

STATE OF NEVADA

DEPARTMENT OF WILDLIFE



WORKPLACE HEALTH AND SAFETY

CONTENTS

I. WORKPLACE HEALTH AND SAFETY POLICY STATEMENT 2

II. RESPONSIBILITIES 3

- A. All Employees 3**
- B. All Supervisors 3**
- C. Bureau Chiefs 3**
- D. Safety Coordinator 4**
- E. Safety Committee 4**
- F. Director 5**

III. HAZARD IDENTIFICATION AND CONTROL 5

- A. Schedule of Inspections 5**
 - Daily Inspections 5**
 - Informal Annual Inspections 5**
 - Formal Inspections 6**
- B. Safety Suggestion 6**

IV. WORKPLACE HEALTH AND SAFETY TRAINING 6

- A. Safety Coordinator 6**
- B. Supervisors, Bureau Chiefs 6**
- C. Employees 7**
 - 1. Orientation 7**
 - 2. General Safety Training 8**
 - 3. Continuing Employee Training 8**
- D. Safety Committee Members 8**

V. RECORDS AND ACCIDENT REPORTING 9

- A. Reporting on the Job Injuries 9**
- B. Vehicle Accidents 10**

VI. ACCIDENT INVESTIGATION 10

VII. EARLY RETURN TO WORK 10

VIII. SAFETY RULES AND DISCIPLINE 11

- A. General Safety Rules 11**
- B. Disciplinary Procedures 11**

IX. SAFETY COMMITTEE 12

X. GLOSSARY 13

I. WORKPLACE HEALTH AND SAFETY POLICY STATEMENT

In accordance with The Governor's and the Department of Wildlife Policies on Workplace Health and Safety, the Department of Wildlife intends to implement an effective Workplace Health and Safety Program. This program will be consistent with the requirements of NRS 618.185 and 618.195. The Department is committed to provide safe working conditions for Department employees. The intent of this program is to establish the basic requirements for the Department to develop and implement a safety program that protects employees from the hazards of activities performed by all Department employees.

All employees must be involved with and supportive of the ongoing activities established by this program. As a condition of employment, all employees are expected to comply with the responsibilities, duties and all directives set forth in the Department's Workplace Health and Safety Program. Failure to do so will result in disciplinary action. Safety performance will be included in all work performance standards and reviews.

This program also includes an Early Return to Work Program. Employees injured on the job and unable to perform their regular duties will be expected to work in a modified-duty job consistent with their physical restrictions until the employee recovers. Such modified job duty may be established within either the employee's regular work group or another work group in the Department. If permanent physical restrictions result from an injury on the job and an employee is unable to return to his or her original position, every effort will be made to place the employee in another position within state government consistent with his or her physical restrictions.

The Department is committed to working with its employees to provide and maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Violence, threats, harassment, intimidation and other acts of aggression and disruptive behavior in the workplace will not be tolerated.

The Department is committed to addressing and responding to the challenge of indoor air quality through the development and implementation of a plan that establishes policy, procedures, protocols and accountability related to prevention, investigation, remediation of identified problems and employee health issues.



1/31/07

ROB BOUNAMICI, ACTING DIRECTOR

Date

II. RESPONSIBILITIES

A. All Employees

- * Cooperate with the Workplace Health and Safety and Early Return to Work Programs.
- * Follow all health and safety rules and procedures. Be alert to hazards while performing job duties and take no unnecessary chances. Use prescribed safety equipment and safety guards. Make safety a routine part of the job.
- * Report all accidents and injuries to their supervisor as soon as possible and complete required forms.
- * Report work place hazards to the supervisor.
- * Maintain the work area in a safe and healthful condition.
- * Submit suggestions for improving the safety and health conditions of the work environment to the supervisor for consideration.
- * Report any physical limitations or off the job injuries to their supervisor that may affect their ability to perform the functions of the job.

B. All Supervisors

- * Cooperate and actively support the Workplace Health and Safety Program and Early Return to Work Program.
- * Participate with the Bureau Chief in the development and implementation of the written safety plan.
- * Evaluate and inspect work activities and work space for potentially hazardous work conditions, practices and procedures.
- * Ensure that employees are provided with all safety tools and equipment as required by the written safety plan.
- * Strictly enforce safety rules by progressive disciplinary actions whenever the supervisor is aware that established safety rules or procedures are not followed.
- * Immediately respond to reported hazards.
- * Investigate all reported accidents and submit reports.
- * Ensure that employees receive prompt medical treatment for all reported injuries, and that all necessary reports and forms are completed within the specified deadlines.
- * Promote safety by discussing it at staff meetings and/or encourage employee suggestions regarding safety. Retain information with regard to employee suggestions.
- * Encourage employees to follow safe practices by setting good safety examples and by correcting identified or reported hazards.
- * Ensure all employees under their direct supervision read and sign the Workplace Health and Safety Program.

