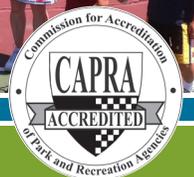
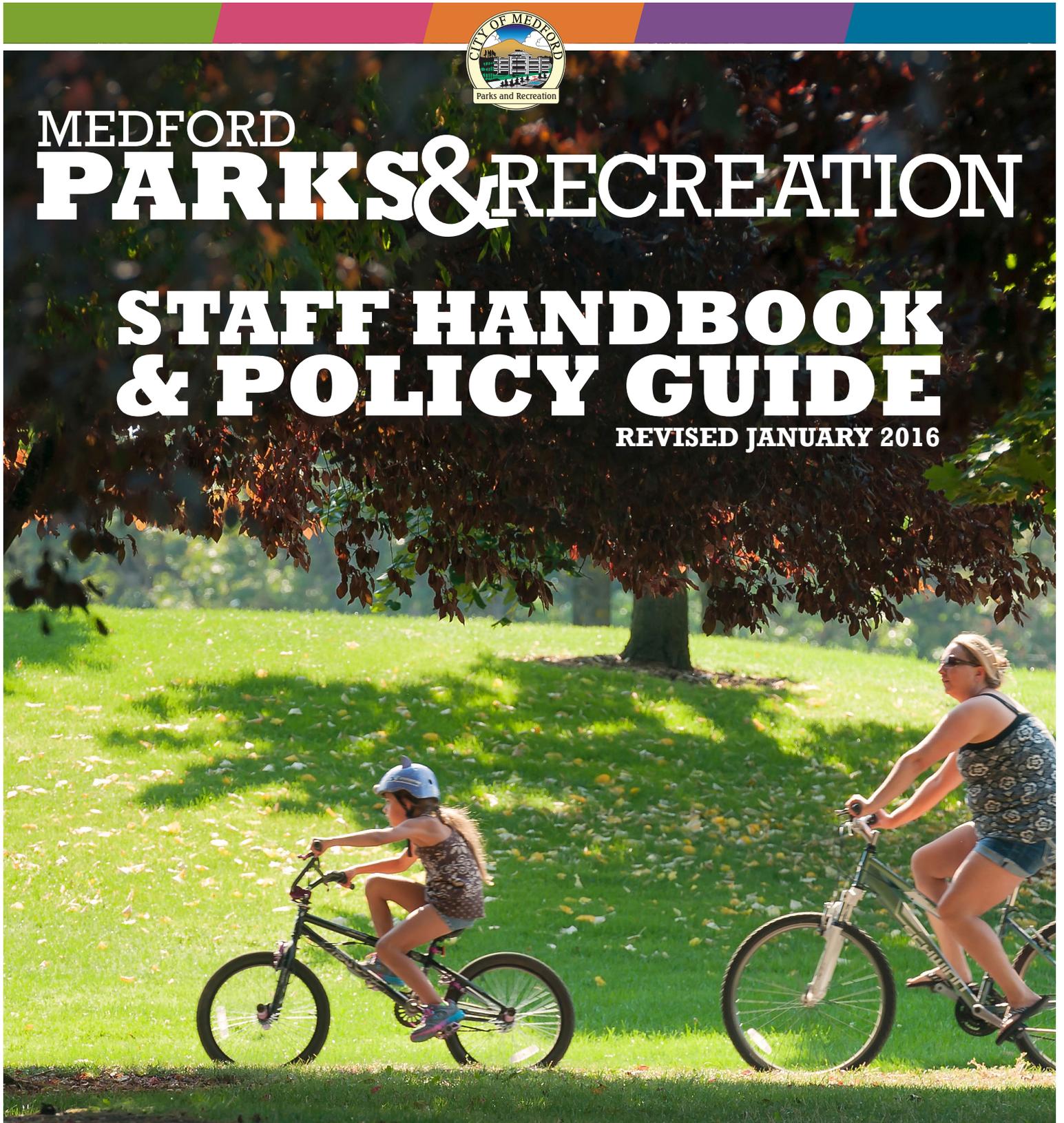




MEDFORD PARKS & RECREATION

STAFF HANDBOOK & POLICY GUIDE

REVISED JANUARY 2016



**RECREATION DIVISION
STAFF HANDBOOK & POLICY GUIDE
REVISED JANUARY 2016**

Titles are hyperlinked

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MEDFORD PARKS & RECREATION PILLARS

What We're Known For

COMMUNITY ENRICHMENT

We provide opportunities for activities, life-long learning and stewardship of quality public spaces that enhance the lives of the community we serve. We work, so many can play.

EXCELLENCE

We're laser focused and consistently challenge ourselves to perform every task at the highest level capable by each team member, inspired to do better and be better. We enlist national accreditation standards, which enable the department to implement best practices in all functions of the organization.

EXCEPTIONAL CUSTOMER SERVICE

Our staff is empowered to make informed decisions and provide creative solutions for our customers. Many of these decisions are gained through experiences and creating a culture based on listening and balancing needs in order to exceed our customer's expectations.

INNOVATION

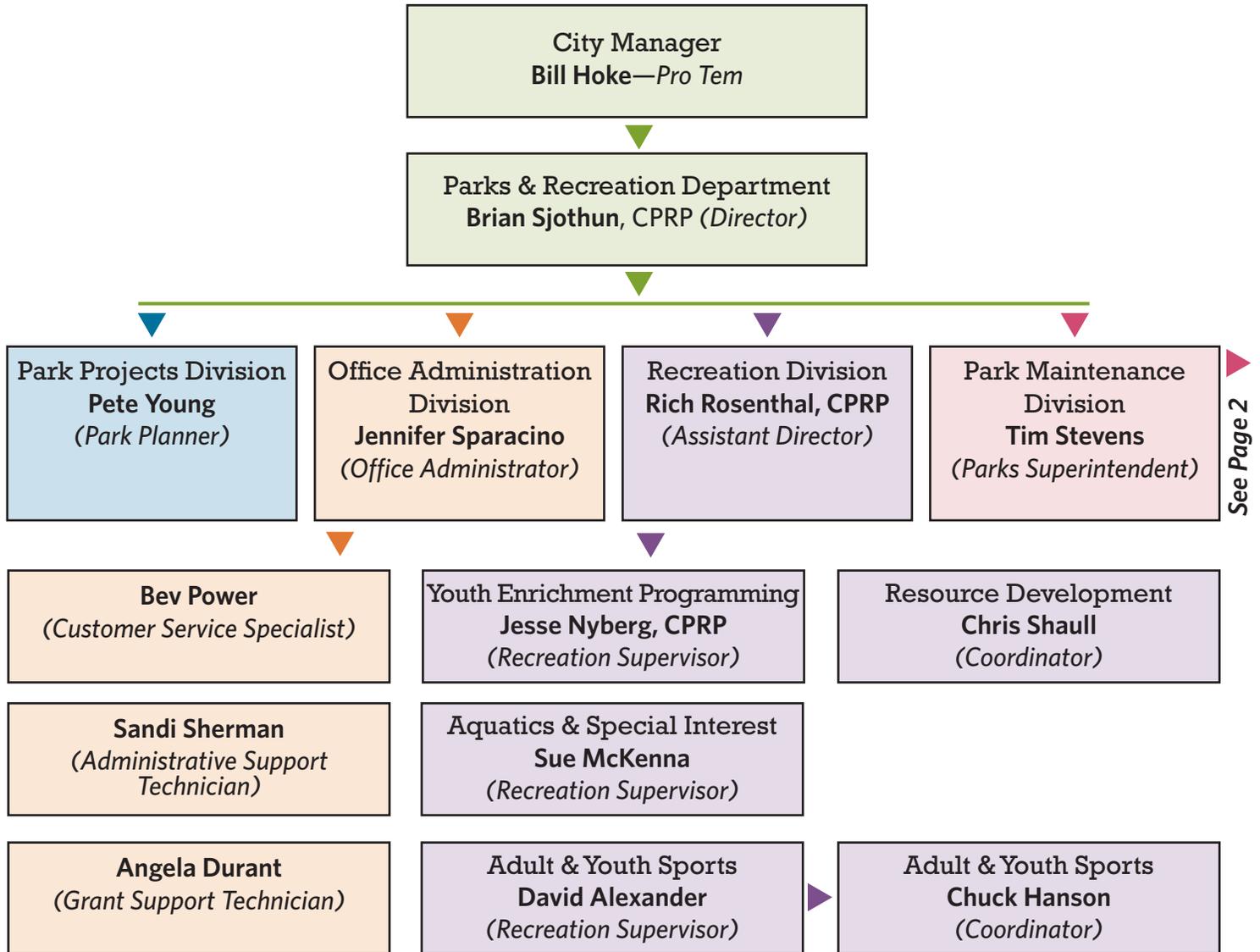
The department encourages an organizational culture that values new ideas and is not afraid of change or a different way of doing things. We're nimble enough to move resources to meet the changing needs of our customers, community and staff.



MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

ORGANIZATIONAL CHART | JAN 2016



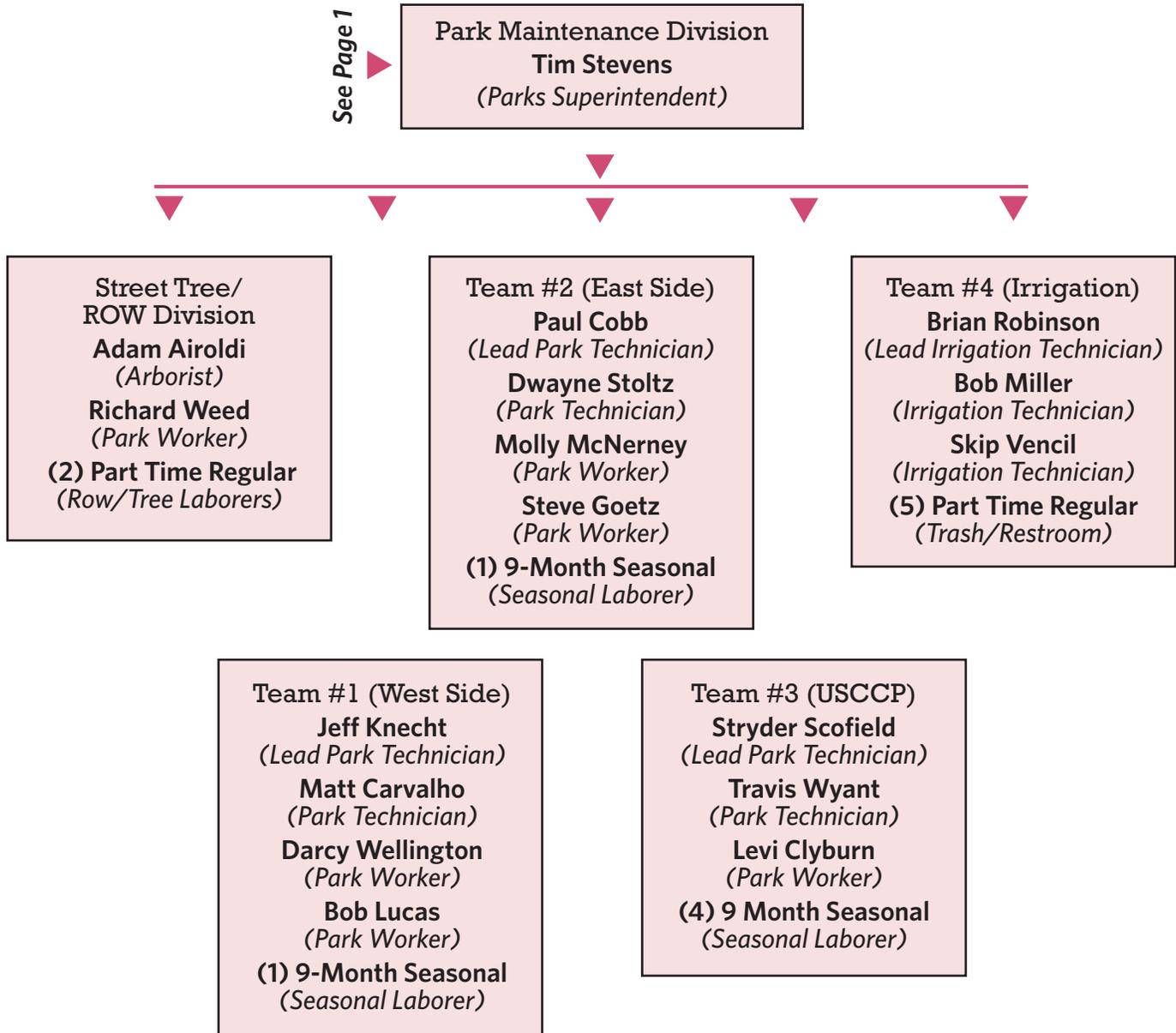
CONTINUOUS IMPROVEMENT | CUSTOMER SERVICE



MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

ORGANIZATIONAL CHART | JAN 2016



CONTINUOUS IMPROVEMENT | CUSTOMER SERVICE



701 N. COLUMBUS AVE. | MEDFORD, OR 97501 | 541.774.2400 | PLAYMEDFORD.COM | PARKS@CITYOFMEDFORD.ORG

COMMUNITY ENRICHMENT EXCELLENCE EXCEPTIONAL CUSTOMER SERVICE INNOVATION



Mission Statements

City of Medford: Continuous Improvement -- Customer Service.

Parks and Recreation: Creating Healthy Lives, Happy People and a Strong Community.

Recreation Division Vision Statement

Together with our community partners, we strive to improve the quality of life through people, parks and programs. We offer high-quality programs and services that meet and adapt to the ever-changing needs of the community.

Code of Ethics

Employees must:

- Create a positive, healthy, professional atmosphere.
- Be honest.
- Be consistent.
- Have integrity.
- Be responsible for your actions.
- Have a sense of humor.
- Be open to suggestions.
- Have the ability to quickly adapt and be flexible.
- Be fair.
- Give praise often.
- Be a good role model.
- Be creative and help others to be creative.
- Be organized.
- Be patient.
- Have enthusiasm.
- Share your knowledge and insight.
- Have an opinion.
- Provide courteous customer service.

City of Medford Statement of Ethics

Service, Integrity & Responsibility

Employees of the City of Medford act in the best interest of the community by demonstrating ethical behavior through our **Service, Integrity and Responsibility**.

We:

- Serve our residents, coworkers, business partners and visitors with respect and competency expected from a high performing, professional organization.
- Demonstrate integrity by providing honest customer service, without favor, which instills and sustains public trust in the organization.
- Accept responsibility for our actions and our stewardship of public assets.

As an employee of an ethical workplace, I value:

Trustworthiness

I follow through on my commitments.

Truthfulness

I am honest in my communications.

Integrity

I do the right thing.

Loyalty

I am committed to the organization, the community and above all the public trust.



What is CAPRA?

On Oct. 16, 2012, the Medford Parks and Recreation Department gained national accreditation from the Commission for Accreditation of Parks and Recreation Agencies (CAPRA).

CAPRA accreditation assures the general public, policy makers and taxpayers that MPRD delivers a high level of quality and operates in accordance with industry standards of excellence.

The City of Medford is the second CAPRA agency in Oregon and, at the time, was just the 109th in the country to earn the prestigious distinction. Less than 1 percent of all parks and recreation agencies in the country have achieved CAPRA accreditation.

The benefits of going through the CAPRA certification process are:

- Formalization of operational procedures.
- Creation or discovery of operational efficiencies.
- Sharpening of the department's focus on how to address community needs.
- Augmentation of funding solicitation and justification.

For parks and recreation employees, the CAPRA preparation and accreditation improves staff training and education processes, establishes clear expectations and increases awareness of the divisional and overall efforts.

CAPRA certification is valid for five years. In order to apply or re-apply for accreditation, agencies must complete a comprehensive self-assessment covering 144 topics that demonstrates compliance with CAPRA standards, which is analyzed by a panel of academic and industry experts.

Part-Time Staff Training Protocol

Pre-Employment Procedures

1. Sign employment application
2. Receive "Offer of Employment"
3. Complete HR paperwork
4. Complete criminal background check
5. Complete drug screen
6. Receive go-ahead to begin work

Areas of Emphasis

- Review employee handbook with direct supervisor
- Building and facility tour with direct supervisor
- Staff introductions
- Meet with Parks and Recreation Director
- Accident-reporting procedures
- Blood-borne pathogens
- Class registration program training
- City vehicle certification
- CAPRA training items
- Mentoring and job observation

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General Policies, Procedures and Expectations

(Revised January 2016)

Staff Expectations/Code of Conduct

- Arrive at your work assignment on time
- Dress appropriately
- Be respectful
- Clearly understand the task(s)
- Consider and anticipate safety factors
- Coordinate activities consistent with program goals/directives
- Conduct yourself in a professional manner
- Be a positive role model/mentor

A great employee:

- Is cheerful, respectful and tactful.
- Is naturally curious and takes the initiative to know or discover answers to customer questions.
- Takes pride in the quality of product we offer.
- Is a problem solver who works toward finding solutions that benefit the customer and the program.
- Finds ways to defuse tense situations, not escalate them.
- Follows instructions.
- Is interested in improving the product.
- Is versatile, flexible and easily adapts

At-Will Employment

As a part time employee, you are categorized as an “At will employee”. This means that you are subject to removal from the work schedule without due cause. In the event that your job performance is not satisfactory, supervisors may take the following actions:

- Notification and review with the staff member on the areas that need improving.
- Development of a work plan to outline the actions needed to be taken by the employee to continue employment.
- Reduction or elimination of scheduled hours

Department Image and Public Relations

The Parks and Recreation Department must always be concerned about its public image. Because the Department is funded primarily through taxpayer funds, it is vital that public sentiment is satisfied with value and customer service. Employees represent the City of Medford, even when they are not working. When an individual accepts employment with the city, he or she automatically accepts the obligations to represent the Parks and Recreation Department in a positive manner.

Customer Service and Professionalism

Always remember customer service is not part of the job, it is the job. Our definition of customer service is: Meeting the needs of our customers (internal and external) in a way that makes customers feel respected. We expect employees to have a good attitude, be polite, friendly, helpful, patient, professional and courteous to both external and internal customers. Also be aware of your facial expressions and body language.

In General:

- Make eye contact and smile.
- Greet and welcome each and every guest (guest = customer).
- Provide immediate service and assistance whenever possible.
- Display appropriate body language at all times.
- Provide and preserve a high-quality guest experience.
- Thank guests at every opportunity.

Front line customer service staff represent the “face” of the City and have a major impact on customer experience.

Here are specific expectations the City has for employees when providing customer service:

Delivery

- Find out what the person needs.
- Be knowledgeable about services the City provides.
- Help the person with the process and let them know what they need to do next.
- Make it easy for the customer to comply.
- Take personal responsibility and do not make excuses.
- The goal is to help solve the customer’s issue within the confines of the law.

Timeliness

- Assist customers promptly.
- Respond promptly to the customers.

