

SAFETY COMMITTEE MEMBERS

Stacey Jackson, Chairperson
Don Cavallo
Margot Jordan
Tim Ross
Marc Bello
Cynthia Washburn
Celeste Wallick



**LEGAL COUNSEL TO THE
SAFETY COMMITTEE**
David Watts-Vial

NOTICE OF MEETING AND AGENDA

WASHOE COUNTY SAFETY COMMITTEE

**CAUCUS ROOM, Washoe County Administration Complex
1001 E. Ninth Street, Building A, Room A205, Reno, Nevada**

**January 16, 2014
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.

The Washoe County Caucus Room is accessible to the disabled. If you require special arrangements for the meeting, call the Risk Management Office, 328-2071, 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 Central Library (301 South Center Street), and Sparks Justice Court (1675 E. Prater Way, Ste 107, Sparks, NV).

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 Risk Management Office (1001 E. 9th Street, Bldg. A, 2nd Floor, Room A225, Reno, Nevada), or phone 775-328-2071.

All items numbered below are hereby designated **for possible action** as if the words “for possible action” were written next to each item (NRS 241.020). An item listed with asterisk (*) next to it is an item for which no action will be taken.

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. The Safety Committee will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Safety Committee as a whole.
3. Approval of the agenda for the Washoe County Safety Committee meeting of January 16, 2014.
4. Approval of the Washoe County Safety Committee meeting minutes of November 21, 2013.
5. Welcome to new WCEA Committee Member.
6. Election of new Safety Committee Chairperson.
7. Training for Safety Committee members on general OSHA issues.
8. Review and discuss Industrial Injury Summary Reports. Discussions will include any recommendations of the Committee for prevention of work-related injuries or illnesses.
9. Review of County Safety Committee County Codes 65.150 – 65.190.
10. Safety concerns and goals for 2014.
11. Review and discuss Hazard Assessment and Control Plans.
12. Topics for future agendas.
13. * 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. The Safety Committee will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Safety Committee as a whole.
14. Adjournment.

- Safety
- Insurance



WASHOE COUNTY

"Dedicated to Excellence in Public Service"

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SAFETY COMMITTEE MEETING MINUTES OF NOVEMBER 21, 2013

The Washoe County Safety Committee Meeting convened at 1:30 p.m. in regular session in the Caucus Room, Washoe County Administration Complex, 1001 E. Ninth Street, Building A, Room A205, Reno, Nevada.

1. Roll Call.

Chairperson Stacey Jackson called the meeting to order. Members present were:

Stacey Jackson, Chairperson, representative for the Washoe County Employees' Association
Celeste Wallick, Risk Management Analyst and the County Safety Officer
Don Cavallo, Public Administrator and the representative for the department heads;
Margot Jordan, Health Department and the representative for the Washoe County Nurses' Association
Cynthia Washburn, Acting Finance Director and Acting County Risk Manager

Legal Counsel to the Committee present was:

David Watts-Vial

2. Public comment.

Agenda Subject: "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. The Safety Committee will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Safety Committee as a whole."

There was no response to the call for public comment.

3. Approval of the agenda for Washoe County Safety Committee meeting of November 21, 2013.

On motion by Mr. Cavallo, seconded by Ms. Wallick by which motion duly carried, it was ordered that the agenda be approved.

4. Approval of the Washoe County Safety Committee meeting minutes of September 19, 2013

On motion by Mr. Cavallo, seconded by Ms. Jordan by which motion duly carried, it was ordered that the minutes be approved.

5. Training for Safety Committee members on general OSHA issues.

Fifty-two people took the Fire Extinguisher Training Course.

Emergency Exits – as site inspections are being done, make sure the signs above exit doors are operational. If there are other doors near an exit, they need a “NOT AN EXIT” sign. Ms. Wallick has some signs if they are needed.

The coordination of evacuation representatives and alternates is making progress.

Alarms – make sure alarms (smoke, fire, carbon monoxide and intrusion) are operational and clear; no wires hanging, nothing hanging from them or obstructing them. Sprinklers must have no obstructions within 18 inches. Former employee badges should be deactivated upon their departure.

Working toward the goal of having maps/schematics of emergency features in each location.

