



State of Nevada Board of Examiners for Social Workers (BESW)

BESW Safe and Healthy Workplace Policy

DISCLAIMER

Nevada Revised Statute (NRS) 618.383 and Nevada Administrative Code (NAC) 618.540 establish requirements for a written workplace safety program that applies to all employers with 10 or more employees who do business within the State of Nevada.

Today, the Board of Examiners for Social Workers (BESW) has six (6) employees for a total of 4.2 FTEs and is exempted from the provisions of this section.

In the interest of health and safety, the BESW Safe and Healthy Workplace Policy voluntarily provides general topics, information and guidance for employees in a modified format. While this policy does not fully meet the intent of the program requirements for a larger employer as contained in the State of Nevada NRS and NAC, the BESW Safe and Healthy Workplace Policy is tailored to its current worksite as of May 4, 2020.

NOTE: The BESW Safe and Healthy Workplace Policy was first issued in January 2020. It was then amended in May 2020 in response to the evolving coronavirus pandemic. BESW has referred to CDC and OSHA recommendations and a series of Emergency Directives issued by Governor Sisolak to add the following section to the policy: *Additional Safety and Health Precautions during the COVID-19 Pandemic*. BESW intends to regularly adapt its policy to stay in alignment with each phase of Nevada United: Roadmap to Recovery (Roadmap). As of May 4, 2020, according to Governor Sisolak, the State of Nevada is at phase 0 of the Roadmap.

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BESW Safe and Healthy Workplace Policy

The State of Nevada Board of Examiners for Social Workers (BESW) is committed to working with all of its employees to provide a safe and healthy workplace, but this can't be accomplished without the cooperation and help of each person. The effectiveness of our Safe and Healthy Workplace Policy is a shared responsibility. In the COVID-19 pandemic, protecting worker health is central to protecting public health. This in turn will protect the public. We expect every employee of the BESW to make every effort to integrate safety and health considerations into every part of their daily activities.

The objective of this policy is to keep injuries and illnesses to a minimum every year. Management is charged with the responsibility for assuring that each employee is provided with the tools and resources necessary to accomplish their job tasks in a safe manner consistent with established procedures, safety and health rules and criteria. Every employee is encouraged to identify unsafe conditions and be assured that prompt action will follow to solve identified safety concerns. Each employee can also feel confident that identifying unsafe conditions will not result in any type of reprisal to them. The prevention of accidents and mishaps is crucial to the success of the BESW. If every employee does their part, we will all continue to have a safe place to work.

Karen Oppenlander, Executive Director

Board of Examiners for Social Workers

Responsibilities

Director

- Responsible for the BESW Workplace Safe and Healthy Policy.
- Provides resources necessary to effectively implement the policy.
- Provides direction and leadership to ensure that the policy is effectively implemented in compliance with all applicable federal, state, and local safety and health requirements.

Deputy Director

- Ensures effective execution of the policy within their areas of responsibility.
- Reports and investigates injury and illnesses and property damage accidents.
- Maintains required records and documentation.

Employees

- Are active participants in creating, maintaining a safe and healthy workplace.
- Perform all tasks in accordance with established policies, procedures and safe work practices.
- Perform a safety evaluation of his or her work space daily or as conditions warrant.
- Promptly report any identified hazards.
- Promptly report any injury, illness or incident to the Director or Deputy Director or other appropriate person.

Training

Every employee will receive safety and health training to include:

- Employee Safety Rights and Responsibilities
- BESW Safe and Healthy Workplace Policy.

Other Training Topics

Additionally, the following training topics are available through the Department of Industrial Relations, held on a monthly basis at 4600 Kietzke Lane, Suite E-144. If you are interested in attending any of the classes below, please make arrangements with your supervisor and then register online at www.4safenv.state.nv.us or call (775) 688-3730.

- Workplace Emergency & Evacuation
- Workplace Violence Awareness

GENERAL SAFETY RULES

The following general safety rules establish some broad guidelines for employee conduct on the job:

- Employee will follow published safety and health rules and regulations.
- Torn, frayed, or loose clothing can be hazardous when working around machinery.
- No roughhousing or horseplay.
- Employees using prescription or over-the-counter medicine that cause drowsiness or impairment must report that use to the supervisor before start of work.
- Do not handle/ tamper with any machinery/ equipment that is not part of your assigned duties.
- Do not start machinery, operate valves or switches unless you have been trained and are qualified to do so.
- Obey warning signs.
- Keep work areas clean and orderly. If you spill it or drop it, clean it up
- Wash hands after handling hazardous chemicals.
- No eating or drinking in areas where hazardous chemicals are being used.
- Never use a defective tool or machine.
- No tools, equipment, etc., will be brought onto the site without approval of the Director or Deputy Director.
- Extension cords will be used for temporary (less than one day) use. Cords will not be placed where they create a tripping hazard or be damaged by passing employees or equipment in use.
- Store materials and equipment only in approved storage locations.
- Avoid stacking supplies and materials on top of cabinets and other office furniture.
- Open only one drawer of a filing cabinet at a time. Never leave a drawer open unattended.
- Scissors, staplers, letter openers, etc. will only be used for their intended purposes.
- Keep floors clean and dry whenever possible.
- Get help when lifting or moving heavy objects.
- Never substitute anything for a ladder.

