**SAFETY COMMITTEE MEMBERS**

Ben West - Chair Anne Stoll-Truelock Cathy Hill

Celeste Wallick Kellisa Shirane Jay Slocum Mark Kester

**LEGAL COUNSEL TO THE SAFETY COMMITTEE**

Brandon Price

## NOTICE OF MEETING AND AGENDA WASHOE COUNTY SAFETY COMMITTEE

**January 19, 2023**

## 1:30 PM

**Washoe County Administration Complex 1001 E. Ninth Street, Reno, Nevada**

**Comptroller’s Large Conference Room, Building D, 2nd Floor AND Remotely via Microsoft Teams**

**This meeting will be held at the physical location listed above and via teleconference as provided below.**

**Meeting ID: 269 325 220 412**

**Passcode: czCCjh (775) 325-0620**

**184080935#**

This is an in-person meeting; however, Committee members and members of the public may attend this meeting by teleconference via this **Click here to join the meeting** (Meeting ID: 269 325 220 412, Passcode: czCCjh) or by telephone by dialing (775) 325-0620) and entering Conference ID: 184080935#. Please note the Teams Meeting link option will require a computer or phone with internet access or the Microsoft Office product “Teams” application and with audio capabilities.

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.

**Public Comment.** Public comments are welcomed during the Public Comment periods for all matters at the beginning and end of the meeting for all matters, whether listed on the agenda or not. Additionally, public comment specific to the action item being considered will be heard during individual action item on the agenda. Public comments are limited to two minutes per person. Persons may not allocate unused time to other speakers. Members of the public may submit public comment by either attending the meeting in person, attending the meeting via teleconference, attending by telephone, or providing public comment in writing. To provide public comment via Teams, log into the Teams meeting at the above link and utilize the “Raise Hand” feature during any public comment period.

**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

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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 [Non-Action Item].”

**Posting of Agenda.** Pursuant to NRS 241.020(4)(b), 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); the Washoe County website ([www.washoecounty.us/comptroller/board\_committees/safety\_committee);](http://www.washoecounty.us/comptroller/board_committees/safety_committee)%3B) and the Nevada Public Notice Website (https://notice.nv.gov).

**How to Get Copies of the Agenda and Supporting Materials**. Copies of this Agenda and supporting materials for the items on the agenda provided to the Washoe County Safety Committee are available to members of the public by contacting Jeri Renshaw at the Comptroller’s Office (1001 E. 9th Street, Bldg. D, 2nd Floor, Room 200, Reno, Nevada), phone 775-328-2665, or email at [jrenshaw@washoecounty.gov](mailto:jrenshaw@washoecounty.gov) and are also posted on the County’s website at: [www.washoecounty.us/comptroller/board\_committees/safety\_committee.](http://www.washoecounty.us/comptroller/board_committees/safety_committee)

**Special Accommodations.** Persons with disabilities who require special assistance (e.g., sign language, interpreters or assisted listening devices to participate in the meeting should Please contact Jeri Renshaw at the Comptroller’s Office by emailing [jrenshaw@washoecounty.gov](mailto:jrenshaw@washoecounty.gov) or by leaving a message at 775-328-2665 in advance at least 48 hours before the meeting so that arrangements can be made.

**Possible Changes to the Agenda and Timing.** 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).

**AGENDA**

1. **Call to Order and Determination of Quorum** [Non-Action Item].
2. **Public Comment** [Non-Action Item]. 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. However, action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item. Comments are to be made to the Safety Committee as a whole.
3. **Acknowledgment of Service by Previous Committee Members and Possible Selection of Committee Members** [For Possible Action]. Acknowledgement of work by previous committee members, Deputy Mark Kester and Anne Stoll-Truelock, and possible action to replace committee member with Sgt. Lars Christensen and Monica Liebgott, respectively.
4. **Approval of September 15, 2022 Meeting Minutes [**For Possible Action]. A review and approval of the Washoe County Safety Committee meeting minutes of September 15, 2022. Committee members may identify any additions or corrections to the draft minutes as transcribed.
5. **Report on Vehicle Accident** [Non-Action Item]. Presentation by Celeste Wallick and discussion of an industrial report of an employee vehicle accident occurring on December 1, 2022, from Human Services Agencies.

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1. **Presentation and Discussion of Industrial Injury Reports [**For Possible Action]. A presentation by Celeste Wallick of Industrial Injury Summary Reports beginning September 2022 up to this current date in January 2023 for, discussion, and possible action to make recommendations for the purpose of preventing work-related injuries or illnesses.
2. **Code 65 Update –** [For Possible Action]. An update, discussion, and possible action on the Code 65 on\_Safety and Health of County Officers and Employees.
3. **Communication Summary [**For Possible Action]. A review, discussion, and possible action of the communication summary from Ben West.
4. **Award Nominations. [**For Possible Action]. A discussion and possible recommendations of safety award nominations for County employees.
5. **Committee Planning for 2023 [**For Possible Action]. A discussion and possible action regarding activities, events, notifications, and projects to be accomplished by the Committee in calendar year 2023.
6. **Update on Human Resources Training Site Advancements** [For Possible Action]. A presentation by by Celeste Wallick on Human Resources training site advancements, a discussion, and possible action regarding training site advancements.
7. **Update on Safety Drills** [For Possible action]. An update by Celeste Wallick and/or Ben West on any County scheduled safety drills that have taken place since the last meeting and possible discussion of safety drills.
8. **Announcements and Future Agendas** [Non-Action Item]. Comments by the Committee or staff members, limited to announcements, topics, or issues for future agendas. No discussion among committee members will take place on this item.
9. **Public Comment** [Non-Action Item]. 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. However, action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item. Comments are to be made to the Safety Committee as a whole.
10. **Adjournment** [Non-Action Item].

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SAFETY COMMITTEE MEETING MINUTES COMPTROLLER CONFERENCE ROOM – 2ND FLOOR MEETING HELD VIA TEAMS

September 15, 2022

1:30 PM

Call to Order

In Ben West’s absence, Cathy Hill called the meeting to order at 1:30 pm.

1. Roll Call

Anne Stoll-Truelock WCEA representative

Celeste Wallick Safety Analyst

Chaz Lehman Legal Counsel for Committee

Jay Slocum Washoe County Public Attorneys Association

Cathy Hill Washoe County Comptroller and Risk Manager

Kellisa Shirane Washoe County Nurse’s Association

**Not present**

Ben West Washoe County Manager’s Office

Mark Kester Washoe County Sheriff’s Deputy Association

**Public Present**

None

1. **Public Comment**

There was no response to the call for public comment.

1. **For possible action, a review and approval of the Washoe County Safety Committee meeting minutes of July 21, 2022.**

Anne Stoll-Truelock made a motion to approve the minutes of July 21, 2022, as they stand. Celeste Wallick seconded. There were no comments from the public on this item. Motion passed unanimously.



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1. **For possible action, a presentation of Industrial Injury Summary Reports and recommendations of the Committee for prevention of work-related injuries or illnesses.**

Celeste Wallick directed the committee’s attention to the beginning of the reports from page 6 through the last page. Cathy Hill stated she noticed that the Sheriff’s Department is on the uptake again and asked if there was a resounding theme. Celeste responded that almost all of them are altercations and are unavoidable. She mentioned that she received a claim just this morning, where a deputy was burned and hit his head on the floor and was struck multiple times which will be on the next report. She thinks it is getting worse with the inmates and arrestees but that they do have a very rapid response with multiple responders so there have been several claims where two or three different individuals were injured in the same incident. She continued, that the responders hit it hard but, that is exactly the type of response we want.

