



**Parks & Recreation Department
Standard Operating Procedure**

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Authorization:



Director Parks & Recreation

Date: 11-26-13



Superintendent

Date: 11-26-13

See Attached



Parks and Recreation

Illness and Injury Prevention Plan

Revised

November 2013

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1) Management Commitment

It is the policy of the Parks, Recreation and Building Maintenance Departments to protect the safety and health of our employees. Injury and Illness losses from accidents are needless, costly and preventable. The Parks & Recreation department has established a safety and health program dedicated to fundamental occupational safety and health ideals that will help us prevent injury and illness due to workplace hazards. Employee involvement at all levels of the department is critical for us to be successful in this effort. To accomplish this task, a joint worker/management safety committee has been established. The purpose of this committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health within the Parks and Building Maintenance and Recreation Divisions.

2) Labor and Management Accountability

Federal and State regulations require that employees be provided with a safe workplace. Management's responsibility is the prevention of injury and illness. Management provides direction and full support to supervision and employees regarding all safety and health procedures, job training and hazard elimination practices.

Supervisors are directly responsible for supervising and providing job training for their employees. This includes proper work practices to ensure safe completion of assigned tasks. Supervisors are required to enforce Parks & Recreation rules and take immediate corrective actions to eliminate hazardous conditions and practices.

It is the responsibility of every employee to perform work in a safe manner. Knowledge of appropriate safe work practices and safety rules is essential. Employees are expected to obey established safety rules. Employees are also expected to maintain their work areas free of hazards by correcting unsafe conditions or reporting them to their supervisor.

3) Employee Involvement

The City of Medford has established Administrative regulations 85-2, which establishes a City Wide Safety Committee to comply with OAR 437-40-045. Additionally, Administrative Regulation 85-6 establishes general responsibilities to the Director and Supervisors of each department to develop and implement general safety rules within their departments.

The Director of Parks and Recreation has established a Parks, Building Maintenance and Recreation Safety Committee which meet's on a monthly basis to assist in providing a safe and healthy workplace for all Parks, Recreation and Building Maintenance employees.

Our departmental Safety Committee membership is composed of Parks, Building Maintenance and Recreation staff, as well as department Supervisors. The objective of the Parks Safety Committee is to generate an atmosphere where the Parks and Recreation management and workers can cooperatively work together to improve the safety of all Parks, Recreation and Building Maintenance employees. Active participation by all segments of the Parks Department is the cornerstone of a safe and healthy working environment for the department and the facilities we maintain.

All employees are encouraged to voice safety concerns and submit suggestions for improving safety in the Parks and Facilities. A Safety suggestion box is located in the Parks and Recreation Department at the Service Center and Santo Community Center. Suggestions are reviewed by the Safety Committee on a monthly basis.

The Director has instructed the Parks and Recreation Safety Committee to perform quarterly Self-Inspection procedures of the work areas at the service center and mechanical rooms at the City Hall and Annex. Additionally, the Building Maintenance division has established a preventative maintenance program that requires routine inspections of life safety systems and equipment under the direct control of the Parks & Recreation Department.

4) Hazard Identification and Control

The Self-Inspection Procedure is an integral part of a comprehensive hazard control system in the Parks & Recreation Department. Regularly scheduled self-inspections are performed by members of the Department Safety Committee.

These inspections provide a basis for identifying existing and/or potential work place and job related hazards. The information gathered during the self-inspection is used to develop safe work practices, job hazard assessments and safety training programs.

The Self-Inspection Procedure is formatted as a checklist. The inspection form is modeled after the Oregon OSHA's "Checklist for Self Inspection" from the OR-OSHA guidance document "Developing Your Workplace Injury and Illness Prevention Plan".

The working document "Self-Inspection Procedures" is attached as Appendix A.

Additionally the Parks and Recreation Department will perform a Job Hazard Analysis for the individual jobs performed by the Parks Technicians, Building Maintenance, Janitorial and Recreation staff. This hazard analysis will also be used as supplemental documentation to comply with OR-OSHA requirement for PPE, Lockout/Tagout, and Confined spaces.

The working Document "Job Hazard Analysis" is attached as Appendix B

5) Incident/Accident Investigation

Most accidents are caused by the failure of people, equipment, materials or environments to behave or react as expected. Accident investigation is an important part of the Parks & Recreation Department's Illness and Injury Prevention program. Investigations are made to determine how and why these failures occurred. The information is also used to prevent similar accidents.

