

Douglas County Employee Safety Handbook



“Be Alert, Don’t Get Hurt”

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Message from the County Manager



Douglas County believes that total safety – a program that integrates accident prevention into all activities of the County and all activities of its employees – is essential. We recognize the interdependence of work safety with traffic, home, recreational, and public safety. All of these safety activities are necessary to help us in reaching the fundamental objective of our safety program: to advance the well being of our employees. The health and safety of our employees is not only one of our highest priorities – it's an organizational value that helps determine how we perform services for the citizens of Douglas County.

Therefore, it is the policy of Douglas County to promote safety by an effective accident prevention program in all phases of our operations. The success of this safety program depends on all of us. We are the employees, the supervisors, the department heads, the safety committee members, and the managers of this organization. Only through our ongoing cooperative effort can we truly achieve a safe and healthy place to work.

Become familiar with this Employee Safety Handbook. It's designed to be a ready reference for County safety policies and guidelines. Use it as a tool to help make Douglas County the safest possible place to work. It is your positive actions that will determine the success of our safety program.

Safety Policy Statement

Program Goals & Objectives Douglas County is dedicated to providing a safe and healthy environment for our employees and customers, protecting the public, and preserving Douglas County assets.

To achieve this objective, Douglas County will make all reasonable efforts to comply with all government regulations pertaining to safety and health issues. At Douglas County, our most valuable resources are the people who work for us. Injuries can be prevented. An effective Workplace Safety and Health Program will be carried out throughout our organization.

The Written Workplace Safety and Health Program will assist management and non-supervisory employees in controlling hazards and risks which will minimize employee and customer injuries, damage to customer's property and damage or destruction of Douglas County property.

This program is designed to encourage all employees to promote the safety of their fellow employees and customers. To accomplish our safety goals, all members of management are responsible and accountable for implementing this policy, and to ensure it is followed.

Contractors performing work on County premises shall be required to comply with health and safety laws and regulations and to adopt safety practices equivalent to those applicable to the County employees.

Douglas County is sincerely interested in the employee's safety. The policy of Douglas County is to provide safe equipment, adequate tools and training, and all necessary personal protection equipment. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use the protective devices that Douglas County provides.

Administration of the County's Loss Control Program is the responsibility of Human Resources, County Management, and the Safety Committee. Questions should be directed to Human Resources at (775) 782-9860.

Responsibility Assignment

Employees

Each and every employee of Douglas County has a personal and vital responsibility to promote safety. Employees are required, as a condition of employment, to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

Good housekeeping is an integral part of any effective safety program. Keeping work areas neat and clean reduces the potential for accidents and injuries. Each employee is responsible for keeping his or her work area neat, orderly, and free of any hazardous condition.

In addition, all County employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all County safety policies and regulations.
- Reporting all accidents, incidents, and injuries immediately.
- Making recommendations for improving safety and the safety program.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow workers to work safely.
- Supporting and participating in safety committee activities.
- Wearing personal protective equipment when required and when it makes good sense.

Supervisors

Supervisors are responsible for ensuring work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety, and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and enforcing safety regulations and the County's Safety Policy.
- Assuring that all operations are conducted safely or not at all.
- Assuring that all employees are trained and competent for the jobs they perform and safety policies and protocols are followed.
- Actively participating in safety committee activities and safety training and supporting employees' participation in them.

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Responsibility Assignment, Continued

Supervisors (continued)

- Assuring that incident reports are completed, investigated, and submitted in a timely manner.
 - Making recommendations to improve the safety performance of the department.
 - Controlling or eliminating occupational hazards.
 - Periodically conducting safety and loss control evaluations and job safety analyses.
 - Ensuring that employees are provided with appropriate personal protective clothing and equipment for safe job performance.
-

Department Heads

Department heads are responsible for providing support and overall safety leadership in the department. They must aggressively implement and provide a positive direction for the County's safety program.

