



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*
Website: www.gvrd.org

Board of Directors
Robert Briseno
Gary Salvadori
Ron Bowen
Sheryl Pannell Lea
Adjoa McDonald

General Manager
Gabe Lanusse

395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office at 707-648-4604 or fax 707-648-4616. Requests must be made as soon as possible and at least three (3) full business days before the start of the meeting.

Policies and Personnel Committee Directors: Pannell Lea and Briseno

**Agenda
Monday, March 8, 2021
10:00am**

**Due to Solano County and the State of California's shelter in place orders our
Committee Meetings will be held remotely via Zoom Meetings**

<https://zoom.us/join>

**You may also call in at +1 669 900 9128 US
Meeting ID: 4425425788 Password: 1944**

- 1. Discuss Organizational Chart Updates and Future Staffing Plans**
- 2. Discuss Classification Study, Job Descriptions, Title Changes for Executive Staff**
- 3. Review of Draft Injury Illness Prevention Plan (IIPP)**

Next Meeting: April 12, 2021

Mission Statement:

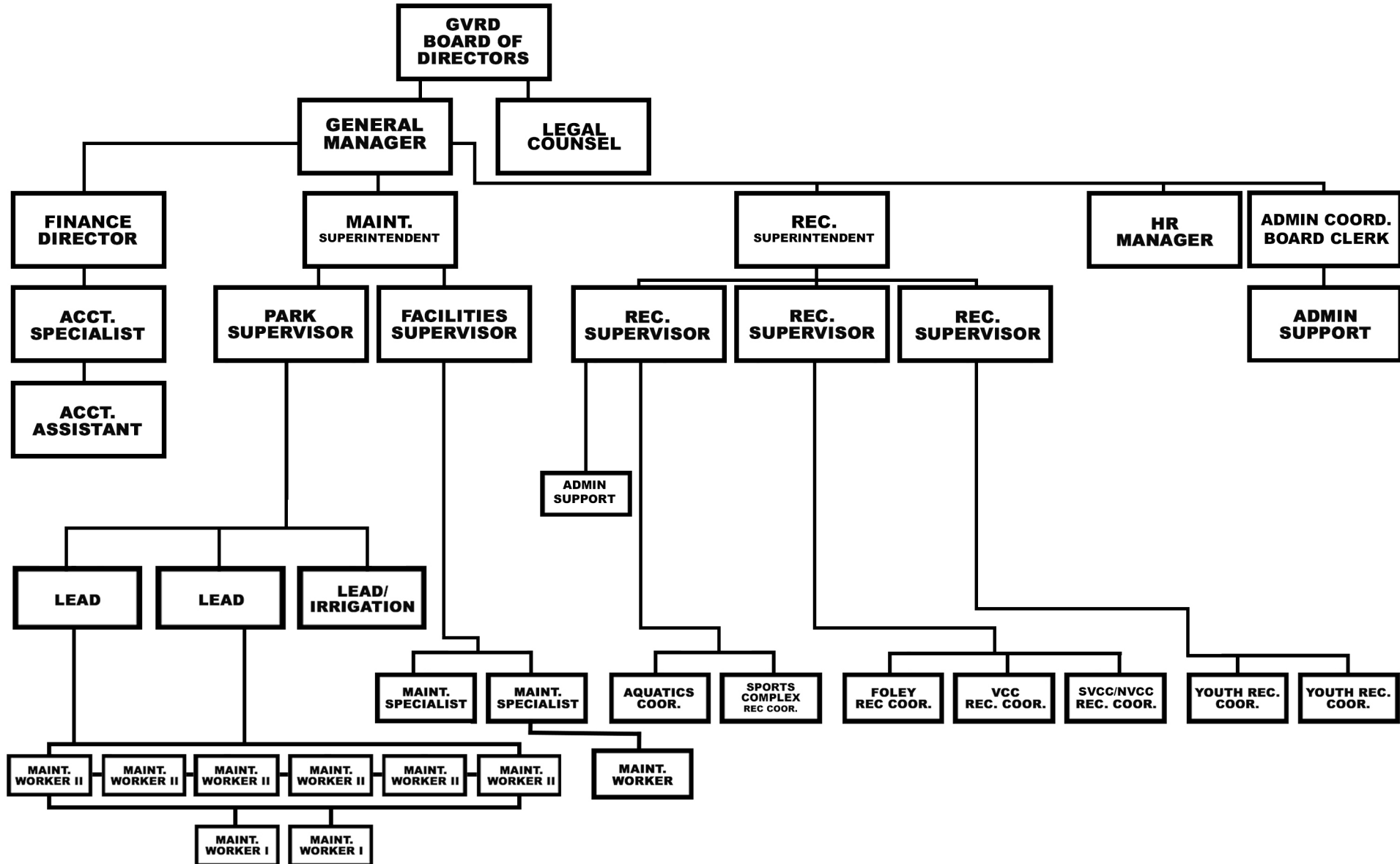
Building community and enhancing quality of life through people, parks, and programs.

Website: www.gvrd.org

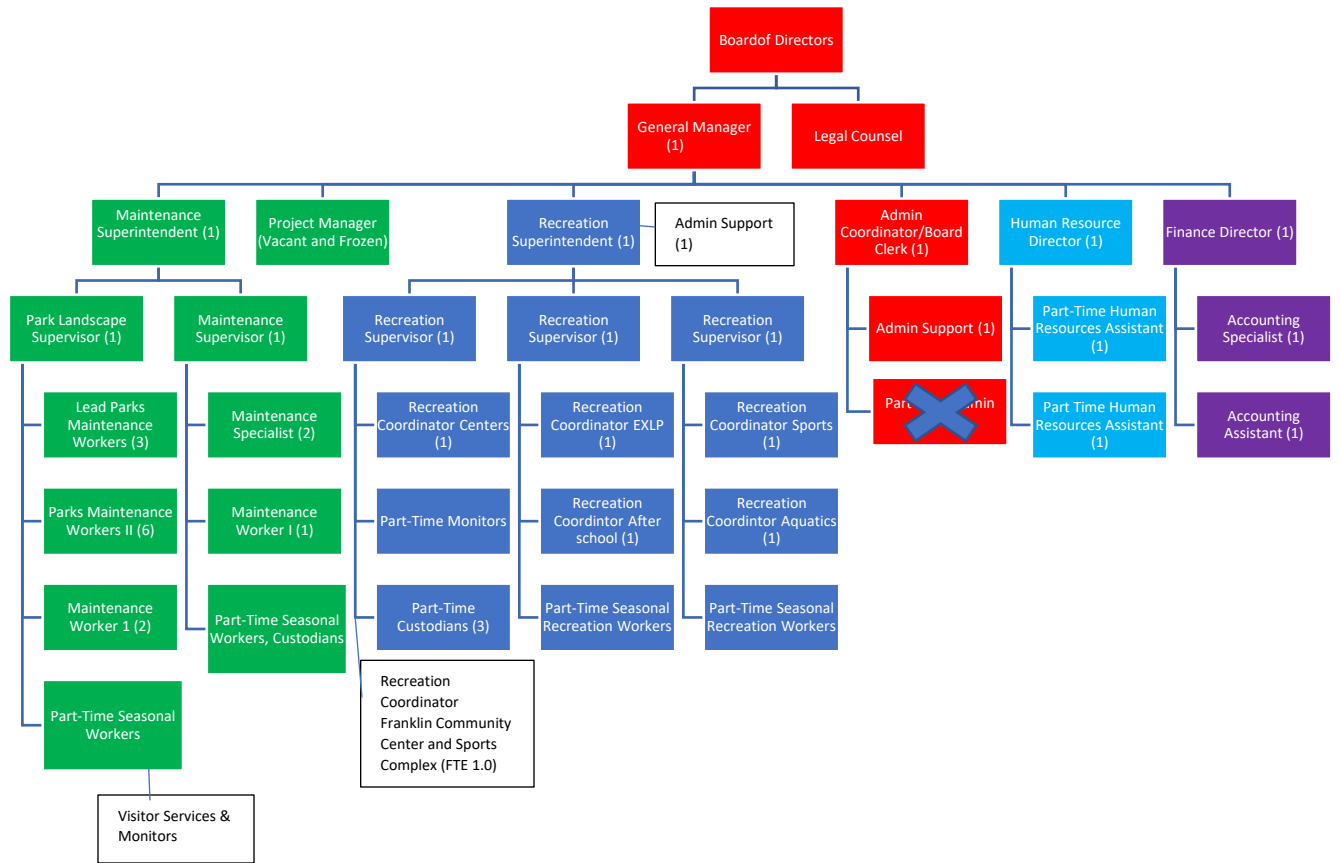
ADMIN

FULL-TIME STAFF LEVELS

GREATER VALLEJO RECREATION DISTRICT



DRAFT



Greater Vallejo Recreation District Job Description

Classification Title	Finance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

GENERAL SUMMARY

This position is responsible for managing all aspects of District Finances, preparing monthly financial statements, providing reports and advice to the General Manager and Board of Directors on financial matters, developing and administering the budget, overseeing the annual audit, and supervising finance staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Oversees day-to-day operations of the Finance Department, including payroll, accounts payable, and cash receipts.
- Prepares monthly financial statements and other reports for the Board of Directors. Attends Budget and Finance Committee meetings and bi-monthly Board Meetings to present reports and provide information.
- Provides monthly budget to actual reports to department heads. Provides reports to all staff, as requested.
- Develops annual budget, creates calendar for use in preparing the budget, and works with General Manager, department heads, and supervisors to prepare the budget.
- Oversees annual audit. Provides materials requested by the auditing team, advises and directs Accounting Specialist and Accounting Assistant to provide reports and documentation required by the auditing team, answers questions from the auditing team, and makes adjustments as directed.
- Works with auditing team to schedule all phases of the audit and presentation of the audit to the Budget and Finance Committee and the Board of Directors.
- Reconciles monthly bank statements using financial software. Identifies errors and makes corrections.
- Performs related work as required.