Information

- Understand what is important to the person you are working with.
- Provide comprehensive and accurate information and keep customer informed of the progress.
- Know when to speak and when to listen.
- It is OKAY to say you don’t know but then follow it up with “but I will find out for you”, and then follow through.
- Follow up with the customer. Even if you say “I’m sorry but we can’t do that”.
- Requests beyond your scope of duties should be referred to the appropriate person.
- Provide the information the customer needs; do not explain or provide information that does not help the process in the short or long term.

Professionalism

- Be competent in your job duties.
- Treat all customers fairly.
- Take personal responsibility for any follow-up required.
- Explain rules without lecturing.
- Never lie.
- Talk on the customer’s level. Don’t talk down to the customers by talking to them as if they are children. It may be necessary to slow down and rethink how you are explaining something.
- Respect the customer’s rights.
- Be accurate; do not provide false information.

Staff Attitude

- Polite and friendly

- Helpful
- Courteous
- Patient
- Empathize with each customer’s personal needs and ensure that each customer feels valued by showing interest in them
- Control your facial expressions and body language that shows irritation, frustration, and impatience.
- Be positive – a smile goes a long way. Make sure your eyes smile too. (Smile from your eyes)
- Take time and really listen
- Make the customer feel like they are the most important thing going on at the moment.
- You should NEVER scold, argue with, or lecture the customer
- Thank the person for participating

Telephone Manners

In answering the telephone and greeting the public, always speak clearly and distinctly. Answer the phone by saying, “Medford Parks and Recreation, this is _____.”

Misuse of City Property and Undue Benefits

City property may not be utilized or borrowed for personal use that would constitute an “undue benefit.” City property includes City phones, electronic equipment, hardware or technical supplies. Employees should not give any appearance of impropriety in carrying out their official duties. Employee may not receive special favors, considerations or gratuities as a result of employment with the City.

Handling Complaints

At times, citizens will bring complaints, request, or suggestions to a city employee, even though that employee may not be in a position to provide a satisfactory answer or action. Rather than give uncertain or misleading information the employee should politely refer the person to an appropriate supervisor. **NO** employee is expected to know all the answers but should be well enough informed to be able to direct a citizen to the proper department or official. Remember, your job is to carry out the policies that have been adopted by the Parks and Recreation Department in a reasonable manner. Courtesy and professionalism is a must for good public relations.

See the Big Picture

Each staff member should become familiar with all Parks and Recreation programs, services and facilities. As a City employee, you will field many questions from customers or the general public, both on and off duty. We expect that you be able to answer a majority of the questions, or know where to direct inquiries. You should be naturally inquisitive. When you field a question that you are unable to answer, take the time to find out the answer so you will be able to answer the same question in the future.

Staff Meetings

All Recreation Division employees are expected to attend all-staff meetings. Repeated excused or unexcused absences are grounds for a reduction of scheduled hours or discontinuation of employment.

Daily Activities

Advance planning, organization and attention-to-detail are essential. All program and activity leaders are responsible for reviewing the activities before the beginning of each day and/or week to understand what supplies are needed and to be familiar with the activity. Alert your direct supervisor of any shortages in technical supplies or facility flaws. Employees should offer proper and efficient service and should strive to do the best job possible for the people of Medford.

Appearance

Public image is an integral consideration for every City employee. Neat and proper appearance is important in portraying professionalism and gaining confidence in our staff by our customers and the general public.

- Part-time employees must wear Department-issued clothing when on duty. Conversely, Department-issued clothing should not be worn when off duty.
 - Part-time employees are to wear green Department-issued shirts whenever possible.
- Clothes and hats displaying non-City business or corporate logos or messages are prohibited.
- Baggy and saggy clothing are generally not appropriate.
- Undergarments should not be seen.
- Do not wear hats inside when customers are present. Department-issued hats or caps may be worn outside.
 - Flat-brimmed caps are prohibited.
 - Do not wear hats backwards or askew.
- Do not wear open-toed shoes
- Acceptable appearance is determined by your direct supervisor or by Department administration, who have the authority to ask employees to make (immediate) adjustments.

Inappropriate Behaviors or Habits

The following personal habits are inappropriate while on duty:

- Use of tobacco products
- Excessive personal phone calls and texts
- Flirting with customers
- Vulgar or off-color language
- Gossiping/speculating about co-workers or policy-makers
- Consuming alcoholic beverages

Disciplinary Action

City employees are subject to disciplinary action for violation of basic standards of conduct. Disciplinary action may range from a verbal reprimand to discharge. Causes for disciplinary action include, but are not limited to, the following:

- Inefficiency or incompetence.
- Reporting to work under the influence of an intoxicant.
- Habitual absences or tardiness.
- Absence for duty without authorization or failure to report when unable to come to work.
- Conviction of a felony or misdemeanor involving moral turpitude.
- Insubordination or failure to follow chain-of-command procedure.
- Willful violation of written policies and safety procedures.
- Offensive or discourteous conduct toward the public or fellow employees or other conduct unbecoming of a City employee.

- Willful violation of the provisions of the City charter, ordinances, department policies or any rules or regulations or requirements denoted in the City of Medford Personnel Policy.
- Lack of professionalism and absence of seriousness of purpose.

Payroll Procedures & Schedules

Pay Periods and Pay Day

- Pay periods in the Recreation Division are from the 1st to the 15th and from the 16th to the end of the month.
- Paychecks are available from the Santo Community Center front desk on the 12th and 27th of each month. A direct-deposit service is available upon request.

Time Sheets

Time sheets are used to record your working hours and then submitted for approval by the Recreation Supervisor for payment. Time sheets need to be neat and accurate. Submitting an inaccurate time sheet is grounds for termination.

New time sheets are located at the Santo Community Center, at U.S. Cellular Community Park and at Jackson Aquatic Center.

Here are guidelines that must be followed in completing your time sheet:

- Record your hours at the completion of each working day
- Fill in your time on the correct line with the correct tracking code
- Fill in the correct amount of time worked for that day, rounded up to the next quarter-hour.
- Submit your time sheet to a supervisor by the last working day of that time period. Pool employees submit time sheets at the end of each day.
- Misrepresentation of hours worked or failure to submit a time sheet in a timely manner are grounds for disciplinary action.

Changes to Information

If you have a change of address or phone number, please notify your direct supervisor or the Parks and Recreation office administrator (Jennifer Sparacino). Your check may be mailed to the incorrect address and delay arrival; or you may not receive important tax documentation.

Work Schedules

- Work schedules will be distributed via e-mail on a bi-weekly basis, usually on a Friday afternoon. You may be assigned to more than one program during a single day -- carefully review the work schedule.
 - Permanent part-time employees are limited to 104 hours per month.
 - Seasonal employees may work up to 80 hours per pay period.

Overtime

- Overtime is considered to be more than 80 hours per pay period. More than 8 hours in a day does not constitute overtime.
- Due to budget considerations, overtime is not permitted without prior approval from recreation division management.

Time Off Requests

In the event that you need to schedule time-off, please submit a written request to your immediate supervisor at least 10 days in advance. Any shorter notice will need to have approval from the program manager or recreation supervisor before being granted.

Sick Leave (excerpts from Reg. 04-1-R4)

Part-time employees accrue one hour of paid sick leave for every 30 hours worked up to a maximum of 40 hours of accrued sick leave within the calendar year. Sick leave may be used starting the 91st day of employment, provided the employee has accrued sick leave. Up to 40 hours of sick leave may be used in the calendar year. Up to 40 hours of accrued sick leave carry over into the next year.

- In the event you are not feeling well, please contact your direct supervisor or the Parks and Recreation office as soon as possible or at least 6 hours before your shift begins. Make every effort to speak directly to a live person – don't assume that voicemails or texts will be heard or seen.
- When sick leave is taken, the amount of time must be clearly designated on the employee's time sheet so it can be accurately tracked.

Resignation from City Employment

An employee desiring to leave City service in good standing should normally notify the supervisor at least two weeks in advance of the effective date. Failure to give prior notice is deemed sufficient cause for refusal to employ the person in the future. It is generally considered to be the courteous and thoughtful thing to do so that the necessary clerical work can be accomplished.

Personal Items or Equipment

Any use of personal equipment will be done so at your own risk. Any personal items lost, stolen, or broken will not be replaced by the Department.

Disciplinary Actions

The typical range and sequence of disciplinary actions are:

- **First occurrence:** Warning issued
- **Second occurrence:** Sent home and loss of pay
- **Third occurrence:** Dismissal

Cash Handling

Part-time employees are not authorized to accept program registration payments or facility admission fees unless the assignment specifically pertains to cash-handling duties. If a guest/customer wishes to provide payment or to register on the spot, refer them to customer service staff at the Santo Community Center or to a direct supervisor.

Tips and Donations

Department staff may not accept gratuities from guests/customers even though it is certainly flattering to be recognized for excellent customer service. Encourage satisfied customers to express their gratitude in writing so the sentiment can be shared inside and outside the organization.

Direct people wishing to make donations to the Medford Parks and Recreation Foundation.

Contacting/Interacting With Medford Police

The Medford Police asks MPRD staff to consider the following if there is an issue that may warrant calling the police department:

1. Determine the nature of the problem
 - a. If it is not a criminal matter, contact your supervisor.
 - b. If it is not an emergent criminal matter, contact the MPD Non-Emergent phone number at 541-770-4784, then contact your supervisor
 - c. If it is an emergency criminal matter, contact 911, then contact your supervisor
2. Secure the scene
 - a. Make sure the area that the crime occurred remains untouched until Law Enforcement arrive
 - b. If people are still on the scene, keep everyone at the scene as long as you can, until Law Enforcement arrive
 - c. If the people (person) is/are moving, observe where they are going to assist Law Enforcement when they arrive
 - i. Do not engage the person if he/she is combative
 - ii. If combative, allow them to leave the area without interfering
 - iii. Do not engage in any physical contact under any circumstances
3. Cooperate with Law Enforcement when on the scene
 - a. Describe what occurred with detail
 - b. Answer any questions they may have of the incident
4. Complete any necessary documentation
 - a. If an accident occurred, complete the appropriate accident form
 - b. For Recreation, write out an incident report detailing the occurrence
5. Update your supervisor
 - a. The supervisor will determine whether you should complete any further documentation or if you should contact the city attorney for any follow-up.

Graffiti Removal Procedure

The Medford Parks and Recreation Department works in partnership with the Police Department to track and mitigate graffiti and vandalism in City parks and facilities.

If you spot graffiti in a public place:

1. Report the graffiti/vandalism to a Park technician
2. Report it to Code Enforcement, 774-2016
3. Report it to your direct supervisor
4. Submit a work order through Maintenance Connect

Accident or Injury Reporting

If a customer is injured on City property or in conjunction with a Parks and Recreation program:

1. Determine if medical attention is required. If serious, call 9-1-1.

2. Do not provide any First Aid other than that for which you are trained. Do not move injured persons. Transportation will be provided by ambulance.
3. If injury is not determined to be serious, employee may supply items from the First Aid kit, such as band-aids and ice packs.
4. All accidents or injuries fill out "Medford Parks and Recreation Division Accident Report Form." (Form is typically available where First Aid supplies are stored.)
5. Handle emergency first, then notify supervisor of any major injuries or accidents.
6. Turn in form to supervisor.

If you or another employee is injured on the job:

1. Determine if medical attention is required. If serious, call 9-1-1.
2. Do not provide any First Aid other than that for which you are trained. Do not move injured persons. Transportation will be provided by ambulance.
3. If injury is not determined to be serious, use items from the First Aid kit, such as band-aids and ice packs.
4. Fill out "Employee Injury Report Form." (Form is available in the Santo Community Center break room.)
5. If you go to doctor or hospital at any point relating to the injury, complete a "Report of Job Injury or Illness" form, also known as an "801 Form." (Form is available in the Santo Community Center break room.)
6. Handle emergency first, then notify supervisor of any injury or accident as soon as possible.
7. Turn in forms to supervisor at the soonest possible time.

If you are involved in an accident while operating a Parks and Recreation Department vehicle:

1. Determine if medical attention is required. If serious, call 9-1-1.
2. Move the vehicle off the roadway if at all possible (state law).
3. Make contact immediately with your supervisor and the Police Department (770-4784). Do not make any statements as to your involvement to anyone other than your supervisor or the police officers investigating the accident.
4. Obtain names, addresses and phone numbers (work and home) of all witnesses.
5. Obtain vehicle and operator information and insurance information.
6. Take photographs of accident scene/vehicular damage using disposable camera in glove box or cell phone.
7. Remain with the vehicle at all times unless injuries do not permit.
8. Do not provide any First Aid other than that for which you are trained. Do not move injured persons. Transportation will be provided by ambulance.
9. For accidents involving the public, employees should not discuss the question of responsibility or liability with anyone prior to consulting the City Attorney.
10. The following forms must be submitted in a timely manner (Forms are available in the Santo Community Center break room.):
 - a. Supervisor's Vehicle Accident Report (ALL/008).
 - b. State of Oregon Traffic Accident and Insurance Report.
 - c. Report of Job Injury or Illness form (801 form) if employee was injured.
 - d. Police accident report.

When In Doubt

Not everything will be covered in a policy and procedure manual. When in doubt, use your best judgment and discuss your decision with your direct supervisor as soon as possible.

Key Considerations ...

1. Is it good for the customer?
2. Is it legal and ethical?
3. Are you willing to be accountable for your decision?

If so, you don't need permission. Just do it!



MEDFORD PARKS & RECREATION

ACCIDENT/INJURY REPORT FORM

Name _____ Home Address _____
 Sex: M _____ F _____ Age: _____ Telephone # _____
 Time of accident: Hour: am _____ pm _____ Date: _____
 Place of Accident: _____

Nature of Injury:

Abrasion _____	Fracture _____
Asphyxiation _____	Laceration _____
Bite _____	Poisoning _____
Bruise _____	Puncture _____
Burn _____	Scald _____
Concussion _____	Scratches _____
Cut _____	Shock _____
Dislocation _____	Sprain _____
Other _____	

Part of Body Injured:

Abdomen _____	Foot _____
Ankle _____	Hand _____
Arm _____	Head _____
Back _____	Knee _____
Chest _____	Leg _____
Ear _____	Mouth _____
Elbow _____	Nose _____
Eye _____	Scalp _____
Finger _____	Wrist _____
Other _____	

Description of Accident: How did it happen? What was the participant doing? Where was participant? Was it caused by another person? List specifically any unsafe acts, unsafe equipment, or existing conditions: _____

Supervisor in charge (enter name): _____
 Present at time of accident? Yes _____ No _____

IMMEDIATE ACTION TAKEN

First Aid Treatment: Yes _____ No _____ If First Aid was given, what was done? _____
 Sent Home _____ Sent to Physician _____ Sent to Hospital _____

Was parent or other individual notified? Yes _____ No _____ When _____
 Name of individual notified _____

Witnesses:

1) Name _____ Address _____
 2) Name _____ Address _____

Additional information on location/area of accident _____

Other comments _____

Supervisor's Signature _____

ACTION Form

Accident/Incident Analysis: a step-by-step approach that simplifies the analysis process

Company: City of Medford Department: _____ Supervisor: _____
 Employee: _____ Job title: _____ Date hired: _____
 Date/time of incident: _____ Date/time reported: _____ Incident location: _____
 Witnesses: _____

Incident/near miss Accident First Aid
 *File 801 if these boxes are checked *Medical care *Time loss *Fatal

Describe accident/incident:

A-C-T-I-O-N

Establishing accident analysis procedures are not only required, but also beneficial to your business. Having a process in place will allow you to recognize the contributing factors involved and prevent future injuries. In order to simplify the analysis process, here is an approach using six easy ACTION steps. Each step requires action, either by the employer or safety committee members.

Accident/incident scene preservation

This is the beginning of your analysis. Your primary goal is to secure the scene. The scene must be secured as soon as possible in order to preserve critical physical clues.

Is the hazard sufficiently controlled to prevent further injury? Yes No N/A

Was first-aid provided to ensure well being of injured employee? Yes No N/A

Is the scene secured to protect clues for analysis purposes? Yes No N/A

Protect tools and equipment from being relocated.

Collect the facts

Focus on finding the facts about the event. Remember to gather valid information without drawing conclusions or assigning blame.

Document your observations. Take photos and check video surveillance if available.

Interview employees and witnesses.

Review relevant records, such as maintenance, training, policies, procedures, etc.

Track sequence of events

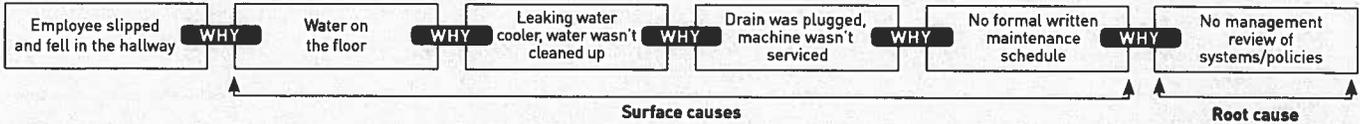
Review the information gathered and determine the series of events. Reconstructing an accurate timeline is critical to conducting an effective analysis.

Document what happened before, during and after the event.

Arrange this information to accurately determine the order of events.

OSHA requirements: On-the-job fatalities and catastrophes must be reported to Oregon OSHA within eight hours. Report any accident that results in overnight hospitalization within 24 hours to Oregon OSHA. Call 800.922.2689, 503.378.3272, or Oregon Emergency Response, 800.452.0311, on nights and weekends.

Contributing factors example



Identify contributing factors
 Every accident/incident is caused by a set of contributing factors. These factors represent the surface or root causes that led to the event. The goal is to identify these by analyzing how/why each consecutive event happened.

Use the diagram above as an example.
 Surface cause: unsafe behaviors and hazardous conditions.
 Root cause: underlying problems with policies/procedures.

Organize possible solutions
 Once the surface and root causes have been determined, you are ready to identify possible solutions. These should be prioritized based on their level of effectiveness. Remember to list multiple solutions.

Engineering controls:

Management controls:

Personal protective equipment (PPE):

Use guarding, less hazardous material or a different design to remove/reduce the hazard.
 Use work practices, scheduling, or job rotations to remove/reduce the exposure.
 Place a barrier, such as safety glasses, gloves, ear plugs, between employee and hazard.

Note corrective measures
 The last ACTION step is to use your notes from the steps above to complete this form.

Your recommendations should be relevant and concise. Identify who will be responsible for completing the action items on your list. Report your findings to members of management who have the authority to act. Remember to keep accident reports on file for record keeping purposes.

How will you correct the issues addressed in the boxes above?	Person assigned:	Completion date:

Supervisor/prepared by: _____ Date: _____ Copy: Safety Committee, Management Team, Owner/President
 Employee: _____ Date: _____

This is only an accident/incident analysis form. You will need to complete the workers' compensation claim form (801) if the injury required medical treatment beyond first aid. There are also other Oregon record keeping requirements for recording and reporting work-related fatalities, injuries, and illnesses. Please reference <http://www.orosha.org/subjects/recordkeeping.html> for additional information on these requirements.

