

SAFETY COMMITTEE MEMBERS

Tim Finnegan, Chairperson
Don Cavallo
Margot Jordan
John Sabo
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**

**May 14, 2014
10:00 AM**

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.

10:00 a.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 May 14, 2014.
4. *Approval of the Washoe County Safety Committee meeting minutes of March 20, 2014.
5. Discuss on-line training for Safety Committee members.
6. Review and discuss accident and injury reports. Discussion will include any additional evaluations requested by the committee, recommendations for employee counseling, training, or corrective measures and/or other loss prevention or loss control measures.
7. Driver Selection and Training Policy and Driver Selection Form. The committee will review proposed updates and revise the policy and form as necessary in order for the updated policy and form to be presented to the Board of County Commissioners for approval.
8. Emergency Action Plan. The committee will review proposed updates and revise the Emergency Action Plan as necessary in order for the updated plan to be presented to the Board of County Commissioners for approval.
9. Topics for future agendas.
10. * 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.
11. Adjournment.

- Safety
- Insurance



WASHOE COUNTY

"Dedicated to Excellence in Public Service"

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SAFETY COMMITTEE MEETING MINUTES OF MARCH 20, 2014

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.

Tim Finnegan, Chairperson, called the meeting to order. Members present were:

Tim Finnegan, Animal Control, representative for the Washoe County Employees' Association
John Sabo, Deputy, representative for Washoe County Sheriff's Deputies Association
Don Cavallo, Public Administrator and the representative for the department heads
Celeste Wallick, Risk Management Analyst and the County Safety Officer
Cynthia Washburn, Comptroller and Acting County Risk Manager
Jim Tresley – Guest (Roads Training Coordinator)

Legal Counsel to the Committee present was:

Terrance E. Shea

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 March 20, 2014

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

4. Approval of the Washoe County Safety Committee meeting minutes of January 16, 2014

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

5. Discussion and development of proposed action plans in response to the on-line training for Safety Committee members on LEADERSHIP IN SAFETY and VIOLENCE IN THE WORKPLACE.

Ms. Wallick stated that Leadership in Safety training goes over OSHA regulations. Ms. Wallick passed out two of her business cards to each of the Safety Committee members present; one for the member and one for their department admin. Should a representative of OSHA show up at any location, Ms. Wallick is to be contacted immediately.

Ms. Wallick stated that the OSHA regulations and employee safety rights and responsibilities forms are available for interested Committee members. These forms are provided to new employees at New Employee Orientation and are signed by the employee and placed in their personnel file.

Regarding Violence in the Workplace, Ms. Wallick reminded Committee members of the training scheduled in the Chambers for March 21st. It will be addressing recognizing a dangerous situation, de-escalation, and active shooter immediate action. As of the time of the Safety Committee Meeting, there were still some seats available.

Regarding threat assessment which is identifying what threats exist in different locations, there is a committee called the Workplace Safety Committee. Their objective is to look at dangerous situations and potential threats and come up with plans to handle those situations.

Should an emergency occur at a location there is now an emergency e-mail on Outlook called "Emergency". That e-mail will go to the Crisis Action Team which includes the County Managers, Facilities, and Risk Management.

Ask employees in the different locations for input on what threats and issues they face on a daily basis to assist the Workplace Safety and Crisis Actions teams along with Human Resources to fill the gaps in awareness and security.

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

Report format has changed and is approved by the Committee. Question from Mr. Shea regarding subrogation/legal action against inmates who cause injuries. Ms. Wallick explained that it hasn't been pursued to date, but Sheriff Management has put the subject in the inmate video to let them know that they can be held liable if they injure a Washoe County employee. She is working with Captain Howe to determine how to make that process work.

7. Discussion of County Safety Committee County Codes 65.150 – 65.190, proposed changes, goals, and other issues associated with the Safety Committee.