Greater Vallejo Recreation District Job Description

Classification Title	Finance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance by directing multiple groups of employees across more than one business function within an organization unit (i.e. benefits), including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Communications and discussions result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has assigned division and/or GVRD-wide fiscal responsibility. Assures that appropriate linkages exist between division and agency-wide budget, funding limitations and services levels, to meet specific division and GVRD goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. May prepare financial statements and budget reports.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's Degree in Business, Public Administration, Accounting, Finance or a related discipline

Greater Vallejo Recreation District Job Description

Classification Title	Finance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

- Five (5) to seven (7) years' experience working in Finance, including prior management or leadership experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Valid Driver License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment, including applicable software
- Principles and practices of employee supervision
- Generally Accepted Accounting Principles
- Finance Department procedures
- District budgeting practices
- Available revenue sources

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Prepare financial statement

Greater Vallejo Recreation District Job Description

Classification Title	Finance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

- Communicate effectively, both orally and in writing
- Liaise between Finance Department staff and auditors

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

Greater Vallejo Recreation District Job Description

Classification Title	Finance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is relative free from unpleasant environmental conditions or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time, Exempt level position. General days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. but can vary dependent on need.

TRAVEL

May be required to travel by car to City, County, and State offices on occasion. May also require travel to trainings, conferences, and educational opportunities.

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly

Greater Vallejo Recreation District Job Description

Classification Title	Finance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) _____

Employee Signature: _____ Date: _____

Date created	12/10/2020
Dates revised	

Greater Vallejo Recreation District Job Description

Classification Title	Recreation Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

GENERAL SUMMARY

This position is responsible for planning, organizing, and managing the Recreation division, developing and administering the divisional budget, attending Board meetings, attending community meetings, preparing and presenting verbal and written reports, conducting site visits, engaging community partnerships, researching and applying for recreational grant opportunities, and supervising recreation staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Manages recreational policy development and implementation as well as enforcement of District policies and procedures.
- Create, lead, and conduct training as necessary for staff development.
- Prepares and submits a variety of reports, correspondence, grant requests, community notifications, and press releases.
- Attends various meetings with internal and external committees. Facilitates direct report staff meetings.
- Drafts contracts and agreements. Conducts research into grants and submits applications.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance of an organizational unit (i.e. Recreation Department) or key work area including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Greater Vallejo Recreation District Job Description

Classification Title	Recreation Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Communications and discussions result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Manages, monitors, and directs budget plan for entire department and adjusts as necessary.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Associate's Degree or two (2) years of College in Business, Public Administration, Recreation or a related discipline
- Five (5) to seven (7) years' experience planning recreation programs, including supervisory experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- American Red Cross First Aid and CPR

Greater Vallejo Recreation District Job Description

Classification Title	Recreation Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

- Valid Driver License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment, including applicable software
- Principles and practices of employee supervision
- Principles and practices of budget management
- Current theories, principles, practices, and application of recreation

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Prepare clear and concise reports

Greater Vallejo Recreation District Job Description

Classification Title	Recreation Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Confined space			X
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

Greater Vallejo Recreation District Job Description

Classification Title	Recreation Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is relative free from unpleasant environmental conditions or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time, Exempt level position. General days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. but can vary dependent on need. Weekend, holiday, and evening work hours will likely be required on occasion.

TRAVEL

May be required to travel by car to City, County, and State offices on occasion. May also require travel to trainings, conferences, and educational opportunities.

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

Greater Vallejo Recreation District Job Description

Classification Title	Recreation Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) _____

Employee Signature: _____ Date: _____

Date created	12/15/2020
Dates revised	

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

GENERAL SUMMARY

This position is responsible for planning, organizing, and managing the Parks Maintenance division, developing and administering the divisional budget, attending Board meetings, preparing and presenting verbal and written reports, conducting inspections of parks and projects, and supervising maintenance staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Oversees the development, preservation, and maintenance of District owned and leased buildings, parks, open space, trails, athletic fields, playground equipment, skate/dog park, graffiti removal, visitor and custodial services and landscape maintenance districts.
- Manages and participates in the development and implementation of the strategic action plans for the District and the Parks and Facilities Division. Develops Division goals and incorporate as part of the District's goals and objectives and makes recommendations for the District.
- Monitors the day to day operations to ensure goals and objectives are being met, policies and procedures are being followed, and services are being provided effectively and efficiently. Assesses related community issues. Meets with citizen groups to discuss programs, clarify procedures, and identify needs.
- Prepares, administers, forecasts, and monitors the budget, including submitting budgetary recommendations and anticipating future budgetary needs for staffing, equipment, materials, and supplies. Monitors and approve expenditures and implements adjustments.
- Conducts inspections of parks, facilities and related projects and prepare reports to determine maintenance and structural deficiencies, compliance with fire codes, building codes, safety requirements and adequacy of preventive maintenance programs. Inspects inoperable equipment and determines repair requirements.

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

- Coordinates Parks and Facilities Maintenance Division activities with Recreation Division. Works with contractors on park and facility projects and conducts field inspections to check for work-in-progress and completed projects.
- Plans and monitors a comprehensive multi-year building and park maintenance and component replacement program, including preventive maintenance scheduling. Prepares plans and specifications for deferred maintenance, remodeling, alteration and construction projects and coordinates bidding process.
- Conducts a variety of organizational studies, investigations and operational studies. Recommends and implements modifications to parks maintenance programs, policies, and procedures as appropriate. Prepares and direct the preparation of a variety of written correspondence, reports, procedures, ordinances and other materials.
- Attends and participates in professional group meetings.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance of an organizational unit (i.e. Human Resources) or key work area including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Communications and discussions result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has assigned division and/or GVRD-wide fiscal responsibility. Assures that appropriate linkages exist between division and agency-wide budget, funding limitations and services levels, to meet specific division and GVRD goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. May prepare financial statements and budget reports.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Associate's Degree or two (2) years of College in Business, Public Administration or a related technical discipline
- Three (3) to five (5) years' experience supervising parks or grounds for a public sector agency
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- California Department of Pesticide Regulations Qualified Applicator's Certificate (QAC), International Society of Arboriculture (ISA) Arborist Certificate, Certified Playground Safety Inspector (CPSI), Certified Pool Operator (CPO), Valid Driver License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

- Current theories, principles and operational practices common to the field of public parks and facilities construction, maintenance and repair
- Current materials, methods, tools, equipment used in journey level building trades, such as carpentry, electrical, painting, plumbing and HVAC
- Building, grounds, and facilities repair, renovation and construction techniques
- Park maintenance techniques such as turf management, irrigation systems, pest management, fertilization, playground and park inspections, tree maintenance and other related park duties
- Principles and practices of employee supervision
- Public sector policy development and implementation and budgeting principles and practices
- Federal, State and local laws, codes and regulations, including ADA and OSHA laws that are pertinent to the management and operation of parks and facilities
- Principles and practices applying to contract development and administration

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Customer service
- Organization and time management

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Oversee and direct the operations, services and activities of the Parks and Facilities Maintenance Divisions
- Develop and administer division goals, objectives and procedures consistent with the District's mission and strategic plans

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Prepare clear, concise and informative reports, correspondence and other written materials
- Understand, carry out, and issue clear oral and written instruction
- Prepare and administer large and complex budgets
- Establish and maintain effective working relationships with co-workers and others from public agencies and the public
- Manage multiple tasks, often with competing priorities and demands, and keep track of all assignments and deadlines

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site		X	
Confined space	X		
Vehicle			X
Warehouse environment	X		
Shop environment		X	
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts		X	

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste	X		
Loud noises (85+ decibels such as heavy trucks, construction)		X	

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires occasional exposure to unpleasant environmental conditions and/or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time, Exempt level position. General days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. but can vary dependent on need.

TRAVEL

May be required to travel by car to City, County, and State offices on occasion. May also require travel to trainings, conferences, and educational opportunities.

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) _____

Employee Signature: _____ Date: _____

Date created	12/13/2020
Dates revised	

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

GENERAL SUMMARY

This position is responsible for managing all aspects of District Human Resources, ensuring compliance with related state and federal laws, providing advice to the General Manager and Board of Directors on related matters, administering the District's benefits program, providing analytical support in labor relations, and supervising human resources staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel, including assigning and reviewing work assignments, providing guidance, and conducting performance evaluations.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials. Monitors changes in laws, regulations, and technology that may affect District operations, and develops policy and procedural changes as required. Provides technical advice to the General Manager and Board of Directors, and builds and maintains positive working relationships with co-workers, other public agencies and the community.
- Develops and directs the implementation of policies, procedures and work standards for the District, manages the personnel policies, develops and amends policies, provides advice and counsel to supervisors and managers on policies, and maintains the District Employee Handbook.
- Administers and directs a comprehensive benefits program, including health/dental/vision insurance, deferred compensation and retirement. Acts as a liaison with benefit carriers in contract negotiations including annual, sick and FMLA/State Disability leave.
- Manages and conducts the planning, development, and implementation of the recruitment and selection process to obtain qualified candidates. Ensures equal employment opportunity for all candidates. Researches, compiles, analyzes, and evaluates general and statistical information regarding selection procedures, recruitment methods, benefits administration, compensation, and other personnel practices.

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

- Oversees and/or conducts investigations of alleged harassment or discriminatory conduct, grievance procedures. Interprets personnel policies, rules, and procedures and related matters. Acts as liaison with regulatory agencies to address formal complaints. Prepares reports and documents, as required. Coordinates with legal counsel.
- Provides analytical support for labor relations matters and serves as an active member of the District negotiation team as assigned. Participates in meet and confer session with union representatives. May participate with union negotiations.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance of an organizational unit (i.e. Human Resources) or key work area including evaluating program/work objectives and effectiveness, establishing broad organizational goals, realigning work, and staffing assignments for the department.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Communications and discussions result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has major fiscal responsibility. Is responsible for District-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan and adjusts as necessary.

