and contractors working on projects for them comply with safety and health policies and procedures
- Direct their personnel to inspect work areas to ensure that hazards are promptly identified, removed, and/or corrected
- Ensure that equipment and the work environment are properly maintained
- Ensure that employees are provided with, and correctly use, appropriate safety devices, safeguards, and personal protective equipment (PPE)
- Ensure that employees, interns, Volunteers, and contractors working on projects for them receive safety training and are knowledgeable of the hazards and 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 that financial resources are provided to achieve the goals and objectives of the safety and health program
- Ensure the County’s safety program and discipline policies, as related to safety, are fairly administered and that prompt, appropriate action is taken to address employee behaviors that have contributed to incidents that have, or could have, occurred in injury, illness, or property damage

### EMPLOYEES

- Be active participants in the safety and health program
- Perform all tasks in accordance with established policies, procedures, and safe work practices, including the use of PPE
- Perform a safety evaluation of their workspace daily, or as conditions warrant, and report any concerns in their County workspace to department management. Telecommuters will ensure that their workspaces are free of hazards that could cause injury or illness.
- Inspect all tools, equipment, and vehicles 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 the department or Risk Management

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## RISK MANAGEMENT

The County Manager and Board of County Commissioners have appointed the Risk Management Division 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
- Assist with 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 to determine the root cause of why an incident happened
- 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)

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## HAZARD IDENTIFICATION, ANALYSIS, AND CONTROL

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

The main goal of identifying hazards is to remove or control 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 assisted by 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 employees 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.
- 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 re-start without the abatement of the hazard. Such situations are to be reported to Risk Management immediately.

### 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,

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

Loss & Incident Reports  
OSHA Logs  
Job Safety Analysis  
Safety Committee input

Employee Input  
Personal Observations  
Inspection Reports

## 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 report suspected hazards, or make suggestions for safety program improvement to Risk Management or any Safety Committee representative.

Hazards reported to Risk Management or the Safety Committee will be forwarded to the corresponding department management for review and action. Information forwarded will explain the hazard. The identity of the employee who reported the hazard will not be provided 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

Hazard Assessment and Control Plans will be posted on the County intranet site and available to all employees for review.

Information regarding hazards will be charted by Risk Management and identified on a Hazard Assessment and Control Plan form. Assessments may include hazards 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 temporary disability

Low: temporary injury or illness requiring only minor supportive treatment

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

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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 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.

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## SAFETY AND HEALTH TRAINING

Safety and Health training specific to the workplace and activities to be performed is required to be conducted before the start of work for all personnel performing work for, or on behalf of, the County and includes persons who may be designated as full time, part time, temporary, intermittent, interns, or volunteers.

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 safety training and re-training needs. Training and re-training requirements will be established based on policies, procedures, certifications, laws, the hazards identified under job titles, work environments, tools, 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.

New employees, and rehired employees, are to complete the assigned computer based safety orientation. Employees are to sign the acknowledgement form that they reviewed 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.

### Risk Management is responsible to:

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

### The Direct Supervisor and Department Management are 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

Employees who demonstrate a possible lack of knowledge of safety rules, procedures, skills, or who 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.

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## DOCUMENTATION / RECORDKEEPING

Documentation of all training is required and shall include the date and topic of training, and method of training (classroom, computer, etc.).

Training records will be maintained in each employee's personnel file for the duration of record retention as prescribed by law.

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

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## ACCIDENT REPORTING AND INVESTIGATION

Employees are required to provide a written report of all incidents, 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 any injured party is provided appropriate medical care, if needed, and that the appropriate reporting forms, and other documentation requested by Risk Management, are completed and sent to Risk Management.

### WORK RELATED INJURY OR ILLNESS REPORTING

The Guide to Workers Compensation is to be referred to for work related injuries or illnesses.

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.

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.

### 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, photographs, witness statements, etc. are to be included as soon as possible.

