



## **WASHOE COUNTY WORKPLACE SAFETY PROGRAM**

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

This written Workplace Safety Program (Program) is presented pursuant to the Nevada Revised Statutes (NRS) 618.383 and Nevada Administrative Code (NAC) 618.538 to 618.544, inclusive. Its purpose is to inform employees of the County's plan to identify, correct, and control hazards, and is provided as a tool for all employees' use and will be updated as needed.

Every employee of Washoe County is expected to participate in the safe workplace endeavor - and to integrate safety and health awareness, and behaviors, into every part of their daily activities. Every employee is encouraged to identify unsafe conditions or procedures and report any concerns to management, or correct unsafe situations if it is within their ability, without fear of retaliation.

Management will take responsibility for assuring employees are provided the tools, training and resources necessary to accomplish their job tasks in a safe manner. Violations of safety and health policies and/or procedures will not be tolerated.

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

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## RESPONSIBILITIES

### COUNTY MANAGER / BOARD OF COUNTY COMMISSIONERS

- Ultimately responsible for workplace safety and health programs
- Provide the leadership and resources necessary to effectively implement programs
- Delegate to Risk Management the ability to review and enhance safety programs, including the written Workplace Safety Program, policies, Hazard Assessments, Control Plans, training programs, and accompanying documentation as needed
- Participate in and promote the importance of a safe and healthy workplace

### MANAGEMENT

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

### EMPLOYEES

- Be active participants in the safety and health program
- Perform all tasks in accordance with established policies, procedures, and safe work practices, including the use of PPE
- Perform a safety evaluation of their workspace daily, or as conditions warrant, and report any concerns in their County workspace to department management. Telecommuters will ensure that their workspaces are free of hazards that could cause injury or illness.
- Inspect all tools, equipment, and vehicles prior to use to identify any hazards and take action to report and correct any deficiencies
- Ask questions and/or report any unsafe or unhealthy practice or condition
- Promptly report any injury, illness, hazard, incident, or “near-miss” to the appropriate person within the department or Risk Management

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## RISK MANAGEMENT

The County Manager and Board of County Commissioners have appointed the Risk Management Division to serve as their representatives in safety and health related matters.

- Ensure compliance with applicable federal, state, and local safety and health requirements
- Develop, publicize, implement and oversee the County's safety and health programs, policies and procedures
- Establish appropriate safety and health training programs
- Assist with inspections to assess program effectiveness and compliance
- Make recommendations to management for the correction of hazards
- Provide assistance, advice, and guidance to management and employees on safety and health matters, including action to solve safety concerns
- Ensure that incidents, injuries and illnesses are promptly reported and investigated to determine the root cause of why an incident happened
- Maintain required records and program documentation
- Assess and analyze data to determine trends and address problem areas
- Review safety and health programs when changes in operations dictate, and update programs, documentation and training as necessary (at least annually)

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## HAZARD IDENTIFICATION, ANALYSIS, AND CONTROL

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

The main goal of identifying hazards is to remove or control hazardous conditions. For hazards that may not be removed, the County will implement controls to protect employees from injury or illness.

Failure to correct identified hazards can leave an employer open to legal actions in addition to potential OSHA citations and penalties.

Hazard identification will be accomplished through inspections, trend analysis, and communication.

### INSPECTIONS

- Each worksite will be evaluated by the department management and assisted by Risk Management to obtain information regarding the factors that could create an unsafe workplace and to identify actions needed to remove or control those factors.
- Worksite supervisors will be responsible for conducting continual inspections to ensure safety procedures and equipment are being used correctly by employees.
- Risk Management will initiate formal inspections of work areas and maintain the inspection checklist for three (3) years.
- Safety Committee members, or representatives of other departments, may participate during inspections.
- Hazards, and the County's plan to protect employees from hazards will be documented, in writing, on HAZARD ASSESSMENT AND CONTROL PLAN forms.
- Identified hazards that may not be corrected immediately will be documented in writing.
- The status and progress of corrective actions identified will be tracked by both the supervisor and Risk Management until completion.
- When a hazard is found to be an imminent threat to life, health, or property, Risk Management, management of the area, and/or the worksite supervisor shall take immediate action to stop work and remove personnel from the danger. Work will not re-start without the abatement of the hazard. Such situations are to be reported to Risk Management immediately.

### TREND ANALYSIS

Risk Management will conduct periodic accident trend analyses to identify accident potentials that need to be addressed. The analysis may include evaluating the work environment, equipment, procedures, training and supervision. Sources of information that may aid in the trend analysis include:

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

Employee Input  
Personal Observations  
Inspection Reports

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## COMMUNICATION

The goal of communication in hazard recognition is to learn from employees what hazards exist so that they may be corrected. Employees are encouraged to report known or suspected hazards to their direct supervisor and work with their department management toward an acceptable permanent solution. Any employee may also report suspected hazards or make suggestions for safety program improvement to Risk Management or any Safety Committee representative.

Hazards reported to Risk Management or the Safety Committee will be forwarded to the corresponding department management for review and action. Information forwarded will explain the hazard. The identity of the employee who reported the hazard will not be provided unless the employee has given permission, in writing, to release his or her name.

Adverse action will not be taken against any employee for identifying a safety or health hazard. Employees will be fully informed of hazards within their areas that are not able to be removed through Engineering and Administrative controls. Employees will be provided training on how to safely work within the areas or when performing the tasks where hazards exist.

## HAZARD ASSESSMENT AND CONTROL PLANS

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

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

Severity means “what type of damage or injuries would result if an accident does occur?”

High: death, dismemberment, permanent disability, chronic / irreversible illness

Medium: temporary injury, reversible illness, possible hospitalization or temporary disability

Low: temporary injury or illness requiring only minor supportive treatment

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

Hazards will be approached as outlined below:

- Any hazard that can be eliminated will be eliminated.
- Department management is to correct hazards within their control.
- Hazards that cannot be removed due to the requirements of the work will be controlled by using engineering, administrative, work practice controls, personal protective equipment controls, training, or a combination of these as appropriate.

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- Work areas, tasks, and controls will be evaluated on a regular basis and changes may be suggested or implemented by, the department management and/or Risk Management, possibly with the assistance of employees in the affected area, the Safety Committee or other County departments.

## CONTROLS

There are hazardous situations faced by County employees that are inherent with the tasks that are being performed. For those types of hazards, controls will be designated and employees will be trained regarding the hazards and effective safety measures required to avoid injury or illness.

Control measures will be applied in this descending order:

1. Engineering Controls - Eliminate or reduce exposure to a hazard through the use of substitution, or redesigning equipment, tools, work organization and workplaces through enclosure, isolation and ventilation. (i.e. guards, barricades, ventilation systems, etc.)
2. Administrative Controls - Reduce the amount of time and employee is exposed to a hazard. (i.e. relief workers, breaks, rotation, etc.)
3. Personal Protective Equipment (PPE) – Equipment worn to protect employees from hazards (i.e. goggles, gloves, boots, etc.)

Any procedural changes will require a re-evaluation of controls.

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## **SAFETY AND HEALTH TRAINING**

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

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

## **RESPONSIBILITY**

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

Positions requiring specific training for continued licensing, certification, or to remain in an acceptable status (POST, DOT, PIT, CEUs, etc.), are to have their training completed on or before the date needed. NOTE: Personnel who require special licensing or certifications may not be allowed to perform certain job tasks without current licensing and/or certification.

New employees, and rehired employees, are to complete the assigned computer based safety orientation. Employees are to sign the acknowledgement form that they reviewed the Nevada Workplace Safety video from the Division of Industrial Relations regarding the rights and responsibilities of employees and employers to promote safety in the workplace.

### Risk Management is responsible to:

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

### The Direct Supervisor and Department Management are responsible to:

- ensure employees receive required formal and practical training and complete all components of the New Employee Safety Checklist prior to beginning work,
- ensure training and/or certifications are kept current
- re-evaluate training needs whenever there are any changes to equipment, conditions, PPE, processes, procedures, and/or products used within the work environment or job tasks,
- evaluate training needs based on employees behaviors and schedule or conduct training to improve safe behaviors

Employees who demonstrate a possible lack of knowledge of safety rules, procedures, skills, or who participate in potentially unsafe behavior(s), as determined by department management, Risk Management, and/or the Safety Committee, will be prohibited from working at the tasks involving the possible deficient knowledge, skill or behavior until there is documentation of retraining, recertification, or other action as appropriate.



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## DOCUMENTATION / RECORDKEEPING

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

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

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

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## ACCIDENT REPORTING AND INVESTIGATION

Employees are required to provide a written report of all incidents, work-related injuries and illnesses, property damage, theft, and near miss incidents immediately to their direct supervisor. If their supervisor is not available, notification may be made to a higher level of their management, their area HR Representative, or Risk Management.

The department is to ensure that any injured party is provided appropriate medical care, if needed, and that the appropriate reporting forms, and other documentation requested by Risk Management, are completed and sent to Risk Management.

## WORK RELATED INJURY OR ILLNESS REPORTING

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

For any potentially life-threatening injury or illness, County personnel shall call 911/9-911 and request immediate assistance and transportation to the closest available emergency room. The supervisor is to contact Risk Management within one (1) business day for any work-related injury or illness that results in transportation via ambulance.

The County requires that employees immediately report a work-related injury or illness, regardless of whether medical attention is sought. Reporting is accomplished by the injured worker completing the Notice of Injury or Occupational Disease (C-1 Form). State law provides a maximum of seven (7) days to report, however, the County directs employees to report immediately so appropriate care and actions may be taken. Exceptions to completing the C-1 may be made if the employee is physically incapable of completing the C-1 due to the seriousness of their condition, they are travelling, or otherwise incapacitated. Employees are to provide the completed C-1 Form to their direct supervisor or area HR Rep, as directed by their department.

Supervisors or departmental HR Reps are to complete the Employer's Report of Industrial Injury or Occupational Disease (C-3 Form) and the Supervisor's Report of Injury and send the C-1, C-3, and Supervisors Report to Risk Management.

## PROPERTY DAMAGE REPORTING

Any loss or damage of County property is to be reported on the SAF 7 Form and provided to the Department Head as soon as practicable or within 24 hours, or the next working day, after its occurrence or discovery. The Department Head shall forward the SAF 7 and material relating to the accident or incident to Risk Management within 24 hours, or the next working day, after their receipt of the SAF 7. Police reports, surveillance tapes, photographs, witness statements, etc. are to be included as soon as possible.

Employees are to follow their Department Emergency Action Plans in case of serious incidents such as fire, earthquake, etc. or other type of disaster or event. Following a major event, sites may require an investigation and determination on the safety and health of the building or work environment. For a property that has known, or suspected, structural damage the affected building's department management is to contact Facilities and Risk Management to coordinate the building assessment. Employees will not be allowed to return to work within an area that has known or suspected structural damage, until cleared by Building Codes. Employees may be referred to alternate worksites by their department management and, as part of the department's Continuity of Operations Plan. Employees are to maintain contact with

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their management to let them know how to contact them. Work orders for needed repair are to be completed by department management or their designee.

## AUTOMOBILE DAMAGE REPORTING

Employees are to initiate care for any injured persons without delay, and complete reports after care is rendered.

Employees are to walk around County vehicles prior to each use to look for damaged or unsafe vehicle components. Damaged or unsafe conditions are to be reported to their department immediately.

For any motor vehicle accident with a County vehicle, employees are to follow the directions on the red envelope in each County vehicle, and give documents to the Department Head as soon as practicable, or within 24 hours, or the next working day after the occurrence or discovery. The Department Head shall forward the SAF 5 and material relating to the accident or incident to Risk Management within 24 hours, or the next working day, after receipt of the SAF 5. Police reports, surveillance tapes, witness statements, photographs, etc. are to be included as soon as possible.

County vehicles are to be taken to the Washoe County Equipment Services Division for evaluation. Damage to a personal vehicle will be referred to the employee's personal vehicle insurance carrier.

## INVESTIGATION

The purpose of investigating incidents is to determine the root cause of the incident so corrective action may be taken in order to prevent a reoccurrence of the incident, or one that may be associated with it.

The direct supervisor of employees involved in all incidents is responsible for conducting an initial investigation, completing forms, gathering information, identifying steps that may be taken to prevent a re-occurrence, and forwarding all of the above to Risk Management.

Information on claims, incidents, or near-misses may be reviewed by the Safety Committee, at Risk Management's discretion.

Employees directly responsible for any damage, loss, injury/illness, or a near-miss that indicate there may have been a violation of a law, certification, policy/procedure or safe practices would be notified if the incident will be reviewed by the Safety Committee and they will have opportunity to be present and speak at the Safety Committee meeting.

Investigation results that indicate there may have been a violation of a law, certification, ~~or~~ policy/procedure or safe practices will be sent to department management and Human Resources to become a part of the responsible employee's personnel file. Employees will receive a copy of any information to be included in their personnel file.

If a serious accident occurs, Risk Management may assume full responsibility for the investigation or form an accident investigation team.

Recommendations resulting from accident investigations will be tracked by Risk Management until completion.

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## RECORDKEEPING

Risk Management will maintain files containing Property, Vehicle, and Workers Compensation claims. Risk Management will maintain files of incidents, recommendations for corrective action, and OSHA reports.

Department Management may keep files of property and vehicle damage or loss and copies of the most recent restrictions given to employees with Worker's Compensation claims.

Human Resources individual employment files will retain information regarding violations of law, certification, policies and procedures, and/or safe practices.

