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IDPR DIVISION: HUMAN RESOURCES

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IDAHO DEPARTMENT OF PARKS AND RECREATION
POLICY AND PROCEDURES MANUAL

PROCEDURE TITLE: Workplace Safety

APPROVAL: Nancy Merrill
Director

WORKPLACE SAFETY COMMITTEE
Policy Owner

1. **IDPR Workplace Safety Policy**
It is the policy of Idaho Department of Parks and Recreation (IDPR) to consider accident prevention a major objective in all IDPR operations. The negative impact accidents have on employees, property, and the environment require that accident prevention be given primary importance in every phase of IDPR's activities. Therefore, participation in the Workplace Safety Program (WSP) shall be required at all organizational levels, in all phases of agency activities, and shall be the personal responsibility of each IDPR employee and volunteer.

1.1 The goal of the IDPR WSP is to create a safe working environment for all employees. Achieving that goal will in turn limit our negative impact on the environment, extend the life of our equipment and lower our insurance premiums.

1.2 Information regarding IDPR's WSP is divided into three categories:

1.2.1 POLICIES: the overall program goals and identified roles and responsibilities.

1.2.2 PROCEDURES: generally accepted protocols for various safety topics throughout the agency. Click on the individual topic from sections 2.1 through 2.20 of this policy and follow the link to the detail.

In addition to these standard procedures, each park and program may have circumstances requiring a unique protocol. These will be identified at the park or program, documented and shared with employees as needed. The documentation will reside at the park or program with the manager, and a copy forwarded to the appropriate Region Manager, Bureau Chief, or Officer.

1.2.3 REFERENCES: additional resource information on a variety of safety related topics. These are available at the end of each procedure.

2. **SPECIFIC PROCEDURES (currently under development):**
All employees and volunteers, are expected to comply with the following items if their position potentially exposes them to the specific hazard. Please see your supervisor if you have any questions on which topics apply to you.

2.2 **Bloodborne Pathogens-** All employees (who have the potential for exposure to BBP) shall attend a comprehensive pathogen training program providing them with the most current information available. IDPR's objective is to minimize employee occupational exposure to blood or other potentially infectious materials, through the use of annual training, engineering controls and work practices.

2.3 **Boating Safety-** Prior to operating any vessel, employees must be trained to IDPR safe boating standards and must obtain managerial authorization.

2.4 **Chainsaws-** Only employees who have successfully completed an IDPR authorized chainsaw training course and have written consent from their manager may operate a chainsaw.

2.5 **Confined Spaces-** A written plan to enter a confined space must be reviewed and approved by the Park Manager or Program Manager prior to any employee entry. Confined space is defined in the procedure section. Click on this topic to see the procedure.

2.6 **Driving-** All employees shall receive an IDPR driver's orientation before being authorized to operate IDPR vehicles.

2.7 **Emergency Action Plans-** Each park and/or facility must have an emergency action plan in place to provide supervisors and employees a basic written plan for handling crisis situations. Plans must include procedures for reaction to natural disasters, emergency situations and potential acts of violence or unrest.

2.8 **Equipment-** Prior to using any equipment, employees must be trained (standard is specific to equipment) and authorized by a manager.

2.9 **Fire Fighting-** No employee or volunteer of IDPR is obligated to fight a fire on park or program property, but must quickly alert others if a fire is detected.

2.10 **Fire Prevention-** IDPR will take every reasonable precaution to prevent unintentional fires. In the event of a fire, IDPR employees will strive to prevent injuries, loss of life, and damage to property.

2.11 **First Aid-** IDPR employees who have received first aid training are expected to render aid to those in need of assistance to the best of their abilities. In no case shall any person or persons render aid to a degree above that for which they are trained and certified.

2.12 **Hand Tools-** Employees and volunteers are to be trained and have supervisory authorization prior to using any tools. Proper Personal Protective Equipment (PPE) and safety measures shall be utilized while using tools.

2.13 **Hazard Communication-** Documentation and communication of the physical properties, exposure guidelines, and emergency response information of hazardous chemicals shall be made available to all IDPR employees and volunteers who have the potential of exposure to hazardous chemicals.

2.14 **Hazard Identification, Analysis and Control-** IDPR requires that frequent and regular analysis and inspections of workplace conditions and practices be conducted, that hazards be reported immediately, and that they be promptly corrected or abated.

2.15 **Incident/Accident Investigation-** Park Managers and Program Managers shall conduct investigations as per IDPR procedures each time an accident occurs that results in an injury, damage to property or the environment.

