





**SUMMARY:** Amends Washoe County Ordinance No. 237 to create a new Safety Committee whose duties shall include evaluation of accidents or incidents involving County employees and volunteers, formulation of a health and safety program which may include a defensive driving program, and preparation of statistical information for accident prevention and loss control purposes; designates the terms of office for Safety Committee members; and repeals Washoe County Ordinance No. 205.

BILL NO. 550

ORDINANCE NO. 381

AN ORDINANCE AMENDING "AN ORDINANCE ESTABLISHING A WASHOE COUNTY SAFETY AND HEALTH PROGRAM; DEFINING RESPONSIBILITIES; STATING POLICY; CREATING A WASHOE COUNTY SAFETY COMMITTEE; PROVIDING FOR SAFETY AND HEALTH INSPECTIONS; REQUIRING THE PROMULGATION OF SAFETY RULES; PROVIDING FOR INJURY AND ACCIDENT REPORTS; REQUIRING SAFETY MEETINGS; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO" BY CREATING A NEW SAFETY COMMITTEE WHOSE DUTIES SHALL INCLUDE EVALUATION OF ACCIDENTS OR INCIDENTS INVOLVING COUNTY EMPLOYEES AND VOLUNTEERS, FORMULATION OF A HEALTH AND SAFETY PROGRAM WHICH MAY INCLUDE A DEFENSIVE DRIVING PROGRAM, AND PREPARATION OF STATISTICAL INFORMATION FOR ACCIDENT PREVENTION AND LOSS CONTROL PURPOSES; DESIGNATING THE TERMS OF OFFICE FOR SAFETY COMMITTEE MEMBERS; AND REPEALING WASHOE COUNTY ORDINANCE NO. 205.

THE BOARD OF COUNTY COMMISSIONERS OF WASHOE COUNTY DO ORDAIN:

SECTION 1.

The title of Washoe County Ordinance No. 237 is hereby amended to read as follows:

AN ORDINANCE ESTABLISHING A WASHOE COUNTY SAFETY AND HEALTH PROGRAM; DEFINING RESPONSIBILITIES; STATING POLICY; CREATING A WASHOE COUNTY SAFETY COMMITTEE WHOSE DUTIES SHALL INCLUDE EVALUATION OF ACCIDENTS OR INCIDENTS INVOLVING COUNTY EMPLOYEES AND VOLUNTEERS, FORMULATION OF A HEALTH AND SAFETY PROGRAM WHICH MAY INCLUDE A DEFENSIVE DRIVING PROGRAM, AND PREPARATION OF STATISTICAL INFORMATION FOR ACCIDENT PREVENTION AND LOSS CONTROL PURPOSES; DESIGNATING THE TERMS OF OFFICE FOR SAFETY COMMITTEE MEMBERS; PROVIDING FOR SAFETY AND HEALTH INSPECTIONS; REQUIRING THE PROMULGATION OF SAFETY RULES; PROVIDING FOR INJURY, ACCIDENT AND INCIDENT REPORTS; REQUIRING SAFETY MEETINGS; REPEALING WASHOE COUNTY ORDINANCE NO. 205; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

SECTION 2.

Section 2 of Washoe County Ordinance No. 237 is hereby amended to read as follows:

SECTION 2. Washoe County Safety Committee.

- A. The Washoe County Safety Committee is hereby created.
- B. The purpose of the Safety Committee is to:
  - (1) Serve in an advisory capacity to the Board of County Commissioners, the County Manager, the



County Safety Officer and the County Risk Management Analyst in all matters relating to safety and health of County employees and volunteers;

- (2) Communicate safety policies to all employees and volunteers;
- (3) Review all accidents or incidents referred by the Safety Officer or County Risk Management Analyst and, where deemed necessary, conduct additional evaluations and make findings and recommendations regarding the cause and effect of accidents, corrective measures, disciplinary measures and future accident prevention or loss control measures;
- (4) Review and recommend action on all safety suggestions.