Employees are to follow their Department Emergency Action Plans in case of serious incidents such as fire, earthquake, etc. or other type of disaster or event. Following a major event, sites may require an investigation and determination on the safety and health of the building or work environment. For a property that has known, or suspected, structural damage the affected building's department management is to contact Facilities and Risk Management to coordinate the building assessment. 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

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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 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 to their department immediately.

For any motor vehicle accident with a County vehicle, employees are to follow the directions on the red envelope in each County vehicle, and give 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.

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, incidents, 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, policy/procedure or safe practices would 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/procedure or safe practices 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.

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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, policies and procedures, and/or safe practices.

## FATALITY OR CATASTROPHIC EVENT

### REPORTING

**Department management must report any fatality, hospitalization of an employee, 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 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,
- a 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).

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

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Personnel are not to discuss the incident with any person or group other than as directed. Media inquiries shall be referred to the 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.

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## **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 are to be documented in writing and 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 service immediately.

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## **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 Drivers 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 on-the-job accidents or injuries pursuant to the county's workers' compensation program, and 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 membership selection and terms are identified in Washoe County Code 65. Employee Safety 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 Safety 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 Safety 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.

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Meetings will generally be held on the third (3<sup>rd</sup>) Thursday of every odd numbered month but may be changed with proper notice.

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.

# DRIVER 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, contracted driver, or other BCC approved driver, who may at any time be charged with driving a County vehicle, or their own organizations vehicle, or their personal vehicle to conduct County business, are required to abide by 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.

The term "vehicles" for purposes of this document are defined as any motorized device, of any size and class, that are used for transporting people or goods and will include, but not be limited to, cars, vans, busses, trucks, off road vehicles, watercraft, two wheeled motorized transports, powered industrial trucks, and equipment used for the maintenance of roads, grounds, and facilities. Drivers are to receive training for the type of vehicle they will be operating. Personally owned vehicles used for work are not inspected by Washoe County or covered under Washoe County insurance but are expected to meet standard safety requirements.

County Drivers with Class A or Class B licenses 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 established by law, Washoe County, or their department. 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, 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 County Drivers through written documentation 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.

## PURPOSE

This policy was created to:

- Notify County Drivers of the standards 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, 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 (or designee) will:

- ensure that documentation is submitted to Risk Management in order to request driving records of County Drivers within their area
- ensure that contracted drivers or BCC approved drivers are addressed in contracts, agreements, or other documentation in order to properly convey liability for any accidents or incidents
- arrange for all employees, volunteers, contracted drivers and BCC approved drivers within their areas to complete Defensive Driving training
- take prompt, appropriate action whenever County Drivers are not in compliance with the provisions of this policy or when 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, or other administrative action, 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 or over the counter medication which could impair the County 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 regularly and update as needed

## **SECTION 2. Drivers Training**

County Drivers are required to participate in a County Defensive Driving class

- As part of their New Employee Orientation training,
- within three (3) months of their hire date into a position where they will be a County Driver, every three (3) years
- following an at-fault incident, and
- 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.

## **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. Note: New Nevada residents must obtain their driver license within 30 days. Contact Nevada DMV for additional information.
- Pass valid eye tests and physical examinations when a question of fitness to drive arises.
- Remain current with required Defensive Driving training.
- Demonstrate familiarity and safe driving actions with the type of vehicles assigned. Supervisors, or their designee, may conduct a ride along 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 being removed as a County Driver.

#### **SECTION 4. Driving Records**

County Drivers must complete an AUTHORIZATION TO REQUEST DRIVING RECORD Form after being offered a position where they would drive, 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, or designee, within the first thirty (30) days of being in a position where they would drive.

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 counseling, training, or other corrective measures to established County Drivers.

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 before their next scheduled working shift of any citations or convictions for offenses which may result in revocation or suspension of their license per Nevada DMV, 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 determined by the date on the DMV report:

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

Cell phone use or other distracted driving

## **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. Department management is requested to investigate and take appropriate action following each preventable incident. It would be recommended that employees re-do a Washoe County driving course and/or have a supervisor conduct a "ride-along" evaluation of their driving abilities following a preventable incident.

“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.