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's Degree in Business, Human Resources, Public Administration or a related field
- Five (5) to seven (7) years' experience working in Human Resources, including prior management or leadership experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Recommended licenses are: PHR, SPHR, SHRM-CP, or SHRM-SCP
- Valid Driver License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping and recordkeeping
- Modern office procedures, methods and computer equipment
- Principles and methods of human resources management
- Classification and job analysis, recruitment, interviewing and personnel selection, test construction and administration
- Workers' Compensation laws of California
- Public retirement systems
- Federal and state and local laws and regulations
- Analytical and statistical methods. Principles and procedures of technical report writing and preparation of correspondence and presentations.
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation;
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff. Principles and practices of budget development, administration, and accountability

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Director
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Reports To	

- Organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned program.

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Negotiation and mediation

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Plan, organize, administer, coordinate, review, and evaluate all areas of a comprehensive human resources management program
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances
- Prepare and administer budgets and allocate limited resources in a cost effective manner
- Effectively represent the department and the District in meetings with governmental agencies, professional, regulatory, and legislative organizations
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Communicate effectively, both orally and in writing

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Director
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Reports To	

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment			
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases		X	
Moving mechanical parts	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

Greater Vallejo Recreation District Job Description

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WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is relative free from unpleasant environmental conditions or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time, Exempt level position. General days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. but can vary dependent on need.

TRAVEL

May be required to travel by car to City, County, and State offices on occasion. May also require travel to trainings, conferences, and educational opportunities.

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as

Greater Vallejo Recreation District Job Description

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necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) _____

Employee Signature: _____ Date: _____

Date created	12/11/2020
Dates revised	

GREATER VALLEJO RECREATION DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

DRAFT



Edition: March 3, 2021 DRAFT

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SAFETY POLICY STATEMENT

The Greater Vallejo Recreation District (GVRD) is committed to providing a safe work environment for all GVRD personnel. Employees are our most important asset, and their safety is our greatest responsibility. With that in mind, GVRD's Supervisors have the direct responsibility to provide reasonable safeguards for employee wellness and safety. We also have a responsibility to direct and ensure that all employees perform their assigned tasks in a safe working manner. Most of all, we have a responsibility to develop a heightened safety awareness amongst our team. As GVRD employees, we share the responsibility for maintaining a safe and healthy environment for ourselves, our coworkers, and the public as they visit our facilities and/or encounter our work-sites in the field.

In this IIPP we have instituted a formal health and safety program which, with the employees' help, will succeed in providing safe, healthy, and pleasant working conditions.

All employees will receive a copy of the Injury and Illness Prevention Plan (IIPP) for immediate review and to keep for future reference. It is the responsibility of each member of the team to follow the established safety procedures and to adhere to safe work practices. It is your duty as an employee of GVRD to immediately report any workplace safety concerns to your supervisor or other responsible department management staff. Safety is the responsibility of every employee and it is the practice of GVRD to hold all members of the team accountable for workplace behavior that affects their own safety and health, as well as the safety of co-workers and the community.

This IIPP is the basis for GVRD's workplace safety and injury prevention program. This document meets the Title 8 General Industry Safety Order Section 3203 requirement for the development of such a plan. Future revisions of this plan will be made when deemed appropriate and/or required by law, with approval of the GVRD General Manager. The basis for the IIPP is to reduce or eliminate accidents with every reasonable precaution and by proactively promoting safe practices at GVRD.

Injury and illness prevention is everyone's responsibility and everyone stands to benefit from compliance with our written safety program. We expect all of GVRD to make every effort to maintain a safe work environment.

Safety is paramount in GVRD's operations. Please work safely!

SIGNATURE

Gabriel Lanusse, General Manager

INTRODUCTION

GVRD makes all reasonable efforts to:

- Protect the health and safety of employees
- Provide safe workplaces
- Provide information to employees about health and safety issues
- Identify and correct health and safety hazards and encourage employees to report hazards. Hazards can be reported using the **Appendix A: Hazard Alert and Correction Form**
- Provide information and safeguards to employees regarding hazards arising from operations at GVRD

It has always been and shall continue to be our intention to provide the safest possible work environment and take steps necessary to prevent injury to our employees. This document is a written IIPP (Safety Program) to assist with this goal.

PLAN DESCRIPTION

The Injury and Illness Prevention Plan (IIPP) for GVRD includes the following elements: a description of plan responsibilities; methods of compliance; safety communications; hazard assessment process; accident/exposure investigation; hazard correction; safety training and instruction programs; scheduled periodic inspections; recordkeeping; and the establishment of a Safety Committee.

I. PLAN RESPONSIBILITIES

Although the District recognizes that the responsibility for safety and health is shared, the **General Manager, Gabriel Lanusse**, shall be ultimately responsible and thus, have full authority for oversight of the IIPP, its effectiveness and ongoing improvement, and for enforcing the systems and providing the infrastructure required to ensure safe conditions. It is a priority of the General Manager (GM) to highlight the efforts of GVRD staff at all levels of GVRD, to provide and maintain a safe work environment.

All supervisory employees are responsible for developing proper attitudes toward safety and health in the teams they supervise and for ensuring that all operations are performed with a high regard for the safety and health of all personnel involved. Employees are responsible for continuously practicing safety in all aspects of their work and for complete compliance with all requirements of the IIPP, including rules, regulations, and reporting concerns or hazards.

The Human Resources Manager has been delegated by GVRD and the General Manager to serve as the Program Administrator/Safety Coordinator with the authority and responsibility to implement the IIPP. As outlined in the IIPP, workplace safety is everyone's responsibility; as such the HR Manager will work in conjunction with the Safety Committee, Department Heads, and all GVRD Supervisors and Employees.

The GM will ensure that both the HR Manager, as the Program Administrator/Safety Coordinator, and the Safety Committee Chairperson are fulfilling all responsibilities of their respective roles, as outlined in the IIPP.

The **IIPP Program Administrator/Safety Coordinator** is: **Casey Halcro**, Human Resources Manager.

The Program Administrator/Safety Coordinator's responsibilities include:

- Primary responsibility for all managerial and operational facets of GVRD's Safety program as outlined in the IIPP with authority to make the necessary decisions to ensure success of the program.
- Attend monthly Safety Committee meetings in their role as the IIPP Program Administrator/Safety Coordinator; if unable to attend a particular meeting, secures a substitute such as GM or HR Assistant to represent the role.
- Collect, track, and manage all safety related forms and reports on behalf of GVRD including incident reports, hazard reports, workers' comp documentation, inspections, audit reports, correction updates, and safety practices. Forward information to both the Safety Committee Chairperson for review at the monthly Safety Committee meeting as well as the GM for data purposes related to implementation of the IIPP.
- Responsible for participating in monthly Safety Committee meetings to discuss and address safe work methods, safe working spaces, and safe operation of equipment, making recommendations as needed for enhancements, solutions, or corrections.
- Collaborates with Safety Committee Chairperson to present Safety Committee recommendations to the GM on a monthly or as-needed basis.
- Conduct orientation of all newly appointed Safety Committee members annually, or upon joining, as part of onboarding and explaining critical responsibilities and oversight of the IIPP.
- Ensure that all Supervisors are aware of requirements related to implementation of IIPP including the submission of incident reports, hazard reports, and inspections, as well as enforcing training compliance for all employees.
- Ensure that all new employees receive a copy of the IIPP and attend a new employee IIPP safety orientation training.
- Responsible for ensuring that the Safety Committee Chairperson, Recording Secretary, and Committee members are fulfilling their responsibilities on a monthly basis, reporting any concerns to the GM and ensuring that all agendas, minutes, incident and hazards documentation and corrections are captured, saved electronically, and available upon request.
- Responsible for collecting annual department-level safety plans every June from each department and reporting receipt to the GM and Safety Committee.
- Responsible for collecting quarterly/monthly (as required) inspection reports from each department and reporting receipt to the GM and Safety Committee.
- Responsible for partnering with the Safety Committee Chairperson to oversee the annual evaluation of the overall IIPP every December, documenting and presenting the results to the GM, and saving the documentation electronically, along with any revision to the IIPP document.
- Assist in creating and administering GVRD safety recognition and promotional programs.

- Comply with OSHA requirements including safe practices, record-keeping, and injury reporting protocols on behalf of GVRD.
- Conduct accident investigations, and recommend and track corrective and preventive actions.
- Promptly share any safety-related laws, standards, updates, or changes as identified by either federal or state guidelines, or by GVRD insurance carriers to the GM, Safety Committee, and as appropriate to all GVRD Department Heads or Supervisors.
- Coordinate GVRD's related employee wellness and health maintenance programs.

It is important to note that although it is the Program Administrator/Safety Coordinator's responsibility to manage GVRD-wide safety programs, responsibility for individual department implementation and administration rests with Department Heads, Directors, Managers and Supervisors.

A. Safety Committee

The IIPP Program Administrator/Safety Coordinator will predominantly partner with the Safety Committee and its Chairperson to implement the full scope of the safety program. GVRD's Safety Committee will have the following principle duties:

- Provide assistance in leading and administering GVRD's Injury and Illness Prevention Program (IIPP).
- Recommend needs, priorities, and strategies to promote good health and safety to the HR Manager (IIPP Program Administrator/Safety Coordinator), the Safety Committee Chairperson, and the General Manager.
- Review facilities, equipment, work practices or working conditions that are brought to the attention of the committee and recommend the action(s) to be taken to correct those situations deemed unsafe.
- Report back to divisions, departments, and employees regarding information presented, discussed and addressed at Safety Committee meetings.

The Safety Committee in no way replaces or supersedes Administration or Management's responsibility for health and safety.

1. Safety Committee Membership

Committee membership will consist of at least five members representing a cross-section of departments, positions, seniority, and demographics. Membership will include at least one (1) member from administration, two (2) members from SEIU and two (2) members from IBEW, as well as ensuring that representation from Parks/Maintenance, Recreation, and Administration departments are included.

Members will be appointed for two-year terms, using a staggered approach and alternating appointments. This ensures that the three committee members who are new each year can learn from the other three committee members who are incumbent and entering into their second year on the committee. A year of committee appointment will run from January 1st through the following December 31st. On July 1, 2021, the Safety Committee will onboard 3 new members who will help create this staggered process. Their membership will then run from July 1, 2021

until December 31, 2024.

As the IIPP Program Administrator/Safety Coordinator, the HR Manager will attend the Safety Committee.

The General Manager shall approve all appointments to the Safety Committee, and act as a Guest of the Safety Committee, attending meetings as needed and when able. The GM will identify and secure three new Safety Committee members annually, at least one month before their first meeting, meaning by December 1st of each year.

All regular ongoing committee members (non-guests) will have voting rights when deciding as a group on recommendations, solutions, or requests to present to GVRD and the General Manager on behalf of the Safety Committee.

2. Safety Committee Meetings

Safety Committee meetings will be conducted once a month. Attendance by committee members is mandatory. Minutes shall be scribed by the Recording Secretary, and are made available upon request to any employee.

3. Duties of Safety Committee Members

Each member of the Safety Committee will:

- Be responsible for reading and understanding all aspects of the IIPP at the start of their two-year appointment and then again at the start of their second year on the Safety Committee.
- Attend and participate in monthly Safety Committee meetings to discuss and address safe work methods, safe working spaces, and safe operation of equipment, making recommendations as needed for enhancements, solutions, or corrections.
- Be responsible for explaining the value and purpose of the IIPP to all department Supervisors as well as employees, bringing feedback or recommendations to the Safety Committee.
- Be responsible for supporting all Supervisors in fulfilling their responsibilities to implement the IIPP on an ongoing basis, including the submission, as required, of incident reports, hazard reports, and inspections, as well as training compliance, and reporting any concerns to the Safety Committee.
- Be responsible, in collaboration with the HR Manager, to support Supervisors in training new employees on safety and the IIPP through the use of the new employee IIPP safety orientation training curriculum.
- Communicate and reinforce requirements for departments to submit annual department-level safety plans to the HR Manager by December each year, and participate in their review during monthly Safety Committee meetings.
- Communicate and reinforce requirements for departments to submit quarterly/monthly (as required) inspection reports to the HR Manager, and participate in their review during monthly Safety Committee meetings.
- Participate in the annual evaluation of the overall IIPP every December, suggesting

changes or enhancements as recommended by Supervisors and employees.

- Assist in creating and administering GVRD safety recognition and promotional programs.

4. Safety Committee Chairperson

The Safety Committee shall appoint one person to the role of Safety Committee Chairperson for a one-year term from among the Safety Committee members who will be entering their second year on the Committee.

The Chairperson shall be responsible for the direction and coordination of the Safety Committee. Specific leadership responsibilities include:

- Preparing for and facilitating the monthly Safety Committee meetings using the standing monthly agenda; if unable to attend a particular meeting, securing a substitute facilitator from among the committee members, and ensuring that they are fully informed about agenda items, committee priorities, and follow-up actions.
- Responsible for collecting data from the HR Manager for review at monthly Safety Committee mtg including incident reports, inspection reports, or special topics for discussion.
- Collaborates with HR Manager to present Safety Committee recommendations to the GM on a monthly or as-needed basis.
- Responsible for partnering with the HR Manager to oversee the annual evaluation of the overall IIPP every December, documenting and presenting the results to the GM, and saving the documentation electronically, along with any revision to the IIPP document.

5. Safety Committee Recording Secretary

The Safety Committee shall appoint one person to the role of Recording Secretary for a one-year term, preferably from among the Safety Committee members who will be entering their second year on the Committee.

The Recording Secretary responsibilities will include:

- Establishing the annual calendar of monthly meetings and sharing calendar appointments and links (as needed) with all Safety Committee members.
- Maintaining a list of all Safety Committee Members, documenting start and end date of term, department, as well as union affiliation, and position title.
- Attending and participating in monthly Safety Committee meetings; if unable to attend a particular meeting, secure a substitute Recording Secretary from among the committee members.
- Responsible for recording minutes at the monthly meeting and sending to Committee Chairperson, HR Manager, and GM for review one week after monthly mtg for edits and then distributing to Safety Committee members within two weeks after the meeting, ensuring the minutes have been saved electronically for IIPP compliance documentation.
- Keeping a copy of the standing agenda on hand for reference or to provide upon request to any employee.

B. Department Heads

Department Heads are responsible for the leadership and administration of the safety plan within their departments and teams. They will ensure that all safety and health policies and procedures are clearly communicated to all employees. In addition, they will:

- Submit an Annual Department Safety Plan every December to the HR Manager, as the Program Administrator/Safety Coordinator.
- Understand and comply with all requirements as outlined in the IIPP, including the submission, as required, of incident reports, hazard reports, and inspections, as well as enforcing training compliance, or other directives as communicated by the Safety Committee, the HR Manager, or the GM.
- Attend required training related to safety practices, and ensure that all employees within their teams complete all mandatory training in a timely manner.
- Communicate health and safety policies and procedures to all employees; fairly and uniformly enforce the Code of Safe Practices.
- Provide and enforce the use of personal protective equipment, as appropriate.
- Ensure that task observations of employees are done periodically to assure compliance with safety procedures.
- Direct that equipment, materials, and work areas be maintained in safe condition.
- As necessary, participate in accident investigations and recommend or implement appropriate corrective measures.
- Arrange for safety self-inspections periodically.
- Implement and participate in department and GVRD-wide safety promotional activities.
- Disseminate safety and risk management information to the appropriate personnel.
- Participate and include teams in emergency preparedness activities and fire prevention drills.
- For IIPP compliance documentation, ensure that copies of all sign-in sheets for safety training are sent to the Human Resources Office. **Appendix B: Safety Training Sign-In Sheet**, or other form that includes the training topic, location of training session, department, employee name, and employee signature, may be used.

C. Supervisors

First line Supervisors provide a critical role in the successful operation of a comprehensive employee safety program. Just as their Department Head, each Supervisor shall make the safety of employees an integral part of their position focus. In effectively executing safety responsibilities, Supervisors will:

- Understand and comply with all requirements as outlined in the IIPP, including the submission, as required, of incident reports, hazard reports, and inspections, as well as enforcing training compliance, or other directives as communicated by the Safety Committee, the HR Manager, the GM, or the Department Head.
- Keep their Department Head informed of all safety issues, problems, or incidents.

- Support the Department’s safety activities, goals, and objectives.
- Understand and enforce safety regulations and Code of Safe Practices applicable to operations within their area of responsibilities.
- Train new employees on safety and the IIPP through the use of the new employee IIPP safety orientation training curriculum.
- Conduct department and position specific safety orientations and training of new hires, beyond the general IIPP safety orientation training.
- Instruct employees on hazards that are unique to their job.
- Encourage employees to report workplace incidents and hazards to Supervisors without fear of reprisal. Incidents can be reported using the GVRD Incident Report Form and hazards can be reported using the **Appendix A: Hazard Alert and Correction Form**.
- Conduct task observations of all employees periodically, to assure compliance with safety procedures.
- Conduct regular safety inspections of work areas, submitting inspection reports as required by Department Heads.
- Hold team safety meetings and disseminate risk management information to employees.
- Participate in incident and accident investigations and recommend corrective action.
- Ensure that equipment, materials, and work areas are maintained in safe condition.
- Provide personal protective equipment as appropriate and monitor its use.
- Attend required training related to safety practices, and ensure that all employees within their teams complete all mandatory training in a timely manner.
- Participate and include teams in emergency preparedness activities and fire prevention drills.
- Participate and include teams in department and GVRD-wide safety promotional activities.
- For IIPP compliance documentation, ensure that copies of all sign-in sheets for safety training (including tailgate trainings, these are considered more informal trainings; generally done on-site and quickly to discuss project-based safety needs) are sent to the Human Resources Office. **Appendix B: Safety Training Sign-In Sheet**, or other form that includes the training topic, location of training session, department, employee name, and employee signature, may be used.

D. Employees

It is the responsibility of each employee to work safely and comply with the Code of Safe Practices. Employees are expected to participate in accident prevention activities, and shall:

- Understand and comply with all requirements as outlined in the IIPP, including the submission, as required, of incident reports, hazard reports, and inspections, as well as required training as communicated by the Safety Committee, the HR Manager, the GM, Department Head, or your Supervisor.

- Attend all required safety training within the time window required.
- Be aware of and comply with safety regulations and Code of Safe Practices applicable to the work being done.
- Report unsafe conditions and practices or incidents immediately (or as soon as reasonably possible) to your supervisor without fear of reprisal. If your supervisor is unavailable, contact another supervisor within your department, the HR Manager, or the General Manager. Incidents can be reported using the GVRD Incident Report Form and hazards can be reported using the **Appendix A: Hazard Alert and Correction Form**.
- Keep your work area and work-related tools organized and tidy to the best of your ability to avoid creating unsafe conditions.
- Use and maintain the personal protective equipment provided.
- Wear appropriate clothing and footwear for the job tasks.
- Operate equipment with all safety guards in place.
- Coach fellow employees on safe work practices, whenever appropriate.
- Perform only authorized jobs.

II. COMPLIANCE WITH THE IIPP

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Department Heads, Directors, Managers, and Supervisors are expected to enforce rules fairly and uniformly.