All accidents occurring on the job, that result in injury, must be investigated and reported. Incidents, accidents involving no injury or time lost, must be reported on the Report of Accident form.

The responsibility of management is to find and correct the causes of accidents by using a systematic and consistent approach to implementing and overseeing safety protocols. The Director of Parks and Recreation has requested, as part of their duties, that a Parks and Recreation Safety committee review all employee accidents within the Department and make recommendations for ways to prevent accidents from recurring.

6) Worker Training

Worker Training is an essential component of the Parks and Recreation Department's Injury and Illness Prevention Plan. Appropriate training can decrease the number and severity of accidents by ensuring that employees understand the procedures and hazards associated with their work. Supervisors are directly responsible for ensuring that their employees receive the appropriate training. The City of Medford Safety Office and Risk Manager are available to assist supervisors in meeting this responsibility.

At least monthly (preferably bi-monthly) a portion of the Parks , Building Maintenance and Recreation Division's weekly staff meetings will be devoted to safety information and training programs. All training will be documented to meet the requirements of OR-OSHA.

7) Periodic Program Evaluation

An annual evaluation of the Injury and Illness Prevention Program will be conducted to ensure that employees are following recommended safety practices and procedures; and that the Parks and Recreation Department's Injury and Illness Prevention Plan is being properly implemented.

The City of Medford Risk Management Office in conjunction with City County Insurance, shall evaluate the Parks & Recreation Department's workplace conditions to identify actual and/or potential workplace hazards.

Employees will be consulted to assess the employee's views on program effectiveness. They will also be asked to assist in identifying problems.

The evaluation will look at specific workplace conditions as they relate to the hazards that employees may encounter, the proper personal protective equipment usage under actual workplace conditions and compliance with provisions of the City of Medford Safety programs.

See Current Safety Inspection List
Excel File

M Drive

City Forms

Health and Safety

Inspection Form RM015

Inspection Form RM015 Page 2

Ladders:		Date: 11/19/13
<p>Portable ladders are used in a wide variety of settings and locations. Misuse of portable ladders can result in serious injuries from falls or, in the case of metal ladders, electrical shock. Portable ladders must be maintained in good condition at all times, and inspected at regular, frequent intervals. Training is also an important aspect of portable ladder safety and accident prevention.</p>		
Primary hazards include:	Solutions:	
Lifting-related injuries	Get help lifting/Lift safely/Stretching	
Falls	<p>Make sure ladder is on stable surface, and properly locked or secured the ladder before using. Don't reach out to the sides, point of reference your belt buckle shouldn't go past the outside of the ladders legs at any time. Both feet must be on the ladder while working. Don't stand on or above the top 2 rungs of the ladder. Inspect all ladders before use. Use the correct height ladder for the job; ladder should be 3 feet higher that the height you need to reach. Inspect all ladders before use.</p>	
Electrocution	Use only fiberglass ladder when working around electricity. Use proper Lockout/tagout procedures.	
Slips, trips and falls	<p>Inspect ladder treads before use. Wear shoes with non-slip soles. Make sure the ladder steps and shoes are clean and in good shape.</p> <p>When hanging banners where ladders are required, two people on ladders required.</p>	

Table Saws:		Date: 9/12/05
<p>Tables saws use cut wood & laminates, cut and shape lumbers, ply-woods & plastic laminates)</p>		
Primary hazards include:	Solutions:	
Lifting-related injuries (lifting sheets of plywoods)	Get help lifting/Lift safely/Stretching	
Impact	Always Make sure Anti-kick back Guards are in place	
Cuts and amputations	Stay clear of saw blades. Never run saw without blade guards installed	
Eye injury	Wear protective goggles when using saws.	
Hearing loss	Wear ear protection when using power equipment.	
Slips, trips and falls	Keep floor clean from dust	

Routers:

Date: 9/12/05

Use Routers use shape & trim woods, Lumbers, & Ply-woods.

