

WHITE PINE COUNTY SAFETY & HEALTH PROGRAM



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2020



WPC Safety and Health Committee Charter

This document establishes the existence of a standing Safety and Health Committee within the White Pine County and sets forth the protocols for the selection, organization, and operation of that Committee.

The objective of the Safety and Health Committee is to serve as a forum for employees and management to directly participate in a collective effort to make White Pine County a safe and healthy place to work.

It is the role of the Safety and Health Committee to establish and maintain an open dialogue between the management and staff, to contribute to the visibility and effectiveness of our health and safety program, and to enhance our efforts to provide a safe and healthful workplace for every employee. Management and employee participation is crucial to the success of this effort.

The Safety and Health Committee shall consist of at least one representative from each department or a representative willing to represent several departments within their building (i.e., Court House, Maintenance & Road departments). Elections are to be held once a year for officer positions. There is no restriction on how many terms a Safety Committee member may serve. Our desire is to have a blend of employees and supervisors to serve on the committee. The name of each Safety and Health Committee member and the department they represent shall be posted on the Employee (Safety) Bulletin Board in each department.

A Chair, Co-Chair, Safety Officer and a Secretary shall be elected by the committee for a term of one year, but there is no restriction on how many terms they may serve, if re-elected. The committee Chair will call the meetings, set the agenda, and direct the meetings. The committee Chair may call an emergency meeting at any time they deem it necessary. The committee Secretary will take minutes of each meeting and distribute them to the members.

Responsibilities:

Management's Responsibilities:

- Enforce all safety and health rules and procedures.
- Actively promote health and safety.
- Allow the time for committee representative participation in meetings and assigned responsibilities.
- Allocate the funds/resources necessary to implement safety and health committee activities.
- Lead by example in following all health and safety rules.
- Support committee decisions.
- Provide timely feedback to the committee.
- Perform the initial investigation of all injuries, incidents and near misses and communicate with the Safety Committee as well as report to Human Resources for Worker's Compensation claims.
- Ensure the C-1 incident forms are completed and submitted to Human Resources within 24 hours of the incident.
- Ensure emergency aid is provided when necessary.

- Serve on appointed project teams or sub-committees.
- Bring safety or health concerns to committee meetings and/or to the attention of the affected employee's supervisor.
- Assist with the development of the agenda upon request.
- Serve as an example by following all safety rules and work practices.

Safety and Health Committee meetings shall be held quarterly or as frequently as the committee deems necessary to effectively perform the following functions:

- Evaluate and review identified safety and health issues and/or reported deficiencies
- Determine measures for the correction of identified unsafe conditions or practices
- Review all work-related accidents, injuries and/or illnesses including identification of the cause(s) and the actions necessary to prevent a recurrence
- Review the results of inspections performed to help correct health and safety hazards
- Evaluate the department's health and safety program, including recommendations to improve identified deficiencies

Findings and/or recommendations shall be brought to the attention of Department Heads in writing as deemed appropriate by the committee. The Department Head shall respond to all such written findings and recommendations in writing within 30 days to Safety and Health Committee.

Minutes of each meeting including attendance, topics of discussion, recommendations, and findings shall be prepared and posted on the Employee (Safety) Bulletin Board and maintained for a period of at least one year.

White Pine County health and safety program was developed and implemented in a spirit of cooperation to provide a safe and productive working environment for all employees in accordance with NRS 618.383. The program relies on participation by both management and staff. Every employee is encouraged to actively participate in the Safety and Health Committee and or support the Safety & Health initiatives presented to the county.

Duties of Employers

NRS 618.375

1. Furnish employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his or her employees.
2. Furnish and use such safety devices and safeguards, and adopt and use such practices, means, methods, operations and processes as are reasonably adequate to render such employment and places of employment safe and comply with all orders issued by the Division.
3. Post prominently in the working place all posters and information provided by the Division informing employees of their rights and obligations pursuant this chapter.
4. Assign at least one person to be in charge of occupational safety and health.
5. Do every other thing reasonably necessary to protect the lives, safety and health of employees.



Employee Rights and Responsibilities

Know and follow all safety rules set by:

- Your employer
- Nevada OSHA

If you see something that's unsafe, report it to your supervisor.