All employees of GVRD are responsible for working safely, following policies and procedures, and assisting in maintaining a safe work environment. GVRD's system of ensuring that employees comply with the IIPP includes:

- Informing all employees of the provisions of the IIPP.
- Annual evaluation by the applicable Department Head and GVRD Safety Committee of each Department's implementation of their Annual Safety Plan of action.
- Recognizing employees who perform safe and healthful work practices.
- Providing training, both initially and remedial to employees whose safety performance is deficient.
- Disciplining employees through corrective discipline for failure to comply with safe work practices after being trained and reminded.

III. SAFETY COMMUNICATIONS

GVRD recognizes that open, two-way communications regarding health and safety issues is essential to an injury free, productive GVRD. The following system of communication is designed to facilitate a continuous flow of safety and health information in a form that is readily understandable and consists of:

- The Safety Committee is the primary two way communication system. Comments and

concerns can be made to designated representatives. Meeting dates and minutes are available in the District Office. Updates regarding the activities of the Committee will be communicated back to Staff by the designated representatives.

- New employee IIPP safety orientation to include a discussion of safety and health policies and procedures.
- Review of the IIPP with all employees.
- Providing a copy of the IIPP to all new employees via Human Resources.
- Regularly scheduled training within all departments.
- Safety awareness posters and signage.
- Safety Committee meeting minutes available to all employees.
- Hazards can be reported using the **Appendix A: Hazard Alert and Correction Form**.
- GVRD-wide Safety Training programs.
- Chemical Safety Data Sheets available at each major job location.

Safety Training Program

The safety training program is an integral component of the communication system. The training program is described in detail in Section VII. of this document.

IV. SAFETY HAZARD ASSESSMENT

A. Safety Inspection Program

Safety inspections to identify and evaluate workplace hazards shall be required in all work areas. The inspections shall be done using an inspection form/checklist. Department Heads, Directors, Managers, and Supervisors are all responsible for seeing that periodic inspections are conducted. A record of the inspections and documentation of corrective action taken shall be maintained by the Department Heads and the Program Administrator/Safety Coordinator. Safety inspections shall be performed according to the following schedule:

- Upon initial establishment of the IIPP.
- On an annual basis, or as determined by the General Manager and/or Department Head with input from the Safety Committee, and as required by law. The areas to be inspected and approximate dates on which they are scheduled to be inspected will be listed on the Annual Department Safety Plan.
 - Members of the Safety Committee will schedule and conduct inspections in selected locations. Locations will be prioritized based on potential for employee exposure to hazards, high hazard areas, date of last inspection, and information from hazard alerts, department inspection checklists, and accident investigations.
- When new substances, processes or equipment, which present potential new hazards are introduced into the workplace.
- When new hazards are recognized/identified.

- Whenever workplace conditions warrant an inspection.

The inspection records shall include the name(s) of the person(s) conducting the inspection, any descriptions of the unsafe conditions and work practices, and the actions taken to correct the unsafe conditions and work practices. Safety and risk control specialists, or consultants may do additional inspections with Department Head or General Manager approval. These will be done based upon a specific need or as the result of a serious accident. All reports of inspections will be forwarded to the Department Head and Program Administrator/Safety Coordinator for action.

B. Hazard Evaluation Process

All GVRD employment positions have been consolidated into the following Job Safety Classes based upon potential and actual safety and health concerns for each Job Safety Classification:

- Administration
- Aquatics Personnel
- Recreation Personnel (other than Aquatics)
- Parks/Maintenance Personnel

Appendix C: Job Safety Classifications contains a list of the job titles associated with each Job Safety Classification.

The activities and equipment used by employees in each Job Safety Classification were reviewed to ascertain potential and actual safety and health hazards. A Hazard Analysis was completed for each Job Safety Classification yielding a list of preventive actions needed to protect employees from injury. The resulting table is contained in **Appendix D: Hazard Analysis**.

V. INJURY AND ILLNESS REPORTING AND INVESTIGATIONS

GVRD investigates all accidents, occupational injuries and/or illness, as well as “near miss” incidents and property damage incidents to reduce the potential for future occurrences that could result in injury. The following include procedures for reporting and investigating occupational injuries, illnesses, and accidents:

A. Reporting Procedure

When an employee is injured on the job, or when they first notice an illness that is a result of or occurred in the course of their job duties, they shall report such instances to their supervisor **on the day of occurrence or notice, no later than the end of their shift**. Following the report to their supervisor, the employee will contact **Human Resources** to report the injury/illness, receive advice and, if necessary, referral for medical treatment. Should the injury/illness require medical treatment beyond first aid, a Division of Workers’ Compensation DWC Form 1 - Employee’s Claim for Workers’ Compensation Benefits shall be provided and completed. Medical treatment means the management and care of a patient to combat disease or disorder. The accident will be investigated by the supervisor or their designee, if the supervisor is unavailable.

B. Accident/Exposure Investigation Procedure

The following accident investigation steps will be performed as circumstances allow:

1. Interview the injured employee and any witnesses.

2. Visit the accident scene and gather facts from the employee and any witnesses. Note any inconsistencies that arise in the course of fact gathering. Take photos or make a sketch of the scene, if necessary.
3. Examine the workplace factors or unsafe conditions associated with the accident/exposure.
4. Determine the cause of the accident/exposure.
5. Develop a plan for corrective action including the date of implementation.

The results of the accident investigation must be documented on **Appendix E: Accident Investigation Report** and reviewed by the Department Head or designee.

All documents and completed report forms shall be copied and forwarded to the Program Administrator/Safety Coordinator.

C. Accident Reporting Procedures Involving GVRD Vehicles

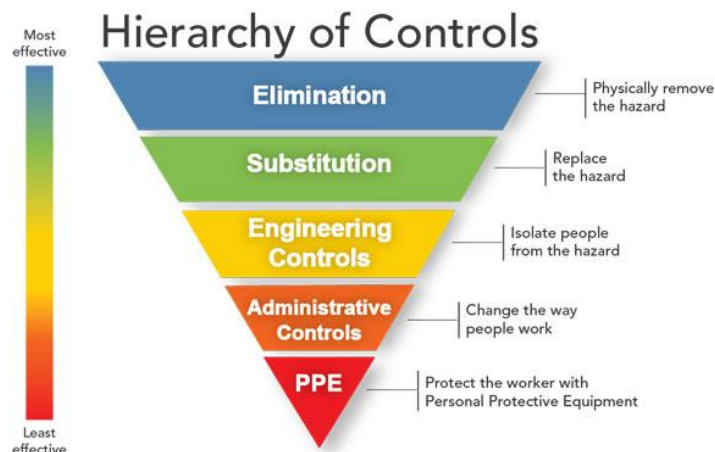
For all accidents (no matter how minor) involving a GVRD vehicle, the Department Head and the jurisdictional Police Department shall be called by the employee/driver. Each GVRD vehicle contains a “CAPRI Driver’s Report of Accident” packet with instructions on the steps to take at the accident scene. If safe to do so, the employee shall take photos of the vehicle and accident scene. The Driver’s Report of Accident form must be completed by the employee and submitted to **Human Resources**. This form is in addition to required injury reports.

If the employee is physically unable to complete the Driver’s Report of Accident form, the employee’s supervisor will complete the form on the employee’s behalf based upon information that is available.

VI. HAZARD CORRECTION

GVRD has a commitment to correct or abate with all reasonable speed, any hazard, which gives rise to a risk of harm in the workplace. In correcting an imminent unsafe condition, appropriate precautions will be taken to protect the safety of employees.

Controlling exposures to occupational hazards is the fundamental method of protecting workers. Traditionally, a hierarchy of controls has been used as a means of determining how to implement feasible and effective control solutions.



The following procedure(s) will be implemented for correcting identified hazards in the workplace:

- Remove or take out of service the hazard where possible.
- Remove or relocate employees from the area of exposure.
- Provide guarding mechanisms appropriate to the hazard and the specific process or piece of equipment being used.
- Adjust work schedules, break periods or job rotation where feasible.
- Provide appropriate personal protective equipment.
- Provide training in recognizing and taking self-corrective action regarding the hazard.

All such action taken and the dates of completion shall be documented by the Department Head or designee and reported to the Program Administrator/Safety Coordinator. Hazard corrections will be noted on the **Appendix A: Hazard Alert and Correction Form** or Safety Inspection forms themselves.

VII. HEALTH AND SAFETY TRAINING

GVRD's policy requires that employees are trained to protect themselves from hazards in their work environments.

Training on the hazards unique to the workplace and the procedures to prevent accidents (personal protective equipment, tool guards, safe handling of chemicals, safe use of tools and equipment etc.) is critical to risk control and is required by various Title 8 Safety Orders.

The Program Administrator/Safety Coordinator, Department Heads, Directors, Managers, and Supervisors shall identify training for employees in job classifications under their control, and conduct or cause to be conducted training as needed.

A. Training Content and Schedule

Department Heads, Directors, Managers, and Supervisors shall ensure that employees are provided training in relation to:

- Safety orientation to all new employees upon hire (including general health and safety practices and policies along with job-specific health and safety practices and hazards).
- Whenever an employee is given a new job assignment for which training has not previously been provided.
- Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
- Whenever GVRD is made aware of a new or previously unrecognized hazard.
- When required by Federal or State law, regulations or statutes applicable to their work.
- Understanding of the safety procedures and rules which apply to their department.
- Recognizing and assessing health and safety risks.
- Minimizing risks through sound safety practices and use of protective equipment.
- Whenever a Department Head determines that additional training is necessary.

B. Training Program

GVRD employees will be provided safety training based on their Job Safety Classification as described in **Appendix F: Safety and Health Training Matrix**. Employees will be provided department safety training in accordance with their Department Annual Safety Plan and as determined by their supervisor.

GVRD New Employee IIPP Safety Orientation Training subjects will include, but are not limited to the following:

1. An explanation of the IIP Program
2. Emergency preparedness and action plan, and fire prevention plan.
3. The provision of medical services and first aid.
4. Employee Assistance Plan for counseling services.
5. How to report unsafe conditions or work practices.
6. The safe use of tools and equipment.
7. The use of personal protective equipment and the appropriate clothing for work, including footwear and gloves.
8. The availability of toilet, hand washing, and drinking water facilities.
9. Information on the next steps for GVRD department specific and job-specific safety training.

C. Training Records

Records of training activities shall be kept both by individual departments and the Human Resources Office. Department Heads and Supervisors are responsible for maintaining these records for employees within their department. The Program Administrator/Safety Coordinator shall track compliance with the training requirements of this IIPP. Training documentation shall be maintained for a period of three years.

Appendix B: Safety Training Sign-In Sheet, or other form that includes the training topic, location of training session, department, employee name, and employee signature, will be used for training documentation. Copies of Safety Training Sign-In Sheets should be forwarded to the Program Administrator/Safety Coordinator immediately following each training.

D. Safety Rules

GVRD has established **Appendix G: General Code of Safe Work Practices** and specific Codes of Safe Work Practices to address hazards listed in **Appendix D: Hazard Analysis** that are intended to develop behaviors, skills, and habits which assist employees in meeting the responsibilities associated with working safely.

VIII. RECORDKEEPING

Each Department will maintain records safety inspections, the action taken to correct identified unsafe conditions and employee safety training.

The Program Administrator/Safety Coordinator maintains copies of the above noted records,

however, additionally maintains separate files of GVRD Safety Committee meeting minutes, accident investigation reports, loss information and injury statistics, including the OSHA 300 log. It is the intent of GVRD to maintain record keeping and postings in accordance with state and federal mandates, including California Code of Regulations, Title 8, Section 3204.

IX. ANNUAL PROGRAM EVALUATION

The Program Administrator/Safety Coordinator and Safety Committee Chairperson will coordinate an annual evaluation of GVRD's IIPP. This annual review examines the objectives, scope, performance, and effectiveness of the IIPP. The evaluation may utilize a variety of information sources, including reports from the California Association for Park and Recreation Indemnity ("CAPRI") insurance service for statistical trending of claims history. Minutes of Safety Committee meetings are reviewed for actions taken. Accident investigation reports are evaluated for completeness, corrective measures identified and action taken. Department-specific safety action activities are reviewed, including, but not limited to: safety inspections, employee safety training, and safety priorities, correction of hazards, and measured against each Department's Annual Safety Plan. GVRD-wide safety training is reviewed and evaluated against the IIPP training plan. Safety Committee activities are reviewed and evaluated against the policies and procedures as outlined in the IIPP. Additionally, this IIPP document is reviewed in its entirety. **Appendix H: IIPP Annual Evaluation Form** shall be used to document the evaluation.

The annual safety program evaluation will be presented to the GVRD Safety Committee for review and comment, prior to being formally presented to the General Manager. Department Heads are responsible for implementing to the greatest extent possible, any recommendations in the report as directed by the General Manager, with the findings being used in the management performance review process.

Department Heads, or their designee(s), shall utilize the annual safety program evaluation to enhance their Department Annual Safety Plan. The Department plan(s) should include:

- Department safety priorities and action steps for the year
- Department specific safety and new hire training plan
- Safety meeting schedule
- Inspection schedule

Appendix I: Department Annual Safety Plan Form shall be submitted to the General Manager during the month of June each year. This will then start the annual (from July 1 through June 30) evaluation period.

APPENDICES

APPENDIX A: HAZARD ALERT AND CORRECTION FORM

PART 1: This form is for use by employees who wish to report an unsafe workplace condition or practice. Submit this form to the Human Resources Manager.

1. Specific location of hazard, unsafe condition or practice:

2. Date and time hazard, unsafe condition or practice was observed:

3. Description of hazard, unsafe condition or practice:

4. What changes would you recommend to correct the condition or hazard?

5. Has this concern also been reported to anyone else? If so, who, when, and how?

Reported by (Print Name and Sign): OPTIONAL IF ANONYMOUS

HAZARD CORRECTION SECTION

PART 2: This section should be completed by a supervisor, parks/maintenance staff, safety committee member or member of administration. All hazards should be corrected as soon as possible, based on the severity of the hazard. If a serious imminent hazard cannot be immediately corrected, evacuate personnel from the area and restrict access until the hazard can be addressed.

Inspection Date

Inspected by (Print Name and Sign):

Findings and Corrective Action Taken:

Correction Completion Date:

Safety Committee Review Date:

Reviewed by (Print Name and Sign):

APPENDIX C: JOB SAFETY CLASSIFICATIONS

All GVRD employment positions have been consolidated into the following Job Safety Classes based upon potential and actual safety and health concerns for each Job Safety Classification. The job titles and corresponding job descriptions listed below were reviewed at the time of this IIPP revision and hazard evaluation in March 2021. While Custodians are employed in the GVRD Recreation Department, for purposes of the IIPP, Custodians align more closely with the hazard exposures of the Maintenance Job Safety Class and are therefore grouped with this class.

APPENDIX C: JOB SAFETY CLASSIFICATIONS		
Job Safety Class	Job Title	
Administration	Accounting Clerk	
	Accounting Specialist	
	Administration Clerk I	
	Administration Clerk II	
	Assistant Board Clerk	
	Board Clerk / Administrative Supervisor	
	Finance Director	
	Human Resources Assistant	
	Human Resources Director	
	Human Resources Generalist	
	Maintenance	Custodian
		Facilities Maintenance Worker I
		Facilities Maintenance Worker II
Facilities Supervisor		
Irrigation Specialist/Lead Worker		
Landscape Supervisor		
Lead Maintenance Worker		
Maintenance Director		
Maintenance Specialist		
Parks Maintenance Worker I		
Parks Maintenance Worker II		
Project and Facilities Director		
Aquatics		Aquatics Coordinator
	Lead Lifeguard	
	Lifeguard	

	Pool Specialist
Recreation	Assistant Coordinator
	Center Monitor
	Recreation Coordinator
	Recreation Director
	Recreation Supervisor
	Visitor Services Coordinator
	Visitor Services Monitor

APPENDIX D: HAZARD ANALYSIS

Hazard Category	Potential Hazards	Plans for Control	Admin- istration	Parks/Ma- intenance	Aquatics	Rec- reation
Manual Material Handling and Room Setups	<ul style="list-style-type: none"> • Strains, sprains from improper lifting technique • Mechanical aids not provided or not used • Lifting boxes, supplies, equipment, tools, tables, chairs • Retrieving heavy items stored above shoulder height • Materials slipping from hands 	Code of Safe Practices PPE Hazard Assessment Training Exercises	X	X	X	X
Slip, Trip and Falls	<ul style="list-style-type: none"> • Slippery, wet surfaces • Damaged carpeting, floor materials • Stairs, step stools and step ladders • Poor housekeeping (blocked aisles, stairs) • Uneven pavement • Unstable surfaces 	Safety Inspections Training	X	X	X	X
Ergonomics	<ul style="list-style-type: none"> • Poor computer workstation set-up • Workstations with multiple users • Poor office and desk layout • Repetitive activities phone, keyboarding, copying, filing) for long periods with no breaks 	Ergonomics Evaluations, Breaks, Exercises Training	X	X	X	X
Fire and Electrical Hazards	<ul style="list-style-type: none"> • Electrical hazards from defective cords/equipment • Improper extension cord, power strip use • Inadequate electrical outlets • Inadequate fire extinguishers • Lack of fire alarms/smoke detectors • Ineffective use of fire extinguishers due to lack of training or skill • Flammable and combustible materials 	Code of Safe Practices Emergency Procedures/Action Plan Fire Prevention Plan Safety Inspections	X	X	X	X

Hazard Category	Potential Hazards	Plans for Control	Admin- istration	Parks/Ma- intenance	Aquatics	Rec- reation
Office Equipment Hazards: file cabinets, furnishings, copiers/printers, small appliances, paper cutters, staplers, hole punchers, paper shredders	<ul style="list-style-type: none"> • Punctures and cuts from paper cutters, paper shredders, exacto knives, small appliances in break room • Injuries from file cabinets tipping, or file drawers causing tripping • Injuries from damaged desks, chairs, equipment 	Office Safety Inspections	X	X	X	X
Chemical hazards from: - cleaning supplies - office and classroom supplies - toner, markers, glue - sunscreen and bug repellent - flammable and combustible gases and liquids - pesticides and herbicides, - paints, adhesives, solvents, - fuels, gasoline, motor oil, lubricants, - concrete	<ul style="list-style-type: none"> • Injuries and illness caused by chemical contact with skin, eyes, mucus membranes, and by inhalation • Unlabeled chemical containers • Improper use of chemicals • Chemicals brought from home • Improper storage of chemicals • Fire and explosion hazards from flammable, combustible and reactive chemicals 	Hazard Communication Program Safety Inspections	X	X	X	X
Emergencies: Medical (First Aid, BBP) Fire Wildfire Earthquake Severe Weather	<ul style="list-style-type: none"> • Injuries due to fire, flying objects, damaged or collapsed buildings, debris, water intrusion • Illness due to exposure to body fluids • Evacuation • Poor air quality during wildfires 	Emergency Procedures/Action Plan Fire Prevention Plan First Aid/CPR Training Bloodborne Pathogens Program Training	X	X	X	X

Hazard Category	Potential Hazards	Plans for Control	Admin- istration	Parks/Ma- intenance	Aquatics	Rec- reation
Vehicle Operation, Driving	<ul style="list-style-type: none"> • Vehicle accidents and injuries 	Defensive Driving Training Vehicle Inspections	X	X	X	X
Site Security and Personal Safety	<ul style="list-style-type: none"> • Threats of injury from co-workers, relatives/domestic partners, or the public • Workplace security issues in parking areas • Fights at sporting events • Intoxicated persons • Mental/psychiatric injury 	Workplace Security Plan/Workplace Violence Prevention Program	X	X	X	X
Heat Illness and outdoor hazards	<ul style="list-style-type: none"> • Sunburn • Heat stress, illness • Snakes • Insects (mosquitos, ticks, bees, wasps, spider, scorpion) • Extreme cold • Poison oak, other allergic reactions • Dog bites, wild animals 	Code of Safe Practices Heat Illness Plan Emergency Procedures/Action Plan Training		X	X	X
Ladders	<ul style="list-style-type: none"> • Falls from heights • Improper selection, set-up or securing • Use on uneven or soft surface • Pinch hazards, lifting, handling and struck by hazards when folding and carrying 	Ladder Inspections Ladder Safety Training		X	X	X

Hazard Category	Potential Hazards	Plans for Control	Admin- istration	Parks/Ma- intenance	Aquatics	Rec- reation
Aquatics Program	<ul style="list-style-type: none"> • Aquatics equipment hazards - head, neck, back injury • Slips, trips, falls • Compressed oxygen • Manual handling injury - pool equipment (tarps, lane lines, lane line reels), canopies, back boards • Lifting children • First Responder, blood and disease hazards • Pump Room chemicals, electrical, ladders • Athletic physical activity 	<p>Code of Safe Practices</p> <p>Lifeguard Training</p> <p>Pool Safety Inspections</p> <p>Bloodborne Pathogens Program</p>				X
Community Centers	<ul style="list-style-type: none"> • Hazards from classes, facility reservations and equipment including: • Heat and cold • Disease transmission • Noise • Emergencies • Slips, trips, falls • Heavy lifting • Chemicals • Intoxicated persons • Broken glass • Electrical hazards • Equipment and Small Tools • Kitchen Appliances • Ladders 	<p>Code of Safe Practices</p> <p>Safety Inspections</p> <p>Emergency Procedures/Action Plan</p> <p>Bloodborne Pathogens Program</p> <p>Hazard Communication Plan</p> <p>Workplace Security Plan/Workplace Violence Prevention Program</p> <p>Training Programs</p>				X

Hazard Category	Potential Hazards	Plans for Control	Admin- istration	Parks/Ma- intenance	Aquatics	Rec- reation
Youth Programs	<ul style="list-style-type: none"> • Hazards from programs, events, facilities and equipment, including: • Heat and cold, sun exposure, outdoor hazards • Disease transmission, body fluids • Noise • Emergencies • Slips, trips, falls • Heavy lifting • Running and physical activities • Chemicals, fumes and dust • Broken glass • Electrical hazards • Strain and stress • Equipment and machine hazards • Kitchen Appliances • Ladders 	<p>Code of Safe Practices</p> <p>Emergency Procedures/Action Plan</p> <p>Bloodborne Pathogens Program</p> <p>Hazard Communication Plan</p> <p>Workplace Security Plan/Workplace Violence Prevention Program</p> <p>Training Programs</p>			X	X
Swimming Pool	<ul style="list-style-type: none"> • Drowning hazard especially if poorly supervised or unsupervised, or unsecured • Medical emergencies • Chemical hazards • Slip, trip, fall hazards • Diving board and blocks • Outdoor hazards: Sun, heat, cold, insects • Weather, earthquake, emergencies • Cuts, scrapes, punctures from surfaces • Heavy lifting • ADA chair lift • Noise • Manual handling injury - pool equipment 	<p>Code of Safe Practices</p> <p>Lifeguard Orientation Training</p> <p>Pool Safety Inspections</p> <p>Hazard Communication Program</p> <p>Emergency Procedures/Action Plan</p> <p>Bloodborne Pathogens Program</p>		X	X	X

Hazard Category	Potential Hazards	Plans for Control	Admin- istration	Parks/Ma- intenance	Aquatics	Rec- reation
Sports Programs	<ul style="list-style-type: none"> • Hazards from programs, events, facilities and equipment, including: • Heat and cold, sun exposure, outdoor hazards • Disease transmission, body fluids • Emergencies • Slips, trips, falls • Heavy lifting, pushing and pulling equipment • Running and physical activities • Contact with participants • Chemicals, eye injury • Struck against or struck by • Electrical hazards • Ladders • Cuts, scrapes, punctures from surfaces 	<p>Code of Safe Practices</p> <p>Emergency Procedures/Action Plan</p> <p>Bloodborne Pathogens Program</p> <p>Hazard Communication Plan</p> <p>Workplace Security Plan/Workplace Violence Prevention Program</p> <p>Training Programs</p>				X
Pressure (power) washing operations	<ul style="list-style-type: none"> • Spray can cause direct wounds to skin, eyes. • The fast, strong spray can throw objects that strike and injure others who are close by. • Electric shock can occur if the pressure washer is not used properly and if safety instructions are not followed. • Gas powered pressure washers create carbon monoxide hazard and chemical hazard. 	<p>Code of Safe Operations</p> <p>PPE Hazard Assessment</p>		X		X
Encountering and cleaning-up encampments, property vandalism	<ul style="list-style-type: none"> • Exposure to broken glass, sharp metal from broken locks and gates, other sharp objects, used needles, human waste, biohazards • Encountering aggressive persons, criminal activity or individuals with mental illness, drug addiction • Mental/psychiatric injury 	<p>Code of Safe Practices</p> <p>Emergency Procedures/Action Plan</p> <p>PPE Hazard Assessment</p> <p>Workplace Security Plan/Workplace Violence Prevention Program</p> <p>Bloodborne Pathogens Program</p>		X		

Hazard Category	Potential Hazards	Plans for Control	Admin- istration	Parks/Ma- intenance	Aquatics	Rec- reation
Maintenance, Parks, Irrigation, Custodial - General activities	<ul style="list-style-type: none"> • Hazards to feet, hands, eyes, head • Noise • Dust • Exposure to biohazards during cleaning and maintenance • Falls from heights • Slips, trips, falls to same level • Use of compressed gases • Use of compressed air • Struck by vehicles, construction equipment • Electric shock • Confined spaces • Awkward postures, kneeling, twisting, bending • Potential asbestos containing materials 	<p>Code of Safe Practices</p> <p>PPE Hazard Assessment</p> <p>Bloodborne Pathogens Program</p> <p>Training</p>		X		
Equipment Maintenance or Repair	<ul style="list-style-type: none"> • Conducting maintenance or repairs on energized electrical equipment • Release of stored electrical, mechanical, hydraulic or other energy when performing maintenance and servicing of equipment • Uncontrolled and unexpected moving parts, sharp parts and blades • Hazardous chemicals such as fuels, lubricants and solvents. 	<p>Code of Safe Work Practices</p> <p>Lock-out/Tag-out Program</p> <p>PPE Hazard Assessment</p> <p>Training</p>		X		
Operation of landscaping equipment and power tools: Mower, edger, weedeater, trimmers, chainsaws, pruners, chipper, spreaders, aerators	<ul style="list-style-type: none"> • Contact with and being caught in moving parts • Contact with sharp parts, amputation hazards with cutting parts • Flying chips, debris, and dust hazards to body parts, including eyes, and lungs • Burn hazard with high temperature parts • Noise from equipment operation 	<p>Code of Safe Practices</p> <p>Equipment Inspections</p> <p>PPE Hazard Assessment</p> <p>Hazard Communication Program</p> <p>Training</p>		X		

Hazard Category	Potential Hazards	Plans for Control	Admin- istration	Mainten- Parks/Ma- intenance	Aquatics	Rec- reation
Operation of construction equipment: Tractor, backhoe, grader	<ul style="list-style-type: none"> • Being struck by or crushed by equipment • Equipment roll over, ejection from equipment • Amputation hazards with cutting parts, moving parts • Flying chips, debris, and dust hazards to body parts, including eyes, and lungs • Burn hazard with high temperature parts • Noise from equipment operation • Hazardous chemicals, liquids and fumes 	<p>Code of Safe Practices</p> <p>PPE Hazard Assessment</p> <p>Hazard Communication Program</p> <p>Equipment Inspections</p> <p>Training</p>		X		
Operation of hand and power tools: drills, saws, grinders, impact guns, table saws, ban saws, lathes, abrasive wheels, powder actuated tools	<ul style="list-style-type: none"> • Amputation hazards with cutting parts, moving parts • Flying chips, debris, and dust hazards to body parts, including eyes, and lungs • Burn hazard with high temperature parts • Noise from equipment operation • Hazardous chemicals, liquids and fumes • Punctures • Being caught up in moving parts 	<p>Code of Safe Practices</p> <p>Tool Inspections</p> <p>PPE Hazard Assessment</p> <p>Hazard Communication Program</p> <p>Training</p>		X		
Bucket truck, scissor lift, manlift	<ul style="list-style-type: none"> • Falls from elevation • Contact with overhead power lines • Vehicle or lift tipping over on uneven ground • Being struck against trees or buildings • Being caught on branches or other objects 	<p>Code of Safe Practices</p> <p>PPE Hazard Assessment</p> <p>Training</p>		X		

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Hazard Category	Potential Hazards	Plans for Control	Admin- istration	Parks/Ma- intenance	Aquatics	Rec- reation
Trenching	<ul style="list-style-type: none"> • Cave-ins, collapsing on workers • Equipment falling into excavated area • Hazardous atmosphere • Mobile equipment • Hitting utility lines 	Code of Safe Operations Training		X		
Tree Trimming	<ul style="list-style-type: none"> • Falling from heights • Being struck by trees or limbs • Electrocutation 	Code of Safe Operations PPE Hazard Assessment Training		X		
Welding	<ul style="list-style-type: none"> • Electric shock • Noise • Expsoure to UV and IR radiation • Fumes and gases • Burns 	Code of Safe Operations PPE Hazard Assessment Hazard Communication Program Training		X		

APPENDIX E: ACCIDENT INVESTIGATION REPORT

This form is for use by Supervisors or Safety Committee Members and will be used to investigate any accidents resulting in employee injury or illness. This form is utilized internally in addition to any Workers Compensation Claim Forms that may need to be completed, if a claim is being reported.