Mr. Finnegan mentioned that in the year 2013, out of 6 scheduled meetings, only 2 had a quorum. He proposed that the Safety Committee meet monthly rather than bi-monthly to make

the Committee more effective. Mr. Shea suggested that, per the ordinance, the Committee should approach the Board of County Commissioners to change the frequency of the meetings. Per Ms. Washburn, the Committee would need to prove the value of holding an extra 6 public meetings per year. The recommendation would be to make the bi-monthly meeting a priority focus. If a member cannot attend, send a stand-in so that there is always a quorum. Ms. Wallick requested that, as policies are being written, the Committee be permitted to hold special sessions to review the policies before they are presented to the Board of County Commissioners.

Mr. Finnegan also suggested that there be announced and unannounced spot checks on County locations with more frequent safety issues. Have Risk Management send blanket e-mail to all County locations that announced and unannounced visits would be happening. The purpose being to survey safety issues for resolution, not for disciplinary action. Ms. Wallick suggested that a blanket announcement would be premature. Only announced visits should be conducted at this time until the more pressing safety issues are resolved. Mr. Shea and Mr. Cavallo suggested that safety inspections really should be conducted by each department's safety representative. The Committee's role really is to review incidents that have occurred and make recommendations to decrease frequency of occurrence. Ms. Wallick, as Risk Analyst and Safety Officer, does go out to locations when a trend of injury is detected. Committee members may accompany her as an educational experience.

8. Discuss Driver Selection and Training Policy and establish reasonable standards for driver selection.

The Policy is in the process of being revised by Risk Management and Human Resources. Ms. Wallick drew Committee attention to Section 1 of the Policy which states "The Safety Committee is responsible for establishing reasonable standards for driver selection in order to ensure that qualified drivers are selected..." She then pointed out that Section 2 states that anyone with an active driver's license is qualified. She asked that the Committee discuss what standards should be set to ensure the County has the best available drivers operating our vehicles to decrease the County's liability. Under Section 5, a driver with any of the listed violations is subject to counseling which does not resolve the liability issue. County drivers have been involved in an increasing number of costly at-fault accidents. It is not the scope of the Safety Committee to recommend disciplinary action. The goal is to specify standards and increase driver awareness.

9. Topics for future agendas.

Continue discussion of Driver Policy.

Identify the next on-line training topic.

10. 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.

11. Adjournment – 2:39 p.m.

There being no further business to come before the committee, Mr. Finnegan adjourned the meeting.

WORKER'S COMPENSATION
LOST TIME CLAIMS
1-1-14 THRU 5-6-14

Report date 5-6-14

CURRENT STATUS	DEPARTMENT	DOI	DIAG	MECHANISM	LOST	REST
REST - F/U 5-1	ADMINISTRATION	10-3-12	TEAR	REACHING FOR PAPER	21	215
DENIED AO 4-29-14 - SUBRO	ADMINISTRATION	9-24-13	MULTIPLE	MOTOR VEHICLE ACCIDENT	5	0
FD - PPD 4-30	COURTS	12-19-13	FRACTURE	SLIP/FALL ON ICE	31	0
FD - MMI - PPD PENDING	LIBRARY	11-24-12	FRACTURE	TRIP/FALL OVER A BIN	42	237
F/U 6-4	PUBLIC WORKS	4-7-11	HERNIA/RA	SLIP/FALL ON ICE	106	0
OFF - F/U 5-7	PUBLIC WORKS	1-6-14	STRAIN	LIFTING LARGE ROCK	59	40
FD - MMI - CP - SUBRO	PUBLIC WORKS	2-3-14	STRAIN	MOTOR VEHICLE ACCIDENT	7	0
REST - F/U 5-29	SHERIFFS OFFICE	8-21-07	TEAR	SLIP NO FALL ON WET FLOOR	214	284
FD - F/U 5-27	SHERIFFS OFFICE	6-10-13	TEAR	TRIP/FALL OVER FLOOR MAT	19	23
OFF - F/U 5-7	SHERIFFS OFFICE	8-8-13	MULTIPLE	STRUCK HEAD ON VAN FRAME	271	0
FD - F/U 5-14	SHERIFFS OFFICE	10-1-13	CTS	REPETITIVE TYPING	14	52
FD - MMI - CP	SHERIFFS OFFICE	3-12-14	STRAIN	SLIP/FALL ON WET FLOOR	20	7

