

SAFETY AND HEALTH PROGRAM 0521.0

Each department is responsible to develop and implement a safety and health program for State of Nevada employees and volunteers, consistent with the requirements of Nevada Revised Statutes, Chapter 618 and the guidelines established by the Risk Management Division. The Director is responsible to ensure that each Division, therein, adheres to the requirements established for ongoing implementation of the program. The Risk Management Division is responsible to monitor the effectiveness of these programs; review program activities; publish an annual report including comparative statistical information; provide technical assistance to agency representatives; and to identify injury trends and high-risk activities and take the necessary action to coordinate, develop and implement a plan for risk reduction. The Risk Management Division is prepared to coordinate general employee/supervisor safety training, assist with Safety Committee activities, facilitate special projects involving common safety issues among multiple agencies and provide general assistance for effective program implementation. Division head responsibilities include:

1. Designate a safety coordinator/s to oversee and facilitate the safety efforts of their agencies. This coordinator should have direct access to the agency head or deputy; be given proper authority to ensure that all employees cooperate with the program and be provided ample time to perform the duties of the position, adjusting requirements of other duties if necessary. Risk Management must be notified, in writing, of any changes in the assignment of the Agency Safety Coordinator.

2. Develop, maintain, monitor and revise, as necessary, a written systematic program of safety and health as outlined by NRS §618.383 and related sections of Chapter 618 of NRS and NAC. This program must include the following:

A. POLICY: A statement outlining the agency's commitment to the program with specific responsibilities assigned to all levels of employees to ensure that the various elements of the program are carried out. Safety responsibilities must be included in work performance standards.

B. SAFETY INSPECTIONS: Outline of a plan for informal and formal safety inspections to be conducted on an ongoing basis. Noted hazards must be corrected in a timely manner with responsibilities for corrective action specifically assigned. Agencies can request assistance from the Risk Management Division, Safety Consultation and Training Section (SCATS) of the Division of Industrial Relations or the State Fire Marshal's Office in completing inspections.

C. SAFETY TRAINING: Outline of a safety training plan for all employees, including supervisors, which includes applicable OSHA required training, topics identified by Risk Management and any other safety issues that have caused recurring injuries within the agency. Annual refresher training should be provided. Records must be maintained of these training sessions, including a list of attendees, and be retained for a minimum of 3 years. Note: Agencies can participate in scheduled safety classes coordinated or provided by thRisk

Management Division, contracted consultants or insurance company representatives, Safety Consultation and Training Section (SCATS) of the Division of Industrial Relations, or the State Fire Marshal's Office in meeting their safety training needs.

D. ACCIDENT INVESTIGATION: All minor, serious and near miss accidents with a potential for injury must be immediately investigated by the designated employee and an accident investigation form as prescribed by Risk Management (RM-ACCINV-) completed. The necessary corrective action to eliminate the cause of the injury must be assigned and completed in the timeliest manner possible. Copies of accident investigation reports must be forwarded to the Risk Management Division upon request.

E. SAFETY RULES: Specific safety rules pertinent to the unique circumstances of each agency must be adopted, revised and consistently enforced by supervisors.

F. Emergency Evacuation Plans: Develop, communicate, post and practice evacuation drills at least once annually. When a drill occurs, all state employees must participate.

3. SAFETY COMMITTEES: Agencies that have 25 or more employees Statewide are required to establish an internal safety committee. These committees must include employee representatives that are elected by their peers, if any of the employees in the agency are enrolled in a labor organization. The committee members, not appointed by agency management, should elect the chair of the committee. Frequent meetings should be conducted, but not less than quarterly.

A. Agencies that have locations with 50 or more employees should establish separate committees or subcommittees to the general committee at these locations.

B. If a State building or complex establishes a safety committee, representatives from all agencies regardless of the size must participate. All agency representatives must participate in scheduled evacuation drills coordinated by safety committees.

C. Agencies with less than 25 employees that are not required to establish a safety committee must allow for suggestions and input regarding safety issues in their general meetings. 4. Alert Risk Management of dangerous situations that are beyond the control of the agency to be corrected or otherwise be resolved in a timely manner. Examples of this may include lack of cooperation from another agency that threatens the safety of employees or the general public, dangerous materials or faulty equipment that can not be immediately corrected, unforeseen hazards or conditions that arise or are discovered for which funds are not available to correct, or existence of dangerous conditions in buildings or areas of operation that arise during construction or result from some type of natural disaster.

5. Cooperate with Risk Management in the investigation of accidents, unsafe conditions, scheduled audits of program activities and submit activity reports as requested.

6. For additional information refer to NRS §618.295 and Chapter 618 of the Nevada Administrative Codes. 123

7. Ergonomic Equipment-Identify and request adequate funds to obtain the appropriate equipment and tools necessary for employees to safely perform their job duties. Standard ergonomic equipment should be provided to employees who perform sedentary and repetitive motion duties for greater than 50% of their average workday. This equipment generally includes an adjustable workstation, adjustable chair, articulating keyboard, headset, wrist rests, footrest, copyholder, and glare screen. Employees who are not within the normal height and weight range or who have disabilities may need special equipment. Consideration should be given to the use of voice activated software systems, when appropriate, for positions that require extensive data entry. Automated equipment including, but not limited to, electric staplers and automatic date stamps should be provided whenever possible to prevent repetitive motion injuries. Agencies should utilize vendors that take appropriate measurements in recommending equipment/furniture, provide employee/supervisor training, and utilize credentialed/certified personnel in this assessment/training. In the event that an unanticipated need arises, an agency can request financial assistance from the Risk Management Division to prevent immediate injury to an employee.

8. Workplace Violence-A specific section must be included in the safety program to address the prevention of and response to workplace violence, based on the guidelines established by the Risk Management Division and Attorney General's Office. Agency management must initiate immediate intervention when direct threats of violence are reported by employees. Indirect threats, intimidation, harassment or hostile behaviors must not be tolerated and must be promptly and appropriately addressed. If a significant workplace violence incident occurs, agency management must report it to the Risk Management Division or State Personnel's Employee Assistance Program as soon as practical for coordination of appropriate critical incident stress debriefing for employees and their families. Public statements to the press should be restricted to specific and appropriate personnel. Note: The Risk Management Division has established a fund to assist agencies in obtaining 'fitness for duty' exams, upon request and approval, for potentially violent or unsafe employees that present an imminent and significant security or liability threat to the agency.

9. Indoor Air Quality-A specific section must be included in the written safety program to address the prevention of and response to complaints and reports of indoor air quality problems. Each agency must follow the policy and guidelines developed and adopted by the Risk Manager. All investigations related to indoor air quality issues must be coordinated through the Risk Management Division.