That's part of your job. Give your employer a chance to fix the problem.

If you think the unsafe condition still exists, it is your right to file a complaint with NVOSHA.

If your employer requires personal protective equipment, such as hard hats, safety shoes, safety glasses, **you are responsible to wear and/or use the equipment.**

If you do not know how to safely use tools, equipment or machinery, be sure to **ask your supervisor.**

It is **your responsibility to report any on-the-job injury immediately to your supervisor** using the Notice of Injury or Occupational Disease (C-1 Form). But remember, filing a false claim will result not only in a loss of benefits, but could mean costly fines and/or jail time.





Getting Started in Safety Written Workplace Safety Program

A written safety program is one of the most effective ways for an employer to institutionalize their expectations for managers, supervisors, and employees, pertaining to safety in the workplace. In reality, it serves as a safety "business plan" or "management plan" to ensure a safe and healthful workplace.

Employers who successfully integrate an effective safety program into their business culture experience significant reductions in accident frequency and severity as well as reductions of direct and indirect business costs.

In Nevada, NRS 618.383 compels all employers with more than 10 employees to develop and implement a written safety program. Employers having more than 25 employees must also establish a safety committee. For purposes of the statute, temporary and leased employees are considered as employees of the organization. (A safety committee is required even if an employer only seasonally peaks above 25 employees.)

Employers must establish their written program not later than 60 days after hiring their eleventh employee, and have the written program fully implemented 90 days afterward.

The written safety program must cover six major areas (seven if an employer must also have a safety committee):

Responsibilities

- Develop a short concise policy statement to explain management goals toward Safety and Health of employees.
- Management is to sign the policy statement to show its commitment.
- Assign managers, supervisors, and employees responsibilities for safety and health.
- Hold managers, supervisors, and employees accountable for carrying out their program responsibilities.
- Identify employee responsibility to work safe and follow rules.
- Assign an occupational safety and health coordinator to be in charge of safety for your business.
- Make reference to having a safety committee if there are more than 25 employees.

Identifying, Analyzing, and Controlling Hazards

- Explain how the company intends to identify, analyze, and control new, existing, or potential hazards in the workplace.
- Identify physical areas, processes, and equipment to be inspected, the frequency of inspections, who will perform them and who will be responsible for correcting discrepancies.
- Specify the individual(s) who evaluates inspection results and the adequacy of corrective actions.
- Include inspection checklists pertinent to the operation.
- Analyze accident trends to evaluate the need for further controls to eliminate future incidents.
- Control safety and health hazards. The preference priority is to use engineering controls, administrative controls, and then personal protective equipment (PPE). Use PPE as a last option only.

Establishing a Training Program

- Include an explanation of the training policy and procedure.
- Identify who is responsible for the training program and who will conduct the training. Include the name, title or both.
- Include the specific policies and procedures contained in your written workplace safety/health program, the specific training requirements of applicable regulations or statutes, and the company's general safety rules.

NRS 618.383 - Establishment of safety program: Duties of certain employers; requirements of program; training for temporary employees; regulations; exemption.

1. Except as otherwise provided in subsections 8 and 9, an employer shall establish a written safety program and carry out the requirements of the program within 90 days after it is established.

2. The written safety program must include:

(a) The establishment of a training program for employees concerning safety in the workplace, particularly in those areas where there have been recurring injuries or where explosives are manufactured.

(b) If an employer has more than 25 employees, or if an employer's employees are engaged in the manufacture of explosives, the establishment of a safety committee. The safety committee must include representatives of employees. If the employees are represented by a labor organization, the representatives of employees must be selected by the employees and not appointed by the employer.

3. A representative of employees while engaging in the business of a safety committee, including attendance at meetings, authorized inspections or any other activity of the committee, must be paid by his or her employer as if that employee were engaged in the employee's usual work activities.

4. The written safety program and all training programs required pursuant to this section must be conducted and made available in a language and format that is understandable to each employee.

5. The Administrator of the Division shall adopt regulations establishing the minimum requirements for a written safety program.

6. The Administrator of the Division shall develop and provide each employer with a written guide for establishing a written safety program.

