



EUREKA COUNTY PUBLIC WORKS
PO Box 714, 701 South Main Street, Eureka, Nevada 89316
Phone: (775) 237-5372 · Fax: (775) 522-0909 · www.co.eureka.nv.us

Eureka County Safety Committee Meeting

Date: 6-03-2025 (First meeting of the safety committee)

Time: 2:00 p.m.

Location: Commission Room

Attendees Present

Brandy Mahoney, Brenna Rogne, Charles Cobb, David Jones, Jessica Santoyo, Kim Todd, Linda Gordon, Nichole Cooley, Marshall Smith (POOL/PACT), Jeb Rowley

Absent - Michael Nunn, Steve Zimmerman, Tasha Dunlap, Shanlee Flake.

The Eureka County Safety Committee convened its first meeting at 2:00 PM in the Commissioners Chambers. The meeting was opened by Jeb who will serve as the Safety Director.

Marshall Smith from POOL/PACT was introduced and led the main presentation. He began by discussing the purpose of the safety committee and the importance of formalizing Eureka County's safety protocols through written plans, regular inspections, and employee training. Smith emphasized that, while the committee serves as a proactive safeguard against accidents and liability, its broader mission includes improving employee morale, increasing productivity, and strengthening the overall workplace environment.

The meeting then transitioned to a review of legal requirements for safety programs in Nevada. Smith explained that any employer with 26 or more employees is required to have a written workplace safety plan and a functioning safety committee. Additionally, employees must be compensated for the time they spend attending committee meetings or safety training. He noted that these requirements are not only legal obligations, but also best practices that promote workforce retention, reduce workers' compensation claims, and enhance public service delivery.

The discussion turned to OSHA's enforcement process. Smith described how OSHA typically initiates investigations by requesting copies of a county's written workplace safety plan and the minutes from the last three safety committee meetings. If these documents are missing, outdated, or incomplete, it reflects poorly on the employer and often leads to deeper scrutiny. By maintaining current documentation and demonstrating proactive efforts, counties can often avoid further enforcement action.

Next, the committee reviewed responsibilities under a workplace safety plan. Smith explained that safety plans must clearly identify who is responsible for each element, from hazard identification to training. Department heads and supervisors must conduct monthly internal inspections using appropriate checklists. The safety committee itself will carry out periodic random inspections to ensure consistent compliance. Employees, in turn, are expected to report hazards, participate in safety training, and take personal responsibility for their work environments.

The need for department-specific training was discussed in depth. Smith stressed that each department must identify its unique risks and develop tailored training to address those hazards. This includes volunteers, who must receive the same level of safety instruction as paid staff. Supervisors were encouraged to begin outlining the types of training their teams require and to ensure that accurate records are kept for every training session.

Recordkeeping was highlighted as a critical component of compliance. Smith reminded the committee that all injuries, even minor ones, must be reported within seven days. This documentation ensures that Eureka County remains in good standing with state workers' compensation requirements and helps create a culture of accountability. All training, inspection results, and corrective actions must be recorded and accessible for review at any time.

The group then discussed how future safety committee meetings should be structured. Smith recommended that meetings start and end on time and follow a consistent agenda format, including review of old and new business, department reports, and updates on ongoing projects. One such project discussed at this meeting was scheduling fire extinguisher training for all county staff.

The committee agreed that the written workplace safety plan should be reviewed one section at a time during future meetings. Members are expected to bring feedback and suggestions for each section so that a finalized version can eventually be presented to the Eureka County Commissioners for adoption. Once approved, this document will serve as a central safety guide for all departments.

In concluding the meeting, it was agreed that the safety committee would meet monthly until the written plan is finalized, after which meetings would occur quarterly. The next meeting will focus on reviewing the current status of the written safety plan, identifying any department-specific hazards, and setting concrete safety goals for the months ahead. The possibility of scheduling a SCATS (Safety Consultation and Training Section) assessment from Nevada OSHA was also discussed, with the general consensus being that such an external evaluation should take place after the written safety plan is in place.

The next meeting was scheduled on July 15th, 2025 at 2:00 PM.

The meeting adjourned at approximately 3:30 PM.

Action Items Identified During the Meeting:

1. Departments are to begin identifying and reporting specific safety hazards or concerns to the safety committee.
2. A countywide fire extinguisher training session is scheduled June 4, 2025.
3. A SCATS consultation may be requested to assess county facilities for safety concerns at a future date.
4. Accurate and up-to-date records of safety training, inspections, and incidents must be maintained.
5. All members are to review and provide input on the draft version of the written workplace safety plan.

Minutes submitted by: Jeb Rowley

Approved by: