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 Chapter 7-100: Introduction

Policy No: 7-100

Tehachapi Valley Recreation and Park District is committed to the safety and security of its employees, customers, and the public at large, with the ultimate goal of providing the safest and most secure environment possible.

The District Manager is authorized to approve programs, standards, rules, and procedures to protect and promote safety and security of its employees, customers, and the public and to protect District resources.

Toward this goal, the District conducts a variety of safety and security programs. Examples of these types of programs include:

* A program of facility developmentthat complies with all building safety permit requirements, product safety guidelines, and ADA guidelines.
* A capital maintenance program that addresses issues related to safety and security as a top priority.
* A regular program of park and facility safety inspections.
* The District is a member, together with other recreation and park districts, in a Joint Powers Agreement known as the California Association for Park and Recreation Indemnity (CAPRI) to collectively self-insure. CAPRI conducts annual inspections of District facilities related to safety and security issues.
* A program of Illness and Injury Prevention.
* A Workplace Violence Prevention Program instructing employees in the recognition and reporting of suspicious persons/activities in the workplace.
* District employees participate in various safety-training programs in an effort to prevent or respond to emergency situations.
* The District encourages community neighborhoods to watch for and report any suspicious activity at District parks and facilities.

TVRPD strives to provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable, and fulfilling experience.

 Chapter 7-200: Injury and Illness Prevention Program

**Commitment For Safety And Health** Policy: 7-201

Tehachapi Valley Recreation and Park District will maintain a Safety and Health Program conforming to best practices of an organization of our type and size. To be successful, this program will embody proper attitudes toward injury and illness prevention for all District employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his/her co-worker. Only through such a cooperative effort can a Safety and Health Program in the best interest of all be established and preserved.

The District’s ultimate goal is to reduce the number of injuries to an absolute minimum and to continue to strive for no accidents and injuries.

**Management And Staff Responsibilities**

* All supervisors and employees are accountable for their responsibilities to follow all health and safety rules and are responsible for those employees working under them to do the same.
* Any District employee failing to adhere to any safety and health rules is subject to disciplinary action, including dismissal.
* It is everyone’s job is to report any unsafe conditions with a guarantee that management will take action, without fear of reprisal.
* The District will allocate all necessary resources for a safe environment for all, including but not limited to:
  + Identifying and controlling all hazards regardless of new or old.
  + Provide employees with all necessary personal protective equipment.
  + Encourage and train employees in safety and health on a regular basis.
* All District employees are responsible for setting good examples for each other.

**Safety Communications**

* Communications systems must be presented in a form that everyone can understand.
  + A positive two-way system of communication should be established.
  + If employees cannot read, information must be given to them orally.
  + Information must be presented in English and, if necessary, Spanish.
* The Safety Committee will recommend regular department-specific and full-staff meetings with safety being a part of the agenda.
* Employee information areas can be found at the District Office and other locations as prescribed by the Safety Committee.

**Hazards Assessment And Control** Policy: 7-202

* All District facilities, vehicles, and playground equipment shall be inspected for any hazards at regular intervals as determined by District maintenance management staff.
* All hand tools and power equipment shall be inspected for hazards prior to each use.
* All safety hazards shall be identified, recorded, and corrected expediently as possible.

**Accident Investigation** Policy: 7-203

Investigations will be conducted by the District Manager or his designee and reported to the Safety Committee.

* Accident investigation questions include:
  + What happened?
  + Why did the accident happen?
  + What action should take place so this occurrence does not happen again?
  + What action has already taken place?

**Safety Planning, Rules, And Work Procedures** Policy: 7-204

**Protective Equipment** Use of personal protective equipment specified by Supervisor, shall be utilized. Examples include but are not limited to:

* Hard hats and protective clothing
* Goggles, face shields or safety glasses
* Ear plugs and car muffs
* Respirators, gas mask and/or self contained breathing apparatus
* Reflective vests or bright articles of clothing

If personal protective equipment has been specified as a condition of employment, its use is mandatory.

* Supervisors are accountable for employees’ compliance.
* A goal is to train employees to use and wear equipment when performing hazardous duty.

**Work Attire** Proper work attire is essential in protecting the employee from hazards.

* Employees must wear clothing that is suitable to the job they perform.
* Persons with long hair must wear a net or cap while working around machinery.
* Individuals required to wear breathing masks or devices in toxic areas are to be clean shaven.
* Employees working with tools, power equipment, and etc., must wear appropriate footwear and gloves.