7. An employer who contracts with a temporary employment service shall provide specialized training concerning safety for the employees of the service before they begin work at each site or as soon as possible thereafter.

8. An employer who has 10 or fewer employees is exempted from the provisions of this section unless the employer has employees engaged in the manufacture of explosives.

9. For the purposes of this section, an employer in the mining industry shall not be deemed to be a manufacturer of explosives.

10. Except as otherwise provided in subsection 11, as used in this section, explosives means gunpowders, powders used for blasting, all forms of high explosives, blasting materials, fuses other than electric circuit breakers, detonators and other detonating agents, smokeless powders, other explosive or incendiary devices and any chemical compound, mechanical mixture or device that contains any oxidizing and combustible units, or other ingredients, in such proportions, quantities or packing that ignition by fire, friction, concussion, percussion or detonation of the compound, mixture or device or any part thereof may cause an explosion.

11. For the purposes of this section, an explosive does not include:

(a) Ammunition for small arms, or any component thereof;

(b) Black powder commercially manufactured in quantities that do not exceed 50 pounds, percussion caps, safety and pyrotechnic fuses, quills, quick and slow matches, and friction primers that are intended to be used solely for sporting, recreation or cultural purposes:

(1) In an antique firearm, as that term is defined in 18 U.S.C. 921(a)(16), as that section existed on January 1, 1999; or

(2) In an antique device which is exempted from the definition of destructive device pursuant to 18 U.S.C. 921(a)(4), as that section existed on January 1, 1999; or

(c) Any explosive that is manufactured under the regulation of a military department of the United States, or that is distributed to, or possessed or stored by, the military or naval service or any other agency of the United States, or an arsenal, a navy yard, a depot or any other establishment owned by or operated on behalf of the United States.

(Added to NRS by 1991, 2393; A 1993, 772, 1882; 1995, 579, 2037, 2038; 1999, 863, 865)

NAC 618.538 Establishment of written safety program. (NRS 618.295, 618.383)

An employer who enters into business in this State after May 18, 1994, shall, within 60 days after the date on which his or her eleventh employee is hired in this State, establish a written safety program in accordance with NRS 618.383 and NAC 618.538 to 618.544, inclusive.

(Added to NAC by Div. of Industrial Relations, eff. 5-18-94; A by R142-98, 2-28-2000)

NAC 618.540 Requirements of written safety program. (NRS 618.295, 618.383)

1. Except as otherwise provided in this section, in addition to the requirements set forth in subsection 2 of NRS 618.383, a written safety program must include:

(a) A statement explaining that the managers, supervisors and employees are responsible for carrying out the program;

(b) An explanation of the methods used to identify, analyze and control new and existing hazardous conditions;

(c) An explanation of the methods used to ensure that employees receive the appropriate safety and health training before performing their work duties;

(d) The procedures that must be followed to investigate an accident which has occurred and the corrective actions that are to be initiated; and

(e) A method for ensuring that employees comply with the safety rules and work practices.

2. Except as otherwise provided in this section, an employer with more than 25 employees who is required to establish a safety committee pursuant to NRS 618.383 shall include in the written safety program:

(a) The manner in which members of the committee are selected;

(b) The purpose and duties of the committee; and

(c) The frequency of the meetings of the committee.

3. In lieu of establishing a written safety program in accordance with subsections 1 and 2, an employer may establish an equivalent written safety program if the employer obtains the approval of the Administrator.

(Added to NAC by Div. of Industrial Relations, eff. 11-5-93; A by R142-98, 2-28-2000; R124-00, 9-6-2001)

NAC 618.542 Records of written safety program. (NRS 618.295, 618.383)

1. An employer who establishes a written safety program shall keep written records of:

(a) The safety and health issues which are discussed at the meetings of the safety committee, if the employer is required to establish such a committee;

(b) The attendance of those persons who participate in the meetings of the safety committee; and

(c) The attendance of employees participating in the training programs.

2. The records must be:

(a) Maintained for 3 years; and

(b) Available for review by the Division upon request.

(Added to NAC by Div. of Industrial Relations, eff. 11-5-93; A by R142-98, 2-28-2000)