C. Bureau Chiefs

- * Cooperate with and actively support the Workplace Health and Safety Program and Early Return to Work Program.
- * Prepare or direct the implementation of written safety plans that will include:
Safe operating procedures for all potentially hazardous activities,

- equipment and chemicals;
- Safety equipment and tools required to perform hazardous activities;
- Specific training requirements for employees that perform hazardous activities;
- A work area emergency and evacuation plan;
- Safety inspections required to protect employees from workplace hazards.
- * Review and when appropriate investigate employee accidents and submit copies of reports to the Safety Coordinator.
- * Report to the Safety Coordinator on the status and progress of the program.
- * Ensure that supervisors attend all required training.
- * Ensure that all required safety and workers' compensation posters are posted and updated.

D. Safety Coordinator

- * Coordinate the development and implementation of the Workplace Health and Safety Program and Early Return to Work Program within the Department.
- * Monitor activities and provide guidance as needed.
- * Review, evaluate and advise the Director of the status and needs of the program.
- * Act as a liaison with Risk Management, Safety Consultation and Training Section (SCATS), other State Agencies and the Managed Care Organization (if appropriate) as necessary.
- * Review and evaluate accident investigation reports. Report recommendations to the Management Team.
- * Identify applicable local, state and federal regulations and standards and advise appropriate bureau/region and/or supervisors.
- * Ensure that the Occupational Safety and Health Administration (OSHA) 300 Log is maintained and posted in the workplace during February each year.
- * Maintain all Safety Committee records.
- * Participate in the Safety Committee Meetings.

E. Safety Committee

- * Identify, provide solutions and communicate safety and occupational health issues and hazards to the Director and Safety Coordinator.
- * Create and maintain an active interest in safety and health among employees.
- * Actively participate in the development and implementation of safety and health programs.
- * Evaluate the effectiveness of the overall safety and health programs and make recommendations for improvement.
- * Review potential safety hazards associated with current work processes, practices and procedures.
- * Identify potential safety hazards with any new processes, methods or materials that are introduced into the workplace.
- * Hold quarterly meetings.
- * Assist with the compilation and distribution of safety and health information.
- * Work on special projects as may be identified by the Director or Safety Coordinator.

F. Director

- * **Cooperate with and actively support the Workplace Health and Safety Program and Early Return to Work Program and direct its implementation within the Department.**
- * **Review and take appropriate action on all Department Safety Committee recommendations.**
- * **Provide adequate resources and support to meet the needs of the program.**
- * **Direct that safety performance is addressed in all job performance reviews and work performance standards.**
- * **Address any unique safety requirements within the Department, which are brought to the Director's attention.**
- * **Appoint a Department Safety Coordinator.**
- * **Assign additional responsibilities as may be necessary to meet the needs of the program.**
- * **Establish a Department Safety Committee.**

III. HAZARD IDENTIFICATION AND CONTROL

The Department will evaluate all work activities to identify workplace hazards using OSHA standards that are applicable to their operations. Special emphasis will be placed on areas where there have been recurring injuries or the potential for serious injuries exist. Loss Control Reports will be used to identify high frequency and costly injuries.

The Department will conduct inspections for evaluation and control of hazards. All safety equipment and tools will be included in the inspection process. Checklists will be developed and used in inspections to address all hazards identified by the Department. These checklists will be reviewed and updated at least annually.

Responsibility for correction of deficiencies identified will be specifically assigned and due dates identified and followed up on.

A. Safety Inspections

Daily Inspections for ongoing hazards are the responsibility of all supervisors and all employees.

Informal Inspections. Supervisors will perform inspections as established in the health and safety plan for each work area. Inspection reports will be completed and submitted to the Department Safety Committee, Safety Coordinator and Bureau Chief as appropriate for review and records maintenance. Records of deficiencies and corrective actions will be documented in the inspection reports and maintained by the Safety Coordinator. It may not be possible to inspect all areas due to facility size. Inspections in these cases should concentrate on sites of frequent accidents or with known potential for accidents.