For SAIF Customer Use

Area _____
 Dept. _____
 Shift _____ CC _____

CLAIM NO. _____
 SUBJECT DATE _____
 CLASS _____
 DEFAULT DATE _____
 EMPLOYER'S ACCOUNT NO. _____

Email: saif801@saif.com
 Toll-free phone: 1.800.285.8525
 Toll-free FAX: 1.800.475.7785

Report of Job Injury or Illness

Workers' compensation claim

Worker

To make a claim for a work-related injury or illness, fill out the worker portion of this form and give to your employer. If you do not intend to file a workers' compensation claim with SAIF Corporation, do not sign the signature line. Your employer will give you a copy.

1. Date of injury or illness:	2. Date you left work:	3. Time you began work on day of injury: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	4. Regularly scheduled days off: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> S	DEPT USE: Emp _____ Ins _____ Occ _____ Nat _____ Part _____ Ev _____ Src _____ 2src _____
5. Time of injury or illness: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	6. Time you left work: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	7. Shift on day of injury: (from) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. (to) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		
8. What is your illness or injury? What part of the body? Which side? (Example: sprained right foot) <input type="checkbox"/> Left <input type="checkbox"/> Right			9. Check here if you have more than one job: <input type="checkbox"/>	
10. What caused it? What were you doing? Include vehicle, machinery, or tool used. (Example: Fell 10 feet when climbing an extension ladder carrying a 40-pound box of roofing materials)				

Information ABOVE this line: date of death, if death occurred; and Oregon OSHA case log number must be released to an authorized worker representative upon request.

11. Your legal name:	12. Worker's language preference other than English: <input type="checkbox"/> Spanish <input type="checkbox"/> Other (please specify):	13. Birthdate:	14. Gender: <input type="checkbox"/> M <input type="checkbox"/> F
15. Your mailing address, city, state and zip:			16. Home phone:
17. Social Security no. (see back*):	18. Occupation:	19. Work phone:	
20. Names of witnesses:			
21. Name and phone number of health insurance company:		22. Name and address of health care provider who treated you for the injury or illness you are now reporting:	
23. Have you previously injured this body part? <input type="checkbox"/> Yes <input type="checkbox"/> No			
24. Were you hospitalized overnight as an inpatient? <input type="checkbox"/> Yes <input type="checkbox"/> No			
25. Were you treated in the emergency room? <input type="checkbox"/> Yes <input type="checkbox"/> No			
26. By my signature, I am making a claim for worker's compensation benefits. The above information is true to the best of my knowledge and belief. I authorize health care providers and other custodians of claim records to release relevant medical records to the workers' compensation insurer, self-insured employer, claim administrator, and the Oregon Department of Consumer and Business Services. Notice: Relevant medical records include records of prior treatment for the same conditions or of injuries to the same area of the body. A HIPAA authorization is not required (45 CFR 164.512(I)). Release of HIV/AIDS records, certain drug and alcohol treatment records, and other records protected by state and federal law requires separate authorization.			
27. Worker signature:	28. Completed by (please print):	29. Date:	

Employer

Complete the rest of this form and give a copy of the form to the worker. Notify SAIF Corporation within five days of knowledge of the claim. Even if the worker does not wish to file a claim, maintain a copy of this form.

30. Employer legal business name: City of Medford		31. Phone: (541) 774-2039	32. FEIN: 936002207
33. If worker leasing company, list client business name: N/A		34. Client FEIN:	
35. Address of principal place of business (not P.O. Box): 411 West 8th Street, Medford, OR 97501		36. Insurance policy no.: 771447	
37. Street address from which worker is/was supervised: _____ ZIP: _____		38. Nature of business in which worker is/was supervised: Local Government	
39. Address where event occurred:		41. Class code:	
40. Was injury caused by failure of a machine or product, or by a person other than the injured worker? <input type="checkbox"/> Yes <input type="checkbox"/> No		44. OSHA 300 log case no:	
42. Were other workers injured? <input type="checkbox"/> Yes <input type="checkbox"/> No	43. Did injury occur during course and scope of job? <input type="checkbox"/> Unknown <input type="checkbox"/> Yes <input type="checkbox"/> No		
45. Date employer knew of claim:	46. Worker's weekly wage: \$	47. Date worker hired:	48. If fatal, date of death:
49. Return-to-work status: Not returned <input type="checkbox"/> Regular Date: <input type="checkbox"/> Modified Date: <input type="checkbox"/>		50. If returned to modified work, is it at regular hours and wages? <input type="checkbox"/> Yes <input type="checkbox"/> No	
51. Employer signature:	52. Name and title (please print):	53. Date:	

ACTION Form

Accident/Incident Analysis: a step-by-step approach that simplifies the analysis process

Company: _____ Department: _____ Supervisor: _____

Employee: _____ Job title: _____ Date hired: _____

Date/time of incident: _____ Date/time reported: _____ Incident location: _____

Witnesses: _____

Incident/near miss Accident First Aid
 *Medical care *Time loss *Fatal

*File 801 if these boxes are checked

Describe accident/incident:

A-C-T-I-O-N

Establishing accident analysis procedures are not only required, but also beneficial to your business. Having a process in place will allow you to recognize the contributing factors involved and prevent future injuries. In order to simplify the analysis process, here is an approach using six easy ACTION steps. Each step requires action, either by the employer or safety committee members.

Accident/incident scene preservation

This is the beginning of your analysis. Your primary goal is to secure the scene. The scene must be secured as soon as possible in order to preserve critical physical clues.

Is the hazard sufficiently controlled to prevent further injury? Yes No N/A

Was first-aid provided to ensure well being of injured employee? Yes No N/A

Is the scene secured to protect clues for analysis purposes? Yes No N/A

Protect tools and equipment from being relocated.

Collect the facts

Focus on finding the facts about the event. Remember to gather valid information without drawing conclusions or assigning blame.

Document your observations. Take photos and check video surveillance if available.

Interview employees and witnesses.

Review relevant records, such as maintenance, training, policies, procedures, etc.

Track sequence of events

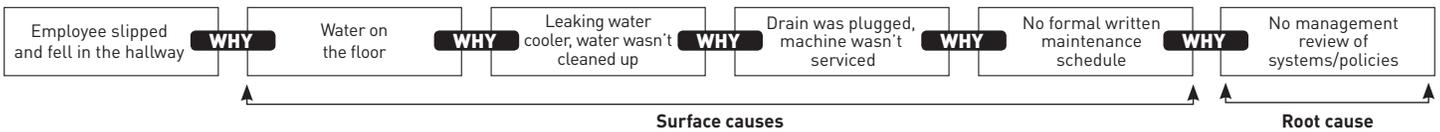
Review the information gathered and determine the series of events. Reconstructing an accurate timeline is critical to conducting an effective analysis.

Document what happened before, during and after the event.

Arrange this information to accurately determine the order of events.

OSHA requirements: On-the-job fatalities and catastrophes must be reported to Oregon OSHA within eight hours. Report any accident that results in overnight hospitalization within 24 hours to Oregon OSHA. Call 800.922.2689, 503.378.3272, or Oregon Emergency Response, 800.452.0311, on nights and weekends.

Contributing factors example



Identify contributing factors

Every accident/incident is caused by a set of contributing factors. These factors represent the surface or root causes that led to the event. The goal is to identify these by analyzing how/why each consecutive event happened.

Use the diagram above as an example.

Surface cause: unsafe behaviors and hazardous conditions.

Root cause: underlying problems with policies/procedures.

Organize possible solutions

Once the surface and root causes have been determined, you are ready to identify possible solutions. These should be prioritized based on their level of effectiveness. Remember to list multiple solutions.

Engineering controls:

Management controls:

Personal protective equipment (PPE):

Use guarding, less hazardous material or a different design to remove/reduce the hazard.

Use work practices, scheduling, or job rotations to remove/reduce the exposure.

Place a barrier, such as safety glasses, gloves, ear plugs, between employee and hazard.

Note corrective measures

The last ACTION step is to use your notes from the steps above to complete this form.

Your recommendations should be relevant and concise.

Identify who will be responsible for completing the action items on your list.

Report your findings to members of management who have the authority to act.

Remember to keep accident reports on file for record keeping purposes.

How will you correct the issues addressed in the boxes above?	Person assigned:	Completion date:

Supervisor/prepared by: _____

Date: _____

Copy: Safety Committee, Management Team, Owner/President

Employee: _____

Date: _____

This is only an accident/incident analysis form. You will need to complete the workers' compensation claim form (801) if the injury required medical treatment beyond first aid. There are also other Oregon record keeping requirements for recording and reporting work-related fatalities, injuries, and illnesses. Please reference <http://www.orosha.org/subjects/recordkeeping.html> for additional information on these requirements.

For SAIF Customer Use

Area _____

Dept. _____

Shift _____ **CC** _____

CLAIM NO. _____

SUBJECT DATE _____

CLASS _____

DEFAULT DATE _____

EMPLOYER'S _____

ACCOUNT NO. _____

Email: saif801@saif.com

Toll-free phone: 1.800.285.8525

Toll-free FAX: 1.800.475.7785

Report of Job Injury or Illness

Workers' compensation claim

Worker

To make a claim for a work-related injury or illness, fill out the worker portion of this form and give to your employer. **If you do not intend to file a workers' compensation claim with SAIF Corporation, do not sign the signature line.** Your employer will give you a copy.

1. Date of injury or illness:	2. Date you left work:	3. Time you began work on day of injury: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	4. Regularly scheduled days off: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> S	DEPT USE: Emp Ins Occ Nat Part Ev Src 2src
5. Time of injury or illness: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	6. Time you left work: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	7. Shift on day of injury: (from) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. (to) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		
8. What is your illness or injury? What part of the body? Which side? (Example: sprained right foot) <input type="checkbox"/> Left <input type="checkbox"/> Right			9. Check here if you have more than one job: <input type="checkbox"/>	
10. What caused it? What were you doing? Include vehicle, machinery, or tool used. (Example: Fell 10 feet when climbing an extension ladder carrying a 40-pound box of roofing materials)				

Information ABOVE this line: date of death, if death occurred; and Oregon OSHA case log number must be released to an authorized worker representative upon request.

11. Your legal name:	12. Worker's language preference other than English: <input type="checkbox"/> Spanish <input type="checkbox"/> Other (please specify):	13. Birthdate:	14. Gender: <input type="checkbox"/> M <input type="checkbox"/> F
15. Your mailing address, city, state and zip:		16. Home phone:	
17. Social Security no. (see back*):	18. Occupation:	19. Work phone:	
20. Names of witnesses:			
21. Name and phone number of health insurance company:		22. Name and address of health care provider who treated you for the injury or illness you are now reporting:	
23. Have you previously injured this body part? <input type="checkbox"/> Yes <input type="checkbox"/> No			
24. Were you hospitalized overnight as an inpatient? <input type="checkbox"/> Yes <input type="checkbox"/> No			
25. Were you treated in the emergency room? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<p>26. By my signature, I am making a claim for worker's compensation benefits. The above information is true to the best of my knowledge and belief. I authorize health care providers and other custodians of claim records to release relevant medical records to the workers' compensation insurer, self-insured employer, claim administrator, and the Oregon Department of Consumer and Business Services. Notice: Relevant medical records include records of prior treatment for the same conditions or of injuries to the same area of the body. A HIPAA authorization is not required (45 CFR 164.512(I)). Release of HIV/AIDS records, certain drug and alcohol treatment records, and other records protected by state and federal law requires separate authorization.</p>			
27. Worker signature:	28. Completed by (please print):	29. Date:	

Employer

Complete the rest of this form and give a copy of the form to the worker. Notify SAIF Corporation within five days of knowledge of the claim. Even if the worker does not wish to file a claim, maintain a copy of this form.

30. Employer legal business name:		31. Phone:	32. FEIN:
33. If worker leasing company, list client business name:		34. Client FEIN:	
35. Address of principal place of business (not P.O. Box):		36. Insurance policy no.:	
37. Street address from which worker is/was supervised: ZIP:		38. Nature of business in which worker is/was supervised:	
39. Address where event occurred:			
40. Was injury caused by failure of a machine or product, or by a person other than the injured worker? <input type="checkbox"/> Yes <input type="checkbox"/> No		41. Class code:	
42. Were other workers injured? <input type="checkbox"/> Yes <input type="checkbox"/> No	43. Did injury occur during course and scope of job? <input type="checkbox"/> Unknown <input type="checkbox"/> Yes <input type="checkbox"/> No	44. OSHA 300 log case no.:	
45. Date employer knew of claim:	46. Worker's weekly wage: \$	47. Date worker hired:	48. If fatal, date of death
49. Return-to-work status: Not returned <input type="checkbox"/> Regular Date: <input type="checkbox"/> Modified Date: <input type="checkbox"/>		50. If returned to modified work, is it at regular hours and wages? <input type="checkbox"/> Yes <input type="checkbox"/> No	
51. Employer signature:	52. Name and title (please print):		53. Date:

A guide for workers recently hurt on the job

The following information is provided by SAIF Corporation at the request of the Workers' Compensation Division

saifcorporation

400 High St. SE, Salem, OR 97312

How do I file a claim?

- Notify your employer and a health care provider of your choice about your job-related injury or illness as soon as possible. Your employer cannot choose your health care provider for you.
- Ask your employer the name of its workers' compensation insurer.
- Complete **Form 801, "Report of Job Injury or Illness,"** available from your employer and **Form 827, "Worker's and Physician's Report for Workers' Compensation Claims,"** available from your health care provider.

How do I get medical treatment?

- You may receive medical treatment from the health care provider **of your choice**, including:
 - Authorized nurse practitioners
 - Chiropractors
 - Medical doctors
 - Naturopaths
 - Oral surgeons
 - Osteopathic doctors
 - Physician assistants
 - Podiatrists
 - Other health care providers
- The insurance company may enroll you in a managed care organization at any time. If it does, you will receive more information about your medical treatment options.

Are there limitations to my medical treatment?

- **Health care providers may be limited in how long they may treat you and whether they may authorize payments for time off work.** Check with your health care provider about any limitations that may apply.
- **If your claim is denied, you may have to pay for your medical treatment.**

If I can't work, will I receive payments for lost wages?

- You may be unable to work due to your job-related injury or illness. In order for you to receive payments for time off work, your health care provider must send written authorization to the insurer.
- Generally, you will not be paid for the first three calendar days for time off work.
- You may be paid for lost wages for the first three calendar days if you are off work for 14 consecutive days or hospitalized overnight.
- If your claim is denied within the first 14 days, you will not be paid for any lost wages.
- Keep your employer informed about what is going on and cooperate with efforts to return you to a modified- or light-duty job.

What if I have questions about my claim?

- SAIF Corporation or your employer should be able to answer your questions. Call SAIF Corporation at 800.285.8525.
- If you have questions, concerns, or complaints, you may also call any of the numbers below:

Ombudsman for Injured Workers:

An advocate for injured workers

Toll-free: 800.927.1271

Email: oiw.questions@state.or.us

Workers' Compensation Compliance Section

Toll-free: 800.452.0288

Email: workcomp.questions@state.or.us

* **Do I have to provide my Social Security number on Forms 801 and 827? What will it be used for?**

You do not need to have an SSN to get workers' compensation benefits. If you have an SSN, and don't provide it, the Workers' Compensation Division (WCD) of the Department of Consumer and Business Services will get it from your employer, the workers' compensation insurer, or other sources. WCD may use your SSN for: quality assessment, correct identification and processing of claims, compliance, research, injured worker program administration, matching data with other state agencies to measure WCD program effectiveness, injury prevention activities, and to provide to federal agencies in the Medicare program for their use as required by federal law. The following laws authorize WCD to get your SSN: the Privacy Act of 1974, 5 USC § 552a, Section (7)(a)(2)(B); Oregon Revised Statutes chapter 656; and Oregon Administrative Rules chapter 436 (Workers' Compensation Board Administrative Order No. 4-1967).

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Notable City Policies and Administrative Regulations

(Revised January 2016)

Media Policy for Part-Time Employees

- In the event of a media inquiry, refer the media representative to your direct supervisor. If the direct supervisor is not present, notify him/her immediately.
- Staff may answer questions about the specific work they are performing at that moment. Examples:
 - “I am scorekeeping adult slowpitch softball.”
 - “I am supervising the Youth Indoor Soccer program.”
- Employees are not required to respond to “on-the-spot” media questions.

Claims Procedure

- Notify your direct supervisor when someone or some group wishes to file a claim against the City for whatever cause or reason. Examples of potential claims include:
 - Injuries sustained on City property
 - Defective equipment/negligence
 - Vehicle accidents
 - Employment claims
 - Medical claims
- When an accident or incident occurs, never admit guilt, assume guilt or make assumptions.
 - Be careful what you say because it could be used as evidence in a lawsuit

Severe Weather Policy

- In addition to full-time recreation staff, site supervisors and program managers are designated as weather monitors when on duty. Utilizing online National Weather Service resources and “Weather Bug” and “My Radar Pro” cell phone apps (or equivalent), the following actions will occur when severe weather is detected in the area:
 1. The weather monitor will closely monitor storm-detection data.
 2. If lightning or a storm cell is within 20 miles, the site supervisor will put staff, officials and umpires on alert that a storm is (or may be) approaching and to be prepared for action step No. 3 (below).
 3. When the lightning or a storm cell comes within five miles of the facility (within 10 miles for the Jackson Aquatics Center), the site supervisor will notify staff, umpires and officials to cease all activities and advise participants, spectators and staff to immediately seek cover and wait for an “all clear” or alternative notification.
 4. The site supervisor will continue to monitor weather data and issue an “all clear” notification when the issue is at least five miles away and if the venue is safe for activity.

Air Quality Standards

- In the event of smoky conditions, the Department utilizes airnow.gov to make programming decisions.
- If air quality reaches the “Unhealthy for Sensitive Groups” category, staff will take steps to limit participant exposure to one hour or less. Every effort will be made to move, postpone or cancel youth programs and outdoor special events.

- If air quality reaches the “Very Unhealthy/Hazardous Groups” category for a prolonged period of time, all outdoor programs and services will be canceled or moved indoors. Adult league games in process may be allowed to conclude, depending on the severity of conditions at the venue.
- Recreation staff are authorized to use discretion when evaluating air quality conditions at recreation venues based on factors such as visibility, smell, duration of exposure and wind patterns.
- Recreation supervisors and coordinators are responsible for notifications in the event of postponements or cancellations.

Smoking and Tobacco Products

- Smoking and the use of tobacco products is prohibited in all City of Medford parks and facilities.
 - The lone exception is the northeast corner of the USCCP softball/baseball complex parking lot.
- Vapor cigarettes are prohibited under this policy.
- The Medford Parks and Recreation Commission approves park use regulations. Those wishing to comment on the policy should direct their comments to the Commission, which meets monthly.