Department heads are responsible for:

- Establishing a system for safety accountability.
 - Correcting safety deficiencies by establishing priorities and committing resources, as appropriate.
 - Supporting activities of the safety committee.
 - Evaluating safety policies proposed by the safety committee.
 - Enforcing safety rules and regulations.
 - Recognizing employees who positively contribute to the County's safety program.
 - Providing the facilities and equipment required for a safe work environment.
-

Safety Committee

The Safety Committee, comprised of employees from various departments, provides a mechanism to evaluate practices, and make recommendations which promote and maintain a safe and healthy working environment for county employees, protect the public's resources, and reduce the County's exposure to risk and loss.

The Safety Committee is responsible for:

- Investigating, reviewing, and evaluating safety related complaints in a timely manner.
 - Evaluating findings and making recommendations in support of the County's goal to promote a safe and healthy work environment.
 - Promoting staff development and awareness through various newsletters, informational flyers and employee training.
-

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Responsibility Assignment, Continued

**Safety
Committee**
(continued)

- Conducting annual safety audits/inspections of facilities and worksites and following-up on recommendations to control specific hazards identified.
 - Identifying unsafe work practices and conditions and suggesting appropriate remedies.
 - Develop policies and/or protocols concerning safety, health, and property issues.
 - Providing a means by which employees can utilize their knowledge of workplace operations to advise management in the improvement of policies, condition and practices.
 - Providing recommendations to the County Manager regarding health and safety issues.
 - Review safety fiscal resource requirements and recommend priorities for allocation.
-

**Human
Resources &
Administrative
Services**

The Human Resources Office and is responsible for managing safety, health, and risk management programs for Douglas County. The overall objective for these offices is to maximize the safety and health of employees and protect the County's assets through effective risk management strategies, programs, and services provided, by performing the following:

- Monitor safety regulations.
 - Disseminate information concerning risk management regulations, policies, and protocols.
 - Administer worker's compensation and liability claims and process.
 - Submit reports and other required documentation to pertinent State agencies and outside organizations.
 - Report results of inspections and evaluations along with recommended corrective measures to appropriate personnel for action.
 - Assist departments in planning ADA compliance and ergonomics.
 - Provide/coordinate safety related training.
-

Safety Education & Training

Introduction Douglas County is committed to instructing all employees in safe and healthy work practices. Each department will provide department-specific training to each employee with regard to generally acceptable safety procedures, and to any hazards or safety procedures that are specific to that employee's work situation.

Training Requirements Training will occur:

- Upon Hire
- When Douglas County Human Resources, a county department or district, or the Safety Committee believes additional training is warranted.
- When an employee is given a new job assignment.
- When new substances, equipment, or new procedures are introduced, resulting in a new hazard.
- When Douglas County Human Resources or a County department or district is made aware of a new hazard.

Training Format & Topics Employee training will consist of New Employee Orientation, periodic group meetings, formal training sessions, and one-on-one training. The Safety training provided to employees includes, but is not limited to:

- Employee Safety Handbook
- First Aid
- Douglas County Safety and Health Policy
- Douglas County Written Workplace Safety and Health Program
- Incident Reporting
- Hazard Communication
- Hazardous Material Spill Response
- Personal Protective Equipment requirements
- Emergency Procedures
- Housekeeping
- Job Specific Hazards

Training Records Employee training records will be documented and maintained in the employee's personnel file for the term of said file.

Hazard ID, Analysis & Control

Identification Employees must report immediately any unsafe condition, hazard, or unsafe practice to his/her immediate supervisor. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition. Failure to report any obvious unsafe situation may result in disciplinary action, up to and including termination.

Employees who wish to remain anonymous may report unsafe conditions or hazards by submitting a Safety Suggestion Form (page 17) to the Human Resources Manager, Safety Committee Chairman, or their immediate supervisor, without identifying themselves.

All identified potential workplace safety and health hazards should be reported to the Director of Administrative Services, the Human Resources Manager, or a member of management. Situations that are unsafe, or posing as a safety and health hazard, will be reviewed and reported to management for corrective action.

Inspections Periodic, scheduled inspections will occur as a routine part of Douglas County business. Inspection of work areas is a tool that can be used to identify problems and hazards before conditions result in accidents or injuries.

Hazard Control All safety and health deficiencies found during inspections should be corrected as soon as possible. Conditions that present hazards are to be corrected or controlled immediately.