Cathy Hill asked what kind of investigation was performed on the one that stated the employee fell onto floor, fracture, no obstacles, floor was clean and dry. It said claim, but that it was not necessarily accepted. Celeste Wallack responded that in this case they did have actual video tape of the incident and spoke to witnesses that all confirmed the employee just fell. She added that they do investigate when they have the opportunity and that cameras are crucial in helping with the investigations.

Cathy Hill then stated that the Sheriff’s altercations are unfortunate but doesn’t know of any improvements that can be made. Celeste agreed and said that the physical training they do in the academy is a heavy hitter for us. They do defensive tactics and do a lot physical training with running and jumping.

1. **For possible action, a discussion on the Code 65 updates.**

Cathy Hill said Ben West did reach out to a Deputy District Attorney about finalizing these and going to the BCC. Cathy said she would table this, but as a reminder to the committee did state that they did do some updates on these, reviewed them, and did approve them. It now needs to go to the Board since it is code and that is the status that we are currently in. No input is necessarily needed from the committee, but we don’t have an update of the adjustments of the code. Celeste Wallick added that she believed it was Jennifer Gustafson that was working on this.

1. **For possible action, a review of the communication summary from Ben West.**

Cathy Hill noted that Ben West is absent today and since this is an ongoing item for our agenda, we will continue it on the agenda for Ben to address at the next meeting. Cathy also mentioned that for the next meeting to keep an eye on your calendars that there is a proposal to meet every quarter instead of every other month.

1. **For possible action, a discussion and recommendation of safety award nominations.**

Celeste Wallick has not received any nominations. Cathy Hill asked if anyone knew of any safety award nominations that should be brought forth or anything that employees or departments can be informed of to promote a nomination. The answer from committee members was no. Kellisa Shirane said she would relay this information to the supervisors in her department. Cathy also asked about this information being shared at the HR Rep meeting that took place today, which Celeste confirmed it was not done but agreed it would have been a good opportunity to get this item out. Celeste will reach out to HR to add to their agenda to present at the next HR Rep meeting.

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1. **For discussion, activities, events, notifications, projects to be accomplished in calendar year 2023.**

Cathy Hill explained that this item is on the agenda for the committee to be prepared on a calendar basis of the events that happen in northern Nevada that we need to be ready for such as Street Vibrations and the Reno Rodeo. This item to be tabled until the next meeting when Ben West can be here to get a good discussion going with the committee to layout these events and notifications that should accompany them.

1. **For discussion and possible action, HR Training site advancements presented by Celeste Wallick.**

Celest Wallick said that this is still a work in progress. HR has set up with a new vendor for some online trainings which they are still reviewing. They are planning for some of this training to become part of new employee orientation. They are in the process of revamping the Safety/Risk Management portion of the new employee orientation including all the things that they want new employees to know about their rights and responsibilities regarding a safe workplace. Also, there will be Bridge training modules that can be assigned based on job titles. For example, those people who are working with heavy equipment would automatically be signed up for power industrial truck training and machine guarding; everything will be assigned to them based on their job title which is very exciting to have that ability. Also, if we feel there is a trend of a problematic situation or if there is a new procedure within a department where they need refresher training such as “back injury prevention” or “slips, trips and falls”, then we will have the opportunity to assign individual training to those people. We could do the same thing with work-related injuries. We can do training preemptively or after-the-fact or both. By the end of year, they hope to be done with this. This item is to stay on the agenda for the next meeting. Last, Celeste stated that they added the office ergonomics module on our intranet site. Under Departments, Comptroller, Risk Management you can find ergonomics information. The training is also set up. It will be a rolled-out through Human Resources. She emphasized that they want everyone to get the “slips, trips and falls” and “back injury prevention” training which is not job specific and anyone can experience those types of injuries.

1. **For discussion, an update on any County scheduled safety drills that have taken place since the last meeting.**

Celeste Wallick informed the committee that they have not done any safety drills since the last meeting only inspections have been performed.

1. **Comments by the Committee or staff members, limited to announcements, topics, or issues for future agendas. No discussion among committee members will take place on this item.**

Next meeting will be November 17, 2022. Topics for next meeting will be usual reports; Code 65 update; communications update; safety award update; Calendar year 2023 discussion; HR training site updates; safety drills updates and safety inspection discussion.

1. **Public Comment**

There was no response to the call for public comment.

1. Meeting adjourned at 1:44 p.m.

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**REPORT OF ACCIDENT/INCIDENT – INITIAL**

**DATE**: December 22, 2022

**TO:** County Driver Direct Supervisor Department Head

Representing Labor Union

**FROM**: Celeste Wallick, Risk Management Analyst Cathy Hill, Comptroller and Risk Manager

**SUBJECT**: Claim # 2023-145

Date of Incident: 12-1-22

Vehicle # 1374 - 2018-Chevy Traverse

**Incident**

Employee was driving vehicle # 1374 on the Robb Drive on-ramp to enter I-80 eastbound. Employee reports they sneezed and when they put their head back up after the sneeze they saw a stopped truck. Vehicle # 1374 struck the rear of a flatbed (car hauler type) trailer attached to a semi truck and then deflected into the guardrail. Photos of vehicle # 1374 show extensive front end damage. The semi’s trailer had damage to the rear bumper and driver’s side taillight assembly. Employee has an open Worker’s Compensation claim for injuries sustained in this incident. There were no other reported injuries.

**Findings**

The SAF 5 was initiated on 12-5-22 (4 days after the incident) and not completed with the Department Heads signature. This is not in compliance with Washoe County Code. Photographs and the police report were submitted.

Employee:

* Has not had any other reported incidents with County vehicles within the past 12 months.
* The last DMV driver report of 6-21-21 showed a moving violation for “improper or erratic (unsafe) lane changes” issued on 4-12-19.
* Last completed a Washoe County Defensive Driving course on 6-4-21.
* Stated that they turned their head down when they sneezed and when they looked up they couldn’t react in time to miss the truck that was stopped. They report that they tried slamming on the brakes but still hit the rear of the trailer.
* Should have been aware of vehicles in front of, and to the side of, their vehicle as is always needed when merging onto a highway. Even though their eyes were momentarily closed due to the sneeze, they should have been aware that there was a vehicle in front of them and already identified that the semi truck was not going the same speed as their vehicle.

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The Highway Patrol report indicates there was a failure to decrease speed and issued a citation for failure to use due care. The report indicates that the speed being traveled at the time of impact was between 50 mph to 60 mph. In Defensive Driving classes, it is taught that a generally acceptable following distance is 3 seconds behind the leading vehicle. At 50 mph a vehicle will travel approximately 200 feet in 3 seconds. Even with the short duration where the employees eyes were closed due to the sneeze, the vehicle should have been able to be stopped in time to avoid a collision if the proper following distance had been maintained.

Drivers are responsible for the safe operation of their vehicles. This incident indicates a failure to recognize and avoid hazards that are present which could have led to a serious, or even life-threatening event.

This incident may be considered preventable, which is defined in the Washoe County Driver Policy as “any incident where the County Driver’s actions, or failure to act, contributed to the incident.”

**Cost**

Vehicle # 1374 is a total loss of which cost is unknown at this time. The deductible will be charged to Human Services and the balance of the loss to Risk Management. Risk Management will be reimbursed any collected auction or salvage costs.

The owner of the trailer filed a claim with Risk Management for repairs. Those costs are pending.