Primary hazards include:	Solutions:
Eye injury	Wear protective goggles when using saws.
Hearing loss	Wear ear protection when using power equipment.
Cuts	Never run router without blade guards installed

Hand Power Tools:		Date: 9/12/05
This Activites Involves the use of Hand Power tools such as drill motors, skill saws, jig saws, Saws-alls, Roto-hammers, grinders, etc,		
Primary hazards include:	Solutions:	
Eye injury	Wear protective goggles when using Power hand tools	
Hearing loss	Wear ear protection when using power Chipping And Grinding equipment.	
Cuts	Never run Power tools without blade guards installed	

Bench Grinders:		Date: 9/12/05
Shape, Smooth & Wire brush Metals with Bench Grinder.		
Primary hazards include:	Solutions:	
Eye injury	Wear protective goggles & Face Shield when using Bench Grinders. OSHA Code requires double protection when use performing this task.	
Cuts, Abrasions, Penetration & Impacts	Tool rest needs to be <= 1/8" from grinder wheel	

Bleachers: 3-4 levels:		Date: 9/30/09
Bleachers are used throughout the parks system and at times required to be moved.		
Primary hazards include:	Solutions:	
Lifting	Stretch /lift as a team, one person giving instructions/ 2 people if they have rollers or are using dollies/ 4 people if no wheels or dollies or lifting onto a trailer.	
Foot Protection	PPE-Steel toed boots if lifting.	
Cuts	PPE-Cut resistant gloves.	
Trailers	Use racking straps/maximum 4 bleachers per trailer.	

Bleachers: 5 levels:

Date: 9/30/09

Move only if no other options are available. Follow all procedures listed in 3-4 level bleachers with the exceptions/additions.

Primary hazards include:	Solutions:
Clearance when Transporting	Beware of the overall height when bleacher is on trailer.
Outriggers	Remove before transporting.
Flagging	Flag both sides and rear of bleachers when transporting on trailer on public roads.
Loading	Maximum 1 bleacher on trailer/6 people minimum for loading and unloading.
Moving	Park trailer as close as possible/use dollies when possible.

Picnic Tables:

Date: 9/30/09

Picnic tables are often moved within the parks and to off site events.

Primary hazards include:	Solutions:
Lifting	Stretch/4 people minimum if lifting onto a trailer/ 2 people minimum if moving within a park/lift as a team.
Transporting off site	Ratcheting straps/4 tables maximum per trailer.
Cuts	PPE-Cut resistant gloves.
Foot Protection	PPE-Steel toed boots.

Football/Soccer Goals:

Date: 9/30/09

Primary hazards include:	Solutions:
Lifting	Stretch/2 people lift cross bars while standing on flat surface, no ladders.
Cuts	PPE-Cut resistant gloves
Transporting	Within park/2 people; outside park/disassemble/flag sides and rear/use ratcheting straps.

USCCP Portable Rolling Fencing:

Date: 5/13/13

Move by hand with at least two people. May pull with carts using two people to connect and disconnect from carts.

Primary hazards include:	Solutions:
Cuts	Use leather gloves while moving fence pieces.
Lifting and Pulling	Stretch before lifting or moving fences and lift with your legs not your back. Use two people to lift/pull bar to adjust the wheels.
Transporting	Pull with electric cart slowly to prevent fence from falling over or use two people when moving them by hand.
Pinch Points	Wear rubber gloves when moving or setting up fences.
Foot Protection	Wear closed toe shoes.

Appendix C (Janitorial)

Janitorial cleaning:		Date: 9/12/05
<p>This activity involves a variety of duties such as cleaning floor, Shampooing rugs, washing walls and glass and removing rubbish. On a typical day the employee may wet or dry mop floors, clean bathrooms, vacuum carpets or dust furniture.</p>		
Primary hazards include:	Solutions:	
Slips, Trips and Falls – wet floors and stairwells	Wear appropriate non-slip shoes.	
Falls - from Ladders	Make sure Ladder is on stable surface, don't reach to far out to the sides. Don't stand above top rung. Inspect all ladders before use.	
Cuts, bruises – from Machines and hand tools.	Use appropriate hand protection. Inspect work area for hazards	
Burns – from chemicals	Use appropriate PPE. Chemical resistant gloves	
Eye Injuries	Use appropriate PPE. Use goggles when mixing chemicals.	
Sprains and Strains – from moving heavy furniture and equipment	Use proper lifting techniques. Use 2 people to move heavy equipment.	
Electrocution	Check Power cords on all equipment before use. Report any cords in need of repair. Unplug cords at the outlet; don't pull the cord to unplug.	
Exposures - Blood borne Pathogens	Use appropriate PPE when cleaning toilets, urinals and cleaning up spills	

Soil Preparation and Grading:

Date: 9/12/05

Soil preparation is the process of preparing the existing soil material by loosening the sub-grade and mixing in soil conditioners such as topsoil, humus and fertilizer to a quality needed for planting and/or landscaping. *Grading* is the process of moving soil to the desired elevations and/or designed contours.