**CPR/First Aid Training** All employees will be trained in CPR and First Aid every two years.

**Safety And Health Training** Policy: 7-205

Every Supervisor is responsible for the safe actions and training of their employees and the safe use of equipment, tools and vehicles. Department supervisors are expected to:

* Orient new employees on all safety and health practices.
* Update all employees on new safety hazards.
* Encourage employees to be aware of and looking for any safety hazards.
* Supervisors must investigate any accidents immediately and correct any hazardous conditions as soon as possible.

Employees should understand his/her rights to safety and health requirements.

* No District employee is expected to carry out a job task until he/she has reviewed proper safety instructions and is authorized by their supervisor to perform said task.
* An employee should never undertake a job that he/she is not trained for or appears to be unsafe.
* Employees working with chemicals should fully understand their toxic properties and how to work with them safely.
* Mechanical safeguards on all equipment must be in place and kept in place.
* Individual staff must use personal protective equipment when required and must keep them properly maintained.
* Employee must report any illness or work related injury to Supervisor immediately.
* District employees are to report to their supervisor or designated individual, all unsafe condition at the work site.

**Fire Prevention** Policy: 7-206

The District maintains a written Fire Prevention Plan that is available to all employees. This plan is reviewed by the Safety Committee on an annual basis and updated accordingly.

**Protective Equipment** Policy: 7-207

The District maintains written Personal Protective Equipment Guidelines that are available to all employees. These guidelines are reviewed by the Safety Committee on an annual basis and updated accordingly.

**Workplace Violence** Policy: 7-208

The District maintains written Workplace Violence Awareness information that is available to all employees. This material is reviewed by the Safety Committee on an annual basis and updated accordingly.

 Chapter 7-300: Safety Committee

Policy: 7-300

Tehachapi Valley Recreation and Park District has established a Safety Committee for the purpose of continually reviewing the safety of its parks and facilities on behalf of the public and its employees. Further, the Safety Committee ensures that District employees are receiving adequate and regular training relevant to the safety needs identified by the District.

**Objectives** The objectives of the Safety Committee are to:

* Promote safety within the district
* Develop formal written safety procedures
* Reduce the frequency and severity of accidents
* Review and analyze incidents and accidents
* Develop and present employee training
* Encourage employee involvement
* Assist management in recognizing hazards and concerns
* Communicate safety and loss prevention information to the entire work force
* Implement safety incentive programs

**Committee Members** The Safety Committee will be comprised of staff representing a variety of departments and/or major functions of the District. Board members may also participate on the Safety Committee.

Membership on the Committee should be rotated to avoid burnout, ensuring the effectiveness of the Committee, and to encourage employee buy-in to the safety and loss prevention process.

**Safety Officer** The District Manager will serve as the Safety Officer The Safety Officer’s responsibilities include:

* Ensuring that Safety Committee meetings convene at least quarterly, that an agenda is prepared and minutes taken.
* Will serve as a point of contact for staff to request that specific issues be addressed.
* To ensure follow-up with appropriate staff and/or the District Manager on goals set forth by the Committee.

**Agenda** The Safety Officer will prepare an agenda for each meeting that will include items such as the following:

* Approve minutes from previous meeting
* Review employee incident and accidents, seeking causes and the prevention of recurrence
* Review patron and participant incidents and accidents, seeking causes and the prevention of recurrence
* Review inspection reports from District sites
* Review past staff safety training
* Plan and schedule upcoming staff safety training
* Perform site inspections, as a committee or in subgroups
* Update unfinished items, seeing them through to completion
* New business, suggestions and concerns from the members

The Committee should also recognize hazards, look for and discuss ways that losses could happen to property or to people and recommend corrective actions and monitor those corrections through to completion.

The purpose of the Committee is not to lay blame, find fault, or pass the buck. Instead the Committee members, coming from different disciplines or departments within the District, will work together for a common good—making the District a healthier, safer place. They emphasize teamwork, not just within the Committee structure itself, but throughout the entire work place.

**Employee Safety Training** Policy: 7-301

The Safety Committee will plan and schedule employee safety training for both new employees and for skilled, long-term employees for the purpose of refreshing sensitivity to safety issues and/or learning new procedures.

The Safety Committee may recommend that individual departments (such as maintenance) have weekly meetings to discuss short, single-topic discussions that affect only that department or crew. Proper use of a weed whacker, as an example, is critical to a maintenance crew, but probably of little value to the preschool staff.

Conversely, other, broader topics such as first aid or defensive driving or fire prevention impacts all employees and will occasionally be presented in all-staff meetings or in similar formats as the Safety Committee sees fit.