**Recommendations**

Department Management is requested to:

* 1. Remind all department employees that a failure to recognize and avoid hazards could lead to a serious, or even life-threatening, event. Remind all employees of their responsibility to be aware of their surroundings, look at the path of travel, anticipate any potential hazards, and take action to avoid collisions with those hazards.
  2. Counsel the employee and take appropriate actions pursuant to section 6 of the Driver Policy. Appropriate actions may include completion of additional training, review of the Driver Policy and Communication/Electronic Device Use form, performing a ride-along, requesting a current driving report, or other action as deemed appropriate by the department.
  3. Ensure that reporting forms are completed and submitted in compliance with Washoe County Code 65.200 and

65.210. Should a Department Head be unavailable due to being out of the office, we recommend that the reports be submitted to Risk Management timely, and then completed and sent as soon as the Department Head returns.

* 1. Review the Workplace Safety Program. Consider your department’s stance for preventable incidents and notify or train employees as appropriate

Risk Management will submit information about this incident (without names) to the County Safety Committee for review pursuant to Section 6 of the Driver Policy. Parties on this memo will be notified of any recommendations made by the Safety Committee. Parties are welcome to attend the Safety Committee meeting.

Risk Management will keep the claim file open and issue a final report when costs for the County vehicle and third party vehicle’s repairs are finalized.

Cathy Hill, Risk Manager

Original: Washoe County Self-insurance Claim File

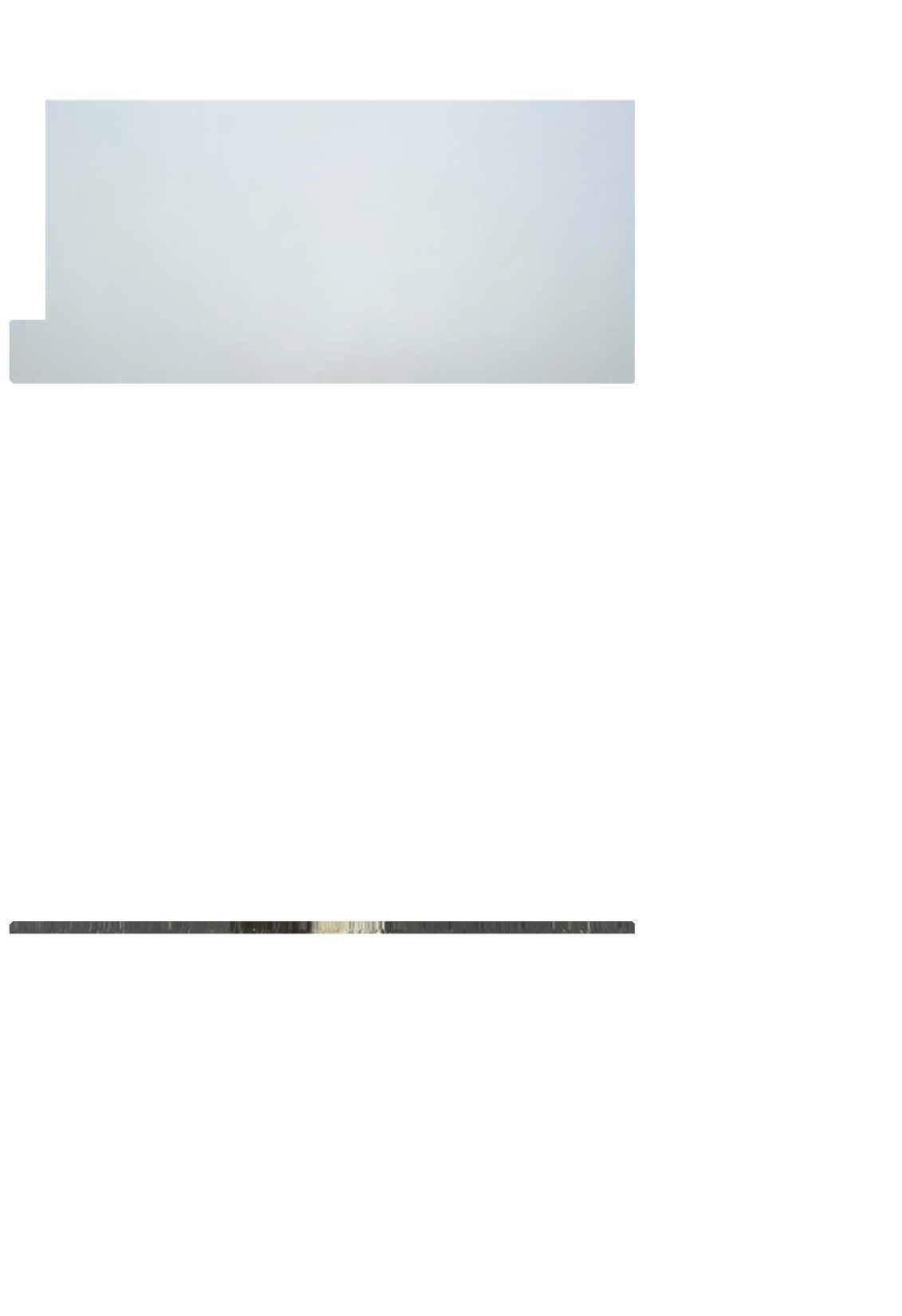
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Enc. DRIVER POLICY

COMMUNICATION / ELECTRONIC DEVICE USE form

NOTICE: Pursuant to Washoe County Code 65.145, any employee who is the subject of a report by the Risk Manager, that employee’s association’s authorized representative, the employee’s department head, or the Risk Manager may request that the report and the underlying matter may be reviewed by the Safety Committee. To request a review of the report by the Safety Committee, a request must be sent to the Risk Manager in writing within 30 days of delivery of the report.

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## COMMUNICATION / ELECTRONIC DEVICE USE

A goal of Washoe County is to prevent incidents that could result in personal injury or property damage. This is a supporting document to the Driver Policy.

Any activity that causes a person to lose focus on the task of driving vehicles, or operating equipment, is considered a distraction. Distractions must be controlled while employees are driving any class of vehicles or equipment on or off roadways. The term “vehicles” for purposes of this document will refer to cars, trucks, vans, busses, watercraft, two wheeled motorized transports, and off-road type vehicles, of any size and class. The term “equipment” for purposes of this document will refer to equipment being driven or directly operated by employees, which will include, but not be limited to, forklifts, backhoes, tractors, loaders, cranes, lift trucks, lawnmowers, etc.

Although it is legal in Nevada to use a hands-free communication device while driving, the Washoe County Driver Policy prohibits the use of communication and 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 or actively involved in a job task. 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 units, laptop or other computers, etc.

Some job positions or tasks require the use of communication or electronic devices while driving in order to complete County objectives. Examples would be Sheriff’s Office and Animal Services personnel who are responding to official business. Universal exceptions may be made by departments for those situations.

Department Heads may make exceptions to allow their employees to use communication or electronic devices while driving vehicles or operating equipment under certain circumstances. Those circumstances are to be documented on the attached form. Use of communication or electronic devices while driving or operating equipment will not be allowed unless specifically documented by the department.

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.

Department management is responsible for determining when exceptions may be made to allow for communication or other electronic devices to be used when driving or operating equipment, completion of the Communication / Electronic Device Use Form, training for their employees, and monitoring and enforcing the Driver Policy and Communication / Electronic Device Use form for their department.

Employees are responsible for reading and acknowledging receipt of the Drivers Policy and the Communication / Electronic Device Use form and complying with the directions of the County and their department.