Primary hazards include:	Solutions:
Equipment Accidents	Train and certify operators
Slips and trips - uneven terrain	Wear boots with traction soles
Vehicle Accidents Hauling Equipment	Train and certify drivers
Cuts and amputations	Stay clear of tiller blades
Hearing loss	Wear ear protection

Irrigation:

Date: 9/12/05

The process of installing and maintaining irrigation lines has specific exposures resulting in injuries such as exposure to hazardous materials (e.g., glues, cleaners) and exposure to excavations and trenches.

Primary hazards include:	Solutions:
Glue and primer hazards	Wear protective gloves
Amputation	Stay clear of trencher blades/Inspect equipment
Electrocution	Call for utility locates
Hearing	Don't wear hearing protection while working near traffic unless using equipment that requires it.

Hardscape Construction:

Date: 9/12/05

The construction of retaining walls, hard surface patios, decks and walkways, water features, wood construction, etc. Injuries result from saw operation, lifting, slips and trips, power equipment noise.

Primary hazards include:	Solutions:
Cuts and amputations	Saw training/Ensure equipment safeguards are in place and functional
Hearing loss	Wear ear protection
Lifting-related injuries	Get help lifting/Lift safely/Stretching
Slips and trips	Keep job site clean
Struck by	Follow SOP's/Wear personal protective equipment
Trenching/Excavation	Protective systems/Training. Be aware and follow current regulations.

Appendix D (landscaping)

Planting:		Date: 9/12/05
This activity includes tasks such as planting trees, shrubs, and lawn, tree staking, work area housekeeping, and providing safe transport for crew to and from the job site.		
Primary hazards include:	Solutions:	
Lifting-related injuries	Get help lifting/Lift safely/Stretching	
Heat stress	Drink enough water/Pay attention to body signals/Rest breaks/Work and rest in shade when possible	
Cuts and hand injuries	Wear gloves/Inspect tools and equipment before use	
Slips, trips and falls	Keep job site clean	
Vehicle accidents	Train and certify drivers	

Lawn and Landscape Maintenance:		Date: 5/13/13
This activity includes tasks such as mowing, pruning, fertilizing, general clean-up, blowing, and providing safe transport for crew to and from the job site.		
Primary hazards include:	Solutions:	
Cuts and amputations	Keep clear of rotating mower and brush-cutting blades and trimmer lines	
Hand injuries	Wear gloves	
Chemical exposure	Read and obey MSDS form information/Implement effective hazard communication program that includes employee training	
Eye injury	Wear protective goggles when using blowers, trimmers and hedge cutters	
Hearing loss	Wear ear protection when using power equipment	
Ergonomics	Maintain comfortable mower settings/Use safe-lifting techniques. Stretch hands and arms as needed. When using trimmers take short hand breaks as needed.	
Vehicle accidents	Train drivers	

Tree Care:

Date: 9/12/05

Tree care includes activities such as such as pruning, chipping and removal, plant health care, cabling, bracing, transplanting, consulting, fertilization and lightning protection. Many hazards in the tree care industry are potentially fatal. Exposure to overhead power lines, falling branches and tools, and faulty safety equipment are just a few of the dangers. Tree care may be provided by the parks department or outside contractors.

Primary hazards include:	Solutions:
Struck by	Use PPE (eg, hard hat)/know drop zone
Cuts and amputations	Train safe chainsaw use and wear chaps
Eye damage	Wear safety goggles
Ear damage	Wear ear protection for chipping/chainsaw
Electrocution	Comply with the 10-foot power line clearance rule (10 feet + 4 inches for every 10kV over 50 kV). Note: Other Minimum Approach Distances (MADs) may be applicable for trained employees as provided by 29 CFR 1910.269.
Slips, trips and falls	Use property tree tie-in

Pesticides & Fertilizers:

Date: 9/12/05

This activity includes storage, handling, mixing and applications of pesticides and fertilizers to control pests and promote the overall health of our parks and landscapes. Only trained and certified personnel shall use and apply pesticides and fertilizers.