Key Policy

- Employees are prohibited from duplicating keys to City facilities.
- Notify your direct supervisor if:
 - A key issued by the Department is lost.
 - A Department key is found.
- All keys issued to employees must be returned to the direct supervisor upon termination of employment, or upon request by a direct supervisor.
- Never loan keys to non-employees or to employees outside the normal scope of work.

Harassment Policy (excerpts from Reg. 85-9 R4)

- The City of Medford is committed to providing a work environment that is free of all forms of unlawful harassment. The City will not tolerate the harassment of our employees by anyone, including but limited to supervisors, co-workers, volunteers, members of the public, vendors or contractors.
- Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ... [particularly] if the conduct has the purpose or the effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment. This means no sexual or sexist language, jokes or innuendo; nude, profane or obscene cartoons, drawings or photos; whistling or catcalling; staring or leering; pinching, patting, inappropriate touching, unwelcome touching, unwelcome hugging or kissing, etc.; or other conduct that might contribute to a hostile or offensive working atmosphere.
- Other forms of unlawful harassment ... means no “ethnic jokes”, religious slurs; use of offensive “slang” or derogatory terms or slurs denoting race, age, national origin, disability, etc.; mimicking one’s speech, accent or disability; derogatory comments regarding protected statuses or characteristics; or other conduct that might create or contribute to a hostile or offensive working atmosphere.

Conduct in the Workplace (excerpts from Reg. 05-1)

- The City expects its employees to maintain a high standard of professional conduct during the course of their duties. It is ... the responsibility of every employee to maintain a cooperative, productive and courteous work environment.
- Employees are expected to use common sense, patience, courtesy and good judgment in their interpersonal relationships with co-workers, superiors, subordinates and the public.

- Inappropriate conduct includes deliberate or repeated behaviors or acts that are demeaning, threatening, offensive or discriminatory, or that disrupt the workplace or impair good working relationships with fellow City employees or the public.

Service Animals (excerpts from Reg. 16-02)

The City welcomes the use of a service animal by persons with disabilities ... subject to the rules provided in ADA Title II and Oregon law. The City will make reasonable accommodations or modifications so individuals may participate in programs, services and activities.

- A “service animal” or “assistance animal” is defined in the ADA as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the dog must be directly related to the person’s disability. A service animal is a working animal, not a pet.
- A person with a service animal may not be asked about the nature or extent of their disability, but if it is not obvious that the dog is a service animal, the dog handler may be asked:
 - a. Is the dog a service animal required because of a disability?
 - b. What work or task has the dog been trained to perform?
- The service animal ... is not required to be certified or have documentation of training. It is not required to demonstrate the work or tasks it is trained to perform.
- A service animal is not required to wear a vest, patch or other gear identifying it as a service animal.
- The service animal must be under the control of the handler at all times and be harnessed, leashed or tethered while in public places unless these devices interfere with the service animal’s work. ... If a service animal must be off leash only to perform a certain task, then the animal must be leashed at other times.
- A service animal may be excluded if it is not housebroken.
- A handler may be asked to remove the service animal from the premises if the service animal is out of control and the handler does not take effective action to control it.

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Duty to Report Child Abuse

Oregon State Law (ORS 419B.005 et seq.) requires certain employees, including any employee of the Parks and Recreation Department, to report to local law enforcement agencies when there is reasonable cause to believe that a child has been abused or that any person with whom the employee comes into contact has abused a child.

Department employees were not mandatory reporters in the past, but legislative changes that went into effect January 1, 2013 require any employee of a public or private organization providing child-related services or activities to report abuse. Because the Department provides child-related services, all employees are now mandatory child abuse reporters.

If an employee has reasonable cause to believe that *any* child has suffered abuse or if any person which the employee comes into contact with has abused a child, the employee shall immediately report the abuse in a manner required under ORS 419B.015. The employee shall also immediately notify their supervisor of the abuse report. This requirement will apply regardless of where the abuse occurred or where the employee learned of the abuse.

Abuse

Abuse as defined under ORS 419B.005(1) includes:

- Any assault as defined in ORS chapter 163 of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury;
- Any mental injury to a child which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child;
- Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest, as those acts are described in ORS chapter 163;
- Sexual abuse as described in ORS chapter 163;
- Sexual exploitation;
- Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter, or medical care that is likely to endanger the health or welfare of the child; or
- Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare.

Reporting Procedure

- 1) When a Department employee comes into contact and has reasonable cause to believe that any child has suffered abuse that employee shall report such abuse immediately by telephone to the designated Child Abuse Hotline in the County where the incident occurred.

- 2) When a Department employee witnesses first-hand or comes into contact with an individual who has subjected a child to abuse, the employee will immediately contact local law enforcement authorities by calling 9-1-1.
- 3) The Department employee must then immediately inform his/her supervisor in person or orally and complete a Suspicion of Child Abuse Report that will be submitted to the direct supervisor. The Report is deemed complete after the employee has provided the responding officer's name, case number and the date and time that the employee met with the local law enforcement agency. If the incident occurs outside of work or away from Department property, the employee will notify his/her supervisor as soon as reasonably possible.

Failure to Comply

Any Department employee who fails to report suspected child abuse as provided by this policy and as required under state law, commits a violation of the law. This obligation is personal to the individual, making it critical for each individual employee to understand their obligations and to report suspected child abuse.

Immunity from Liability and Confidentiality

Department employees who, in good faith, and on the basis of reasonable grounds, make a child abuse report are protected from any civil or criminal liability in connection with such a report. Reporting suspected child abuse will not adversely affect any terms or conditions of employment or the work environment of the reporting employee. However, employees are subject to the confidentiality provisions concerning child abuse under state law – records, reports, and documents compiled by District employees pursuant to reports made under ORS 419B.005 et seq. - are confidential and are not accessible for public inspection.

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Sports Facility Responsibilities (Revised Jan. 2016)

Softball/Baseball Complex

Adult Softball Leagues

- Confirm fields are ready for use and safe for play
 - Check base distances (70')
- Place equipment and supplies at proper locations, including:
 - Correct softball sizes
 - Scoreboard remote controls
 - Score sheets
 - First Aid kits
- Ensure First Aid kits are adequately stocked
- Confirm all scorekeepers and umpires show up on time
 - Report tardiness, inappropriate behavior, attitudes or comments
- Assist scorekeepers in completing their jobs, as necessary
- Ensure participants have properly signed the roster/liability waiver form
- Turn on field lights manually if not scheduled through automated system
- Routinely patrol the complex – be on the lookout for violations of park rules, especially:
 - Smoking/tobacco products, including “vaping”
 - Sunflower seeds
 - Illegal parking
 - Dogs (except service animals)
 - Consumption of alcoholic beverages
 - Inappropriate, unsafe or erratic behavior
 - Soft toss into chain-link fences
- Secure (zip-tie) sponsor banners or field signs that are loose or crooked
- Check and clean-up team areas after each game
- Respond to accidents or injuries by providing First Aid, if necessary
 - Fill out and file Accident Report Form(s)
- Address and report disciplinary issues on or off the field
- Ensure individuals who have been placed on probation or suspended comply with sanctions
- Be prepared to serve as a fill-in umpire or scorekeeper, as the need arises
- Report abnormalities or supply shortages to direct supervisor
- Input results to TeamSideline ASAP (within four hours of final game)

Youth and Adult Tournaments (operated by MPRD)

- Confirm fields are ready for use and safe for play
- Print/post tournament schedules in the covered bracket boards
- Confirm appropriate staffing is on hand
 - Umpires
 - Admission table staff
- Ensure proper equipment is on hand and ready for use, including:
 - Scoreboard remote controls
 - Tournament rules
 - Team contact information

- Roster confirmation paperwork
- Scorecards/innings pitched forms
- Prizes (trophies, shirts, etc...)
- Set up Tournament Director table adjacent to utility room
- Update brackets in a timely manner (neatly list scores, wins, losses in appropriate places)
 - Update TeamSideline after each round of games
- Be available to help resolve rules/procedure questions
- Distribute prizes to teams as needed
- Routinely patrol the complex – be on the lookout for violations of park rules, especially:
 - Smoking/tobacco products, including “vaping”
 - Sunflower seeds
 - Illegal parking
 - Dogs (except service animals)
 - Consumption of alcoholic beverages
 - Inappropriate, unsafe or erratic behavior
 - Soft toss into chain-link fences
- Secure (zip-tie) sponsor banners or field signs that are loose or crooked
- Check and clean-up team areas after each game
- Report abnormalities or supply shortages to direct supervisor

Youth and Adult Tournaments or Events (not operated by MPRD)

- Confirm fields are ready for use and safe for play
- Assist tournament director with any needs concerning the facility
 - Provide and monitor usage scoreboard remote controls
 - First Aid kits
- Routinely patrol the complex – be on the lookout for violations of park rules, especially:
 - Smoking/tobacco products, including “vaping”
 - Sunflower seeds
 - Illegal parking
 - Dogs (except service animals)
 - Consumption of alcoholic beverages
 - Inappropriate, unsafe or erratic behavior
 - Soft toss into chain-link fences
- Secure (zip-tie) sponsor banners or field signs that are loose or crooked
- Check and clean-up team areas after each game
- Report abnormalities to the Tournament Director and to facility management

Multi-Sport Complex

Adult Soccer Leagues

- Confirm fields are ready for use and safe for play
- Prepare equipment to be used for the evening
 - First Aid kits out and ready for use
 - Cones and corner flags
 - Three soccer balls
 - Note: A minimum of four people are required to move soccer goals
- Ensure First Aid kits are adequately stocked

- Confirm field officials arrive on time
- Ensure participants have properly signed the roster/liability waiver form
- Turn on field lights manually if not scheduled through automated system
- Routinely patrol the complex – be on the lookout for violations of park rules, especially:
 - Smoking/tobacco products, including “vaping”
 - Sunflower seeds
 - Illegal parking
 - Dogs (except service animals)
 - Consumption of alcoholic beverages
 - Inappropriate, unsafe or erratic behavior
- Respond to accidents or injuries by providing First Aid, if necessary
 - Fill out and file Accident Report Form(s)
- Address and report disciplinary issues on or off the field
- Ensure individuals who have been placed on probation or suspended comply with sanctions
- Report abnormalities or supply shortages to direct supervisor
- Secure (zip-tie) sponsor banners or field signs that are loose or crooked
- Check and clean-up team areas after each game
- Input results to TeamSideline ASAP (within four hours of final game)

Adult Baseball League

- Confirm fields are ready for use and safe for play
- Place equipment and supplies at proper locations, including:
 - Baseballs
 - Scoreboard remote control
 - Score sheets
 - First Aid kits
- Ensure First Aid kits are adequately stocked
- Confirm umpires show up on time
 - Report tardiness, inappropriate behavior, attitudes or comments
- Ensure participants have properly signed the roster/liability waiver form
- Turn on field lights manually if not scheduled through automated system
- Respond to accidents or injuries by providing First Aid, if necessary
 - Fill out and file Accident Report Form(s)
- Address and report disciplinary issues on or off the field
- Ensure individuals who have been placed on probation or suspended comply with sanctions
- Report abnormalities or supply shortages to direct supervisor
- Secure (zip-tie) sponsor banners or field signs that are loose or crooked
- Check and clean-up team areas after each game
- Input results to TeamSideline ASAP (within four hours of final game)

Multi-Sport Tournaments and Events

- Confirm fields are ready for use and safe for play
- Assist tournament director with any needs concerning the facility
 - Provide and monitor usage scoreboard remote controls
 - Corner flags
 - Properly stocked First Aid kits

- Routinely patrol the complex – be on the lookout for violations of park rules, especially:
 - Smoking/tobacco products, including “vaping”
 - Sunflower seeds
 - Illegal parking
 - Dogs (except service animals)
 - Consumption of alcoholic beverages
 - Inappropriate, unsafe or erratic behavior
- Secure (zip-tie) sponsor banners or field signs that are loose or crooked
- Check and clean-up team areas after each game
- Report abnormalities to the Tournament Director and to facility management

USCCP Carts/Small Vehicles

Usage Guidelines

- All drivers shall comply with state and local driving laws and parking regulations.
- All drivers must possess a current driver’s license.
- Only City employees are allowed to ride in the vehicle unless approval has been given by a member of the Department’s management staff.
- Passengers must be seated in the seat, no passengers may ride in the back or standing on the side. Total number in the vehicle may not exceed manufactures recommendation.
- Only City work-related equipment or supplies may be carried in the cart.
- If cart is equipped with lights they must be on while driving during poor weather or low light conditions.
- Avoid driving in crowded areas unless absolutely necessary.
- If towing a trailer, the trailer must be connected using a proper hitch.
- No one may ride on or in the trailer.
- Before backing, walk around vehicle to make sure the area is clear.
- Keys must be removed when vehicle is parked to prevent unauthorized use.

Santo Community Center Gymnasium

Adult Indoor Soccer Leagues

- Confirm courts are safe for play
- Prepare or set up equipment to be used for the evening
 - Goals (two people needed to move)
 - Bleachers (two people needed to move)
 - First Aid kits out and ready for use
- Unlock and lock Youth Activity Center for bathroom access
- Unlock and lock gym doors with dogging key
- Ensure First Aid kits are adequately stocked
- Confirm referees arrive on time
- Be on the lookout for violations of facility rules, especially:
 - Smoking/tobacco products, including “vaping”
 - Dogs (except service animals)
 - Consumption of alcoholic beverages
 - Unattended children running around
 - Hanging on the basketball rims
 - Tampering with nets or equipment

- Respond to accidents or injuries by providing First Aid, if necessary
 - Fill out and file Accident Report Form(s)
- Address and report disciplinary issues
- Ensure individuals who have been placed on probation or suspended comply with sanctions
- Neatly and properly store equipment and First Aid kits
 - Use wall straps to secure soccer goals
- Report abnormalities or supply shortages to direct supervisor
- Input results to TeamSideline ASAP (within four hours of final game)

Adult Basketball Leagues

- Confirm courts are safe for play
- Prepare or set up equipment to be used for the evening
 - Lower basketball goals
 - Make sure soccer goals are strapped to walls
 - Bleachers (two people needed to move)
 - First Aid kits out and ready for use
- Unlock and lock Youth Activity Center for bathroom access
- Unlock and lock gym doors with dogging key
- Ensure First Aid kits are adequately stocked
- Confirm referees arrive on time
- Ensure participants have properly signed the roster/liability waiver form
- Be on the lookout for violations of facility rules, especially:
 - Smoking/tobacco products, including “vaping”
 - Dogs (except service animals)
 - Consumption of alcoholic beverages
 - Unattended children running around
 - Hanging on the basketball rims
 - Tampering with nets or equipment
- Respond to accidents or injuries by providing First Aid, if necessary
 - Fill out and file Accident Report Form(s)
- Address and report disciplinary issues
- Ensure individuals who have been placed on probation or suspended comply with sanctions
- Neatly and properly store equipment and First Aid kits
- Report abnormalities or supply shortages to direct supervisor
- Input results to TeamSideline ASAP (within four hours of final game)

Youth Sports

- Check playing surfaces for safety
- Prepare or set up equipment
 - Raise or lower basketball hoops, if needed
 - Use wall straps to secure soccer goals
 - Bleachers (two people needed to move)
 - First Aid kits out and ready for use
- Unlock and lock bathrooms
- Unlock and lock gym doors with dogging key
- Ensure First Aid kits are adequately stocked

- All kits must contain: athletic tape, band-aids, gauze pads, disposable gloves, rolled gauze, 2 ice packs, antiseptic wipes, participant accident forms and a pen
- Be on the lookout for violations of facility rules, especially:
 - Smoking/tobacco products
 - Dogs (except service animals)
 - Sunflower seeds, food and drink on the turf
 - Consumption of alcoholic beverages
 - Unattended children running around
 - Hanging on the basketball rims
 - Tampering with nets or equipment
- Respond to accidents or injuries by providing First Aid, if necessary
 - Fill out and file Accident Report Form(s)
- Neatly and properly store equipment and First Aid kits
- Report abnormalities or supply shortages to direct supervisor

First Aid Kit Supply List

Before each shift, double-check the status of the First Aid Kit and Blood-borne Pathogen Kit. Report shortages to your direct supervisor.

First Aid Kit Supplies:

Athletic Tape
 Gauze Pads
 Disposable Gloves
 Rolled Gauze
 Ice Packs
 Antiseptic Wipes
 Accident Report Forms
 Pen

Bloodborne Pathogen Kit Supplies:

Disposable Gloves
 Paper Towels
 Biohazard Bags
 Spray Bottle containing disinfectant
 Blister Cones (to cordon off area)

Posting Scores and Results

Adult league and youth tournament scores are to be posted on TeamSideline (the Department's automated schedule and standings service) within four hours of conclusion of the final game on your shift. Inputting scores can be accomplished by using a smart phone or by using an Internet browser.

1. Login in to https://www.teamsideline.com/sites/medford/admin/sign_in
2. Bookmark the login page on your phone or browser
3. Enter username and password issued by the Athletics Supervisor
4. Click "Leagues and Divisions"
5. Click on the appropriate league division
6. Click "Edit Scores"
7. Enter individual game scores and select "Played" from the Disposition drop-down menu
8. Enter full name of players receiving technical fouls or cards in the comment field.
 Example: John Smith - Yellow Card; Ben Benson – Technical Foul
9. Double-check all entries before clicking "Save" button

Facility Admission Cashier Protocol

Admission fees are charged at all youth tournaments coordinated by the Department. The following procedures must be followed in order for the Department to adhere to City cash-handling standards and to protect employees from allegations of theft:

1. Have a supervisor verify and sign off on the initial cash on hand upon the start of a shift.
2. Fill out the appropriate accounting/tracking forms to account for the type of admission fee collected.
3. Upon conclusion of a shift, have a supervisor verify the cash count and place into the envelope provided. Have the supervisor sign the sealed envelope flap.

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Santo Community Center Emergency Procedures (as of Jan. 2016)

General Information

At the start of each meeting, rental, class series, indoor sports league and once per year for commissions and committees that meet at the Santo Community Center the instructor, facility supervisor or person in charge of the meeting should point out the locations of the nearest fire alarm, fire extinguishers, nearest emergency exits, designated evacuation locations and the location of the AED.

Fire/Smoke/Gas Leak or any need to evacuate the building

In case there is a need to evacuate the building, all Parks and Recreation staff, adult programs, adult sports leagues, and meeting participants should meet on the sidewalk on the corner of Jackson St. and Columbus Ave. All youth camps, youth classes, youth sports and preschool participants should gather in the field on the north side of the Santo Community Center near the intersection of Columbus and McAndrews.