809

858

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

RTW - RETURN TO WORK

SUBRO - COLLECT COSTS FROM THE PARTY WHO CAUSED THE INJURY

MARCH 2014
as of 3-12-14

NOTE: Pursue
subrogation/legal action
against inmates who cause
injuries to decrease incidents

DATE	DESCRIPTION	TYPE	AGENCY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	IO OR CLAIM
1-Mar	Restraining inmate	Strain	Other person	Normal duties	Normal duties	Act of another	Subro/legal action	IO
6-Mar	Grabbing, lifting	Sprain	metal grate	Normal duties	None	None	Use tool	CLAIM
10-Mar	Struck against	Strain	ground vault	None	Operating at unsafe speed - using equip unsafely	Attitude	Counseled by dept mgmt. Reminder to all EES at safety meeting	CLAIM
11-Mar	Annual physical	Heart	None	None	No unsafe act	None	No safety recommendations	CLAIM
GIVEN TO SAFETY COMMITTEE FOR 3-20-14 MEETING								
7-Mar	Struck against	Contusion	obstacle course equipment	None	Unsafe maneuver	Inattention	Training - awareness of surroundings - will be done during ongoing Recruit training	IO
11-Mar	Trip/fall	Contusion	floor mat	None	Inattention	None	Floor mat is not frayed or damaged. Does not need to be replaced.	IO
11-Mar	Contact w/ sharp object	Puncture	Sharps container	defective equipment & unsafe position	Unsafe storage & using defective equipment	None	Discarded broken Sharps container - Supv will direct to not store them under seats of vehicles & identify another location within vehicles so they are in upright position	IO
12-Mar	Slip/fall	Strain	wet floor	unsafe walking surface	failure to correct or warn of a hazardous condition - inattention	lack of maintenance - attitude - act of another	standing water from shower. Drain was working properly. Should have been reported so it could be mopped up.	CLAIM
13-Mar	Contact w/ sharp object	Puncture	Shirt	hidden sharp object	unsafe maneuver	Act of another	Have other person place their items in a bag	CLAIM
14-Mar	Struck by	Contusion	Table	None	Unsafe maneuver - unsafe position	Failed to get assistance	Ask for help to decrease chance of tables tipping over	IO
17-Mar	Spit on restraining inmate	BBP	Other person	Normal duties	Normal duties	Act of another	Use face shields when possible - subro/legal action	CLAIM
17-Mar	Trip/fall	Sprain	floor mat	None	Inattention	Inattention	Playmat in good repair	CLAIM
17-Mar	Trip/fall	Contusion	uneven ground	unsafe walking sur	Inattention	Inattention	Employees to use the adjacent sidewalk	IO

MARCH 2014
as of 3-12-14

18-Mar	Slip/fall	Back	greasy floor	unsafe walking sur	Act of another	Act of another	Employee was hurrying to take care of an emergency situation. Other persons counseled to avoid dangerous situations & good housekeeping.	IO
18-Mar	Running	Strain	foot pursuit	Normal duties	Normal duties	Act of another	Subro/legal action	CLAIM
19-Mar	Repetitive	Pain	duty belt/vest	Normal duties	Normal duties	None	Shirts with shoulder pads - light weight belt	IO
20-Mar	Trip/fall	Contusion	Rock	darkness	Inattention	None	This was a non-emergency - use flashlight to check area	IO
20-Mar	Struck against	Contusion	Doorknob	None	Inattention	Inattention	Awareness of surroundings	IO
23-Mar	Struck by	Contusion	Other person	Security issue	Unsafe position	None	Stand away from aggressive persons & await law enforcement	IO
25-Mar	Twisted / turned	Pain	walking	None	Improper body mechanics	Inattention	Employee wearing brace & reminded to not twist while walking	IO
25-Mar	Altercation w/ inmate	Contusion	Other person	Normal duties	Normal duties	Other person	Subro/legal action	CLAIM
26-Mar	Squeezed	Strain	Other person	Normal duties	Normal duties	Other person	Part of DT training - no safety recommendations	CLAIM
27-Mar	Performing CPR	BBP	Other person	Normal duties	Normal duties	Other person	Gloves and other PPE	CLAIM
27-Mar	Placing items into truck for another person	Bite	Dog	Dog in car	Normal duties	Inattention	Awareness of surroundings - have other person load the vehicle	CLAIM
27-Mar	Trip/fall	Sprain	Bench	None	Inattention	Inattention	Attention	CLAIM
28-Mar	Caught between objects	Laceration	door & box	None	Inattention	Inattention	Attention	CLAIM