List of Hazardous Chemicals Each Douglas County Department will maintain a list of all hazardous chemicals and related work practices used in their specific areas and will update the list as necessary. A master list of these chemicals will be maintained by, and is available from, the Building and Fleet Services Department.

Material Safety Data Sheets (MSDS) Douglas County is complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by using Material Safety Data Sheets (MSDS) (see page 18); by compiling a Hazardous Chemicals List; by insuring that containers are labeled; and by providing each employee with training.

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Hazard ID, Analysis & Control, Continued

Material Safety Data Sheets (MSDS)
(continued)

MSDS provide each employee with specific information on the chemicals used. Each Department will ensure that Material Safety Data Sheets are present, up to date, and accessible at the appropriate locations. Each department supervisor/manager will ensure that employees are trained in the Hazard Communication Program before beginning work or changing job functions, and will continuously monitor the work site to ensure employees follow safe work practices.

Labels and Other Forms of Warning

Each Department will ensure that all hazardous chemicals in the workplace are properly labeled and updated as necessary. Labels should list at least the chemicals identity, appropriate hazard warnings, and the name, and address of the manufacturer, importer, or other responsible party. The department supervisor/manager will refer to the corresponding MSDS to assist each employee in verifying label information. Labels are required on portable containers.

Non-Routine Tasks

When employees are required to perform hazardous, non-routine tasks (e.g., cleaning tanks, entering confined spaces, etc.), a special training session will be conducted by their supervisor/manager to inform them of the hazards which they may come into contact with, and the precautions to take to reduce and avoid exposure or danger.

Hazardous Material Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training by their supervisor/manager on the Hazardous Communication Standard and the safe use of those hazardous chemicals. Whenever a new hazard is introduced, additional training will be conducted by the department supervisor/manager to address the new hazard and protective measures to be taken.

Bloodborne Pathogens

The County has developed an Infectious Disease Exposure Control policy which outlines the County's commitment to limit employee's exposure to infectious diseases and procedures to ensure maximum employee safety.

Most personnel cannot reasonably anticipate coming into contact with blood during their day-to-day work duties. That's why it's imperative that all personnel understand the danger of exposure to bloodborne pathogens and ways to minimize their risk.

You can reduce your risk of bloodborne infection by following these recommendations:

- Understand the infections and how they are acquired
 - Realize that you usually cannot tell who may be infected
-

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Hazard ID, Analysis & Control, Continued

Bloodborne Pathogens (continued)

- Treat all blood, other body fluids, and medical waste as infectious
- Handle all used needles and other sharp objects (sharps) that may have been in contact with blood as if they are infectious
- Use proper personal protective equipment
- Follow proper work practices
- Follow the proper procedure for your department if you have been exposed to blood or other body fluids
- Discuss with your doctor whether you are an appropriate candidate for vaccination against hepatitis B

Follow Universal Precautions: Universal precautions are procedures developed by the Centers for Disease Control and Prevention (CDC) and incorporated into OSHA guidelines. These procedures state that workers should treat all blood and body fluids as infectious. Workers should practice universal precautions whenever they may be exposed to blood or other body fluids. This rule is important because it is usually impossible to tell if the person you come in contact with is infected with HBV or HIV.

Use Personal Protective Equipment: Appropriate protective attire should always be worn to help reduce the risk of exposure. Standard personal protective equipment for infection control includes; gloves, masks, and eyewear.

Follow Proper Work Practices: Take precautionary measures as follows:

- Cover all cuts and scratches on your skin before going to work
- Hand washing is the best overall protective measure against most communicable diseases
- Wash your hands and other skin surfaces thoroughly with soap and running water immediately after contact with blood or other body fluids
- When running water is not available, a waterless, hand wash substitute should be used.

Cleaning Up Blood Spills:

- Always wear gloves. Wear eye and face protection if splashes could occur
- Clean up spills with disposable towels saturated with a disinfectant
- Wipe area with clean towels and let air-dry
- Place all contaminated items for disposal in a leak-proof container identified as medical waste
- Remove gloves last and wash hands

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Hazard ID, Analysis & Control, Continued

Energy Source Hazards

This policy and procedure establishes the minimum requirements for Douglas County Machinery Tag Out Program. It governs lock out and/or tag out procedures to be used to verify that equipment or machines are isolated from all potentially hazardous energy. Machinery is to be locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energizing, start up or release of stored energy could cause injury.