Department managers will assist the Safety Committee by being alert to safety issues under their purview and recommending trainings that would benefit their entire staff.

The District’s insurance provider (CAPRI) provides a number of safety training resources, including a quarterly, a newsletter entitled *Fine Print*, geared toward Boards and administrators and covering a wide range of risk management topics. A quarterly bulletin, *Safety Line,* is mailed to all members, with a target audience of district managers and supervisors. Additionally, eight times a year, CAPRI provides flyers, single-subject safety and health reminders written for all employees. The Safety Committee may recommend that relevant flyers be distributed to employees or hung in employee gathering areas.

CAPRI also maintains a library of videos that cover a broad spectrum of resources, including fire safety; proper use of tools; back care; harassment prevention; safe driving and others. These videos are a cost-effective training medium.

 Chapter 7-400: Vehicle and Driver Safety

**Operation Of Vehicles** Policy: 7-401

Only authorized employees may operate vehicles in the course of their employment with the District. District vehicles are not to be used for personal business. District vehicles are also not to be operated by family members, friends, unauthorized employees, or other unauthorized persons. In order to operate a District vehicle or utilize a vehicle on District business all employees must abide by the foregoing conditions and the following additional rules:

**Driver’s Licenses and Driving Records:** Any employee who operates a vehicle in the course of his or her employment with the District must possess a valid California driver’s license, any and all applicable licenses or registrations for the operation of a particular vehicle, and an acceptable driving record. Any adverse change in the status of an employee’s driver’s license or driving record must be immediately reported to the employee’s supervisor and the District Manager. Having a driving record that the District’s insurance carrier or failure to give prompt notification of an adverse change in an employee’s driving record or of a license suspension or restriction may result in loss of driving privileges and/or disciplinary action up to and including termination.

**Automobile Insurance:** Any employee who utilizes his or her personal vehicle in the course of employment with the District must submit proof of automobile insurance for the vehicle being utilized. Any change in the status of an employee’s automobile insurance must be immediately reported to the employee’s supervisor and the District Manager. Failure to give prompt notification of a change to the employee’s automobile insurance or provide proof of automobile insurance may result in loss of driving privileges and/or disciplinary action up to and including termination.

**Mileage Reimbursement:** Mileage reimbursement for the utilization of private vehicles on District business will be compensated at a rate as approved by the Board of Directors.

**Drugs and Alcohol:** Operation of a District vehicle or any other vehicle while under the influence of alcohol or drugs, or while mentally or physically impaired by prescription drugs or other foreign substances, may result in the loss of driving privileges and/or disciplinary action up to and including immediate termination.

**Safe Operation:** All employees who operate motor vehicles in the course of their employment with the District are expected to observe and follow safe driving habits. Employees are to avoid exhibitions of speed and reckless conduct. Compliance with all local, state, and federal traffic laws is required.

**Seat Belt:** As required by law, all employees must wear seat belts at all times while operating or riding in any District vehicle or while operating or riding in any other motor vehicle during the course of their employment.

**Collision:** In the event of a collision involving property or vehicle damage, or personal injury, your supervisor and the District Manager must be immediately notified. Employees who are at fault in a collision are subject to disciplinary action up to and including termination.

**Condition of Vehicle:** Each employee is expected and required to keep his/her assigned District Vehicle in a clean condition, free of debris and excess personal materials.

**Mechanical Condition:** Each employee is required to report all mechanical problems that are experienced with a District vehicle to his/her supervisor, and the District Manager.

**Motor Vehicle Safety Policy** Policy: 7-402

The driving of vehicles is vital in conducting District business. Vehicle-related losses are potentially a very costly type of loss to the District. The types of exposure include:

* + Property damage
  + Bodily injury
  + Fatalities
  + Liability suits

The cost of claims can mount to losses that will adversely affect the District’s efforts to accomplish its mission. To help prevent vehicle accidents and the type of loss exposures associated with them, a general guideline is presented below.

**Motor Vehicle Safety Program**

**District Manager Responsibility:** The District Manager is responsible for the safety program. The duties include:

* + Responsibility for the driving record of those persons that operate District vehicles. DMV checks are conducted and continuously reviewed.
  + Establish a safety policy and rules for personnel to adhere to and check on compliance with these requirements.
  + Assist the Operations Manager to establish a policy on the maintenance of vehicles so they are kept in safe mechanical condition.
  + Establish policies and procedures for inspecting vehicles for the operating condition of safety devices, such as hazard warning lights and wipers. Also inspect for signs of abuse, unreported physical damage, and general upkeep.
  + Fully support and promote defensive driving practices and the use of seat belts by all drivers and passengers.