C. The Safety Committee consists of seven members to be selected subsequent to adoption of this ordinance as follows:

- (1) Two department heads, appointed by the Board of County Commissioners;
- (2) One representative of the Washoe County Sheriff's Association, appointed by the Association;
- (3) One representative of the Washoe County Employees Association, appointed by the Association;
- (4) The District Health Officer or his designated representative;
- (5) The County Safety Officer; and
- (6) The County Risk Management Analyst.

D. The term of office of each member of the Safety Committee, other than the District Health Officer, County Safety Officer and County Risk Management Analyst, is two years, commencing with appointment, except that the initial members of the Safety Committee appointed after adoption of this ordinance shall serve terms as follows:

- (1) One department head and one representative of the Washoe County Employees Association shall serve for terms of three years, beginning the first day of the month following their appointment;
- (2) One department head and one representative of the Washoe County Sheriff's Association shall serve for terms of two years, beginning the first day of the month following their appointment;
- (3) The District Health Officer or his designated representative, the County Safety Officer and the County Risk Management Analyst shall be permanent members, effective upon adoption of this ordinance.



- E. The Safety Committee shall meet at least once each month or upon the call of the Chairman. The Chairman shall be chosen by the members of the committee and shall not be the County Safety Officer or County Risk Management Analyst.
- F. A member of the Safety Committee shall not participate in the evaluation of an accident involving his own employee or a volunteer working in his department. The member shall excuse himself from participating in the employee's or volunteer's review and shall not make findings or recommendations regarding the employee or volunteer.

SECTION 3.

Section 8 of Washoe County Ordinance No. 237 is hereby amended to read as follows:

SECTION 8. Washoe County Safety and Health Program. The Washoe County Safety and Health Program includes, but is not limited to:

- A. The provision of mechanical and physical safeguards to the maximum extent possible;
- B. A program of safety and health inspections to find and eliminate unsafe working conditions or practices, to correct health hazards and to comply fully with the safety and health standards for every job;
- C. A program of training in safety and health practices, including a defensive driving program when the Safety Committee feels it is warranted;
- D. The provision of personal protective equipment and instruction for its use and care;
- E. Development and enforcement of safety and health rules; and
- F. Prompt and thorough investigation of every accident and institution of corrective measures to prevent any recurrence.

SECTION 4.

Section 11 of Washoe County Ordinance No. 237 is hereby amended to read as follows:

SECTION 11. Accident, incident or injury reporting requirements.

- A. Any person who, while performing services for Washoe County as an employee or volunteer, is involved in an accident or incident involving damage to any property or injury to any other person shall:
  1. As required by ordinance or state law, report the accident or incident to the proper authority;
  2. Notify the head of his department as soon as practicable after the accident or incident;
  3. Forward a written report of the accident or incident to the head of his department within 24 hours of its occurrence.



- B. The head of a department who receives a written report pursuant to part A(3) of this section shall forward the report and any other material relating to the accident or incident to the County Risk Management Analyst. The County Risk Management Analyst may require additional reports to be filed if, in his opinion, the written report is insufficient.
- C. A written report is required when any occupationally related injury or illness results in:
1. Death, regardless of the time between the injury and death or the length of the illness;
  2. Absence from work;
  3. Necessity for transfer to another job or termination of employment;
  4. Loss of consciousness;
  5. Restriction of work or movement;
  6. Medical treatment, unless such treatment consists of minor first aid not administered by a physician.

The report shall be submitted in such form as may be prescribed by the County Safety Officer.

- D. Reports to heads of departments pursuant to part A(3) of this section:
1. Shall be for the confidential use of the department involved, the County Safety Officer, the County Risk Management Analyst, the Safety Committee and the County Manager;
  2. Shall be for use in accident prevention, loss control and such disciplinary action as may be warranted against the employee involved;
  3. Shall be submitted in such form as may be prescribed by the County Risk Management Analyst; and
  4. May include estimates of vehicle, property and liability losses as well as information sufficiently detailed to disclose, with reference to the accident or incident, its cause, the conditions then existing and the persons and property involved.
- E. Emergency reports. An immediate report shall be made by telephone to the County Safety Officer after any accident which results in serious injury, fatality, possible fatality or which requires hospitalization of five or more employees.
- F. Regular injury or illness reports. Appropriate forms of the Nevada Industrial Commission shall be completed and distributed as directed for each occupational injury or illness described in Section 11(C). Reports shall be prepared and submitted as soon as possible, but not later than five days after the injury or illness.