Primary hazards include:	Solutions:
Storage	Purchase only enough pesticide/Fertilizer to complete the task. Always keep in original labeled containers.
Sprayer Preparation	Avoid direct contact when mixing and loading. Use proper PPE.
Handling & Mixing	Select the safest formulation. Reduce concentrations. Mix only enough to complete the task. Wear all PPE stipulated on the label.
Field Applications	Reduce rate of application. Select a method of application that minimizes personal contact. Wear all PPE stipulated on the label. Avoid drift.
Equipment Cleaning and storage	Avoid direct contact when cleaning.
Container Disposal	Dispose per Manufactures recommendations
Spills	Avoid conditions which might lead to water contamination. Follow MSDS and Manufactures instructions for spill cleanup.
General	Always read label. Always use appropriate PPE. Keep away from food and drink. Keep away from children & pets. Do not smoke or eat while handling or applying. Spills on skin wash immediately with soap and water.

Appendix E (Building Maintenance)

Electrical:		Date: 9/12/05
This Activity would be Servicing, installing and maintaining electrical systems and equipment. Such as lighting, switches, receptacles, appliances, Panels and controls		
Primary hazards include:	Solutions:	
Electrocution	Use appropriate precautions associated with Ladder usage	
Eye injuries form sparks and arcs	Use appropriate PPE to protect hands	
Hand Injuries – from hand tools, sheet metals and sharps	Use goggles when working around live energized circuits.	
Falls From Heights (when using ladders)	Use Proper Lockout/Tagout procedures.	

Motors, Pumps, Fans:		Date: 9/12/05
This Activity would be associated with equipment mounted on floors, above ceilings and on roof tops. The actual tasks performed may be maintenance tasks such as greasing motors, changing belts and could also include motor change outs and complete unit change outs		
Primary hazards include:	Solutions:	
Falls From Heights (when using ladders)	Use appropriate precautions associated with Ladder usage	
Slips, trips and falls	Keep job site clean, keep water off of floor,	
Cuts and hand injuries (from sharp edges on machine guards , tools, and instruments)	Wear gloves/Inspect work area, tools and equipment before working on equipment.	
Musculoskeletal Injuries and strains	Use two people or hand trucks when moving heavy or bulky loads. Use proper tools to get into tight spaces.	
Electrocution	Use Proper Lockout/Tagout procedures.	

Refrigeration Compressors:		Date: 9/12/05
This Activity would be associated with Refrigeration compressors installed in/on equipment that provides comfort or process cooling and Air conditioning.		
Primary hazards include:	Solutions:	
Falls From Heights (when using ladders)	Use appropriate precautions associated with Ladder usage	
Slips, trips and falls	Keep job site clean	
Cuts and hand injuries (from sharp edges on machine guards , tools, and instruments)	Wear gloves/Inspect work area, tools and equipment before working on equipment.	
Electrocution	Use Proper Lockout/Tagout procedures.	
Chemical exposure	Use proper refrigerant controls to prevent release of gases. Always do acid tests on compressors suspected of bun outs.	

Appendix F (Recreation)

PARK AND PLAY, MOVIES IN THE PARK, SPECIAL EVENTS AND CONCERTS HAZARD ASSESSMENT

<i>Tripping:</i>		10/5/09
Primary hazards include:		Solutions:
Pot holes, sprinklers, stage area, playgrounds, maintenance sheds		Be aware of your surroundings, look for possible trip hazards when first arriving at the area and when entering maintenance sheds. Mark these areas so all staff are aware of them. Notify parks maintenance as soon as possible so the hazard can get fixed.
Movie screen guide ropes, extension cords, speakers, and wire.		Movie screen guide ropes, and extension cords cone off.

<i>Lifting/Carrying:</i>		5/13/13
Primary hazards include:		Solutions:
Tables, inflatables, movie screen, EZ Ups, sand bags for inflatables, heavy speakers and stands.		<ul style="list-style-type: none"> a. Use two people when handling b. Tie the inflatable with two ropes after it is rolled up to insure it stays together when moving. c. When moving inflatables and sand bags, movie screen, EZ Ups, or other heavy objects use a hand truck when possible. Two people to push hand truck up trailer ramp d. Put up heavy speakers and stands up last to avoid possible trip danger and speakers falling down on someone or being damaged.