Youth camps, youth classes and preschool instructors should make a head count as they are leaving the room/building and then take roll once outside at the assigned meeting location.

Front office staff should check the Main Hall, gym and preschool to make sure everyone is out before reporting to the staging area. A staff member from the administrative staff area should make a sweep of the classroom/meeting rooms and bathrooms if it's safe to do so to ensure everyone is out and then proceed to the staging area. Staff members should let other staff in the immediate area know that they are making the sweep of the building.

It's recommended that individuals don't reenter the building until the fire department has cleared the site and has determined it safe to reenter.

Power Outage

Staff and participants should hold in place until the buildings emergency lighting comes on. At this time it can be determined if people need to leave the building depending on the cause and duration of the power outage.

Earthquake

In case of earthquake all participants should shelter in place using Drop, Cover and Hold until the shaking stops. Be prepared for aftershocks that can be stronger than the initial earthquake. When it's safe to move go outside to an open area away from trees and overhead lines and power poles. No one should reenter the building until it is determined safe by a qualified safety inspector.

DROP down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.

COVER your head and neck and your entire body if possible under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall or next to low lying furniture that won't fall on you. Cover your head and neck with your arms and hands.

HOLD ON to your shelter or to your head and neck until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

Lockdown Procedures

1. If you hear, "**LOCKDOWN**"
 - a. Everyone is to stay where they are.
 - b. Staff are to:
 - i. Quickly lock the entrance doors to the facility and proceed to the nearest lockable room. Once in the room glance outside the room to direct any participants or staff members in the hall to enter into a lockable room immediately.
 - ii. Lock your door.
 - iii. Lower or close any blinds.
 - iv. Place everyone against the wall, so that the intruder cannot see them looking in the door. Look for the '**Safe Corner**'.
 - v. Turn out lights and computer monitors.
 - vi. Keep participants quiet.
 - e. If participants and staff are locked outside the building, they should stop, drop, and remain still. You will be directed where to relocate by staff or emergency personnel depending on the situation.
 - f. If participants or staff are in the bathrooms, they should move to a stall, lock it and stand on the toilet.
 - g. Anyone in the hallway should move to the closest lockable room immediately.

2. Stay in safe areas until directed by law enforcement officers or administrative staff to move or evacuate. Never open doors during a lockdown. In the event of a fire alarm, wait for further directives from law enforcement officers or administrative staff unless you see fire, smell smoke or gas then leave by the closest emergency exit.

3. A department administrator or enforcement officer will signal all personnel if the lockdown has been lifted.

4. If an evacuation occurs, all persons will be directed by a law enforcement officer or department administrator to proceed to a safe location where you will be given further instruction.

Robbery Procedures

1. Stay calm
2. Do what you are told
3. Don't make any sudden movements, if you do have to move or reach for something tell them what you are going to do before you do it and move slowly.
4. Pay attention to their description; don't focus on facial hair, glasses or anything that can be quickly changed. Make note of the direction of travel when they leave.
5. Don't touch anything
6. Call 911, follow all directions given to you by the 911 operator
7. Police will ask you to step out of the building when they arrive and they will not enter the building until you are out. Follow their directions as they don't know if you are the suspect or the victim.
8. If you feel that you may be seriously injured or hurt you can make the choice to take action as you see fit. An example may be if they are trying to take you out of the building with them or they are trying to take you to a back room.

Active Shooter

1. Run, hide or fight, if you choose to hide try and do so in a lockable room, if you choose to fight use anything around you as a weapon, if you choose to run do so in a zigzag pattern and stay low so you will be harder to hit.
2. Call 911 and provide specific location, number and description of shooters.

Run

If it is safe to do so, the first course of action that should be taken is to run. When possible, individuals should exit the building through the safest route. Employees and participants if they choose to run out of the facility or away from the area under attack they need to move as far away as possible until they are in a safe location.

When leaving the building:

- Leave personal belongings behind;

- Put hands in the air to signal that they are unarmed to law enforcement responders;
- Visualize possible escape routes, including physically accessible routes for occupants, visitors, or staff with disabilities and others with access and functional needs;
- Take others with them but not stay behind because others refuse to leave.

Call 911 when safe to do so:

Information to provide to law enforcement or dispatchers:

- Location of active shooter(s)
- Location of caller
- Number of shooters, if more than one
- If there is law enforcement on-site (if known)
- Physical description of shooter(s)
- Type and number of weapons used by shooter(s)
- Use or threat of explosives/IEDs
- If shooting is still occurring
- Number of potential victims at the scene

Hide

If running is not a safe option, staff and participants need to hide in as safe a place as possible where the walls might be thicker and have fewer windows. Likewise, for occupants that cannot run, hiding may be the only option.

In addition, occupants should do the following:

- Lock the doors and/or barricade them with heavy furniture, if possible.
- Close and lock windows and close blinds or cover windows.
- Turn off lights.
- Silence all electronic devices.
- Remain silent.
- Look for other avenues of escape.
- Identify ad-hoc weapons.
- When safe to do so, use strategies to silently communicate with first responders, if possible (e.g., in rooms with exterior windows, make signs to silently signal law enforcement and emergency responders to indicate the status of the room's occupants).
- Hide along the wall closest to the exit but out of view from the hallway (which would allow the best option for ambushing the shooter and for possible escape if the shooter enters or passes by the room).

- Remain in place until given an all clear by identifiable law enforcement.

Fight

If neither running nor hiding is a safe option, when confronted by the shooter individuals in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, chairs, etc.

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Recreation Division Roles & Responsibilities (as of January 2016)

Recreation Facility Program Management

Santo Community Center (Rich)

Santo Gymnasium (Rich/David)

Discovery Preschool (Rich)

U.S. Cellular Community Park

- Concessions/Vending (Rich/David)
- Usage requests (Rich/David)
- Sport scheduling (David) (Rich – softball only)

Jackson Aquatics Center (Sue)

Programs and Services

Aquatics (Sue)

Adult Enrichment/Lifelong Learning (Sue)

- Financial
- Trips & Tours
- Health & Fitness
- Landscaping
- Creative Expression
- Music/Dance
- Computer Skills
- Outdoor Education
- Older Adults

Youth Enrichment (Jesse)

- After-School Programs
- Day Camps
- Early Childhood
- Park & Play
- Tot Indoor Playground

Adult Sports Programs & USCCP Tournaments (David)

- Youth tournaments
- Adult leagues and tournaments
- Umpires and officials

Youth Sports Programs (Chuck)

- Youth basketball league
- Youth indoor soccer
- NFL Flag Football

- Junior Giants
- Golf and tennis programs
- Summer sports camps

Special Programs

- Summer Concerts (Chris)
- Summer Movies (Jesse)
- Family Fun Nights (Jesse)
- Halloween (Jesse, Sue, Rich)
- Daddy-Daughter Dinner Dance (Sue)
- Mother-Son Dance (Sue)
- Winter Lights Festival
 - Breakfast With Santa (Jesse)
 - Candy Cane Hunt/Marshmallow Roast (Sue)
 - Tree Lighting (Rich/Chris)
 - Performances (Rich)

Therapeutic Recreation (Rich)

- Easter Seals

Outreach Programs/Advertising

- Booths at community or school fairs (Rich)
- Jump house requests (Rich/Jesse)
- Advertising requests (Chris)

Internal Affairs

Budget (Rich)

Contracts

- Authorization (Rich)
- Insurance/Risk Management issues (Rich/Sue)

Motor Pool (Sue)

- Maintenance/repairs
- Fueling issues

Safety Committee Liaison (Sue)

Grant Writing (Angela Durant)

Staff Training (Rich)

- Santo/Youth Sports (Rich/David/Chuck)
- YAC/Day Camps (Jesse)
- Aquatics (Sue)
- Adult Sports (David)

Staff Scheduling

- Santo evenings and weekends/USCCP (Bev Power)
- Aquatics (Sue)
- Sports (David)
- Day Camps/Park & Play (Jesse)

Human Resources Liaison (Rich)

- Offers of employment
- Determination of pay scales

Field Allocation (Rich, David)

External Affairs

Resource Development (Chris)

- Program guide ad sales
- USCCP/gym signage programs
- Web site hyperlink sales
- Program partnerships/sponsorship inquiries
- Sponsor relations
- Street banner program

Park Vending Policy (Sue)

Publications

Programs and Services Guide (Rich)

School Peach Jar postings (Jesse)

Aquatics catalog (Sue)

Social media (Chris/Michael Davis/ Rich)

Partnership Opportunities Brochures (Chris)

Web site(s)

- Playmedford.com (Rich)
- Sportsmedford.com (Rich, David, Chuck)

Department Quarterly Report (Rich)

Department Policy Manual (Rich)

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Frequently Asked Questions (Revised January 2016)

Medford Parks and Recreation (MPRD)

How do I register for classes?

You can call (541) 774-2400, go to www.playmedford.com or come to the Santo Community Center (701 N. Columbus Ave, Medford 97501). Payment can be made with Visa or MasterCard, online or by phone, in addition to cash or check. Full payment is required at the time of registration or to reserve a facility.

What if I want to join a program that has already started?

With the exception of sports leagues, it may be possible to register for a class after the start date. However, we cannot guarantee that the program will adjust for those coming in late; nor can we pro-rate class fees.

Do you have waitlists for classes that are full (just in case someone cancels)?

We maintain waitlists for select programs. We may be able add additional classes or sections to accommodate overflow for some programs.

How often does the programs and services magazine come out?

Three times – April (summer), August (fall) and December (winter/spring)

Do you offer scholarships?

The Medford Parks and Recreation Department makes a concerted effort to make its recreation programs and services accessible to all segments of the community by addressing physical and economic barriers.

The Department's Financial Assistance Policy assists low-income families in registering for recreation programs and services, with approximately 98 percent of disbursements allocated to childcare and youth enrichment programs and services.

Scholarship funding is typically allocated as a pre-determined partial discount. Applicants submit a Financial Assistance Application form when registering for a program. The applicant child/family must live within the Medford city limits or attend a Medford school.

Applicants are immediately eligible for scholarship funding and discounts if the applicant/family:

- Receives an Oregon Trail Card.
- Is enrolled in the Oregon Health Plan.
- Receives aid for dependent children.

Not all programs are eligible for scholarship funding.

Can I/We rent the bounce houses or the Park & Play mobile recreation unit?

MPRD does not rent bounce houses to private parties due to the wear-and-tear that occurs in transporting these heavy, expensive and important equipment items. Two bounce houses are provided as a part of the Tot Birthday Party rental fee (\$99 for 2 hours, for kids under age 8) – a great deal.

If a bounce house is deployed at any public park, the bounce house provider must provide insurance to MPRD which covers liability during its use. Contact the department for a draft of policy requirements.

Can the Santo Community Center Gym be reserved?

The gymnasium is rarely available during peak usage times (weekday evenings and weekends, year-round) due to MPRD youth and adult sports leagues. Off-peak gym rental requests are considered on a case-by-case basis.

What's going on with the park property on Ross Lane/Rossanley Drive?

This 50-acre piece of property is called the "Wes Howard Memorial Sports Park" and it is not owned, maintained or operated by the City of Medford. The property trustees are John Schleining, Sal Esquivel and Dennis Hoffbuhr.

SPORTS

How can I get information on your sports programs/tournaments?

Go to www.sportsmedford.com, call our office number (774-2400), or stop by the Santo Community Center.

How do I join a sports team if I don't know anyone in the area/just moved here, etc.?

MPRD accepts team registrations and generally does not form "free agent" teams.

Individuals can place their name and contact information on our "Free Agent List" by calling 774-2400 or by visiting the registration page and typing "Free Agent" in the search field.

When/if a team is short-handed, a team captain may call us to see if any free agents have signed up and we provide this list. There is no guarantee that you will be placed on a team by going on the Free Agent List.

The most proactive method is to visit the venue when teams are playing and look for teams that may be short-handed. League schedules are posted at sportsmedford.com.

May I reserve a spot in a sports league, and provide (partial) payment before the first game or sometime after the registration deadline?

Only **full payment** reserves a slot, providing the league has not already reached capacity. League registration is on a first-come, first-served basis. Leagues often fill before listed deadlines. Past participation in the program does not provide priority in the registration process.

May my team “jump on” a field at USCCP or other city fields if nobody is there?

No. There is very little “open” field time anywhere in Medford year-round, and our field-use/rental process is compromised when teams do this. Either rent a field, or follow the procedures set forth in the Field Allocation Process, posted at playedmedford.com.

How do I get a banner for my business up at USCCP or the Santo Gym?

The contact person is Chris Shaull at 774-2407 for details on advertising packages.

Is there “open gym” basketball at the Santo Community Center?

Open gym basketball was eliminated due to participant conduct issues. However, MPRD offers drop-in volleyball, badminton and pickleball programs. Check the program guide for details.

SWIM/POOLS

Where are the public pools?

MPRD operates the City’s lone remaining outdoor swimming pool: Jackson Aquatic Center, located at 815 Summit Ave. on the corner of Clark and Summit streets in west Medford. It is operational mid-June through Labor Day.

Hawthorne Aquatic Center was shuttered in 2010 and demolished in 2013.

In November 2012, voters rejected a bond measure that would have constructed an indoor aquatics center at Hawthorne Park and renovated Jackson Aquatic Center. The measure was defeated, 55 to 45 percent.

Will Medford build a new swimming pool?

Not unless the City Council identifies a funding mechanism to construct a new facility in the wake of the defeat of bond measure 15-115 in Nov. 2012, or if it votes to place another bond measure on the ballot.

Can I pick the swim lesson instructor?

No; instructors may change pool and hours they work depending on staffing needs and their personal schedules.

How do I lifeguard for the pools?

All lifeguards must have proper certification requirements (classes are often available at the YMCA or Red Cross). Please contact Sue McKenna at (541)774-2400 early in the calendar year. Most positions are filled by the end of April.

PARKS

City of Medford owns what parks/facilities?

- | | |
|-------------------|-------------------------|
| Alba Park | Chrissy Park |
| Bear Creek Park | The Commons Park Blocks |
| Carnegie Building | Donahue-Frohnmayr Park |

Earhart Park
Fichtner-Mainwaring Park
Hawthorne Park
Holmes Park
IOOF/Eastwood Historic Cemetery
Jackson Park
Lewis Park
Liberty Park
Lone Pine Park

Oregon Hills Park
Prescott Park
Railroad Park (outside fenced area)
Ruhl Park
Santo Community Center
Union Park
Veterans Park
U.S. Cellular Community Park
Vogel Plaza

MPRD-maintained school park sites: Jefferson, Kennedy and Orchard Hill

Harry & David Field: Direct questions and field reservation requests to the Medford Rogues, 541-973-2883.

Railroad Park

The park is operated by volunteers and open to the public the 2nd and 4th Sunday (11am-3pm) April thru October. Admission is free; donations are gladly accepted at the park. If you would like to ask the volunteer group if they would open outside of the “standard” operating dates/times please contact Jan Pollin, 541-855-5485.

Do I/we *have* to “reserve” a park?

No, you do not have to reserve a park and pay the fees. You can take your chances. However, reservations take precedence over “first come first served”. So if you’re there with a family BBQ, but do not have a reservation, and someone comes in that has a reservation, you will be required to move. These are legally enforceable.

Payment is due at the time you reserve a park area. We can not hold spots (i.e. reserve) for those who do not pay at the time of reserving.

Am I allowed to have alcohol (of any sort) in any of the Medford parks?

Alcohol is permitted in the following parks and facilities when in compliance with Medford City Ordinance 2.185 and 5.310 and if all permit conditions of use have been approved. This use requires customer complete a Special Event Permit which must be reviewed by all City Departments prior to final approval.

Alba Park	Bear Creek Park
Carnegie Building	Hawthorne Park
Pear Blossom Park	Santo Community Center
U.S. Cellular Community Park	Vogel Plaza

When requesting a park/facility reservation and if alcohol will be provided at the event, be sure to inform the customer service agent. This will help avoid the event being disrupted or shut down by the Medford Police Department.

Am I allowed to bring my own BBQ to a Medford park?

Yes (with the exception of U.S. Cellular Community Park and Prescott Park). Gas barbecues are preferred over charcoal. Our Parks do not have dump sites for charcoal. If you do bring a charcoal BBQ, you are required to remove the used charcoal when you leave the park and dispose of it at a safe dumpsite. BBQs are not permitted at U.S. Cellular Community Park or Prescott Park.

Is vending allowed in Medford Parks?

Vending is allowed in specific areas of a few parks. There is an application process managed by Sue McKenna, 541-774-2400, sue.mckenna@cityofmedford.org

How do I turn on/off the tennis court lights?

Fichtner-Mainwaring Park, Bear Creek Park and North Medford High School have lighted tennis courts. Typically the lights are set to shut off around 10 p.m. However, shutoff time may change depending on energy concerns, season and neighborhood concerns. The Fichtner-Mainwaring Park switches are on the power panel by the shade structure. For maintenance issues, contact 541-774-2691 during normal business hours.

Are dogs allowed in Medford parks?

Leashed dogs, under the control of a capable handler, are allowed in public parks. HOWEVER, NO DOGS (on or off leash) are allowed at U.S. Cellular Community Park.

Can I add a name to the memorial at Veterans Park?

The park and amenities were developed in conjunction with veterans groups in the area. Due to prohibitive costs and lack of a vendor, we are not adding names to monuments. However, you can contact MPRD and provide your name and phone number and if it becomes possible to add names, you will be contacted.

Why are the rental rates (and some processes and procedures) different for U.S. Cellular Community Park compared to other city parks?

U.S. Cellular Community Park is a unique, state-of-the-art, multi-million-dollar facility featuring synthetic-grass fields that require a more comprehensive level of management, maintenance and scheduling procedures.

How does the Prescott Park Challenge Course work?

The “ropes course” is not a drop-in or user-directed facility. Visit playedford.com for details. Synergo manages the facility and coordinates group programs.

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Illness and Injury Prevention Plan Excerpts

January 2016

Management Commitment

It is the policy of the Parks, Recreation and Building Maintenance Divisions 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 with-in the Parks and Building Maintenance and Recreation Divisions.

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.

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 Parks and Recreation Director has established a Parks and Recreation Safety Committee that meets on a monthly basis to assist in providing a safe and healthy workplace for all employees.

Our departmental Safety Committee membership is composed of Parks 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 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.

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.

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.

Facility Supervisor/Scorekeeper Hazard Assessment

Tripping:		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.

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

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 bag provided.	

Heat –When working outside:		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.	

Condition of Equipment and Facility:		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.
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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.

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.

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.
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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 ratcheting 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.

Santo Community Center Hazard Assessment

Tripping:	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.

Lifting/Carrying:		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.	

Janitorial cleaning:		Date: 9/12/05
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.		
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	

Tripping: 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>

Lifting/Carrying/Reaching High Shelves: 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>

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 bag provided.

Heat -When working outside: 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.

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<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.	