2.16 **Incident/Accident Reporting-** Employees and volunteers shall report any work related injury/illness, accident or non-injury incident to their supervisor prior to end of shift. Supervisors shall strictly follow IDPR reporting procedures.

2.17 **Lifting and Moving-** The proper use of body mechanics shall be employed when lifting and moving objects. If an object is too heavy or awkward for an employee to lift then an alternate plan will be sought out.

2.18 **Lockout/Tagout-** All tools, vehicles, machines and other devices that are found to be in an unsafe working condition must be immediately taken out of service, tagged and/or locked out. All machinery and equipment must be isolated from all potentially hazardous energy and tagged and/or locked out prior to performing service.

2.19 **Off Road Vehicles-** No employee or volunteer shall operate any off road vehicle without having received IDPR OHV training and manager's authorization.

2.20 **Pesticides and Herbicides-** No IDPR employee or volunteer is to purchase, transport, store, or use any pesticide or herbicide without proper training and authorization.

2.21 **Workplace Violence-** No form of violence, physical, verbal, mental, including threats of violence will be tolerated under any circumstances. Employees who commit violent acts or who are found to engage in behavior in violation of this policy will be subject to corrective and/or disciplinary action, up to and including termination.

3. STRUCTURE

The IDPR Workplace Safety Program includes:

3.1 The IDPR Workplace Safety Committee: The Committee is comprised of the Deputy Director, the North Region Manager, the South Region Manager, the Recreation Resources Bureau Chief, the Fiscal Officer and the Human Resources Officer.

3.2 Park and Program Managers

3.3 All Supervisors

3.4 The Onsite Safety Representatives: The Onsite Safety Representatives are selected by Park

and Program managers and are the point of contact for that park or program.

3.5 All employees and volunteers

4. **RESPONSIBILITIES**

4.1 The Workplace Safety Committee is responsible for:

- Ensuring that the Workplace Safety policy is current, complete, communicated and implemented.
- Reviewing agency Worker's Compensation (WC) and Incident Accident (IRS) records on a regular basis, identifying areas where the agency's performance is strong and where improvement is needed, communicating that information to all employees and ensuring improvement efforts are implemented.
- Assessing agency's training needs, setting priorities and ensuring that identified training is implemented for all employees and volunteers.
- Identifying and prioritizing needed safety-related resources such as equipment, services, training, etc,
- Ensuring that appropriate and timely safety information is disseminated to all employees and volunteers on a regular basis.

4.2 All Park and Program Managers and Supervisors are responsible for:

- Complying and implementing the specifics outlined in this policy. Providing and ensuring employees and volunteers attend all required safety training.
- Ensuring that regular safety inspections are conducted for all work areas and that documentation of all inspections is complete and accurate and kept at the park or program.
- Providing all required/necessary/requested PPEs.
- Responding immediately to investigate and correct or alleviate any known work hazards.
- Knowing, understanding and complying with all reporting procedures, including the Incident Accident Reporting System (IRS), the First Report of Injury for any on the job injuries, and the Accident Investigation report in a timely manner.
- Ensuring that all work related injuries and illnesses receive proper medical attention in a timely manner.
- Including observance to the WSP in all job performance evaluations for subordinates.

4.3 Onsite Safety Representatives are responsible for:

- Conducting "Tool Box" meetings on a frequent schedule and documenting participation.
- Conducting safety meetings quarterly or when hazards, conditions and/or procedures change.
- Conducting safety orientation for new employees, volunteers and for those employees returning after an extended absence.
- Assisting the supervisor with onsite Job Safety Analysis (JSA).
- Assisting the supervisor with accident investigations and remediation identification for needed improvements and alternative solutions.
- Performing regular inspections of their area for possible hazards and reporting findings to their supervisor.
- Coordinating/assisting with site safety inspections as conducted by Building Safety Inspectors, fire alarm/protection systems, partner agency inspectors, etc.

4.4 All employees and volunteers, regardless of position are responsible for:

- Performing all tasks in accordance with established policies, procedures, and safe work practices.
- Remaining alert to and reporting all hazards to the immediate supervisor.
- Never taking or allowing others to take unnecessary chances and bringing any questions about any unsafe practices or conditions to the immediate supervisor.

- Using all prescribed safety equipment and safety guards.
- Inspecting all tools and equipment prior to each use to identify any hazards.
- Reporting any physical limitations or injuries to your supervisor that may affect your ability to perform the functions of the job assigned.
- Immediately reporting any and all incidents, accidents, injuries and near misses to your supervisor and/or other appropriate persons.
- Never using vehicles, tools or equipment unless you have received both the training and the authorization to do so.