CLAIMS	14
INCIDENTS ONLY	<u>12</u>
TOTAL	26

APRIL 2014
as of 5-5-14

NOTE: Pursue subrogation/legal
action against inmates who cause
injuries to decrease incidents

DATE	DESCRIPTION	TYPE	AGENCY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	IO OR CLAIM
9-Apr	Struck against	Finger	Shelf	Sharp metal edge	Normal duties	Hidden hazard	Awareness of hazards - fix or replace equipment	IO
9-Apr	Annual physical	Pain	blood draw	None	None	None	No safety recommendation	IO
10-Apr	Arresting suspect	BBP	Hands	Normal duties	Normal duties	Other person	Wear gloves and other PPE	CLAIM
11-Apr	Descending stairs	Sprain	Stairs	None	None	None	No safety recommendation	CLAIM
11-Apr	Struck by	Contusion	Door	None	Walkway not clear	Act of another	Training for door operator	IO
11-Apr	Lifting/moving	Strain	Furniture & Equipment	None	Improper movements	None	Stretching/strengthening - using tools - proper body mechanics	CLAIM
14-Apr	Struck against	Head	Door	None	Improper movements	Inattention	Training	IO
15-Apr	Lifting/moving	Strain	Dog	XXL dog	Normal duties	None	Was buddy-lifting. No other recommendations	CLAIM
15-Apr	Running	Sprain	foot pursuit	Normal duties	Normal duties	Act of another	No safety recommendation	CLAIM
16-Apr	Struck by	Strain	Door	None	Walkway not clear	Act of another	Training for door operator	CLAIM
21-Apr	Tool broke while being used	Laceration	Scalpel blade	Unsafe tool	Inattention	Inattention	Check equipment often - repair or replace as needed	CLAIM
21-Apr	Window shot out while driving	Ringling in ears	Loud noise in confined space	Criminal act	None due to employee	Act of another	No safety recommendation	CLAIM
21-Apr	Fall	Strains - contusions	stood on unsafe surface	Unsafe act	Failure to use proper equipment	Unsafe act	Use a ladder - training	CLAIM
22-Apr	Annual physical	Strain	None	None	None	None	No safety recommendation	CLAIM
23-Apr	Annual physical	Heart	None	None	No unsafe act	None	No safety recommendation	CLAIM
23-Apr	Struck by	Contusion	branch	None	Normal duties	Unexpected movement	EE was wearing safety glasses - advise to wear full face shield when cutting branches	CLAIM

APRIL 2014
as of 5-5-14

24-Apr	Reaching - over extending	Derangement	Placing device under car	None	Improper movements	Unsafe act	Use proper body mechanics - tool - or choose different area of vehicle	CLAIM
25-Apr	Fall	Tailbone	Rolling chair	Unsafe condition	Inattention	Unexpected movement	Remind employees to be sure chairs are behind them before they attempt to sit down	IO
27-Apr	Restraining subject	BBP	Finger	Normal duties	Normal duties	Other person	Wear gloves and other PPE	CLAIM
27-Apr	Restraining subject	BBP	Hands	Normal duties	Normal duties	Other person	Wear gloves and other PPE	CLAIM
28-Apr	Work environment	Stress	Stress	Normal duties	Normal duties	None	Under investigation	CLAIM
29-Apr	Running	Sprain	Playing basketball	Inherent in sport activity	Personal factor	Personal factor	EE on lunchtime & off worksite	CLAIM

CLAIMS	17
INCIDENTS ONLY	5
TOTAL	22

GIVEN TO SAFETY COMMITTEE FOR 5-14-14 MEETING

DRIVER SELECTION AND TRAINING POLICY

General Statement of Policy

The operation of vehicles is indispensable in conducting County business. The use of each vehicle and the manner in which it is handled directly affects ~~the production of each~~ Washoe County ~~department and division~~. **Lives of people are at stake, and vehicle collisions are potentially the most costly losses we can incur when property damage, employee injuries, bodily injury, fatalities, and liability suits are taken into consideration.**