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## COMMUNICATION / ELECTRONIC DEVICE USE FORM

**WASHOE COUNTY DEPARTMENT**

**The above department has determined that the following situations may require employees to use communication and/or other electronic devices while driving or operating motorized equipment. Unless specifically annotated on this form, and properly signed and dated by the Department Head (or designee), use of communication or other electronic devices while operating vehicles or equipment is prohibited.**

1. **Cell phones / satellite phones may be used in the following circumstances:**

NOTE:

Calls are limited to those requiring an immediate decision or attention in response to County business only. Duration of calls are to be kept to a minimum.

Personal calls do not fall under this exception and are not allowed while driving or operating equipment. A hands free device shall be used whenever possible.

1. **Communication radios may be used in the following circumstances:**

NOTE:

Washoe County’s two way radio system is recommended for communication of work related issues. They should not be used in heavy traffic conditions, while navigating intersections, or in school zones. Prior to use, stop the vehicle out of the path of traffic whenever possible.

1. **Other electronic devices may be used in the following circumstances:**

Radio / CD players / IPod / MP3:

GPS:

Laptop or other computers:

Other:

NOTE:

Devices placed in or around an ear that are not assigned for the job task can disrupt the ability to hear sounds such as sirens, horns, backup alarms, etc. and are considered a safety concern and are prohibited.

**FORM COMPLETED BY (Print Name): POSITION:**

## DATE:

**DEPARTMENT HEADS SIGNATURE:**

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**I HEREBY ACKNOWLEDGE THAT I HAVE READ, RECEIVED TRAINING, AND UNDERSTAND THE DRIVERS POLICY AND THE COMMUNICATION /ELECTRONIC DEVICE USE DIRECTIVE OF THE WASHOE COUNTY**

**DEPARTMENT. I HAVE BEEN GIVEN THE OPPORTUNITY TO ASK QUESTIONS ABOUT THESE DOCUMENTS AND MY EXPECTED RESPONSIBILITIES AND UNDERSTAND THAT IT IS MY RESPONSIBILITY TO FOLLOW THE REQUIREMENTS OF THESE DOCUMENTS.**

|  |  |  |
| --- | --- | --- |
| **Employee Name** | **(PRINT)** |  |
| **Signature** |  | **Date:** |
| **Supervisor or Trainer** | **(PRINT)** |  |
| **Signature** |  | **Date:** |

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Revised 7-19-18

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# 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

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Revised March 2021

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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 Devise Use directives

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* immediately notify the 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.

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* + 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.

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**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

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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.

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**WORKER'S COMPENSATION TIME LOST FROM WORK IN CY23**

**as of 1‐11‐23**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CURRENT STATUS | DEPARTMENT | INCIDENT DATE | DIAGNOSIS | MECHANISM | LOST DAYS | RESTRICTED DAYS |
| OFF WORK | DISTRICT COURT | 1‐4‐23 | FRACTURE | SLIP/FALL ON ICE | 20 | 0 |
| OFF WORK | SHERIFF'S OFFICE | 12‐26‐22 | MULTIPLE | MVA ‐ STRUCK BY VEHICLE | 21 | 0 |
| OFF WORK | SHERIFF'S OFFICE | 7‐26‐22 | TEAR | PICKED UP HEAVY ITEM | 30 | 121 |
| OFF WORK | CSD | 1‐6‐23 | PERSONAL ILLNESS | PERSONAL ILLNESS | 10 | 0 |
| OFF WORK | SHERIFF'S OFFICE | 10‐18‐21 | PTSD | NORMAL JOB DUTIES | 300 | 1 |
| OFF WORK | SHERIFF'S OFFICE | 4‐7‐22 | TEAR | DT TRAINING | 45 | 20 |
| OFF | CSD | 4‐18‐22 | NEUROLYSIS | TOOL STOPPED ABRUPTLY | 45 | 185 |

471 326

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Injury Report for** | **SEPTEMBER 2022** |  |  |  | **Report as of 1‐11‐23** | **Pg 1 of 2** |
| DATE | INCIDENT | INJURY | HAZARDOUS  CONDITION | UNSAFE ACT | CONTRIBUTING FACTOR | CORRECTIVE ACTION | CLAIM or  INCIDENT |
| 9‐1‐22 | PERSONAL ILLNESS | ILLNESS | NORMAL | NORMAL | NONE | NONE | CLAIM |
| 9‐6‐22 | CONTACT WITH ARRESTEES BLOOD | EXPOSURE | NORMAL | NORMAL | ACT OF ANOTHER | NONE | CLAIM |
| 9‐6‐22 | ALTERCATION MAKING AN ARREST | CONTUSIONS,  ABRASIONS | NORMAL | NORMAL | ACT OF ANOTHER | NONE | IO |
| 9‐6‐22 | CONTACT WITH ARRESTEES BLOOD | EXPOSURE | NORMAL | NONE | NONE | WEAR PPE WHEN POSSIBLE | CLAIM |
| 9‐7‐22 | OPENED A SECOND DRAWER ON A FILING CABINET & THE CABINET TIPPED OVER | CONTUSION | CABINET BECAME FRONT HEAVY | OPENING TWO  DRAWERS AT A TIME | NONE | WORK ORDER FOR  CARPENTERS TO SECURE CABINETS ‐ TRAINING | CLAIM |
| 9‐8‐22 | SETTING UP TARGETS, A STAPLE POKED THROUGH THE TARGET | PUNCTURE | STAPLE POKED  THROUGH CARDBOARD & TARGET | NONE | NONE | WEAR GLOVES DURING SET UP | CLAIM |
| 9‐8‐22 | JUVENILE BIT EMPLOYEE | HUMAN BITE | NORMAL | NONE | ACT OF ANOTHER | NONE | CLAIM |
| 9‐8‐22 | NEEDLESTICK BEFORE GIVING VACCINATION | PUNCTURE | NORMAL | RECAPPING NEEDLE | UNKNOWN WHY NEEDLE BENT | TRAINING ‐ EMPLOYEE WAS  FOLLOWING PROPER PROCEDURES | IO |
| 9‐12‐22 | POKED WHEN CLEANING FORCEPS | PUNCTURE, EXPOSURE | NORMAL | NONE | NONE | REMINDER OF CLEANING  PROCEDURE | CLAIM |
| 9‐13‐22 | DT TRAINING | SPRAIN | NORMAL | NORMAL | NONE | NONE | IO |
| 9‐14‐22 | ALTERCATION WITH INMATE | CLOSED HEAD INJURY, CONTUSIONS, BURN | NORMAL | NONE | ACT OF ANOTHER | NONE | CLAIM |
| 9‐15‐22 | ALTERCATION WITH INMATE | LACERATION | NORMAL | NORMAL | ACT OF ANOTHER | NONE | IO |
| 9‐16‐22 | DT TRAINING | PAIN | NORMAL | NORMAL | NONE | NONE | IO |
| 9‐16‐22 | CHAIR TIPPED OVER WHILE EE WAS SITTING IN IT | NONE REPORTED | SAID CHAIR MAY HAVE  CAUGHT ON FLOOR MAT | NORMAL | UNKNOWN | CHAIR WAS ADJUSTED | IO |
| 9‐16‐22 | CHAIR "FELL OUT FROM UNDER ME" WHEN TRYING TO SCOOT CLOSER TO DESK | STRAIN | NOTES ARE THAT  POSSIBLY CHAIR WAS TOO HIGH | NORMAL | UNKNOWN | CHAIR WAS ADJUSTED | IO |
| 9‐19‐22 | FALL ONTO CARPET | SPRAIN, CONTUSIONS, ABRASIONS | NORMAL | UNKNOWN | NO DEFECTS OR OBSTACLES OR REASON NOTICED | USE CARE | CLAIM |