Tot Playground/Youth Sports Hazard Assessment

<i>Tripping:</i>		10/5/09
Primary hazards include:	Solutions:	
Extension Cords, Rugs, Items on the Floor, Sprinklers, Potholes	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	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.
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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 bag provided.	

Heat -When working outside:		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.	

Condition of Equipment and Facility:		10/5/09
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.	

Program Instructor Hazard Assessment

Tripping:		10/5/09
Primary hazards include:	Solutions:	
Items on floor, Tables, Chairs, TVs, 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.

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

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 bag provided.	

Mobile Recreation, Outdoor Movies and Concerts Hazard Assessment

Tripping:		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.	

Lifting/Carrying:		5/13/13
Primary hazards include:	Solutions:	
Tables, inflatables, movie screen, EZ Ups, sand bags for inflatables, heavy speakers and stands.	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.	

	<p>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</p> <p>d. Put up heavy speakers and stands up last to avoid possible trip danger and speakers falling down on someone or being damaged.</p>
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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 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.	

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Parks and Recreation Department
BLOODBORNE PATHOGEN
Exposure Control Plan

Frequently Asked Questions

What are bloodborne pathogens (BBP)?

Bloodborne pathogens are microorganisms that are capable of causing severe illness or death when transmitted from an infected individual to another through contact with blood or certain body fluids.

How could a person be exposed to BBP?

Exposure to BBP occurs in many ways. Needle stick injuries are the most common means of exposure for health care workers, but BBP can also be transmitted through contact with: eyes, nose, and mouth or through broken skin.

What are the most common forms of BBP?

The most common illnesses caused by BBP are: Hepatitis B (HBV), Hepatitis C (HCV), and AIDS from Human Immunodeficiency Virus (HIV).

How can I protect myself from BBP's?

Personal Protective Equipment (PPE) helps prevent occupational exposure to infectious materials. PPE is considered appropriate only if it prevents blood or other potentially infectious material (OPIM) from passing through or reaching the employee's work clothes, street clothes, skin, eyes, mouth, or other mucous membranes under normal conditions of use.

What do I do if I think I have been exposed to a BBP?

If you think you have been exposed to BBP's, report it to your supervisor or designee immediately. Your supervisor or designee should begin an investigation and contact Risk Management at 541-774-2039 for assistance or further instructions.

Parks and Recreation Department
BLOODBORNE PATHOGEN
Exposure Control Plan

Parks and Recreation has made a commitment to the prevention of incidents or accidents that can result in employee injury or illness. This exposure control plan is an element of our safety and health program in compliance with OR-OSHA *Bloodborne Pathogens, OAR437-02-1910.1030*, requirements. Each city department has the authority and responsibility to ensure that all elements of the exposure plan are in place. A copy of this plan is available to all employees at each department's office.

PURPOSE

The purpose and goal(s) of this exposure plan is to eliminate or minimize employee occupational exposure to blood or other potentially infectious materials (OPIM), identify employees occupationally exposed to blood or OPIM in the performance of their regular job duties, provide information and training to employee exposed to blood and OPIM, and comply with OR-OSHA *Bloodborne Pathogen* standard, *OAR437-02-1910.1030*.

EXPOSURE DETERMINATION

Employees subject to the OR-OSHA bloodborne pathogens standard are those who are reasonably expected to have skin, eye, mucous membrane, or parenteral contact with blood and/or any body fluids that are contaminated with blood resulting from the performance of their assigned duties. Although Good Samaritan acts are not covered under the bloodborne pathogens standard, it is our policy to provide evaluation and treatment of employees who sustain exposure to blood or OPIM who assist an injured employee but are not required to.

Each department is responsible to develop and maintain an **Employee at risk** chart listing job classifications and associated tasks identifying employees at risk of exposure to blood or other potentially infectious materials (OPIM). Exposure determinations are made without regard to use of personal protective equipment (PPE).

Sample Employees at Risk Chart

Job Classification

Custodians

Task or Procedure

Clean up spilled blood or OPIM
Decontamination of work surfaces
Empty biological trash cans

Lifeguard

Clean up spilled blood or OPIM
Decontamination of work surfaces
Empty biological trash cans
Cleanse and bandage of cuts, and other open wounds
Cardiopulmonary resuscitation

General Office Workers
(employees with limited field activity)

Clean up spilled blood or OPIM

COMPLIANCE METHODS

Universal Precautions

Universal Precautions is an approach to infection control in which all human blood and other potentially infectious materials are handled as if they were known to be infectious for bloodborne pathogens. Consider difficult or impossible to identify body fluids as potentially infectious.

Engineering and Work Practices Controls

Use the following controls to eliminate or minimize occupational exposure.

Sharps

Employees who are not trained in sharps disposal should contact the police department for assistance in disposing of the object. While waiting for assistance secure the area around the sharp so that no one will come in contact with it.

Employees who have been trained in sharps disposal should place contaminated needles and other sharp objects in a sharps container. Replace containers routinely and do not allow overfilling. When moving containers of contaminated sharps, close containers to prevent spillage or protrusion of contents.

Work practices

Clean up blood spills or body fluids as soon as possible. Use disposable absorptive materials, such as paper towels or gauze pads, to soak up the fluids. Clean the area with chemical germicides or a 1:10 solution of liquid bleach. Place absorptive towels pads, and other material used to mop up spills in plastic bags or designated, labeled containers and treat as biohazardous waste.

Employees must wash their hands upon removal of gloves and other protective gear. In an emergency, if soap and water are not immediately available, use disposable antiseptic towelettes or germicidal gels to clean hands after removing gloves. Employees must wash their hands with soap and water as soon as possible.

Employees may not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses where occupational exposure can occur.

Personal Protective Equipment (PPE)

PPE is provided at no cost to employees. Employees receive training in its use, maintenance, and disposal annually.

Storage area

Each department or facility stores and maintains an inventory of sufficient bloodborne protective gear. Take supplies, including PPE, as needed to the location of injured person. Supplies include disposable gloves; eye protection; first aid supplies; plastic bag and tie; antiseptic towelettes; disposable absorptive material for cleaning up spilled blood; rubber gloves; and bleach solutions or germicides.

PPE use and disposal

Employees engaging in activities that may involve direct contact with blood, OPIM, contaminated objects, mucous membranes, or open wounds must wear disposable gloves made of vinyl or latex. Use reusable gloves to clean up spill areas. Disinfect reusable gloves with diluted liquid bleach or germicides after use.

Wear face shields or goggles with disposable surgical masks whenever splashes, spray, or splatters of blood droplets, or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

Use resuscitation devices, which minimize contact with mucous membranes, to perform cardiopulmonary resuscitation.

Remove used personal protective equipment at the exposure location as soon as feasible to avoid contamination of other work areas. Place in a biohazard container or in a plastic bag with a biohazard label. PPE must not be taken from the worksite.

Housekeeping

Maintain the first aid area in a clean and sanitary condition. Employees who have received bloodborne pathogen training and who have been included under the exposure plan can clean up spills and work surfaces.

Inspect all biohazardous waste receptacles and decontaminate weekly or immediately upon visible contamination.

Use chemical germicides or solutions of 5.24% sodium hypochlorite (liquid bleach) diluted 1:10 with water for cleaning. Chemical germicides approved for use as hospital disinfectants and effective against HIV can also be used.

Broken glassware or glass items must not be picked up directly with the hands. Use mechanical means, such as a brush and dust pan, tongs, or forceps. Handle as a biohazardous waste. Decontaminate equipment used to pick up glassware with 1:10 bleach solution or an approved germicide.

Contaminated laundry

Handle clothing visibly contaminated with blood using disposable gloves. Minimize the time spent handling clothing. Bag clothing as close as possible to where it was used. Place clothing in a bag that prevents soak through and/or leakage of fluids to the exterior; place a biohazard label on the bag.

Labels and Signs

Affix warning labels to bags or use red biohazard bags to dispose of hazardous waste.

Hepatitis B vaccine

The hepatitis B vaccine is offered, at no cost to Public Works, Waste Water Treatment Plant, Police and Fire department employees who have potential exposure within their regular job assignments. The hepatitis B vaccine is offered, at no cost to any employee that has been exposed, within 10 working days.

Employees who have potential exposure to bloodborne pathogens but decline to take the vaccination must sign a declination statement. Employees who initially decline can still receive the vaccination should they decide at a later date to accept. Previously vaccinated new hires must provide a vaccination record that includes the vaccination dates. Employees must sign a declination statement if the vaccination record is not available and revaccination is declined or not appropriate.

Asante Health Systems retains vaccination records in the employees medical record file.

Exposure incident and post-exposure evaluation and follow-up

An exposure incident to bloodborne pathogens is defined as an eye, mouth, other mucous membrane, non intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties. It is our policy to include Good Samaritan acts performed by an employee at the work site.

Whenever an exposure occurs, wash the contaminated skin immediately with soap and water. Immediately flush contaminated eyes or mucous membranes with copious amounts of water. Medically evaluate exposed employees as soon as possible after the exposure incident in order that post exposure prophylaxis, if recommended, can be initiated promptly.

The medical evaluation is to include the route(s) of exposure and the exposure incident circumstances; identification and documentation of the source individual, where feasible; exposed employee blood collection and testing of blood for HBV and HIV serological status; post-exposure prophylaxis, where indicated; counseling; and evaluation of reported illnesses. Source test results and identity will be disclosed to the exposed employee according to applicable laws and regulations concerning disclosure and confidentiality.

Asante Health Systems provides hepatitis B vaccinations, medical evaluations and post-exposure follow-up after an exposure incident. Asante Health System's telephone number is (541)789-4236. A copy of the bloodborne pathogen standard has been provided to the clinic.

Information provided to the health care professional

The Human Resources Department is responsible to ensure that the Asante Health System's health care professional evaluating the employee after an exposure incident receives the following information:

- A description of the employee's duties as they relate to the exposure incident
- Documentation of the route(s) and circumstances of exposure
- The results of the source individual's blood testing, if available
- Medical records relevant to the appropriate treatment of the employee, including vaccination status are maintained by the health care provider.

Health care professional's written opinion

The health care provider will provide the employee with a copy of the health care professional's written opinion within 15 days after completion of the evaluation.

The health care professional's written opinion(s) for the hepatitis B vaccination will be limited to whether the HBV is indicated for the exposure if the employee has received the vaccination.

The health care professional's written opinion for the post exposure evaluation will be limited to the following information:

- Whether the employee was informed of the evaluation results
- Whether the employee was told about medical conditions resulting from exposure to blood or OPIM that may require further evaluation or treatment.

Training and training records

All employees who have occupational exposure to bloodborne pathogens receive training on epidemiology, symptoms, and mode of transmission of bloodborne pathogen diseases. In addition, the training program will include the following topics:

- An explanation of activities and tasks that may involve exposure to blood and OPIM
- How appropriate engineering controls, work practices, and PPE will prevent or reduce exposure
- The basis for the selection of PPE; the types, use, locations, removal, handling, decontamination, and disposal procedures
- Hepatitis B vaccine information including that the vaccine is provided at no cost, the benefits of being vaccinated and methods of administration
- Employer responsibilities for post exposure evaluation and medical follow-up; how and who to contact should an exposure incident occur
- An explanation of the signs and hazard labels
- How to review or obtain a copy of the exposure control plan and the standard

The department will ensure training is provided to employees at the time of initial assignment to tasks in which occupational exposure may occur. Training is repeated every 12 months or sooner when there are new tasks or changes to the existing procedures/tasks. Training records are maintained at the City departments for three years and include the date(s) and content of the training program, name and qualifications of the trainer(s), and names and job titles of the attendees.

Record keeping

Medical records for employees with occupational exposure to bloodborne pathogens include the employee's name, Social Security number, and hepatitis vaccination status, including dates of hepatitis B vaccination and any medical records relative to the employee's ability to receive the vaccination. Medical records are kept by the health care provider for the duration of employment plus 30 years in accordance with OR-OSHA's *Access to Employee Exposure and Medical Records* standard, OAR437-02-1910.1020. Medical records are strictly confidential. Employees must sign a written consent for disclosure.

In the event of an exposure incident, the following records will be kept by the health care provider in the employee's medical file:

1. The results of any examination, medical testing, and follow-up procedures.
2. A copy of the treating physician's written opinion to the employer.
3. A copy of all information provided by the employer to the health care professional regarding the exposure incident.

Record any needle stick, mucous membrane, or skin contact with blood or body fluids contaminated with blood or OPIM requiring medical treatment (e.g., gamma globulin, globulin, hepatitis B immune globulin, hepatitis B vaccine, etc.) in the OSHA 300 log. In addition, record any contaminated sharp injuries, including needle sticks on the sharps injury log. Retain these records for five years.

In accordance with City of Medford Administrative Regulation 85-6 a Supervisor's Injury/Disease Analysis Report must be filled out anytime there is a possible exposure.

Plan evaluation and review

Each department is to review the exposure control plan and update at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure. Each department is responsible review the plan annually with its employees.

HEPATITIS B VACCINATION DECLINATION STATEMENT

The following statement of declination of hepatitis B vaccination must be signed by an employee who chooses not to accept the vaccine. The statement can only be signed by the employee following appropriate training regarding hepatitis B, hepatitis B vaccination, the efficacy, safety, method of administration, and benefits of vaccination, and that the vaccine and vaccination are provided free of charge to the employee. The statement is not a waiver; employees can request and receive the hepatitis B vaccination at a later date if they remain occupationally at risk for hepatitis B.

Declination Statement

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine at no charge to myself. However I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature

Witness

Name

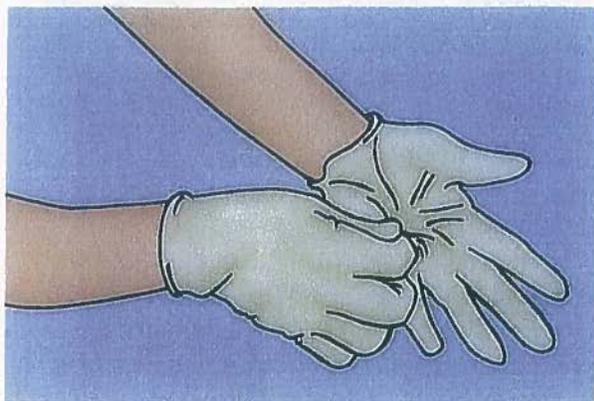
Address

City/State/Zip

Date

Confidential: Place in employee personnel file

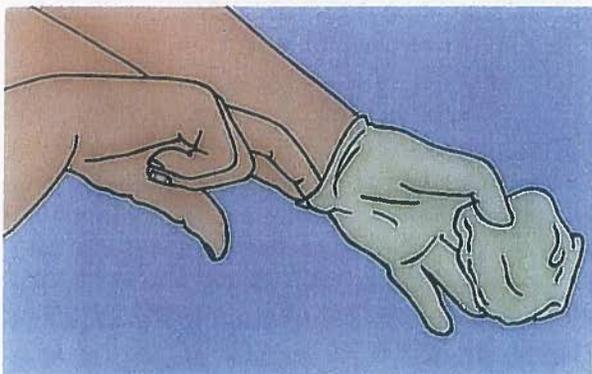
Proper Removal of Contaminated Gloves



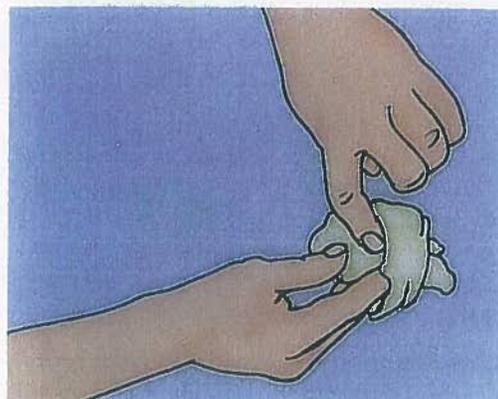
1. Without touching the bare skin, grasp either palm with the fingers of the opposite hand.



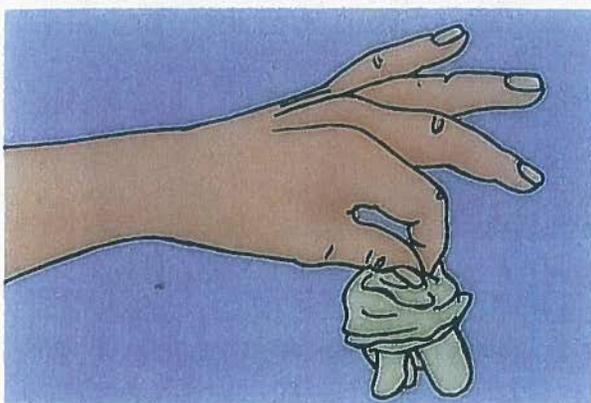
2. Gently pull the glove away from the palm and toward the fingers, removing the glove inside out. Hold on to the glove with the fingers of the opposite hand.



3. Without touching the outside of the contaminated glove, carefully slide the ungloved index finger inside the wristband of the gloved hand.



4. Gently pulling outward and down toward the fingers, remove the glove inside out.



5. Throw away both gloves in an appropriate container.



6. Use an alcohol-based hand rub to clean your hands and other exposed skin.

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Parks and Recreation Department
AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

Frequently Asked Questions

Who is responsible for the AED Program?

Department Managers and Supervisors have overall responsibility for this program.

Who can use the AED in the event of an emergency?

All employees will be eligible to use the device. It is recommended each employee go through a training program every two years.

Can I be held personally liable if I administer the AED to a victim?

As long as you do not render care that exceeds your training level, you are protected under ORS 30.802. (Attached)

Who will be responsible for inspecting the AED units?

AED(s) will be inspected by an assigned supervisor based on its location– per manufacturer's recommendations.

Parks and Recreation Department

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

PURPOSE

The purpose of this program is to outline the Automatic External Defibrillator (AED) requirements and training necessary to implement and maintain an AED program within the Parks and Recreation Department.

RESPONSIBILITIES

Managers and Supervisors

- Maintain and update the AED program
- Provide employees with AED overview training

Managers, Supervisors, and Employees

- Know where the AED systems are located in their department
- Know who is trained to use the AED systems

SCOPE

The scope of this program will include the overall AED implementation plan, training requirements, product location, EMS notification, medical supervision, and all the necessary activities to conform to the following:

- ORS 431.680 (Attached)
- ORS 431.690 (Attached)
- ORS 30.802 (Attached)

AED REQUIREMENTS

Only an approved medical device that is capable of the following will be utilized:

- Recognizing the presence or absence of ventricular fibrillation and rapid ventricular tachycardia
- Capable of determining, without intervention by an operator, whether defibrillation should be performed
- Automatically charges and allows delivery of an electrical impulse

PRODUCT MAINTENANCE

All units will be inspected in a routine manner by assigned staff and maintained per manufacturer's recommendations. Records will be maintained and available for review. All systems will be clearly identified and visible, and must have a direct, unobstructed path.