6. Review and discuss Industrial Injury Summary Reports. Discussions will include any recommendations of the Committee for prevention of work-related injuries or illnesses.

There were no questions on the Work Comp Claims History cost spreadsheet.

There were no claims in November 2013 until the 14th. There are now currently 11 claims which is still below last year’s figure in the same time frame.

Slips, trips and falls are the number one cause of injury. Ms. Wallick has met with CSD to discuss solutions. As budget allows, handrails will be implemented along problem areas. Ms. Wallick has also talked to the departments about the possibility of cleats for shoes of those getting in and out of vehicles (Sheriff and Roads) to help prevent slip and falls.

There were 579 lost work days to date this year with 834 restricted duty days accrued.

7. Review and discuss a draft of the Hazard Assessment and Control Plan.

The written Workplace Safety Program was approved by the BCC. Part of this program is the Hazard Assessment and Control Plan. Sample provided to members. These will be used as the basis for training, notification and action. The Assessments will be the master documents for OSHA requirements. Specific controls will be on each Assessment depending on the hazard, if hazard cannot be removed.

Assessments will be maintained in the Risk Management department. They will also be maintained on the Intranet when possible.

Ms. Jordan suggested adding cross-referencing whenever another Assessment will have further information regarding a specific hazard control.

Ms. Washburn suggested that HR go through the Assessments to confirm position definitions.

Review sign-off sheet needed to include department heads, human resources, legal, and risk management.

Ms. Jordan offered her assistance with blood borne issues.

8: Topics for future agendas.

There were no future agenda topics for consideration.

12. Public Comment

Agenda Subject: “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. The Safety Committee will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Safety Committee as a whole.”

There was no response to the call for public comment.

12. Adjournment – 2:08 p.m.

There being no further business to come before the committee, Ms. Jackson adjourned the meeting.

**WORK COMP
CLAIMS HISTORY**

AS OF: 1/2/2014

FY	CLAIMS	PAID	RESERVE	THIRD PARTY RECOVERY	CARRIER REIMBURSED	NET INCURRED	AVG COST / CLAIM (INCURRED)	ACTIVE OPEN CLAIMS	LONG TERM OPEN
82-99	2179	13,038,331	2,831,717	0	233,045	15,870,048	7,283		13
2000	191	328,083	0	0	0	328,083	1,718		
2001	156	883,760	676,302	0	0	1,560,062	10,000		1
2002	197	1,212,371	810,177	0	0	2,022,548	10,267		2
2003	190	1,810,074	1,190,754	185,512	0	2,815,316	14,817		4
2004	219	1,743,044	1,420,615	2,375	0	3,161,284	14,435		2
2005	267	1,666,680	293,731	168,730	0	1,791,681	6,710		3
2006	207	1,038,971	183,890	87,718	0	1,135,143	5,484		3
2007	243	856,444	53,806	10,227	0	900,023	3,704		2
2008	186	658,953	61,799	82,210	0	638,542	3,433	1	1
2009	204	989,113	146,012	19,170	0	1,115,955	5,470	1	2
2010	200	2,068,177	1,254,738	440	0	3,322,475	16,612	1	4
2011	217	1,659,406	408,141	5,786	0	2,061,761	9,501	2	6
2012	230	1,633,475	1,370,784	4,168	0	3,000,091	13,044	4	4
2013	218	1,027,465	606,310	23,056	0	1,610,719	7,389	24	4
2014	101	156,389	171,066	0	0	327,455	3,242	55	
TOTALS	5,205	30,770,736	11,479,842	589,392	233,045	41,661,186	8,004	88	51

TOTAL OPEN: 139

NOTE: FINANCIAL TRANSACTIONS ARE ATTACHED TO THE DATE OF INJURY - NOT TO THE DATE PAYMENT IS MADE

2012			
	CLAIMS	IR'S	TOTAL
JAN	26	20	46
FEB	14	6	20
MAR	18	9	27
APR	18	10	28
MAY	23	10	33
JUN	15	10	25
JULY	19	9	28
AUGUST	27	12	39
SEPT	17	9	26
OCT	20	5	25
NOV	17	13	30
DEC	19	8	27
	233	121	354