It is County policy that a good driving record is a condition of employment with Washoe County for those persons who may drive a vehicle on behalf of the County. ~~A good driving record is also a consideration for continued employment for those employees who are required to drive as part of their regularly assigned duties as County employees.~~

~~The lives of people and the professionalism of County employees is under public scrutiny every time a vehicle is operated on County business. It is of paramount importance that County employees have a positive attitude toward their driving responsibilities.~~

County Drivers ~~Employees who operate County vehicles or operate personal vehicles while on County business are required to pull to the side of the road while~~ **prior to** talking on a cell phone (Hands Free or Not). **There are exceptions to allow the use of radios or hands free phones during an emergency response or for departments with established criteria when radios or hands free communication devices may be used and have notified their employees through written documentation on when the exception may be made. Texting, or otherwise using a mobile device to view or compose email while driving is strictly** ~~These activities are prohibited. while operating a County vehicle or personal vehicle while on County business. As of Oct. 2010 OSHA has recognized that texting, talking on cell phones or other mobile devices can cause automobile accidents. It has been proven that the use of these devices could cause a driver to miss approximately 70% of the traffic control devices. It is currently against the General Duty Clause to text/talk on cell phones or use a mobile device while driving, which could result in a citation if a violation occurs.—~~

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

SCOPE

Whether an employee is to drive a County vehicle, or their personal vehicle to conduct County business under Washoe County Code, they are covered under this Policy. They will hereafter be referred to as “County Drivers”.

Employees with Class A or Class B licenses and 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.

PURPOSE

This policy was created to:

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

SECTION 1. Responsibility for Driver Selection and Training Program

~~This execution of this~~ policy shall be the joint responsibility of the Board of County Commissioners, ~~the department heads~~ or designees, County Drivers, ~~the Safety Committee~~, Human Resources, and ~~the Risk Management Division~~.

The Board of County Commissioners ~~will:~~ is responsible for the leadership of the Driver Selection and Training Program, for its effectiveness and improvement, and for ~~authorizing the training required~~ for ensuring safe operation of County vehicles or personal vehicles on behalf of the County.

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

~~The department heads and division heads, who select employees to drive vehicles on County business shall require employees to demonstrate their qualifications to drive in conformity with the standards set forth herein.~~

Department Management will:

- select County Drivers based on essential job functions, and department needs
- ensure that driving records are requested for County Drivers
- arrange for employees to attend Defensive Driving training
- take prompt, appropriate action whenever a Driver or Risk Management notifies them of circumstances which may affect a person's ability to operate a vehicle on behalf of the County

County Drivers ~~employees~~ will: ~~are responsible for adherence to all aspects of the Driver Selection and Training Program, including compliance with all rules and regulations and for continuously practicing safe driving while performing their duties.~~

- adhere to the Driver Policy

- immediately notify their department head whenever there is a situation which may affect their ability to operate a vehicle

The Risk Management ~~will: Division and the department are responsible for providing defensive driving courses to employees.~~

- Conduct defensive driving courses
- Request and review driving records from the Nevada Department of Motor Vehicles (DMV)

Human Resources will:

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

The Safety Committee ~~will: is responsible for establishing reasonable standards for drivers selection in order to ensure that qualified drivers are selected and that proper employee counseling, training, or corrective measures are recommended concerning employees' driving. The Safety Committee also is responsible for reviewing accident reports and related information including driving records and advising the department head concerning any employee whose driving qualifications do not meet the standards set forth.~~

- establish acceptable standards for County Drivers
- present this policy for approval by the Board of County Commissioners
- review preventable accident reports and related information
- Review the Driver Policy and referenced forms annually and update as needed

SECTION 2. Drivers Training

~~Full-time and designated part-time County Drivers employees driving County vehicles or personal vehicles while on County business are required to attend a Defensive Driving Classes Courses (DDC) during regular paid hours. DDC classes are offered by the County's Risk Management. Division and the employee's department. Employees may also be required to attend periodic refresher DDC classes as directed.~~

New employees ~~whose jobs require them to drive~~ will participate in a County DDC Defensive Driving Course within three months of his/her hire date.