<i>Providing First Aid:</i>		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:		Solutions:
Contamination		Wear disposable latex safety gloves when providing first aid.
Disposal		Dispose all used first aid materials in bio hazard bag provided.

Heat:		10/5/09
Primary hazards include:		Solutions:
Dehydration	Carry a plastic water bottle, and drink lots of water. Fill the bottle before going out for the day and refill at the parks when needed.	
Sun Exposure	Wear a hat when in the sun for long periods of time.	

Training

- Review Assessment
- Lifting
- Defensive driving
- Hands on demonstration of using hand trucks.
- Review what's in the first aid kit.
- Heat Stroke Prevention

OFFICE STAFF
HAZARD ASSESSMENT

<i>Tripping:</i>		10/5/09
Primary hazards include:	Solutions:	
Items on floor, office equipment, boxes, extension cords.	<p>a. Be aware of your surroundings, look for possible trip hazards when first arriving, and several times during the day. Correct the situation immediately, if this is not possible mark off the problem area and contact your supervisor right away so it can get repaired or removed.</p> <p>b. If the hazard is too heavy for one person to handle ask for assistance or block off area and contact your supervisor right away.</p>	

<i>Lifting/Carrying/Reaching High Shelves:</i>		10/5/09
Primary hazards include:	Solutions:	
Tables, Equipment, Boxes, or other heavy objects.	<p>a. use two people when handling or a hand truck</p> <p>b. store all heavy items on a low shelf, never above waist.</p> <p>c. always use a ladder or step stool when reaching for items above your head.</p>	

<i>Providing First Aid:</i>		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:	Solutions:	
Contamination	Wear disposable latex safety gloves when providing first aid.	
Disposal	Dispose all used first aid materials in bio hazard bag provided.	

Work Station:		10/5/09
Primary hazards include:	Solutions:	
Work Stations	Have a workstation analysis done once per year or anytime you change your workstation. Report any problems to your supervisor immediately so it can get corrected.	

Training

Review Assessment

Lifting

Review what's in the first aid kit.

Training on the proper use of a hand truck

Work Station Analysis

Proper use of ladders

HAZARD ASSESSMENT
POOLS

<i>Wet Surface:</i>		10/5/09
Primary hazards include	Solutions:	
Shoes or barefoot	a. shoes must be able to be worn in the water and have a rubber sole b. be aware of objects on floor or pool deck, remove objects when possible c. walk at all times even in a rescue situation	
Slip Hazards	Do a daily walk though at the beginning of the day and identify areas most likely to slip, look at ways to prevent accidents in these areas.	
Trip Hazards	Keep areas clear around main traffic areas, move items such as chairs, clothing, lifejackets, and anything that might cause a trip hazard, or a person can fall on to an area less traveled.	

<i>Lifting:</i>		10/5/09
Primary hazards include:	Solutions:	
Patrons who are injured.	Get help when lifting, work as a team.	
Exiting water	Don't lift swim lesson patrons out of water, assist them if needed, or have them use stairs or ladders	
Moving Docks	When lifting the tot dock in or out of the water have three people in the water and one on deck, work as a team.	
Lounge Chairs	When carrying lounge chairs use two people, check for hazards before moving them to make sure the path is clear.	
Baskets	When checking baskets make sure everything is secure inside, put heavy baskets on the lower shelves	
Umbrellas	When putting up umbrellas have a guard on deck hand the umbrella to you when you are seated in the chair, and when taking	

	down hand the umbrella down to the guard on deck.
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Carrying:		10/5/09
Primary hazards include:	Solutions:	
Injured Patrons	Do not carry an injured patron, assist them to the first aid area. If they can not walk on their own, call 911 as it could be a serious injury	
Dock Removal	When carrying the tot dock always use two people, make sure the path is clear before moving it.	
Carrying Baskets	Never carry more than one checked basket at a time	
Toy Baskets	Make sure all toys are securely inside the toy basket before carrying it on deck, make sure the path is clear.	
Lifejackets	When carrying multiple lifejackets make sure straps are not hanging down.	

Providing First Aid:		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:	Solutions:	
Contamination	Wear disposable latex safety gloves when providing first aid.	
Disposal	Dispose all used first aid materials in bio hazard dispenser provided.	
Blood Spills	For blood spills use the blood spill kit provided at the pool, wear gloves.	