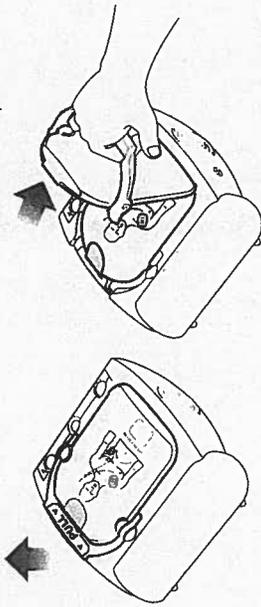
EMPLOYEE TRAINING

All employees will be eligible to deploy the device. Employees are encouraged to be trained in the following areas every two years.

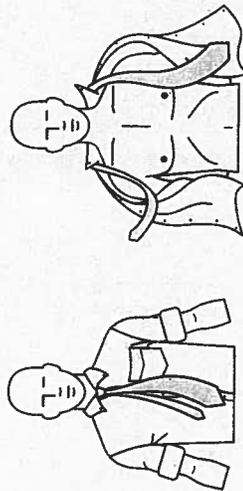
- How to recognize the warning signs of a heart attack.
- How to attach the AED pads if needed and ensure the device is used properly.
- Each department will be responsible to maintained a list of employees who have gone though the informal training.

STEP 1: PULL the green handle

Turn on the HeartStart by pulling the SMART Pads Cartridge's green handle.* Remove the hard cover from the pads cartridge and set it aside. Remain calm and follow the HeartStart's instructions.



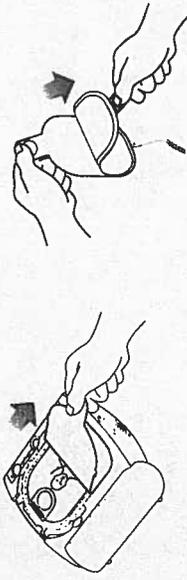
The OnSite starts by directing you to remove all clothes from the patient's chest. If necessary, rip or cut off the clothing to bare the person's chest.



* You can also turn on the OnSite by pressing the green On/Off button.

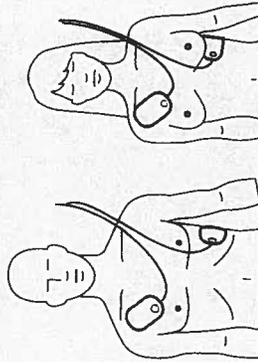
STEP 2: PLACE the pads

Pull the tab at the top of the pads cartridge to peel off the film seal. Inside are two adhesive pads on a plastic liner. Remove the pads from the cartridge.

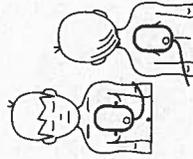


Peel one pad off the liner. Place the pad on the patient's bare skin, exactly as shown in the picture on the pad. Press the pad down firmly. Then repeat this with the other pad. Be sure the pads have been removed from the liner before placing them.

Where to place pads on adults and children over 55 pounds or 8 years old (anterior-anterior).



Where to place pads on infants or children under 55 pounds or 8 years old (anterior-posterior).



Philips Medical Systems

Philips Medical Systems

STEP 3: PRESS the Shock button

As soon as the OnSite detects that the pads are attached to the patient, it begins analyzing the patient's heart rhythm. It tells you that no one should be touching the patient, and the Caution light  begins flashing as a reminder.

If a shock is needed:

The Caution light  goes from flashing to solid, the orange Shock button  starts flashing, and the OnSite tells you to press the flashing orange button. Before you press the button, make sure no one is touching the patient. When you press the Shock button, the OnSite tells you that the shock has been delivered. Then the defibrillator tells you it is safe to touch the patient, instructs you to begin CPR, and invites you to press the flashing blue i-button  for CPR Coaching if desired.

If a shock is not needed:

The OnSite tells you it is safe to touch the patient and instructs you to perform CPR if needed. (If CPR is not needed - for example, if the patient is moving or regaining consciousness - follow your local protocol until emergency medical personnel arrive.) The blue i-button  will start flashing during this patient care pause. Press it in the first 30 seconds of this patient care pause for CPR Coaching if desired.

For CPR Coaching:

Press the flashing blue i-button  during the first 30 seconds of the patient care pause to activate CPR Coaching.* (If the Infant/Child SMART Pads Cartridge is inserted, CPR Coaching will provide

* The default configuration for the OnSite provides CPR Coaching when you press the i-button in this situation; however, the default setting can be revised by your Medical Director using Philips software available separately by prescription. See Appendix F for more information.

coaching for infant/child CPR.) When the pause is over, the OnSite tells you to stop CPR, so it can analyze the patient's heart rhythm. The motion caused by CPR can interfere with analysis, so be sure to stop all motion when instructed.

Treating infants and children

WARNING: Most cardiac arrests in children are not caused by heart problems. When responding to cardiac arrest in an infant or child:

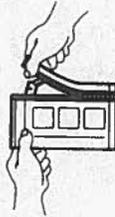
- Provide infant/child CPR while a bystander calls EMS and brings the OnSite.
- If no bystander is available, provide 1-2 minutes of CPR before calling EMS and retrieving the OnSite.
- If you witnessed the child's collapse, call EMS immediately and then get the OnSite.

Alternatively, follow your local protocol.

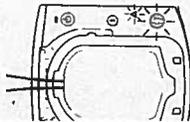
If the patient is under 55 pounds or 8 years old and you have an Infant/Child Pads Cartridge:

- Remove the Infant/Child Pads Cartridge from its package.*
- Locate the latch at the top edge of the OnSite, and slide it to the side. The pads cartridge will be released. Remove the old cartridge.
- Install the new cartridge: slide the bottom end of the cartridge into the recess, then press in the cartridge until the latch clicks into place. Be sure the green handle is pressed down firmly. The HeartStart will tell you that Infant/Child pads have been inserted, then it will turn off to be ready for use.
- Pull the green handle to start the rescue.

* Philips recommends that the HeartStart be stored with an adult pads cartridge installed, as pediatric cardiac arrest is not common.



Philips Medical Systems



- Remove all clothing from the upper body, to bare both the chest and the back. Place one pad in the center of the chest between the nipples, and the other in the center of the back (anterior-posterior).

With the Infant/Child Pads Cartridge inserted, the OnSite automatically reduces the defibrillation energy from the adult dose of 150 joules to 50 Joules* and provides optional infant/child CPR Coaching. Place the pads exactly as shown on the illustration on the pads.

If the patient is under 55 pounds or 8 years old, but you do NOT have an Infant/Child Pads Cartridge:

- DO NOT DELAY TREATMENT.
- Remove all clothing from the torso, to bare both the chest and the back.
- Apply the OnSite using the adult pads cartridge, but place one pad in the center of the chest between the nipples, and the other in the center of the back (anterior-posterior).

If the patient is over 55 pounds or 8 years old, or if you are not sure of the exact weight or age:

- DO NOT DELAY TREATMENT.
- Remove all clothing from the chest.
- Apply the OnSite using the adult pads cartridge, and place the pads as illustrated on the pads (anterior-anterior). Make sure the pads do not overlap or touch each other.

When emergency medical services arrive

When Emergency Medical Services (EMS) personnel arrive to care for the patient, they may decide to apply another defibrillator to

* This lower energy level may not be effective for treating an adult.

allow monitoring of the patient. The SMART Pads should be removed from the patient prior to using another defibrillator. EMS personnel may want a summary of the last-use data* stored in the OnSite. To hear the summary data, hold down the i-button until the OnSite beeps.

NOTE: After the EMS team removes the SMART Pads from the patient, remove the used pads cartridge, and insert a new pads cartridge before returning the OnSite to service, to be sure it is ready for use.

Philips Medical Systems
Philips Medical Systems

* See Chapter 4, "After Using the HeartStart OnSite" for details about data storage.

Summary of CPR and AED for Adults, Children, and Infants

Action	Adult and Older Child (has gone through or is going through puberty)	Child (1 to puberty)	Infant (less than 1 year old)
Check for response	Tap and shout		
Phone your emergency response number (or 911)	Phone your emergency response number (or 911) as soon as you find that the person does not respond	Phone your emergency response number (or 911) after giving 5 sets of 30 compressions and 2 breaths (if you are alone)	
• Give compressions			
• Compression location	Lower half of the breastbone		Just below the nipple line
• Compression method	2 hands	1 or 2 hands	2 fingers
• Compression depth	At least 2 inches	About 2 inches	About 1½ inches
• Compression rate	At least 100 a minute		
• Sets of compressions and breaths	30:2		
Open the airway Use a head tilt–chin lift	Head tilt–chin lift		Head tilt–chin lift (do not tilt the head back too far)
Check breathing	Look for only gasping or no breathing (take at least 5 seconds but no more than 10 seconds)		
Start CPR	Give sets of 30 compressions and 2 breaths (1 second each)		
AED	Use the AED as soon as it arrives		
• Press the “ON” button or open the lid			
• Attach pads to the person’s bare chest	Use adult pads	Use child pads/key/switch if child is between 1 and 8 years old or adult pads if child is 8 or older	
• Follow the AED prompts			

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Parks and Recreation Department
HAZARD COMMUNICATION

Frequently Asked Questions

What is a Hazardous Chemical?

A hazardous chemical is defined as “any element, chemical compound, or mixture that is a physical hazard or a health hazard.” Common chemicals used in the workplace include chlorine gas, ammonia, various acids, and caustic soda.

How do hazardous chemicals affect me?

Chemicals that pose health hazards can damage an exposed person’s tissue, vital organs, or internal systems. The effects may vary from person to person and are dependent on the dose, toxicity, and the duration of exposure to the chemical. Overexposures to hazardous chemicals may cause temporary irritation, discomfort or worse, permanent damage to the body.

What are some physical hazards of chemicals?

Chemicals that are physical hazards are unstable, and when handled improperly, can cause fires or explosions. Common physical hazard characteristics include combustibility, compressed gases, explosive capabilities, flammability, or reactivity with water.

How can I learn more about the chemical materials used in the workplace?

Your employer is required to maintain Material Safety Data Sheets (MSDS) for each hazardous chemical in the workplace. The MSDS will provide health and safety information such as safe handling and use, PPE requirements, first aid measures, physical and health hazards, and emergency contact information.

When will I be trained?

Employee training occurs at time of hire and every 3 years thereafter on the components of the Hazard Communication Program. Additional training will occur when new chemicals are introduced to the work place, if there is a deficiency noted in the existing program, or if an employee is unable to demonstrate adequate knowledge of the program.

Parks and Recreation Department
HAZARD COMMUNICATION

PURPOSE

Employees have the right to know what chemicals they are using or what chemicals they may be exposed to in the workplace. The purpose of this program is to ensure workers who may be exposed to hazardous chemicals understand the hazards, how to read a Material Safety Data Sheet (MSDS) and how each employee can protect them from an exposure.

RESPONSIBILITIES

Managers and Supervisors

- Provide training to employees affected by Hazard Communication procedures,
- Review the Hazard Communication Program annually and revise it to reflect changes in OR OSHA rules and/or Departmental procedure or policy.
- Implement and enforce the Hazard Communication Program,
- Collect the proper MSDS for any non-exempt chemical that is brought into the department,
- Ensure the affected employees are trained on new products prior to first use,
- Ensure that the chemicals and pipes used within the department are properly labeled. Note: This is achieved through yearly site inspections.

Employees

- Comply with the components of this program,
- Ensure that the chemicals and pipes within the department are properly labeled,
- Employees shall use chemicals in the workplace for the purpose for which they were intended, and will review health and safety data concerning hazardous chemicals prior to using them.

GENERAL INFORMATION

Material Safety Data Sheets (MSDS)

Material Safety Data Sheets provide important safety and health information on the products the sheets represent. MSDS are required to be obtained by the person who purchases the product. The MSDS are required to be in English; however it is permissible to have additional copies of MSDS in other languages that are appropriate to the work place. If an employee is unable to read an MSDS, a co-worker or supervisor must explain the information to the employee as it is found on the MSDS before the employee has any contact with the product. MSDS management can be accomplished in two ways.

Departments will make paper copies readily available to employees. MSDS shall be available to all employees during every work shift. Employees who travel away from their shop or base facility will have information from the MSDS readily available, either by telephone, radio, or by having a copy of the applicable MSDS with them.

Online Access

The list of all chemicals in the City's index are available at www.cityofmedford.msds.com

All copies of new MSDS shall be sent to Risk Management where it will be assigned an index number and placed on the website.

Chemical Index

The department will designate an individual(s) who will be responsible for maintaining the MSDS binders, including the chemical indexes.

The Chemical Index shall include the following information:

- The product name,
- The product manufacturer, or importer,
- The date the MSDS was prepared or revised,
- Any hazardous ingredients,
- Where the product is used,
- The date it was introduced to the facility (if known),

Adding New Chemicals

The responsible supervisor or designee shall ensure an MSDS has been obtained for each nonexempt hazardous chemical delivered to and used in the facility prior to first use. The MSDS shall be reviewed by the user(s) of the product prior to first use to ensure the employees understand the physical and health hazards and protective measures. If the proper MSDS for a specific chemical is not obtained prior to first use, that chemical shall not be used.

MSDS ARCHIVES

If a chemical is no longer used by a department, they will notify the Risk Manager where the copy will be archived for 30 years from the date of removal.

Test Chemicals

If the department is testing a new chemical product, the supervisor shall ensure an MSDS has been obtained for that product. If the department continues to use the product, the MSDS shall be indexed in the MSDS binder and a copy of the MSDS sent to Risk Management.

EXEMPTION:

Consumer products may be exempt from the Hazard Communications Program and MSDS requirements if all 4 conditions exist:

- Purchased at a local, non-industrial store;
- Used at relatively the same frequency and quantity as a typical consumer would use;
- Used as intended by the manufacturer;
- The consumer product is not assigned to a specific individual for a specific job task.

Note: Exempt materials, including consumer products shall bear the appropriate labels, and be stored and used in accordance with any safety precautions provided by the manufacturer.

CONTAINER LABELING/PIPE LABELING

The chemical or product name on the label shall be consistent with that found on the MSDS and product index. Supervisors are responsible for ensuring that all containers of hazardous chemicals received at their facility:

1. Are clearly labeled as to hazardous contents,
2. Bear the appropriate hazard warning(s),
3. List the contact information for the manufacturer, importer, and/or distributor.

Primary chemical containers missing or bearing unreadable labels shall be reported to the department supervisor immediately. The supervisor is then responsible to re-label the container with a NFPA label or properly dispose of that container and get a new primary container of that product.

If secondary chemical containers are used, the employee transferring the product from the primary container to the secondary container is responsible for labeling the secondary container. The National Fire Protection Association (NFPA) Label shall act as the secondary label and contain the following information;

1. Name of product and manufacturer
2. Hazard warning designations (information shall be obtained from MSDS)

EXEMPTION: A secondary container need not be labeled if the contents are for the immediate use by the individual who transferred the chemical into the container. In this case, the container must be under the sole control of that individual. It is also the responsibility of the individual who used the secondary container to ensure the container is emptied of the chemicals, cleaned appropriately and stored as required.

Pipe Labeling System

Pipes carrying hazardous chemicals through any City facility shall be labeled indicating the contents, hazard, and direction of flow of the material. The labeling shall be located at the beginning and end of continuous pipe runs and where confusion may occur; such as close to valves, branches, and where pipes pass through walls, floors, and ceilings. If the pipe has a long run, it is recommended that the labels are placed every 50 feet.

Where pipes are located above or below the normal line of vision, the lettering shall be placed above or below the horizontal centerline of the pipe, so it is clearly visible. MSDS shall be maintained for all hazardous chemicals carried in pipes.

Non-Routine Tasks

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee shall be instructed by the responsible supervisor about hazardous chemicals to which s/he may be exposed during such activity. This information will include;

- Specific physical and health hazards,

- Protective measures to reduce exposure, including PPE, ventilation, and safe handling procedures, and emergency procedures,
- MSDS shall be made readily available.

PROGRAM AVAILABILITY

The written *Hazard Communication Program* shall be available for review by any employee during any work shift. This program is always available on the Administrative Regulation folder on the City M drive under AR-86-4 (pdf file)

CONTRACTORS

When a contractor is brought into a City facility to perform any type of work, the responsible supervisor of that facility will inform the contractor of the following;

- Any hazardous chemicals to which the contractor or his/her employees may be exposed,
- The procedure for obtaining pertinent MSDS,
- An explanation of the chemical labeling system in use,
- Precautions the contractor and his/her employees may take to lessen the possibility of exposure by using appropriate protective measures,
- Who to inform if there is a release of a hazardous chemical,
- The contractor shall also inform us, the City of Medford, of the hazardous chemicals they may be bringing onsite to complete their work and supply us with the required MSDS for those products.

ACCIDENTAL RELEASE

If a small scale chemical spill occurs, the responsible employee(s) shall notify their supervisor or designee immediately, and consult the MSDS. Follow the manufacturer's directions for PPE use, spill clean-up materials, safe work procedures, and proper disposal requirements. Examples of a small scale spill may include but not limited to; vehicular fluids such as antifreeze, transmission fluid, oil, and less than 10 gallons of gasoline.

All appropriate personal protective equipment shall be used to clean up any chemical spill. All used absorbent material and recovered chemical must be contained, stored, and disposed of appropriately.

If the spill is so large, or has the potential to place any employee in danger from exposure to a toxic chemical, fire, explosion, or if the chemical may react with other chemicals stored or used in the area, evacuate the area and notify the **Medford Fire Department by calling 911.**

EMPLOYEE EXPOSURE

Any employee suffering an injury or illness due to chemical exposure should follow normal procedures for reporting a work related injury or illness; seek medical attention

and complete the Injury/Disease/Neat Miss Analysis Report Form and an 801 if medical treatment is necessary. A copy of the applicable MSDS should be presented to the employee's medical provider.

EMPLOYEE TRAINING

All employees who may be exposed to hazardous chemicals while performing their jobs shall be trained on the *Hazard Communication Program*. Program components include where the applicable MSDS are kept and how to read them, health and physical hazards, personal protection, and proper labeling.

As new chemicals are introduced to the workplace, affected employees shall be informed of the chemicals, associated hazards, and how to properly use, store, and dispose of the chemicals, and how to deal with a chemical release. This classroom or one-on-one training is a requirement prior to exposure to hazardous chemicals.

The Hazard Communication Program shall be the subject of refresher training as needed or at least every 3 years. Documentation of scheduled training will include the employee's name, instructor's name, date of training, and a brief description of the information covered during the training session. The documentation will be maintained by the Department for a minimum of three years.

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Parks and Recreation Department
FIRE EXTINGUISHER PROGRAM

Frequently Asked Questions

What kind of fire extinguishers do we have?

The most commonly supplied extinguisher throughout city facilities is a multipurpose ABC Fire Extinguisher. This type may be used on all Class A, B, and C type fires.