If the ~~Current~~ employees drives a County vehicle or drives a personal vehicle while on County business, the employee is required to ~~will~~ participate in a DDC the Defensive Driver's Training classes once every three years, and periodic refreshers as directed.

- ~~Assignments for classes shall be made by the employee's department or division head in coordination with the Risk Management Division.~~
- ~~Departments will be required to determine which of their employees will need to participate in additional drivers training classes.~~

~~The Risk Management Division will conduct DDC classes recommended by the County's Safety Committee and special periodic refresher classes.~~

Alternative **DDC classes** ~~defensive driving courses~~, **may be** approved by ~~the Risk Management Division~~, ~~can be used in place of the County's Defensive Driving Course~~ **DDC class**. ~~for the required training in this section.~~

SECTION 3. Standards for Drivers Selection

County ~~Drivers of vehicles on County business~~ shall be required to meet the following criteria:

- Possess a valid Nevada drivers license of the proper class **of the 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.
- ~~Capable of passing valid eye tests and physical examinations when a question of fitness to drive arises.~~
- ~~Capable of passing the defensive driving courses.~~
- ~~Capable of demonstrating familiarity with the type of vehicles assigned and passing a driving check ride when requested or required.~~
- **Demonstrate their ability to safely and lawfully operate vehicles as may be determined by review of their driving records, and/or their driving actions**

SECTION 4. ~~Driver Selection~~ Driving Records

~~Every County employee~~ **County Drivers** ~~who will drive a vehicle on County business~~ must complete **an AUTHORIZATION TO REQUEST EMPLOYEE DRIVING RECORD** ~~Driver Selection~~ Form after being offered employment, **every three (3) years** while continuing to drive on behalf of the County, or at the department head or Safety Committee's request.

Should a potential new hire possess a drivers license from a state other than Nevada, or possess a Nevada drivers license for less than three (3) years, the potential new hire will be responsible for obtaining and presenting a copy of their three year driving record to their department head within 30 days from request.

The AUTHORIZATION TO REQUEST EMPLOYEE DRIVING RECORD forms, and any driving records supplied by potential new hires, will be reviewed by the department head or division head or designee and forwarded to Risk Management. and the

Risk Management Division will ~~request make a motor vehicle a drivers record report~~ from the Nevada DMV, at no cost to the County, and review the report ~~record check~~. If there are findings as identified within this Policy, the DMV report will be forwarded to the department head. The department head will compare the record with the standards established in this Policy by the Safety Committee and the appropriate hiring action or employment action will be taken by the department head. ~~or division head in accordance with those standards.~~

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

~~All employees who drive on behalf of the County will complete a Driver Selection Form at least once every three years or at the request of the department or division head. The form will be retained in the employee's file in Human Resources.~~

SECTION 5. Accident/Driving Record Review & Appropriate County Action

Driving record deficiencies as found on driving record report may be grounds for denying employment to a prospective employee or for employee counseling, training, or corrective measures.

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

Current employees shall inform their appointing authority department head within seven (7) calendar days of any citations or convictions for traffic offenses which result in automatic revocation or suspension of their license or an accumulation of 8 demerit points. ~~of a moving violations resulting in an accumulation of 8 demerit points or a suspension of driving privileges as defined in Nevada Laws.~~

Department heads will ~~counsel such employees and~~ take appropriate action when advised of the following circumstances. any of these citations or convictions or violations whether as a result of personal activities or while driving on County business:

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 driving, aggressive driving;

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 any 12 month period; or,

All other moving violations resulting in demerit points.

- Suspended, canceled or revoked licenses.
- Failure to have a valid drivers license of the proper class for the vehicle operated.

Department heads are also encouraged to counsel in nearly all cases where driving habits are beginning to deteriorate as may be identified by the department or from information on the driving records. This is particularly important where the incident or citations have occurred during off-duty hours. However, there may be exceptions in severe cases which should be considered carefully and with consultation from the Safety Committee, Risk Management and Human Resources. The primary emphasis of this policy is to use counseling as the principal form of action in order to prevent poor driving habits from affecting the employee's status and from increasing liability to the County as a result of such habits.