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Injury Report for** | **SEPTEMBER 2022** |  |  |  | **Report as of 1‐11‐23** | **Pg 2 of 2** |
| DATE | INCIDENT | INJURY | HAZARDOUS  CONDITION | UNSAFE ACT | CONTRIBUTING FACTOR | CORRECTIVE ACTION | CLAIM or  INCIDENT |
| 9‐26‐22 | MVA ‐ CRASHED INTO CONCRETE WALL | SPRAIN, PAIN | LOOSE GRAVEL | NONE | DR NOTE SAID THE TIRE  BLEW ‐ BUT THIS IS NOT MENTIONED ANYWHERE ELSE | NONE | CLAIM |
| 9‐28‐22 | DT TRAINING | SPRAIN | NORMAL | NORMAL | NONE | NONE | CLAIM |

CLAIMS 11

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INCIDENTS ONLY 7 TOTAL 18

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Injury Report for** | **OCTOBER 2022** |  |  |  | **Report as of 1‐11‐23** | **Pg 1 of 1** |
| DATE | INCIDENT | INJURY | HAZARDOUS  CONDITION | UNSAFE ACT | CONTRIBUTING FACTOR | CORRECTIVE ACTION | CLAIM or  INCIDENT |
| 10‐4‐22 | SLIP/FALL WHEN GETTING TO WORK  TRUCK | CONTUSION, SWELLING | NORMAL | NORMAL | UNKNOWN | USE CARE | IO |
| 10‐6‐22 | STRUCK BY VEHICLE WHEN WALKING IN PARKING LOT | LACERATION, CONTUSION | STARBUCKS PARKING LOT | UNKNOWN | OTHER DRIVER SAID HE DID NOT SEE EMPLOYEE | PAY ATTENTION TO SURROUNDINGS | IO |
| 10‐6‐22 | SLIP/FALL DOWN STAIRS DURING HOME  VISIT | CONTUSION, SWELLING, A | FLAT SHOES ON  CARPETING | NORMAL | NONE | USE CARE | IO |
| 10‐6‐22 | PERSONAL ILLNESS | NEAR SYNCOPE | NORMAL | NONE | NONE | NONE | CLAIM |
| 10‐7‐22 | MOTORCYCLE FELL DURING TRAINING  MANEUVER | CONTUSION | NORMAL | TRAINING | NONE | CONTINUE TRAINING | CLAIM |
| 10‐8‐22 | ALTERCATION WITH INMATE | HEAD INJURY, ABRASION | NORMAL | NONE | ACT OF ANOTHER | NONE | CLAIM |
| 10‐13‐22 | FELL TO FLOOR WHEN ATTEMPTING TO SIT ON ROLLING STOOL | CONTUSION, STRAIN | ROLLING STOOLS ARE  NORMAL IN HEALTH CARE FACILITY | CHAIR ROLLED  OUT FROM UNDERNEATH | UNKNOWN ‐ POSSIBLY PANTS WERE SLICK | STOOL REPLACED WITH A CHAIR WITH BACK | IO |
| 10‐17‐22 | ROLLED ANKLE ON DOORSTOP AND FELL | SPRAIN | DOORSTOP WAS IN  WALKWAY | UNKNOWN | DOORSTOP WAS HARD TO  SEE | DEPT ORDERED AN ORANGE  DOORSTOP | CLAIM |
| 10‐21‐22 | PROVIDING FIRST AID | EXPOSURE | NORMAL | NONE | NONE | NONE | CLAIM |
| 10‐22‐22 | CATCHING A LOOSE CAT | CAT BITE | NORMAL | NONE | ANIMAL | USE PPE | CLAIM |
| 10‐25‐22 | TRIP/FALL OVER GARBAGE CAN WHEN WALKING BACKWARDS LOOKING AT THE VOTERS LINE | STRAIN, BRUISE | NORMAL | WALKING BACKWARDS | NONE | LOOK AT DIRECTION OF TRAVEL | IO |
| 10‐28‐22 | CUT WHEN PICKING UP TRASH & SUBSEQUENT INFECTION | LACERATION & INFECTION | NORMAL ‐ BRUSH & TRASH | EE SAID ITEM  PUNCTURED GLOVE | NONE | USE PROPER GLOVES | CLAIM |
| 10‐30‐22 | FELL ONTO FLOOR WHEN RUNNING TO EMERGENCY CALL | CONTUSION, SWELLING | RESPONDERS COMING  FROM DIFFERENT HALLWAYS | NORMAL | LACK OF VISIBILITY | CONSIDER PLACING MIRRORS AT INTERSECTIONS | IO |
| 10‐30‐22 | FELL ONTO FLOOR WHEN RUNNING TO EMERGENCY CALL | CONTUSION, SWELLING | RESPONDERS COMING  FROM DIFFERENT HALLWAYS | NORMAL | LACK OF VISIBILITY | CONSIDER PLACING MIRRORS AT INTERSECTIONS | IO |