Accident investigation steps performed per IIPP:

1. Interview the injured employee and any witnesses. [attach notes taken]
2. Visit the accident scene and gather facts from the employee and any witnesses. Note any inconsistencies that arise in the course of your fact gathering. Take photos or make a sketch of the scene if necessary.
3. Examine the workplace factors or unsafe conditions associated with the accident/ exposure.
4. Determine the cause of the accident/exposure.
5. Develop a plan for corrective action including the date of implementation.

The results of the accident investigation must be documented here on **Appendix E: Accident Investigation Report** and reviewed by the Department Head or designee.

1. Date and time of injury or illness:

2. Name of affected employee(s):

3. Work area/job of affected employee(s):

4. Nature of injury or illness:

5. Part(s) of body affected:

6. What other employee(s) may have witnessed the accident, or any event that led to the injury or illness?

7. What workplace condition, work practice or hazard contributed to the incident?

8. Was a safety rule violated? If yes, which one?

9. What corrective actions will prevent recurrence?

10. Was the unsafe condition, practice, or hazard corrected?

11. What actions have been taken to prevent recurrence?

12. What additional actions must be taken to prevent recurrence and what is the timeline to complete these actions?

Completed by (Print Name, Sign, Date):

Department Head reviewed (Print Name, Sign, Date):

APPENDIX F: EMPLOYEE SAFETY AND HEALTH TRAINING MATRIX	Training Frequency Required by Regulation	Cal/OSHA Reference	Administrati on and Office Staff	Parks/Maint enance Staff	Recreation Staff	Aquatics Staff
Injury & Illness Prevention Program (IIPP)	I/U	3203	2 years	2 yrs	2 yrs	2 yrs
Prevention of Workplace Violence	I/U	3203, draft reg	2 years	2 yrs	2 yrs	2 yrs
Emergency Procedures/Action Plan, Fire Prevention	I/U	3220, 3221	2 years	2 yrs	2 yrs	2 yrs
Materials Handling, Ergonomics, Back-Safety, Lifting, Slips, Trips, Falls	I/U	3203	2 years	2 yrs	2 yrs	2 yrs
Defensive Driving (designated employees who drive while at work)	I	3203	2 years	2 yrs	2 yrs	2 yrs
Heat Illness Prevention and Outdoor Hazards (plants, animals, insects)	I/A	3395		Annual	Annual	Annual
Bloodborne Pathogens (Full Training)	I/A	5193		Annual	Annual	Annual
Bloodborne Pathogens (Awareness level)			Annual			
Infectious Diseases (COVID-19) (ETS: Emergency Temporary Standard)	I/U	3205 (ETS)	Annual	Annual	Annual	Annual
Chemical Hazard Communication	I/U	5194	2 yrs	2 yrs	2 yrs	2 yrs, Annual for Senior Guards, RE: pool chemicals
First Aid/CPR (designated staff)	I/C (2 yr)	3400			2 yrs	2 yrs
Ladder Safety	I	3276		2 yrs	2 yrs	2 yrs
Code of Safe Practices, Department and Job-Specific Policies and Procedures	I/U	3203	2 years	2 yrs	2 yrs	2 yrs

Training Frequency Codes:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change/New Process, Equipment

C – Certification

APPENDIX G: GENERAL CODE OF SAFE WORK PRACTICES

The safety of all employees is of prime importance to GVRD. All employees have a responsibility to work safely and to follow the Injury and Illness Prevention Plan. The following must be adhered to:

1. All employees shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to a supervisor, Manager, or Director.
2. Supervisory employees shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to ensure compliance.
3. All employees shall be given frequent accident prevention instructions.
4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the supervisor.
10. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
11. All injuries shall be reported promptly to the lead person or supervisor so that arrangements can be made for medical or first aid treatment.
12. When lifting heavy objects, use the large muscles of the legs and hips instead of the smaller muscles of the back.
13. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn
14. Materials, tools, debris or other objects shall not be dropped from buildings or structures until proper precautions are taken to protect others from falling objects.
15. The use of personal protective equipment (PPE) shall be used as required or necessary.

It is the duty and responsibility of each employee to participate in the effort to promote and maintain a safe work environment. Failure to follow the above rules may cause serious injury and/or illness.

Disciplinary action, up to and including termination, may be used to assure rule enforcement. Please use common sense and think before you act. If you are not sure how to complete a job or task safely or have any questions, ask your supervisor.

APPENDIX H: ANNUAL IIPP EVALUATION FORM

This annual review examines the objectives, scope, performance and effectiveness of the IIPP.

Plan Year:

1. Review of reports from the California Association for Park and Recreation Indemnity ("CAPRI") insurance service for statistical trending of claims history (Loss Run report). What comments and recommendations result from this review?

2. Accident investigation reports are evaluated for completeness, corrective measures identified and action taken. Are there outstanding recommendations for follow-up?

3. Review Department-specific safety action activities including, but not limited to: safety inspections, employee safety training, safety meetings, safety priorities, and correction of hazards. Measure against each Department's Annual Safety Plan. Are there recommendations or feedback for the departments? (attach pages as necessary)

3. Review GVRD-wide safety training performance for the year and evaluate against the IIPP training plan. Are there comments or recommendations?

4. Minutes of safety committee meetings are reviewed. Is there unfinished business or are there uncorrected hazards to address?

5. Review Safety Committee's activities, including, but not limited to: committee meeting minutes, inspections, documentation, correction of hazards, training and communication, and evaluate against the policies and procedures as outlined in the IIPP.

6. Review of the IIPP document in its entirety. Are there any recommendations for changes to the document?

7. What are the recommended safety priorities for the coming year, such as: specific training, regulatory compliance priorities, written safe work procedures or written programs, inspection enhancements, form enhancements, equipment or PPE purchases.

Completed by (Print Name, Sign and Date):

Reviewed by General Manager (Print Name, Sign and Date):

APPENDIX I: DEPARTMENT ANNUAL SAFETY PLAN

Per the GVRD IIPP: The Department plan(s) should address and prioritize the safety action steps for the year, new hire orientations, specific safety training, safety meeting schedules, dates of inspections, personal protective equipment needs, and safety communication materials to be used during the following year.

Department Name and Plan Year:

Safety Action Steps Prioritized for the Year (including PPE or equipment purchases, new Job Hazard Analysis and Work Rules to be developed, programs to be developed, goals and metrics, new training and development):

1.

2.

3.

4.

5.

Department Specific and New Hire Training Planned (attach additional sheets if needed):

Safety communication materials to be used (handouts, training videos, manuals):

Schedule of Department Safety Meetings:

Dates of Inspections (dates/locations planned):

Department Head (Print Name, Sign and Date):

Reviewed by General Manager (Print Name, Sign and Date):

APPENDIX J: IIPP ACKNOWLEDGEMENT OF RECEIPT FORM

**GREATER VALLEJO RECREATION DISTRICT
INJURY AND ILLNESS PREVENTION PROGRAM**

ACKNOWLEDGEMENT OF RECEIPT OF IIPP

My signature below acknowledges that I have received a copy of GVRD Injury and Illness Prevention Program. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of this document, to follow the established safety procedures, and to adhere to safe work practices.

Furthermore, I understand that it is my duty as an employee of GVRD to immediately report any workplace safety concerns to my supervisor or other management staff.

Signature

Printed Name

Date

APPENDIX K: SAFETY COMMITTEE STANDING AGENDA

Greater Vallejo Recreation District

Topic: Safety Committee Meeting Minutes

Date / Time:

Location:

- 1) Call to Order
- 2) Roll Call
- 3) Approval of Agenda / Additions
 - a)
- 4) Approval of minutes
 - a)
- 5) Employee Accident / Injury / Illness Incident report review: Per CalOSHA Title 8 CCR 3203(c)(4), review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents.
 - a)
- 6) Review of Reported Work Hazards: Per CalOSHA Title 8 CCR 3203(c)(5), review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions. (Including: Review Hazard Alert and Correction Forms, safety related work orders, incident reports, issues).
 - a)
- 7) Work Area Inspections: Per CalOSHA Title 8 CCR 3203(c)(3), review results of the periodic, scheduled worksite inspections.
 - a) Inspections performed by departments: Review of inspection records.
 - i) Were hazards corrected?
 - b) Inspections performed by Safety Committee: What inspections are scheduled? Review most recent inspections performed by the Safety Committee.
 - i) Were hazards corrected?
- 8) Review of Public Safety Issues:
 - a) Accidents / Incidents
 - b) Complaints
 - c) Inspections

- 9) Emergencies - Review Ongoing Emergencies? De-brief? Work on preparedness?
 - a)

- 10) Section Reports – Additional items to address in each department
 - a) Recreation
 - i)
 - b) Parks
 - i)
 - c) Facilities
 - i)
 - d) Admin
 - i)

- 11) Trainings
 - a) Please see section reports for specific department training
 - b)

- 12) Correspondence / New Regulations / Updates
 - a) California Park and Recreation Society
 - b) Center for Disease Control
 - c) State of California
 - d) CAPRI
 - e) Heppell Legal
 - f) IBEW & SEIU & AMOA unions
 - g) Solano County
 - h) California Department of Public Health

- 13) Old Business
 - a)

- 14) New Business
 - a)

- 15) Follow-up / Next Step / Recommendations
 - a)

- 16) Adjournment