How do you use a fire extinguisher?

Remember the acronym P.A.S.S., Pull pin, Aim hose, Squeeze handle, and Sweep at the base of the fire.

When do I use a fire extinguisher?

A fire extinguisher should only be used after the fire alarm has been activated, employee evacuation has begun, and the Fire Department notified. If at that time the fire is still in the incipient stage and it is safe to do so, you may use the extinguisher to put out the fire.

Do I need to be trained on fire extinguisher use?

Employees are required to be trained on fire extinguisher use on an annual basis.

Even though I am trained, am I required to use a fire extinguisher?

No, you will not be expected to use a fire extinguisher in the event of a fire in your area.

Parks and Recreation Department
FIRE EXTINGUISHER PROGRAM

PURPOSE

The purpose of this program is to educate and train employees on the classes of fire, classes of extinguishers, proper use, and assessing the fire hazard to determine whether or not an employee should attempt to extinguish the fire.

RESPONSIBILITIES

Managers and Supervisors

- Provide fire extinguisher training annually,
- Review and revise this program to reflect applicable regulations and industry best practices.
- Ensure fire extinguishers are regularly inspected and maintained,
- Ensure the annual servicing are being completed.

Employees

- Attend fire extinguisher training as required.

POTENTIAL FIRE HAZARDS

Fire hazards can exist in almost any work area. Potential hazards that may warrant the use of an extinguisher may include:

- Improper storage or use of flammable liquids and combustibles,
- Smoking in prohibited areas,
- Accumulation of trash and debris,
- Unauthorized hot work operations,
- Faulty electrical equipment,
- Vandalism,
- Kitchen fires.

GENERAL INFORMATION

Portable fire extinguishers have been installed in the workplace regardless of availability and rapid response of the local fire department. Parks and Recreation Department employees are allowed to use fire extinguishers if the following conditions are true:

- Fire alarm has been activated and employee evacuation has begun,
- Fire Department has been notified,
- The fire is small and not spreading,
- The employee using the extinguisher is not endangered by the fire or smoke,
- The user has an unobstructed exit route,
- If the employee needs to use it to protect life and safety,
- If the employee is comfortable using an extinguisher. IF NOT, evacuate the building.

Note: City of Medford employees are not required to use a fire extinguisher in the event of a fire.

Distribution of Extinguishers

When feasible, fire extinguishers shall be installed on hangers or brackets and shall be conspicuously located along normal paths of travel so they are readily accessible for immediate use. In locations where visual obstruction cannot be completely avoided, directional arrows or other markings shall indicate the location of extinguishers.

Extinguishers having a gross weight less than 40 pounds shall be installed so that the top of the extinguisher is not more than 5 feet above the floor, while those weighing more than 40 pounds shall be mounted so that the top is no more than 3 ½ feet above the floor. Extinguishers mounted in cabinets, wall recesses, or set on shelves must be placed so that the operating instructions face outward. The location of such extinguishers will be made conspicuous by marking the cabinet or wall recess in red, which will distinguish it from the normal décor, or posting a conspicuous sign indicating its location

Inspection and Maintenance

All extinguishers shall be inspected monthly to ensure adequate charge, that hoses are in good condition and connections are tight, and that they have not been tampered with or physically damaged. The tag attached to the extinguisher shall list the date of the monthly inspection and initials of person completing the inspection.

If an extinguisher has been tampered with or is not in operable condition, it shall immediately be removed from service and repaired or replaced. An operable extinguisher shall be put in place while the damaged extinguisher is being serviced.

In addition, fire extinguishers shall be serviced annually by a qualified vendor and noted on the extinguisher tag. Annual inspection documentation must be retained and stored with Building Maintenance for 3 years. Invoices received for these services may act as documentation of completion.

Training

Annual Fire Extinguisher Training shall be completed by all City of Medford employees who may have the potential of using an extinguisher. The training curriculum includes:

- Video or Power Point Program
- Optional hands-on fire extinguisher use

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Parks and Recreation Department
LOCK OUT TAG OUT PROGRAM

Frequently Asked Questions

When do I need to perform a lockout?

Anytime you are performing service or maintenance to a machine, a system, or a piece of equipment, or when any other activities such as set-up, inspections, and modifications could potentially expose an employee to hazardous energy sources.

What types of hazardous energy could I possibly be exposed to?

There are several types of hazardous energy, including: electrical, pneumatic, mechanical, hydraulic, chemical, or thermal energy. Each piece of equipment, machine, or system may have one or any combination of energy sources, all at various energy levels.

What do I use to lockout a machine?

You will have a written procedure to follow and have immediate access to the lockout devices necessary to perform the process. Such devices shall include lockout locks, circuit breaker devices, ball or gate valve lockout devices, and scissor locks.

What if more than one person is involved in a lockout situation?

If more than one person is involved in the lockout process, each individual will need to attach their own lock to each energy source. This can be accomplished with the use of a scissor lock. Each employee would then attach their lock to the scissor lock to complete the lockout process.

Will I be trained on using the lockout system?

Yes, employees will be trained at the time of hire and annually thereafter. Additional training is required if an employee can not demonstrate that he/she has a full understanding of the lockout requirement, if there is an equipment or process change, or if the current program is deemed inadequate.

Parks and Recreation Department **Lockout Tagout**

Purpose

This establishes Parks and Recreation Department policy for protecting employees who must do service or maintenance on machines or equipment and who could be injured by an unexpected start-up or release of hazardous energy. Service or maintenance includes erecting, installing, constructing, repairing, adjusting, inspecting, unjamming, setting up, trouble-shooting, testing, cleaning, and dismantling machines, equipment or processes.

This policy will ensure that machinery or equipment is stopped, isolated from all hazardous energy sources, and properly locked or tagged out.

Scope

This policy applies to all Parks and Recreation Department employees who may be exposed to hazardous energy during service or maintenance work. Uncontrolled energy includes potential, kinetic, flammable, chemical, electrical, and thermal sources.

Managers and Supervisors Responsibilities

- Supervisors must enforce the use of lockout and tagout devices when employees do service or maintenance work and may be exposed to hazardous energy.

Employees Responsibilities

- All employees must comply with this policy.
- Employees who do service and maintenance work must follow the lockout/tagout procedures described in this policy.
- Employees who work in areas where lockout/tagout procedures are used must understand the purpose of the procedures and are prohibited from attempting to restart machines or equipment that are locked or tagged out.

Lockout and tagout devices

Lockout and tagout devices must meet the following criteria to ensure that they are effective and not removed inadvertently:

- Lockout devices must work under the environmental conditions in which they are used. Tagout device warnings must remain legible even when they are used in wet, damp, or corrosive conditions.
- Lockout and tagout devices must be designated by color, shape, or size. Tagout devices must have a standardized print and warning format.
- Lockout devices and tagout devices must be strong enough that they can't be removed inadvertently. Tagout devices must be attached with a single-use, self-locking material such as a nylon cable tie.
- Any employee who sees a lockout or tagout device must be able to recognize who attached it and its purpose.

- Each lock must have a unique key or combination.

Energy-isolating devices are the primary means for protecting Parks and Recreation Department employees who service equipment and must be designed to accept a lockout device. Energy isolating devices must clearly identify function.

Electrical energy sources. Lockout or tagout of electrical energy sources must occur at the circuit disconnect switch. Electrical control circuitry does not effectively isolate hazardous energy. See also, **Alternative methods.**

Exposure survey

Management will conduct a hazardous-energy survey to determine affected machines and equipment, types and magnitude of energy, and necessary service and maintenance tasks. Each task will be evaluated to determine if it must be accomplished with lockout or tagout procedures.

Energy control procedures

Authorized employees who lockout or tagout equipment or do service and maintenance must follow specific written energy-control procedures. The procedures must include the following information:

- The intended use of the procedure
- Steps for shutting down, isolating, blocking, and securing equipment
- Steps for placing, removing, and transferring lockout devices
- Equipment-testing requirements to verify the effectiveness of the energy-control procedures

When re-energizing equipment is necessary – when power is needed to test or position the equipment, for example – temporary removal of lockout or tagout devices is allowed. This applies only for the time required to perform the task and the procedure must be documented.

Employees must do the following before they begin service or maintenance work:

1. Inform all affected employees of equipment shutdown.
2. Shut down equipment.
3. Isolate or block hazardous energy.
4. Remove any potential (stored) energy.
5. Lockout or tagout the energy sources.
6. Verify the equipment is isolated from hazardous energy and de-energized.

Employees must do the following they remove lockout or tagout devices and re-energize equipment:

1. Remove tools and replace machine or equipment components.
2. Inform coworkers about energy-control device removal.
3. Ensure all workers are clear of the work area.
4. Verify machine or equipment power controls are off or in a neutral position.

5. Remove the lockout or tagout device.
6. Re-energize equipment.

SPECIAL LOCKOUT SITUATIONS

Energized testing

When an energy-isolating device is locked or tagged and it is necessary to test or position equipment, do the following:

1. Remove unnecessary tools and materials.
2. Ensure that all other employees are out of the area.
3. Remove locks or tags from energy isolating devices.
4. Proceed with test.
5. De-energize equipment and lockout or tagout energy-isolating devices.
6. Operate equipment controls to verify that the equipment is de-energized.

Contract service and maintenance

Parks and Recreation and contractors must be aware of their respective lockout/tagout procedures before the contractor does onsite work. Parks and Recreation employees must understand and comply with the contractor's energy-control procedures.

Group lockout

When authorized employees must service equipment that has several energy sources and several energy-isolating devices, the employees must follow group lockout procedures.

Long-term shutdowns

Employees must follow Parks and Recreation Department specific written procedures when it is necessary to continue lockout/tagout when work shifts change and during long-term shutdowns. Management is responsible for monitoring lockout and tagout devices that control the energy to equipment during long-term shutdowns.

Alternative methods

When lockout or tagout is *not* used for tasks that are routine, repetitive, and integral to the production process, or prohibits the completion of those tasks, then an alternative method must be used to control hazardous energy.

Selection of an alternative control method must be based on a risk assessment of the machine, equipment, or process. The risk assessment must consider existing safeguards provided with the machine, equipment or process that may need to be removed or modified to perform a given task.

For example, when control circuits are used as part of the safeguarding system, the system must be designed to ensure protection as effective as a mechanical disconnect switch or master shut-off valve. A control-reliable dual channel hardwired circuit of industrially-rated components that satisfies the design features as specified in ANSI B11.19, with a safety relay or safety PLC to ensure integrity and performance of the safeguarding system, must be used.

Under all circumstances, the individual must have exclusive personal control over the means maintain the state of the control circuit in a protective mode.

Training

Employees who may be exposed to hazardous energy will receive training before assignment to ensure that they understand Parks and Recreation Department energy-control policy and have skills to apply, use, and remove energy controls. The training will include the requirements of 1910.147 and the following:

- Affected employees will be trained in the purpose and use of energy-control procedures. An affected employee uses equipment that is being serviced under lockout or tagout procedures or works in an area where equipment is being serviced.
- Authorized employees will be trained to recognize hazardous energy sources, the type and magnitude of energy in the workplace, the methods and means necessary for isolating and controlling energy, and the means to verify that the energy is controlled. An authorized employee locks out or tags out equipment to do service work. An affected employee becomes an authorized employee when that employee's duties include service or maintenance work on equipment.
- Employees whose jobs are in areas where energy-control procedures are used will be trained about the procedures and the prohibition against starting machines that are locked or tagged out.
- Employees will be retrained annually to ensure they understand energy-control policy and procedures.
- Authorized and affected employees will be retrained whenever their job assignments change, energy-control procedures change, equipment or work processes present new hazards, or when they don't follow energy-control procedures.

Current training records will be maintained for each authorized and affected employee including the employee's name and the training date.

Inspections of written energy-control procedures

Parks and Recreation Department will perform and document annual inspections of energy-control procedures to ensure that employees understand and use them effectively.

Documentation will include the following:

- The equipment on which the procedure is used.
- The date of the inspection.
- The employees included in the inspection.
- The inspector.

If an inspector finds that employees are not following an energy-control procedure or that the procedure is not protecting them, employees must be retrained and the procedure's deficiencies corrected.

The inspector must understand the procedure and must be someone other than those following the procedure at the time of the inspection. Each procedure's accuracy, completeness, and effectiveness must be verified.

If the inspection covers a procedure for equipment with an energy-isolating device that can be *locked out*, the inspector must review the procedure with the employees who use it to service the equipment. The inspector can review the procedure with the employees individually or in a group.

If the inspection covers a procedure for equipment with an energy-isolating device that can only be *tagged out*, the inspector must review the procedure with the authorized employees who service the equipment and with affected employees who may work in the area when the equipment is serviced. The inspector can review the procedure with the employees individually or in a group.

DEFINITIONS

Affected employee A person who uses equipment that is being serviced under lockout or tagout procedures, or who works in an area where equipment is being serviced.

Authorized employee A person who locks out or tags out equipment to do service or maintenance work. An affected employee becomes an authorized employee when that employee's duties include service or maintenance work on equipment.

Capable of being locked out An energy-isolating device that is designed with a hasp or other means of attachment to which, or through which a lock can be affixed, or if it has a locking mechanism built into it. Other energy-isolating devices will also be considered to be capable of being locked out, if lock out can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy-control capability.

Disconnect A switch that disconnects an electrical circuit or load (motor, transformer, or panel) from the conductors that supply power to it. An open circuit does not allow electrical current to flow. Under a lockout procedure, a disconnect must be capable of being locked in the open position.

Energized Connected to an energy source or containing potential energy.

Energy source Any source of energy. Examples: electrical, mechanical, hydraulic, pneumatic, chemical, and thermal.

Energy-isolating device A mechanical device that physically prevents transmission or release of energy.

Hazardous energy Any of the types of energy existing at a level or quantity that could be harmful to workers or cause injury through inadvertent release or start-up of equipment.

Lockout device A device that locks an energy-isolating device in the safe position.

Lockout Placing a lockout device on an energy-isolating device, under an established procedure, to ensure the energy-isolating device and the equipment it controls can't be operated until the lockout device is removed. (An energy-isolating device is capable of being locked out if it has a hasp that accepts a lock or if it has a locking mechanism built into it.)

Procedure A series of steps taken to isolate energy and shut down equipment.

Servicing or maintenance workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining machines or equipment. Also includes lubricating, cleaning, unjamming, and making adjustments or tool changes if a worker may be exposed to the unexpected startup of the equipment during such activities.

Tagout device A prominent warning sign, such as a tag, that can be securely fastened to an energy-isolating device to indicate that the energy-isolating device and the equipment it controls can't be operated until the tagout device is removed.

Tagout Placing a tagout device on an energy-isolating device, under an established procedure, to indicate that the energy-isolating device and the equipment it controls can't be operated until the tagout device is removed.

WHAT IS A TAGOUT?



A tagout (or lockout tag) shows who locked out the mechanism, the time, date, and department. Other information such as phone or radio page number can also be shown. Tagouts should be durable and securely fastened to the locking mechanism so they don't fall off accidentally. The tags should be legible in all weather conditions. Tagouts should only be applied and removed by the same authorized individual.



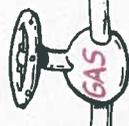
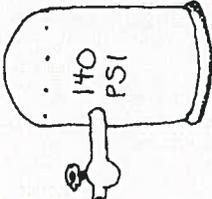
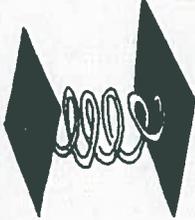
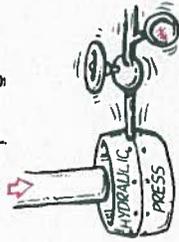
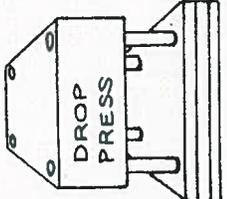
A tagout warns others that a particular switch, valve or energy source is "locked out" in the off or safe position and should not be operated. Secure locking devices such as padlocks should always be used with a tagout whenever possible. Be sure your employer informs outside servicing personnel (contractors) of your company's lockout/tagout procedures.

GOAL

The goal of locking out machinery and equipment prior to maintenance or servicing is to avoid accidents that can occur from unexpected start-up or release of stored energy. It is estimated that almost 40 million U.S. workers could be exposed to hazards from unsecured equipment. Implementation of OSHA lockout regulations and a supporting safety program could prevent 120 deaths and 60,000 injuries a year.

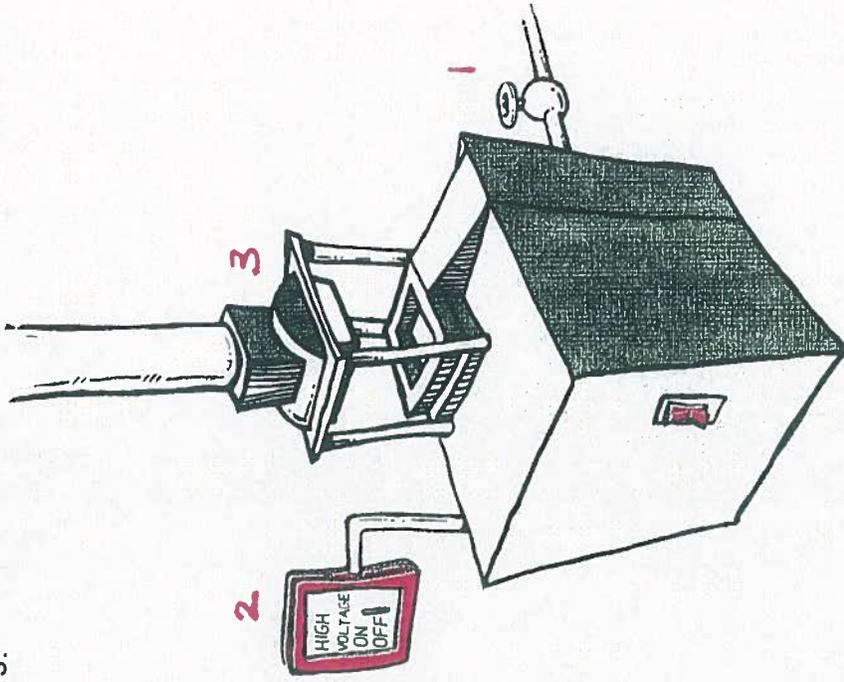


MACHINES CAN BE POWERED BY:

Electricity		Gas		Compressed Air		Coiled Springs		Pressurized Liquids	
Raised Load		Steam							

BE AWARE

Some machinery and equipment is powered from multiple sources. For example, a machine might use electricity (2), gas(1), and a raised weight (3) which is residual energy. Any single source, by itself. . . even if the others are turned off and locked out. . . presents a danger to maintenance workers.



This is only one reason why its important to follow the lockout procedures established by your employer. Contact your supervisor or employer safety manager for specific lockout information on specific equipment.