CLAIMS 7

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INCIDENTS ONLY 7 TOTAL 14

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Injury Report for** | **NOVEMBER 2022** |  |  |  | **Report as of 1‐11‐23** | **Pg 1 of 2** |
| DATE | INCIDENT | INJURY | HAZARDOUS  CONDITION | UNSAFE ACT | CONTRIBUTING FACTOR | CORRECTIVE ACTION | CLAIM or  INCIDENT |
| 11‐3‐22 | SLIP/FALL ON ICE IN PARKING LOT | PAIN | ICY PARKING LOT  (COUNTY PROPERTY) | NOPRMAL | WEATHER | USE CARE | IO |
| 11‐3‐22 | CONTROLLING AN ARRESTEE | SPRAIN | NORMAL | NONE | ACT OF ANOTHER | NONE | CLAIM |
| 11‐5‐22 | ALTERCATION WITH ARRESTEE | LACERATION | NORMAL | NORMAL | ACT OF ANOTHER | NONE | IO |
| 11‐5‐22 | ALTERCATION WITH ARRESTEE | PAIN, STIFFNESS | NORMAL | NORMAL | ACT OF ANOTHER | NONE | IO |
| 11‐5‐22 | ALTERCATION WITH ARRESTEE | PAIN, STIFFNESS | NORMAL | NORMAL | ACT OF ANOTHER | NONE | IO |
| 11‐5‐22 | LIFTED A FULL TRASH CAN TO DUMP  CONTENTS ONTO A TRAILER | STRAIN | NORMAL | NORMAL | NONE | USE CARE | IO |
| 11‐6‐22 | ARRESTEE SPIT ON EMPLOYEE | EXPOSURE | NORMAL | NORMAL | ACT OF ANOTHER | NONE | CLAIM |
| 11‐7‐22 | ALTERCATION WITH INMATE | CONTUSION, SWELLING | NORMAL | NORMAL | ACT OF ANOTHER | NONE | CLAIM |
| 11‐7‐22 | ROLLED ANKLE RUNNING TO AN  EMERGENCY CALL | STRAIN | NORMAL | NORMAL | NONE | NONE | IO |
| 11‐7‐22 | ALTERCATION WITH INMATE | STRAIN, CONTUSION | NORMAL | NORMAL | ACT OF ANOTHER | NONE | CLAIM |
| 11‐7‐22 | DT TRAINING | ACL TEAR, SPRAIN | NORMAL | NONE | NONE | NONE | CLAIM |
| 11‐8‐22 | PREPARING KITTEN FOR VACCINATION | CAT SCRATCH | NORMAL | NONE | ANIMAL | USE PPE | CLAIM |
| 11‐11‐22 | ALTERCATION WITH INMATE | LACERATION | NORMAL | NORMAL | ACT OF ANOTHER | NONE | IO |
| 11‐13‐22 | PUSHED BACKWARDS DURNG A RESTRAINT  & STRUCK ELBOW ON FIXED OBJECT IN A CELL | NUMBNESS | NORMAL | NORMAL | ACT OF ANOTHER | NONE | IO |
| 11‐15‐22 | 2 YR OLD CHILD BIT DURING A VISITATION | HUMAN BITE | NORMAL | NONE | ACT OF ANOTHER | NONE | CLAIM |
| 11‐16‐22 | ALTERCATION WITH INMATE | STRAIN | NORMAL | NORMAL | ACT OF ANOTHER | NONE | IO |
| 11‐17‐22 | MVA ‐ REAR‐ENDED | STRAIN | NORMAL | NORMAL | ACT OF ANOTHER | NONE | CLAIM |
| 11‐18‐22 | DT TRAINING | HEAD INJURY, STRAIN | NORMAL | NONE | SPATIAL AWARENESS | MOVE MATS FURTHER AWAY  FROM WALL | CLAIM |
| 11‐18‐22 | DT TRAINING | TENDINITIS | NORMAL | NONE | NONE | NONE | CLAIM |
| 11‐21‐22 | LOADING DOG INTO TRUCK | DOG BITE | NORMAL | NORMAL | ANIMAL | ASSISTANCE WAS BUSY ON  OTHER CALLS | IO |
| 11‐25‐22 | ALTERCATION WITH INMATE | PAIN | NORMAL | NORMAL | ACT OF ANOTHER | NONE | IO |
| 11‐25‐22 | ALTERCATION WITH INMATE | PAIN | NORMAL | NORMAL | ACT OF ANOTHER | NONE | IO |
| 11‐29‐22 | TRIP/FALL OVER A CURB WHEN EXITING A  VEHICLE | PAIN | NORMAL (NON‐COUNTY  SITE) | UNKNOWN | NONE | PAY ATTENTION TO  SURROUNDINGS | IO |
| 11‐29‐22 | PURSUING FLEEING SUSPECT OVER A  FENCE | STRAIN | NORMAL | NORMAL | ACT OF ANOTHER | NONE | IO |
| 11‐29‐22 | PURSUING FLEEING SUSPECT OVER A  FENCE | LACERATIONS | NORMAL | NORMAL | ACT OF ANOTHER | NONE | IO |

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Injury Report for** | **NOVEMBER 2022** |  |  |  | **Report as of 1‐11‐23** | **Pg 2 of 2** |
| DATE | INCIDENT | INJURY | HAZARDOUS  CONDITION | UNSAFE ACT | CONTRIBUTING FACTOR | CORRECTIVE ACTION | CLAIM or  INCIDENT |
| 11‐29‐22 | PURSUING FLEEING SUSPECT OVER A  FENCE | LACERATION, ABRASIONS | NORMAL | NONE | METAL ON CHAIN LINK  FENCE | NONE | CLAIM |
| 11‐29‐22 | FEEDING A FERAL KITTEN | CAT BITE | NORMAL | NONE | ANIMAL | USE PPE | CLAIM |

CLAIMS 12

INCIDENTS ONLY 15 TOTAL 27

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Injury Report for** | **DECEMBER 2022** |  |  |  | **Report as of 1‐11‐23** | **Pg 1 of 2** |
| DATE | INCIDENT | INJURY | HAZARDOUS  CONDITION | UNSAFE ACT | CONTRIBUTING FACTOR | CORRECTIVE ACTION | CLAIM or  INCIDENT |
| 12‐1‐22 | ALTERCATION WITH INMATE | ABRASION | NORMAL | NORMAL | ACT OF ANOTHER | NONE | IO |
| 12‐1‐22 | ALTERCATION WITH INMATE | ABRASION | NORMAL | NORMAL | ACT OF ANOTHER | NONE | IO |
| 12‐1‐22 | MVA ‐ MERGING ONTO ROADWAY EE STRUCK A STOPPED SEMI TRAILER | CONTUSIONS, TEAR | NORMAL ‐ HEAVY TRAFFIC | SAID SNEEZED &  THEN DID NOT HAVE TIME TO STOP | PRIOR MOVING VIOLATION FOR UNSAFE LANE CHANGE | TRAINING, COUNSELING | CLAIM |
| 12‐1‐22 | ALTERCATION WITH INMATE | SPRAIN | NORMAL | NORMAL | ACT OF ANOTHER | NONE | CLAIM |
| 12‐10‐22 | ALTERCATION WITH INMATE | MUSCLE SPASMS | NORMAL | NONE | ACT OF ANOTHER | NONE | CLAIM |
| 12‐10‐22 | ALTERCATION WITH INMATE | CONTUSION | NORMAL | NONE | ACT OF ANOTHER | NONE | CLAIM |
| 12‐11‐22 | RESTRAINING JUVENILES | SPRAIN | NORMAL | NONE | ACT OF ANOTHER | NONE | CLAIM |
| 12‐11‐22 | SLIP/FALL ON ICE/SNOW WHEN  SHOVELLING SNOW TO UNBURY THE PATROL VEHICLES | SPRAIN, STRAIN | ICY PARKING LOT (COUNTY PROPERTY) | NONE | WEATHER | WEAR PPE, USE CARE | CLAIM |
| 12‐12‐22 | STEPPED ON UNEVEN, ROCKY GROUND | SPRAIN | OFF SITE WALKING  FROM HOMELESS CAMPSITE | NORMAL | NONE | USE CARE | IO |
| 12‐12‐22 | MVA ‐ VEHICLE HIT ICE THEN  EMBANKMENT & FLIPPED | CONTUSION | ICE/SNOW | NORMAL | WEATHER | NONE | CLAIM |
| 12‐13‐22 | SLIP/FALL ON ICE/SNOW IN PARKING LOT | CONTUSION | ICY PARKING LOT  (COUNTY PROPERTY) | NORMAL | WEATHER | USE CARE | CLAIM |
| 12‐13‐22 | SLIP/FALL ON ICE WALKING TO GET LUNCH  DURING TRAINING | CONTUSIONS | ICE/SNOW (NON‐  COUNTY) | NONE | WEATHER | USE PPE WHEN POSSIBLE | CLAIM |
| 12‐14‐22 | SLIP/FALL ON ICE AT INSPECTION SITE | NONE REPORTED | ICE/SNOW (NON‐  COUNTY) | NORMAL | WEATHER | USE CARE | IO |
| 12‐16‐22 | SLIP/FALL ON ICE GETTING OUT OF CAR TO  WALK INTO WORK | CONTUSION, PAIN | ICY PARKING LOT  (COUNTY PROPERTY) | NONE | WEATHER | USE CARE | CLAIM |
| 12‐21‐22 | SLIP/FALL ON ICE AT CLIENTS RESIDENCE | PAIN | ICE/SNOW (NON‐  COUNTY) | NORMAL | WEATHER | USE CARE | CLAIM |
| 12‐22‐22 | SLIP ON ICE HELD ONTO FENCE TO BREAK FALL | STRAIN, SPRAIN | ICE/SNOW (NON‐ COUNTY) | NORMAL | WEATHER | TRAINING FOR DEPT ON HAND/FOOT PLACEMENT WHEN PERFORMING TASKS & USE CARE IN WEATHER | IO |
| 12‐22‐22 | WALKING DOG TO KENNEL | DOG BITE | OTHER DOGS AGGITATED IT | NORMAL | ANIMALS | IDENTIFY DOG NEEDS & PUT  IN DIFFERENT AREAS IF NEEDED | IO |
| 12‐24‐22 | ALTERCATION WITH INMATE | SWELLING | NORMAL | NORMAL | ACT OF ANOTHER | NONE | IO |