Formal Inspections. The Director and Bureau Chiefs will request SCATS or other qualified outside inspectors to conduct a general inspection of workplaces under their authority as deemed necessary. The manager and unit supervisor will accompany the inspector whenever possible taking note of hazards, needed safety procedures, needed safety equipment, the noncompliance with OSHA regulations, etc. The manager will submit a copy of the inspection report to the Safety Coordinator and make corrections as noted on the inspection within the set time. The manager will also write the inspector noting the corrections made with copy to the Safety Coordinator. Any safety or health inspection made by SCATS, State Health plus follow-up correspondence must be kept on file for three (3) years at the facility in which the inspection occurred. Copies will also be maintained by the Safety Coordinator at the Department headquarters in accordance with the records retention schedule.

B. Safety Suggestion

The Safety Committee established a Safety Suggestion System to allow all employees to provide ideas on hazards and possible solutions for consideration. The Committee has the Safety Suggestion forms.

IV. WORKPLACE HEALTH AND SAFETY TRAINING

Training classes that are appropriate for each employee will be identified in the bureau/agency safety plan. Documentation of all training will be maintained in each individual=s personnel file which is maintained by their supervisor.

Training can be provided by Risk Management (687-1352), SCATS (688-1474 in northern Nevada, 486-5016 in southern Nevada), Fire Marshall (687-3934), in-house trainers, supervisors or other resources as identified by the Safety Coordinator. Employees are encouraged to attend one class a year and will strive to obtain all training required for their position. Supervisors are encouraged to schedule classes in their areas. Training will include, but is not limited to:

A. Safety Coordinator

Available from SCATS;

- * Accident Investigation
- * Department Workplace Health and Safety Program
- * Hazard Identification
- * Overview of Essential Elements of a Safety Program

Available from Risk Management;

- * Early Return to Work Program

In-house Training;

- * Department Workplace Health and Safety Program

B. Supervisors, Bureau Chiefs:

Available from SCATS;

- * Accident Investigation

- * Emergency Procedures and Fire Prevention
- * Hazard Communication
- * Job Safety Analysis
- * Safety Training Techniques

Available from Risk Management;

- * Proper Lifting Techniques and Body Mechanics
- * Cumulative Trauma Injuries/Ergonomics
- * Office Ergonomics
- * Office and Video Display Terminal Safety
- * Supervisors= Safety Training Program
- * Early Return to Work Program

In-house Training;

- * Department Workplace Health and Safety Program
- * Early Return to Work Program

Additional Training for Supervisors, Bureau Chiefs if Appropriate:

Available from SCATS;

- * Hazardous Waste Operations
- * Powered Industrial Trucks
- * Personal Protective Equipment
- * Hearing Conservation Program
- * Respiratory Protection Program
- * Wood Working Machinery Requirements
- * Welding, Cutting and Brazing
- * Blood borne Pathogens
- * Lockout/Tagout
- * Other (refer to General Industry Training Requirements from OSHA standards)

C. Employees;

1. Employees and supervisors are encouraged to schedule safety training. The direct supervisor will be responsible for a signed acknowledgment to be placed in the employee=s file on each training class completed.

Available from SCATS;

- *Accident Investigation
- *Emergency Procedures and Fire Prevention
- *Hazard Identification
- *Job Safety Analysis
- *Safety Training Techniques
- *Slips and Falls Prevention
- *Defensive Driver Training (Mandatory for all employees who drive state owned vehicles by July 1, 2007, to be renewed every 4 years)

Available from Risk Management;

- *Proper Lifting Techniques and Body Mechanics
- *Cumulative Trauma Injuries/Ergonomics
- *Office Ergonomics
- *Office and Video Display Terminal Safety
- *Early Return to Work Program

- *Workplace Violence, Dealing With Difficult People**
- In-house Training;**
 - *Department Workplace Health and Safety Program**
 - *Early Return to Work Program**
 - *Employee Responsibility**
 - *Rights and Responsibilities Regarding OSHA**
 - *Managed Care Organization**
 - *General Safety Rules and Procedures**

2. In addition to the above safety training, the supervisor and employee will determine any additional training necessary based on position assignments. The following classes are available:

- * Available from SCATS;**
 - * Hazard Communication**
 - * Powered Industrial Trucks**
 - * Personal Protective Equipment**
 - * Hearing Conservation**
 - * Woodworking Machinery Requirements**
 - * Welding, Cutting and Brazing**
 - * Lock Out/Tag Out (Electrical Safety)**
 - * Flammable and Combustible Liquids**
 - * Blood borne Pathogens**
- * Available from NDOW**
 - * Boating Safety Program**
- * Available from the Coast Guard**
 - * Coast Guard Auxiliary Boating Safety and Seamanship Program**

It is the responsibility of the Bureau Chiefs to identify the specific training required for each operation. Details of this required training will be outlined in specific work site safety programs. This training must be completed initially with refresher courses as required.

