

## MUNICIPAL RECREATION DEPARTMENT GUIDELINES FOR SAFE OPERATIONS

### Injury prevention and loss control during recreation department activities

**Instructions:** This is a scored pro-active safety auditing and loss control tool designed for periodic use to reduce high risk behaviors and increase safe behaviors. “Yes” answers should be scored at (1) and “No” answers should be scored at (0). In the corrective action column, either a time frame for completing the correction or the actual date corrective action was completed should be noted. Check the “NA” column if this item is not applicable. Total and track audit scores over time to track up or down trends along with tracking the number of incidents, accidents and injuries sustained.

Key elements of successful risk management for recreational programs include adequate staff numbers to limit spans of control to three to six children per staff, good program evaluation measures with rapid follow up of any parental complaints with corrective action as needed, and proper staff training and accountability.

Task/Job Part – Pre-employment, Training & Records	Yes	No	Corrective action date	NA
Background checks for all volunteers and employees working with recreational programs for children				
All training completed successfully in a timely manner				
New employee safety orientation completed				
New employee job-specific safety training completed				
Employee job-specific refresher safety training completed				
Employees and volunteers trained in how to manage and communicate with children				
Employees and volunteers receive sexual harassment training				
All training records current and complete				

Task/Job Part – Human Resources	Yes	No	Corrective action date	NA
Personnel policies applied in a consistent manner				
Fairness – all employees treated the same				
Progressive discipline in place with emphasis on worker integrity and accountability				
Sexual harassment prevention training completed				
Background checks for all employees and volunteers working with children				
Other				

Task/Job Part – Completion of all certifications	Yes	No	Corrective action date	NA
All certifications, such as First Aid/CPR completed and current				
Life guard Certification				
Other				
Other				

Task/Job Part – Proper lifting technique	Yes	No	Corrective action date	NA
Proper position				
2 or more workers if load is more than 50# (50# or less per person)				
No lift above waist level				
Assistive lifting devices properly used				

Task/Job Part – Program Operations	Yes	No	Corrective action date	NA
Completed all weekly risk management checklists				
Completed any notification or corrective action needed				
Clear communication between staff and to children ✓ Expectations explained and understood ✓ Communication of problems with corrective actions				
Programs evaluated with rapid follow up on any parental complaints ✓ Parents contacted by phone or in person ✓ Corrective actions taken if needed				
Dress code in place and volunteers and paid staff accountable to dress code				
Environment for recreational activity safe				
Staff span of control – 3-6 children per staff member				

Task/Job Part – Use of Personal Protective Equipment (PPE)	Yes	No	Corrective action date	NA
Use of Universal Precautions PPE during first aid or blood-borne pathogen exposure				
Use of gloves while loading gear and equipment				
Use of close toed shoe or work boot				
Use of sun block and insect repellent				
Other				

Task/Job Part – Proper use of incident reporting forms & logs with proper recording	Yes	No	Corrective action date	NA
All worker injuries reported to supervisor and recorded				
All worker accidents involving property, chemicals reported and recorded				
All “near misses” reported to supervisors and recorded				
If a reporting program was in place, all hazards and potential hazards reported and recorded				
A workers compensation claim was filed if a) an injury involved lost time, b) medical care with costs, or c) the worker requested a claim be filed				

<b>TOTAL SCORE</b>
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Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_