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Injury Report for** | **DECEMBER 2022** |  |  |  | **Report as of 1‐11‐23** | **Pg 2 of 2** |
| DATE | INCIDENT | INJURY | HAZARDOUS  CONDITION | UNSAFE ACT | CONTRIBUTING FACTOR | CORRECTIVE ACTION | CLAIM or  INCIDENT |
| 12‐26‐22 | STRUCK BY VEHICLE WHILE WALKING TO VEHICLE AT A TRAFFIC STOP | MULTIPLE | NORMAL | NORMAL | ACT OF ANOTHER | NONE | CLAIM |
| 12‐27‐22 | POSSIBLE EXPOSURE TO FENTANYL | EXPOSURE | NORMAL | NONE | NONE | NONE | CLAIM |
| 12‐27‐22 | POSSIBLE EXPOSURE TO FENTANYL | EXPOSURE | NORMAL | NORMAL | UNKNOWN | NONE | CLAIM |
| 12‐29‐22 | MVA ‐ DRIVER OF PATROL VEHICLE STRUCK HEAD‐ON BY FLEEING SUSPECT | STRAIN | NORMAL | NONE | ACT OF ANOTHER | NONE | CLAIM |
| 12‐29‐22 | MVA ‐ PASSENGER OF PATROL VEHICLE STRUCK HEAD ON BY FLEEING SUSPECT | CONCUSSION | NORMAL | NORMAL | ACT OF ANOTHER | NONE | CLAIM |
| 12‐31‐22 | INMATE SPRAYED UNKNOWN LIQUID (POSSIBLY BLEACH) ON EE | EXPOSURE | NORMAL | NORMAL | ACT OF ANOTHER | ASKED DEPT ABOUT INMATES  ACCESS TO CLEANING SUPPLIES | IO |
| 12‐31‐22 | STEPPED ON SNOW PILE & ROLLED ANKLE | TWISTED | ICY PARKING LOT (COUNTY PROPERTY) | NORMAL | WEATHER | HAVE FACILITIES PLOW SNOW  BEFORE IT BUILDS UP, USE CARE | IO |

CLAIMS 16

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INCIDENTS ONLY 9 TOTAL 25

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Injury Report for** | **JANUARY 2023** |  |  |  | **Report as of 1‐11‐23** | **Pg 1 of 2** |
| DATE | INCIDENT | INJURY | HAZARDOUS  CONDITION | UNSAFE ACT | CONTRIBUTING FACTOR | CORRECTIVE ACTION | CLAIM or  INCIDENT |
| 1‐1‐23 | SLIP/FALL ON ICE GETTING OUT OF VEHICLE | NONE REPORTED | ICY PARKING LOT  (COUNTY PROPERTY) | NORMAL | WEATHER | USE CARE | IO |
| 1‐2‐23 | SLIP/FALL ON ICE IN PARKING LOT | LACERATIONS, PAIN | ICY PARKING LOT  (COUNTY PROPERTY) | NORMAL | WEATHER | WORK CREW DISPATCHED TO  CLEAR AREA | IO |
| 1‐3‐23 | SLIP/FALL ON ICE WALKING AROUND VEHICLE | NONE REPORTED | ICY PARKING LOT (COUNTY PROPERTY) | NORMAL | WEATHER | A CIP IS IN PLACE TO DIVERT WATER FLOW FROM THE TOP OF THE ROOF TO A DRAIN ‐ USE ICE MELT AND USE CARE | IO |
| 1‐3‐23 | SLIP/FALL ON ICE IN PARKING LOT | NONE REPORTED | ICY PARKING LOT  (COUNTY PROPERTY) | NORMAL | WEATHER | WORK ORDER FOR CLEARING ‐  USE CARE | IO |
| 1‐2‐23 | DRIVER ‐ HIT HEAD‐ON BY OUT OF  CONTROL VEHICLE | STRAIN | ICY/SNOWY ROADS | NONE | ACT OF ANOTHER | NONE | CLAIM |
| 1‐3‐23 | PASSENGER ‐ STRUCK HEAD‐ON BY OUT OF  CONTROL VEHICLE | STRAIN | ICY/SNOWY ROADS | NORMAL | ACT OF ANOTHER | NONE | CLAIM |
| 1‐3‐23 | SLIP/FALL ON ICE IN PARKING LOT | PAIN | ICY PARKING LOT  (COUNTY PROPERTY) | NORMAL | WEATHER | WORK ORDER FOR CLEARING ‐  USE CARE | IO |
| 1‐4‐23 | SLIP/FALL ON ICE IN PARKING LOT | ABRASIONS | ICY PARKING LOT  (COUNTY PROPERTY) | NORMAL | WEATHER | WORK ORDER FOR CLEARING ‐  USE CARE | IO |
| 1‐4‐23 | SLIP/FALL ON ICE IN PARKING LOT | NONE REPORTED | ICY PARKING LOT  (COUNTY PROPERTY) | NORMAL | WEATHER | WORK ORDER FOR CLEARING ‐  USE CARE | IO |
| 1‐4‐23 | SLIP/FALL ON ICE IN PARKING LOT | NONE REPORTED | ICY PARKING LOT  (COUNTY PROPERTY) | NORMAL | WEATHER | WORK ORDER FOR CLEARING ‐  USE CARE | IO |
| 1‐4‐23 | SLIP/FALL ON ICE IN PARKING LOT | PAIN | ICY PARKING LOT  (COUNTY PROPERTY) | NORMAL | WEATHER | WORK ORDER FOR CLEARING ‐  USE CARE | IO |
| 1‐4‐23 | SLIP/FALL ON ICE IN PARKING LOT | ABRASIONS | ICY PARKING LOT  (COUNTY PROPERTY) | NORMAL | WEATHER | WORK ORDER FOR CLEARING ‐  USE CARE | IO |
| 1‐4‐23 | SLIP/FALL ON ICE IN PARKING LOT | TWISTED | ICY PARKING LOT  (COUNTY PROPERTY) | NORMAL | WEATHER | WORK ORDER FOR CLEARING ‐  USE CARE | IO |
| 1‐4‐23 | SLIP/FALL ON ICE IN PARKING LOT | FRACTURE | ICY PARKING LOT  (COUNTY PROPERTY) | NORMAL | WEATHER | WORK ORDER FOR CLEARING ‐  USE CARE | CLAIM |
| 1‐4‐23 | SLIP/FALL ON ICY STEPS IN PARKING GARAGE | PAIN | ICY STIARS (COUNTY) | NONE | WEATHER | USE ELEVATOR IN INCLEMENT WEATHER, ICE MELT | CLAIM |
| 1‐4‐23 | SLIP/FALL ON ICY DRIVEWAY WHEN  DELIVERING A CLIENTS MEAL | SPRAINS, CONTUSIONS | ICY DRIVEWAY (NON‐  COUNTY PROPERTY) | NONE | WEATHER | USE CARE | CLAIM |
| 1‐4‐23 | SLIP ON ICE, TWISTED WHEN TRYING TO KEEP FROM FALLING | STRAIN | ICY PARKING LOT (COUNTY PROPERTY) | NONE | WEATHER | USE CARE | CLAIM |