Procedures described apply to all electrical equipment and machinery connected to an energy source by either hard wire or other permanent connection (hydraulic lines, electrical, etc.) that is repaired, serviced, or maintained by Douglas County personnel. The Machinery Tag Out Program applies to all equipment or machinery operated by mechanical, hydraulic, pneumatic, chemical, thermal, or other energy resources where the unexpected energizing could cause injury to employees or customers.

Circuit breakers disconnect switches, and other energy isolating devices, used to control the flow of energy to the machine/equipment and must be operated in such a manner as to shut off or “isolate” all energy to the machine.

Personal Protective Equipment

Douglas County is dedicated to providing a safe and healthy workplace. All employees are expected to do their part to achieve this goal. Employees can do their part by using the proper Personal Protective Equipment (PPE) provided them.

Personal Protective Equipment will be provided, used and maintained in a sanitary and reliable condition wherever it is necessary to prevent injury.

Accident and Incident Reporting

Reporting Requirements

Employees

The following safety and accident activities will be adhered to by all employees:

- Immediately report all accidents and injuries to your supervisor.
- Notify your supervisor should you become ill while on the job.
- Inform your supervisor if you have a disability or physical handicap.
- Never move an injured or ill person, unless to prevent further injury.

Additional responsibilities of all employees:

- Assist as requested in all accident investigations.
- Report all hazardous conditions and near-misses to supervisors.

Supervisors

- Conduct immediate initial accident and/or injury investigations.
- Report all accidents to management as soon after the event as possible.
- Collect and preserve all evidence that may be useful in an investigation.
- Conduct interviews of witnesses in a polite professional manner.
- Do not attempt to find or assign blame for accidents.
- Take action to protect people and property from secondary effects of accidents.

Management/Risk Management

- Conduct/coordinate accident prevention and investigation training for supervisors.
 - Ensure all accidents and injuries are properly investigated.
 - Ensure immediate and long term corrective actions are taken to prevent reoccurrence.
 - Maintain Accident Reports permanently on file.
 - Ensure proper entries are made on the OSHA 300 Log and First Report of Injury
 - Provide all necessary medical care for injured workers.
-

Accident and Incident Reporting, Continued

Accident Investigation

In most cases, the immediate supervisor will conduct the initial phase of an accident investigation. This initial activity is primarily a recording of facts involved in the accident, and a list of affected employees and witnesses. Direct supervisors are familiar with employee's work environment and assigned tasks; therefore, supervisors must take the accident situation under control and immediately eliminate or control hazards to others.

Auto Accident Reporting

When an Accident Occurs: If injured, seek medical attention immediately. Employees and volunteers are expected to use the County's designated physician(s) or hospital(s) whenever possible. Be sure to inform the treating physician that your injury is work related. See checklist on Industrial Injuries (page 21).

Forms: When an auto accident or liability incident occurs, employees are instructed to report to their supervisor and complete, in detail, the Notice of Accident/Loss Form (page 22). Each vehicle should have the form in the glove box or you may request one from HR/Risk Management at (775) 782-9860. This form should be forwarded to HR/Risk Management within 48 hours from the date of the incident.

Contact the Police: A Police Report should be filed for all **moving violations and traffic light damages**. NRS 485 for evidence of insurance and registration does not apply to municipalities. Therefore, we do not have to show insurance and registration to authorities.

Drug and Alcohol Testing: All drivers involved in a traffic accident with moving violations should be referred to Carson Valley Medical Center (CVMC) for post-accident Drug and Alcohol Testing. Contact CVMC at (775) 782-1615. See the Drug and Alcohol Policy for details.

Photographs: Photographs shall be forwarded to HR/Risk Management, to be included with the report.

Vehicle Repairs: The accident shall be referred to Vehicle Maintenance and two bids shall be received for repair of the vehicle. All Douglas County vehicles shall be maintained in good working condition. Problems with vehicles should be reported to Vehicle Maintenance.