3. Continuing Employee Training

The supervisor will provide refresher training and training updates that apply to specific job assignments

D. Safety Committee Members

- * Supervisors Safety Training**
- * Role and Duties of Safety Committee Members**
- * Safety Inspections**
- * Job Safety Analysis**
- * Other as identified by the Safety Coordinator, Director**

V. RECORDS AND ACCIDENT REPORTING

Accidents, regardless of how minor must be reported to the supervisor as soon as possible. Regional administrative assistants who will log and maintain accident files for each injured employee for three years will maintain records including injury reports and accident investigation. The exception is blood borne pathogens which require records be maintained for the entire duration of the employee's career plus thirty years.

A. Reporting on the job injuries. All incidents and accidents will be reported as soon as possible to their supervisor or designee preferably by the end of the shift complete a Notice of Injury (C-1) form.

- * The Notice of Injury (C-1) form must be completed unless immediate medical attention is sought. This report will include all the relative specifics: location, time, work being done, injury information, and when possible, witness information. The C-1 serves as a record in the event that medical treatment is sought. In the event of an emergency the C-1 form is to be completed as soon as possible, within 7 days of the incident/accident. A claim may be denied for injuries if this C-1 form is not completed within 7 days of the incident/accident. The employee is to complete the C-1 form.
- * The Employer=s Report of Industrial Injury or Occupational Disease (C-3) form is to be completed by the immediate supervisor prior to medical treatment, with the exception of emergency or urgent care. The C-3 form must be completed and mailed to the insurer within 6 working days of the incident/accident.
- * The Employees= Claim for Compensation/Physician=s Report of Initial Treatment (C-4) form must be completed within 3 working days of the physician=s initial treatment. This form is usually completed at the time care is received. The physician will have the C-4 form.

You must obtain the following documents to take with you at the time you seek medical treatment: Referral Form - Letter to Physician/Chiropractor on Early Return to Work Program, Physical Assessment Form and a current job description. The Physical Assessment Form is to be provided to your supervisor within 24 hours after the visit if possible, but no later than 3 days.

- * The Department=s Safety Coordinator or designee, will ensure that all injuries are appropriately logged on the Department=s OSHA 300 log form. Logs are to be kept in six-month increments (the OSHA report runs January through December). A copy of this form is sent to each unit annually for posting according to OSHA requirements. Each February the OSHA 300 Log form is to be completed and posted in a work place area frequented by employees.
- * Exposure to blood borne pathogens must be reported as outlined in the Exposure Control Plan if applicable.

B. Vehicle Accidents must be reported to a law enforcement agency immediately

upon occurrence.

- * Accident report forms will be kept in the glove compartment of each agency vehicle.
- * The driver involved will be responsible for obtaining the information required for the form's completion and submit the completed form as soon as possible.
- * Employees are expected to cooperate fully with the Departments Law Enforcement request and make themselves available for any internal investigations and court appearances required because of a Department vehicle accident.

VI. ACCIDENT INVESTIGATION

All reported incidents, accidents and injuries (including occupational diseases) will be thoroughly investigated by the supervisor and reported to the Bureau Chief for review and submittal to the Safety Coordinator. If the resulting injury is severe or death occurs, the Bureau Chief and Safety Coordinator will become involved. The purpose of these investigations is to determine the basic and underlying causes of these injuries, with the goal to identify preventive measures that need to be taken to prevent reoccurrence. A secondary purpose is to determine if the injuries occurred within "the scope and course of employment" and if the job requirements are the PRIMARY cause of the injury.