The following citations, within the past 12 months, indicate a need for counseling:

Three or more moving violations

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

Two or more at-fault accidents

Three or more complaints from the public due to separate incidents

When the incidents or citations occurs while on County business, counseling is required.

SECTION 6. Accident Review

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

~~Reports indicating an incident was preventable will be made available to the~~ Whenever an employee has an accident subject to review by the County Safety Committee. The Safety Committee shall review the circumstances and possibly obtain the driving record, ~~and Based upon the facts of the accident and the employee's driving record, and the~~ Safety Committee may make additional recommendations for counseling, training, or corrective measures to the department or division head that All Safety Committee recommendations for employee counseling, training, or corrective measures shall be recorded in the employee's personnel file.

~~The Safety Committee may at its discretion refer a particular accident to the County Manager for review and appropriate action without hearing the facts and making a recommendation.~~

~~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 Human Resources.~~

SECTION 7. Definitions

"Traffic Accident" means an unplanned happening involving a vehicle in motion, or an object set in motion by a vehicle, which results in death, bodily injury, or damage to property. A traffic accident may occur anywhere, on or off the highway.

"Preventable Accident" means any vehicle traffic accident where the vehicle operators actions, or failure to act, did not violate any law or ordinance contributing to the happening of such accident, however, the operator failed to drive or park the involved vehicle properly or as safely as possible under the conditions existing at the time of the accident.

"Non-Preventable Accident" means any vehicle traffic accident where the vehicle operator did drive or park the involved vehicle properly and as safely as possible under the conditions existing at the time of the accident, and the operator did not violate any law or ordinance, which contributed to the accident.

Approved by BCC Jan 13, 2009

Replaces prior policy.

Revised: 1/31/11 2014

DRIVER SELECTION FORM
AUTHORIZATION TO ORDER EMPLOYEE DRIVING RECORD

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

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

Job Title/Department _____ Hire Date _____

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

Driving Record

1. Accident record for the past three years. Check here if **None** ()

Date	Description
_____	_____
_____	_____

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

Date	Charge and Penalty
_____	_____
_____	_____

3. Have you ever been denied a license, permit, or privilege to operate a motor vehicle?

Yes _____ No _____. If yes, please explain below.

4. Has any driver's license, permit, or privilege ever been suspended or revoked?

Yes _____ No _____. If yes, please explain below.

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

I hereby certify that the foregoing information is true to the best of my belief. I understand that:

Falsification of any of this information may be grounds for denial of employment, my ability to drive on County business, or disciplinary action if employed.

A copy of the driving record report, may be made available to my Department Head and will be retained in my personnel file. I have the ability to receive a copy of the driving record report.

____ Yes, provide me a copy of report obtained from the Department of Motor Vehicles that will be placed in my personnel file.

Signed _____ Date _____

WASHOE COUNTY EMERGENCY ACTION PLAN POLICY
DRAFT 2014
TO REPLACE POLICY APPROVED BY BCC 1-26-1993

GENERAL STATEMENT OF POLICY

The Washoe County Board of County Commissioners is dedicated to the protection of employees and the public and desires that all departments have in place emergency procedures for the safety of employees and the public during an emergency situation. Emergency Action Plans, in compliance with 29 CFR 1910.38, are written documents providing information on the actions to be followed by employees in case of a workplace emergency.

Departments are to develop procedures that are appropriate for their areas that will supplement the Washoe County Emergency Action Plan Policy.

Emergencies include, but are not limited to: alarm activation in buildings, fires in buildings, natural disasters, civil disturbances, bomb threats, chemical release, violent/terrorist activity, or any other situation requiring immediate emergency action. Situations may require personnel to evacuate the buildings, or to remain within their work area and take shelter.

The department Emergency Action Plan will be presented to all employees in training within their department and is available to employees for review. Employees may contact their department head or Risk Management for information or copies of the Emergency Action Plan, department procedures, or an explanation of their duties under these plans.

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 plan shall be the joint responsibility of the Washoe County Board of County Commissioners, department heads, and Risk Management.