DENIED
6
3
4
0
8
2
7
3
1
2
3
0
39

2013			
	CLAIMS	IR'S	TOTAL
	17	7	24
	15	5	20
	18	11	29
	21	5	26
	12	6	18
	16	8	24
	17	19	36
	16	5	21
	18	8	26
	21	11	32
	17	9	26
	14	5	19
	202	99	301

DENIED
1
2
2
3
3
0
2
3
6
4
1
0
27

DEC 2012	vs	DEC 2013
233		202
13% DECLINE		

MECHANISM OF INJURY

SLIP/TRIP/FALL 48
 OTHER PERSONS 24
 TRAINING 25
 LIFTING/MOVING 33
 STRUCK BY,AGAINST 28
 ANIMALS 18
 ANNUAL PHYSICAL 25
 BEND/TWIST/KNEEL 13
 BBP 30
 MOTOR VEHICLES 15
 OTHER 12
 PERSONAL 12
 SHARP OBJECTS 10
 REPETITIVE 4
 CHEMICAL 4

301

TOP 3 INJURY TYPES

SPRAIN/STRAIN/TEAR
 ABRASION/CONTUSION
 HEARING/HEART/LUNG

report date 1-10-14

WORKER'S COMPENSATION
 LOST TIME CLAIMS
 1-1-13 THRU 12-31-13

Report date 1-10-14

CURRENT STATUS	DEPARTMENT	DOI	DIAG	MECHANISM	LOST	REST
FD - PPD	LIBRARY	3-6-13	FRACTURE	SLIP/FALL ON ICE	13	58
FD MMI - SUBRO	PUBLIC DEFENDER	2-11-13	STR/CONT	STUCK BY CAR	9	0
FD CLOSED	PUBLIC WORKS	1-11-13	STRAIN	SLIP/FALL ON ICE	7	0
FD - F/U PENDING	PUBLIC WORKS	2-15-13	TEAR	FALL - PULLING UP EQUIPMENT	29	133
REST F/U 1-23	PUBLIC WORKS	4-10-13	MULTIPLE	MVA	23	137
FD - F/U 1-27	PUBLIC WORKS	5-28-13	STRAIN	MOVING LARGE ROCKS	25	70
OFF - F/U PENDING	PUBLIC WORKS	7-1-13	CONCUSSION	MVA	206	6
FD - CP	PUBLIC WORKS	8-5-13	INFECTION	VECTOR BORNE ILLNESS	26	0
FD MMI	PUBLIC WORKS	8-29-13	STRAIN	LOADING EQUIPMENT	30	0
FD - F/U PENDING	PUBLIC WORKS	11-14-13	STRAIN	LIFTING EQUIPMENT	20	0
FD CLOSED	SHERIFFS OFFICE	1-5-13	SPRAIN	SLIP/FALL ON ICE	7	0
PERMANENT TOTAL DISABILITY	SHERIFFS OFFICE	1-28-13	HEART	CHEST PAIN	365	0
FD - F/U 1-14	SHERIFFS OFFICE	2-18-13	TEAR	SLIP IN MUD	43	259
FD - F/U 2-5	SHERIFFS OFFICE	4-15-13	CTS	TYPING	33	0
FD - PPD	SHERIFFS OFFICE	5-21-13	TEAR	LOADING EQUIPMENT	62	20
FD - F/U 1-13	SHERIFFS OFFICE	6-2-13	TEAR	APPREHENDING SUSPECT	13	104
FD ON 1-13	SHERIFFS OFFICE	6-27-13	STRAIN	DEFENSIVE TACTICS TRAINING	13	153
OFF - SX 1-23	SHERIFFS OFFICE	8-8-13	MULTIPLE	STRUCK HEAD ON VAN FRAME	200	0
OFF - F/U 1-10	SHERIFFS OFFICE	12-19-13	FRACTURE	SLIP/FALL ON ICE	14	0

1138 940

CP = CLOSURE PENDING
 FD = FULL DUTY
 F/U - FOLLOW UP DOCTORS APPOINTMENT DATE
 MMI = HAS COMPLETED CARE
 OFF = OFF WORK & RECEIVING DISABILITY
 REST = ON RESTRICTED DUTY