Corrective action plans will be developed by the investigator(s) to ensure that the hazards are mitigated. These plans will be forwarded to the Safety Coordinator for review and follow up. Once an employee reports the incident/accident to the immediate supervisor and completes a Notice of Injury C-1 Form, the supervisor will immediately initiate an investigation and complete a Supervisor's Accident Investigation Report. The supervisor will determine if there were any witnesses and if so, will have the witness(s) immediately complete a statement. The supervisor will submit the report and witness statement(s) with findings to the Bureau Chief and Safety Coordinator.

The Safety Coordinator will review the report and if validity of the claim is questioned, will do additional investigation, if necessary. The Personnel Technician will report all lost time injuries to Risk Management.

After completion of the final review, the supervisor, Bureau Chief and Safety Coordinator based on the findings of the investigation find the employee at fault, will recommend disciplinary action.

VII. EARLY RETURN TO WORK

An employee who is injured on the job and who temporarily cannot perform all job functions will be offered temporary modified duty. This temporary modified duty will not exceed a period of ninety (90) days unless the employee remains assigned to his/her regular job and performs at least 51% of the essential functions of the position. The temporary modified duty associated with at least 51% of the essential functions of the regular job may go beyond (90) days if this accommodation does not place an overdue hardship on the Department.

VIII. SAFETY RULES AND DISCIPLINE

To ensure a safe working environment and to prevent accidents and injuries, Safety Rules will be adopted, communicated, enforced and updated as necessary.

A. General Safety Rules

Safety must be a concern for all employees, including those working in an office environment. Recognizing a few simple hazards and following safe work practices can prevent many employee injuries. General safety is common sense. Exhibit as much interest in the safety of your co-worker as you would in yourself. Each Supervisor may develop general safety rules that apply to the work place environment. Prior to engaging in any special projects (such as animal captures or sidearm qualifications), participants should be briefed on safety procedures by the person in charge of the project. Specific work place safety plans should be consulted for specific safety procedures and rules that are relevant to the individual's work area and environment. All employees will be required to be informed of these rules and have a signed acknowledgment in their personnel file. This will be completed during orientation or for current employees, within 120 days of implementation of this program.

All supervisors will consistently enforce safety rules. Department management including the Bureau Chiefs, Deputy Director and Director are responsible for monitoring enforcement.

B. Disciplinary Procedures

Noncompliance of safety rules may result in disciplinary procedures. Disciplinary procedures as outlined in Personnel Policies and Procedures, NAC 284.638, 642, 646 and 650 will be followed. This process may be as follows:

- * First Offense - Oral Warning (284.638)
- * Second Offense - Written Warning (284.638)
- * Third Offense - Suspension without pay up to 30 days (284.642)
- * Fourth Offense (if seriousness of violation warrants) - Demotion or Dismissal

The following situations could warrant suspension, demotion or dismissal:

- * Willful removal or interference with safety device or safeguard.
- * Dangerous horseplay or inattention that threatens the life of an individual.
- * Failure to use required personal protective equipment.

It is the responsibility of the Safety Coordinator and Safety Committee to identify major rules that require strict disciplinary action.

IX. SAFETY COMMITTEE

The Department will establish a statewide safety committee. It will be made up of employees who represent the different disciplines found in the Department. They will serve staggered terms meeting quarterly to address issues and concerns affecting the entire Department. The chairperson will be the Safety Coordinator and the vice chairperson will be elected by the committee.

The purpose of a safety committee is to promote communication about safety issues and to increase safety awareness among employees. It will have, but is not limited to, the following responsibilities:

- * Identify and communicate safety and health issues and hazards to management.**
- * Create and maintain an active interest in safety and health among employees.**
- * Plan safety education programs.**
- * Review accident and injury information and make recommendations.**
- * Review work processes, practices, procedures and equipment for potential safety hazards**
- * Special projects as assigned.**

The Safety Coordinator will maintain committee records on a three-year retention schedule.

X. GLOSSARY

- 1. “NAC” - Nevada Administrative Code, state regulations which govern the Nevada Department of Wildlife.**
- 2. “NDOW” - Nevada Department of Wildlife, a state agency required to protect, preserve, manage and restore wildlife and its habitat.**
- 3. “NRS” - Nevada Revised Statutes, state laws which govern the Nevada Department of Wildlife.**
- 4. “OSHA” - Occupational Safety and Health Administration, a federal agency, which sets the occupational safety and health standards for general industry.**
- 5. “SCATS” - Safety Consultation and Training Section, a state agency required to provide guidance and training to state agencies regarding safety issues.**
- 6. “CONCENTRA” - An agency that provides insurance to businesses for workers= compensation.**