## FATALITY OR CATASTROPHIC EVENT

### REPORTING

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

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

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

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

One person, under the direction of the County Manager, will report the incident to the Nevada Occupational Safety and Health Administration (OSHA).

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

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

### SECURE THE SCENE

If the incident involved motor vehicles and occurred on a State, County, or City thoroughfare, investigation will be handled by appropriate enforcement agencies.

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If the incident occurs within a County worksite – after emergency medical care personnel have gone, the area immediately surrounding the scene is to be cordoned off and secured against entry by anyone other than the investigation team.

Nothing within the accident scene shall be touched or otherwise disturbed until formally released by the investigating parties. No equipment shall be moved, removed, or dismantled unless necessary to free any person trapped by equipment or to ensure the safety of, or prevent further injury to, any person. In such cases, the equipment may be moved or dismantled only to the extent necessary to free a trapped person or ensure the safety of others.

## INVESTIGATION

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

Employees necessary for the completion of the investigation shall be made available for questioning. This shall include, but not be limited to, the direct supervisor of any injured employee(s) and any employee(s) who witnessed the incident or actions leading up to the incident. All evidence secured as a result of the investigation will be maintained at location(s) designated by Risk Management.

If the incident falls under the scope of the Regional Emergency Operations Center, REOC guidelines are to be followed.

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## **ENFORCING SAFETY PRACTICES**

Employees are responsible for their actions and are expected to work safely at all times.

Direct supervisors may include evidence of an employee's safe or unsafe behaviors on the employee's evaluation forms which will be included within the employees personnel file.

Direct supervisors are required to impose appropriate counseling and/or disciplinary action for violations of safety rules, policies, procedures, and/or violations of law or certifications, as applicable per the contract provisions of the appropriate Bargaining Agreement. Recurring unsafe behaviors or actions that could put the lives or well-being of themselves, or others, in danger must be addressed immediately. Corrective actions needed to address these circumstances are to be documented in writing and may include upper level management, other departments representatives, and/or labor organization representatives.

Interns or Volunteers for the County who violate any rules, policies, procedures, laws or certifications may be removed from service immediately.

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## **SAFETY COMMITTEE**

The County recognizes that cooperative effort is required to ensure the effectiveness of the safety program and established a County Safety Committee that is detailed under County Code 65.150 – 65.190.

### **PURPOSES OF THE COUNTY SAFETY COMMITTEE:**

1. To serve in an advisory capacity to the board of county commissioners, the county manager, the county safety officer, and the county risk manager in all matters relating to safety and health of county officers, employees, and volunteers;
2. Communicate safety policies to all employees and volunteers;
3. Review the report of the risk manager of the accidents or incidents pursuant to the Drivers Policy upon the request of a person authorized by this chapter to request review. Following the requested review the safety committee may accept, reject, amend, or modify the report of the risk manager;
4. Review on-the-job accidents or injuries pursuant to the county's workers' compensation program, and accidents or incidents referred by the county safety officer or county risk manager. Where deemed necessary by the committee, the county safety committee may conduct additional evaluations. The county safety committee may recommend employee counseling, training or corrective measures, and other future accident-prevention or loss-control measures;
5. Review and recommend action on all safety issues, policies, procedures and directives brought before the safety committee;
6. The county safety committee does not recommend any disciplinary measures. Any discipline shall, subject to applicable personnel rules, be imposed as appropriate by the responsible supervising authorities and reviewed in accordance with county policy by the personnel division.

The Safety Committee membership selection and terms are identified in Washoe County Code 65. Employee Safety Committee members may be selected from volunteers whenever possible.

Even though an employee may not be actively serving as a Committee member, all employees are eligible to submit safety and health topics to the Safety Committee for consideration. Notification of a requested agenda item may be made by contacting a Safety Committee member or Risk Management. Employees may be requested to present additional information or appear in person to the Safety Committee meeting to discuss any requested items placed on the agenda.

Risk Management will serve as the safety committee advisor and is responsible for providing meeting agendas, assignments given to the committee, and publicizing committee accomplishments. Safety Committee meeting minutes and attendance rosters shall be maintained for three (3) years.

Risk Management is responsible for assuring that committee members are adequately trained to perform their committee duties and responsibilities.

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

Departments are encouraged to form departmental safety committees. Membership and meetings may be established by the participating departments. Representatives of Risk Management or the County Safety Committee may participate in departmental safety meetings.

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Safety Committee members will receive their regular rates of pay while performing safety committee duties. Time spent performing safety committee duties shall be documented using normal time reporting procedures.