Additional Safety and Health Precautions taken during the COVID-19 Pandemic

Based on Interim Guidance: U.S. Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration and State of Nevada Governor's Directives (as of May 4, 2020)

For all workers, regardless of specific exposure risks, it is always a good practice to:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Avoid close contact with people who are sick.
- Stay home if sick.
- Recognize personal risk factors. According to U.S. Centers for Disease Control and Prevention (CDC), certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.

As of May 4, 2020, BESW is considering its COVID-19 reopening action plan with a phased approach in alignment with the Nevada United Roadmap to Recovery (Roadmap). At Phase 0, BESW is considering how to amend its current written Safe and Healthy Workplace Policy to address the potential hazards in each phase of our reopening to:

- Evaluate new hazards as they are identified and re-evaluate known hazards to identify any additional mitigation measures needed.
- Develop and implement additional training for employees required by our updated plan.
- Establish methods for ensuring compliance with the amended safety rules and work practices.
- Establish policies and practices that ensure social distancing.
- Establish policies and practices to sanitize common surfaces and encourage hand washing.
- Conduct daily surveys of changes to staff/ labor health conditions.
- Address how to serve our customers who are sick or in vulnerable populations.

SAFETY MEETING/ TRAINING

TOPIC _____

DATE/TIME _____

TRAINER/SUPERVISOR _____

EMPLOYEES ATTENDED

ACCIDENT INVESTIGATION REPORT

TO BE FILLED OUT BY SUPERVISOR IMMEDIATELY AFTER INJURY,
AND TURNED IN TO THE SAFETY OFFICE FOR REVIEW BY
MANAGEMENT.

NAME OF
INJURED _____

DATE AND TIME OF
INJURY _____

LOCATION _____

WITNESSES _____

SUPERVISOR _____

HOW ACCIDENT OCCURRED _____

MEDICAL TREATMENT _____

CORRECTIVE ACTION _____

CORRECTION DUE
DATE _____

STEPS TAKEN TO PREVENT
RECURRENCE _____

NOTES:

ALL ACCIDENTS (NO MATTER HOW SMALL) MUST BE REPORTED IMMEDIATELY TO
SUPERVISOR.

NOTICE OF SAFETY INFRACTION

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to strictly enforce company safety rules. Infractions of safety rules will result in the following:

1st – Written / Verbal Warning

3rd Infraction – 3 to 5 days suspension

2nd Infraction – Written Warning

4th Infraction – Dismissal

(Name) _____, you have been observed working in the following unsafe manner, contrary to company safety rules:

This is your 1st _____ 2nd _____ 3rd _____ 4th _____ infraction.

Action taken, therefore is:

Supervisor: _____ Date:

Employee: _____ Date:

PRECAUTIONARY LOCKDOWN

When you receive the order, "Precautionary lockdown", take the following actions:

1. Try to remain calm.
2. Realize Police Officers will not have time to give details.
3. Close and lock all doors.
4. Remain in your office. Once locked down, you will be allowed to move about the building (restroom, water breaks). If you leave the building, you assume all risks of leaving a secure environment during an unknown situation.
5. If not in your typical surroundings, proceed to a room that can be locked.
6. Do not shelter in open areas such as hallways or corridors. Go to the nearest room that can be locked or barricaded.
7. All non-Police employees shall enter through the front main doors.
8. Use office phones only for emergency notification to 911 or City of Reno Police, or to relay information to other affected agencies near the emergency or that are under your direct responsibility.
9. If you hear nearby gunshots, flee the area, if possible. If you can't flee, hide in your locked office and lay on the floor and use heavy objects as cover (filing cabinets, desks).
10. Do not unlock doors until instructed to do so by Police Officers or Firefighters. Ignore any fire alarms unless you see actual flames or smoke.

FULL LOCKDOWN

If you hear gunshots or receive the order, "Full lockdown", take the following actions:

1. Try to remain calm.
2. Realize Police Officers will not have time to give details.
3. Close and lock all doors.
4. Turn off all lights.
5. Remain silent.
6. Silence all cell phones.
7. Turn off all radios or other devices that make sound.
8. Remain in your office or safe room. Once locked down, you will not be allowed to move about the building. You will not be allowed to leave the building until an "All clear" order has been given.
9. Do not let any non-Police Officers into the building.
10. Occupants should be seated below window level, toward the middle of the room, away from windows and doors.
11. If not in your typical surroundings, proceed to a room that can be locked.
12. Do not shelter in open areas such as hallways or corridors. Go to the nearest room that can be locked or barricaded.
13. Use office phones only for emergency notification to 911 or to City of Reno Police or to relay information to other affected agencies near the emergency or that are under your direct responsibility.
14. If you hear nearby gunshots, flee the area, if possible. If you can't flee, hide in your locked office and lay on the floor and use heavy objects as cover (filing cabinets, desks).
15. Do not unlock doors or attempt to leave until instructed to do so by Police Officers or Firefighters. Ignore any fire alarms unless you see actual flames or smoke.