Corrective Action

It is important that all accidents and incidents that result in injury, illness, or damage (however slight), are reported to the supervisor immediately. Douglas County can learn how to prevent them from occurring in the future. It is the responsibility of Douglas County to investigate incidents, and your responsibility to report them when they occur.

Continued on next page

Compliance & Enforcement

Violations of Safety Rules

All County employees are responsible for maintaining an accident-free and a healthy and safe environment; therefore, it is important that employees understand the system and have a reference to turn to if they have any questions. A disciplinary system helps ensure workplace safety and health by letting the employees know what is expected of them. It provides workers with opportunities to correct their behavior before an accident happens.

Any employee who, knowingly commits an unsafe act or creates an unsafe condition, disregards the safety policy, or is a repeated safety offender, will be subject to disciplinary action up to and including termination of employment.

Disciplinary Action

Violations of rules and policies will be documented by the direct supervisor with a copy provided to the employee and a copy filed into the employee's personnel record. Violations will be enforced using the four-step discipline system, as follows:

Stage	Description
First Violation	Instruction/discussion concerning violation, proper procedures, and the hazards they control; notation for the supervisor's file
Second Violation	Written warning describing the violation and actions that will be taken if it happens again
Third Violation	Final written warning; may include suspension
Fourth Violation	Discharge

Grounds for immediate disciplinary action up to and including discharge are:

- Drinking alcohol, and/or drug abuse prior to or during working hours.
- Fighting, provoking or engaging in an act of violence against another person on County property.
- Theft.
- Willful damage to property.
- Failure to wear Personal Protective Equipment (eye protection, hearing protection, safety helmets, etc.).
- Not using safety harnesses and lanyards when there is a potential for falling.
- Removing and/or making inoperative safety guards on tools and equipment.
- Tampering with machine safeguards or removing machine tags or locks.
- Removing barriers and/or guardrails and not replacing them.
- Failure to follow recognized industry practices.
- Failure to follow rules regarding the use of company equipment or materials.
- Major traffic violations while using a county vehicle.

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Compliance & Enforcement, Continued

**Disciplinary
Action**
(continued)

Grounds for immediate disciplinary action up to and including discharge (continued):

- Engaging in dangerous horseplay.
- Failure to notify management of a hazardous situation.
- Other major violations of County rules or policies

General Offenses requiring a warning and can lead to termination:

- Minor traffic violations while using County vehicles.
 - Creating unsafe or unsanitary conditions or poor housekeeping habits.
 - Threatening an act of violence against another person while on County property.
 - Misrepresentation of facts.
 - Unauthorized use of County property.
 - Excessive tardiness, arriving late to work.
 - Disrespect and/or insubordination to authority.
 - Other violations of County rules or policies.
-

Safety Committee

Mission Statement

Douglas County is committed to providing a safe and healthy work environment for all employees. In keeping with this commitment, the Safety Committee shall promote safety and wellness, develop safe practices and recommendations to ensure a healthy work environment, and implement training programs to enhance employee safety.

Membership

The Safety Committee will be comprised of Douglas County employees from various departments, appointed by the department supervisors.

Responsibilities

The Safety Committee functions as an advisory body to recommend to Douglas County management matters of policy and procedure affecting administration of the Douglas County Written Workplace Safety and Health Program.

The Committee is responsible for:

- Reviewing statistical data and reports of safety matters to determine the effectiveness of overall accident and loss prevention efforts and to develop recommendations for improvement.
- Reviewing and analyzing accident and property loss reports for:
 - Identification of accident problem or trend and determination of what order they should be given attention.
 - Provide recommendations for corrective action and provide consistency throughout Douglas County operations.
- Reviewing safety and property inspection reports, job safety analyses, supervisor's safety observation reports, and employees' suggestions for:
 - Possible changes in work practices or procedures.
 - Need for safety procedures.
 - Need for protective device or equipment.
 - Need for training.
- Developing practical safety and property inspection procedures, and performing safety inspections.
- Keeping managers informed of the progress of the Safety Program.
- Assisting in developing the records and statistical data necessary to provide an accurate picture of safety problems.
- Identifying unsafe work practices and conditions and suggests appropriate remedies. Ensure that employees and others (visitors, contractors, etc.) are informed about safety policies, training programs, injury risks and other health and safety-related matters.

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Safety Committee, Continued

Responsibilities (continued)

- Maintaining an open channel of communication between employees and management concerning occupational and environmental health and safety matters.
 - Providing a means by which employees can utilize their knowledge of workplace operations to advise management in the improvement of policies, condition, and practices.
 - Reviewing departmental requests for budgetary assistance in addressing internal safety concerns and/or equipment and determines whether or not safety funded expenditure is warranted.
-

Meetings

The Committee will meet at a mutually convenient time, at the request of a Committee Member, but not less than once every calendar quarter.

Records

Records from all safety committee meetings will be handled as follows:

- Minutes of all committee meetings will be drafted by the secretary.
 - The original minutes will be forwarded to and retained by Human Resources for a period not less than three (3) years.
 - Copies of minutes of all safety committee meetings will be:
 - Posted on the employee bulletin boards throughout the County.
 - Sent to each safety committee member, manager and supervisor.
 - Forwarded to the Management Team.
-



Douglas County Safety Suggestion Form

Name: _____ Date: _____
(Optional)

Department: _____

Description of Unsafe Condition or Practice:

Cause of Contributing Factors:

Suggestion for Improving Safety:

Draw a picture or provide photos to describe situation:

Section V—Reactivity Data

Stability	Unstable		Conditions to Avoid
	Stable		
Incompatibility (<i>Materials to Avoid</i>)			
Hazardous Decomposition or Byproducts			
Hazardous Polymerization	May Occur		Conditions to Avoid
	Will Not Occur		

Section VI—Health Hazard Data

Route(s) of Entry	Inhalation?	Skin?	Ingestion?
Health Hazards (<i>Acute and Chronic</i>)			
Carcinogenicity	NTP?	IARC Monographs?	OSHA Regulated?
Signs and Symptoms of Exposure			
Medical Conditions Generally Aggravated by Exposure			
Emergency and First Aid Procedures			

Section VII—Precautions for Safe Handling and Use

Steps to Be Taken in Case Material Is Released or Spilled
Waste Disposal Method
Precautions to Be Taken in Handling and Storing
Other Precautions

Section VII—Control Measures

Respiratory Protection (<i>Specify Type</i>)		
Ventilation	Local Exhaust	Special
	Mechanical (<i>General</i>)	Other
Protective Gloves	Eye Protection	
Other Protective Clothing or Equipment		
Work/Hygienic Practices		



Material Safety Data Sheet Request Form

Please Print!

Date of Request: _____

Company Name: _____

Phone: _____ **Fax:** _____

Street Address: _____

City/ State / Zip: _____

Requestor's Name: _____

Product Description:

Full Label Name: _____

Manufacturer: _____

Vendor (if known): _____

Address: _____

Telephone Number: _____

Container Size: _____

Other: _____

NOTICE OF ACCIDENT/LOSS FORM

Employee Industrial Injury Checklist

IMPORTANT INFORMATION!

- WHEN INJURED:** To protect your claim, notify your Supervisor of ALL incidents no matter how minor they may seem at the time. A **C-1 Form** should be completed, signed by your supervisor and forwarded to Human Resources. Please retain a copy for your records.
- GO TO THE DOCTOR IF NECESSARY:** Employees and volunteers are expected to use the County's designated physician(s) or hospital(s) whenever possible. Be sure to inform the treating physician that your injury is work related. The doctor's office will complete a **C-4 Form** at the time of your visit and fax a completed copy to our office at (775) 782-9083. Retain a copy for your records.
- INSURANCE ADMINISTRATOR:** We are not insured through SIIS or Employers Insurance Company of Nevada, physicians should forward their forms to our office or Cannon Cochran Management Services, Inc. (CCMSI) . For further details they may contact Human Resources at (775) 782-9860.
- TIME OFF WORK:** A **Medical Release Form** is required from your doctor for any time off work or restricted (light duty) work . The form should state the date of your first day off work and the estimated date you will return to work. This original notice should come to our office. **Without the C-4 and the Medical Release Form no compensation check can be prepared!**
- FMLA:** Employees placed off work for three or more days for industrial injuries will automatically be placed on FMLA (Family Medical Leave). For further details on FMLA please refer to policy #02.02.20 or contact Human Resources.
- LIGHT DUTY:** Active employees get well faster; Douglas County will encourage light duty. If the "Return to Work Release" is for light duty, the physician must specify all work restrictions and these instructions must be followed by the injured employee.
- TURN IN FORMS:** All forms should be submitted to the Human Resources Department immediately. Human Resources will forward the forms to the necessary location. Following these guidelines will help to assure prompt coverage on your industrial injury.

WILL I RECEIVE DISABILITY WAGES?

- If an employee is off work **one to four (1- 4) full work days ONLY**, they will be required to utilize their *sick leave benefits* to receive regular compensation.
- If an employee is off **five (5) or more consecutive days** and the claim is accepted, our carrier may pay 66 2/3 of the employee's deemed wages, *retroactive to the first day* employee is off work, per NRS.
- To speed up your payment, once your claim is approved, you may receive a check from County payroll.
- To utilize *your* sick leave to receive compensation for the one-third (1/3) lost pay, you must sign an **AUTHORIZATION TO REDUCE SICK-LEAVE FORM** for the Payroll Division.

INSURANCE ADMINISTRATOR:

Douglas County/CCMSI
Phone (775) 324-3301
P.O. Box 20068
Reno, NV 89515

DESIGNATED PHYSICIANS:

IN THE VALLEY:	CARSON VALLEY MEDICAL CENTER DR. CAROL COATS (775) 782-1615 1107 HWY 395, GARDNERVILLE, NV
AT THE LAKE:	BARTON MEMORIAL HOSPITAL 2170 SOUTH AVENUE (530) 542-2000 SOUTH LAKE TAHOE, CA

STILL HAVE QUESTIONS? Call Human Resources at **9860** or refer to POLICIES & PROCEDURES #02.02.17.04. Thank you.

*Attach Sheriff's Incident Report and forward to Douglas County Risk Management **WITHIN 48 HOURS***

INCIDENT DATE:	<u>TYPE OF LOSS</u>	(1) Motor Vehicle <input type="checkbox"/>	(2) Property <input type="checkbox"/>	(3) Liability <input type="checkbox"/>
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(1) MOTOR VEHICLE ACCIDENT (Vehicle #1 - County Vehicle)			
Year, Make, Model	License Number	County Vehicle ID Number	VIN(Vehicle Identification Number)
Driver's Name		Position Title	Department
Time of Day that Accident Occurred		Residence Phone	Work Phone
Location of Accident (Note highway/street name, intersection, etc.)		Contact Person	Phone
Describe Damage to Vehicle (complete page 2 & 3)			

(2) PROPERTY DAMAGE (or Vehicle #2)			
Year, Make, Model	License Number	VIN(Vehicle Identification Number)	
Owner's Name		Residence Phone	Work Phone
Owner's Street/Mailing Address		City	State Zip
Driver's Name (Leave blank if same as owner)		Residence Phone	Work Phone
Driver's Street/Mailing Address		City	State Zip
Describe Damage (complete page 2 & 3)			

(3) LIABILITY/INJURY			
(1) Name	Residence Phone	Describe Injury (attach additional info)	
Street/Mailing Address	City State Zip		
(2) Name	Residence Phone	Describe Injury (attach additional info)	
Street/Mailing Address	City State Zip		

WITNESSES or PASSENGERS			
(1) Name	Residence Phone	Work Phone	
Street/Mailing Address	City State Zip		
(2) Name	Residence Phone	Work Phone	
Street/Mailing Address	City State Zip		
(3) Name	Residence Phone	Work Phone	
Street/Mailing Address	City State Zip		

SHERIFF			
Sheriff Investigation? (circle one)		Highway Patrol Investigation? (circle one)	
Yes	No	Yes	No
Investigating Officer		Investigating Officer	
Report Number		Report Number	

RISK MANAGEMENT ONLY			
File Name:	Date Received:		
Insurance Claim Number:	Date Sent to W/C:		
Risk Management Signature:	Copies sent to:		

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