Washoe County Safety Committee Meeting January 19, 2023 - Page 29 of 32

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Injury Report for** | **JANUARY 2023** |  |  |  | **Report as of 1‐11‐23** | **Pg 2 of 2** |
| DATE | INCIDENT | INJURY | HAZARDOUS  CONDITION | UNSAFE ACT | CONTRIBUTING FACTOR | CORRECTIVE ACTION | CLAIM or  INCIDENT |
| 1‐4‐23 | CUT BY METAL BAR TAKING OFF  RESTRAINTS | LACERATION &  INFECTION | NORMAL | NONE | STRUGGLING INMATE | NONE | CLAIM |
| 1‐5‐23 | SLIP/FALL GETTING OFF ELEVATOR | CONTUSION | WET FLOORS FROM  SNOW MELTING OFF PEOPLES SHOES | NORMAL | LACK OF MAINTENANCE | USE CARE, CLEAN UP AREA, ADD MORE MATS | IO |
| 1‐5‐23 | FOOT PURSUIT ON STAIRS ‐ STOPPED  ABRUPTLY | SPRAIN | NORMAL | NONE | ACT OF ANOTHER | NONE | CLAIM |
| 1‐5‐23 | FOOT PURSUIT ON STAIRS ‐ STOPPED  ABRUPTLY | STRAIN | NORMAL | NONE | ACT OF ANOTHER | NONE | CLAIM |
| 1‐5‐23 | SLIP/FALL ON OIL & WATER ON SHOP FLOOR | STRAINS, CONTUSIONS | GREASING PARTS ON  EQUIPMENT & SOME LEAKED ONTO THE FLOOR | NORMAL | CLEANED UP AFTER INCIDENT | BE AWARE OF CONDITIONS, DISCUSSED HOUSEKEEPING PROCEDURES | IO |
| 1‐6‐23 | MOVING SANDBAGS | PERSONAL ILLNESS | NORMAL | NONE | NONE | NONE | CLAIM |

CLAIMS 10

Washoe County Safety Committee Meeting January 19, 2023 - Page 30 of 32

INCIDENTS ONLY 13 TOTAL 23

**Department Breakdown as of 1‐11‐23**

# FY 22 FY 23

**7‐1‐21 thru 1‐31‐22 7‐1‐22 thru 1‐11‐23**

|  |  |  |
| --- | --- | --- |
| DEPARTMENT | CLAIMS | INCIDENTS |
| Alternative Sentencing |  | 2 |
| Animal Services | 4 | 5 |
| Assessors |  | 1 |
| Building & Safety |  |  |
| Clerk's Office |  |  |
| Crime Lab |  | 2 |
| Comptrollers |  | 1 |
| CSD ‐ Facilities & Admin | 2 |  |
| District Attorneys |  |  |
| District Court | 1 | 3 |
| Equipment Services |  |  |
| Flood |  |  |
| Health | 5 | 9 |
| Human Resources |  |  |
| Human Services | 3 | 9 |
| Incline Village Justice Ct. |  |  |
| Juvenile Services | 7 | 1 |
| Libraries | 5 | 6 |
| Managers Office |  |  |
| Medical Examiner | 1 | 1 |
| Parks | 3 | 1 |
| Public Administrator |  |  |
| Public Defender |  |  |
| Public Guardian |  |  |
| Recorders Office |  | 1 |
| Registrar of Voters |  |  |
| Reno Justice Court |  |  |
| Roads | 2 | 4 |
| Sheriffs Office | 60 | 33 |
| Sparks Justice Court |  |  |
| Technology Services |  |  |
| Treasurers |  | 1 |
| Water | 2 |  |

|  |
| --- |
| TOTAL |
| 2 |
| 9 |
| 1 |
| 0 |
| 0 |
| 2 |
| 1 |
| 2 |
| 0 |
| 4 |
| 0 |
| 0 |
| 14 |
| 0 |
| 12 |
| 0 |
| 8 |
| 11 |
| 0 |
| 2 |
| 4 |
| 0 |
| 0 |
| 0 |
| 1 |
| 0 |
| 0 |
| 6 |
| 93 |
| 0 |
| 0 |
| 1 |
| 2 |

|  |  |
| --- | --- |
| CLAIMS | INCIDENTS |
|  |  |
| 3 | 2 |
| 1 |  |
|  |  |
|  |  |
| 3 |  |
|  |  |
| 1 | 1 |
| 1 |  |
| 3 | 8 |
|  | 1 |
|  |  |
| 1 | 4 |
|  |  |
| 3 | 3 |
|  |  |
| 4 | 2 |
|  | 2 |
| 1 | 2 |
| 1 | 1 |
| 2 |  |
|  |  |
| 1 |  |
| 1 |  |
|  |  |
|  | 1 |
|  |  |
| 1 | 3 |
| 57 | 38 |
|  |  |
|  |  |
|  | 1 |
|  |  |

|  |
| --- |
| TOTAL |
| 0 |
| 5 |
| 1 |
| 0 |
| 0 |
| 3 |
| 0 |
| 2 |
| 1 |
| 11 |
| 1 |
| 0 |
| 5 |
| 0 |
| 6 |
| 0 |
| 6 |
| 2 |
| 3 |
| 2 |
| 2 |
| 0 |
| 1 |
| 1 |
| 0 |
| 1 |
| 0 |
| 4 |
| 95 |
| 0 |
| 0 |
| 1 |
| 0 |

TOTALS 95 80 175 84 69 153

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**MONTHLY COMPARISON**

Washoe County Safety Committee Meeting January 19, 2023 - Page 32 of 32

**as of 1‐11‐23**

JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUN

|  |  |  |  |
| --- | --- | --- | --- |
| **FY21** |  | | |
| CLAIMS | IR"S | TOTAL | DENIED |
| 10 | 12 | 22 | 1 |
| 11 | 7 | 18 | 2 |
| 10 | 10 | 20 | 1 |
| 17 | 24 | 41 | 3 |
| 9 | 4 | 13 | 0 |
| 9 | 4 | 13 | 0 |
| 12 | 2 | 14 | 2 |
| 11 | 3 | 14 | 0 |
| 13 | 6 | 19 | 0 |
| 8 | 10 | 18 | 0 |
| 13 | 5 | 18 | 0 |
| 18 | 5 | 23 | 0 |

|  |  |  |  |
| --- | --- | --- | --- |
| **FY22** |  | | |
| CLAIMS | IR"S | TOTAL | DENIED |
| 9 | 8 | 17 | 0 |
| 6 | 10 | 16 | 1 |
| 23 | 6 | 29 | 3 |
| 18 | 15 | 33 | 3 |
| 13 | 12 | 25 | 3 |
| 17 | 18 | 35 | 1 |
| 9 | 11 | 20 | 2 |
| 8 | 10 | 18 | 2 |
| 18 | 10 | 28 | 4 |
| 17 | 5 | 22 | 0 |
| 7 | 11 | 18 | 2 |
| 8 | 8 | 16 | 2 |

|  |  |  |  |
| --- | --- | --- | --- |
| **FY23** |  | | |
| CLAIMS | IR"S | TOTAL | DENIED |
| 9 | 4 | 13 | 1 |
| 19 | 14 | 33 | 1 |
| 11 | 7 | 18 | 2 |
| 7 | 7 | 14 | 1 |
| 12 | 15 | 27 | 0 |
| 16 | 9 | 25 | 0 |
| 10 | 13 | 23 | 0 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**141 92 233 9 153 124 277 23 84 69 153 5**

as of Jan 31st 141 175 154