In addition the District Manager will monitor each employee for:

* Date of and type of driver’s license and renewals.
* Date and type of driver training courses, defensive driving courses, and refresher courses taken.
* Three-year accident history showing the dates and types of accidents, even if the driver was not at fault.

MVR Reviews

Motor Vehicle Reports (MVR’s) are obtained from the California Department of Motor Vehicles. The MVR’s are forwarded to the District Manager for review.

When an employee’s MVR point total exceed an acceptable limit, a judgment shall be made to determine if this employee should be permitted to operate a District vehicle. Other factors which may be considered are:

* The necessity of driving a vehicle in the performance of the employee’s regularly assigned duties.
* The overall work record of the employee.

**Driver Responsibility:** Drivers of vehicles owned, rented, or leased by the District shall be required to practice defensive techniques and practices. The basic defensive driving practice is to plan and do everything that one can reasonably do to prevent an accident. The following guidelines should also be followed:

* + Drivers must have a valid driver’s license to operate a District vehicle. All drivers should be reviewed to see if their duties will involve operating vehicles that require a chauffeur’s license or special license. The license shall be evaluated by supervisory or personnel staff at the time of hire.
  + The driver should be physically and mentally capable of driving the vehicle they are assigned, whether the vehicle be a car, van, bus, truck or tractor.
  + The driver should pass written tests on driving regulations with road tests and check rides required by the State and District.
  + All District drivers should be trained/re-trained and evaluated on safe driving skills through the use of recognized organizations that conduct driver training courses which cover defensive driving techniques: two-vehicle collision prevention, backing accident prevention, safe following distance, passing skills, and intersection driving turns.

**Operation of Vehicles**

**Pre-Driving Inspection:** Before operating any vehicle, the driver should inspect the vehicle. An inspection check should include but should not be limited to the following items:

* Condition of tires and air pressure
* Windshield wipers
* Lights, turn signals, brakes, and horn
* Cleanliness of the windows
* Mirrors cleaned, secured, and properly adjusted

**District Vehicle Accident** Policy: 7-403

The objective of this policy is to establish procedural guidelines for reviewing and recommending disciplinary action resulting from vehicle accidents. Recommendation(s) will be presented to the District Manager by the District Safety Officer after Safety Committee review and concurrence. This administrative policy will provide guidelines to the District Manager in conjunction with the District Safety Committee to determine fault of vehicle accidents. Accident review and recommendations will be presented to the District Manager. Mitigating circumstances may require the reviewing personnel to make additional recommendations not expressly stated in this policy.

**Definitions:**

* + **Vehicle accident:** Any vehicle accident involving a District vehicle and a District employee. The accident is limited to District vehicle damage or resulting personal injury.
  + **Accident Review Board:** The District Safety Officer and members of the Safety Committee will be members of the Accident Review Board.
  + **Bodily Injury:** As defined here will mean “professional medical attention given the person injured as a direct result of a vehicle accident and requiring medical follow-up.”

**Administrative Policy**

It shall be the responsibility of the District Safety Officer to evaluate every vehicle accident involving a District vehicle.

The purpose of this investigation will be to determine:

* Accident fault;
* Formulate disciplinary recommendations;
* Provide written recommendations to the District Manager; and
* Hear employee appeals resulting from the recommendations.

The District Safety Officer will provide a report to the District Manager within two days of final committee review or within seven days of the accident.

**Vehicle Accident Procedure**

All District vehicular accidents involving employees are to be reported immediately to the area-specific manager. Any investigative reports will be made available to the District Manager for further review. The District Manager will make a final determination as to whether or not further action is required.

During the accident investigation, the employee’s authorization to drive may be suspended. The suspension will remain in effect pending disposition of the vehicle accident.

**When Vehicle Use is a Major Aspect of the Job Description:**

Employees guilty of an at-fault accident who are employed in a position in which driving is a major job responsibility may be subject to termination of employment if the accident leaves them unqualified to drive District vehicles under existing Policy and Procedures Manual.

**Restitution (Option):** The employee may make restitution for damages or losses. This is included as an employee option. No restitution will be allowed for the category “bodily injury.” The employee may reimburse the District for the total expense of the vehicle repairs. Restitution could be a lump sum payment or payroll deduction. The employee choosing this option will have the suspension without pay dismissed.

**Driving Authorization:** The employee may be removed from the authorized driving list after the third incident. Employees may resume their privilege after:

* + Completing twelve consecutive months without a preventable or at-fault accident on their personal record; and
  + Completion of “Traffic School.”