SECTION 1. RESPONSIBILITY FOR EMERGENCY ACTION PLAN

The Board of County Commissioners is responsible for:

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

Department Heads (or designee) are responsible to:

- Oversee development of departmental Emergency Action Plans that meet the needs of the department
- Ensure employees are trained on the Emergency Action Plans

- Communicate with professional emergency response personnel (law enforcement, fire personnel, etc.), the County Managers Office, Crisis Action Team, and employees
- Request structural evaluations as needed
- Initiate the Continuity of Operations Plan as needed

Employees are responsible to:

- Immediately notify co-workers, department heads, and Responders of emergency situations
- Take appropriate action based on the circumstances

Risk Management is responsible to:

- Develop and maintain the written Emergency Action Plan, including review (at least annually) 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 equipment (fire extinguishers, sensors, alarms, etc.) must be kept in good working condition with free access to the equipment. Facilities must be maintained by the occupants so that all areas are clean and orderly and all exit paths are clear without any objects protruding into the exit path. 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) having jurisdiction over the incident. Due to a delay between reporting of an emergency situation and Responders arrival and set up on the scene, Responders may not be able to immediately provide employees with 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. This determination will usually take place prior to Responders arrival on scene. 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.

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. Only Responders from law enforcement may 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 Emergency Responders. Employees are to call 911 (9-111 on an office phone), or activate alarms with a direct connection to 911 immediately.

Notification is then to be given to others within the work area of the emergency situation. Communication will be as determined on the department emergency action plans.

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)
- Take immediate action as directed under the department Emergency Action Plan depending on the audible tone of the alarm (evacuate, shelter in place, or lockdown)

BUILDING WITHOUT ALARM SYSTEMS

There are buildings located throughout the County that are not equipped with alarm systems. Notification of an emergency situation may be verbal and/or electronic to personnel in the area of the emergency situation.

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 depending on the emergency situation (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. Emergency Action Plans are designed to address response to many potential emergencies, depending on the degree of seriousness. Actions taken by employees should be for the safety of employees and public within County facilities.

The 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.

- If the building has an alarm system – activate the closest pull station (which will notify 911 dispatch) and evacuate

- If the building does not have an alarm system - call 911/9-911, verbally notify all persons in the area, and evacuate.

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 the department head immediately.

The department head will follow the procedures described below:

- 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
- If there are other departments or entities in the building, contact the department head(s) and advise him/her of the situation so they may initiate evacuation
- Contact the County Manager's Office

* 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 Responders.

EARTHQUAKE

In an 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 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

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

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 receive the headcount report from supervisors
- Notify the department head of the status of employees

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 County Managers Office or Crisis Action Team of the evacuation
- * Provide employees direction on further actions to take

Each department will designate at least one person from every area for every shift to act as an Evacuation Representative who will receive training on their duties during an emergency situation.

Department Heads must be made aware of employees working or absent from the premises when an emergency occurs, as well as non-employees who may be in their departments. Accounting for employees and non-employees will aid Responders in determining whether rescue efforts are necessary.

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
- Remain in place awaiting further instruction

Evacuation Representatives will:

- Gather emergency supplies
- Account for all persons within the Shelter In Place area
- If there is potential of contamination, secure the area per the department procedures

Department Heads will:

- * Call 911/9-911
- * Notify the Crisis Action Team
- * Notify the on-scene Responders if employees are unaccounted for and provide information on where they may possibly be within the building
- * 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. Especially when there are 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.

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 phone 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.

Any emergency situation may result in the need to have an evaluation of the facility to ensure its safety and the institution of the Continuity of Operations Plan. Department Heads will inform employees of actions required.

SECTION 5: TRAINING

Employees will receive training on their area building plans, exit routes, fire extinguisher locations, alarm pull station locations, designated evacuation meeting sites, and any department specific procedures. They will receive this training:

- Initially when the plan is approved,
- When the employee is assigned to a job,
- 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 or the facility changes, and
- Whenever the plan is changed.

The department Emergency Action Plan material given to employees during training 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 used in the event of an emergency only.

SECTION 6: DRILLS

Washoe County will perform drills for Evacuation, Shelter-In-Place and Lockdown.

Drills of emergency actions are to take place no less then annually at each County facility.

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