
TITLE: PARKS & RECREATION RISK MANAGEMENT PLAN

EFFECTIVE DATE: 3/1/20

REFERENCE NUMBER: SAF002

CAPRA STANDARD(S): 9.1.1

NEXT REVIEW DATE: 3/1/22

RESPONSIBLE AUTHORITY: Director

PAGES: 4

Purpose

The Risk Management Plan is a framework document that identifies the plans and procedures used in the management of the risks associated with operating a parks and recreation department and its various divisions.

Policy

Risk management is the responsibility of all NB PARD employees. NB PARD will make reasonable efforts to ensure that all parks, recreation facilities owned or managed by City of New Braunfels and all recreation programs offered by or through NB PARD are safe and legally compliant, and are maintained for safe and healthy working conditions by following standardized practices designed to safeguard employees and citizens.

The NB PARD will adhere to a risk management plan designed to minimize hazards that can result in personal injury, property damage or financial loss. The department will utilize the following means of implementation:

- One full time staff member will participate on the City Safety Committee;
- Work with the City Risk Manager in specific areas related to the department programs, parks and facilities;
- Evaluate and update Risk Management Plan biannually, or as needed;
- Provide staff with ongoing training programs that emphasize safety in the work place;
- Maintain safety inspection procedures for parks, facilities and equipment; and
- Review manual and distributed to all employees.

As a department of the City of New Braunfels, PARD is governed by city codes and city-wide policies including forms and training materials provided by the City's Human Resources Department.

Authority & Responsibility

The Risk Management Plan is approved by the Director of Parks and Recreation, with input by the Parks and Recreation subcommittee of the Safety Committee and is the responsibility of all supervisors and managers.

City-Wide Safety & Risk Management

The City of New Braunfels employs a Safety and Training Coordinator who reports to the Human Resources Director. The Safety and Training Coordinator is responsible for oversight, coordination and monitoring of safety and risk management programs and practices in all city departments by means of the Safety Committee. Through the Safety Committee each department is expected to support and work to ensure efficient and safe programs, operations and facilities for customers and employees. The City-Wide Safety Committee (Safety Committee) assists the organization in reducing and

managing safety risks with the goal to achieve and maintain a safe working environment. The Safety Committee made up of representatives from each city department advises and assists City leadership in promoting an environment that is safe from recognized hazards for employees. The Committee is charged to:

- Identify safety needs for the organization and develop plans to implement activities to ensure those needs are met
- Review safety data and metrics to measure safety performance
- Discuss and resolve issues where gaps in safety or security may arise or persist
- Provide reports, advice and recommendations to ELT and/or City Management for consideration and action

NB PARD will designate a staff person to coordinate safety management functions for the department. The Director assigns this role to a Manager. Responsibilities for this role include:

- Serve as the liaison between the department and human resources regarding employee occupational health and safety matters affecting the PARD, or respective departments
- Attends scheduled safety committee meetings
- Assist Human Resources on completing department safety and health training
- Provide input on safety and health resolutions

Citywide efforts to accomplish Safety Committee goals are established through RISE Trainings provided annually by the Human Resources Department. Various topics are covered in the RISE Trainings.

- Public Safety, Law Enforcement and Security
- Emergency Management
- Bloodborne Pathogen Program
- Hazard Communication Plan
- Safe Work Practices

General Facility Guidelines

Patrons

Rules and policies for the use of each facility, or specific equipment within that facility, should be posted within each facility for participant review.

Employees

Rules and policies may be individually posted or part of an accessible operations manual. Facility staff should enforce specific rules as related to each facility. Specific facility policies should cover the following areas:

- Personnel utilized
- Supervision
- Equipment used
- Keys/security
- Inspections
- Emergency response procedures
- Phone access
- Opening/Closing procedures
- Signage

Audits & Inspections

Systematic audits and inspections are important to maintain the safety of our patrons and employees. They are also used to identify future issues. Employees will conduct regular inspections of their work areas, equipment and tools. If potential exposures or deficiencies are identified, employees are expected to communicate to their supervisors if the employees are not able to rectify the situation immediately. Management will allocate adequate time and resources to perform the self-inspections. Inspections to identify potential hazards are all employee's responsibility, to mitigate and report.

A department wide Facility Legal Requirements Matrix provides the necessary schedule of inspections and certifications required for each division and its facilities. Regular inspections are a required for playgrounds, pools, equipment, chemicals, and vehicles.

Emergency Plans & Procedures

Each facility and park location will create an Emergency Action Plan. The plan will be reviewed annually and made available to employees in facility office locations.

Accident/Incident Reporting

Tracking safety issues through effective accident and incident reporting mitigates future issues. NB PARD utilizes the city-wide forms and procedures for accidents and incidents to ensure consistent tracking and information collection.

Reporting is performed when:

- A staff member experiences an injury
- Staff member provides assistance to others who have experienced an accident or incident
- Equipment, vehicles, or property (private or public) is damaged

Reporting is each staff member's responsibility. Reports are filled out by the first employee on the scene or employee involved in the incident, the supervisor on duty, and the division manager. The signature from each of these three individuals indicates that each person has read and completed the report appropriately. The final signatory turns in the report to the Human Resources Risk Manager within 24 hours of the incident. If the incident needs immediate attention, the supervisor or manager will contact the Human Resources Risk Manager as soon as possible to notify him/her of the situation and fax over the report although other signatures may be needed after the fax has been sent.

Forms are available in the City's common drive or in the Parks Administration Offices.

Employee Manuals

Each NB PARD division is guided by the City of New Braunfels Employee Policies and Procedures located in online in the Policy Library. However, each division may also create an employee manual that specifically applies to the procedures at that facility or program. The manuals are updated annually, or as needed, and approved by Division Managers and the Director. Copies are provided to the division employees and are made available in the facility offices. The following divisions have supplemental employee manuals.

- Camp Minnehaha
- Das Rec
- Fischer Park Nature Education Center
- Landa Park Aquatic Center and City Tube Chute
- Landa Park Golf Course
- Park Rangers

Training & Certifications

Training and education is key to ensure safety practices are followed. All managers, supervisors and employees are

required to participate and become involved in the ongoing safety and health training program. The NB PARD safety sub-committee will share training opportunities with staff and management as provided.

New Hire Orientation will be administered to all new employees prior to the initial work assignment and to employees assigned to new or different tasks or jobs. The orientation will consist of all required training programs as well as job and site-specific safety and health information. New employees will not be released to an individual job assignment until it has been determined by their supervisor that the individual has retained the minimal acceptable elements of the training provided and pertinent information to safely perform the assigned duties.

Licensing, certification, and qualification are three methods designed to assure that staff are credentialed, qualified and competent to perform certain occupations. NB PARD will ensure all employees are certified on a job tasks, vehicles and equipment required for their job. Supervisors will ensure all certifications are kept current.