G. Requirements for investigation and evaluation of accidents or incidents.

1. The County Safety Officer or County Risk Management Analyst shall review each accident or incident report prepared by Washoe County employees or volunteers. Any report deemed to require further investigation shall be referred to the Safety Committee for evaluation. The Safety Committee may require additional written information from the employee or volunteer and may interview him if it deems necessary. The Safety Committee may request from the Washoe County Sheriff, Washoe County District Attorney or other appropriate personnel, technical assistance for the conduct of additional investigation if deemed necessary.
2. After investigation and evaluation, the Safety Committee shall submit to the County Manager a report of vehicle, property and liability loss, recommendations as to whether or not disciplinary action should be taken against the employee, including its form and severity, and what future accident prevention or loss control measures might be taken. If, after investigation and evaluation, the Safety Committee finds that the employee or volunteer is responsible for the loss sustained to County or other property, and if the employee or volunteer desires to make restitution, the Safety Committee may recommend restitution. The Safety Committee may also recommend that the person be required to participate in a defensive driving course. The Safety Committee shall make such other recommendations as it deems warranted by the circumstances of each case.
3. The report, recommendation and a record of any action taken by the head of the department shall be placed in the employee's personnel file for purposes of performance evaluation. The record shall remain in the file permanently and shall be transmitted for informational purposes to the Board of County Commissioners.

SECTION 5.

Section 12 of Washoe County Ordinance No. 237 is hereby deleted and a new Section 12 is added to read as follows:

SECTION 12. Preparation of statistical information for development of accident prevention measures. The County Safety Officer or County Risk Management Analyst shall have each accident or incident report received in compliance with this ordinance tabulated and analyzed and shall maintain adequate records of insurance losses, injuries, fatalities and other statistical information useful in the development and maintenance of accident prevention and loss control measures.

SECTION 6.

Section 13 of Washoe County Ordinance No. 237 is hereby deleted and all subsequent sections of said ordinance shall be renumbered accordingly.

SECTION 7.

Washoe County Ordinance No. 205 entitled "AN ORDINANCE PROVIDING FOR ACCIDENT REPORTS AFTER THE OCCURRENCE OF ANY ACCIDENT TO A VEHICLE OWNED BY WASHOE COUNTY AND DRIVEN BY A WASHOE COUNTY EMPLOYEE; ALLOWING APPOINTMENT OF ACCIDENT EVALUATION BOARDS BY THE COUNTY MANAGER; PROVIDING FOR DUTIES OF COUNTY EMPLOYEES, ACCIDENT EVALUATION BOARDS, THE COUNTY MANAGER, THE SHERIFF AND DEPARTMENT HEADS RELATING TO EACH ACCIDENT; PROVIDING FOR THE PREPARATION OF STATISTICAL INFORMATION AND ACCIDENT-PREVENTION MEASURES; ALLOWING DISCIPLINARY ACTION AGAINST EMPLOYEES INVOLVED IN ACCIDENTS WHILE DRIVING COUNTY VEHICLES; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO" is hereby repealed.

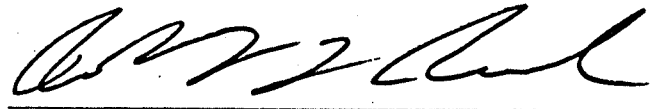
SECTION 8.

This ordinance shall be in full force and effect after its proposal, passage and publication as prescribed by NRS 244.100.

Proposed on the 2nd day of May, 1978.  
Proposed by Commissioner Rusk, Wilson, Farr, Stolas and Brown  
Passed on the 9th day of May, 1978.

Vote:

Ayes: Commissioners: Rusk, Wilson, Farr, Stolas and Brown  
Nays: Commissioners: None  
Absent: Commissioners: None

  
Chairman

ATTEST:

ALEX COON CLERK  
By Jude Tule CHIEF DEPUTY  
County Clerk

This ordinance shall be in force and effect from and after the 24th day of May, 1978.