Going Up and Down 6-foot Lifeguard Chairs:		10/5/09
Primary hazards include:	Solutions:	
	Before going up or down check the chair for any loose objects in the way, and secure them before going up or down.	
	Never jump off chair into the water or onto the deck, use all steps when getting up and down.	

<i>Hit/Jumped on by swim lesson participant:</i>		10/5/09
Primary hazards include:	Solutions:	
Jumping Participants	Never try and catch a swim lesson participant, jumping off of the side or diving board, or coming down the slide. Assist them once they have hit the water.	
Getting Hit	Be aware of all swimmers around you, position yourself so you are out of the way of kicking legs and watch arms so not to get hit.	

<i>Heat:</i>		10/5/09
Primary hazards include:	Solutions:	
Dehydration	Carry a plastic water bottle when guarding, and drink lots of water. Fill the bottle before going on deck and ask the office to refill your bottle if need be while you are in the chair.	
Sun Exposure	Wear a hat when guarding in the sun. Put umbrellas up on guard chairs whenever possible	

TRAINING

1. Review Assessment
2. Lifting and Carrying
3. Heat Stoke Prevention
4. Onsite training at the pool on how to get up and down in guard chair, put umbrellas up, and lift tot dock in and out of the water.

PROGRAM INSTRUCTORS
HAZARD ASSESSMENT

<i>Tripping:</i>		10/5/09
Primary hazards include:	Solutions:	
Items on floor, Tables, Chairs, TV's, boxes, extension cords.	Be aware of your surroundings, look for possible trip hazards when first arriving. Correct the situation immediately, if this is not possible mark off the problem area and contact the staff person at the site right away so it can get repaired or removed.	
Lifting	If the hazard is too heavy for one person to handle ask for assistance.	

<i>Lifting/Carrying:</i>		10/5/09
Primary hazards include:	Solutions:	
Tables, Equipment, Boxes, or other heavy objects	use two people when handling or use a hand truck	

<i>Providing First Aid:</i>		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:	Solutions:	
Contamination	Wear disposable latex safety gloves when providing first aid.	
Disposal	Dispose all used first aid materials in bio hazard bag provided.	

Training

Review Assessment

Lifting

Review what's in the first aid kit.

Review building set up and where equipment is located.

SCOREKEEPERS, GYM SUPERVISORS
HAZARD ASSESSMENT

<i>Tripping:</i>		10/5/09
Primary hazards include:	Solutions:	
Items or wet spots on the floor, Sprinklers, Pot Holes	Be aware of your surroundings, look for possible trip hazards when first arriving. Correct the situation immediately, if this is not possible mark off the problem area and contact your supervisor right away if during working hours or leave a message on their phone if after hours so it can get repaired right away. If you are at a school contact the custodian immediately	
Lifting	If the hazard is too heavy for one person to handle ask for assistance or block off area and contact your supervisor right away if during working hours or leave a message on their phone if after hours.	

<i>Lifting/Carrying:</i>		10/5/09
Primary hazards include:	Solutions:	
Tables, Equipment, or other heavy objects.	Use two people when handling	

<i>Providing First Aid:</i>		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:	Solutions:	
Contamination	Wear disposable latex safety gloves when providing first aid.	
Disposal	Dispose all used first aid materials in bio hazard bag provided.	

<i>Heat -When working outside:</i>		10/5/09
Primary hazards include:	Solutions:	
Dehydration	Carry a plastic water bottle, and drink lots of water. Fill the bottle before going out for the day and refill when needed.	
Sun Exposure	Wear a hat when in the sun for long periods of time.	

<i>Condition of Equipment and Facility:</i>		10/5/09
Primary hazards include:	Solutions:	
Facilities	When arriving at the fields or facility check to see that the area is free of hazards	
Equipment	Check all the equipment that is being used to make sure it is in safe condition. If there is a problem, do not use the equipment, or if the field or facility is unsafe block off these areas so all staff are aware of them. Notify parks maintenance as soon as possible so the hazard can get fixed.	

Training

Review Assessment

Lifting

Review what's in the first aid kit.

Heat Stroke Prevention (if working outside)

Walk through of facility or field to identify possible hazard areas

TOT PLAYGROUND, TOT SPORTS, JR GIANTS
HAZARD ASSESSMENT

<i>Tripping:</i>		10/5/09
Primary hazards include:	Solutions:	
Extension Cords, Rugs, Items on the Floor, Sprinklers, Pot Holes	Be aware of your surroundings, look for possible trip hazards when first arriving. Correct the situation immediately, if this is not possible mark off the problem area and contact your supervisor right away if during working hours or leave a message on their phone if after hours so it can get repaired right away.	
Lifting	If the hazard is too heavy for one person to handle ask for assistance or block off area and contact your supervisor right away if during working hours or leave a message on their phone if after hours.	

<i>Lifting/Carrying:</i>		10/5/09
Primary hazards include:	Solutions:	
Tables, jump house, jump house blocks, heavy supply boxes, full ice chests, equipment or other heavy objects	<ul style="list-style-type: none"> a. use two people when handling b. tie the jump house with two ropes after it is rolled up to insure it stays together when moving. c. when moving jump house, jump house blocks, or other heavy objects use a hand truck when possible. 	

<i>Providing First Aid:</i>		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:	Solutions:	
Contamination	Wear disposable latex safety gloves when providing first aid.	
Disposal	Dispose all used first aid materials in bio hazard bag provided.	

<i>Heat -When working outside:</i>		<i>10/5/09</i>
Primary hazards include:	Solutions:	
Dehydration	Carry a plastic water bottle, and drink lots of water. Fill the bottle before going out for the day and refill when needed.	
Sun Exposure	Wear a hat when in the sun for long periods of time.	

<i>Condition of Equipment and Facility:</i>		<i>10/5/09</i>
Primary hazards include:	Solutions:	
Facility	When arriving at the fields or facility check to see that the area is free of hazards.	
Equipment	Check all the equipment that is being used to make sure it is in safe condition. If there is a problem, do not use the equipment, or if the field or facility is unsafe block off these areas so all staff are aware of them. Notify parks maintenance as soon as possible so the hazard can get fixed.	

Training

Review Assessment

Lifting

Defensive driving (for those who will be using City Vehicles)

Hands on demonstration of using hand trucks.

Review what's in the first aid kit.

Heat Stroke Prevention (if working outside)

YAC, SANTO COMMUNITY CENTER GREETER, DAY CAMPS
HAZARD ASSESSMENT

<i>Tripping:</i>		10/5/09
Primary hazards include:	Solutions:	
Extension Cords, Rugs, Items on the Floor	be aware of your surroundings, look for possible trip hazards when first arriving. Correct the situation immediately, if this is not possible mark off the problem area and contact your supervisor right away if during working hours or leave a message on their phone if after hours so it can get repaired right away	
Lifting	If the hazard is too heavy for one person to handle ask for assistance or block off area and contact your supervisor right away if during working hours or leave a message on their phone if after hours.	

<i>Lifting/Carrying:</i>		10/5/09
Primary hazards include:	Solutions:	
. Tables, jump house, jump house blocks, heavy supply boxes, full ice chests, chairs, speakers, water bottles, or other heavy objects.	a. use two people when handling b. tie the jump house with two ropes after it is rolled up to insure it stays together when moving. c. when moving jump house, jump house blocks, EZ Ups, water bottles, or other heavy objects use a hand truck when possible.	

<i>Providing First Aid:</i>		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:	Solutions:	
Contamination	Wear disposable latex safety gloves when providing first aid.	
Disposal	Dispose all used first aid materials in bio hazard bag provided.	

<i>Heat -When working outside:</i>		10/5/09
Primary hazards include:	Solutions:	
Dehydration	Carry a plastic water bottle, and drink lots of water. Fill the bottle before going out for the day and refill when needed.	
Sun Exposure	Wear a hat when in the sun for long periods of time.	

<i>Moving Tables and Chairs:</i>		10/5/09
Primary hazards include:	Solutions:	
Lifting Tables	When placing tables on table mover in the Santo Community Main Hall, get assistance from someone attending the program, never stack more than 10 tables on a table mover.	
Moving Chairs	When moving stacks of chairs use the blue hand truck (located in the Santo Community Center), never move more than six chairs at a time.	
Pathways	Make sure pathway is clear before moving tables or chairs.	
Tables	When moving tables by hand move one at a time only.	

Training

Review Assessment

Lifting

Defensive driving (for those who will be using City Vehicles)

Hands on demonstration of using hand trucks.

Review what's in the first aid kit.

Heat Stroke Prevention (if working outside)